



LOMA LINDA UNIVERSITY

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School of Business & Management

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6-8-1987

## 1987 - 1988 Bulletin

Loma Linda University

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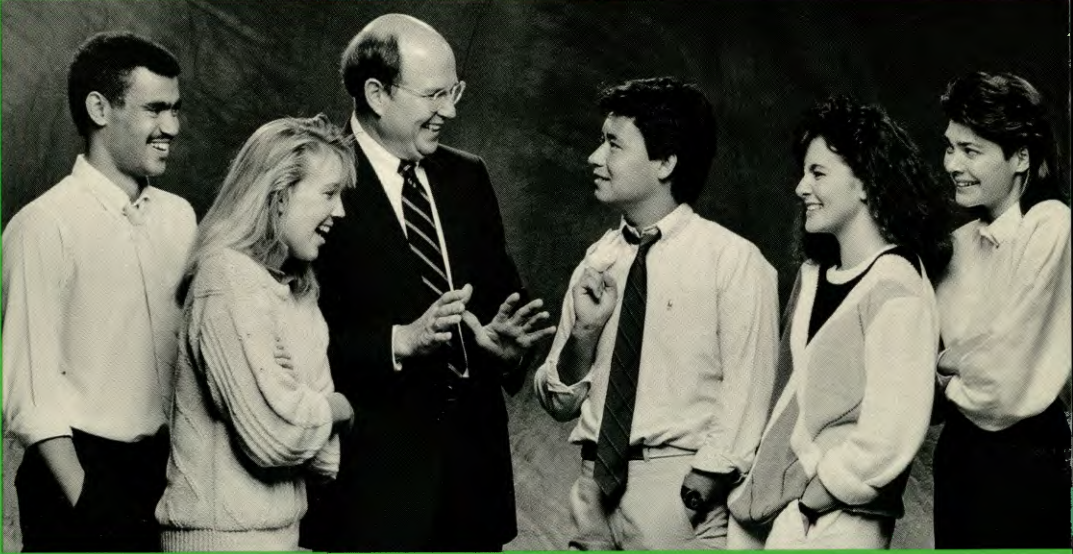
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**Bulletin of**

# **Loma Linda University**



**School of Business  
and Management**

**1987-88**

**Bulletin of LOMA LINDA UNIVERSITY  
School of Business and Management 1987-88**

Pictured on cover from left to right: Mike McLeary, Laurie Furgason,  
Norman J. Woods (University president), Don Sand, Ligia Radoias,  
Bridgette Duggan.

The information in this BULLETIN is made as accurate as possible at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. The University reserves the right to make such changes as circumstances demand with reference to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation.

GENERAL OFFICE HOURS

Administration

8 to 5 Monday-Thursday

8 to 12 Friday

Recruitment/Admissions

9 to 5 Monday-Thursday

9 to 12 Friday

Student Finance

9 to 3 Monday-Thursday

9 to 12 Friday

University Records

9 to 3 Monday-Thursday

9 to 12 Friday

CLOSED

Saturday, Sunday,  
and legal holidays

BULLETIN OF

LOMA LINDA UNIVERSITY

Volume 78, Number 5, June 8, 1987

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# **business & management**

**LOMA LINDA UNIVERSITY**

**1987-88**



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LOMA LINDA UNIVERSITY is a two-campus Seventh-day Adventist coeducational institution located in inland southern California and is part of the Seventh-day Adventist system of higher education.

On the La Sierra campus, at the west edge of Riverside, curriculums in applied and liberal arts and sciences, business and management, pre-professional programs for the health-related professions, and programs in professional education in fulfillment of requirements for teaching credentials are offered by the College of Arts and Sciences, the School of Business and Management, and the School of Education. On the Loma Linda campus, in the San Bernardino-Redlands area, professional curriculums are offered by the Schools of Allied Health Professions, Dentistry, Health, Medicine, and Nursing. Graduate programs of the departments of the schools are offered from both campuses through the Graduate School.

Accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and the North American Division Commission on Accreditation of the Board of Regents of the General Conference of Seventh-day Adventists, Loma Linda University is a member of the American Council on Education and the Association of American Colleges. The professional curriculums of the University are approved by their respective professional organizations.

Curriculums are offered leading to the Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Social Work, Master of Arts, Master of Business Administration, Master of Health Administration, Master of Public Health, Master of Science, Master of Science in Public Health, Specialist in Education, Doctor of Dental Surgery, Doctor of Education, Doctor of Health Science, Doctor of Medicine, Doctor of Philosophy, and Doctor of Public Health degrees.

The core of the combined faculties consists of approximately 743 full-time teachers. Part-time and voluntary teachers, especially clinicians in the professional curriculums, bring the total past 1,885. Men and women from as many as 100 nations are represented in the annual enrollment of nearly 4,400 students.

## NONDISCRIMINATION POLICY

The University is established by the Seventh-day Adventist church as an integral part of its teaching ministry.

The University is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of handicap, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life and services, or any University-administered program.

To this end, the University is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, and substantial compliance with Title IX of the Education Amendments of 1972 (45 CFR 86 et seq.) and Sections 503 and 504 of the Rehabilitation Act of 1973. The University also complies with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Adjustment Act of 1974 and does not discriminate against any employee or applicant for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provisions of the Age Discrimination Act of 1975.

The University reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment. The University believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and practices of the Seventh-day Adventist church. The University expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist church. The University claims exemptions from the provisions of Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with church teachings and practices of morality, deportment, and appearance.



## AFFIRMATIVE ACTION

The University routinely monitors its educational and employment practices regarding women, minorities, and the handicapped to ensure compliance with the law and University policy. The University's affirmative action policy is to provide equal access to admissions, educational programs and activities, financial aid, student services, and employment.

In compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a grievance procedure has been established to process student complaints alleging violation of these regulations or of the University's policy of nondiscrimination based on sex or handicap. Inquiries concerning Title IX may be directed to the dean of students. Employment-related discrimination complaints, including those filed by student employees, are processed in conformity with the provisions outlined in existing staff personnel policies. Complaints related to discrimination in academic areas are reviewed in conformity with the procedures established by the academic administration.





# LOMA LINDA UNIVERSITY

## HISTORY

Loma Linda University has grown out of the institution founded at Loma Linda, California, by the Seventh-day Adventist church in 1905. The original schools — Nursing and Medicine — have been joined by Allied Health Professions, Dentistry, and Health on the Loma Linda campus. In 1967 the former La Sierra College joined the University, adding the College of Arts and Sciences and the School of Education. In 1986 the School of Business and Management was established. The University now comprises two campuses — one at Loma Linda and one in Riverside (La Sierra), California. The Division of Religion and the Graduate School are administered on both campuses.

The University, operated by the Seventh-day Adventist church, is committed to the vision of its founders and sustained by its close association with the church.

## PHILOSOPHY

As implied by its motto, *To Make Man Whole*, the University affirms these tenets as central to its view of education:

God is the creator and sustainer of the universe.

Mankind's fullest development entails a growing understanding of the individual in relation to both God and society.

The quest for truth and professional expertise, in an environment permeated by religious values, benefits the individual and society and advances the ministry of the Seventh-day Adventist church.

## MISSION

Loma Linda University's fundamental purpose as an institution of higher education is to provide — through the faculty, staff, administration, and curricula — an environment for learning that emphasizes individual commitment to Christ, personal integrity, intellectual development, and generous service to mankind and the church.

Particular attention is given to selecting curricula that educate students for Christian service. Whether or not the discipline is directly expressed

in denominational employment, the educational philosophy and methodology are molded by Seventh-day Adventist concerns and values. The University's College of Arts and Sciences provides a significant liberal arts foundation intended to broaden and enrich the student, whatever the career choice. Professional and postbaccalaureate programs concentrate University resources in religion, business and management, education, social services, health and biomedical sciences, and other fields having a history of high priority among Seventh-day Adventists.

Although many Seventh-day Adventist students at Loma Linda University come from the western United States and most from North America, the University recognizes the larger constituency of the Adventist church throughout the world. Other students who esteem the Christian values of the University provide an additional constituency.

Because Loma Linda University is part of a system of Seventh-day Adventist institutions of higher education, it often serves these institutions through professional collaboration as well as academic agreements. Moreover, the University responds continually to the church's needs for skilled professionals, scholars, and administrators.

Loma Linda University's commitment to excellence in teaching is undergirded by scholarly activity, with growing emphasis on research in areas consistent with its educational goals. The University also provides extensive continuing professional education both locally and on distant campuses in North America and abroad.

In expressing its mission the University

retains the practices of weekly chapel services on both campuses and required study in religion for all students because these activities not only develop and reinforce Christian community, but also add richness and balance to the academic, spiritual, and social life of the student. Furthermore, the University expects its citizens to live in harmony with the Seventh-day Adventist lifestyle.

under the direction of the Board of Trustees, embraces the concept of shared participation in governance among administration, faculty, and students as the process by which decisions are made, implemented, and evaluated.



fosters the ideal of academic freedom, seeking to protect the faculty member from pressures both internal and external which would hinder the pursuit of knowledge and truth. At the same time it assumes that faculty members will act responsibly within the context of the philosophy and mission of the University.

affirms and practices nondiscrimination with regard to age, color, gender, ethnic origin, or handicap. It does, however, offer Adventist students preference in admission; and faculty and staff are recruited with specific attention to their membership in the Seventh-day Adventist church.

Loma Linda University readily accepts its role as a resourceful contributor to its constituencies, higher education, and the local community.

ADOPTED BY THE BOARD OF TRUSTEES

August 26, 1985

# 1987

# CALENDAR

## June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUMMER SESSION 1987	
	Master's degree students initiate a Petition for Admission to Candidacy (Form A) in the quarter after 24 units of graduate course work have been completed in the School of Business and Management
22	Last day for master's degree students to submit Petition for Graduation (Form C) for Fall 1987 completion
22-23	Registration
22	Beginning of classes and laboratories Information concerning workshops, institutes, and other special courses appears in the Summer Session BULLETIN
29	Last day to enter a course

## July

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3	Independence Day recess
6	Last day to withdraw with no transcript record
24	Last day to withdraw with a W grade or to request an S/U grade
31	Six-week session ends

## August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3	Last day for master's degree students to submit Certification of Completion of Requirements for Degree (Form D) to the School of Business and Management for Summer 1987 completion
14	Last day for master's degree students to submit Petition for Admission to Candidacy (Form A) if the student has completed 24 units of graduate course work in the School of Business and Management
17-SEPT 18	English Language Institute

# 1987

# CALENDAR

## September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3

Summer Commencement

3

Last day for master's degree students to submit  
Petition for Graduation (Form C) for Winter  
1988 completion

### AUTUMN QUARTER 1987

Master's degree students initiate a Petition for  
Admission to Candidacy (Form A) in the  
quarter after 24 units of graduate course  
work have been completed in the School of  
Business and Management

7

Labor Day recess

27

Testing and orientation

28

Advisement and registration for all new  
students

29

Registration for all former students

30

Beginning of classes and laboratories

## October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6

Last day to enter a course

13

Last day to withdraw with no transcript  
record

19-24

Autumn Week of Devotion

## November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15

Last day for master's degree students to sub-  
mit Petition for Admission to Candidacy  
(Form A) if the student has completed 24  
units of graduate course work in the  
School of Business and Management

16

College Day

17

Last day for master's degree students to submit  
Certification of Completion of Requirements  
for Degree (Form D) to the School of  
Business and Management for Fall 1987  
completion

25-29

Thanksgiving recess

30

Last day to withdraw with a W grade or to re-  
quest an S/U grade

# 1987

## December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-17  
17  
17

# CALENDAR

Final examinations  
End of autumn quarter  
Last day for master's degree students to submit Petition for Graduation (Form C) for Spring 1988 completion

# 1988

## January

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4  
5  
11  
18  
19  
16-23

## WINTER QUARTER 1988

Master's degree students initiate a Petition for Admission to Candidacy (Form A) in the quarter after 24 units of graduate course work have been completed in the School of Business and Management  
Registration  
Beginning of classes and laboratories  
Last day to enter a course  
Martin Luther King, Jr., Day recess  
Last day to withdraw with no transcript record  
Mission Emphasis Week

## February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15  
17  
  
  
21  
29

Presidents' Day recess  
Last day for master's degree students to submit Certification of Completion of Requirements for Degree (Form D) to the School of Business and Management for Winter 1988 completion  
Adventist Higher Education Day  
Last day to withdraw with a W grade or to request an S/U grade



# 1988

# CALENDAR

## March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4	Last day to submit Petition for Admission to Candidacy (Form A) if the student has completed 24 units of graduate course work in the School of Business and Management
6	Campus Visitors' Day
10-13	Alumni Homecoming
14-17	Final examinations
17	Last day for master's degree students to submit Petition for Graduation (Form C) for Summer 1988 completion
17	End of winter quarter
	<b>SPRING QUARTER 1988</b>
	Master's degree students initiate a Petition for Admission to Candidacy (Form A) in the quarter after 24 units of graduate course work have been completed in the School of Business and Management
28	Registration
29	Beginning of classes and laboratories

## April

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4	Last day to enter a course
11	Last day to withdraw with no transcript record
18-23	Spring Week of Devotion
27-MAY 1	Fine Arts Festival

## May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6	Last day to submit Petition for Admission to Candidacy (Form A) if the student has completed 24 units of graduate course work in the School of Business and Management
9	Last day for master's degree students to submit Certification of Completion of Requirements for Degree (Form D) to the School of Business and Management for Spring 1988 completion
24	Last day to withdraw with a W grade or to request an S/U grade
26	Awards Assembly
30	Memorial Day recess

# 1988

# CALENDAR

## June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6- 9

Final examinations

9

End of spring quarter

10-12

Commencement Events

### SUMMER SESSION 1988

Master's degree students initiate a Petition for Admission to Candidacy (Form A) in the quarter after 24 units of graduate course work have been completed in the School of Business and Management

20-21

Registration

20

Beginning of classes and laboratories

Information concerning workshops, institutes, and other special courses appears in the Summer Session BULLETIN

27

Last day to enter a course

## July

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4

Independence Day recess

5

Last day to withdraw with no transcript record

22

Last day to withdraw with a W grade

or to request an S/U grade

29

Six-week session ends

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-SEPT 16

English Language Institute

## September

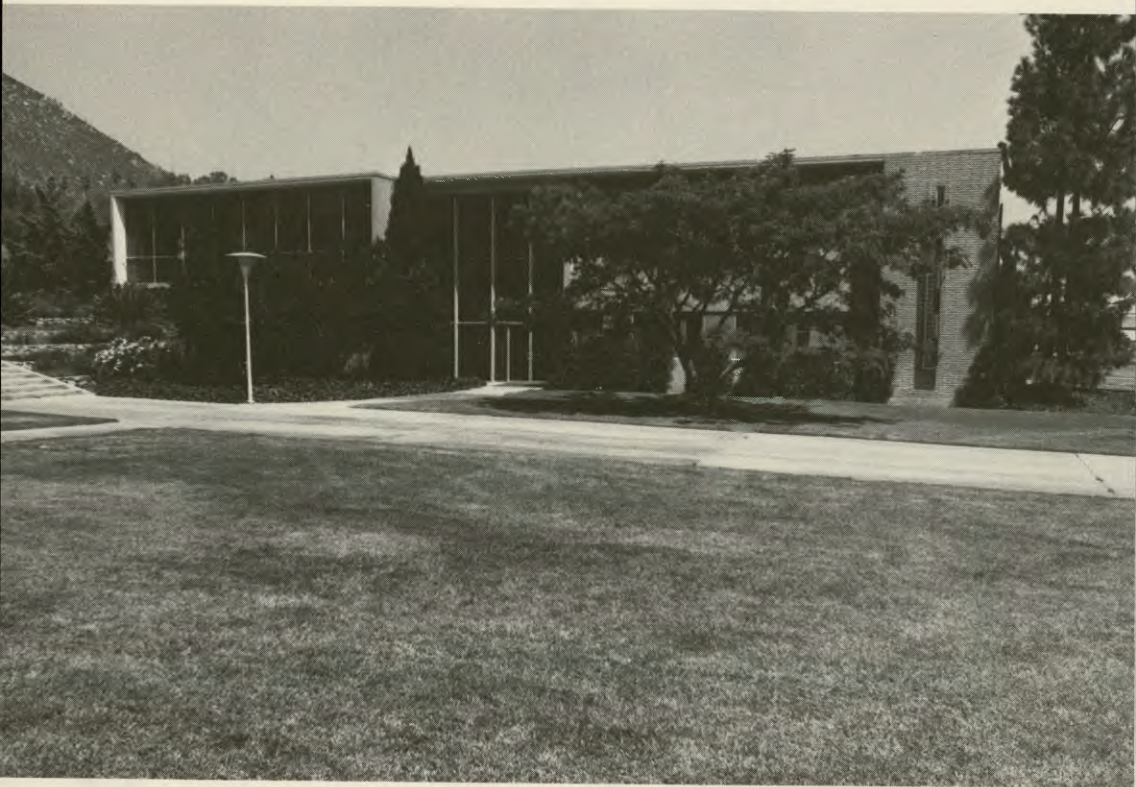
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1

Summer Commencement









# I

## General Information

### GENERAL INFORMATION

THE SCHOOL OF BUSINESS AND MANAGEMENT has its origin in the Seventh-day Adventist educational institution that began as La Sierra Academy in 1922. A year later, with the addition of course work in preparation for teaching, the academy became La Sierra Academy and Normal School. In 1927 it enlarged its offerings further to become Southern California Junior College, which became La Sierra College in 1939. Full accreditation as a four-year liberal arts college was received in 1946. In 1967 La Sierra College merged with Loma Linda University to become the University's undergraduate college. In 1986 the Department of Business and Economics of the college was reorganized as the School of Business and Management on the La Sierra campus.

Although its functions are centered on the La Sierra campus of the University, the School also offers course work on the Loma Linda campus for students in the professional schools.

**Objective** The objective of the School of Business and Management is to fulfill the mission of the University specifically in the areas of business and management education; thus its programs are designed to provide the students — undergraduate, graduate, postgraduate, professional, and nondegree — with the variety of skills necessary to succeed in the business environment.

Because the University was established to provide education to Seventh-day Adventist men and women for the fulfillment of the worldwide mission of the church, many of these men and women will be employed by the church — in its administration, its education system, its medical services, and elsewhere. Many others will participate in the mission of the church by the witness of their lives in personal integrity, generous service, and Christian devotion.

Accordingly, the School provides an explicitly religious context for the encouragement of personal excellence, physical and emotional health, intellectual breadth and depth, appreciation of the fine arts, responsible social relationships, and unconditional commitment to supreme values. To this end, campus life incorporates study, work, recreation, and worship.

**General education** The general education requirements for the students of business and management are provided by the College of Arts and Sciences. With its emphasis on liberal education, the students are thus encouraged, in addition to a concentrated study in business, to acquire a basic competence in written and oral communication and to encounter the broad areas of knowledge:

the *humanities*, including intellectual and cultural history, music, art, language, literature, philosophy

the *natural sciences*, including biology, chemistry, geology, physics

*mathematics*, including both traditional mathematics and computer science

the *social and behavioral sciences*, including psychology, sociology, anthropology, social work, child and family science, political science

*religion*, including biblical studies, theology, church history, and ethics

The intention of this kind of education is to enable a student not merely to earn a living but to live responsibly and creatively in society and under God.

**Programs of study** The School of Business and Management offers several baccalaureate-level degrees (B.A. and B.B.A.) and one graduate-level degree (M.B.A.).

The *Bachelor of Arts* (B.A.) curriculum offers four years of course work with major concentration in business and management within the context of comprehensive liberal education. Or it allows the student to combine the major in business with another major in a different discipline.

The *Bachelor of Business Administration* (B.B.A.) curriculum offers four years of course work with somewhat greater concentration in one of the four areas of business and management: accounting, management, management information systems, and marketing.

The *Master of Business Administration* (M.B.A.) curriculum offers a four-quarter course on a professional level.

**Honors Program** The School in cooperation with the College of Arts and Sciences provides an Honors Program for undergraduate students of good scholarship record and potential. The program complements and enhances the general education requirements and provides opportunity for a project of independent research or creative activity. An honors scholar who satisfactorily completes the Honors Program of studies and has a cumulative grade point average of at least 3.5 will have the designation Honors Program added to the diploma.

## THE COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is a four-year, liberal arts college that offers the following degrees: Bachelor of Arts in fourteen major fields of study; Bachelor of Science in ten major fields of study; a Bachelor of Music, a Bachelor of Social Work, a Bachelor of Fine Arts; four Associate in Arts; and an Associate in Science. The College, in cooperation with the various schools, including the School of Business and Management, offers the general education liberal arts requirements for all undergraduate students. For further information on majors, a large number of areas of concentration, and fields of study, see the CATALOG of the College of Arts and Sciences.

## ADVENTIST COLLEGES ABROAD

Adventist Colleges Abroad (ACA) is a consortium of Seventh-day Adventist colleges and universities in North America under the auspices of the Board of Higher Education, General Conference of Seventh-day Adventists. It provides to qualified students opportunities for study overseas while completing the requirements of their major programs at their home colleges. The program allows students to immerse themselves in the culture and life of the host country and to become conversant in the language. As a result of their experiences abroad, many students have been inspired to return to these countries in positions of service.

The following institutions are affiliates of ACA:

Austria: Seminar Schloss Bogenhofen, Braunau

France: Seminaire Adventiste du Saleve, Collonges-sous-Saleve

Spain: Colegio Adventista de Sagunto, Sagunto



**Prerequisites** The applicant for foreign study need not be a language major. Students whose programs can be arranged to allow for one or more elective years within the four-year curriculum have been able to fit in the year abroad by carefully planning the years preceding and following the overseas experience. Prerequisites for admission to a year of study abroad through ACA are:

1. Admission as a regular student in the School for the year abroad.
2. Competence in the language (minimum: one year college or two years secondary study).
3. A GPA of 3.00 in the language and 2.50 overall.
4. A good citizenship record.
5. Application to the admissions office on the special ACA form.
6. Ability to meet the financial requirements. Costs, including transportation, are comparable to those at Adventist colleges in the United States.

College freshmen with a competence in the language are not excluded from the ACA program, but the course of study is more beneficial to sophomores and juniors. For further details consult the Department of Modern Languages or the School of Business and Management, Office of the Dean.

## ORGANIZATION AND ADMINISTRATION

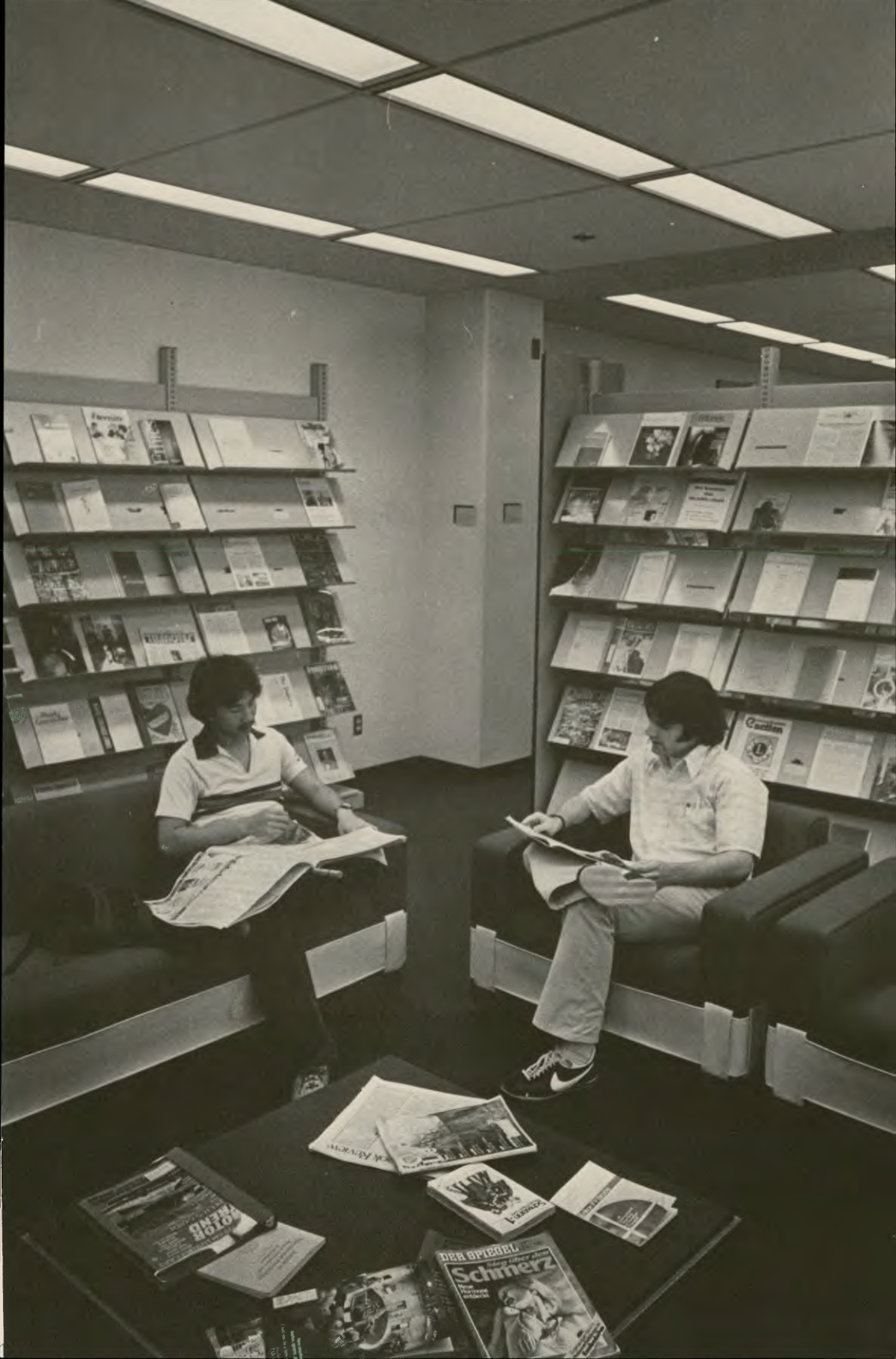
The School of Business and Management is administered by the dean, who is the chief administrative officer of the School. He is assisted by the coordinators of the accounting program, the marketing/management/management information systems program, and the Graduate Program. The Dean's Council consists of the dean, the coordinators, and faculty representatives. The coordinators administer their respective programs under the supervision of the dean. The Dean's Council advises and assists the dean in the implementation of duly-established School programs.

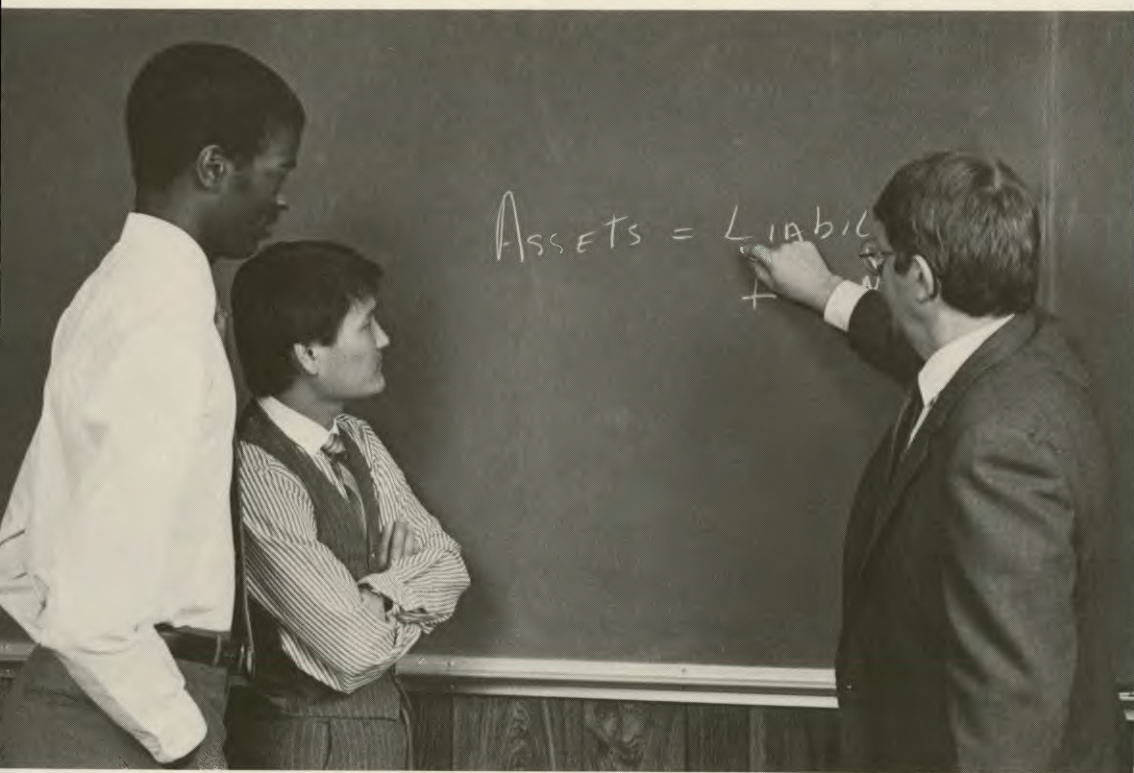
The faculty is the governing body for policies internal to the School.

## BULLETIN INFORMATION

The information specifically pertaining to the undergraduate programs is presented in the next section. Information pertaining to the graduate program is contained in Section III.









# II

## UNDERGRADUATE SECTION

**Admission Information**

**Financial Information**

**Student Affairs**

**Academic Policies and Practices**

**General Academic Requirements**

**Classification of Courses**

**Undergraduate Programs**

## ADMISSION INFORMATION

The admissions committees of the University put forth considerable effort to be assured that applicants to any of the schools are qualified for their proposed curriculum and seem likely to profit from educational experience in this University. The Admissions Committee of the La Sierra campus examines evidence, derived from the usual sources consulted by colleges and universities, of scholastic competence, moral and ethical standards, and significant qualities of character and personality.

## APPLICATION AND ACCEPTANCE

**Where to write** Inquiry about admission and acceptance should be addressed to:

Office of Admissions  
Loma Linda University, La Sierra Campus  
Riverside, California 92515-8247

**Procedure** 1. As early as possible, the prospective student should submit a formal application together with all supporting information and the nonrefundable application fee specified in the Schedule of Charges in the *Financial Information* section of this BULLETIN.

2. The prospective student should arrange for (a) transcripts from schools formerly attended to be sent directly to the University, (b) test results from the American College Testing Program (ACT), (c) two wallet-sized photographs, (d) names and addresses of those from whom the University may request personal information about the applicant.

3. The Admissions Committee takes official action, and the Office of Admissions notifies the applicant of acceptance or nonacceptance.

4. The applicant who is accepted and is planning to live in a University residence hall should submit the required deposit (see *Financial Information*).

5. As soon as possible after acceptance, the applicant should complete the medical history form and have a physician complete the physical examination form. The above requirements must be completed to ensure eligibility for Student Health Plan benefits and services.

**Deadlines** Applications for the fall, winter, spring, and summer terms are due on August 15, December 1, March 1, and May 1, respectively. Late applications must be accompanied by the special late application fee (see *Financial Information*). Those desiring financial aid starting in the fall quarter should have their applications in by May 1.

## ADMISSION OF FRESHMEN

**Admission requirements** The following high school course work is required for admission to baccalaureate degree programs in the School of Business and Management. The student who completes these courses on the high school level will be prepared to enter directly into a baccalaureate degree program. While the School fully supports the graduation requirements for secondary schools in the Pacific Union Conference of Seventh-day Adventists, students are advised to choose those courses in the various subject areas that will fulfill the admission requirements of the



School. If a few of these requirements have not been met at the high school level, remedial courses may be taken after entering the School; but it is to the student's advantage not to have to spend time on these remedial courses.

English, 40 semester periods or a score at or above the 50th percentile on the verbal section of the American College Testing Assessment Program (ACT). (Applicants not meeting these requirements will need to meet remedial requirements specified by the School.)

Mathematics, 20 semester periods of algebra I and II.

Natural sciences, 20 semester periods, including 10 semester periods of a laboratory science.

History, 10 semester periods of American history and 10 semester periods of world history.

Religion, 10 semester periods for each year in attendance at a church-related secondary school.

Foreign language, 20 semester periods of one language. (If not taken in secondary school, 8 units in the same language are required at the college level to be counted as elective credit.)

**Recommended additional college preparation** In addition to the required secondary school courses, it is recommended that students who are preparing for college plan to take as many as possible of the following courses:

Mathematics, 10 to 20 semester periods selected from geometry, trigonometry, calculus, or statistics. This is especially recommended for students preparing for careers in mathematics, business, or the natural or medical sciences.

Natural sciences, 20 semester periods, including biology and chemistry or physics are recommended. It is recommended that those preparing for careers in the natural or medical sciences take biology, chemistry, and physics.

Computer literacy and keyboard skills, to include typewriting and one semester of computer science or computer literacy.

**Phasing in the new requirements** The following schedule shows how the new requirements are being phased in over the next several years (expressed in semester periods):

	ENGLISH	MATH	NATURAL SCIENCES	HISTORY	RELIGION	FOREIGN LANGUAGE
1985-87	40	10	10 with laboratory	10	10	—
1987-89	40	20	10 with laboratory	10	40	—
1989-90	40	20	20 with laboratory	20	40	20

**Regular standing** Admission to regular standing is ordinarily granted to an applicant who has (a) a diploma or its equivalent from an accredited secondary school, (b) an overall grade point average of 2.0 and a G.P.A. of 2.0 in the required courses listed above, (c) the specified amount of credit in particular subject areas (see above), (d) an acceptable score on both the English and mathematics sections of the American College Testing Assessment Program (ACT), and (e) satisfactory personal recommendations. In unusual cases the Admission Committee may, at its own discretion, waive one or more of these requirements.

**Provisional standing** An applicant who does not fully meet the requirements for admission to regular standing may be admitted on a provisional basis, with regular standing conditional upon satisfactory completion of specified courses designed to make up a deficiency and to help an incoming student develop reading, composition, computational, and study skills.

An applicant who is accepted on a provisional basis will be given special academic advisement and is required to register for any remedial work as indicated by placement tests in order to achieve regular standing. A maximum of three quarters is allowed for completing any remedial work and achieving regular standing.

**Entrance tests** A prospective student should take the American College Testing Assessment Program (ACT) during the senior year of secondary school and have the results sent to the Office of Admissions of the University. Ordinarily this test is taken at the student's school; but if it is not available there, an applicant may make arrangements to take it on campus in the Testing Office during the summer or during freshman orientation.

The ACT and other placement tests must be completed before initial registration in the School. Information concerning testing dates and locations is sent to accepted applicants who need testing before registration.

Applicants are encouraged to take seriously the examination since low scores can result in the student having to take remedial courses in college.

## OTHER ADMISSION PRACTICES

**Reentrance** A former student who wishes to resume studies at the University after an absence of one year or more is subject to the requirements of the BULLETIN in effect at the time of, or subsequent to the time of, reentry.

**Transfer students** A student applying for admission by transfer from another college or university must file with the Office of Admissions complete records of all studies taken at the secondary and college levels. Acceptance of credit for college-level course work at another institution is subject to the following limitations:

1. The maximum amount of credit accepted from an accredited junior college is 105 quarter units (lower division).
2. Credit for course work at a military service school is granted according to recommendations of the American Council on Education and/or the California Committee for the Study of Education.
3. Credit for course work in a professional school is accepted only if (a) the school is recognized by its regional or national accrediting association, and (b) the course work is essentially equivalent or substantially relevant to a curriculum at Loma Linda University.

4. Students who have attended an unaccredited, postsecondary institution of higher education may be admitted based upon their having successfully met the admissions requirements of the School. This includes having a diploma or its equivalent from an accredited secondary school, or, where applicable, having passed the General Educational Development High School Equivalency tests according to the California standards for passing. Credit transferred from an unaccredited college is evaluated and accepted only after a student has earned 12 units of credit with an average grade of C (2.0) or better at Loma Linda University.

5. Credit for remedial courses taken at another institution is not transferable to Loma Linda University.

6. The University may require satisfactory performance on an examination to validate any transfer credit.

**High school proficiency** Students may be admitted upon receiving acceptable scores on the General Educational Development (GED) examinations. Since 1943 the GED High School Equivalency Diploma Test has served the adult population by providing the opportunity to demonstrate educational achievement comparable to that of the high school graduate. A person must be 18 years of age to take the examination, although under certain conditions a 17-year-old may qualify. Regardless of age, the person may not be enrolled in a secondary school. In California an average score of 45 must be obtained on the five tests, with no score lower than 35.

A student who has received the California High School Certificate of Proficiency may be accepted for college admission if the secondary school subjects required for admission to the School (see page 27) have been completed and if the student has achieved a score on the English and mathematics sections of the American College Testing Assessment Program at or above the 50th percentile. In addition, the student must submit a letter to the chairman of the Admissions Committee indicating life goals, evidence of motivation for early entrance into college, and reasons for acceleration.

**International students** Students from countries other than the United States or Canada may be admitted when they (a) meet all regular requirements for admission; (b) submit official transcripts in the original language and in official English translation where required; (c) furnish recommendations from responsible persons; (d) submit scores for the Michigan Test of English Language Proficiency (MTELP) or the Test of English as a Foreign Language (TOEFL), if English is not the student's native language; and (e) give evidence of ability to meet all financial obligations to the University during the proposed course of study.



The student who does not have a sufficient score on MTELP or TOEFL, or other evidence of English proficiency, will be required to take classes in English as a second language through the English Language Institute of the Department of Modern Languages in the College of Arts and Sciences. An intensive language institute also is offered during the six weeks preceding the beginning of the autumn quarter.

**Student visa** A person entering the United States on a student visa (F-1) must complete a full study load (12 units for the undergraduate, 8 units for the graduate student) for each quarter of attendance. The applicant must provide an advance deposit, as required by the Student Finance Office, and must give assurance that additional funds will be forthcoming to meet school expenses. Scholarships available to international students are scarce, and on-campus employment is limited by regulations of the Immigration and Naturalization Service to no more than twenty hours per week when school is in session if work is available. Permission for off-campus employment is not given during the first twelve months of study and is granted by Immigration and Naturalization Service only because of economic necessity due to an unforeseen change in the student's financial circumstances.

**Exchange visitor** Through the U.S. Department of State, the University has a program for exchange visitors that may be advantageous for international students. A student entering the United States on an exchange visitor visa (J-1) is subject to the same regulations of study load and work limitations as the F-1 student. Further information may be obtained from the international student adviser in the Student Affairs Office.

**Certificate of Eligibility forms** For either the F-1 or the J-1 status, Certificate of Eligibility forms are provided by the international student adviser in the Student Affairs Office after the applicant's acceptance and after financial arrangements have been made with the Student Finance Office.

**Veterans** Students eligible to receive veteran's benefits under the 1966 enactment should have their records transferred to the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, California 90024, and have a certificate of eligibility sent to the Office of University Records.

Application for admission to the University should be made well in advance. Further information may be requested of the Office of Admissions.



# FINANCIAL INFORMATION

## GENERAL PRACTICES

**Plan ahead** The student is expected to have arranged for financial resources to cover all expenses before the beginning of each school year. Accounts with other schools or with this University must have been settled. To prevent long lines at registration, the student is urged to make financial plans well in advance and to complete financial arrangements with the Student Finance Office on or before registration dates.

**Business hours** To avoid inconvenience, parents, sponsors, and others who plan to come from a distance to the campus for business purposes should telephone for appointment, especially if they are unable to arrive during business hours, which are:

9:00-3:00 Monday through Thursday  
9:00-12:00 Friday

All offices are closed on Saturday, Sunday, and legal holidays. Appointments may be made by telephone to area code 714 and the following numbers:

Student Finance / 785-2251  
Student Aid / 785-2175  
Student Employment / 785-2147

**Advance payments** Payments must be made in advance as follows: (a) a \$100 room deposit by residence hall students; (b) the tuition charge for the current quarter; (c) the minimum guarantee deposit of \$2,280 for international applicants before issuance of the I-20. For further details, see the Schedule of Charges, Deposits, International Students, Payment Plans, and other subsections in the *Financial Information* section of this BULLETIN.

**Cash needs** The student should arrange to have cash available for all special charges and miscellaneous expenses. It is advisable to deposit at least \$100-150 each quarter in the Student Bank for books, vehicle registration, supplies, personal expenses, etc.

**Student Bank** The University operates the Student Bank for the convenience of students. If parents or sponsors wish to write only one check to include money for both tuition and other expenses, they should indicate that the surplus may be deposited in the Student Bank. Money earned by the student in part-time employment can also be deposited in the Student Bank for withdrawal at the student's discretion.

**Checks** Checks should be made payable to Loma Linda University, La Sierra campus, and should have noted thereon the student's name and I.D. number to ensure that the correct account is credited. A charge may be made by the University when a check is not honored by a bank.

**Health insurance** Health service plans are automatically provided in the payment of charges for students registered for 7 units or more. A student enrolled for fewer than these units may request and pay for health service coverage. The health plan covers the hospital and medical expenses outlined in the Student Health Service folder. Items not covered by the terms of the health plan are payable by the student in all cases, and payment is expected at the time these services are given. Married students may have family coverage by applying for it within fifteen days of their initial enrollment date for the year and by paying additional premiums. Information on rates and the appropriate forms are available at the Cashier's Office. (See also the *Student Affairs* section.)

**Veterans** A student who has been accepted and is eligible to receive veteran's benefits under the 1966 enactment should transfer records to the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, California 90024, and have a certificate of eligibility sent to the Office of University Records, La Sierra campus. Information regarding veteran's benefits may be obtained at the Office of University Records.

**Room and damage deposits** The student accepted to live in a residence hall is required to pay a \$50 nonrefundable (except as provided in Section IV of the Residential License Agreement) room reservation deposit, which must be accompanied by a properly signed and executed Residential License Agreement before a room is assigned or occupied. In addition, a \$50 room damage and cleaning deposit is required and is refundable according to the provisions listed under Section II of the Residential License Agreement. Further details are published in the *Student Handbook*. Loan contracts, grants, scholarships, or other kinds of financial aid are not accepted in lieu of these deposits.

**International students** An international applicant (other than Canadian) on a student visa is required to make an advance deposit of \$2,280. All international students must furnish evidence of additional resources to finance the expenses of the education planned. Because international students do not qualify for loans and grants listed under Student Aid, parents or sponsors are responsible for making payments in accordance with the financial practices of the University. A Financial Information Form is available from the Office of Admissions. The student must obtain the proper signatures on the form and file it with the Office of Admissions before clearance can be given for the issuance of an I-20 form.

**Residence hall study load** A residence hall student is expected to register for an academic load of at least 8 units per quarter and be matriculated.

**Audit** A student may audit a lecture course only. There is a special audit charge rate. Courses requiring special instruction and laboratories such as studio art, industrial studies, science courses requiring a laboratory, etc., cannot be taken on an audit basis. If a student who audits a course wishes

later to take an equivalency examination in the course, the balance of the regular tuition as well as the fee for the examination must be paid.

**Financial clearance** Students are expected to make satisfactory arrangements with the Student Finance Office for meeting all financial obligations to the University and to keep their financial status clear at all times. Financial clearance must be obtained at the beginning of each quarter. The minimum requirement for such clearance is that tuition be covered.

**Transcripts** The University reserves the right to withhold all information concerning the record of a student who is in arrears in the payment of accounts, other charges, or student loans. No transcripts are issued until all of the student's financial obligations to the University have been met as set forth in this BULLETIN. This includes being current in repayment of any student loan. A student who wishes immediate release of a transcript must clear all outstanding financial obligations (including those of the current quarter) by cash, money order, or cashier's check before the transcript will be issued.

**Past-due account** A quarterly service charge of 2 percent is applied on the unpaid balance at the end of December, March, June, and September. This is an annual interest rate of 8 percent.

**Statements** Under the Family Education Rights and Privacy Act of 1974, postsecondary students have full rights of privacy with regard to their account. Statements will be sent only to the person indicated by the student on the registration form.

#### SCHEDULE OF CHARGES for 1987-88 (subject to change by Trustee action)

**Flat charge** The flat charge enables the student to know the cost of education in advance and make arrangements to finance the program. For residence hall and off-campus students alike, the following are included in the indicated flat charge per quarter:

- Tuition (for full-time study load, 12 units to 18.5 units).
- Health insurance (routine care and medicine).
- Applied music instruction as required for a major or approved for a minor in music.
- Concert series ticket.
- Diploma, certificate, academic costume.
- ASLLU fees.

Included additionally for residence hall students *only*:

Room charge and membership in residence hall club.

Meals (as much as the student wishes to eat at mealtime, according to the meal plan selected) from registration to the close of examinations, exclusive of Thanksgiving and interquarter recesses, but inclusive of:

- freshman orientation time;
- student teacher assignment time;
- candidate participation in commencement events;
- Snack Shop ticket (\$20 per quarter).



**FLAT CHARGE FOR TUITION, ROOM, AND BOARD PER QUARTER**

(Payment required by or before registration)

[Because of unpredictable costs of food and other items, these rates are subject to change at the beginning of any quarter.]

- \$3216 Residence hall: 12 to 18.5 units per quarter, with 19 meals per week.
- 3208 Residence hall: 12 to 18.5 units per quarter, with any 15 meals per week.
- 3182 Residence hall: 12 to 18.5 units per quarter, with any 10 meals per week.
- 2280 Off-campus (tuition only): 12 to 18.5 units per quarter.

**UNIT CHARGE**

- \$ 190 Per unit, fewer than 12 units.
- 122 Per unit, more than 18.5 units.

**APPLIED MUSIC CHARGES**

- \$ 170 For 9 one-half hour lessons, not for academic credit. (Charges are payable in advance at the Cashier's Office.)
- 70 For 9 one-half hour lessons for one unit of credit. (This fee is charged in addition to the regular unit tuition charge, unless required for a music major or approved music minor.)

**AUDIT CHARGE**

- \$ 95 Per unit (see audit regulations, page 32).

**DEPOSITS REQUIRED**

- \$ 50 Residence hall room reservation to accompany Residential License Agreement.
- 50 Residence hall room damage and cleaning deposit to accompany Residential License Agreement.
- 2280 International student (minimum for most international students).

**SPECIAL CHARGES (payable in cash)**

- \$ 10 Application (nonrefundable).
- 25 Late application for fall, winter, spring, summer terms (nonrefundable): application after August 15, December 1, March 1, May 1.
- 25 Application (nonrefundable): international students.
- 10 Reapplication after three quarters of nonresidence (nonrefundable).
- 10 Late registration, first day after published registration date. \$3 per day thereafter.
- 10 Business Office collection charge for unpaid department charges or check returned for insufficient funds.
- 30 Waiver examination (for each numbered course).
- 50 Equivalency examination (for each numbered course).
- 30 Thesis or project continued, per quarter.
- 5 Change of identification card.
- 2 Transcript of credit.
- Cost Library fine or loss, parking fine, property or supplies breakage or loss.
- Cost Special physical education activities.
- 8 Vehicle registration (\$20/year).

**MISCELLANEOUS EXPENSES (payable in cash)**

- Books, supplies, music, etc. (estimated \$100-150 per quarter).
- Health charges: care other than that provided by campus Health Service or covered by health insurance.
- Nonroutine psychological tests.
- Campus clubs and organizations.
- Meal charges other than those included in flat rate: during holiday and inter-quarter recesses; snack shop or market.
- Transportation: fieldwork, practice teaching, intercampus travel, off-campus assignment.
- Laundry.
- Entertainment (other than concert series).



## REFUNDS

**Withdrawal** When a student withdraws from all courses and leaves school, these practices are followed:

1. *Date of withdrawal.* The official date of withdrawal and the effective date of the calculation of a refund is the date on which the completed drop form is turned in to the Office of University Records.

2. *Tuition.* There is a minimum charge of 5 percent of the billed tuition during the first five days of school after the published registration date; thereafter, 3 percent of the billed tuition is charged for each school day up to the full amount of the charge. This applies to part-time as well as full-time students.

3. *Board.* After deducting the \$20 nonrefundable snack shop ticket, the charge for board used will be prorated on a daily basis for the nineteen- and fifteen-meal plans (any part of a day is counted as a full day). The ten-meal plan will be prorated on a weekly basis (any part of a week is counted as a full week).

4. *Room.* The charge for room use is governed by the Residential License Agreement, which provides for a prorated refund based on thirty-day notice of cancellation (see Section IV of the agreement).

5. *Identification card.* The student must return the ID card to the Student Finance Office to establish eligibility for refund. Refund of meal charges will be figured from the date the ID card is received in the Student Finance Office.

6. *Illness.* Special consideration may be given for tuition refunds in the case of prolonged illness.

7. *Return home.* If the student does not have funds for return fare home, an emergency assistance may be granted, provided there is sufficient credit in the account.

8. *Damage deposit.* Refund will be made when the residence hall dean returns the signed residence hall release to the Cashier's Office. The amount refunded will reflect any deductions made for damages or cleaning.

9. *Refund.* Ordinarily the balance of the account is refunded approximately one month from the date of the completed drop voucher. The refund is made to the student unless other instructions are given. If a student is receiving financial aid, under normal circumstances the surplus is returned to the aid fund account. California state scholarship and Pell Grant funds are prorated.

**Change in study load** A student who adds a course during the first five class days of the quarter or who drops a course during the first fourteen days of the quarter will be charged tuition for the added or dropped course from the beginning of the quarter unless the resulting class load is not above or below that which is covered by the flat rate charged for tuition. No

financial adjustment is made for the student who adds and drops the same number of units on the same day. A student who drops a class during the first eight weeks of the quarter may be eligible for a partial refund according to the policy given on pages 35 and 36. No refund can be given until the drop form is turned in to the Office of University Records.

**Residence change** A student who chooses to move out of the residence hall during the quarter is subject to the prorated refund provisions of the Residential License Agreement, which are based on a thirty-day cancellation notice (see Section IV of the agreement).

**Meal plan change** At the beginning of each quarter when financial clearance is obtained, a meal plan may be chosen. No change of meal plan may be made during the quarter.

**Overpayment** If an account is overpaid, the student should allow time for all records (such as cashier receipts, registration records, etc.) to clear through the normal accounting procedure before a refund can be made. A signed request form or letter from the student is necessary to initiate the procedure for any refund.

## PAYMENT

Two methods of payment are available to the student and/or parents:

Direct to the University

Contract with a loaning agency

The details of these methods are explained in the following sections.

**Direct payment** Tuition is to be paid in full at the beginning of each quarter. Board and room charges for the full quarter are due and payable six weeks after the beginning of the quarter.

**Contract payment with outside agency** The student or parents may contract with a loaning agency for the expenses of the quarter, the school year, or the entire curriculum (keeping in mind that processing a loan contract takes approximately eight to ten weeks). The contract may be negotiated for one academic year, with eight to twelve monthly payments; or for periods up to four academic years, with monthly payments extended over forty-eight, sixty, or seventy-two months.

If a contract payment plan is selected, the payment check is made to the loaning agency, not to the University.

The benefits of the plans are: (a) payments are predetermined so that financial plans can be made in advance; (b) payments are reduced to a minimum by being spread over a period of time; (c) if the account is insured, the contract becomes paid in full on the death or total disability of the person responsible for payments; some contracts also insure the student; (d) no cancellation fee is charged by the loan agency in case of withdrawal from registration.

## EMPLOYMENT

**Application** A student who needs to work part time to assist with expenses must obtain a work permit from the student employment office. The student applying for a scholarship, grant, or loan, or for work, is requested to provide evidence of financial need by filing a *Financial Aid Form* (FAF) or a *Student Aid Application for California* (SAAC) with College Scholarship Service (CSS). Forms are available from secondary school counselors or the Student Aid Office. Filing should be completed by March 15 so that the necessary information will be received in the Student Aid Office by May 1.

**Campus work** Campus employment opportunities are offered primarily by such services as cafeteria, dairy, farm, grounds, housekeeping, maintenance, and market. Some additional opportunities are offered in the residence halls, the library, the general administrative offices, and the academic department offices.

**Local businesses** A few local businesses adjacent to the campus provide a limited number of employment opportunities at which the student may earn an average of approximately \$1000 a year.

**Cash payment** Cash payment for part-time employment by the University is made on a biweekly basis for the student's use for personal needs, loan payments, etc. The student may elect to have the check applied directly to his/her account (except the student on a federal work-study program).

**Payroll deduction** Payroll deduction is available to facilitate the payment of tithe and to apply earnings on student accounts. Arrangements are made at the student's request. A student on a federal work-study program cannot apply for a payroll deduction.

## STUDENT AID

Financial assistance for education is available through federal government sources, state scholarships, private lending agencies, certain University resources, and established awards, grants, scholarships, revolving loan funds, and the like.

**How to apply** To apply for aid or enter on a contract payment plan, the student should (a) be acquainted with the information in the Schedule of Charges and in Budgeting for Financial Aid, (b) be aware that processing an aid application or loan contract takes considerable time, and (c) begin planning long enough in advance so that funds are available in time for registration.



**Required forms** Financial aid to students is granted on the basis of need. So that need can be evaluated in a consistent way, students seeking aid are required to submit a *Financial Aid Form (FAF)* or a *Student Aid Application for California (SAAC)* to College Scholarship Service (CSS) by March 15.

The analysis of this form must be in the Student Aid Office file by May 1 in order to be considered for aid with the first group processed. Those whose files are complete after May 1 are considered for aid on the same basis but only as funds are available.

The FAF or SAAC, together with information about the CSS need-analysis system, may be obtained from a high school guidance counselor or from this or any other university student aid office.

**Code 4380** The student should use College Scholarship Service code number 4380 to identify this University/campus.

The College Scholarship Service identifying name and code for the La Sierra campus of this University is Loma Linda U — Riverside 4380.

## FEDERAL PROGRAMS

**Eligibility** Financial aid programs sponsored by the United States Department of Education and administered by this University require the provision of information used for evaluation by College Scholarship Service in establishing the student's eligibility for aid. The student classified as a dependent must have the "Parents' Information" section of the Financial Aid Form or Student Aid Application for California filled out, as well as the applicable "Student Information." A student who is classified as independent needs to fill out only the "Student Information" section and submit the FAF or SAAC to College Scholarship Service. In addition, the student's parents (in the case of a dependent student), or the independent student, must submit a copy of their IRS-1040 form with all the accompanying schedules.

**Continued eligibility (academic progress)** Evaluation of a student's eligibility to continue to receive federal aid will be made at least once a year. In order to continue to be eligible for federal aid, a student must be making satisfactory academic progress. This means that the student must maintain a cumulative grade point average of at least 2.0 and must satisfactorily complete two-thirds of the units attempted each quarter. Students have a maximum of eight years to complete a bachelor's degree. (See Acceptable Progress on page 50.)

A student on academic disqualification is not eligible to register or to receive financial aid. Eligibility for aid may be renewed at a later time if the student reapplies for admission and is granted an acceptance.

Students who have been denied financial aid because of not meeting the above requirements and who feel that there are mitigating circumstances that need to be considered may appeal the decision to the Student Financial Aid Appeals Committee.

**Citizenship** To qualify for federal financial aid, a student must be a United States citizen or a person in the United States for other than temporary purposes and intending to become a permanent resident. International students are not eligible to receive federal aid.

The following five programs of student assistance are supported by the U. S. Department of Education and are available to Loma Linda University students who meet the federal eligibility requirements:

- Pell Grant (formerly Basic Educational Opportunity Grant)
- Supplemental Educational Opportunity Grant
- National Direct Student Loan
- Guaranteed Student Loan
- College Work-Study Program

Determination of what aids are applicable in given cases is made in the Student Aid Office (with the exception of the Pell Grant and part of the Guaranteed Student Loan).

**Regulations** The student should become acquainted with the Department of Education regulations which govern each federal program.

**National Direct Student Loan** Up to \$1,500 per year may be available for needy students. Six months after ceasing to be in at least half-time attendance, the recipient begins to repay the loan at 5 percent interest. There are some other specific provisions for further delaying payments. The student should check with the Student Aid Office for information regarding individual situations.

**Pell Grant (formerly BEOG)** The Pell Grant program makes funds available to undergraduate eligible students who are enrolled on at least a half-time basis. To apply for a Pell Grant, a student must complete the *Application for Determination of Pell Grant Eligibility* available from high school counselors or from the Student Aid Office.

**Supplemental Educational Opportunity Grant** The Supplemental Educational Opportunity Grant (SEOG) program is for undergraduate students whose financial need determines their eligibility for federal funds. The minimum grant per academic year is \$200; the maximum is \$2000 per academic year.

**College work-study program** A student who has financial need may be offered work during the school year to assist in meeting educational expenses. Certain off-campus jobs at recreation or camping centers may be available during both the summer and the academic year.

**Guaranteed Student Loan (GSL)** These federally and state-guaranteed loans are available to undergraduate and graduate students on the basis of need. The loan is obtained from a bank. As of September 1983, the interest rate may be 7, 8, or 9 percent, depending on the individual student's situation. As of January 1, 1981, the repayment deferment time will vary from six to nine months, depending on the individual student's situation. This deferment time refers to the delayed time before one must start payment on the loan after ceasing to be at least a half-time student. Loans for undergraduate students can be \$2,625 or \$4,000 per year, depending on the student's year in college; for graduate or professional students the amount is \$7,500 per year. Please check with the Student Aid Office to determine the regulations that fit your category.

**United Student Aid Fund** Certain banks handle United Student Aid Fund (USAF) loans instead of GSL. The regulations and policies for USAF loans are the same as for the GSL program.

## OTHER PROGRAMS

**Grant-in-aid** A limited fund is available through the University for special grants to assist students with special financial need and to supplement other aids. Needy students who may not be eligible for assistance under government-sponsored programs or who, because of special circumstances, cannot receive parental support, may be assisted with a grant-in-aid. Application is made each year, and a determination of financial need is required.

**California state scholarship** Scholarships are available to California residents who have a satisfactory grade point average and show a financial need. Residents may apply for such scholarships if they meet requirements and establish need. These scholarships provide tuition grants up to \$4,320 at the college of the student's choice. Applications for state aid are available from all secondary school counselors and the Student Aid Office.

The state of California also offers the College Opportunity Grant and the Vocational Training Grant. Applications are available from all secondary school counselors and from the Student Aid Office. These funds must be applied for well in advance of the academic year in which they are to be used. Check with your high school counselor or the Student Aid Office for the application period (this period has been during January and February preceding the applicable school year).

**Monthly contract loan plans** The student not eligible for low-interest, federally sponsored loans may elect a contract plan (some plans with interest; two prepayment plans with a service charge but no interest). Under such plans a student may contact for one year (with eight to twelve monthly payments) or up to four years (with monthly payments extended up to



sixty months). Contracts are signed and payments are made directly to the agency.

**Colporteur** The student may earn a colporteur scholarship by selling Seventh-day Adventist publications. The church conference, the publishers, and the University join in arrangements for this provision.

**Special scholarships and awards** Each year students enrolled in the School of Business and Management are considered for different scholarships and awards, granted on the basis of one or more of the following criteria: academic excellence, citizenship, contribution to campus life, financial need. The following is a list of scholarships and awards that are given:

Wilfred J. Airey Pre-law Scholarship  
Dean's Award  
Farmers Insurance Group Scholarship  
Friends of Loma Linda University,  
La Sierra campus  
Edmund C. Jaeger Award  
Maybel V. Jensen Scholarship  
Judson Memorial Award  
Eliza L. Landeen Scholarship  
Marie Barber Marchus Scholarship  
George H. Mayr Foundation Scholarship  
National Business Education Association  
Merit Award  
Lavina A. Northrop Scholarship

Orange Belt Mineralogical Society  
Scholarship  
I. G. Ortner Scholarship  
President's Award  
Riverside Foundation Heseman  
Scholarship  
Harry Schrillo Scholarship  
The Specht Memorial Scholarship  
Teacher Preparation Scholarship  
Judge M. C. Taft Law Scholarship  
Jake J. Walcker Scholarship  
Alfred Walters Music Scholarship  
Howard O. Welty Loyal Daughters and  
Sons Scholarship

**Graduate scholarships, assistantships, aid, and awards** Students contemplating graduate study should contact the director of student finance and the dean of the School of Business and Management as early as possible since aid funds are limited.

## BUDGETING FOR FINANCIAL AID

Budgeting for financial aid necessitates consideration of more than flat rates for tuition, board, and room. Books, supplies, travel, laundry, personal expense, commuting costs, and other miscellaneous expenses are included in the financial aid budget to establish need. Simply defined, *need* is the sum of the costs less the student's and the family's contribution toward the cost of education. The following annual cost budgets are used for *financial aid purposes only*:

Residence hall student, \$11,784

Off-campus student, \$10,232

Application for financial aid for each academic year (with required supporting documents) should be received at the Student Aid Office by May 1. Aid commitments are made for the year, one-third of the amount committed being applicable to each quarter.

Some funds may be available for students planning to enter the second or third quarters. Applications should be submitted two months in advance.

## STUDENT AFFAIRS

### STUDENT RESPONSIBILITY

Application to and enrollment in the University constitute the student's commitment to honor and abide by the practices and regulations stated in the announcements, BULLETIN, handbooks, and other published materials; and to maintain a manner that is mature and compatible with the University's function as an institution of higher learning.

The University was established to provide education in a distinctive Christian environment. No religious test is applied, but students are expected to respect the Sabbath and to honor the church standards and the ideals of the University. Prospective students have freedom to choose or reject these. But they must make that choice before enrolling and then must abide by the decision while at the University.

### FROM UNIVERSITY TO STUDENT

The University regards the student from a cosmopolitan and comprehensive point of view — (a) cosmopolitan in that historically the University's global mission has promoted bonds and opportunities in education and service without regard to sex, national or racial origin, or geographical line; and (b) comprehensive in that the University's concern for the welfare of the student has been traditionally an integrated concern for assisting the student in balanced development of the intellectual, emotional, physical, religious, and societal potentialities.

### GENERAL INFORMATION

**Identification number** All students will be assigned University identification numbers by the Office of Admissions and issued identification cards. The seven-digit ID number must appear on all checks payable to the University to ensure crediting to the proper account. The ID card will be used for admissions and records, library, health, and many other services. When the student withdraws from the University, the card is returned to the Student Finance Office.

**Counseling service** The official counseling agency for the University provides a service to students who desire help from professional counselors. This service, which is free and is on a voluntary basis, is designed to deal with a wide range of educational, vocational, premarital, marital, or other

personal problems. No referral is necessary. The goal is to assist individuals to make maximum use of their intellectual and personal resources. Counseling is done in the strictest confidence; and no information is released except by the written request of the person counseled, or as is normally required by law.

**Physical fitness** Physical fitness is promoted by various recreational interests and by courses in gymnastics, field exercises, swimming, body building, lifesaving, and health instruction. An effort is made to interest students in some recreational and health-building activity that they may carry over to enhance their future life.

**Health** Living so as to maintain optimum health in the midst of the pressures of pursuing an education is an important part of student growth. The Health Service maintains a campus center where students may go for advice, prescriptions, and care.

**Students' Health Service Plans** Students who are registered and paying tuition for 7 or more units per quarter (excluding courses In Progress or covered by employee tuition benefits) are eligible for the Students' Health Service Plans. Other students may purchase the benefits through the Department of Risk Management of the University.

The Health Service Plans provide certain medical care through the campus Health Service. Eligible students are also provided with limited coverage under the following plans: Accident Plan, Hospital and Surgical Plan, and Accidental Death or Dismemberment Plan. Students may also purchase the optional Major Medical Expense Benefit Plan.

Brochures are available which provide details regarding the benefits provided by each plan. For further information, contact the Department of Risk Management (telephone 714/824-4386, ext. 4941) or Health Service (telephone 714/785-2200).

**Worship** Chapel services, residence hall religious appointments, and church worship services provide opportunities for personal enrichment. Choosing to come to this University implies the student's willingness to meet these appointments as part of the educational experience.

**Transportation** The student is responsible for transportation arrangements and costs to off-campus assignments. The student who has a car must arrange for campus vehicle registration and parking permit. The law requires that adequate public liability insurance be carried by car owners, and the driver must have a valid driver's license issued by the state of California.

**Property protection** Because a responsible adult has regard for the property of institutions and individuals, the mature student will endeavor to protect and safeguard University property, facilities, equipment, and supplies. Students are expected to assume responsibility for the safekeeping



of personal belongings, using lockers where these are available, and otherwise exercising appropriate attentiveness to the protection of their own property and that of others.

## CAMPUS ORGANIZATIONS

Many campus organizations offer opportunities for extracurricular activity, experience, and growth. The following list suggests the range of groups that regularly function on the campus, governing themselves under bylaws approved by the Student Affairs Committee:

- American Chemical Society
- Associated Students of Loma Linda University
- Band
- Black Student Association
- Business Club
- Campus Ministries
- Chinese Club
- Communications
- Computer/DPMA
- Education Club
- Film Society
- Geology
- Hawaiian Club
- Heperec Club (health, physical education, recreation, youth services)
- History Club
- Industrial Technology Club
- International Students Association
- Korean Club
- Mathematics Club
- Men's Dorm Council
- Music Club
- Ole Club
- Olympians
- Pre-Law Club
- Pre-Med Club
- Psychology
- Social Work Club
- Speech Pathology
- Student Missionary
- University Singers
- Wellness Works
- West Indies Club
- Women's Dorm Council

## STUDENT HANDBOOK

Explanations of many aspects of student life and detailed information concerning the University's expectations of its students are published in the *Student Handbook*, which is sent to every student admitted to the University.

## ACADEMIC POLICIES and PRACTICES

The information in this BULLETIN is made as accurate as is possible at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. The University reserves the right to make such changes as circumstances demand with reference to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation.

### ACADEMIC AUTHORITY

The Office of the Dean is the final authority in all academic matters in the School of Business and Management and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, and grades are not valid unless approved by the dean of the School. Any actions taken by individual faculty members in regard to these matters are advisory only and are not binding on the School and the University unless approved by the dean.

### REGISTRATION AND ATTENDANCE

**Registration** A student must register on the dates designated in the University calendar in this BULLETIN. Registration procedure includes recording information on forms furnished by the Office of University Records, clearing financial arrangements with the Student Finance Office, and filing the forms at the Office of University Records. A charge is made if registration is not completed on the designated dates.

A student may not attend class without being registered for it, and registration may not take place later than the first five class days of the term.

**Attendance** Class attendance is required beginning with the first day of each session. Regular attendance at all appointments is expected. It is the prerogative of the instructor to establish a reasonable attendance policy for each class taught and to make this known in writing to the students at the beginning of the quarter. When there is no stated policy by the instructor, students who are absent for as much as 20 percent of the class hours should not expect to receive credit.

**Audit** Audit indicates registration for attendance only. A notation of AU

will appear on the grade report if the student attends at least 80 percent of the class meetings; otherwise, a notation of AUW (Audit Withdrawal) will appear. There is a special audit charge rate. A student may audit only lecture courses. Courses requiring special instruction and laboratories, such as studio art, industrial studies, science courses, etc., cannot be taken on an audit basis. If a student who audits a course wishes later to take an equivalency examination in the course, the balance of the regular tuition as well as the fee for the examination must be paid.

**Program change, withdrawal** The student who wishes to add a course, or to withdraw from a course or a program, must complete and file appropriate forms supplied by the Office of University Records. This should be done in consultation with the student's adviser and/or the dean.

Any student who enrolls in a class and fails to attend or to withdraw from that class within the prescribed time will receive a letter grade of F.

**Deadlines** A course dropped during the first fourteen calendar days of a quarter is not included on grade reports or transcripts. If a student withdraws after fourteen calendar days of the quarter and prior to fourteen calendar days before the first day of final examinations, a notation of W is recorded.

A student who wishes to add a course, or to change registration in any course from audit to credit, or credit to audit, must do so within the first five class days of the quarter.

A student wishing to be graded for a course on a satisfactory/unsatisfactory basis must fill out the appropriate form, have it signed by his/her adviser, and turn it in at the Office of University Records no later than fourteen calendar days before the first day of final examination week.

## REGISTRATION CLASSIFICATIONS

**Regular** A student who has satisfied all prerequisites and is registered for a curriculum leading to a degree or certificate is a regular student.

**Provisional** An entering student who is accepted with deficiencies in grades or course work is classified as a provisional student until regular standing is attained.

**Probation** A continuing or transfer student whose grade point average is below 2.0 is placed on academic probation.

**Nondegree/noncertificate undergraduate** A student who is allowed to take classes without being accepted into a degree or certificate program is classified as nondegree/noncertificate undergraduate.

**Nondegree/noncertificate postbaccalaureate** A student who has a baccalaureate degree and who is allowed to take classes without being accepted into a degree or certificate program is classified as nondegree/noncertificate postbaccalaureate.



**Permission to take classes** A student who enrolls for 4 units or less of course work for personal or professional purposes without application toward a degree or certificate is classified as a student with permission to take classes.

## STUDY LOAD

**Unit of credit** Credit is indicated in quarter units. A quarter unit of credit represents ten to twelve class hours, together with requisite study, preparation, and practice, or thirty laboratory hours.

**Course sequence** Credits toward graduation are generally not granted for a beginning or introductory course which is taken after a more advanced course in the same area, or for a course which is taken after another course for which it is a prerequisite.

**Normal limit** A normal study load in the School is 16-17 units of course work per quarter, including all course work for which the student is registered in other schools of the University, the College of Arts and Sciences, or elsewhere. A student of exceptional ability may register for additional study with the consent of the dean.

**Full-time status** A student carrying 12 or more units per quarter is considered to be a full-time student.

## SPECIAL COURSE WORK

The School allows nontraditional approaches to learning, including correspondence work and directed study projects.

**Correspondence** Credit from a recognized correspondence school (such as Home Study International, the Seventh-day Adventist correspondence school in Washington, D.C.) may be accepted toward the general requirements for a degree or certificate, up to a maximum of 16 units.

With the consent of the dean, correspondence course work (within the maximum of 16 units) may be applicable toward the requirements of a major program.

Transcripts of correspondence credit to be applied toward degree requirements must be received by the Office of University Records at least thirty days prior to graduation.

**Directed study** Directed study may be undertaken in connection with most programs in the School, subject to the approval of the program coordinator and the dean of the School.

**English as a second language** Courses in English as a second language are offered by the Department of Modern Languages in the College of Arts and Sciences for those students whose first language is other than English.

A maximum of 22 units of English as a second language classes is allowed toward the 190 units required for graduation.

**Remedial** Credit offered by Loma Linda University on the remedial level (courses numbered 001-099) is applicable as elective units toward a School of Business and Management degree, up to a maximum of 12 units.

## CLASS STANDING

**Definitions** Students in the School are accorded class standing on the basis of the amount of course work completed as follows:

Freshman, less than 44 units  
Sophomore, 44-87 units  
Junior, 88-135 units  
Senior, 136 or more units

**Eligibility for course work** A freshman may take lower division courses (numbered 101-299) but not upper division courses (numbered 301-499). A sophomore, junior, or senior may take any lower or upper division course for which the prerequisite qualifications have been met.

**Graduate courses** A senior who meets the requirements for graduate standing may be permitted to take graduate courses (numbered 501-699) concurrently with courses that complete the bachelor's degree requirements, provided this does not constitute an overload.

## SCHOLASTIC STANDING

**Grades and grade points** The following grades and grade points are used in this University:

A	4.0	Outstanding performance	C	2.0	Satisfactory performance for undergraduate credit
A-	3.7		C-	1.7	
B+	3.3		D+	1.3	
B	3.0	Very good performance for undergraduate credit; satisfactory performance for graduate credit	D	1.0	Minimum performance for which undergraduate credit is granted
B-	2.7		F	0.0	Failure, given for not meeting minimal performance
C+	2.3				
S	none	Satisfactory performance, counted toward graduation. Equivalent to a C grade or better in undergraduate courses, or a B grade or better in graduate courses. May not be given for course work in a student's major field, or professional curriculum requirements, except for courses in which a letter grade cannot be determined.			

A student may request to be graded on an S/U basis for any course that is a free elective or for a course fulfilling the general requirements in vocational/avocational or movement skills. This is done by the student's filing with the Office of University Records the appropriate form requesting an S/U grade, signed by the adviser, prior to fourteen calendar days before the first day of the final examination week. Once filed, the grade is not subject to change.

- U none Unsatisfactory performance, given only when performance for a course falls below a C grade in undergraduate courses or a B grade in graduate courses, and the student has filed with the Office of University Records the appropriate form requesting an S/U grade, signed by the adviser, prior to fourteen calendar days before the first day of final examination week. Once filed, the grade is not subject to change.

#### NOTATIONS

- W Withdraw, given for withdrawal from a course prior to fourteen calendar days before the first day of final examination week. Withdrawals during the first fourteen calendar days of a quarter are not recorded if the student files the appropriate form with the Office of University Records prior to the cut-off date. There will be no withdrawals during the last three weeks of a term.
- I Incomplete, given for circumstances beyond a student's control, only if at least 75 percent of the course work has been completed. An I may be changed to a grade by the teacher only before the end of the following quarter.  
A student requests an I grade from the instructor by completing the appropriate form on which the reason is given for the request. The student then obtains the signatures of the instructor and the dean and leaves the form with the instructor. The instructor will report the I grade on the Instructor Grade Report as well as a grade which the student will receive if the deficiency is not removed within the time limit. The petition is then filed with the Office of University Records along with the grade report form.
- IP In Progress, indicating that the course has duration of more than a single quarter and will be completed by the student no later than the final quarter of the course. The student's final grade is reported on the Instructor Grade Report at the end of the quarter in which the course is completed.
- AU Audit, indicating registration for attendance only. A student must attend at least 80 percent of the class meetings. A request to change an audit course to credit or credit to audit may be made no later than the fifth class day after the beginning of a quarter.
- AUW Audit Withdrawal, given when the 80 percent class attendance requirement was not observed.

**Grade reports** Under the Buckley amendment of the Family Educational Rights and Privacy Act (1974), students have full rights of privacy with regard to their academic records, including their grade reports. The University will send a copy of the student's grade report to the parents of all single students unless the student specifically requests that this not be done. A form requesting that grades not be sent to parents is available in the Office of University Records and must be signed by the student making the request.

**Adding classes** The last day to add a class is five class days after the beginning of a quarter.

**Change of grade** A grade may not be changed except when error has been made in arriving at or recording a grade. Grades may be changed only during the succeeding term.

**Repeating a course** When a student repeats a course, both the original and repeat grades are entered on the student's permanent record; but only the repeat grade and credit are computed in the grade point average. Students are allowed to repeat a specific course once to raise a grade. Subsequent repeats are allowed only by prior permission of the dean.



**Academic probation** A student whose grade point average for any term falls below 2.0 is placed on academic probation the next quarter and is subject to a restricted course load. If the grades do not improve during the following quarter, the student is placed on critical academic probation with a further reduction in course load.

**One-quarter trial opportunity** A student on critical academic probation whose grade point average at the end of the quarter is below 2.0 is given the option of dropping college or repeating — on a trial, one-quarter only basis — courses in which (s)he earned D's or F's, in an effort to raise the grade point average to 2.0.

**Academic disqualification** A student who fails to raise the grade point average above 2.0 after the one-quarter trial opportunity is placed on academic disqualification and is not allowed to register the next quarter. To be readmitted after a period of disqualification, the student must make application through the Office of Admissions.

**Acceptable progress** It is understood that a student at Loma Linda University School of Business and Management is considered not to have made satisfactory progress toward the completion of the course of study if the grade point average is below 2.0 for three consecutive quarters or the student does not complete all requirements for a degree within eight years.

**Dean's Academic Honor List** A Dean's Academic Honor List is published for each quarter of the school year (but not for the summer session) for the purpose of recognizing students who have done outstanding academic work during the quarter. The Dean's Academic Honor List contains the names of all students who have completed 15 units of course work with a grade point average of 3.5, with no grade lower than a B—, and with no Incomplete notation on the grade report.

A Dean's Letter of Recognition is sent to those students who are eligible for the Dean's Academic Honor List and have earned a grade point average of 4.0.

A President's Letter of Recognition is sent to those students who have been on the Dean's Academic Honor List for the three consecutive quarters of a school year and have maintained a grade point average of 4.0 for those three quarters.

**Graduation with honors** A student in the School is graduated with honors on the basis both of the Loma Linda University cumulative grade point average and the cumulative grade point average, including all transfer credit, on the following basis:

- Cum laude, 3.5
- Magna cum laude, 3.8
- Summa cum laude, 3.9

In order for this to be printed in the commencement program as well as on the diploma, the determination is made at the beginning of the last term before graduation. However, a student who qualifies for honors during the last term will be able to have this designation added to the diploma.

Students who satisfactorily complete the Honors Program will have this designation also added to the diploma.

## EXAMINATIONS

**Final examinations** A four-day examination schedule allowing a two-hour period for each class is printed in the Schedule of Classes. Students are required to take the scheduled final examination at the appointed time and place in order to secure credit. Examinations may not be taken before or after the scheduled period, nor may the time of an examination be changed without authorization by the dean.

All classes meet at the time scheduled for the final examination. If the time is not needed for an examination, it is used for some other educationally appropriate class activity.

Exceptions to the examination schedule are granted only for emergency situations. Students with four examinations on one day may petition the dean to take one examination at another time during the examination week.

**Equivalency examinations** A student may obtain credit for courses offered by the School or the College of Arts and Sciences, the material of which has been mastered independently of regular class enrollment, by taking an examination equal in scope and difficulty to a final examination in the course.

To seek credit by equivalency examination, the student gains the permission of the instructor, the appropriate program coordinator, and the dean. A fee is charged, as indicated in the Schedule of Charges in the *Financial Information* section. The student must take the examination before enrolling for further study in the field of the examination. If the student is successful in passing the equivalency examination, S is recorded on the permanent record, and the grade point average is not affected. A senior seeking credit by equivalency examination must take the examination in time for a grade form to reach the Office of University Records no later than thirty days prior to the time of expected graduation.

Credit for equivalency examination is recorded only after the student has successfully completed one quarter, or the equivalent, at the University and has earned at least 12 units of credit with a grade average of C (2.0).

Credit by examination is not given for remedial courses (numbered below 100) or usually for courses such as foreign language levels I and II and

beginning typewriting. Neither can credit be earned in this way to make up for a course for which an unsatisfactory grade was received. An equivalency examination in a given subject may be taken only once.

**Waiver examinations** Certain course requirements may be waived if the student successfully passes a waiver examination, but no credit results. To take a waiver examination, the student gains the permission of the instructor and the dean. A fee is charged as indicated in the Schedule of Charges in the *Financial Information* section. A senior seeking waiver of course requirements by examination must take the examination in time for a grade form to reach the Office of University Records no later than thirty days prior to the time of expected graduation.

**CLEP examinations** A score at or above the 65th percentile on the general examinations and the 50th percentile on the subject examinations is required in order to grant credit for College Level Examination Program (CLEP) examinations. Credit is not granted for the general examinations in English composition or mathematics. The student must take the examination before enrolling for further study in the field of the examination. There is a 32-unit maximum for CLEP credit. A current list of the examinations which are accepted for credit is available from the Office of the Dean or from the Office of University Records. Credit with a grade of S is recorded after the student has earned at least 12 units of credit in residence, with a grade point average of C (2.0).

**Advanced placement program** Credit of S grade toward graduation may be granted to an entering freshman student who has passed one or more examinations of the Advanced Placement Program (AP) with a score of 3, 4, or 5.

## TRANSFER OF CREDIT

Credit from another accredited institution of postsecondary education may be transferred to the School of Business and Management if it is received by the Office of University Records on an official transcript sent directly from the institution granting the credit and bearing the seal of that institution. Credit toward graduation is given for those courses that are also taught at Loma Linda University or are normally taught by a liberal arts college (with the exception of remedial courses) or a college school or department of business. Transcripts containing credit to be applied toward degree requirements must be received by the Office of University Records at least thirty days prior to graduation.



## RESIDENCY REQUIREMENT

Thirty-six of the last 44 units of credit needed for graduation with a baccalaureate degree, 16 units in the major and 8 in the minor (if any), must be taken in residence at Loma Linda University. This policy allows 8 of the last 44 units of course work before graduation to be taken at another accredited institution or by correspondence if arrangements have been made with the Office of the Dean prior to registering for the off-campus work. Students are expected to be enrolled in the School of Business and Management the quarter during which the degree requirements are completed. The approval of the dean must be obtained if the student is planning to complete the degree requirements by off-campus or correspondence course work or is not on campus during the final quarter.

## GRADUATION CEREMONIES

A student who completes the requirements for a degree at the end of the spring quarter is expected to be present at the University's conferring of degrees and the presentation of diplomas in June. Permission for the conferral of a degree in absentia is contingent on the approval of the dean of the School.

A student who completes the requirements for a degree at the end of the autumn or winter quarter or the summer session is invited but not required to participate in the subsequent conferring of degrees.

The University reserves the right to limit participation in graduation ceremonies to students who have satisfactorily completed all the requirements for a degree.

## GENERAL ACADEMIC REQUIREMENTS

On the recommendation of the faculty of the School of Business and Management, the University awards bachelor's degrees to students who have met their financial obligations to the University and have completed the following minimum academic requirements: (a) 190 units of course work with an overall grade point average of C (2.0); (b) at least 60 units of credit in the upper division (courses numbered 300 to 499); (c) a major, with no course counted for which the students received a grade lower than a C; (d) cognate courses as required; (e) the General Education Curriculum; (f) the residency requirement of 36 of the last 44 units taken in residence at Loma Linda University; (g) in the case of a transfer student, 16 units in the major program and 8 units in a minor program, if any, completed in residence at Loma Linda University. Students who choose to complete a minor program must complete the prescribed number of units with no grade lower than C in any course counted in the minor.

Students who are enrolled continuously in the School for successive years may choose to meet the requirements for graduation listed in the BULLETIN of the year of their entrance or any subsequent year. If a student discontinues enrollment for one calendar year, residency has been broken and the requirements listed in the BULLETIN of the year of re-entrance or any subsequent year must be met.

Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. The University reserves the right to make such changes as circumstances demand with reference to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. A copy of the current "Graduation Regulations" should be obtained from the Office of University Records early in the junior year of enrollment.

GENERAL EDUCATION CURRICULUM — Bachelor of Arts (B.A.) and  
Bachelor of Business Administration (B.B.A.)

Candidates for the Bachelor of Business Administration degree complete the same General Education Curriculum as is required for the Bachelor of Science degree.

**I. HUMANITIES:** B.A. degree, 28 units; B.B.A. degree, 24 units. (A maximum of 8 units for the B.A. degree and 4 units for the B.B.A. degree may be from the student's major.) Required: 8 units from Civilization, 4 units each from Literature and Fine Arts, and the remaining units from any of the five areas of humanities. B.A. degree students not having two years of one foreign language in secondary school are required to complete two quarters of a foreign language as part of their humanities requirement.

A. Civilization

A two-course sequence in American history or Western civilization is required if either is lacking from secondary school. If both are lacking, American history is required. Courses are to be selected from:

AMERICAN HISTORY

- HIST 156, 157 Survey of American History and Institutions (4, 4)
- HIST 176, 177 The Americas (4, 4)

WESTERN CIVILIZATION

- HIST 207 Western Civilization to 1300 (4)
- HIST 208 Western Civilization 1300-1815 (4)
- HIST 209 Western Civilization since 1815 (4)
- HIST 307, 308 British Civilization (4, 4)

If neither area is lacking from secondary school, the student may select any 8 units from the preceding list or from the following additional courses:

- HIST 354 Colonial Latin America (4)
- HIST 355 Modern Latin America (4)
- HIST 416, 417, 418 Modern Europe (4, 4, 4)
- FREN 425 Culture and Civilization (4)
- GRMN 427 German Culture and Civilization (4)
- SPAN 425 Hispanic Culture (4)



## B. Literature

One 4-unit course from the following list of introductory courses must be taken by all students:

- ENGL 206 Introduction to Literature (4)
- ENGL 224 American Literature to 1860 (4)
- ENGL 225 American Literature since 1860 (4)
- FREN 458 Themes in French Literature (4)
- FREN 476 Genres in French Literature (4)
- GRMN 345 Outline History of German Literature (4)
- MDLG 437 Masterpieces of Literature (4)
- SPAN 367 Latin American Literature (4)

After completing this requirement, students may elect to take any courses in literature to fulfill the humanities requirement, including CMME 265 The Film as Art (4).

## C. Fine Arts

One 4-unit course must be taken by all students from the following list of art and music courses:

- ARTA 205 Introduction to Art (4)
- ARTA 308 Art History: Ancient through Renaissance (4)
- ARTA 309 Art History: Baroque through Modern (4)
- MUHL 205 Introduction to Music (4)
- MUHL 335 History of Western Music before 1600 (4)
- MUHL 336 History of Western Music 1600-1800 (4)
- MUHL 337 History of Western Music since 1800 (4)
- MUHL 485 Music of the Christian Church (4)

## D. Foreign Language

All courses in French, German, Spanish, biblical Greek, biblical Hebrew, and ENSL courses for students for whom English is a second language.

## E. Philosophy

- PHIL 204 Introduction to Philosophy (4)
- PHIL 208 Logic (4)

## II. COMMUNICATION SKILLS: 13 units, as follows:

### A. Written Skills: 9 units

- ENGL 111, 112, 113 Freshman English (3, 3, 3)

### B. Oral Skills: 4 units, to be selected from the following courses:

- COMM 104 Fundamentals of Speech (4)
- COMM 244 Interpersonal Communication (4)
- COMM 328 Persuasion (4)

### III. RELIGIOUS STUDIES: 18-20 units

A. Religion: 16 units, 4 upper division, including courses in at least three of the following four areas. (Transfer students may need to choose courses in areas not already covered by previous course work.) Students are advised to take two courses in their freshman year and one course each in the sophomore and junior years.

#### BELIEFS

- RELT 104 Introduction to Christianity (4) (for students from a non-Christian culture)
- RELT 106 Introduction to Seventh-day Adventist Beliefs (4) (for students who are not Seventh-day Adventists)
- RELT 205 Dynamics of Personal Religion (4)
- RELT 245 Studies in Seventh-day Adventist Beliefs (4)
- RELT 437 Current Issues in Adventism (2-4)
- RELT — Other courses except RELT 499

#### SCRIPTURE

- RELB 104 Life and Teachings of Jesus (4)
- RELB 245 Biblical Apocalyptic and the Advent Hope (4)
- RELB 255 Understanding and Sharing Your Bible (4)
- RELB — Other courses except RELB 499

#### CHURCH

- RELH 205 The Christian Centuries (4)
- RELH 254 Ellen G. White and the Church (4)
- RELH 306 The Individual and the Church (4)
- RELH 485 History of Seventh-day Adventism (4)
- RELH — Other courses except RELH 499

#### ETHICS

- RELE 205 Biblical Ethics in the Modern World (4)
- RELE 448 Christian Professional and Business Ethics (4)
- RELE 454 Christian Ethics and Social Issues (4)
- RELE — Other courses except RELE 499

### B. Religion in the Major Field: 2-4 units

A four-unit course (numbered BUAD 489) in the School of Business and Management covers the religious, moral, and ethical questions involved in business administration. In case BUAD 489 is not offered during the student's senior year, (s)he may elect to take an additional upper division course in religion.

**IV. BEHAVIORAL AND SOCIAL SCIENCES:** 8 units.

Students choose one introductory course in behavioral science from the following:

- ANTH 104 Introduction to Anthropology (4)
- PSYC 104 or 105 General Psychology (4)
- SOCI 104 Introduction to Sociology (4)

Students choose an additional course in behavioral or social sciences from the previous list or the following:

- ANTH 444 Comparative Religion (4)
- ECON 254 Principles of Macroeconomics (4)
- ECON 255 Principles of Microeconomics (4)
- CFSC 274 Dynamics of Love and Marriage (4)
- CFSC 486 Contemporary Parenting (4)
- GEOG 225 Principles of World Geography (4)
- PSYC 205 Personal and Social Adjustment (4)
- PSYC 224 Developmental Psychology I (3-4)
- PSYC 225 Developmental Psychology II (3-4)
- PSYC 324 Psychology of Human Growth and Development (4)
- SOCI 306 Social Issues (4)
- SOCI 307 Ethnic Relations (4)
- SOCI 414 Sociology of the Family (4)

**V. NATURAL SCIENCES, MATHEMATICS, AND COMPUTING:** 12 units

A maximum of 4 units may be taken in the student's major department and also a maximum of 4 units in mathematics-computing. Must include courses from two of these different departments or areas: biology, chemistry, geology, mathematics and computing, and physics. Before meeting this requirement, students lacking algebra II on the secondary level must take MATH 007.

**VI. HEALTH:** 0-4 units

Students who complete at least 5 semester periods in basic health principles on the high school level have this requirement waived.

- HLED 214 Personal and Community Health (4)

**VII. PHYSICAL EDUCATION:** 2.5 units

- PEAC 120 Lifetime Fitness (.5) (recommended to be taken during the freshman year)  
Physical education activity courses — four courses



### VIII. VOCATIONAL/AVOCATIONAL SKILLS: 0-8 units

Four units must be outside the student's major, and 4 units may be waived for each ten semester periods of the same course taken in secondary school. Students in the School of Business and Management must show evidence of basic typewriting skills (a one-year secondary school typing course) or must take OMGT 101 in the College of Arts and Sciences.

- AGRI 104 Vegetable Gardening (4)
- AGRI 108 Agriculture Skills for Country Living (4)
- AGRI 114 Poultry Husbandry (4)
- AGRI 216 Greenhouse Culture (4)
- AGRI 218 Landscape Plants (4)
- AGRI 234 Animal Husbandry (4)
- AGRI 245 Organic Gardening (4)
- ARTS — All studio art classes
- CMME 155 Fundamentals of Cinematography (4)
- DRFT 147 Technical Drafting (4)
- MUPF — All applied music classes
- MUPF — All music ensembles (1)
- OMGT 101 Beginning Keyboarding (4)
- OMGT 102 Intermediate Keyboarding (4)
- OMGT 103 Advanced Keyboarding (4)
- OMGT 111 Shorthand (4)
- OMGT 124 Business Machines (2)

Students who transfer to Loma Linda University after having completed courses at another accredited college or university in the areas required in general education will be given full credit for the courses they have already completed.

Those wanting to take a course at another school after having enrolled at Loma Linda University need to receive approval before the course is taken in order to establish the acceptance of the course. Forms for this purpose are available in the Office of the Dean and in the Office of University Records.

### HONORS PROGRAM

The School of Business and Management in cooperation with the College of Arts and Sciences provides an Honors Program for undergraduate students of good scholarship record and potential. The program complements and enhances the general education requirements and provides opportunity for a project of independent research or creative activity.

**Graduation with honors** An honors scholar who satisfactorily completes the Honors Program of studies and has a cumulative grade point average of at least 3.5 will have the designation Honors Program added to the diploma.

## CLASSIFICATION OF COURSES

**Prefixes and areas of instruction** The four-letter prefix preceding each course number is an abbreviation of the subject area in which the course is found. Following is a list of codes referred to in this BULLETIN, the subject area for which the code stands, the department or program in which the subject is taught, and the school in which the department or program is located (CAS — College of Arts and Sciences, SBM — School of Business and Management, DR — Division of Religion, GS — Graduate School). For convenience of reference, the areas of instruction are listed alphabetically.

	SUBJECT	DEPARTMENT/PROGRAM	DIVISION/ SCHOOL
ACCT	Accounting	Accounting and Finance	SBM
ADJS	Administration of Justice	Social Relations	CAS
AGRI	Agriculture	Agriculture	CAS
ANAT	Anatomy	Biology	GS
ANTH	Anthropology	Social Relations	CAS
ARTA	Art Appreciation and History	Art	CAS
ARTS	Studio Art	Art	CAS
ARTX	Professional Studies in Art	Art	CAS
ASCE		College of Arts and Sciences	
		Continuing Education	CAS
BIOL	Biology	Biology	CAS
BMCE		School of Business and Manage- ment Continuing Education	SBM
BUAD	Management	Management, Management In- formation Systems, and Marketing	SBM
BUED	Business Education	Office Management and Business Education	CAS
CFSC	Child and Family Science	Social Relations	CAS
CHEM	Chemistry	Chemistry	CAS
CMME	Communication Media	Communication	CAS
COMM	Communication	Communication	CAS
CPTG	Computing	Mathematics and Computing	CAS
DRFT	Drafting	Physics	CAS
ECON	Economics	Management, Management In- formation Systems, and Marketing	SBM
ENGL	English	English	CAS
ENGR	Engineering	Physics	CAS
ENSL	English as a Second Language	Modern Languages	CAS
FNCE	Finance	Accounting and Finance	SBM
FREN	French	Modern Languages	CAS

	SUBJECT	DEPARTMENT/PROGRAM	DIVISION/ SCHOOL
GEOG	Geography	Geological Sciences	CAS
GEOL	Geology	Geological Sciences	CAS
GRMN	German	Modern Languages	CAS
HIST	History	History and Political Science	CAS
HLED	Health Education	Health, Physical Education, and Recreation	CAS
HNRS	Honors	Honors Program	SBM/CAS
INDT	Industrial Technology	Physics	CAS
LING	Linguistics	Interdepartmental Courses	CAS
MATH	Mathematics	Mathematics and Computing	CAS
MDLG	Modern Language	Modern Languages	CAS
MFAM	Marriage and Family Counseling	Marriage and Family Counseling	GS
MGMT	Management	Management, Management In- formation Systems, and Marketing	SBM
MKTG	Marketing	Management, Management In- formation Systems, and Marketing	SBM
MUCT	Music Composition and Theory	Music	CAS
MUED	Music Education	Music	CAS
MUHL	Music History and Literature	Music	CAS
MUPF	Music Performance	Music	CAS
MURE	Sacred Music	Music	CAS
OMGT	Office Management	Office Management and Business Education	CAS
PEAC	Physical Education Activity	Health, Physical Education, and Recreation	CAS
PETH	Physical Education Theory	Health, Physical Education, and Recreation	CAS
PHIL	Philosophy	History, Interdepartmental Courses	CAS
PHYS	Physics	Physics	CAS
PLSC	Political Science	History and Political Science	CAS
PSYC	Psychology	Psychology	CAS
RDNG	Reading Improvement	English	CAS
RECR	Recreation	Health, Physical Education, and Recreation	CAS
RELB	Religion, Biblical Studies	Religion	DR
RELE	Religion, Christian Ethics	Religion	DR
RELH	Religion, Historical Studies	Religion	DR
RELL	Religion, Biblical Language	Religion	DR
REL P	Religion, Professional Studies	Religion	DR
RELT	Religion, Theological Studies	Religion	DR
RUSS	Russian	Modern Languages	CAS
SOCI	Sociology	Social Relations	CAS
SOSR	Social Work	Psychology	CAS
SPAN	Spanish	Modern Languages	CAS



**Number** The course number indicates the comparative level of difficulty and the class standing of the students for which the course is offered:

- 001-099 Remedial
- 101-299 Lower division (freshman/sophomore)
- 301-499 Upper division (junior/senior)
- 501-699 Graduate

Courses which have numbers ending in 1, 2, and 3 are sequential and must be taken in order.

**Continuing education units** Courses with the prefix ASCE (College of Arts and Sciences Continuing Education) or BMCE (School of Business and Management Continuing Education) followed by a number in the 900s offer continuing education units (CEU). One CEU is awarded for ten contact hours of participation; hours less than ten are shown as tenths of CEUs. The CEU is a means for measuring and recording noncredit, postsecondary-level study. Courses carrying CEUs may be useful when employers or relicensure agencies require a specific number of hours of instruction for career advancement purposes, and when noncredit study is acceptable.

## UNDERGRADUATE PROGRAMS

**Objectives** The School of Business and Management offers majors in accounting, business administration, management, management information systems, and marketing to prepare students for a career in church or government service, public accounting, or private business.

The undergraduate programs are built around a common core so that all graduates specializing in business administration will have a broad view of business subjects.

### BACHELOR OF BUSINESS ADMINISTRATION

**Core curriculum** Required of all students receiving a Bachelor of Business Administration degree (except the management information systems area of concentration).

Required: ACCT 221, 222  
BUAD 341, 342, 381, 382, 425, 474  
ECON 254, 255, 374  
FNCE 454  
MGMT 355  
MKTG 305

Required cognates: CPTG 104  
MATH 121  
Evidence of basic typewriting skills (one year secondary school or completion of college beginning typewriting)

## ACCOUNTING AND FINANCE PROGRAM

This program provides an education for students wishing to enter the field of business with a knowledge of accounting. Such a background leads to professional employment in public, private, government, and nonbusiness accounting areas.

### BACHELOR OF BUSINESS ADMINISTRATION (Accounting Concentration)

- Required:
1. Completion of the general education requirements
  2. 98 units in business and economics, as follows  
the core curriculum  
ACCT 301, 302, 303, 354, 367, 368, 451, 466  
12 units from ACCT 344, 355, 414, 452, 472
  3. Electives to complete 190 units

### MINOR

- Accounting 28 units of accounting courses, including  
ACCT 221, 222, 301

## ACCOUNTING COURSES

### LOWER DIVISION

#### ACCT 205 General Survey of Accounting (4)

A course for nonbusiness majors covering the major concepts of accounting: theory, terminology, financial statements, and basic analysis as used in professional offices, small businesses, and service organizations. Does not apply toward a major or minor in the School of Business and Management.

#### ACCT 221, 222 Principles of Accounting I, II (4, 4)

Modern accounting and analysis. Accounting for proprietorships, partnerships, and corporations. Business transactions and accounting analysis.

Prerequisite: Fulfillment of the general education requirement in computational skills.

### UPPER DIVISION

#### ACCT 301, 302, 303 Intermediate Accounting I, II, III (4, 4, 4)

Financial accounting and reporting of balance sheet and income/expense accounts relating to interim/annual and segment reporting, primarily in a corporate context.

Prerequisite: ACCT 221, 222.



**ACCT 314 Managerial Accounting (4)**

Accounting for internal purposes, emphasizing relevant costing for decision making; cost-volume-profit analysis, profit planning, responsibility accounting, variance analysis, and performance evaluation. Not open to accounting majors or minors.

Prerequisite: ACCT 221, 222; MATH 121.

**ACCT 344 Accounting for Nonprofit Organizations (4)**

Theory and practice of the fund accounting concept as applied to government and not-for-profit organizations, including hospitals and colleges.

Prerequisite: ACCT 301; or current registration for ACCT 301.

**ACCT 354 Federal Income Tax I (4)**

Provisions of federal income tax laws and regulations affecting the determination of net taxable income, with emphasis on preparation of individual returns.

Prerequisite: ACCT 221, 222; or consent of the instructor.

**ACCT 355 Federal Income Tax II (4)**

Federal taxes on partnerships, corporations, estates, trusts; reorganizations and tax planning.

Prerequisite: ACCT 354.

**ACCT 367, 368 Cost Accounting I, II (4, 4)**

Process and job-order cost accounting; further emphasis on standard costs, distribution costs, and flexible budgets. Determination of unit costs for inventory valuation and product pricing. Analysis of cost data for internal control and decision making.

Prerequisite: ACCT 301; MATH 121.

**ACCT 414 Current Accounting Theory (4)**

Concepts and standards found in current accounting literature, current value accounting, implementation of theory in practical applications.

Prerequisite: ACCT 301, 302, 303.

**ACCT 424 Internship (4-16)**

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in accounting.

**ACCT 451 Advanced Accounting I (4)**

Analysis of authoritative accounting pronouncements; theory and practice of reporting for branches and interrelated business entities; accounting for business combinations.

Prerequisite: ACCT 301, 302, 303.

**ACCT 452 Advanced Accounting II (4)**

Analysis of issues and alternatives in advanced problem areas, including objectives of financial reporting, authoritative accounting pronouncements, accounting for partnerships, non-profit organizations, foreign operations, estates and trusts, and selected other current topics.

Prerequisite: ACCT 301, 302, 303.

**ACCT 466 Auditing Theory and Practice (4)**

Procedures of the Certified Public Accountant in the investigation and verification of financial data, preparation of the auditor's report, and survey of professional ethics and legal liability of auditors.

Prerequisite: ACCT 301, 302, 303.

**ACCT 472 C.P.A. Problems (4)**

A comprehensive, integrated study of accounting theory, practice, law, auditing, and tax in preparation for the C.P.A. examination.

Prerequisite: ACCT 355, 368, 451.

**ACCT 495 Topics in Accounting (1-4)**

Topics selected by faculty and students in the field of accounting. May be repeated with new content for additional credit.

**ACCT 499 Directed Study (1-4)**

Directed study for varying credit. Limited to students majoring in accounting.

Prerequisite: Consent of the program coordinator.

## FINANCE COURSES

### LOWER DIVISION

#### **FNCE 235 Money Management for Young Moderns (4)**

Comprehensive financial problems and opportunities in society today. Realistic case problems, with direct applicability to personal financial planning. Does not apply toward a major or minor in the School of Business and Management.

### UPPER DIVISION

#### **FNCE 334 Investments (4)**

A study of the various investment opportunities in savings, real estate, securities, money market instruments, and business investment.

#### **FNCE 374 Principles and Practices of Insurance (4)**

Risk and insurance; applications to business management and personal affairs; concepts and methods of handling risk; insurance carriers, contracts, underwriting; loss prevention and settlement; government insurance programs; economic functions of insurance.

#### **FNCE 454 Managerial Finance (4)**

Analysis of sources of long-term financing, marginal cost of capital, and capital structure. Working capital management, capital budgeting, risk and return analysis, including the evaluation of alternative investments.

Prerequisite: ACCT 221, 222, 314, or 367; ECON 254, 255. (Recommended that ECON 374 be taken prior to this course.)

#### **FNCE 455 Real Estate Principles (4)**

Nature and description of real estate; estates in real property and forms of ownership; acquisition and transfer of title, encumbrances, practice, finance, appraisal, escrows and title insurance, landlord/tenant relationships, taxation, careers.

#### **FNCE 495 Topics in Finance (1-4)**

Topics selected by faculty and students in the field of finance. May be repeated with new content for additional credit.

#### **FNCE 499 Directed Study (1-4)**

Directed study for varying credit. Limited to students majoring in business.

Prerequisite: Consent of the program coordinator.

## MANAGEMENT AND ECONOMICS PROGRAM

This program provides education in general management principles for students desiring to prepare for a career in business administration in the private sector, with church entities, in medical institutions, in government, or as entrepreneurs.

### **BACHELOR OF ARTS (Business Administration Major)**

- Required:
1. Completion of the general education requirements
  2. ACCT 221, 222, 314  
BUAD 341, 342, 375, 381, 382  
ECON 254, 255  
FNCE 454  
MGMT 355, 356  
MKTG 305  
4 units from  
    BUAD 486  
    ECON 374  
    MGMT 361, 366, 414
- Required cognates:
3. CPTG 104  
MATH 121  
Evidence of basic typewriting skills (one year secondary school or completion of college beginning typewriting)
  4. Electives to complete 190 units

### **BACHELOR OF BUSINESS ADMINISTRATION (Management Concentration)**

- Required:
1. Completion of the general education requirements
  2. 90 units in business and economics, as follows  
    the core curriculum  
    ACCT 314  
    BUAD 375, 486  
    MGMT 356, 414  
    16 units from  
    ACCT 301, 354  
    ECON 314, 324  
    FNCE 334, 374, 455  
    MGMT 361, 365, 366
  3. Electives to complete 190 units



## MINORS

Management	28 units of management courses, including ACCT 221, 222 MGMT 355
Economics	28 units of economics courses, including ECON 254, 255, 314, 324, 374

## BUSINESS ADMINISTRATION COURSES

### UPPER DIVISION

#### **BUAD 341 Inferential Business Statistics (4)**

Sampling, probability, normal distribution, regression, correlation, and time series analysis covered, with an emphasis on financial applications of statistics.

Prerequisite: MATH 121.

#### **BUAD 342 Quantitative Analysis for Business Decisions (4)**

Making decisions with the use of decision theory, time series smoothing and forecasting methods, linear regression models, benefit cost analysis, Monte Carlo simulation, linear programming, and network models.

Prerequisite: MATH 121; BUAD 341.

#### **BUAD 375 Organizational Communication (4)**

Effective organizational communications, written and oral; consultations, meetings, and conferences; designing information documents; forms control; maintaining a streamlined but useful information system.

Prerequisite: COMM 104; ENGL 111, 112, 113.

#### **BUAD 381 Business Law I (4)**

Legal institutions and principles; constitutional considerations, business torts and crimes; contracts; real and personal property; bailments; wills, trusts, and estates.

#### **BUAD 382 Business Law II (4)**

Uniform commercial code, sales, commercial paper, secured transactions; creditors' rights and bankruptcy; agency; business organizations, limited and general partnerships, corporations; government regulations.

#### **BUAD 425 Career Planning (2)**

Designing career paths, choosing career alternatives, self-employment, writing the resume, organizing the job search, interviews, obtaining the first position, career objectives, and promotions.

#### **BUAD 474 Business Policy and Strategy (4)**

Using managerial skills to develop integrated strategies, policies, and action plans for the organization under conditions of uncertainty, complexity, and change. Open to seniors only.

Prerequisite: BUAD 342, 381; FNCE 454; MGMT 355; MKTG 305.

#### **BUAD 486 International Environment and Management (4)**

Understanding the international environment; its cultural, economic, legal, and political aspects; markets and business customs; dealing with foreign governments and nationals; financing international business; protecting investments.

Prerequisite: ECON 254, 255; MGMT 355; MKTG 305.

**BUAD 489 Business, Society, and Ethics (4)**

Development of the whole person through the exploration of the religious, moral, ethical, societal, ecological, economic, mental, and physical aspects and issues. Does not apply toward a major or minor.

Prerequisite: Fulfills religion requirements in general education. Restricted to seniors or by consent of the instructor.

**BUAD 495 Topics in Business (1-4)**

Topics selected by faculty and students in the field of business. May be repeated with new content for additional credit.

**BUAD 499 Directed Study (1-4)**

Self-directed research for varying credit. Limited to students majoring in business.

Prerequisite: Consent of the program coordinator.

## ECONOMICS COURSES

### LOWER DIVISION

**ECON 254 Principles of Macroeconomics (4)**

The nature and causes of economic growth, inflation, recession, and unemployment. Government monetary and fiscal policy, Keynesian and monetarist economic models, and an introduction to the American financial system.

Prerequisite: Fulfillment of the general education requirement in computational skills. (MATH 121 recommended.)

**ECON 255 Principles of Microeconomics (4)**

Supply-and-demand analysis, competition, oligopoly, and monopoly. Economic choices, comparative economics systems, pricing and production, international trade.

Prerequisite: Fulfillment of the general education requirement in computational skills. (Recommend that ECON 254 be taken prior to ECON 255; MATH 121 recommended.)

**ECON 258 Economic Environment**

Macro- and microeconomic analysis from a managerial perspective. Cost behavior, pricing, economic stabilization, and financial markets. Limited to the ABLE program only. Does not apply toward a major or minor in the School of Business and Management.

### UPPER DIVISION

**ECON 314 Intermediate Macroeconomic Analysis (4)**

Theory and analysis of determinants of economic conditions at the national level. Economic growth, price stability, employment, interest rates; current applications, monetarist and neo-Keynesian perspectives. Offered alternate years.

Prerequisite: BUAD 341; ECON 254, 255.

**ECON 324 Intermediate Microeconomic Analysis (4)**

Theories of the firm, production, pricing, resource allocation; demand theory, modern theories of economic behavior, and market imperfections. Offered alternate years.

Prerequisite: BUAD 341; ECON 254, 255.

**ECON 374 Financial Institutions, Markets, and Instruments (4)**

The banking system of the United States and its functions. The relationship of banking, money, and credit to the economy.

Prerequisite: ECON 254, 255.

**ECON 495 Topics in Economics (1-4)**

Topics selected by faculty and students in the field of economics. May be repeated with new content for additional credit.

**ECON 499 Directed Study (1-4)**

Self-directed research in economics for varying credit. Limited to students seeking a minor in economics.

Prerequisite: Consent of the program coordinator.

**MANAGEMENT COURSES**

UPPER DIVISION

**MGMT 355 Principles of Management (4)**

Examines the four elements of the management process: planning, organizing, leading, and controlling. Identifies principles to assist managers in adapting these elements to fit a variety of situations and enterprises. Reviews methods to improve the quality of managerial decisions in small and large, profit-seeking and not-for-profit organizations. Topics include management as a discipline, alternative organizational models, effective decision-making, mission and strategy, operational strategy, and adaptive planning.

**MGMT 356 Personnel Management (4)**

Study of the personnel function, which includes the development of programs for recruitment, selection, performance evaluation, training, supervision, compensation, pensions, and government regulations.

**MGMT 361 Small Business Management (4)**

A comprehensive application of the management process as it relates to the operation of a small business. Topics to be covered include: selecting, financing, organizing, and controlling the chosen business; licensing, permits, employees, payroll; and physical characteristics of the owner.

**MGMT 365 Production Management (4)**

Using the production function to develop work projects, procedures, and methods for institutional, service, and industrial operations; controlling costs; providing support services, materials, and equipment.

Prerequisite: BUAD 341.

**MGMT 366 Materials Management (4)**

Buying practices of institutional and industrial operations. Interrelationships of purchasing, quality control, receiving, and inventory control. Emphasis on quality, service, and price. Legal aspects of purchasing. Management patterns relating to proper maintenance of inventory records, materials handling, and storage.

**MGMT 414 Organizational Behavior (4)**

Understanding the organizational environment; organizing for communication, high performance, and performance evaluation; selecting and developing the team; establishing favorable superior, peer, and subordinate relationships.

Prerequisite: MGMT 355.

**MGMT 424 Internship (4-16)**

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in management or management information systems.

**MGMT 495 Topics in Management (4)**

Topics selected by faculty and students in the field of management. May be repeated with new content for additional credit.

**MGMT 499 Directed Study (1-4)**

Self-directed research for varying credit. Limited to students majoring in management.

Prerequisite: Consent of the program coordinator.



## MANAGEMENT INFORMATION SYSTEMS PROGRAM

This program offers a combination of studies in business administration and computer science leading to careers in management of business information systems.

### BACHELOR OF BUSINESS ADMINISTRATION (Management Information Systems Concentration)

- Required:
1. Completion of the general education requirements
  2. 94 units, as follows
    - ACCT 221, 222, 314
    - BUAD 341, 342, 425
    - CPTG 124, 126, 244, 245, 314, 324, 334, 445
    - ECON 254, 255
    - FNCE 454
    - MGMT 355, 356; and 424 Business Internship (16 units as approved by the program coordinator)
    - MKTG 305
- Required cognates:
3. MATH 131  
Evidence of basic typewriting skills (one year secondary school or completion of college beginning typewriting)
  4. Electives to complete 190 units

Instruction in computing is offered through the Department of Mathematics and Computing in the College of Arts and Sciences.

### COMPUTING COURSES

#### LOWER DIVISION

#### **CPTG 104 Introduction to Information Systems (4)**

Conceptual basis of computer operations, logic, applications to business problems.  
Prerequisite: Fulfillment of the general studies requirement in computational skills.

#### **CPTG 124 Programming — Pascal (4)**

The Pascal language, techniques in analysis of problems, design of efficient programs.  
Prerequisite: MATH 121 or consent of the instructor.

**CPTG 125 Programming — BASIC PLUS (4)**

The BASIC-PLUS language, techniques in analysis of problems, design of efficient programs.  
Prerequisite: MATH 121 or consent of the instructor.

**CPTG 126 Programming — COBOL (4)**

The COBOL language, techniques in analysis of problems, design of efficient programs.  
Prerequisite: MATH 121 or consent of the instructor.

**CPTG 244 Data Structures (4)**

Basic concepts of data; lists, stacks, queues, strings, arrays, trees, and graphs. Selection and use of data structures. Advanced sorting and searching techniques.  
Prerequisite: CPTG 124 and 125 or 126.

**CPTG 245 Introduction to Computer Architecture (4)**

Computer arithmetic. Machine language and corresponding assembly language programming techniques, including error and interrupt handling. Storage and processing structure of computers.

Prerequisite: CPTG 124 and 125 or 126.

**CPTG 299 Directed Study (1-4)**

May be repeated for additional credit with consent of the instructor.

UPPER DIVISION

**CPTG 314 Management of Information Systems (4)**

The application of management techniques to the data processing department in an organization. Emphasis on equipment configuration, contract negotiation, cost containment techniques, and software evaluation. Offered alternate years.

Prerequisite: CPTG 124 or 125 or 126; or consent of the instructor.

**CPTG 324 Programming Languages (4)**

A formal definition of programming languages, including specification of syntax and semantics. Study of the design and implementation of high-level languages.

Prerequisite: CPTG 244, 245; or consent of the instructor.

**CPTG 334 Systems Analysis (4)**

Approaches to the analysis and design of management and information systems. Offered alternate years.

Prerequisite: CPTG 314 or 324; or consent of the instructor.

**CPTG 424 Database Design and Management (4)**

Data models, data description languages, query facilities, file organization, data security and reliability. Offered alternate years.

Prerequisite: CPTG 244, 314; or consent of the instructor.

**CPTG 434 Operating Systems (4)**

Study of the design and implementation of operating systems. Monitors, kernels, I/O handlers, memory management, process management, linkers, and loaders. Offered alternate years.

Prerequisite: CPTG 244, 245; or consent of the instructor.

**CPTG 445 Computer Architecture (4)**

Boolean algebra and digital logic. Hardware organizational hierarchies and microprogramming. Offered alternate years.

Prerequisite: CPTG 244, 245; or consent of the instructor.

**CPTG 454 Compiler Theory (4)**

Syntax and semantics, class of meta-languages and derivations, top-down and bottom-up parsing techniques, error detection and diagnostics, parsing tables, push-pop uses, code generation, interpreters. Offered alternate years.

Prerequisite: CPTG 324; or consent of the instructor.

**CPTG 486 Topics in Computing (2-4)**

Content determined by interests of faculty and students, with specific areas listed in class schedule. May be repeated with new content for additional credit.

Prerequisite: CPTG 244, 245; or consent of the instructor.

**CPTG 499 Directed Study (1-4)**

The study of topics or problems not covered in courses currently being taught. Limited to majors in the program. May be repeated for additional credit.

Prerequisite: CPTG 244, 245; and consent of the department chairman.



## MARKETING PROGRAM

The program in marketing is designed to introduce the fundamental principles and techniques of marketing to students interested in marketing careers.

### BACHELOR OF BUSINESS ADMINISTRATION (Marketing Concentration)

- Required:
1. Completion of the general education requirements
  2. 90 units in business and economics, as follows
    - the core curriculum
    - ACCT 314
    - BUAD 375, 486
    - MGMT 414
    - MKTG 358, 376, 465
    - 8 units from
      - ACCT 301, 354
      - ECON 314, 324
      - FNCE 334, 455
      - MGMT 356
  3. Electives to complete 190 units

### MINOR

- Marketing 28 units of courses in marketing, including
- ACCT 221
  - MKTG 305, 358
  - ECON 254, 255

### MARKETING COURSES

#### UPPER DIVISION

#### **MKTG 305 Marketing (4)**

Applying marketing knowledge to institutional, service, and industrial organizations; sales, advertising, and public relations decision-making through case, simulation, and field studies.

#### **MKTG 358 Marketing Management (4)**

Planning, implementation, analysis, and a review of marketing strategy. Discussion areas include product, promotion, pricing, and channel.

Prerequisite: MKTG 305.

**MKTG 376 Promotional Strategy (4)**

Basic advertising principles, analysis of media selection process. An introduction to consumer psychology and the purchase process. Discussion of factors influencing purchase decisions.

Prerequisite: MKTG 305.

**MKTG 424 Internship (4-16)**

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in marketing.

**MKTG 465 Market Research (4)**

Data collection and research instrument design analysis of sampling techniques, data evaluation, and control.

Prerequisite: BUAD 341, 342; MKTG 305.

**MKTG 495 Topics in Marketing (1-4)**

Topics selected by faculty and students in the field of marketing. May be repeated with new content for additional credit.

**MKTG 499 Directed Study (1-4)**

Directed study for varying credit. Limited to students majoring in marketing.

Prerequisite: Consent of the program coordinator.

## PROGRAM IN HONORS

MARTIE P. ERNE, 1980. Coordinator  
M.A. West Virginia University

The School of Business and Management participates with the College of Arts and Sciences in offering talented students an alternative program for meeting the general education requirements.

The Honors Program augments the opportunities of the curriculum and the graduation requirements of the School with an intent to:

1. Provide an academic and social environment congenial to the development of maturing students, to the end that each one becomes responsible for his/her own education and development as an adult.
2. Share with the honors scholars the best of Christian culture, aid in the critical examination of intellectual and artistic activity, and participate in the study of world cultures, to the end that they see themselves as shapers of the future.
3. Allow honors scholars to gain a cultural view of world events and their significance and relationship to the individual, society, and the mission of the church.
4. Enable each honors scholar to complete a project of research, scholarship, or creative activity that is uniquely his/her own.
5. Recognize achievement in development as honors scholars by providing a forum for discussion and criticism as well as for publication and display of the products of student efforts, and by giving recognition to honors scholars at graduation.

Privileges enjoyed by the honors scholar include the following:

1. Participation in honors scholar activities of a social or cultural nature — such as field trips, lectures, concerts — resulting in fuller association with faculty as well as other scholars.
2. Participation in honors seminars designed to complement and enrich the general education requirements.
3. Opportunity to engage in independent research or a project of personal creativity resulting in an honors thesis.
4. Graduation with honors on successful completion of the requirements of the School of Business and Management and the Honors Program.



**Admission** An entering freshman with a grade point average of 3.25 and an ACT score at the 60th percentile in both the English and mathematics sections is eligible for the Honors Program. A transfer or previously enrolled student may request honors status with a college grade point average of 3.25.

**Grades** An honors course requires a grade of at least a B (3.0) to satisfy Honors Program requirements. Seminars in which the student earns lower grades may still fulfill general education or elective requirements. An honors scholar must have at least a 3.5 grade point average before enrolling in the honors project. A student is no longer allowed honors status if at any time the cumulative grade point average is below 3.0.

**Requirements** 1. Regular participation in honors activities as sponsored and announced by the coordinator of the Honors Program.

2. The general education curriculum for the Bachelor of Arts honors scholar includes 16 units of honors seminars (HNRS 104, 204, 304, 404), 8 units of honors seminar electives, and 4 units of junior honors colloquium. In addition, the student completes the following:

Humanities: American history or Western civilization, 8 units

Humanities: Introductory literature, 4 units

Humanities: Fine arts, 4 units

Freshman English: 9 units

Religious studies: 12 units

Religion in the major field: (numbered 489), 2-4 units

Behavioral and social sciences: 4 units

Natural sciences, mathematics, and computing: 12 units

Health: 0-4 units

Physical education: (5 activities) to include PEAC 120, 2.5 units

Vocational/avocational skills: 0-4 units

Modern language, if needed

3. 6-10 units of honors project that conclude with an honors thesis. The thesis and project will be presented or published in a manner appropriate to the project. The colloquia and project may fulfill part of the requirements of the major program as arranged with the School. To this end the School appoints a special honors adviser with whom the student is expected to consult throughout his/her program.

## COURSES

### HONORS

#### LOWER DIVISION

**HNRS 104 Freshman Honors Seminar: The Human Being and Society (4)**

Designed to orient freshmen both to written and oral skills required in the Honors Program. The seminar contains a series of "how to" sessions in addition to discussions centering on the meaning of individuality, the process of ethical decision making, and contributions to society. This course is open to all who meet the eligibility requirements of the Honors Program and is recommended for a more discriminate college education.

**HNRS 204 Sophomore Honors Seminar: History of Ideas (4)**

An introduction to philosophical thought, its development and application to other disciplines.

**HNRS 224 Seminar (2)**

May be repeated for additional credit with different course content.

**HNRS 234 Seminar (2)**

May be repeated for additional credit with different course content.

**HNRS 244 Seminar (2)**

May be repeated for additional credit with different course content.

**HNRS 254 Seminar (2)**

May be repeated for additional credit with different course content.

#### UPPER DIVISION

**HNRS 304 Junior Honors Seminar: World Religions (4)**

A study of the nature and function of religion and the expression given to religion in the world's major faith traditions.

**HNRS 321, 322 Junior Honors Colloquia (2, 2)**

**HNRS 404 Senior Honors Seminar: Global Issues (4)**

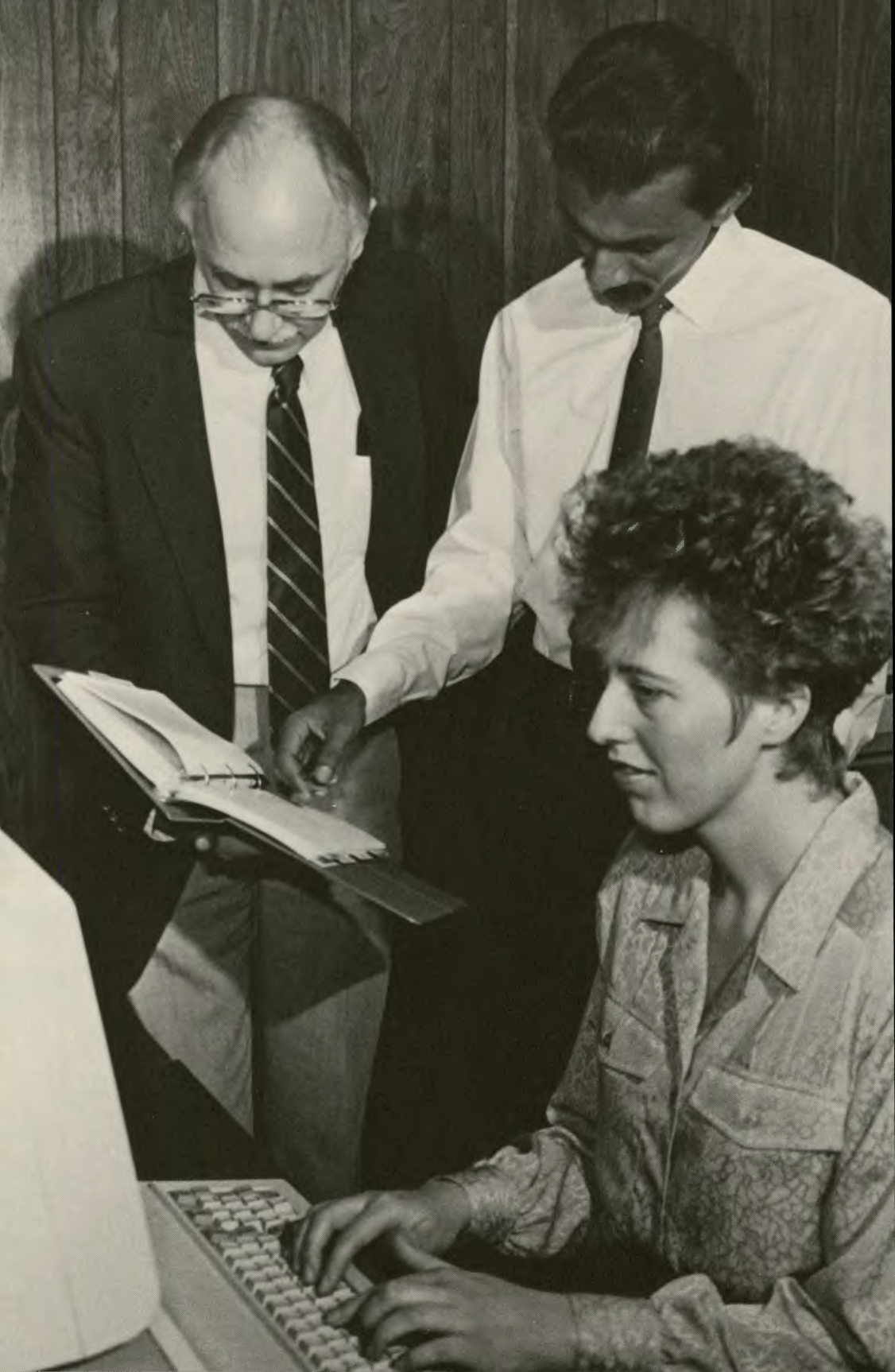
**HNRS 421, 422, 423 Senior Honors Project (2-8)**

Student may enroll in 2 to 8 units per quarter, to a maximum of 10 units.

**HNRS 499 Directed Study (1-4)**







# III

## GRADUATE SECTION

**Admission Information**

**Financial Information**

**Academic Practices**

**M.B.A. Program**

## ADMISSION INFORMATION

The admissions committees of the University put forth considerable effort to be assured that applicants to any of the schools are qualified for their proposed curriculum and seem likely to profit from educational experience in this University. The Admissions Committee of the School of Business and Management examines evidence, derived from the usual sources consulted by colleges and universities, of scholastic competence, moral and ethical standards, and significant qualities of character and personality. Evidence predictive of the ability to do a high quality of graduate work and of the intention to use wisely the competence developed is sought. Applicants are considered for admission only on the recommendation of the program in which study is desired.



## APPLICATION AND ACCEPTANCE

**Where to write** Inquiry about admission and acceptance should be addressed to:

Office of Admissions  
Loma Linda University, La Sierra Campus  
Riverside, California 92515-8247

**Procedure** 1. Application forms are available from the Office of Admissions. A copy should be filled out and mailed, together with the application fee, to the Office of Admissions. The application and all supporting information — transcripts, test results, references — must be in the Office of Admissions at least two months before the beginning of the term for which admission is sought.

2. Two complete official transcripts of all academic records from colleges, universities, or professional and technical schools should be provided. It is the applicant's responsibility to arrange to have the transcripts sent directly by the registrar of each school attended to the Office of Admissions.

3. A personal interview is desirable and should be arranged with the dean.

4. When the application file is complete, the materials are presented to the Admissions Committee for action. Official notice regarding admission is given by the director of admissions and recruitment.

5. Students accepted may be asked to file a medical history with Student Health Service as part of registration.

6. Transcripts of records and all other application documents are retained permanently by the University for students enrolled after acceptance, and may not be withdrawn and used by students for any purpose. Records that do not result in enrollment are destroyed two years from the date of arrival in the Office of Admissions.

## ADMISSION REQUIREMENTS

A baccalaureate degree (or its equivalent) from an accredited college or university is prerequisite to admission to the graduate program of the School of Business and Management. Transcripts of the applicant's scholastic record should show appropriate preparation, in grades and content.

**Examinations** Applicants for the Master of Business Administration (M.B.A.) degree must submit results from the Graduate Management Aptitude Test (GMAT). Students may address inquiries about this examination



to the Testing Department, which can provide application forms and information about special administration of the examination on days other than Saturday.

Application forms for the GMAT and information as to examination times and places are furnished by Educational Testing Service, 1947 Center Street, Berkeley, California 94701 (for the West); and Princeton, New Jersey 08540 (for the East).

When pressure of time makes it impossible to secure the GMAT results, students seeking admission who have otherwise above-average achievement may be admitted provisionally, subject to review when the required test results are received. In such cases, test results are to be submitted within the first quarter of attendance.

**Veterans** A student who is eligible to have veteran's benefits should transfer records to the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, California 90024. Veterans must be admitted to a degree program to be eligible to receive benefits. Further information may be requested from the Office of University Records. For advance payments, the student must contact the Office of University Records at least forty-five days prior to enrollment.

**Reentrance** A student who discontinues studies at the University must meet the entrance requirements in force at the time of reentrance, unless a leave of absence has been granted. Fees are paid for reentrance application. Supplementary documents may be required.

**International students** The admission of students from countries other than the United States or Canada is limited to those who meet all requirements for admission; submit official transcripts in the original language and in official English translation where required; furnish suitable recommendations from responsible persons; pass the Test of English as a Foreign Language (TOEFL) or the Michigan Test of English Language Proficiency (MTELP), if English is not the student's native tongue; and give evidence of ability to meet all financial obligations to the University during the course of study.

Inquiry about the time and place of administration of the tests should be addressed to Educational Testing Service at the addresses noted under the paragraph "Examinations."

An international applicant (other than Canadian) on a student visa is required to make an advance deposit of \$2,280. All international students must furnish evidence of additional resources to finance the expenses of the education planned. Because international students do not qualify for loans and grants listed under Student Aid, parents or sponsors are responsible for making payments in accordance with the financial practices

of the University. A Financial Information Form is available from the Office of Admissions. The student must obtain the proper signatures on the form and file it with the Office of Admissions before clearance can be given for the issuance of an I-20 form.

**Exchange visitor** The University program for exchange visitors, through the United States Department of State, may be advantageous for international students. A person entering on an exchange visitor visa (J-1) is subject to the same regulations on study load and work as is the F-1 student. Further information may be obtained from the Student Affairs Office.

**Visa forms** Forms for both the F-1 and the J-1 visas are issued by the adviser in the Student Affairs Office after acceptance and after financial arrangements have been made with that office.

**Student visa** A person entering the United States on a student visa (F-1) must carry successfully a full study load during each quarter of each academic year. For a graduate student, eight units meet this requirement. The applicant must be prepared to provide such advance deposit as is required by Student Finance and must give assurance that additional funds will be forthcoming to meet school expenses. Fellowships and assistantships for international students are limited, and employment is limited by regulations of the Immigration and Naturalization Service to no more than twenty hours per week.

**English competence** All international students are encouraged (and those who do not have a sufficient score on TOEFL or MTELP or other evidence of English proficiency are required) to attend the Intensive American Language Institute offered during the six weeks before the beginning of the fall quarter. Further information can be obtained from the Student Affairs Office. Further study of English may be required to assure progress toward the degree.

## ADMISSION CLASSIFICATIONS

Applicants are admitted to one of the following classifications. For regular and provisional status, applicants must be approved for acceptance by the program in which they propose to study. Others may be accepted, subject to availability of facilities, and classified as nondegree students.

**Regular** A student who meets the scholarship and examinations requirements for admission to the graduate degree program, has met all prerequisites, and has no undergraduate deficiencies is classified as a *regular* student.

**Provisional** A student (a) whose scholarship does not reach the level for regular graduate standing but who shows strong promise of success in graduate studies, or (b) who has the prerequisites but whose undergraduate sequence is inadequate for the chosen graduate program, or (c) whose admissions documentation is incomplete at the time of notification of acceptance may be classified as a *provisional* student. To continue eligibility for graduate study, a student admitted on provisional status must maintain a grade point average of 3.00 quarter by quarter.

**Nondegree** Students who wish to enroll for graduate courses for personal or professional benefit but who are not seeking a graduate degree may be classified as *nondegree* students. Such applicants complete a specially designed application form.

Nondegree students in the School are permitted only 12 units of study for regular grades. Beyond the 12 units, only audit (AU) may be recorded.

**Auditor** A student in any classification may register for a course as *auditor* with the consent of the dean and the instructor of the course. The student pays tuition and attends at least 80 percent of course lectures.

**College senior** A senior with a grade point average of 3.0 or above may request to take a graduate course simultaneously with courses that complete bachelor's degree requirements if the total does not constitute more than 16 academic units. Registration requires instructor and School dean approval.

## STUDENT LIFE

On admission each student receives a copy of "Image and Influence" and the *Student Handbook*. These publications are the main sources of written guidance to student life at Loma Linda University.



## FINANCIAL INFORMATION

### GENERAL PRACTICES

The student is expected to arrange for financial resources to cover all expenses before the beginning of each school year. Accounts with other schools or with this University must have been settled.

**Advance payment** *Tuition and fees are charged and payable in full in advance of each term.* If the student withdraws from a course or courses during the first two weeks of the quarter, tuition is refundable. If withdrawal occurs after the second week, but before the midpoint of the quarter, one-fourth of the tuition charged is refundable. Tuition is not refundable if withdrawal occurs after the midpoint of the term.

**Monthly statement** The amount of the monthly statement is due and payable in full within thirty days after presentation. A student unable to meet this requirement must make proper arrangements with Student Finance. An account that is more than thirty days past due is subject to a service charge of .833 percent per month (ten percent per year). Failure to pay scheduled charges or to make proper arrangements, which is reported to the Office of University Records and the dean, may cause the student to be considered absent, discontinued, or ineligible to take final examinations.

**Financial clearance** The student is expected to keep a clear financial status at all times. Financial clearance must be obtained before registration each term; before receiving a certificate or diploma; or before requesting a transcript, statement of completion, or other certification to be issued to any person, organization, or professional board.

**Checks** Checks should be made payable to Loma Linda University and should show the student's ID number to ensure that the correct account is credited.

**Veterans** A student who is eligible to have veteran's benefits under the 1966 enactment should transfer records to the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, California 90024. Veterans must be admitted to a degree program to be eligible to receive benefits. Application should be made well in advance of enrollment. Further information may be requested from the Office of University Records. For advance payments, the student must contact the Office of University Records at least forty-five days in advance of enrollment.

**Student health reimbursement plan** The Student Reimbursement Plan complements the University Health Service Plan by reimbursing students referred by Health Service for expenses of costly illness and injuries in excess

*of any benefits to which students may be entitled under any medical protection or personal insurance policy, or membership in any hospital association.*

All Loma Linda University students for whom full graduate or undergraduate tuition is being received or who are enrolled for 7 units or more per quarter are automatically covered by both the Student Health Service and the Student Reimbursement Plans.

The student must have paid full tuition for at least 7 units during the current quarter. "In progress" units do not count toward the 7-unit minimum, since tuition for in progress units was paid in a previous quarter. Students enrolled for fewer than 7 units per quarter but who desire coverage should contact the Department of Risk Management. No coverage will apply until financial arrangements have been completed.

All students may secure family coverage for both plans. Eligible dependents are the spouse (residing with the insured student) and unmarried children over fourteen days old and under nineteen years of age, who are not self-supporting and reside with the student.

The individual student's coverage will become effective on the date of registration or three days prior to registration if on-campus. Dependents' coverage will be effective on the date application and premium are received by the Department of Risk Management.

For further information, contact the Department of Risk Management.

## SCHEDULE OF CHARGES

### TUITION, GRADUATE SCHOOL PROGRAMS IN GENERAL

Graduate students pay the unit tuition rates. For 1987-88, these rates are:

\$190 per unit.

### SPECIAL CHARGES

\$25 Application fee.

**Tuition and fees are subject to change without notice.**

## FINANCIAL AID

**University fellowships** Fellowships are awarded annually to students of outstanding performance and promise. University fellowships carry stipends and remission of tuition.

**Assistantships** A limited number of research assistantships with stipends are provided from operating and grant funds.

**Tuition waiver** The dean and coordinators recommend partial- or full-tuition waivers for students of demonstrated achievement.

**Application** An application for assistantship from a student not already enrolled in a graduate program at the University must be accompanied by an application for admission.

**Closing date** An application involving a request for financial aid of any kind should be made as early as possible but never later than six weeks before the beginning of the effective quarter. Budgets are established in the spring for the following fall.

**Loans** Financial assistance is available to the student from University loan funds, government loan funds, and other special trust funds. Inquiries concerning loans and other student financial matters should be made of Student Financial Aid.

### SATISFACTORY PROGRESS

Students should consult their advisers to obtain the definition of "satisfactory progress" as it relates to the program of study and to financial aid.



## ACADEMIC PRACTICES

### REGISTRATION

The student must register on the dates designated in the University calendar in this BULLETIN. Registration procedure includes recording information on forms furnished by the Office of University Records and clearing financial arrangements with Student Finance. The course list filed must have been approved by the graduate adviser and the dean.

Late registration is permissible only when there is a compelling reason; a charge is made if registration is not completed on the designated dates. The student may not attend class without being registered, and in no case may registration take place later than the first five class days of a term. A change in registration after the second week affects the grade record. A change in registration requires the recommendation of the student's adviser and the approval of the dean.

### CONDITIONS OF REGISTRATION, RESIDENCE, ATTENDANCE

**Academic residence** A student must meet the residence requirements indicated for the degree. A year of residence is defined as three quarters of academic work. The master's degree candidate must complete one quarter of full-time study at the University. Although 12 units are ordinarily considered a full graduate study load, a student is in full-time residence if registered for at least 8 units.

**Extramural study** When a student begins a degree program, it is understood that courses taken must be conducted on a campus of the University unless, upon petition for extramural study, the student obtains consent from the graduate coordinator and the dean. In such instances, the student must arrange with the graduate coordinator for evaluation of the study and, at its completion, recommendation as to credit and grade.

**Handbook** The student is required to follow the procedures outlined in the *Handbook for Graduate Students*, which can be obtained from the Office of the Dean.

**Leave of absence** A student who wishes to withdraw for a quarter or longer submits a written request for leave of absence, indicating the reason and the length of time needed to be out of the program. One year is the maximum leave time granted. This request requires the approval of the dean. Stipulations for reentry are given the student in writing.

**Readmission** A student who interrupts graduate study without arranging for a leave of absence is administratively withdrawn from the School. Resumption of work toward a graduate degree requires reapplication for admission and is subject to the requirements in effect at the time of readmission.

**Continuous registration** A student is required to maintain continuous registration from advancement to candidacy to the awarding of the degree. For quarters during which the student is not paying course tuition a leave of absence must be requested.

**Withdrawal** Formal withdrawal must be arranged for at the Office of University Records.

**Transfer credits** A transfer student who has done acceptable graduate study in an approved institution may transfer credit up to 9 quarter units toward the master's degree, but may not transfer excess grade points to offset less than a B average at the University.

**Chapel** Weekly devotional services are held as part of the regular program of the University.

**Grievance or dismissal** Students who are involved in dismissal proceedings or who wish to express a grievance may obtain from the Office of the Dean a copy of guidelines governing dismissal or presenting a grievance.

**Time limits** Any credit transferred to the School or taken in residence and submitted toward a master's degree is nullified seven years from the date when the course was completed.

The time lapse from first enrollment in a graduate curriculum to the conferring of the master's degree may not exceed five years. A student desiring reinstatement must reapply to the dean. This procedure implies a reevaluation of the student's total program.

## GRADUATION ATTENDANCE

A candidate for a graduate degree is expected to attend the graduation events and to receive the diploma in person. Consent for the degree to be conferred in absentia is contingent on the recommendation of the dean to the president and can be granted only by the president.

## SCHOLASTIC STANDING

The following values are assigned for calculation of the grade point average per unit of enrollment:

A	4.0	B	3.0	C	2.0	D	1.0
A—	3.7	B—	2.7	C—	1.7	F	0.0
B+	3.3	C+	2.3	D+	1.3		

The following designations are used to make clear the student's status but not to indicate credit:

AU	audit
I	incomplete
IP	in progress (for courses which cross term boundaries)
S	satisfactory (used in pass-fail courses; does not affect GPA)
U	unsatisfactory (used in pass-fail courses; does not affect GPA)
W	withdraw (given from two weeks after registration until two weeks before final examinations begin)

The graduate student is expected to maintain a consistently high level of performance. The dean receives reports on the quality of work done in order to determine the eligibility of the student for advancement.

## BULLETIN

When this BULLETIN and any other School publication or publication of any School program conflict, this BULLETIN prevails.



## MASTER OF BUSINESS ADMINISTRATION

This is a graduate professional program leading to the degree Master of Business Administration (M.B.A.) for persons pursuing administrative careers. It is designed to enhance and develop the knowledge and skills of those interested in nonprofit as well as commercial organizations.

Three areas of concentration are provided: marketing, human resources and industrial relations, and finance. Each area of concentration consists of three courses (12 quarter units) in addition to core courses.

**Admission** Intellectual capacity and ability appropriate to admission are judged from transcripts, record of experience, recommendations, and the applicant's score on the Graduate Management Admission Test (GMAT).

Admission is considered on the basis of (1) either a grade point average (GPA) of 2.75 (on a 4.0 scale) and a GMAT score of 500 or better; or a combination of GPA or GMAT of 1100 or better, calculated as  $GPA \times 200 + GMAT$ ; (2) acceptable academic, employer, and character recommendations; possession of a baccalaureate degree from an accredited college or university; and, (3) for applicants whose native language is other than English, a percentile of 92 or above on the Michigan Test of English Language Proficiency (MTELP), or a score of 600 or above on the TOEFL examination.

**Adviser** Each student upon acceptance is assigned an adviser, who helps to arrange the study program. This adviser provides continual guidance at quarterly registration and throughout the student's enrollment in the School of Business and Management.

**Subject prerequisites and deficiencies** Applicants lacking a bachelor's degree in business are admitted to Phase I of the 88-quarter unit program. In this phase, up to 40 quarter units may be waived if there has been adequate undergraduate credit or experience.

**Time limits** The time allowed from admission to the graduate program in the School of Business and Management to conferring of the master's degree may not exceed five years. Some consideration may be given to a short extension of time if, in the dean's opinion, such is merited.

**Residence** The last 36 quarter units of the degree must be taken in residence, with a minimum quarterly enrollment of 8 units.

**Grade achievement** Students continue toward the degree as they maintain a B (3.0) average with no grade below C (2.0). A grade average of less than 3.0 allows one quarter of probation, during which the overall and quarter averages must reach or surpass 3.0. Failure to achieve this improvement will result in dismissal from the program.

**Candidacy** Admission to the School or the designation of regular graduate standing does not constitute admission of the student to candidacy for a master's degree. After achieving regular status, admission to candidacy is initiated by a written petition from the student to the dean, on recommendation of the program coordinator. Petition for candidacy for the master's degree must present a satisfactory grade record; note any qualification prescribed by the program. Three forms must be completed prior to graduation: FORM A — Petition for Admission to Candidacy, to be initiated in the quarter after 24 units of graduate course work have been completed in the School of Business and Management; FORM C — Petition for Graduation, to be initiated two quarters prior to contemplated quarter of completion; and Form D — Certification of Completion of Requirements for Degree, to be submitted one month prior to contemplated completion date.

**Religion requirement** All students in the M.B.A. degree program complete one graduate-level course of at least 3 quarter units in religion. Courses (numbered between 500 and 699) in social ethics are especially appropriate. Choices are guided by the student's background and the adviser's knowledge.

**Degree requirements** The full program comprises the following requirements:

1. Completion of the two phases of 22 courses totaling 87 quarter units. Up to 10 courses (40 quarter units) of Phase I may be waived by adequate undergraduate credit or experience.

2. The last 36 quarter units must be taken in residence.

For information about requirements and practices to which all graduate students are subject, the student should consult *Academic Practices* in Section III (Graduate Section) of this BULLETIN (page 89).

## GRADUATE COURSES

Phase I courses (10 courses) The following courses are required:

ACCT 507	Administrative Accounting (4)
BUAD 516	Legal and Regulatory Environments (4)
ECON 509	Economic Environment (4)
FNCE 521	Administrative Finance (4)
INFO 504	Computer Applications to Administration (4)
MGMT 505	Management Science (4)
MGMT 511	General Administration (4)
MGMT 513	Human Resources Management (4)
MGMT 525	Organizational Theory and Behavior (4)
MKTG 518	Marketing (4)

Phase II courses (6 courses) The following courses are required:

- BUAD 584 Society, Ethics, and Government (4)
- BUAD 595 Quantitative Analysis for Decision Making (4)
- BUAD 691 Seminar in Strategic Planning and Policy Formulation (4)
- MGMT 671 Seminar in Administration of Operations (4)
- MGMT 678 Seminar in Organization of Operations (4)
- MGMT 683 Seminar in Forecasting Domestic and International Environments (4)

Specialization areas The following areas of specialization are available:

#### **MARKETING**

- MKTG 538 Marketing Administration (4)
- MKTG 544 Consumer Behavior (4)
- MKTG 611 Marketing Strategy and Policy (4)

#### **FINANCE**

- FNCE 535 Budgeting for Service Organizations (4)
- FNCE 576 Financial Analysis (4)
- FNCE 625 Financial Strategy and Policy (4)

#### **HUMAN RESOURCES AND INDUSTRIAL RELATIONS**

- MGMT 554 Public Policy and Industrial Relations (4)
- MGMT 571 Organizational Behavior and Human Resources (4)
- MGMT 615 Human Resources Strategy and Policy (4)

#### **PHASE II ELECTIVES**

- BUAD 534 Health Care Administration and the Law (4)
- ECON 537 Managerial Economics (4)
- FNCE 581 Wills, Estates, and Trusts (4)
- FNCE 587 Estate Planning and Trust Management (4)
- FNCE 665 Seminar in Trust Services (4)
- INFO 547 Information System Concepts (4)

#### **ACCOUNTING**

##### **ACCT 507 Administrative Accounting (4)**

A comprehensive managerial coverage of accounting principles and basic nonprofit accounting concepts.

#### **BUSINESS ADMINISTRATION**

##### **BUAD 516 Legal and Regulatory Environments (4)**

A comprehensive study of business law principles. Uniform Commercial Code, common law, and regulatory environment.

##### **BUAD 534 Health Administration and the Law (4)**

Study of administrative and judicial process in public health. Government regulations, public policy issues, and common law principles.

##### **BUAD 584 Society, Ethics, and Government (4)**

Social, ethical, moral, and economic responsibility of administrators and their firms to external and internal constituencies involving government and regulatory relations. Development of value systems and guidelines through case applications.



**BUAD 595 Quantitative Analysis for Decision Making (4)**

Quantitative modeling techniques applied to decision making in product and service industries. Network models, linear programming, project management models, forecasting.

**BUAD 691 Seminar in Strategic Planning and Policy Formulation (4)**

Designing strategic and contingency plans for profits, revenues, investments, and financing using a systems approach. Formulating policy to assist in implementation of the plans.

**BUAD 699 Special Topics (1-4)**

Advanced topics selected by faculty and students in the field of business.

## **ECONOMICS**

**ECON 509 Economic Environment (4)**

Macro- and microeconomic analysis from a managerial perspective. Cost behavior, pricing, economic stabilization, and financial markets.

**ECON 537 Managerial Economics (4)**

Application of economic analysis to determine supply and demand and make pricing and output decisions. Forecasting economic conditions by economic indicators and economic models.

## **FINANCE**

**FNCE 521 Administrative Finance (4)**

Analysis of sources of long-term financing, marginal cost of capital, and capital structure. Working capital management, capital budgeting, risk and return analysis, including the evaluation of alternative investments.

**FNCE 535 Budgeting for Service Organizations (4)**

Budget systems, control processes, and variance analysis for profit and nonprofit organizations.

**FNCE 576 Financial Analysis (4)**

Case study approach to financial techniques to integrate problems and develop logical, systematic solutions in written form.

**FNCE 581 Wills, Estates, and Trusts (4)**

Property and future interest in a state distribution by intestacy or will. Origin and nature of trusts as dispositive devices and will alternatives. Planning and administration of trusts and estates, including capacity to be a trustee or executor, the vesting of beneficiaries, and transfer of interests.

**FNCE 587 Estate Planning and Trust Management (4)**

Trust and estate administration and the fiduciary functions required of the administrator. Estate planning alternatives. Income, gift, and estate tax consequences. Investment policy, asset inventory and accounting, and full discharge of fiduciary responsibility.

**FNCE 625 Financial Strategy and Policy (4)**

A readings and problem-solving seminar in financial management to develop methods of effective optimization and policy implementation.

**FNCE 665 Seminar in Trust Services (4)**

A case-method seminar focusing on effective trust department management, including staffing, policies, control, and audit procedures and administration.

## INFORMATION SYSTEMS

### **INFO 504 Computer Applications to Administration (4)**

Systems development life cycle. Topics include feasibility study analysis, cost/benefit control features to ensure file integrity, and capability for auditing systems. Configurations of computer-based management information systems analyzed. Case analyses.

### **INFO 547 Information System Concepts (4)**

Computer concepts, with emphasis on decision making. Current information systems, the benefits and obstacles in installation.

## MANAGEMENT

### **MGMT 505 Management Science (4)**

Deterministic and stochastic models applicable to management. Emphasizes the application of quantitative analytical methods to decision making. Includes linear programming, simulative queueing models, inventory models, decision theory.

### **MGMT 511 General Administration (4)**

Systems and decision approaches and models in administration. Better operating performance through resource organization and productivity improvement. Superior, peer, and subordinate communications and relationships. Skill development through case studies.

### **MGMT 513 Human Resources Management (4)**

A basic course relating to managerial decision making with respect to the acquisition, development, reward, and maintenance of human resources.

### **MGMT 525 Organizational Theory and Behavior (4)**

The relationship of the individual and the organization. Leadership, motivation, group dynamics, decision making, interpersonal relations, and change. Cases and readings in a lecture/discussion format.

### **MGMT 554 Public Policy and Industrial Relations (4)**

Decision making in formal employee-employer relationships. Collective bargaining and collective bargaining agreements. Public policy formulation and interest-group analysis. Also, legal issues in collective bargaining.

### **MGMT 571 Organizational Behavior and Human Resources (4)**

Theories, practice, and legal considerations of dealing with people in organizations. Analysis of organizational systems and managerial actions for accomplishing work through individuals and groups.

### **MGMT 615 Human Resources Policy and Strategy (4)**

Consideration of strategic and technical problems in management of human resources in the enterprise. Organizational development; development of conflict resolutions, theories of administrative problem solving, and methods of resolving conflicts.

### **MGMT 671 Seminar in Administration of Operations (4)**

Strategy implementation, performance monitoring, measurement and operation adjustments, and performance review. Conversion process, operating and capital budgets, productivity standards and profit improvement, the information and communication systems.

**MGMT 678 Seminar in Organization of Operations (4)**

Designing and implementing the organization structure. Corporate, divisions, departments, and support groups. Organizing work: positions, specifications, performance standards and reviews, reward systems, man-machine systems, and program and project management.

**MGMT 683 Seminar in Forecasting Domestic and International Environments (4)**

Developing an understanding of current and projected conditions through historical study and building forecasts, projections, scenarios, and profiles of opportunities. Limitations and threats for the major environments: demographic, economic, financial, government and political, legal and regulatory, international and regional, technological/ecological/scientific, social, moral, and ethical. Developing forecasts and projections models.

**MARKETING**

**MKTG 518 Marketing (4)**

The marketing process. Product development, pricing, packaging, and promotional strategy.

**MKTG 538 Marketing Administration (4)**

Formulating an effective marketing program. Product development, pricing, and promotional strategy, and channels of distribution integrated into a coherent marketing program for profit and nonprofit organizations.

**MKTG 544 Consumer Behavior (4)**

Attitude formation and change, consumerism, lifestyle analysis, information processing, and behavioral models applicable to the market place.

**MKTG 611 Marketing Strategy Policy (4)**

An analytical study of marketing strategies. Emphasis on planning, execution, and evaluation of the total marketing program.





# IV

**The Trustees  
University Administration  
La Sierra Campus Administration  
La Sierra Campus Committees  
The School of Business and Management  
The Faculty  
Alumni Federation  
Accreditation  
Instructional Resources  
To Communicate with the School  
University Information**

## THE TRUSTEES

Officers	Chairman	WALLACE O. COE
	Vice Chairman	THOMAS J. MOSTERT, JR.
	Secretary	RICHARD A. JAMES

## UNIVERSITY ADMINISTRATION

### OFFICERS OF THE UNIVERSITY

President		NORMAN J. WOODS, PH.D.
Vice President	Academic Administration	HELEN W. THOMPSON, PH.D.
Vice President	Medical Affairs	DAVID B. HINSHAW, SR., M.D.
Vice President	Financial Administration	JAMES A. GREENE, B.S.
Vice President	Public Relations and Development	W. AUGUSTUS CHEATHAM, M.S.W.
Vice President	Student Affairs	DAVID D. OSBORNE, M.DIV.
Provost	La Sierra campus	R. DALE MCCUNE, ED.D.



## LA SIERRA CAMPUS ADMINISTRATION

Provost	R. DALE McCUNE, ED.D.
Dean, College of Arts and Sciences	ANEES A. HADDAD, PH.D.
Dean, School of Business and Management	IGNATIUS I. YACOUB, PH.D.
Dean, School of Education	WALLACE D. MINDER, ED.D.
Associate Dean, School of Education	JAMES N. SCOTT, ED.D.

### ADMISSIONS AND RECORDS

Director, La Sierra Campus Admissions and Recruitment	DAVID R. DICKERSON, ED.D.
Associate Directors of Admissions and Recruitment	MYRNA C. CASADO, ED.S. DULCE L. PENNA, B.A. LYNNE SETO, M.A.
Director, University Records	ARNO KUTZNER, PH.D.
Assistant Registrar	NANCY M. SAGE, B.A.

### LIBRARY

Director	H. MAYNARD LOWRY, M.A.T., M.S.L.
Associate Director	WILLIAM H. HESSEL, M.DIV., A.M.L.S.
Librarian	JAMES NIX, M.S.L.S.
Associate Librarians	RANDALL BUTLER, PH.D. CHARLES E. DAVIS, M.S.L.S. SHIRLEY A. GRAVES, M.S.L.S. JON N. HARDT, M.S.L.S. VERA MAY SCHWARZ, M.S.L.S. KITTY J. SIMMONS, M.L.S.
Assistant Librarians	GILBERTO V. ABELLA, M.S.L.S. JERRY DALY, M.S.L.S. JAMES WALKER, M.S.L.S.

### STUDENT AFFAIRS

Dean of Students	DAVID D. OSBORNE, M.DIV.
Assistant Dean of Students	IRIS M. LANDA, M.A.
Coordinator of Freshman Advisement and Orientation	IRIS M. LANDA, M.A.
Coordinator, Counseling Center	DAVID H. DUDLEY, PH.D.
Coordinator, Health Service	LINDA C. PUMPHREY, R.N.
Director, Security	CHRIS D. STOTTLEMYER, B.S.
Dean of Men	CHARLES SOLIZ, JR., M.ED



Associate Deans of Men

WARREN J. HALVERSEN, B.S.  
LLOYD H. WILSON, M.A.

Dean of Women

VERNA A. BARCLAY, M.A.

Associate Dean of Women

LYNITA MAYER, ED.S.

Associate Deans of Women

C. SUE CURTIS, M.ED.  
ESTHER VALENZUELA, B.S.

International Student Adviser

EDDIE D. BRAGA, M.A.

#### RELIGIOUS AFFAIRS

Chaplain

STEVEN G. DAILY, D.MIN.

Associate Chaplain

LESLIE N. POLLARD, M. DIV.

#### FINANCIAL AFFAIRS

Business Administrator

DAVID B. RAWSON, M.B.A.

Director of Student Finance

RAYMOND SCHOEPFLIN, B.S.

Personnel Director

LIZETTE O. NORTON, M.B.A.

Chief Accountant

EARL M. GILLESPIE, B.A.

#### DEVELOPMENT AND UNIVERSITY RELATIONS

Director

RICKY E. WILLIAMS, PH.D.

Assistant Director

JOLYNN H. DE LA TORRE, B.A.

## LA SIERRA CAMPUS COMMITTEES

### AWARDS AND SCHOLARSHIPS

David B. Rawson,  
*Chairman*  
Niels-Erik Andreasen  
Marvella M. Beyrer

Marillyn Bradley  
Eugene Gascay  
Warren J. Halverson  
Lynita Mayer

Vernon L. Scheffel  
Raymond Schoepflin  
Dana G. Thompson

### CHAPEL

R. Dale McCune,  
*Chairman*  
Dorothy M. Comm  
Steven G. Daily

Anees A. Haddad  
F. Lynn Mallery  
Wallace D. Minder  
David D. Osborne

Leslie N. Pollard  
Donald W. Thurber  
Ignatius I. Yacoub  
Student

### COMPUTER

Ivan E. Rouse,  
*Chairman*  
Gilberto V. Abella  
James W. Beach  
Hilmer W. Besel  
Leonard R. Brand  
Bailey V. Gillespie

G. Robert Grant  
Anees A. Haddad (ex officio)  
Vernon W. Howe  
Edwin A. Karlow  
Jerry Keith  
Norman C. Maberly  
David D. Osborne

David B. Rawson (ex officio)  
Adeny Schmidt  
G. Roger Tatum  
Arthur M. Walls  
Harry W. Willis, Jr.  
Ignatius I. Yacoub (ex officio)

### FACULTY SOCIAL

\_\_\_\_\_  
*Chairman*  
Samuel Croft  
David R. Dickerson  
George F. Hilton

Linda M. Kelln  
Jose M. Muinos  
Gail T. Rice  
Donna Ryan

Lynne Seto  
Cheryl J. Simpson  
Donald W. Thurber  
Leland Y. Wilson

### RECRUITMENT

R. Dale McCune,  
*Chairman*  
David R. Dickerson,  
*Vice Chairman*  
JoLynn de la Torre  
Bailey V. Gillespie

Anees A. Haddad  
Arno Kutzner  
Wallace D. Minder  
Dulce L. Pena  
David B. Rawson  
Raymond Schoepflin

Lynne Seto  
Charles Soliz, Jr.  
Donald W. Thurber  
Wendell Tucker  
Ignatius I. Yacoub  
ASLLU President

### RELIGIOUS ACTIVITIES

David D. Osborne,  
*Chairman*  
Niels-Erik Andreasen  
Verna A. Barclay  
Steven G. Daily  
V. Bailey Gillespie

Warren J. Halverson  
Maurice D. Hodgen  
F. Lynn Mallery  
Lynita Mayer  
Norman L. Mitchell  
Leslie N. Pollard

T. Richard Rice  
Vernon L. Scheffel  
Charles W. Teel, Jr.  
Donald W. Thurber  
Lloyd H. Wilson  
Students

STUDENT AFFAIRS

David D. Osborne,  
*Chairman*  
Verna A. Barclay  
Eddie D. Braga  
Ruth E. Burke  
Jan P. Chand  
Samuel D. Croft

William R. Chunestudy  
Jerry E. Daly  
David R. Dickerson  
Ronald A. Galaway  
Warren J. Halversen  
Iris M. Landa  
Jose M. Muinos

Charles Soliz, Jr.  
Chris D. Stottlemeyer  
Richard D. Tkachuck  
John Uhrig  
Esther Valenzuela  
Lloyd H. Wilson  
Students

STUDENT PERSONNEL

David D. Osborne,  
*Chairman*  
Verna A. Barclay  
Gaelyn Betts  
Eddie D. Braga  
Janet L. Braga

C. Sue Curtis  
Steven G. Daily  
David H. Dudley  
Esther Espinosa  
Warren Halversen  
Iris M. Landa

Lynita Mayer  
Linda Pumphrey  
Charles Soliz, Jr.  
Chris D. Stottlemeyer  
Esther Valenzuela  
Lloyd H. Wilson



# THE SCHOOL OF BUSINESS AND MANAGEMENT

Ignatius I. Yacoub, Ph.D., Dean

## COMMITTEES

1987-1988

### ACCOUNTING AND FINANCE PROGRAM

H. Willis, *Chairman*  
M. Cohen  
R. Ford  
L. Henry  
C. Schobring  
D. Thompson  
D. Van Ornam

### DEAN'S COUNCIL

I. Yacoub, *Chairman*  
S. Croft, Coordinator of Placement and Internships  
H. Willis, Coordinator of Accounting and Finance Program  
J. Rocha, Coordinator of M.B.A. Program  
G. Selivanoff, Coordinator of Management, Management Information Systems, and Marketing Programs  
R. Ford, Faculty Representative

### GRADUATE ADMISSIONS COMMITTEE

I. Yacoub, *Chairman*  
M. Casado, *Secretary*  
J. Rocha  
G. Selivanoff  
D. Thompson  
D. Van Ornam  
H. Willis

### GRADUATE PROGRAM COMMITTEE

J. Rocha, *Chairman*  
G. Selivanoff  
J. Stirling  
D. Thompson  
D. Van Ornam  
H. Willis

### MANAGEMENT, MIS, AND MARKETING PROGRAM COMMITTEE

G. Selivanoff, *Chairman*  
S. Croft  
R. Ford  
N. Razzouk  
J. Rocha  
C. Schobring  
J. Stirling  
D. Thompson  
D. Van Ornam  
H. Willis

## THE FACULTY

### FACULTY

IGNATIUS I. YACCOUB, Dean; Professor of Management  
PH.D. Claremont Graduate School

GEORGE A. SELIVANOFF, Professor of Economics and International Business  
PH.D. American University of Washington, D.C.

JAMES H. STIRLING, Professor of Marketing  
PH.D. University of California, Los Angeles

ROBERT M. FORD, JR., Associate Professor of Business  
M.B.A. Andrews University

ROBERT G. W. KAPPEL, Associate Professor of Accounting (on leave)  
M.B.A. University of Nebraska  
Certified Public Accountant

MELVIN COHEN, Assistant Professor of Accounting and Finance  
PH.D. University of Utah

SAMUEL CROFT, Assistant Professor of Business Law  
J.D. Willamette University

JOSEPH R. ROCHA, Assistant Professor of Management  
PH.D. Claremont Graduate School

CARL E. SCHOBING, Assistant Professor of Finance  
M.B.A. Loma Linda University

DANA G. THOMPSON, Associate Professor of Marketing and Finance  
M.B.A. West Virginia University

HARRY W. WILLIS, JR., Assistant Professor of Business  
M.B.A. Georgia State University  
Certified Public Accountant

DONALD C. VAN ORNAM, Assistant Professor of Management and Finance  
M.S. University of California, Los Angeles  
Certified Public Accountant

PAUL R. CONE, Lecturer in Strategic Management  
PH.D. University of California, Los Angeles

DONALD J. BYRD, Lecturer in Economics and Quantitative Analysis  
M.A. University of Southern California

CALVIN J. HANSON, Lecturer in Insurance  
B.S. Loma Linda University  
Certified Property and Casualty Underwriter

LINVOL G. HENRY, Lecturer in Accounting  
M.S. Long Island University  
Certified Public Accountant

NABIL Y. RAZZOUK, Lecturer in Marketing  
PH.D. Arizona State University

C. ROSCOE SWAN, Lecturer in Personnel  
PH.D. Claremont Graduate School

COLLABORATING FACULTY

JAMES W. BEACH, Associate Professor of Mathematics  
D.A. Idaho State University

GEORGE F. HILTON, Assistant Professor of Mathematics  
PH.D. Oklahoma State University

HAROLD R. PHILLIPS, Professor of Health Administration  
PH.D. University of Florida

PETER G. STRUTZ, Professor of Psychology  
PH.D. University of Alberta

GRENITH J. ZIMMERMAN, Professor of Statistics  
PH.D. University of Minnesota



## ALUMNI FEDERATION

The Alumni Federation was organized in 1958. This organization provides an avenue by which the several alumni associations, distinctive of emphasis represented by curriculums of the University, join their common concern for the continued welfare of the institution. In turn, through the Federation the University demonstrates its interest in the continued general and professional development of the alumni, whom it regards as the ultimate and true expression of its accomplishments.

By united and reciprocal interaction, the Federation and the University seek to ensure a growing community of scholars, practitioners, and citizens dedicated to excellence. Vitally concerned with excellence in education, the Federation lends itself to enlarging the sphere of influence for good envisioned by the founders of the University.

The Federation seeks to foster unity and loyalty and to promote the growth of the total institution and at the same time the best interests of each part. The Federation endeavors—

1. To foster the natural bond among alumni of each individual school, maintaining the right of alumni to direct their own group activities.
2. To assist the University and its schools in their duty to provide for the continuing general welfare of all students, faculty, and alumni.
3. To encourage alumni through constituent associations to assist in providing adequate and dependable financial support both for the University and for alumni activities.

# ACCREDITATION

## **The University**

**THE UNIVERSITY:** Founded as College of Evangelists 1905-06. Chartered as College of Medical Evangelists by the state of California December 13, 1909. Accredited by Northwest Association of Secondary and Higher Schools April 7, 1937. Accredited by Western Association of Schools and Colleges (prior to January 1962, Western College Association) February 24, 1960. Became Loma Linda University July 1, 1961. Professional curriculums started and approved as indicated.

**ARTS AND SCIENCES:** Founded in 1922 as La Sierra Academy, a secondary school; in 1927 became Southern California Junior College; in 1946 was accredited as the four-year La Sierra College; in 1967 became College of Arts and Sciences of the University.

**THE GRADUATE SCHOOL:** Started in 1954. Accredited through University accreditation.

**SCHOOL OF BUSINESS AND MANAGEMENT:** Started in 1986. Accredited through University accreditation.

## **The Professions**

**CYTOLOGY:** Started in 1982. Initial approval by the Committee on Allied Health Education and Accreditation in collaboration with the Cytotechnology Programs Review Committee January 20, 1983.

**DENTAL HYGIENE:** Started in 1959. Approved by the Council on Dental Education of the American Dental Association since September 7, 1961.

**DENTISTRY:** Started in 1953. Approved by the Council on Dental Education of the American Dental Association since May 23, 1957.

**EDUCATION:** School of Education organized in 1968 and approved by the California State Board of Education June 12, 1969; approval of programs is maintained with the California State Commission on Teacher Credentialing.

**HEALTH:** Started in 1948; reorganized in 1964. Approved by the American Public Health Association June 23, 1967.

**HEALTH INFORMATION ADMINISTRATION:** Started as Medical Record Administration in 1963. Approved by the Council on Medical Education of the American Medical Association since December 1, 1963. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association.

**MEDICAL RADIOGRAPHY:** Started in 1941 as radiological technology. Approved by the Council on Medical Education of the American Medical Association November 19, 1944. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the Joint Review Committee on Education in Radiologic Technology.

**MEDICAL SONOGRAPHY:** Started in 1976 as diagnostic medical sonography. Approved by the Committee on Allied Health Education and Accreditation in collaboration with the Joint Review Committee on Education in Diagnostic Medical Sonography October 24, 1985.

**MEDICAL TECHNOLOGY:** Started in 1937. Approved by the Council on Medical Education of the American Medical Association since August 28, 1937. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the National Accrediting Agency for Clinical Laboratory Sciences.

**MEDICINE:** Started in 1909. Approved by the Association of American Medical Colleges and the Council on Medical Education of the American Medical Association since November 16, 1922.

**NUCLEAR MEDICINE:** Approved by the Council on Medical Education of the American Medical Association June 23, 1973. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

**NURSING:** Hospital school started at Loma Linda in 1905. Hospital school added at Los Angeles in 1924. Degree school organized in 1948. Accredited by the National Nursing Accrediting Service December 10, 1951, with approval continuing under the National League for Nursing. Initial 1917 approval of the California State Board of Health extended until college program approved July 1, 1952, by the California Board of Registered Nursing. California Board of Registered Nursing approval since 1952. Public Health Nursing preparation recognized 1959.

**NUTRITION AND DIETETICS:** Started in 1922 as a certificate program; baccalaureate degree conferred 1932-54; graduate program offered since 1954. Internship program continuously approved by The American Dietetic Association from 1957 through 1974; reestablishment of baccalaureate program authorized October 1971. Coordinated undergraduate program accredited by the American Dietetic Association since 1974.

**OCCUPATIONAL THERAPY:** Started in 1959. Initial approval by the Council on Medical Education of The American Medical Association June 10, 1960. Full approval March 30, 1962. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the American Occupational Therapy Association.

**PHYSICAL THERAPY:** Started in 1941. Initial approval by the Council on Medical Education of the American Medical Association June 6, 1942. Currently approved by the American Physical Therapy Association.

**PUBLIC HEALTH SCIENCE:** Started in 1974. Approved through University accreditation.

**RADIATION THERAPY:** Approved by the Council on Medical Education of the American Medical Association December 1, 1974. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the Joint Review Committee on Education in Radiologic Technology.

**RESPIRATORY THERAPY:** Started in 1971. Initial approval by the Council on Medical Education of the American Medical Association September 1972. Full approval June 1973. Currently approved by the Committee on Allied Health Education and Accreditation in collaboration with the Joint Review Committee for Respiratory Therapy Education.

**SOCIAL WORK:** Started in 1972. Accredited by the Council on Social Work Education May 1980.

## INSTRUCTIONAL RESOURCES

### LIBRARIES

The University has two main libraries (one on the Loma Linda campus and one on the La Sierra campus). The joint holdings are as follows:

Books, bound periodicals, audiovisual materials	652,723
Current periodical subscriptions	4,270

Bus service is provided on schedule each weekday between the two campus libraries so that students and faculty can have access to both libraries. Immediate information can be obtained and lending arrangements made by telephone or mail.

Materials unavailable in either campus library or in the immediate community are obtainable through interlibrary loan. An electronic mail system is used for interlibrary communication. Computerized search services are available to offer computer-printed bibliographies through Medline and other databases in which the libraries participate.

#### LA SIERRA CAMPUS

Books, bound periodicals, audiovisual materials	344,041
Current periodical subscriptions	1,509



The La Sierra campus library is a general liberal arts collection, with concentrations in history, religion, English, and education. A collection of nineteenth-century Seventh-day Adventist books and pamphlets is in the Heritage Collection. In addition to the microfiche Library of American Civilization already purchased (21,000 titles), the library is augmenting microform holdings.

LOMA LINDA CAMPUS

Books, bound periodicals, audiovisual materials	308,682
Current periodical subscriptions	2,761

The acquisitions of the Del E. Webb Memorial Library on the Loma Linda campus are in medicine, dentistry, allied health professions, and graduate programs; and included in the acquisitions is a liberal arts undergraduate collection in support of certain graduate and professional programs. About half of the resources are in medical and related fields. Some rare materials in the history of medicine are included in the holdings.

Since 1957 this library has been the official west coast depository for Seventh-day Adventist literature regularly provided by church publishing houses in North America. The publications are in the Heritage Collection established in 1971. Here also are the Ellen G. White source materials, University archives, and an in-process collection of published and unpublished works pertaining to the early Adventist movement.

The Human Relations Area Files on microfiche make available primary source materials on most of the known cultures of the world.

**Consortium** The following colleges and universities have formed a consortium under the name Inland Empire Academic Library Cooperative to give full borrowing privileges to students and faculty members of the following institutions:

- Azusa Pacific College, Azusa
- California Baptist College, Riverside
- California State University, San Bernardino
- California State Polytechnic University, Pomona
- La Verne College, La Verne
- Loma Linda University, Loma Linda and La Sierra campuses
- University of California, Riverside
- University of Redlands, Redlands
- Community colleges in the area

Both campus libraries are members of the San Bernardino-Inyo-Riverside Counties Libraries Service. In addition the La Sierra campus library is an associate member of the Center for Research Libraries. The Loma Linda campus library participates in the Pacific Southwest Regional Medical Library Service as a resource library for over forty hospital libraries in a four-county area.

**Community** Within driving distance of the University campuses are other collections accessible to faculty and students: the University of California (Los Angeles and Irvine campuses), the University of Southern California, the Los Angeles public library, the inland area public libraries, and the unique holdings of the Henry E. Huntington Library and Art Gallery.

# TO COMMUNICATE WITH THE SCHOOL OF BUSINESS AND MANAGEMENT

## **By mail**

SCHOOL OF BUSINESS AND MANAGEMENT  
Loma Linda University  
La Sierra Campus  
Riverside, California 92515-8247

## **By telephone**

CAMPUS ADMINISTRATION  
1/800/422-4LLU  
Area 714

785-2019 Provost  
785-2210 Dean of the College of Arts and  
Sciences  
785-2176 Admissions  
785-2002 Campus Business Administrator  
785-2100 Dean of Students  
785-2006 Office of University Records  
785-2266 Dean of the School of Education  
785-2060 Dean of the School of Business  
and Management

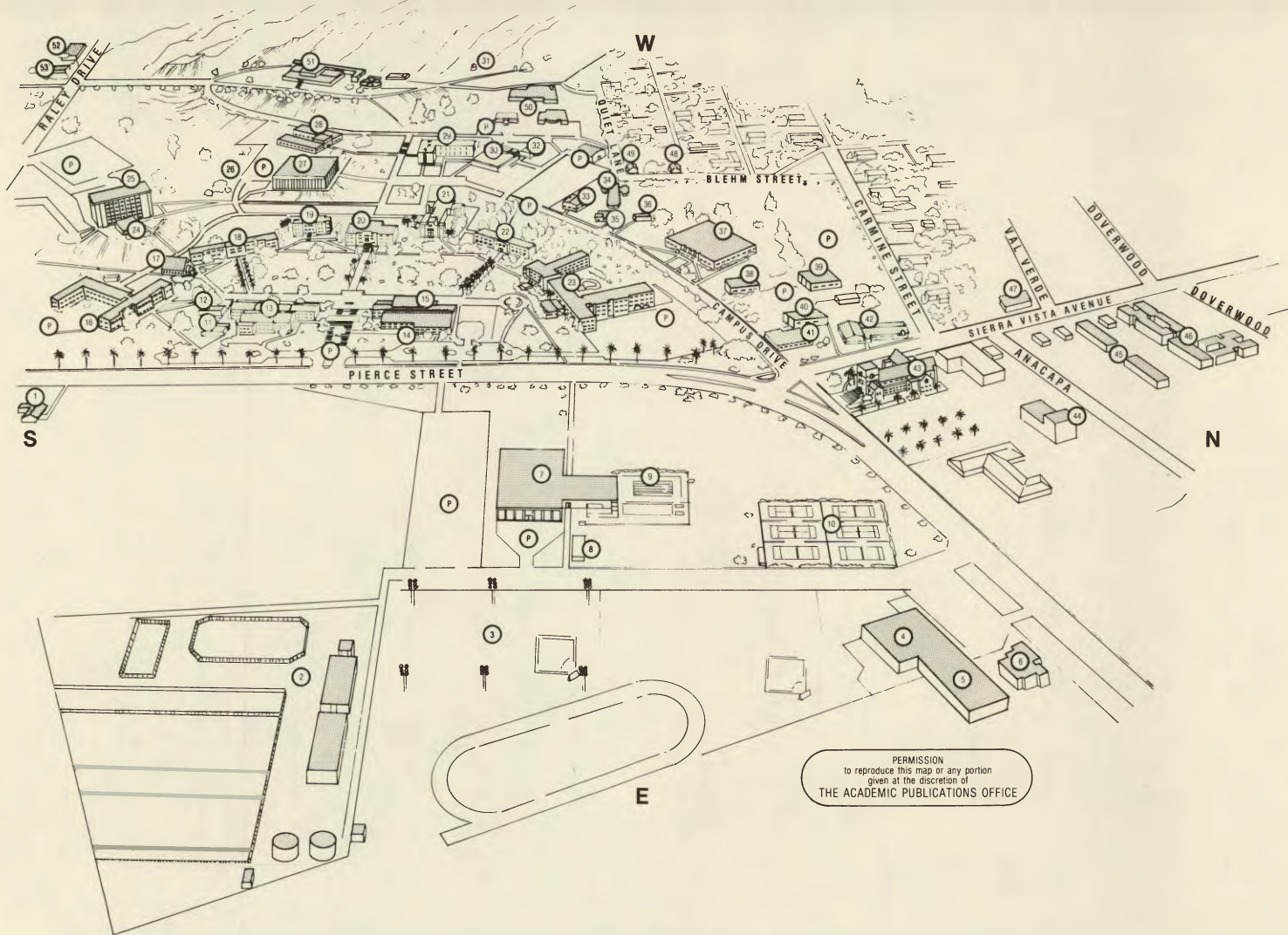
### SERVICES

785-2237 Academic Advisement  
785-2492 Alumni Affairs  
785-2025 Angwin Hall (women's  
residence)  
785-2005 Associated Students  
785-2196 Bookstore  
785-2002 Business Administrator  
785-2124 Calkins Hall (men's residence)  
785-2081 Chaplain  
785-2011 Counseling Service  
785-2227 Dean of Men  
785-2166 Dean of Women  
785-2147 Employment Information  
785-2213 Extension  
785-2251 Financial Aid  
785-2138 Food Service  
785-2237 Freshman Orientation  
785-2031 Gladwyn Hall (women's  
residence)  
785-2100 Housing  
785-2100 Immigration  
785-2288 KSGN Radio  
785-2044 Library

785-2237 Placement  
785-2022 Public Relations  
785-2229 Sierra Towers (men's residence)  
785-2130 South Hall (women's residence)  
785-2006 Veterans' Information

### DEPARTMENTS AND PROGRAMS

785-2060 Accounting and Finance  
785-2060 Management  
785-2060 Management Information  
Systems  
785-2060 Marketing  
785-2060 Master's Degree in Business  
Administration





# LA SIERRA CAMPUS MAP

## NUMERICAL LEGEND

- 1 Agriculture
- 2 Dopp Equestrian Center
- 3 Recreation fields
- 4 College Market / Bookstore
- 5 Convenience Center
- 6 Soup Stone Restaurant
- 7 Alumni Pavilion / Gymnasium
- 8 Physical Education office
- 9 Swimming pool
- 10 Tennis courts
- 11 Safety and Security
- 12 Administrative Annex
- 13 Administration Building (academic, financial): The President / Provost / Vice Presidents for Academic Administration, Development and Public Relations, Financial Administration / Accounting Service / Alumni Affairs / Dean of Students / Secretarial and Business Education / Graduate School Dean / Offices of Admissions and Records, Business, News and Public Information, Payroll, Personnel, Purchasing / Student Admissions, Affairs, Aid, Employment, Finance, Loans, Recruitment
- 14 Student Center
- 15 The Commons / Food Service (cafeteria)
- 16 Calkins Hall: men
- 17 Matheson Chapel
- 18 South Hall: women
- 19 San Fernando Hall: Physics
- 20 La Sierra Hall: Counseling Center / Division of Religion / English / History and Political Science / Mathematics / Modern Languages / School of Education
- 21 Hole Memorial Auditorium: Auditorium / Education / Music / Testing
- 22 Gladwyn Hall: women
- 23 Angwin Hall: women
- 24 Meier Chapel
- 25 Sierra Towers: men
- 26 John Clough Park
- 27 University Library: Learning Advancement Program / Media Services
- 28 Ambs Hall: Industrial Studies
- 29 School of Business and Management / Child Development Learning Center
- 30 Communication / KSGN / Nursing
- 31 Art
- 32 Nursing

- 33 Mail Service / Custodial Service
- 34 Cossentine Hall/World Museum of Natural History
- 35 Health Service
- 37 Palmer Hall: Animal quarters / Biology / Chemistry
- 38 Biology Annex
- 39 Geological Sciences Annex
- 40 Behavioral Sciences Annex
- 41 Behavioral Sciences: Anthropology / Psychology / Social Work / Sociology
- 42 Sierra Vista Chapel / Welfare Center
- 43 La Sierra Collegiate Church
- 44 Geological Sciences Research Center
- 45 Walnut Grove Apartments
- 46 Sierra Vista Apartments
- 47 Sierra Vista House
- 48 Child Development Preschool
- 49 Geological Sciences
- 50 Visual Art Center
- 51 Physical Plant Services (maintenance) / Receiving
- 52 Rhoads House
- 53 Raley House

## ALPHABETICAL LEGEND

- Academic Affairs VP. 13  
Accounting Service. 13  
Accounting. 29  
Administration. 13  
Administrative Annex. 12  
Admissions and Records. 13  
Agriculture. 1  
Alumni Affairs. 13  
Alumni Pavilion. 7  
Ambs Hall. 28  
Angwin Hall: women. 23  
Animal quarters. 36  
Anthropology. 41  
Art. 31  
Arts and Sciences. College of. 13  
Audiovisual Service. 27  
Behavioral Sciences. 41  
Behavioral Sciences Annex. 40  
Biology. 37  
Biology Annex. 38  
Bookstore. 4  
Business and Management. School of. 29  
Business office. 13  
Cafeteria. 15  
Calkins Hall: men. 16  
Chemistry. 37  
Child Development Learning Center. 29  
Child Development Preschool. 48  
Church. La Sierra Collegiate. 43  
College of Arts and Sciences. 13  
Commons. The. 15  
Communication. 30  
Consumer Related Sciences. 29  
Convenience Center. 5  
Cossentine Hall. 34  
Counseling Center. 20  
Custodial Service. 33  
Dean of Students. 13  
Development and Public Relations VP. 13  
Division of Religion. 20  
Dopp Equestrian Center. 2  
Economics. 29  
Education. School of. 20  
Employment. student. 13  
English. 20  
Equestrian Center. Dopp. 2  
Finance. 29  
Financial Affairs VP. 13  
Food Service. 15  
Geological Sciences. 49  
Geological Sciences Annex B. 39  
Geological Sciences Research Center. 44  
Gladwyn Hall: women. 22  
Graduate School. 13  
Gymnasium. 7  
Health Service. 35  
History and Political Science. 20  
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# UNIVERSITY INFORMATION

## BOTH CAMPUSES

General University interests	The President's Office
Student welfare, housing, visas	Student Affairs Office
Student finance	Student Aid and Finance Office
Records	Office of University Records

## LA SIERRA CAMPUS

MAIL: Riverside California 92515	TELEPHONE (area 714): 1/800/422-4LLU Riverside
College of Arts and Sciences	Dean 785-2210
School of Business and Management	Dean 785-2060
School of Education	Dean 785-2266
Division of Religion	Dean 785-2041
Admission	Office of Admissions

## LOMA LINDA CAMPUS

MAIL: Loma Linda California 92350	TELEPHONE (area 714): 1/800/422-4LLU
School of Dentistry	796-0141 Redlands 824-0030 Riverside, San Bernardino
All other Schools	796-3741 Redlands 824-4300 Riverside, San Bernardino
School of Allied Health Professions	Dean 824-4545
CYTOTECHNOLOGY	824-4966
HEALTH INFORMATION ADMINISTRATION	824-4976
MEDICAL TECHNOLOGY	824-4966
NUTRITION AND DIETETICS	824-4593
OCCUPATIONAL THERAPY	824-4628
PHYSICAL THERAPY	824-4632
PUBLIC HEALTH SCIENCE	824-4630
RADIOLOGIC TECHNOLOGY	824-4931
RESPIRATORY THERAPY	824-4932
School of Dentistry	Dean 824-4683
DENTISTRY	
DENTAL HYGIENE	
DENTAL ASSISTING	
School of Health	Dean 824-4578
School of Medicine	Dean 824-4462
School of Nursing	Dean 824-4360
Division of Religion	Dean 824-4536
The Graduate School	Dean 824-4528



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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the monthly budget. It includes categories for housing, utilities, food, and entertainment. Each category is further divided into specific items, such as rent, electricity, groceries, and dining out. This level of detail allows for a clear understanding of where the money is being spent.

The third section focuses on the overall financial goals and the strategies to achieve them. It mentions the importance of saving for long-term needs and the benefits of investing in a diversified portfolio. The author also discusses the role of emergency funds in providing a safety net in case of unexpected expenses.

Finally, the document concludes with a summary of the key points and a call to action. It encourages the reader to take control of their finances and make informed decisions. The author expresses confidence that the provided information will be helpful in achieving financial stability and success.