



LOMA LINDA UNIVERSITY

Loma Linda University
**TheScholarsRepository@LLU: Digital
Archive of Research, Scholarship &
Creative Works**

School of Business & Management

Catalogs and Bulletins

3-15-1989

1990 - 1991 Bulletin

Loma Linda University

Follow this and additional works at: https://scholarsrepository.llu.edu/sbm_bulletin

Recommended Citation

Loma Linda University, "1990 - 1991 Bulletin" (1989). *School of Business & Management*.
https://scholarsrepository.llu.edu/sbm_bulletin/1

This Book is brought to you for free and open access by the Catalogs and Bulletins at TheScholarsRepository@LLU: Digital Archive of Research, Scholarship & Creative Works. It has been accepted for inclusion in School of Business & Management by an authorized administrator of TheScholarsRepository@LLU: Digital Archive of Research, Scholarship & Creative Works. For more information, please contact scholarsrepository@llu.edu.

SCHOOL
OF
BUSINESS AND
MANAGEMENT
1990-91 BULLETIN

LOMA LINDA
UNIVERSITY

**Bulletin of LOMA LINDA UNIVERSITY
School of Business and Management 1990-91**

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.

GENERAL OFFICE HOURS

Administration

8:30-4:30 Monday-Thursday

8:30-12:00 Friday

Recruitment/Admissions

8:30-4:30 Monday-Thursday

8:30-12:00 Friday

Student Finance

8:30-4:30 Monday-Thursday

8:30-12:00 Friday

University Records

8:30-4:30 Monday-Thursday

8:30-12:00 Friday

CLOSED

Saturday, Sunday,
and legal holidays

BULLETIN OF

LOMA LINDA UNIVERSITY

Volume 81, Number 2, March 15, 1989

Published once a month March 22; once
a month April 3; once a month
May 24; once a month June 25;
once a month July 9.

Entered June 7, 1923,
as second-class matter,
Loma Linda, California 92350
USPS 0-74-440

business & management

LOMA LINDA UNIVERSITY

1990-91

CONTENTS

The University, 5
Nondiscrimination Policy, 6
Loma Linda University
 History, 9
 Philosophy, 9
 Mission, 9
Calendar, 12

I

General Information, 19

II

Undergraduate Section
 Admission Information, 25
 Financial Information, 31
 Student Affairs, 42
 Academic Policies and Practices, 47
 General Academic Requirements, 59
 Classification of Courses, 65
 Undergraduate Programs, 68

III

Graduate Section
 Admission Information, 89
 Financial Information, 94
 Academic Practices, 97
 Master of Business Administration (M.B.A.) Program, 100

IV

The Trustees, 109
University Administration, 109
Board of Trustees, 110
Riverside Campus Administration, 111
Riverside Campus Committees, 113
Faculty, 116
Alumni Federation, 118
Accreditation, 119
Instructional Resources, 120
School of Business and Management Information, 122
Maps, 123
University Information, 128
Index, 129

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 Riverside campus, at the west edge of Riverside, curricula in applied and liberal arts and sciences, undergraduate and graduate 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, the School of Education, and the School of Religion. On the Loma Linda campus, in the San Bernardino-Redlands area, professional curricula are offered by the Schools of Allied Health Professions, Dentistry, Medicine, Nursing, and Public Health. Graduate programs 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 curricula of the University are approved by their respective professional organizations.

Curricula 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 846 full-time teachers. Part-time and voluntary teachers, especially clinicians in the professional curricula, bring the total past 1,990. Men and women from as many as 100 nations are represented in the annual enrollment of nearly 4,400 students.

NONDISCRIMINATION POLICY

The University was 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 Public 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 School of Religion, established in 1987, 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

1990

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

1	Financial clearance begins
4-7	Final examinations
7	End of spring quarter
8-10	Commencement Events
	SUMMER SESSION 1990
	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
18	Registration
18	Beginning of classes and laboratories
	Information concerning workshops, institutes, and other special courses appears in the Summer Session BULLETIN
25	Last day to enter a course; to change from audit to credit or from credit to audit (one week after course begins)

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				

2	Last day for bachelor's degree students to file Application for Graduation for prospective March 1991 completion
2	Last day to withdraw with no transcript record
4	Independence Day recess
20	Last day to withdraw with a W grade or to request an S/U grade
27	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	

13-SEP 14	English Language Institute
27-SEP 21	Gateway Session
30	Five-week session ends
30	Summer Commencement
30	Last day for master's degree students to submit Petition for Graduation (Form C) for Winter 1991 completion

1990

CALENDAR

September

S	M	T	W	T	F	S	
						1	3
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							

23

24

25

Labor Day recess

AUTUMN QUARTER 1990

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

Testing and orientation

Advisement and registration for all students

Beginning of classes and laboratories

October

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

18

22-27

Academic Convocation

Last day to enter a course; to change from audit to credit or from credit to audit

Last day to withdraw with no transcript record

Last day for bachelor's degree students to file Application for Graduation for prospective June 1991 graduation

Meet-the-Firms Night

Autumn Week of Devotion

November

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

13

21-25

26

University Experience

Alumni Homecoming

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

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 Autumn 1990 completion

Thanksgiving recess

Last day to withdraw with a W grade or to request an S/U grade

1990

CALENDAR

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					

- 10-13 Final examinations
- 13 End of autumn quarter
- 13 Last day for master's degree students to submit Petition for Graduation (Form C) for Spring 1991 completion
- 14-JAN 6 Christmas recess

1991

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		

WINTER QUARTER 1991

- 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 Registration
- 8 Beginning of classes and laboratories
- 14 Last day to enter a course; to change from audit to credit or from credit to audit
- 14-19 Mission Emphasis Week
- 21 Martin Luther King, Jr., Day recess
- 22 Last day to withdraw with no transcript record
- 22 Last day for bachelor's degree students to file Application for Graduation for prospective August 1991 graduation
- 22-25 Research 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		

- 4-10 Black Emphasis Week
- 12 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
- 15 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 1991 completion
- 18 Presidents' Day recess

1991

CALENDAR

March

S	M	T	W	T	F	S		
					1	2	4	Last day to withdraw with a W grade or to request an S/U grade
3	4	5	6	7	8	9		
10	11	12	13	14	15	16	3	University Experience
17	18	19	20	21	22	23	14	Last day for master's degree students to submit Petition for Graduation (Form C) for Summer 1991 completion
24	25	26	27	28	29	30		
31							18-21	Final examinations
							21	End of winter quarter

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					1	Registration
							2	Beginning of classes and laboratories
							8	Last day to enter a course; to change from audit to credit or from credit to audit
							13	Higher Education Day
							15	Last day to withdraw with no transcript record
							15	Last day for bachelor's degree students to file Application for Graduation for prospective December 1991 completion
							15-20	Spring Week of Devotion
							22-27	Fine Arts Festival

SPRING QUARTER 1991

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

May

S	M	T	W	T	F	S		
			1	2	3	4	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
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	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 1991 completion
26	27	28	29	30	31			
							27	Memorial Day recess
							28	Last day to withdraw with a W grade or to request an S/U grade
							30	Awards Assembly

1991

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						

10-13

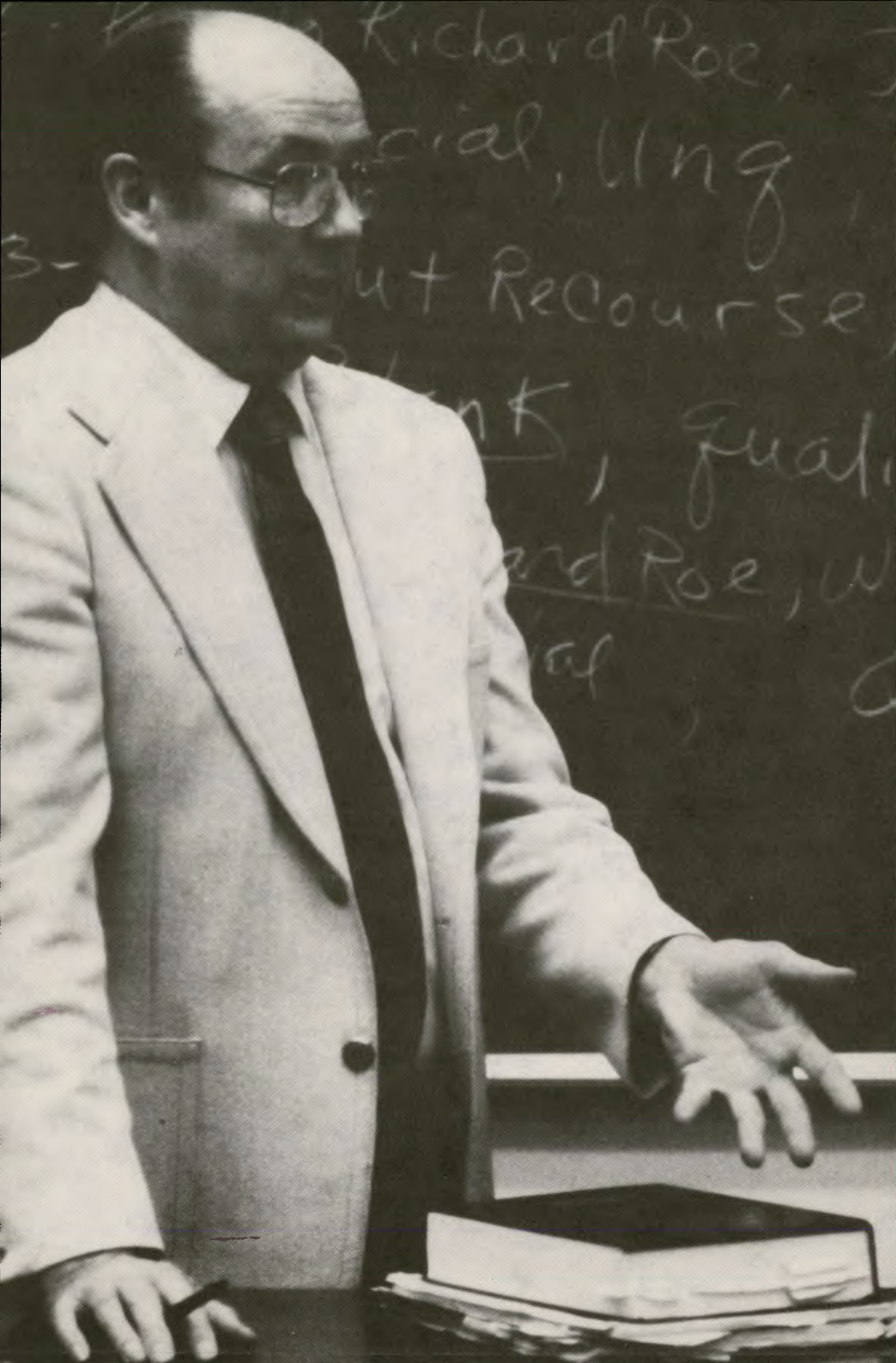
Final examinations

13

End of spring quarter

14-16

Commencement Events





**SCHOOL OF
BUSINESS AND
MANAGEMENT**

**SCHOOL
OF**

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 Riverside campus.

Although its functions are centered on the Riverside 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, 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 program on a professional level.

OTHER CAMPUS ENTITIES

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 nineteen major fields of study; Bachelor of Science in eighteen major fields of study; a Bachelor of Music, a Bachelor of Social Work, a Bachelor of Fine Arts; six Associate in Arts; and two 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 BULLETIN of the College of Arts and Sciences.

School of Religion The School of Religion on both the Loma Linda and the Riverside campuses offers general education courses in religion to all students in every school of the University. In the School of Business and Management, students may select religion courses dealing with the Christian faith, the Scriptures, the church, and Christian ethics. Specific information regarding these courses is published in the School of Religion BULLETIN.

The Center for Lifelong Learning The Center for Lifelong Learning, in cooperation with the various schools of the University, offers a variety of degree and nondegree programs, courses, seminars, and workshops for the benefit of working adults and other nontraditional students. The ABLE program — which stands for Adult Baccalaureate and Life Experience degree program — is specifically designed for adults interested in completing a baccalaureate degree — B.A. or B.B.A. — while maintaining their professional and family responsibilities. It is offered through the Center for Lifelong Learning for the School of Business and Management. Its principal features include courses and seminars taught outside the 8 to 5 daily work schedule; flexible degree requirements in an accelerated curriculum; the possibility of obtaining academic credit for experiential learning — knowledge acquired outside of college; an affordable tuition rate; and the possibility of financial assistance.

Persons interested in obtaining information about the ABLE program, degree requirements, admission procedure, and/or class schedule should contact the Center for Lifelong Learning directly by writing to: Center for Lifelong Learning, Loma Linda University, Riverside Campus, Riverside, California 92515-8247; or by calling the University's toll-free number: 1-800-422-4LLU.

Computing facility Academic Computing at Loma Linda University, Riverside (LLU/RC), is one of the most comprehensive, up-to-date, and student-oriented academic computing facilities of any institution of higher learning in the area. The hub of the Academic Computing department is

Ambs Hall where the microcomputer lab and the main computers are located. These are available to students and faculty 24 hours a day through terminals located in nearly every building on campus, including the dormitories. The campus network also connects, via a microwave link, to an IBM 3090/400E mainframe located at the Loma Linda University Medical Center. Through the microwave link, students and faculty have access to more computing power and also to BITNET, a computer network, connecting universities around the world. Programming languages available include ADA, BASIC, C, COBOL, FORTRAN, and PASCAL. In addition to the larger computers, LLU/RC has a state-of-the-art microcomputer laboratory which also serves as a computer training facility.

Academic Computing's professional staff is available during normal business hours to provide consulting services to students and faculty. Further information on Academic Computing's facilities and services is available at the Academic Computing office, 105 Ambs Hall, telephone 714/785-2554 or 785-2333.

Learning Support Center This center is a centralized campus location where students may visit and avail themselves of the many resources offered. It provides for small-group study, diagnostic testing, computer tutorials, video review for major professional tests, general study skills help, and a quiet atmosphere in which to study. Individual academic counseling is available to those students who are experiencing difficulty with classes. Assistance is also available to students who are doing well and wish to enhance their preparation for classes. A series of "Making the Grade" workshops is also offered each quarter. These workshops cover such areas as specific study skills, concentration and motivation, values clarification, listening skills, and self-concept development.

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: Institut 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 (College of Arts and Sciences) 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 Executive Committee consists of the dean, the coordinators, and faculty representatives. The coordinators administer their respective programs under the supervision of the dean. The Executive Committee 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 Section II. 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 Riverside 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, Riverside 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 \$30 nonrefundable application fee.

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), and/or the Scholastic Aptitude Test. (SAT).

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

4. The applicant who is accepted and is planning to live in a University residence hall should submit the required application and 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 autumn, winter, spring, and summer terms are due on August 15, December 1, March 1, and May 1, respectively. Those desiring financial aid starting in the fall quarter should have their applications in by March 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) and/or the Scholastic Aptitude Test (SAT). (Applicants not meeting this requirement 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:

Health, 5 semester periods of a health class (separate from any physical education course).

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.

Regular standing Admission to regular standing is ordinarily granted to an applicant who has (a) an official transcript indicating graduation date from secondary school or its equivalent, (b) an overall grade point average of 2.0, and (c) satisfactory personal recommendations and/or an interview.

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) and/or the Scholastic Aptitude Test (SAT) during the senior year of secondary school and have the results sent to the Office of Admissions. 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 for proper placement. 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 must reapply to the Office of Admissions and 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. Also the student must achieve a score on the English and mathematics sections of the American College Testing Assessment Program (ACT) and/or the Scholastic Aptitude Test (SAT) at or above the 50th percentile. In addition to the application, the student must submit a letter to the Office of Admissions 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 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 for six weeks during the summer (see calendar).

Student visa A person entering the United States on a student visa (F-1) must complete a full study load of 12 units for the undergraduate 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. 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.

FINANCIAL INFORMATION

GENERAL PRACTICES

Plan ahead 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. To prevent long lines at registration, the student is urged, where possible, to make financial plans in advance and to complete financial arrangements with the Student Finance Office 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:

8:30-4:30 Monday through Thursday
8:30-12:00 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 / 785-2088

Advance payments Payments must be made in advance as follows: (a) a \$50 room reservation deposit and a \$50 room damage and cleaning deposit by residence hall students; (b) the tuition charge for the current quarter; (c) room and board charges for the current quarter; (d) the minimum guarantee deposit of \$3,120 for international applicants before issuance of the I-20. For further details, see the Schedule of Charges, Deposits, International Students, 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 \$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, Riverside campus, and should have noted thereon the student's name and I.D.

number to ensure that the correct account is credited. A charge of \$10 will be made by the University when a check is not honored by a bank.

Health insurance The health service plan is intended to cover the basic health needs of students enrolled in a course of study leading to a degree. Students registered for 7 units or more are covered by the plan as long as their financial account is current. Students registered for 5 to 6 units may purchase coverage at registration. Students enrolled for fewer than 5 units do not qualify for the plan. 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 quarter and by paying additional premiums. Information on rates and the appropriate forms are available at the Cashier's Office. Coverage remains in force while the student is actively enrolled and attending classes. If during the quarter the student drops below the required minimum specified above or ceases to attend classes on a regular basis (without proper approval) coverage will cease to be in effect at that time.

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, Riverside 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 the current quarter's tuition cost. The deposit will remain on the account until the student terminates his/her academic work on the Riverside campus. The deposit can be used as partial payment for the last quarter. 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 Declaration and Certification of Finance 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.

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 3 percent is applied on the unpaid balance at the end of December, March, June, and September. This is an annual interest rate of 12 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 1990-91 (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 17 units).
- Health insurance (routine care, medicine, and catastrophic). (See note for part-time students.)
- Concert series ticket.
- Diploma, certificate, academic costume.

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.]

- \$4,202 Residence hall: 12 to 17 units per quarter, with 19 meals per week.
- 4,193 Residence hall: 12 to 17 units per quarter, with any 15 meals per week.
- 4,173 Residence hall: 12 to 17 units per quarter, with any 10 meals per week.
- 3,120 Off campus (tuition only): 12 to 17 units per quarter.

	19 Meals	15 Meals	10 Meals	4 Meals (off campus only)
Tuition	\$3,120	\$3,120	\$3,120	\$3,120
Room	550	550	550	—
Board	<u>532</u>	<u>523</u>	<u>503</u>	<u>200</u>
	4,202	4,193	4,173	3,320

(NOTE: Because the Seventh-day Adventist church provides large subsidies to the University, students who are members of the Seventh-day Adventist church, will receive a tuition discount of \$16.67 per credit unit up to 12 units per quarter. In some cases this may need to be readjusted so as not to interfere with a Cal Grant.)

UNIT CHARGE

- \$ 260 Per unit, fewer than 12 units.
- 185 Per unit, more than 17 units.
- For graduate tuition, see p. 95.

APPLIED MUSIC CHARGES (not included in flat charge)

- \$ 225 For 9 one-half hour lessons, not for academic credit. (Charges are payable in advance at the Cashier's Office.)
- 135 For 9 one-half hour lessons for one unit of credit. (This fee is charged in addition to the regular unit tuition charge.)

AUDIT CHARGE

\$ 130 Per unit (see audit regulations, page 33).

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.
- 3,120 International student (minimum for most international students).

SPECIAL CHARGES (payable in cash)

- \$ 30 Application fee (nonrefundable).
- 15 Late registration, first day after published registration date. \$5 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).
- 5 Change of identification card.
- 4 Transcript of credit.
- Cost Library fine or loss, parking fine, property or supplies breakage or loss.
- Cost Special physical education activities.
- 20 Vehicle registration (\$50/year) dorm students.
- 10 Vehicle registration (\$25/year) off-campus students.

MISCELLANEOUS EXPENSES (payable in cash)

- ASLU \$25 per quarter.
- 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).

PAYMENT

Tuition, room, and board charges are due at the beginning of each quarter. However, several payment options are available to meet the financial needs of students: (1) a 5 percent discount for tuition is granted to students who pay the year's account by Fall registration; (2) payment in full each quarter; (3) a deferred payment plan for full-time students with a satisfactory history of payment and whose accounts are current may arrange with Student Finance for a portion of the current charges to be paid on a monthly basis during the quarter. This option adds \$30 per payment to the account.

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 form. 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 two weeks 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 six weeks of the quarter may be eligible for a partial refund. 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.

EMPLOYMENT

A student who desires to work part time to assist with expenses must obtain a work contract from the personnel office.

Campus work Campus employment opportunities are offered by such services as cafeteria, 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 \$2,000 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.

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.

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, loan funds, and the like.

How to apply Financial aid is granted to students on the basis of need. The student applying for a scholarship, grant, or loan, or for work, is requested to provide evidence of financial need by filing a Student Aid Application for California (SAAC) or Financial Aid Form (FAF) with College Scholarship Service (CSS). Filing should be completed by March 1 so that the necessary information will be received in the Student Aid Office by May 1.

Those whose files are completed after May 1 are considered for aid on the same basis but only as funds are available.

The SAAC or FAF, 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 Riverside campus 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 SAAC or FAF 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 SAAC or FAF to College Scholarship Service. In addition, the student's parents (in the case of a dependent student), or the independent student, may be required to submit a copy of the 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 54.)

A student who is ineligible for federal aid because of low grades can regain eligibility by completing one quarter (minimum 12 hours) with a grade point average of 2.0 or better.

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

Determination of the type of financial aid applicable in given cases is made in the Student Aid Office (with the exception of the Pell Grant and part of the Stafford Student Loan).

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

Perkins Loan (formerly National Direct Student Loan) Up to \$2,250 per year may be available for needy students. The recipient begins to repay the loan six months after ceasing to be in at least half-time attendance. 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 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 SAC, FAF or the Application for Federal Aid 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 may be available during both the summer and the academic year.

Stafford Student Loan (formerly GSL) This state-guaranteed loan is available to undergraduate and graduate students on the basis of need. The loan is obtained from a bank. 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 up to \$4,000 per year, depending on the student's year in college; for graduate or professional students the maximum is \$7,500 per year. Please check with the Student Aid Office to determine the regulations that fit your category.

OTHER PROGRAMS

Loma Linda Grant 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 Loma Linda Grant. Application is made each year, and a determination of financial need is required.

California State Scholarships Cal Grants A, B, C are available to California residents who have a satisfactory grade point average and show financial eligibility. Residents may apply for such scholarships if they meet requirements and establish need. These scholarships provide tuition grants up to \$5,250 at the college of the student's choice. The application used for state aid is the SAAC and is 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 deadline.

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 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,
 Riverside 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
 Judge M. C. Taft Law Scholarship
 Teacher Preparation Scholarship
 Jenny P. S. Teoh Accounting Scholarship
 Jake J. Walcker Scholarship
 Alfred Walters Music Scholarship
 Howard O. Welty Loyal Daughters and
 Sons Scholarship

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, \$14,868

Off-campus student, \$12,582

The 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 school 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 at least two months in advance.

STUDENT AFFAIRS

STUDENT ACADEMIC GRIEVANCE

The student who feels that s/he has an academic grievance should follow the procedures outlined below:

Step One: The student shall first discuss the grievance with his/her instructor in an informal conference immediately after its occurrence but no later than one month into the following quarter. (The summer shall not be considered as "the following quarter.")

Step Two: (1) If dissatisfied with the results of Step One, the student may submit the grievance in writing to the chairman of the department involved and/or to the director of the program in which the student is enrolled within fifteen school days of the informal conference.

(2) The chairman of the department and/or coordinator of the program in consultation with the instructor shall reply in writing within fifteen school days of receipt of the written grievance and shall state and affirm the decision or modify the decision based on information received since the conference.

Step Three: (1) If dissatisfied with the results of Step Two, the student may appeal in writing to the dean of his/her school within fifteen school days and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean) to evaluate the grievance and report to the dean on its merit.

(2) The grievance shall be considered at a meeting of the appointed committee, not exceeding fifteen school days following receipt of the appeal; and the committee shall report to the dean within five school days following the meeting.

(3) The dean's decision shall be communicated in writing to the student within fifteen school days after receipt of the committee's report. The dean's decision shall be final.

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.

Security The primary duty of the University Security Department is to protect and secure the campuses. The department's basic duties include: patrolling the campus, assisting motorists, providing medical transports, escorting, opening and securing buildings and gates, helping control parking for staff and students.

Advising Loma Linda University is committed to a strong academic advising program. Each student's schedule is planned individually to be academically sound, to reflect his/her academic needs and interests, and

support the career goals. Each student is assigned an academic adviser in his/her major field of study.

Career planning and placement The Placement Service is available to assist students in the job search process. The Placement Service organizes educational seminars on resume preparation and interviewing skills; prepares annual placement bulletins; maintains a career library; lists job openings and internships; and provides a placement file service for all graduates.

Chaplain The Chaplain's Office ministers to students' needs by providing spiritual direction and nurture; opportunities for outreach in the community and abroad; professional counseling and classes in SDA beliefs; engaged couples seminars; and religious programming for New Life Church, vespers, and Sabbath Schools.

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:

- 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
- International Students Association
- Korean Club
- Men's Dorm Council
- Music Club
- Ole Club
- Olympians
- Pre-Law Club
- Pre-Med Club
- Psychology
- Social Work Club
- 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.

POLICY ON ACADEMIC HONESTY

Statement of principle Academic honesty is the cornerstone of institutional integrity. Academic dishonesty, on the other hand, is a threat to the intellectual fabric of an academic community and is, perhaps, the most serious violation of trust that can occur in the community of scholars and educators.

It is part of the mission of the School of Business and Management of Loma Linda University to provide its students not only with excellent technical skills that will contribute to the success of each graduate in the world of business, but also to encourage in each student an appreciation of the importance of high standards of ethical behavior, without which all else will have little or no meaning. The teachers and academic leaders in the School are, therefore, urged to demonstrate clear, strong, and consistent codes of ethics in all aspects of institutional life. It is also legitimate and appropriate to hold the students of the School to the highest standards of behavior in their academic work.

Definitions 1. Academic dishonesty shall be defined to include, but shall not be limited to, the following:

- a. cheating on assignments or examinations, including cheat sheets or other unauthorized materials.
- b. copying from peers, or knowingly and willingly permitting or assisting others to copy from one's own exam or other assigned work.
- c. plagiarizing, which includes the undocumented use of quotations, ideas, or the paraphrasing of the ideas of others and presenting them as one's own.
- d. submitting research papers that are not the product of the student's own efforts.
- e. interfering in a harmful way with other students' work (e.g., sabotaging another student's laboratory work or entering or deleting data in a computer account not one's own).
- f. sitting for an examination for another student or having another person wrongfully sit for the examination of any student.
- g. wrongful altering of grades or arranging for others to wrongfully alter the grades on the teacher's records or records of the School.

2. Gross academic dishonesty shall be defined as any act of academic dishonesty that is premeditated, willful, and wanton and so reprehensible both as to its nature and magnitude as to warrant the immediate suspension or expulsion from the School of any student committing such act (e.g., stealing exams; wrongfully altering grades on official records; sitting for an examination for another student or having another person sit for the examination of any student, especially for hire).

3. Less-than-gross dishonesty shall be defined as any act of academic dishonesty that is not premeditated, willful, or wanton and where the magnitude of such act does not warrant the suspension or expulsion of the student from the School.

4. Preponderance of the evidence shall be defined as set forth in Black's Law Dictionary, 5th ed., as that "evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not."

SANCTIONS

1. **First act of less-than-gross academic dishonesty** Where it has been determined by the preponderance of the evidence that a student has been involved in a first act of less-than-gross academic dishonesty, the student shall receive an F in the course wherein such act of academic dishonesty occurred; and the student shall be placed on probation by the dean of the School of Business and Management.

2. Second act of less-than-gross academic dishonesty or first act of gross academic dishonesty

Where there has been a second act of less-than-gross academic dishonesty or a first act of gross academic dishonesty, the student so acting shall be dismissed from the School of Business and Management for a period of one quarter; or if so warranted by the circumstances, may be permanently expelled from the School.

3. File Evidence of acts of academic dishonesty that are subject to the terms of this statement of policy shall be maintained in a file in the Office of the Dean of the School of Business and Management. The vice chancellor for student life, Riverside campus of Loma Linda University, shall be informed of any action with respect thereto.

PROCEDURE

The instructor of the class in which any act or acts of academic dishonesty occur shall notify the dean of the School of Business and Management of each act of academic dishonesty. The dean of the School of Business and Management shall interview the student with respect thereto and shall invite the dean of students for Riverside campus to be present. The dean of the School of Business and Management shall also give the student the opportunity to respond in writing to the allegation, or allegations, of academic dishonesty.

The dean, in consultation with the instructor in whose class the act or acts of academic dishonesty occurred, shall review the facts of the case and present the findings to the Dean's Council. If it is determined by the Dean's Council that the act or acts of academic dishonesty are established by a preponderance of the evidence, the dean of the School of Business and Management shall impose such sanctions as are appropriate under the circumstances and consistent with this statement of policy.

APPEAL PROCESS

Should a student believe that s/he has been unfairly disciplined for any act, or acts, of academic dishonesty covered by this statement of policy, the student may avail him/herself of the appeals process in use at that time on the Riverside campus of Loma Linda University. A memorandum setting forth the appeals process shall be made available to the student at the time the student is disciplined hereunder.

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, 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 forty-five 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 30 lower division units of English as a second language 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 requirements
C+ 2.3			
S none	Satisfactory performance, counted toward graduation. Equivalent to a C (2.0) grade or better in undergraduate courses, or a B (3.0) 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 it has been determined that letter grades are inappropriate. A course in which a student has requested to be graded on an S/U basis may be applied only toward the general physical education activity requirement or as a free elective toward graduation. To request S/U grading the student files with the Office of University Records the appropriate form, 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 the fifth class day of the 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 that next quarter, the student is placed on critical academic probation with a further reduction in course load.

One-quarter trial second opportunity A student on critical academic probation whose current quarter 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 current quarter 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 show evidence of academic improvement from another institution of higher learning and then 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 total 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 covering more than 12 units 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 forty-five 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 forty-five days prior to the time of expected graduation. A waiver examination in a given subject may be taken only once.

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. A CLEP examination may not be repeated in less than six months. 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. A current list of units granted is available from the Office of the Academic Dean or from the Office of University Records.

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 forty-five 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 University Records/Office of the Dean prior to registering for the off-campus work. Upon completion of the course work, an official transcript must reach the Office of University Records no later than forty-five days following the conclusion of the term. The prospective June or summer graduate must also have the off-campus instructor submit an expected minimum grade to the Loma Linda University Office of University Records early in the final week before graduation if s/he expects to participate in commencement events.

APPLICATION FOR GRADUATION

All undergraduate students anticipating graduation must file an Application for Graduation with the Office of University Records within the first

two weeks of their third term prior to the expected date of completion. Application for Graduation forms either will be included with registration materials for the appropriate term or may be obtained from the Office of University Records.

GRADUATION EVENTS

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 for which an academic variance petition should be submitted.

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; (h) a copy of the current "Graduation Regulations" should be obtained from the Office of University Records early in the junior year of enrollment and an Application for Graduation filed with that office three terms prior to the expected date of completion. 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.

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 acceptance of the course. Forms for this purpose are available in the Office of the Dean and in the Office of University Records.

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.

Bulletin of Graduation 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.

GENERAL EDUCATION CURRICULUM — All Bachelor's degrees

A printout outlining specific requirements in each area and courses which will meet these requirements may be obtained from the Office of the Dean or the Office of University Records.

A. *Humanities*: B.A. 28 units; B.B.A., 20 units. (A maximum of 8 units for the B.A. may be from the student's major discipline. No units from the student's major may apply toward the humanities requirement for the B.B.A. bachelor's degree. Any 4 units from Section A for B.B.A. [student who did not complete American history on secondary school level will be required to choose from the American History group]; 8 units as outlined for the B.A.) Required: 8 units (4 for the B.B.A.) 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 a part of their humanities requirement.

1. **Civilization**

A two-course sequence in American history or Western civilization, whichever is lacking, is required if either was not completed in 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,)
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 407 The Scientific Revolution (4)
HIST 408 History of Evolutionary Thought (4)
HIST 409 Sickness and Health in American Society (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)

2. Literature

One 4-unit course must be taken by all students. Consult class schedule for courses marked HL in English and Modern Languages Departments; also COMM 367 in the Communication Department.

3. Fine Arts

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

- ARTA 205 The Language of Art (4)
- ARTA 308 Art History: Ancient through Renaissance (4)
- ARTA 309 Art History: Baroque through Modern (4)
- ARTA 408 Topics in Art History (2-4)
- 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)

4. Foreign Language

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

5. Philosophy

- PHIL 204 Introduction to Philosophy (4)
- PHIL 208 Logic (4)
- PHIL 435 Aesthetics (4)

B. Communication Skills 13 units, as follows:

1. Written Skills 9 units

- ENGL 111, 112, 113 Freshman English (3, 3, 3) **or**
- ENGL 124 Freshman Seminar in Writing (4) for advanced students by invitation only. This course satisfies the Freshman English requirement.

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

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

C. Religious Studies 20 units.

1. Religion: 16 units, 4 upper division, no more than 8 units allowed in any one 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.

a. 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 237 Comparative Religion (4)
- RELT 245 Studies in Seventh-day Adventist Beliefs (4)
- RELT 437 Current Issues in Adventism (2-4)
- RELT 438 Faith, Righteousness, and Salvation (2-4)
- RELT Other courses except RELT 499

b. Scripture

- RELB 104 Life and Teachings of Jesus (4)
- RELB 206 Message and Times of the Old Testament (4)
- RELB 207 Message and Times of the New Testament (4)
- RELB 245 Biblical Apocalyptic and the Advent Hope (4)
- RELB 255 Understanding and Sharing Your Bible (4)
- RELB 404 New Testament Letters (2-4)
- RELB 424 Old Testament Prophets (4)
- RELB Other courses except RELB 499

c. 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

d. 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

2. BUAD 489 in the School of Business and Management: 4 units. Although BUAD 489 is part of the religious studies requirement, a minimum grade of C is required for graduation.

D. *Natural Science, Mathematics, and Health* 16 units Must include 4 units of Health unless the student completed at least 5 semester periods in basic health principles on the high school level.

A maximum of 4 units may be taken in the student's major department and also a maximum of 4 units each in mathematics and in health. No more than 8 units may be counted as general education in any of the science areas. Must include courses from two of these different departments or areas: biology, chemistry, geology, health, mathematics, and physics. Before meeting this requirement, students lacking algebra II on the secondary level must take MATH 007. The following health courses will apply toward the general education requirement.

- CFSC 244 Family Health (4)
- HLED 214 Personal and Community Health (4)
- HLED 225 Human Nutrition (4)
- HLED 414 Mental Health and Drug Abuse Education (4)
- HLED 415 Consumer Health and Disease (4)

E. *Social Science* 12 units

Students choose three courses from at least two of the following areas. If the major is in any of the areas of Anthropology, Psychology, Sociology, Child Development, Social Work, or the Behavioral Sciences, at least one course must be chosen from Economics, Geography, or Political Science.

- ANTH 104 Introduction to Anthropology (4)
- ANTH 304 Biological Anthropology (4)
- ANTH 316 Archaeology (4)
- ANTH 444 Comparative Religion (4)
- BUAD 486 International Environment and Management (4)
- CFSC 274 Dynamics of Love and Marriage (4)
- CFSC 486 Contemporary Parenting (4)
- COMM 226 Mass Media (4)
- ECON 254 Principles of Macroeconomics (4)
- ECON 255 Principles of Microeconomics (4)
- GEOG
- PLSC 207, 208 American Government (4, 4)
- PLSC 314, 315 Comparative Government (4, 4)
- PLSC 454 Inter-American Relations (4)
- PLSC 484 Political Philosophy (4)
- PLSC 485 American Political Thought (4)
- PSYC 104 or 105 General Psychology (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)
- PSYC/SOCI 304 Social Psychology (4)
- SOCI 104 Introduction to Sociology (4)
- SOCI 306 Social Issues (4)
- SOCI 307 Ethnic Relations (4)
- SOCI 314 Sociology of Love and Marriage (4)
- SOCI 414 Sociology of the Family (4)

F. *Physical Education* Three activities courses. It is required that all students take Lifetime Fitness (PEAC 120) or a similar course.

HONORS PROGRAM

The School of Business and Management in cooperation with the College of Arts and Sciences provides an Honors Program for students of good scholarship record and potential. The program complements and enhances the general education requirements with a set of integrated core courses, which adds an international component to the general studies, offers a program of honors social and cultural activities, and provides the opportunity for a project of independent research or creative activity that culminates with an honors thesis.

A student who satisfactorily completes the Honors Program of general studies and the honors project and thesis will have the designation *Honors Program* added to the diploma (see pp. 84 to 86.)

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, SR — School of Religion, GS — Graduate School, SPH — School of Public Health). 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	Sociology and Family Studies	CAS
ANAT	Anatomy	Biology	GS
ANTH	Anthropology	Sociology and Family Studies	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	Sociology and Family Studies	CAS
CHEM	Chemistry	Chemistry	CAS
CMME	Communication Media	Communication	CAS
COMM	Communication	Communication	CAS
CPTG	Computing	Mathematics and Computing	CAS
ECON	Economics	Management, Management In- formation Systems, and Marketing	SBM
ELCE	English Language	College of Arts and Sciences Continuing Education	CAS
ENGL	English	English	CAS
ENGR	Engineering	Engineering	CAS
ENSL	English as a Second Language	Modern Languages	CAS
FNCE	Finance	Accounting and Finance	SBM

	SUBJECT	DEPARTMENT/PROGRAM	DIVISION/ SCHOOL
FREN	French	Modern Languages	CAS
GEOL	Geology	Biology	CAS
GRMN	German	Modern Languages	CAS
HADM	Health Administration	Health Administration	SPH
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	Engineering	CAS
INFO	Information Science	Management, Management In- formation Systems, and Marketing	SBM
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	Interdepartmental Courses	
PHYS	Physics	Physics	CAS
PLSC	Political Science	History and Political Science	CAS
PSYC	Psychology	Psychology	CAS
RDNG	Reading Improvement	English	CAS
RELB	Religion, Biblical Studies	Religion	CAS
RELE	Religion, Christian Ethics	Religion	SR
RELH	Religion, Historical Studies	Religion	SR
RELL	Religion, Biblical Language	Religion	SR
RELP	Religion, Professional Studies	Religion	SR
RELT	Religion, Theological Studies	Religion	SR
RUSS	Russian	Modern Languages	SR
SOCI	Sociology	Sociology and Family Studies	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) or ELCE (English Language 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 ARTS (see page 72)

BACHELOR OF BUSINESS ADMINISTRATION

Core curriculum (54 units) Required of all students receiving a Bachelor of Business Administration degree.

ACCT	221, 222	Principles of Accounting (4, 4)
BUAD	114	Introduction to Business (4)
BUAD	341	Inferential Business Statistics (4)
BUAD	342	Quantitative Analysis for Business Decisions (4)
BUAD	381, 382	Business Law (4, 4)
BUAD	425	Career Planning (2)
BUAD	474	Business Policy and Strategy (4)
ECON	254, 255	Principles of Economics (4, 4)
FNCE	454	Managerial Finance (4)
MGMT	355	Principles of Management (4)
MKTG	305	Principles of Marketing (4)

Concentrations

Accounting (see pages 69-72)

Management (see pages 73-76)

Management Information Systems (see pages 77-79)

Marketing (see pages 80-82)

Preparation for International Career (see page 83)

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 (see page 60)
2. Completion of SBM core curriculum, 54 units (see page 68)
3. Completion of SBM core cognates:
MATH 121 College Algebra (4)
Select 4 units from the following —
CPTG 104 Introduction to Information Systems
INFO 114 Microcomputer Applications to Business
OMGT 335 Lotus 1-2-3 or MicroSoft Works (4 units)
Evidence of basic typewriting skills —
One year of typing in secondary school **or**
Completion of OMGT 101 Beginning Keyboarding **or**
Successful completion of equivalency examination
4. Completion of accounting concentration, 44 units:
ACCT 301, 302, 303 Intermediate Accounting (4, 4, 4)
ACCT 354 Federal Income Tax I (4)
ACCT 367, 368 Cost Accounting (4, 4)
ACCT 451 Advanced Accounting I (4)
ACCT 466 Auditing Theory and Practice (4)
ECON 374 Financial Institutions, Markets, and
Instruments (4) **and**
8 units from regular upper division courses in accounting
5. Electives to complete 190 units

MINOR IN ACCOUNTING

28 units of accounting courses, including:

- | | |
|---------------|---------------------------------|
| ACCT 221, 222 | Principles of Accounting (4, 4) |
| ACCT 301 | Intermediate Accounting I (4) |
| ACCT 314 | Managerial Accounting (4) |

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 215 Principles of Accounting (4)

A concentrated accounting course covering the double entry accounting system, including journals, ledgers, adjustments and statements for proprietorships, partnerships and corporations. Limited to the ABLE Program.

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: MATH 007 or secondary equivalent.

UPPER DIVISION

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

Study of generally accepted accounting principles and theory as applied to classification of transactions, asset and liability valuation, income determination, and presentation and interpretation of financial statements.

Prerequisite: ACCT 221, 222, 314.

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 to health-care institutions, colleges and universities, and other nonprofit organizations.

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 Accounting Internship (4-16)

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in accounting. Only 4 units apply to major field.

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 474 Accounting Information Systems (4)

The role of accounting information systems within companies' operating environments. The impact of computers on these systems.

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 Personal Finance (4)

Examines the major financial decisions of the household in allocating resources and planning expenditures. Topics include financial planning and budgeting, insurance, the use of credit, housing, transportation, and consumer protection. 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)

Principles of managerial finance. Topics include taxation, discounted cash flow analysis, valuation, risk and rates of return, financial analysis, financial forecasting, working capital management, capital budgeting, and cost of capital.

Prerequisite: ACCT 314, or 367; ECON 254, 255; MATH 121.

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 (see page 60)
2. 64 units in business and economics:

ACCT 221, 222	Principles of Accounting (4, 4)
ACCT 314	Managerial Accounting (4)
BUAD 114	Introduction to Business (4)
BUAD 341	Inferential Business Statistics (4)
BUAD 342	Quantitative Analysis for Business Decisions (4)
BUAD 375	Organizational Communication (4)
BUAD 381, 382	Business Law (4, 4)
ECON 254, 255	Principles of Economics (4, 4)
FNCE 454	Managerial Finance (4)
MGMT 355	Principles of Management (4)
MGMT 356	Personnel Management (4)
MKTG 305	Principles of Marketing (4), and

4 units from accounting, business, economics, finance, management, and marketing courses; or HIST 344 History and Development of American Business
3. Completion of SBM core cognates:

MATH 121	College Algebra (4)
Select 4 units from the following —	
CPTG 104	Introduction to Information Systems
INFO 114	Microcomputer Applications to Business
OMGT 335	Lotus 1-2-3 or MicroSoft Works (4 units)
Evidence of basic typewriting skills —	
One year of typing in secondary school or	
Completion of OMGT 101 Beginning Keyboarding or	
Successful completion of equivalency examination	
4. Electives to complete 190 units

MINOR IN BUSINESS ADMINISTRATION

28 units from accounting, business, economics, finance, management, and marketing courses, including:

ACCT 221, 222	Principles of Accounting (4, 4)
MGMT 355	Principles of Management (4)

BACHELOR OF BUSINESS ADMINISTRATION (Management concentration)

Required:

1. Completion of the general education requirements (see page 60)
2. Completion of SBM core curriculum, 54 units (see page 68)
3. Completion of SBM core cognates:

MATH 121, College Algebra (4)

Select 4 units from the following —

CPTG 104	Introduction to Information Systems
INFO 114	Microcomputer Applications to Business
OMGT 335	Lotus 1-2-3 or MicroSoft Works (4 units)

Evidence of basic typewriting skills —

One year of typing in secondary school **or**

Completion of OMGT 101 Beginning Keyboarding **or**

Successful completion of equivalency examination

4. Completion of management concentration, 36 units:

ACCT 314	Managerial Accounting (4)
BUAD 375	Organizational Communications (4)
BUAD 486	International Environment and Management (4)
ECON 374	Financial Institutions, Markets, and Instruments (4)
MGMT 356	Personnel Management (4)
MGMT 414	Organizational Behavior (4) and
12 units from accounting, business, economics, finance, management, and marketing courses	

5. Electives to complete 190 units

MINORS

MANAGEMENT

28 units of business and management courses, including:

ACCT 221, 222	Principles of Accounting (4, 4)
MGMT 355	Principles of Management (4)

ECONOMICS

28 units of economics courses, including:

ECON 254, 255	Principles of Economics (4, 4)
ECON 314	Intermediate Macroeconomic Analysis (4)
ECON 324	Intermediate Microeconomic Analysis (4)
ECON 374	Financial Institutions, Markets, and Instruments (4)

Electives from
economics and HIST 344 History and Development of
American Business (4)

BUSINESS ADMINISTRATION COURSES

LOWER DIVISION

BUAD 114 Introduction to Business (4)

Study of the major functional areas of business: production, marketing, finance, the management and organization of human resources; the critical areas of production and productivity; review of the principles of accounting and finance; concepts of managerial information and control.

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: ENGL 111, 112, 113; COMM 104.

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. Open to seniors only.

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 496 Workshop in Business (1-4)

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: MATH 007 or secondary school equivalent. (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 (4)

Macro- and microeconomic analysis from a managerial perspective. Cost behavior, pricing, economic stabilization, and financial markets. Limited to the ABLE program only.

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 Operation 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 Management or Management Information Systems Internship (4-16)

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in management or management information systems. Only 4 units apply to major field.

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 496 Workshop in Management (1-4)

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 information systems.

BACHELOR OF BUSINESS ADMINISTRATION (Management Information Systems concentration)

Required:

1. Completion of the general education requirements (see page 60)
2. Completion of SBM core curriculum, 54 units (see page 68)
3. Completion of cognates:

MATH 131 Calculus I (4)

OMGT 335 Lotus 1-2-3 or MicroSoft Works (2, 2)

Evidence of basic typewriting skills:

One year of typing in secondary school **or**

Completion of OMGT 101 Beginning Keyboarding **or**

Successful completion of equivalency examination

4. Completion of management information systems concentration, 40 units:

ACCT 314	Managerial Accounting (4)
BUAD 375	Organizational Communication (4)
CPTG 121	Introduction to Computer Science I (4)
CPTG 122	Introduction to Computer Science II (4)
CPTG 226	File Processing (4)
CPTG 244	Data Structures (4)
CPTG 286	Programming (4)
INFO 314	Management of Information Systems (4)
MGMT 365	Operation Management (4)
MGMT 414	Organizational Behavior (4)
4 units from computing or information science	

5. 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, introduction to use of wordprocessing, spread sheet, and data-base software, using an integrated software package ENABLE. Application to personal and business problems.

Prerequisite: MATH 007 or secondary school equivalent.

CPTG 121 Introduction to Computer Science I (4)

An introduction to programming, analysis of problems algorithmic development, design of efficient programs using the Pascal language.

Prerequisite: MATH 121 or consent of the instructor.

CPTG 122 Introduction to Computer Science II (4)

Software development, style, documentation, efficient algorithms, treatment of structured and pointer types in Pascal.

Prerequisite: CPTH 121.

CPTG 186 Beginning Programming (1-4)

Instruction in a specific computer language for the beginning programmer. May be repeated provided a different language is used. See CPTG 286 for list of languages.

Prerequisite: MATH 121 or consent of the instructor.

CPTG 226 File Processing (4)

The file processing environment, records and blocking, various file access, file maintenance, control systems and utilities. Introduction to the COBOL language and application programming.

Prerequisite: CPTG 122.

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 286 Programming (1-4)

Instruction in a specific computer language for the advanced programmer. May be repeated provided a different language is used.

- A — Ada
- B — Basic
- C — C
- D — Cobol
- E — Pascal
- F — Fortran

Prerequisite: CPTG 122.

CPTG 299 Directed Study (1-4)

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

UPPER DIVISION

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 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.

INFORMATION SCIENCE COURSES

LOWER DIVISION

INFO 114 Microcomputer Applications to Business (4)

Survey of microcomputer applications in business. Hardware and software in use.

UPPER DIVISION

INFO 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.

Prerequisite: CPTG 122; or consent of the instructor.

INFO 424 Management Information Systems Internship (4-16)

A twelve-week structured and supervised work experience. Limited to juniors and seniors majoring in management information systems. Only 4 units apply to major field.

INFO 474 Accounting Information Systems (4)

The role of accounting information systems within companies' operating environments. The impact of computers on these systems.

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 (see page 60)
2. Completion of SBM core curriculum, 54 units (see page 68)
 - MATH 121 College Algebra (4)
 - Select 4 units from the following —
 - CPTG 104 Introduction to Information Systems
 - INFO 114 Microcomputer Applications to Business
 - OMGT 335 Lotus 1-2-3 or Microsoft Works (4 units)
 - Evidence of basic typewriting skills —
 - One year of typing in secondary school **or**
 - Completion of OMGT 101 Beginning Keyboarding **or**
 - Successful completion of equivalency examination
3. Completion of SBM core cognates:
 - MATH 121 College Algebra (4)
 - Select 4 units from the following —
 - CPTG 104 Introduction to Information Systems
 - INFO 114 Microcomputer Applications to Business
 - OMGT 335 Lotus 1-2-3 or Microsoft Works (4 units)
 - Evidence of basic typewriting skills
 - One year typing in secondary school **or**
 - Completion of OMGT 101 Beginning Keyboarding **or**
 - Successfully completing equivalency examination
4. Completion of marketing concentration, 44 units:
 - ACCT 314 Managerial Accounting (4)
 - BUAD 375 Organizational Communications (4)
 - BUAD 486 International Environment and Management (4)
 - ECON 374 Financial Institutions, Markets, and Instruments (4)
 - MKTG 346 Promotional Strategies (4)
 - MKTG 358 Marketing Management (4)
 - MKTG 365 Marketing Research (4)
 - MKTG 412 Consumer Behavior (4)

MKTG 498

Marketing Strategy and Decision Making (4) **and**
8 units in marketing electives as approved by
marketing coordinator or dean

5. Electives to complete 190 units

MINOR IN MARKETING

28 units of courses in marketing, including:

ACCT 221, 222	Principles of Accounting (4, 4)
MKTG 305	Principles of Marketing (4)
MKTG 358	Marketing Management (4)
ECON 254, 255	Principles of Economics (4, 4)

MARKETING COURSES

UPPER DIVISION

✓ **MKTG 305 Principles of Marketing (4)**

Survey of major marketing topics including: consumer behavior, product, pricing, placement, and promotions.

MKTG 346 Promotional Strategies (4)

Management of advertising, personal selling, sales promotion, and publicity; their integration with other elements of the marketing mix.

Prerequisite: MKTG 305.

MKTG 358 Marketing Management (4)

Student demonstration of ability to perform planning, implementation, analysis, and a review of marketing strategy. Discussion areas include product, promotion, pricing, and channel.

Prerequisite: MKTG 305.

MKTG 365 Marketing Research (4)

Methods and applications of marketing research incorporating analytical procedures and relevant concepts from behavioral and quantitative sciences.

Prerequisite: MATH 121; BUAD 341, 342; MKTG 358.

MKTG 384 Personal Selling (4)

An applied perspective of the personal selling process from prospecting to successful closing of a sale and effective follow up. Ethical considerations explored throughout the process.

Prerequisite: MKTG 305.

MKTG 412 Consumer Behavior (4)

Analysis of current research in consumer behavior and the psychology of the purchase decision process.

Prerequisite: PSYC 104 or 105; MKTG 365.

MKTG 424 Marketing Internship (4-16)

A twelve-week structured and supervised work experience. Limited to junior and senior majors. Only 4 units apply to major field.

Prerequisite: Consent of the instructor.

MKTG 492 Seminar in Marketing (4)

Discussion of selected topics in marketing of current concern to faculty and students. Seminar content to be announced in advance of scheduled offering. Course may be repeated with different content for additional credit. Likely topics to include the following on an alternating basis:

429 A. Product Strategies

Identification of marketing opportunities, the choice of which products and services to market, and associated maintenance strategies.

Prerequisite: Consent of the instructor.

492 B. Placement Strategies

Placement and distribution channel analysis and strategies.

Prerequisite: Consent of the instructor.

492 C. Retailing Management

An exploration of the final links in the distribution of consumer goods. Emphasis placed on the functions of retail planning, location of outlets, layout, merchandising, pricing, customer service, personnel management, and control of operations.

Prerequisite: Consent of the instructor.

492 D. Sales Management

Management of the sales function. Emphasis placed on planning, training, motivating, compensating, evaluating, and controlling the sales effort in an organization.

Prerequisite: Consent of the instructor.

MKTG 495 Topics in Marketing (4)

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

MKTG 496 Marketing Workshop (1-4)

May be repeated with different content for additional credit.

MKTG 498 Marketing Strategy and Decision Making (4)

End of sequence summarization and application of marketing knowledge through the case study method.

Prerequisite: Completion of other upper division marketing requirements.

MKTG 499 Directed Study (1-4)

Directed study or research in the field of marketing. Open to junior and senior marketing majors.

Prerequisite: Consent of the instructor.

PREPARATION FOR AN INTERNATIONAL CAREER

The need for graduates with international background and knowledge of foreign language, customs, cultures, finance, and markets is increasing steadily. Students who desire to prepare themselves may use their general education and free elective credits to meet this need by adhering to the following program:

1. Requirements from chosen major.
 2. Plus the following:
 - a. Foreign Language (level 4) 16 units
Use humanities units for general education.
 - b. Introduction to Anthropology (ANTH 104) 4 units
Use social science units for general education.
 - c. Comparative Religions (RELG 237) 4 units
Use religion units for general education.
 - d. Culture and People 4 units
Choose from SOCI 325, FREN 425, FREN 426, SPAN 425, GRMN 427.
 - e. International Environment and Management 4 units
BUAD 486 (included in major)
 - f. Topics 4 units
Directed study — expand international aspect of area chosen by students; approved by dean
 - g. Internship 4-8 units
Three to six months, full-time internship with a foreign firm outside the U.S., a foreign firm located in the U.S., or an international department of a U.S. firm. To be taken at the end of the junior year.
- TOTAL 40-44 units

PROGRAM IN HONORS

ALBERT E. SMITH, Coordinator
PH.D. Michigan State University 1954

The Honors Program of Loma Linda University gives special attention to undergraduates of outstanding intellectual and creative ability. Seminars are designed to enrich the general education program, social and cultural activities are planned that enable the student to form close relations with peers and with faculty, and an opportunity to do a project that culminates in an honors thesis is presented. The program serves students of all majors in the College of Arts and Sciences, the School of Business and Management, and the School of Religion.

Privileges enjoyed by the honors scholar include the following:

1. Participation in honors activities of a social or cultural nature — such as field trips, lectures, concerts — that give fuller association with faculty as well as other honors scholars.
2. Participation in honors seminars, open only to honors scholars, designed to complement and enrich the general education requirements.
3. Opportunity to engage in a project of independent research or of personal creativity that results in an honors thesis.
4. Successful completion of the Honors Program. Recognized at graduation by having the designation *Honors Program* included on the diploma.

Admission An entering freshman with a grade point average of 3.25 and ACT scores at the 60th percentile in both the verbal and quantitative sections is eligible for the Honors Program. A transfer student or student previously enrolled at the University may request entry into the program with a cumulative 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. Honors courses with lower grades may still fulfill general education or elective requirements. An honors scholar must have a cumulative grade point average of 3.5 for all courses taken prior to enrolling in the senior honors project. A student is no longer allowed honors status when the cumulative grade point average for all courses is below 3.0.

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

2. 16 units of honors core seminars (HNRS 104, 204, 304, 404), 8 units of honors elective seminars, and 4 units of junior honors colloquium (HNRS 321, 322, or MKTG 365 Marketing Research and HNRS 322) with a grade of B or better in honors courses.

3. Humanities: American History or Western Civilization 8 units.
Fine Arts 4 units.
Modern Language, if needed

Communication Skills: Either ENGL 111, 112, 113
or ENGL 124 with a grade of B or better. 9 units.

Religious Studies: 16 units.
8 units maximum in any one area and
BUAD 489

Natural Sciences, Health, and Mathematics 12 units.
At least two areas; 4 units maximum
in health, if needed;
4 units maximum in mathematics;
4 units maximum in the major

Social Science: (in two areas). 8 units.

Physical Education: 3 activities, to include PEAC 120 1.5 units.

4. 6-10 units of honors project that concludes with an honors thesis. The thesis or project report will be presented or published in a manner satisfactory to the School of Business and Management and the Honors Program. The junior colloquium requirement and the honors project may fulfill part of the requirements of the major program.

Students who join the Honors Program after the freshman year, either from within the University or as transfer students, must complete one core seminar and one elective seminar for each year of residence, must take the junior colloquium or its equivalent, and must complete an honors project.

COURSES

HONORS

LOWER DIVISION

HNRS 104 Freshman Honors Seminar: Human Communication (4)

Humans as communicating creatures. Communication studied as central to what makes a human. Particular subjects for study chosen from the fields of the behavioral sciences, literature, and anthropology. An orientation to the written and oral skills required for success in the Honors Program.

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

Humans as thinking creatures. Introduction to some of the ideas and methods of Western philosophy. Theories of knowledge with particular application to scientific knowledge.

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)

Humans as worshipping creatures. 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)

Introduction to the methods of research and the sources used in a typical senior honors project. The preparation and presentation of a proposal for the senior project. HNRS 321 not required of students who have taken MKTG 465.

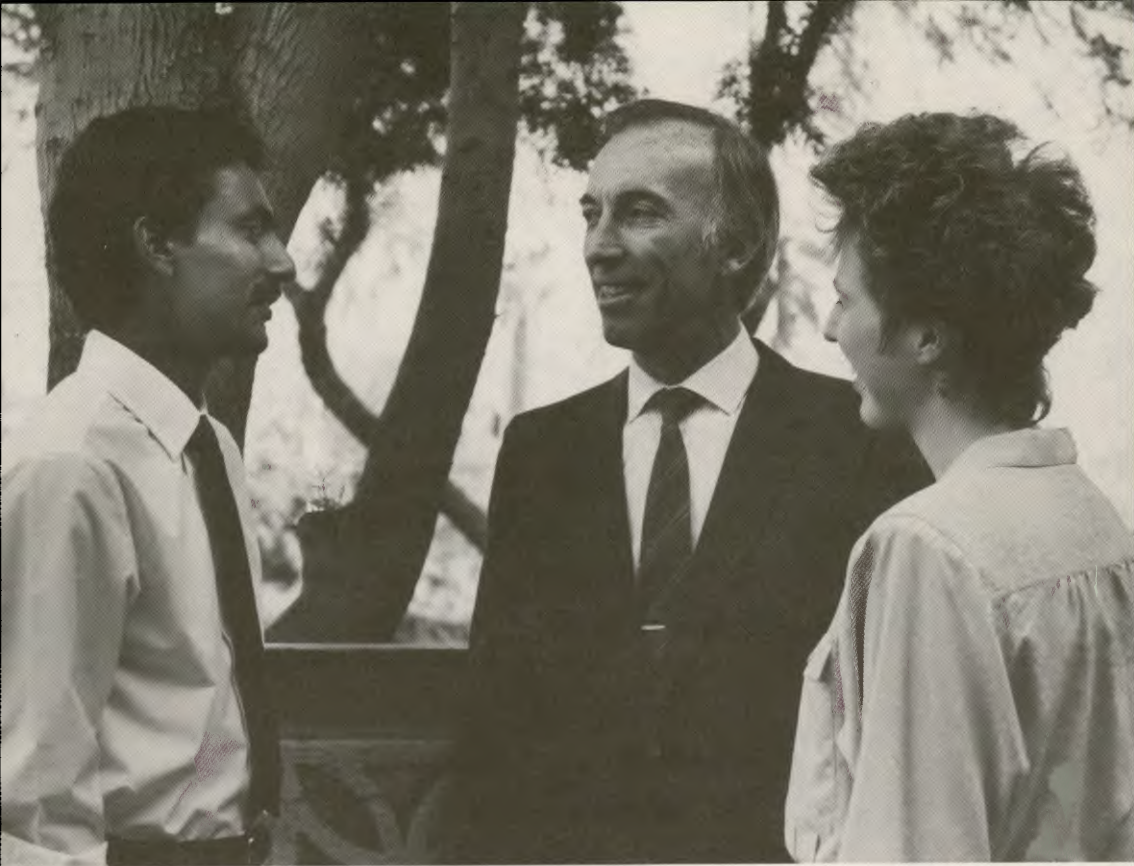
HNRS 404 Senior Honors Seminar: Global Issues (4)

Humans as inhabitants of the world. A study of some of the international political, economic, and environmental concerns in the modern world. Included is the dilemma of involuntary involvement in global problems.

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

A student may enroll for 2-8 units per quarter to a maximum of 10 units. May be included in the credit toward a major with the consent of the School.

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, Riverside 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. 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 Office of Admissions.

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 receive 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 reapply and 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 (see "Admission," page 89); 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 the current quarter's tuition cost. 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 Declaration and Certification of Finance 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 of 600 on TOEFL or percentile of 92 on the 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 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 the *Student Handbook*. This publication is the main source 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, the refund policies stated on pages 36 and 37 will be effective.

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 name and ID number* to ensure that the correct account is credited. A charge of \$10 will be made by the University when a check is not honored by a bank.

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 1990-91, these rates are:

\$275 per unit.

SPECIAL CHARGES

See "Financial Information," pages 31 to 41 in this BULLETIN.

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 may 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.

Deadlines 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 The master's degree programs are available either to full- or part-time students. 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.

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 8 quarter units toward the master's degree, but may not transfer excess grade points to offset less than a B average at 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 seven 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 PROGRAM

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.

Four areas of concentration are offered:

- (1) finance,
- (2) health administration,
- (3) human resources and industrial relations, and
- (4) marketing.

Each area of concentration consists of 12-13 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 1000 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.

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 seven 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.

Degree requirements The full program comprises the following requirements:

I. Requirement for the Master of Business Administration degree contain five major components:

CONCEPTS AND METHODS	20 units
PROCESS AND FUNCTIONS	32 units
CONCENTRATION/ELECTIVES	12 units
SYNTHESIS	4 units
COMPREHENSIVE EXAMINATION	0 units
Total	68 units

A. CONCEPTS AND METHODS (20 units)

This component consists of courses which cover fundamental concepts and skills of accounting, economics, and statistics. Students with recent equivalent academic background may be able to omit some or all of these requirements with the approval of the adviser.

B. PROCESS AND FUNCTIONS (32 units)

These courses are central to the M.B.A. degree program at Loma Linda University because they emphasize the links between the management processes of planning, organizing, directing, and controlling; and the management functions of marketing, finance, production, and personnel. A 4-unit ethics class provides critical social and ethical perspectives.

C. CONCENTRATION/ELECTIVES (12 units)

Students may choose electives to meet the requirements for a specific concentration. In such instances, the twelve units will be selected from courses in that concentration. Alternatively, students who prefer not to concentrate may draw their electives from any combination of subject areas.

D. SYNTHESIS (4 units)

A 4-unit synthesis course offers an integrative experience at or near the end of the program of study. Combining elements from the Concepts and Methods and Process and Functions sections of the curriculum, this course helps students to shape, implement, and evaluate the central strategies of the enterprise.

E. COMPREHENSIVE EXAMINATION

Each candidate for the M.B.A. degree is required to pass a comprehensive examination at the beginning of his/her final quarter of course work. Any student who fails to pass the comprehensive examination will be assigned additional course work prior to repeating the examination. No student may sit for the comprehensive more than twice.

II. 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 97).

COURSES IN THE M.B.A. PROGRAM

			UNITS	CUMULATIVE
MANAGEMENT FUNDAMENTALS				
ACCT	507	Financial Accounting	4	
BUAD	515	Business Enterprise	4	
BUAD	516	Legal Environment (Regulatory Environment)	4	
ECON	509	Economic Environment	4	
MGMT	505	Statistics and Information Systems	4 20*
MANAGEMENT PROCESS AND FUNCTION				
ACCT	517	Managerial Accounting and Control	4	
BUAD	584	Ethics and Values in Business	4	
ECON	537	Managerial Economics	4	
FNCE	521	Financial Management	4	
MGMT	511	Management Process	4	
MGMT	595	Quantitative Analysis	4	
MGMT	678	Organizational Theory and Behavior	4	
MKTG	538	Marketing Management	4 32
CONCENTRATION				
		3 courses in an area of concentration	3 x 4 12
SYNTHESIS				
MGMT	691	Management Strategy and Policy Formation	4 4
				Total . . . 48-68

*20 units may be waived by examination and/or
adequate undergraduate preparation

CONCENTRATIONS ARE AVAILABLE IN ANY OF THE FOLLOWING AREAS:

FINANCIAL MANAGEMENT

FNCE	544	Theory of Corporate Finance
FNCE	564	Economic and Fiscal Policy Analysis
FNCE	568	Investment and Portfolio Analysis
FNCE	576	Financial Analysis
FNCE	699	Topics in Finance

HEALTH ADMINISTRATION

BUAD	534	Legal and Regulatory Issues in Health Administration
BUAD	699	Topics in Health Care
HADM	528	Organizational Behavior in Health Care
HADM	554	Introduction to Health Care Organizations
HADM	564	Health Care Finance

HUMAN RESOURCES AND INDUSTRIAL RELATIONS

MGMT	534	Human Resources Management
MGMT	544	Personnel Law
MGMT	554	Public Policy and Industrial Relations
MGMT	613	Motivation and Productivity
MGMT	699	Topics in Human Resources and Industrial Relations

MARKETING

MKTG	544	Consumer Behavior
MKTG	576	Advertising Management
MKTG	594	Advanced Market Research
MKTG	611	Marketing Planning and Strategy
MKTG	699	Topics in Marketing

GRADUATE COURSES

ACCOUNTING

ACCT 507 Financial Accounting (4)

Accounting for business organization entities. Analysis of business transactions and preparation of financial statements.

ACCT 517 Managerial Accounting and Control (4)

The analysis and use of accounting information as a tool for making management decisions, including costing, pricing, financing and investing, profitability analysis, feasibility of accepting or rejecting proposals or projects affecting the economic well-being of the company.

BUSINESS ADMINISTRATION

BUAD 515 Business Enterprise (4)

A comprehensive overview of the major managerial functions and decisions involved in planning, organizing, and operating a profitable business enterprise. Integrates the major functional areas of accounting, finance, production, marketing, human resource management, and control and evaluation.

BUAD 516 Legal Environment (Regulatory Environment) (4)

A study of business law principles, case law, uniform commercial code, common law, and regulatory environment.

BUAD 534 Legal and Regulatory Issues in Health Administration (4)

Study of administration and judicial process in public health. Governmental regulations, case law, public policy issues, and common law principles.

BUAD 584 Ethics and Values in Business (4)

Christian, societal, ethical, moral, and economic responsibility of administrators and organizations to external and internal constituencies. Includes government and regulatory relations, development of value system and guidelines through case application.

BUAD 696 Workshop in Business (1-4)

May be repeated for additional credit with different content.

BUAD 699 Topics in Health Care (1-4)

Advanced topics selected by faculty and the student.

ECONOMICS

ECON 509 Economic Environment (4)

A basic survey of economic principles that govern the business world. Macro- and microeconomic analysis from a managerial perspective. Cost behavior, pricing, economic stabilization, and financial markets.

ECON 537 Managerial Economics (4)

Supply and demand analysis, pricing and output decisions and break-even analysis. Forecasting economic conditions using economic indicators and econometric models.

FINANCE

FNCE 521 Financial Management (4)

A study of financial markets to include risk and return, debt equity, working capital management and capital budgeting, cash flow, and mergers and acquisitions.

FNCE 544 Theory of Corporate Finance (4)

Study of capital structure determination. Analysis of risk and return, including alternate strategies. Theoretical conceptualization of the time value of money. Development of sound dividend policies.

FNCE 564 Economic and Fiscal Policy Analysis (4)

Study of the Federal Reserve System and Central Bank operations of major trading nations as well as U.S. financial institutions. Analysis of the impact of governmental policy decisions on financial and nonfinancial business entities.

FNCE 568 Investment and Portfolio Analysis (4)

Corporate investment planning and investment portfolio development. Includes study of trust and pension fund investment.

FNCE 576 Financial Analysis (4)

Case study/simulation approach to financial problem solving. Analysis of capital acquisitions, fixed asset acquisition, working capital, and mergers.

FNCE 699 Topics in Finance (1-4)

Topics cover areas of finance needed by portfolio managers.

HEALTH ADMINISTRATION

HADM 528 Organizational Behavior in Health Care (3)

Utilizing human resources to accomplish organizational goals within health care settings. Development of basic contributions to administrative theory and practice.

HADM 554 Introduction to Health Care Organizations (3)

Structure and functions of the health care delivery system in view of economic, political, social, and technological constraints. Emphasis on interaction of health care organizations and patients with problems of access and delivery of health services. Determinants of health and disease.

HADM 564 Health Care Finance (3)

Third-party reimbursement concepts and procedures, including Medicare, Medicaid, MediCal, and private insurance carriers; hospital budgeting techniques and procedures. Financial statement analysis. Financial planning.

MANAGEMENT

MGMT 505 Statistics and Information Systems (4)

Probability, the normal distribution, testing hypotheses, linear correlation and regression, one-way analysis of variance, multiple regression, estimations, chi-square tests, and other relevant areas of measurement. Conceptual basis of computer operations and their logic in applications to business problems.

MGMT 511 Management Process (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 534 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 544 Personnel Law (4)

A legal analysis of the process of recruitment, hiring, promotion and training, retention and termination of employees with particular reference to the legal rights of both employers and employees and the extent of legal liabilities organizations encounter in the implementation of the personnel process.

MGMT 554 Public Policy and Industrial Relations (4)

Decision making in formal employee-employer relationships. Collective bargaining and collective bargaining agreements. National Labor Relations Board and other agencies. Public policy and interest-group analysis.

MGMT 595 Quantitative Analysis (4)

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

MGMT 613 Motivation and Productivity (4)

Advanced topics dealing with measurement of employee motivation, performance, job satisfaction and productivity. Specialized areas include goal setting, motivation, theory, reward system, and implementation strategy.

MGMT 678 Organizational Theory and Behavior (4)

The relationship of the individual and the organization: leadership, motivation, group dynamics, decision making, interpersonal relations, and change. Designing and implementing the organizational structure: corporate divisions, departments, and support groups. Organizing work: positions, specifications, performance standards and review, reward systems, man-machine systems, and program and project management. Cases and readings in a lecture/discussion format.

MGMT 691 Management Strategy and Policy Formulation (4)

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

Prerequisite: All core courses.

MGMT 696 Workshop in Management (1-4)

May be repeated for additional credit with different content.

MGMT 699 Topics in Human Resources and Industrial Relations (1-4)

Selected advanced topics for special study.

MARKETING

MKTG 538 Marketing Management (4)

The marketing process: product development, pricing, packaging, and promotional strategy, including the development of the channels of distribution integrated into a coherent marketing program for profit and nonprofit organizations.

MKTG 544 Consumer Behavior (4)

The consumer decision-making process. Attitude formation and change. Behavioral models applicable to marketing.

MKTG 576 Advertising Management (4)

Decision making for the advertising program: setting objectives and budgets, developing advertising strategies, creating campaigns and measuring results. Design and implementation of market research studies. Study and application of research instruments and case studies.

MKTG 594 Advanced Market Research (4)

The design and implementation of market research studies. Study and application of research instruments and case studies.

MKTG 611 Marketing Planning and Strategy (4)

Analytical study of marketing strategies. Planning, directing, evaluating, and controlling the marketing program.

MKTG 696 Workshop in Marketing (1-4)

May be repeated for additional credit with different content.

MKTG 699 Topics in Marketing (1-4)

Selected topics for special study.





IV

**The Trustees
University Administration
Board of Trustees
Riverside Campus Administration
Riverside 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	NEAL C. WILSON
	1st Vice Chairman	THOMAS J. MOSTERT, JR.
	2nd Vice Chairman	LOWELL L. BOCK
	Secretary	RICHARD A. JAMES

UNIVERSITY ADMINISTRATION

OFFICERS OF THE UNIVERSITY

President		NORMAN J. WOODS, PH.D.
Chancellor	Riverside campus	_____
Vice Chancellor	Advancement and Public Relations, Riverside campus	WENDEL W. TUCKER, PH.D.
Vice Chancellor	Business Administration, Riverside campus	DONALD C. VAN ORNAM, M.S., CPA
Vice Chancellor	Student Life, Riverside campus	DAVID D. OSBORNE, M.DIV.

LOMA LINDA UNIVERSITY
BOARD OF TRUSTEES

George H. Akers	Stephen Gifford	Darold Retzer
E. J. Anderson	Donald F. Gilbert	C. B. Rock
Doralee S. Bailey	Howard Gimbel	Charles Sandefur
Herman Bauman	G. G. Hadley	Marilyn K. Savedra
S. D. Bietz	T. Milford Harrison	Don C. Schneider
Lowell L. Bock	D. Robert Johnson	Charles T. Smith
C. E. Bradford	D. Malcolm Maxwell	G. R. Thompson
Herbert H. Broeckel	A. C. McClure	Valarie J. Vance
Reuben C. Castillo	Erwin A. McDonald	Larry Vigil
G. Charles Dart	Cyril Miller	Donald W. Welch
D. Douglas Devnich	T. J. Mostert, Jr., Vice Chairman	M. C. White
Ronald D. Drayson	W. L. Murrill	Neal C. Wilson
Grace Emori	Leroy Reese	Norman J. Woods
Philip Follett		Tom Zapara
Gwen Foster		

RIVERSIDE CAMPUS ADMINISTRATION

Chancellor	_____
Dean, College of Arts and Sciences	_____
Dean, School of Business and Management	IGNATIUS I. YACOUB, PH.D.
Dean, School of Education	WALLACE D. MINDER, ED.D.
Dean, School of Religion	NIELS-ERIK ANDREASEN, PH.D.

ADMISSIONS

Director	MYRNA COSTA-CASADO, ED.S.
----------	---------------------------

ADVANCEMENT AND PUBLIC RELATIONS

Vice Chancellor	WENDEL W. TUCKER, PH.D.
Executive Director of Marketing	STUART TYNER, B.A.
Director of Recruitment	GREGORY J. MADSON, B.A.
Associate Director of Recruitment	ROSALIND SAVALL, B.S.
Director of Public Affairs	KIMBERLY CORTNER, M.A.
Director of Alumni Affairs	MARILLYN BRADLEY

BUSINESS ADMINISTRATION

Vice Chancellor	DONALD C. VAN ORNAM, M.S., CPA
Director of Student Finance	DAVID R. DICKERSON, ED.D.
Personnel Director	LIZETTE O. NORTON, M.B.A.
Chief Accountant	EARL M. GILLESPIE, B.A.

LIBRARY

Director	H. MAYNARD LOWRY, PH.D.
Librarian	JAMES NIX, M.S.L.S.
Associate Librarians	EDWARD M. COLLINS, M.A.L.S. CHARLES E. DAVIS, M.S.L.S. JON N. HARDT, M.S.L.S. VERA MAY SCHWARZ, M.S.L.S. KITTY J. SIMMONS, M.L.S. JAMES WALKER, M.S.L.S.
Assistant Librarian	KRISTINE K. CHIOCHETTI, M.S.

RECORDS

Director, University Records	ARNO KUTZNER, PH.D.
Assistant Registrar	NANCY M. SAGE, B.A.

RELIGIOUS AFFAIRS

Chaplain

STEVEN G. DAILY, D.MIN.

Assistant Chaplain

MARC WOODSON, B.A.

STUDENT LIFE

Vice Chancellor

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, Health Service

SYLVIA CHANG, PH.D.

Director, Counseling Center

DAVID H. DUDLEY, PH.D.

Director, Security

ROBERT A. BRYNE

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-REID, M.A.

Associate Deans of Women

ANNETTE BLISS, M.A.

C. SUE CURTIS, M.ED.

Assistant Dean of Women

GLADYS HOLMES, M.A.

International Student Adviser

NELSON E. THOMAS, PH.D.

RIVERSIDE CAMPUS COMMITTEES

ADMISSIONS

David D. Osborne,
Chairman
Niels-Erik A. Andreasen
Verna A. Barclay-Reid
Marvella M. Beyer
Myrna Costa-Casado

David R. Dickerson
David H. Dudley
Ivan G. Holmes
Brian J. Jacques
Wayne R. Judd
Paul J. Landa

Susan D. Patt
Charles Soliz, Jr.
Donald C. Van Ornam
Donald J. Vaughn
Janet L. Weighall
Ignatius I. Yacoub

AWARDS AND SCHOLARSHIPS

Donald C. Van Ornam,
Chairman
Niels-Erik A. Andreasen
Marvella M. Beyer
Marillyn Bradley

David R. Dickerson
S. Eugene Gascay
Warren J. Halversen
Wayne R. Judd
Lynita Mayer

David D. Osborne
Vernon L. Scheffel
Raymond Schoepflin
Dana G. Thompson

CHAPEL

R. Dale McCune,
Chairman
Steven G. Daily
Ellen Duke

V. Bailey Gillespie
Wallace D. Minder
David D. Osborne
Gail T. Rice

Donald W. Thurber
Ignatius I. Yacoub
ASLLU Campus Ministries
Director

COMPUTER

Leonard R. Brand,
Chairman
James W. Beach
Hilmer W. Besel
V. Bailey Gillespie
Vernon W. Howe
Edwin A. Karlow

Jerry Keith
Norman C. Maberly
Wallace D. Minder
(ex officio)
Adeny Schmidt
G. Roger Tatum

Donald C. Van Ornam
(ex officio)
Kenneth L. Vine (ex officio)
Arthur M. Walls
Harry W. Willis, Jr.
Ignatius I. Yacoub
(ex officio)

FACULTY SOCIAL

Chairman
Samuel Croft
David R. Dickerson

Lynne Hattendorf
George F. Hilton
Linda M. Kelln
Jose M. Muinos

Donna Ryan
Cheryl J. Simpson
Donald W. Thurber
Leland Y. Wilson

RECRUITMENT

Wayne R. Judd,
Chairman
JoLynn de la Torre
David R. Dickerson
V. Bailey Gillespie

Lynne Hattendorf
Arno Kutzner
Wallace D. Minder
Charles Soliz, Jr.
Donald W. Thurber

Wendel W. Tucker
Antonio Valenzuela
Ignatius I. Yacoub
ASLLU President

RELIGIOUS ACTIVITIES

Chairman
Niels-Erik A. Andreasen
Verna A. Barclay-Reid
Eddie D. Braga
C. Sue Curtis

Steven G. Daily
V. Bailey Gillespie
Warren J. Halversen
Lyle Heise
Lynita Mayer
Dexter Richardson

Charles Soliz, Jr.
Charles W. Teel, Jr.
Esther Valenzuela
Lloyd H. Wilson
Students

STUDENT AFFAIRS

David D. Osborne,
Chairman
Verna A. Barclay-Reid
Eddie D. Braga
William R. Chonestudy
David R. Dickerson
Robert M. Ford

Wayne R. Judd
Iris M. Landa
Lynita Mayer
Wallace D. Minder
Gaines R. Partridge
T. Richard Rice
Charles Soliz, Jr.

Chris D. Stottlemeyer
Richard D. Tkachuck
John Uhrig
Lloyd H. Wilson
ASLLU President
2 Residence Assistants
Students

STUDENT PERSONNEL

David D. Osborne,
Chairman
Verna A. Barclay-Reid
Eddie D. Braga
C. Sue Curtis
Steven G. Daily

David H. Dudley
Esther Espinosa
Warren Halversen
Wayne R. Judd
Iris M. Landa
Lynita Mayer

Melissa Rouhe
Charles Soliz, Jr.
Chris D. Stottlemeyer
Esther Valenzuela
Lloyd H. Wilson

TEACHER EDUCATION COUNCIL

R. Dale McCune,
Chairman
Betty T. McCune,
Executive Secretary
James W. Beach
Darrell E. Beyer
Ervin H. Bigham
Melvin D. Campbell

Robert P. Dunn
S. Eugene Gascay
Edwin A. Karlow
Iris M. Landa
Charles McKinstry
Janet Mallery
Wallace D. Minder
Norman D. Powell

Delmer G. Ross
Vernon L. Scheffel
James N. Scott
John S. Thorn
Richard D. Tkachuck
Wendel W. Tucker
Jolene A. Zackrisson
Students



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. The American University, Washington, D.C.

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

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

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

DANA G. THOMPSON, Associate Professor of Marketing and Finance
E.D.D. Loma Linda University SE

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

BARTON T. ANDERSON, Assistant Professor of Marketing and Management
M.B.A. University of Washington

JEFFREY C. LEEPER, Assistant Professor of Accounting
M.A.C. Auburn University

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

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

JOHNNY THOMAS, Instructor in Finance
M.B.A. Poona University, India
M.B.A. Loma Linda University SBM

E. LEROY BECKER, Lecturer in Accounting
B.A. Rider College, Trenton, New Jersey
Certified Public Accountant

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

VAZGEN GHOOGASSIAN, Lecturer in Information Systems
M.B.A.

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

ROBERT LODER, Lecturer in Management
M.A. Claremont Graduate School

MICHAEL MACOMBER, Lecturer in Management
J.D. Willamette University College of Law

ROBERT D. MACOMBER, Lecturer in Law
J.D. U.S.C. Law Center

JAMES McGREW, Lecturer in Finance
M.B.A. Pepperdine University

DAVID B. RAWSON, Lecturer in Finance
M.B.A. University of California, Berkeley

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

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. Vitaly 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.

SCHOOL OF RELIGION: Started in 1987. Accredited through University accreditation.

The Professions

CYTOTECHNOLOGY: 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.

DIETETIC TECHNOLOGY: Started in 1988. Approved by The American Dietetic Association since April 25, 1988.

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 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.

OCCUPATIONAL THERAPY ASSISTANT: Started in 1988. Approved by the Committee on Allied Health Education and Accreditation in collaboration with The American Occupational Therapy Association April 13, 1989.

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: Started in 1948; reorganized in 1964. Approved by the American Public Health Association June 23, 1967. Accredited by the Council on Education for Public Health, 1974.

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 Riverside campus). The joint holdings are as follows:

Books, bound periodicals, audiovisual materials	775,663
Current periodical subscriptions	4,190

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.

RIVERSIDE CAMPUS

Books, bound periodicals, audiovisual materials	418,342
Current periodical subscriptions	1,467

The Riverside 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	337,321
Current periodical subscriptions	2,723

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 University
- California Baptist College, Riverside
- California State University, San Bernardino
- California State Polytechnic University, Pomona
- University of La Verne, La Verne
- Loma Linda University, Loma Linda and Riverside campuses
- University of California, Riverside
- University of Redlands, Redlands
- Community colleges in the 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
Riverside Campus
Riverside, California 92515-8247

By telephone

CAMPUS ADMINISTRATION

1/800/422-4LLU (for admission information only)

Area 714:

785-2019 Chancellor
785-2100 Vice President for Student Affairs
and Dean of Students
785-2176 Admissions
785-2002 Campus Business Administrator
785-2006 Office of University Records
785-2210 Dean of the College of Arts and
Sciences
785-2214 Dean of the Graduate School
785-2064 Dean of the School of Business
and Management
785-2266 Dean of the School of Education
785-2041 Dean of the School of Religion

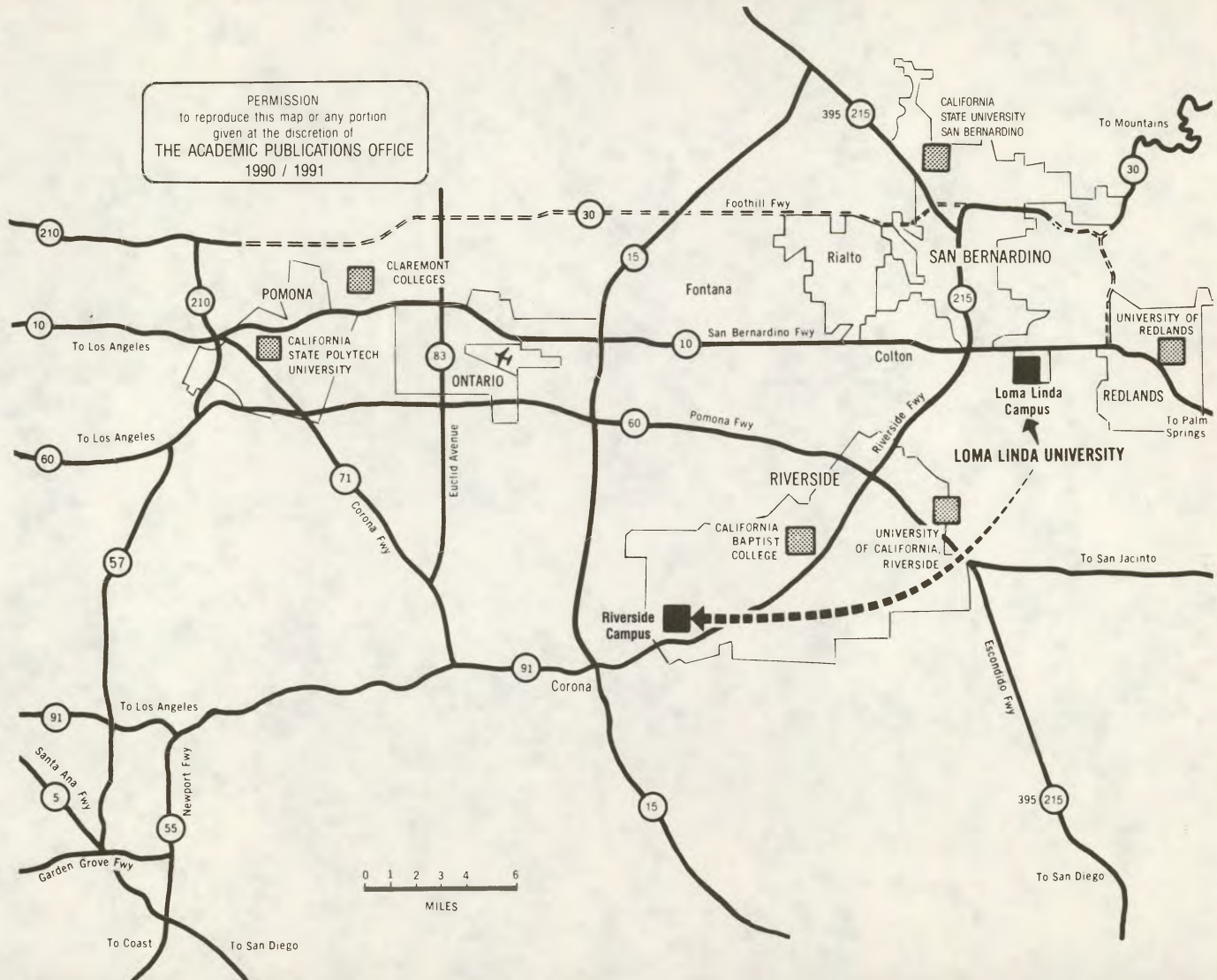
SERVICES

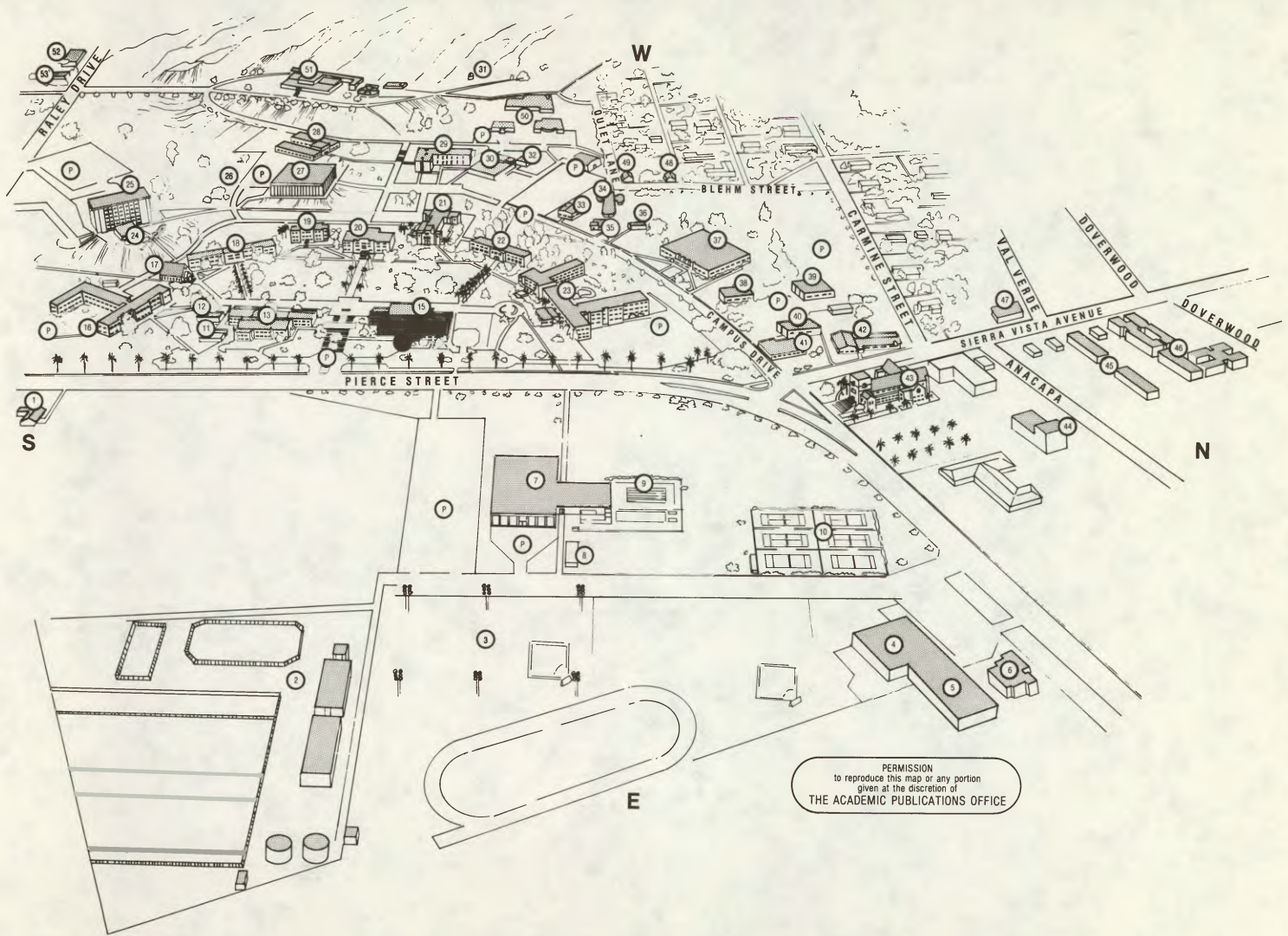
785-2237 Academic Advisement	785-2100 Housing
785-2492 Alumni Affairs	785-2100 Immigration
785-2025 Angwin Hall (women's residence)	785-2288 KSGN Radio
785-2005 Associated Students	785-2044 Library
785-2196 Bookstore	785-2237 Placement
785-2002 Business Administrator	785-2022 Public Relations
785-2124 Calkins Hall (men's residence)	785-2229 Sierra Towers (men's residence)
785-2300 Center for Lifelong Learning	785-2130 South Hall (women's residence)
785-2081 Chaplain	785-2006 Veterans' Information
785-2011 Counseling Service	
785-2227 Dean of Men	
785-2167 Dean of Women	
785-2088 Employment Information	
785-2213 Extension	
785-2251 Financial Aid	
785-2138 Food Service	
785-2237 Freshman Orientation	
785-2031 Gladwyn Hall (women's residence)	

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

PERMISSION
to reproduce this map or any portion
given at the discretion of
THE ACADEMIC PUBLICATIONS OFFICE
1990 / 1991





PERMISSION
to reproduce this map or any portion
given at the discretion of
THE ACADEMIC PUBLICATIONS OFFICE

RIVERSIDE CAMPUS MAP

NUMERICAL LEGEND

- 1 Agriculture
- 2 Dopp Equestrian Center
- 3 Recreation fields
- 4 College Market
- 5 Convenience Center / Bookstore
- 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 / Departments of Business and Economics, 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: Media Services
- 28 Ambs Hall: Industrial Studies
- 29 Consumer Related Sciences / Child Development Learning Center
- 30 Communication / KSGN / Nursing
- 31 Observatory

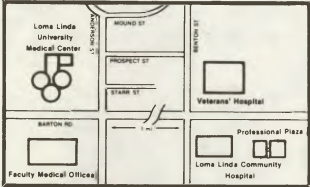
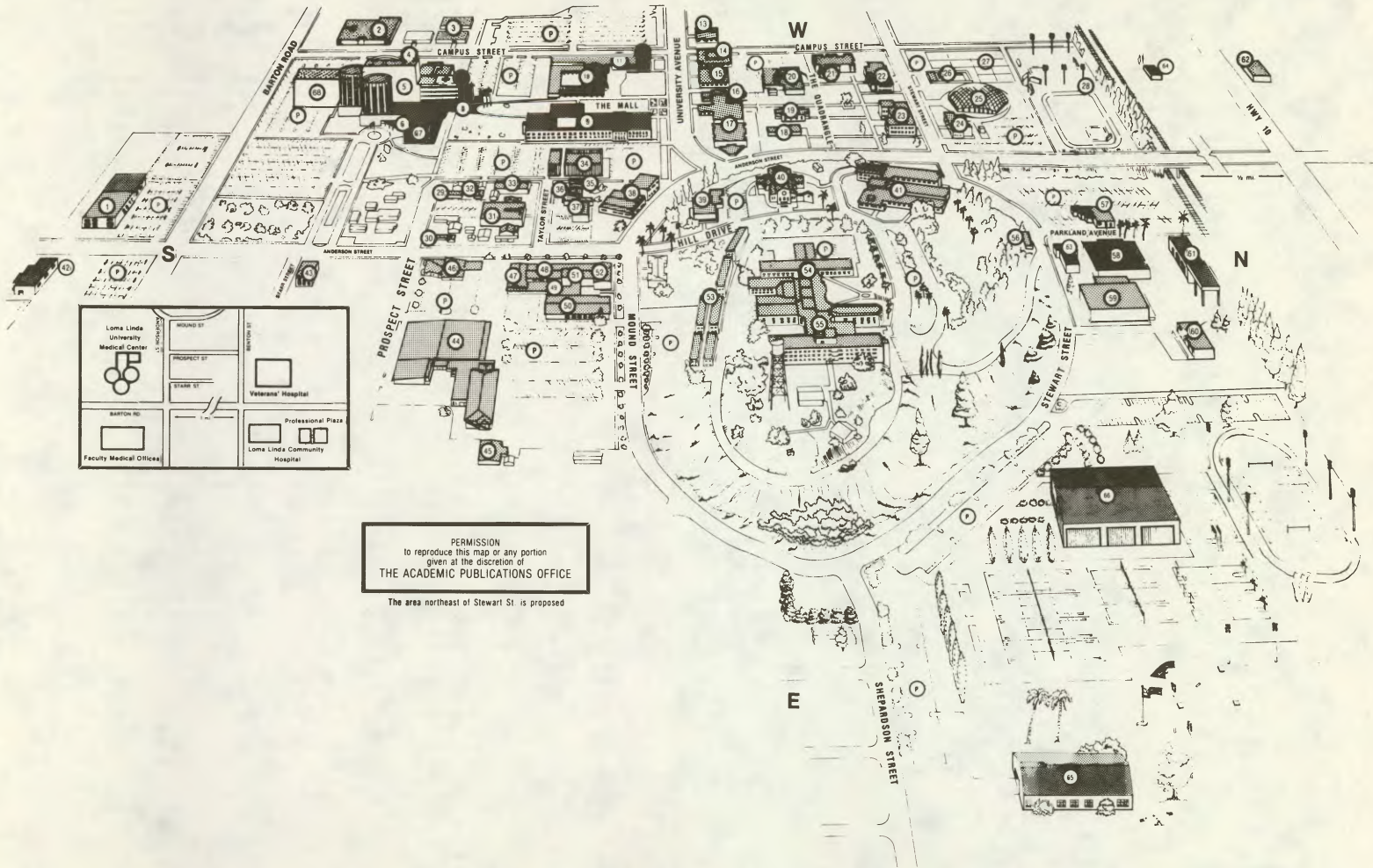
- 32 Nursing
- 33 Mail Service / Custodial Service
- 34 Cossentine Hall / World Museum of Natural History
- 35 Health Service
- 36 English Trailer
- 37 Palmer Hall: Biology / Chemistry
- 38 Biology Annex
- 39 Geological Sciences Annex
- 40 Behavioral Sciences Annex
- 41 Behavioral Sciences: Psychology / Social Relations / Social Work
- 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
 Administration. 13
 Administrative Annex. 12
 Admissions and Records. 13
 Agriculture. 1
 Alumni Affairs. 13
 Alumni Pavilion. 7
 Ambs Hall. 28
 Angwin Hall: women. 23
 Anthropology. 41
 Art. 50
 Arts and Sciences. College of. 13
 Audiovisual Service. 27
 Behavioral Sciences. 41
 Behavioral Sciences Annex. 40
 Biology. 37
 Biology Annex. 38
 Bookstore. 5
 Business and Economics. 13
 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
 Education. School of. 20
 Employment. student. 13
 English. 20
 English Trailer. 36
 Equestrian Center. Dopp. 2
 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
 Hole Memorial Auditorium. 21
 Industrial Arts. 28
 Information. Public. 13
 John Clough Park. 26
 KSGN. 30
 La Sierra Collegiate Church. 43
 La Sierra Hall. 20
 Library. University. 27
 Mail Service. 33
 Maintenance (Physical Plant Services). 51
 Market. College. 4
 Mathematics. 20
 Matheson Chapel. 17
 Media Services. 27
 Meier Chapel. 24
 Men's residences. 16, 25, 52, 53
 Modern Languages. 20

- Museum. 34
 Music. 21
 News (La Sierra Today). Public Information. 13
 Nursery school. 29
 Nursing. associate degree. 30, 32
 Observatory. 31
 Palmer Hall. 37
 Payroll. 13
 Personnel. 13
 Physical Education. 8
 Physical Plant Services (maintenance). 51
 Physics. 19
 Political Science and History. 20
 President. University. 13
 Provost. 13
 Psychology. 41
 Public Relations VP. 13
 Purchasing. 13
 Raley House. 53
 Receiving. 51
 Recreation fields. 3
 Recruitment. 13
 Religion. Division of. 20
 Rhoads House. 52
 Safety. 11
 San Fernando Hall. 19
 School of Education. 20
 Secretarial and Business Education. 13
 Security. 11
 Sierra Towers: men. 25
 Sierra Vista Apartments. 46
 Sierra Vista Chapel. 42
 Sierra Vista House. 47
 Social Relations. 41
 Social Work. 41
 Soup Stone Restaurant. 6
 South Hall: women. 18
 Student Aid and Loans. 13
 Student Center. 14
 Student Employment. 13
 Student Finance. 13
 Swimming pool. 9
 Tennis courts. 10
 Testing. 21
 Visual Art Center. 50
 Walnut Grove Apartments. 45
 Welfare Center. 42
 Women's residences. 18, 22, 23, 46, 47
 World Museum of Natural History. 34



PERMISSION
to reproduce this map or any portion
given at the discretion of
THE ACADEMIC PUBLICATIONS OFFICE

The area northeast of Stewart St. is proposed

LOMA LINDA CAMPUS MAP

NUMERICAL LEGEND

- 1 Loma Linda University Faculty Medical Offices
- 2 West Hall: MC Accounting / MC Assistant VP for Finance / MC Budget and Reimbursement / MC Clinical Engineering / MC Cost Reporting / Counseling Center / MC Internal Audit / Psychiatry / School of Nursing
- 3 Nelson Apartments: Cytology Laboratory / Histology Laboratory
- 4 Hospital Dentistry / Medical Center offices
- 5 Medical Center / School of Medicine / Health Service (student, employee) / Medical Affairs VP
- 6 Medical Center (main entrance)
- 7 Heliport
- 8 Medical Center (student entrance)
- 9 Prince Hall: School of Dentistry / Jorgensen Memorial Library
- 10 University Church
- 11 Child Care Center / Fellowship Hall
- 12 Campus Chapel, University Church
- 13 Orthotic and Prosthetic Service
- 14 Mortensen Hall (biochemistry)
- 15 Gnggs Hall: Biology / Division of Religion / General Conference representative / Graduate School / Marriage and Family Therapy
- 16 Magan Hall: The President / Development and Public Relations VP / Financial Administration VP / Corporate Relations / Faculty Records / Gift Records / Geoscience Research Institute
- 17 University Library / Randall Visitors Center
- 18 Microbiology Annex
- 19 Burden Hall: Academic Publications / Auditorium / University Relations
- 20 Risley Hall (physiology, pharmacology)
- 21 Basic Science Building (pathology, microbiology)
- 22 Shryock Hall (anatomy, museum)
- 23 Evans Hall (School of Medicine, departmental offices)
- 24 Audiovisual Service
- 25 Gentry Gymnasium
- 26 Swimming pool
- 27 Tennis courts
- 28 Recreation field
- 29 Hospital Collection
- 30 Loma Linda Center for Health Promotion
- 31 University Arts Building: Foundation Real Estate / Medical Center Assistant VP / Medical Center Personnel / Medical Center Purchasing / Private practice office / University Personnel / Design Center / Printing Services
- 32 Medical Center Forms Management
- 33 Dentistry faculty practice
- 34 Power Plant
- 35 Dentistry research
- 36 Graphics Studio, School of Dentistry
- 37 Medical Center Information Systems

- 38 Business / City Hall / Internal Audit, University / Justice Court
- 39 Linda Hall / Welfare Center, Campus Hill Church
- 40 Campus Hill Church
- 41 Lindsay Hall (women's residence)
- 42 Dialysis Center
- 43 Alumni Center: Nursing Staff Development / School of Dentistry Alumni / School of Medicine Alumni / Trust Development / Walter Macpherson Society / Women's Auxiliary
- 44 Convenience Center: Bakery / Bookstore / Camera Shop / Campus Store / General Conference Auditors / Hardware / Market / Patio Pantry / Pharmacy, University / Flonst / Risk Management
- 45 University Mail and Addressograph
- 46 Security Pacific National Bank
- 47 U.S. Post Office
- 48 Dean of Students / Student Aid / Student Finance / University Admissions and Records / University Computing
- 49 Foundation Affairs / Grants Management / University Accounting / Campus Controller / University Payroll
- 50 Campus Cafeteria
- 51 Campus Business Administration / Physical Plant Administration
- 52 La Loma Credit Union
- 53 Daniels residence complex
- 54 Nichol Hall: School of Health / Preventive Medicine Clinic
- 55 Nichol Hall: School of Allied Health
- 56 Campus Security
- 57 Construction / Housekeeping / Radiation Safety
- 58 Campus Maintenance / Machine Shop / Radiation Engineering Shop
- 59 Stores and Receiving
- 60 University storage
- 61 Campus Maintenance garage
- 62 Hospital Storage
- 63 Machine Shop
- 64 Farm (animal care)
- 65 Day Care Center
- 66 Gymnasium (future)
- 67 Schuman Pavilion
- 68 Children's Hospital

ALPHABETICAL LEGEND

- Academic Administration VP, 16
 Academic Publications, 19
 Accounting, MC, 2
 Accounting, University, 49
 Addressograph, University Mail Service, 45
 Administration, Academic, 16
 Administration, Campus Business, 51
 Admissions and Records, 48
 Aid, Student, 48
 Allied Health Professions, School of, 55
 Alumni Associations: Allied Health Professions, 19; Dentistry, 43; Health, 54; Medicine, 43; Nursing, 19

- Alumni Federation Office, 19
 Alumni Hall, 43
 Anatomy, 22
 Assistant VP for Finance, MC, 2
 Assistant VP, MC, 31
 Audiovisual Service, 24
 Auditors, General Conference, 44
 Auditors, Internal, 38
- Bakery, 44
 Bank, Security Pacific National, 46
 Barnes Amphitheater, 6
 Basic Science building, 21
 Biochemistry, 14
 Biology, 15
 Bookstore, 44
 Budget and Reimbursement, MC, 2
 Burden Hall, 19
 Business Administration, Campus, 51
- Cafeteria, Campus, 50
 Cafeteria, Medical Center, 5
 Camera Shop, 44
 Campus Chapel (University Church), 12
 Campus Controller, 49
 Campus Hill Church, 40
 Campus Store, 44
 Child Care Center, 11
 Children's Hospital, 68
 City Hall, 38
 Clinical Engineering, MC, 2
 Computing, University, 48
 Construction, 57
 Controller, Campus, 49
 Convenience Center, 44
 Corporate Relations, 16
 Cost Reporting, MC, 2
 Counseling Center, 2
 Credit Union, La Loma, 52
 Cutler Amphitheater, 23
 Cytology laboratory, 3
- Daniels residence complex, 53
 Day Care Center, 65
 Dean of Students, 48
 Dentistry faculty practice, 33
 Dentistry Graphics Studio, 36
 Dentistry research, 35
 Dentistry, School of, 9
 Design Center, 31
 Development VP, Public Relations and, 16
 Dialysis Center, 42
- Evans Hall, 23
 Faculty records, 16
 Farm (animal care), 64
 Federation, Alumni, 19
 Fellowship Hall (University Church), 11
 Finance, Student, 48
 Financial Administration VP, 16
 Flonst, 44
 Forms Management, MC, 32
 Foundation Affairs, 49
 Foundation Real Estate, 31
 Garage, Campus Maintenance, 61
 General Conference Auditors, 44
 General Conference Representative, 15
- Gentry Gymnasium, 25
 Gift Records, 16
 Graduate School, 15
 Grants Management, 49
 Graphics Studio, Dentistry, 36
 Gnggs Hall, 15
 Gymnasium, Gentry, 25
 Gymnasium (future), 66
- Hardware, 44
 Health Promotion Center for, 30
 Health, School of, 54
 Health Service (student, employee), 5
 Heliport, 7
 Histology laboratory, 3
 Hospital Collection, 29
 Hospital Dentistry, 3
 Hospital storage, 62
 Housekeeping, University, 57
- Information Systems, MC, 37
 Insurance and Risk Management, 44
 Internal Audit, MC, 3
 Internal Audit, University, 38
 Justice Court, 38
- Kellogg Amphitheater, 20
 La Loma Credit Union, 52
 Library, Jorgensen Memorial, 9
 Library, University, 17
 Linda Hall (Campus Hill Church), 39
 Lindsay Hall (women's residence), 41
 Loma Linda University Faculty Medical Offices, 1
- Machine Shop, 63
 Macpherson Amphitheater, 6
 Magan Hall, 16
 Mail and Addressograph Service, University, 45
 Maintenance, Campus, 58
 Maintenance garage, Campus, 61
 Market, 44
 Marriage and Family Therapy, 15
 Medical Affairs VP, 5
 Medical Center, 5
 Medical Center (main entrance), 6
 Medical Center (student entrance), 8
 Medicine, School of, 5
 Men's residence hall, 53
 Microbiology, 21
 Microbiology annex, 18
 Mortensen Hall, 14
 Museum (medical embryology), 22
- News offices (Observer, Scope), 19
 Nichol Hall, 54, 55
 Nursing, School of, 2
 Orthotics and Prosthetics, 13
- Pathology, 21
 Patio Pantry, 44
 Payroll, MC, 31
 Payroll, University, 49
 Personnel, MC, 31
 Personnel, University, 31
 Pharmacology, 19
 Pharmacy, University, 44

- Physical Plant Administration, 51
 Physiology, 20
 Post Office, U.S., 47
 Power Plant, 34
 President, University, 16
 Preventive Medicine Clinic, 54
 Prince Hall, 9
 Psychiatry, 2
 Publications, Academic, 19
 Public Relations and Development VP, 16
 Purchasing, MC, 31
 Purchasing, University, 59
- Radiation Engineering Shop, 58
 Radiation Safety, 57
 Randall Visitors Center, 17
 Receiving, 59
 Records, University, 48
 Recreation field, 28
 Religion, Division of, 15
 Residence halls, 41, 53
 Risk Management and Insurance, 44
 Risley Hall, 20
- School Graduate, 15
 School of Allied Health Professions, 55
 School of Dentistry, 9
 School of Health, 54
 School of Medicine, 5
 School of Nursing, 2
 Schuman Pavilion, 67
 Security, Campus, 56
 Shryock Hall, 22
- Staff development, Nursing, 43
 Storage, University, 66
 Stores and Receiving, 59
 Student Aid, 48
 Student apartments, 53
 Student Finance, 48
 Swimming pool, 26
- Tennis courts, 27
 Trust Development, MC, 43
 United States Post Office, 47
 University Accounting, 49
 University Admissions and Records, 48
 University Arts building, 31
 University Church, 10
 University Controller, 16
 University Library, 17
 University Pharmacy, 44
 University Quick Print Service, 31
 University Relations, 19
 University storage, 60
- Vice President, Academic Administration, 16
 Vice President, Financial Administration, 16
 Vice President, Medical Affairs, 5
 Vice President, Public Relations and Development, 16
 Walter Macpherson Society, 43
 Welfare Center, 39
 West Hall, 2
 Women's Auxiliary, 43
 Women's residence hall, 41

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
Area Code	#714

RIVERSIDE CAMPUS

MAIL: Riverside California 92515	TELEPHONE: 1/800/422-4LLU (information only) or 1/800/548-7114 (Canada)
Campus Operator	785-2022
College of Arts and Sciences	Dean 785-2210
School of Business and Management	Dean 785-2060
School of Education	Dean 785-2266
School of Religion	Dean 785-2041

LOMA LINDA CAMPUS

MAIL: Loma Linda California 92350	TELEPHONE: 1/800/422-4LLU (information only) or 1/800/548-7114 (Canada)
Campus Operator	824-4300
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 824-4599
CLINICAL LABORATORY SCIENCE	824-4966
HEALTH INFORMATION ADMINISTRATION	824-4976
NUTRITION AND DIETETICS	824-4593
OCCUPATIONAL THERAPY	824-4628
PHYSICAL THERAPY	824-4632
RADIOLOGIC TECHNOLOGY	824-4931
RESPIRATORY THERAPY	824-4932
SPEECH PATHOLOGY	824-4599
School of Dentistry	Dean 824-4683
DENTISTRY	
DENTAL HYGIENE	
School of Public Health	Dean 824-4578
School of Medicine	Dean 824-4462
School of Nursing	Dean 824-4360
School of Religion	Dean 824-4536
The Graduate School	Dean 824-4528

INDEX

General Information

- ABLE, 21
- Academic calendar, 12
- Accreditation, 119
- Administration, Riverside campus, 111
- Administration, School, 22
- Administration, University, 109
- Affirmative action, 7
- Alumni Federation, 118
- Business hours, Riverside campus, 2
- Board of Trustees, 110
- Calendar, 12
- Center for Lifelong Learning, 21
- Committees, Riverside campus, 113
- Directory, 103
- Faculty, 116
- General information, 19
- History and information, 5, 9
- History, School, 19
- Information, School, 122
- Information, University, 128
- Instructional resources, 120
- Libraries, 120
- Maps, 123
- Mission, School, 19
- Mission, University, 9
- Nondiscrimination policy, 6
- Philosophy, School, 19
- Philosophy, University, 9
- To communicate with the School, 122
- Trustees, 109
- University, The, 5, 11
- University administration, 109
- University information, 128

Undergraduate Programs

- Academic authority, 47
- Academic disqualification, 54
- Academic grievance, 42
- Academic honesty, 47
- Academic policies and practices, 47
- Academic probation, 54
- Academic progress, 38
- Acceptable progress, 54
- Acceptance, 26
- Accounting and finance program, 69
- Adding a course, 54
- Admission information, 25
- Admission of freshmen, 26
- Advanced placement, 57
- Advance payment, 31
- Adventist Colleges Abroad, 22
- Advising, 44
- Aid, financial, 37, 41
- Appeal process, 49
- Application and acceptance, 26
- Application for graduation, 57
- Areas of instruction, 65
- Assistantships, 40
- Attendance, 50
- Audit, 33, 35, 50, 53
- Awards, 41
- Bank, student, 31
- Budgeting for financial aid, 41
- Business administration (see Management and economics program), 72
- Career planning and placement, 45
- Cars, 44
- Cash needs, 31, 37
- Certificate of Eligibility forms, 30
- Change in study load, 36
- Change of grade, 54
- Chaplain, 45
- Charges, 33
- Checks, 31
- Citizenship, 39
- Classification of courses, 65
- Class standing, 52
- CLEP examinations, 56
- Clubs, 45
- Code letters, 65
- College work-study program, 40
- Continuing education units, 67
- Core curriculum, 68, 72, 73, 77, 80
- Correspondence courses, 52
- Counseling service, 43
- Course changes, 50
- Course load, 33, 36, 51
- Course numbering, 67
- Courses, repeated, 49
- Course work, special, 50
- Credit by examination, 56
- Credit, unit of, 51
- Curricula, 60, 68
- Deadlines, application, 26
- Deadlines, withdrawal, 35, 50
- Dean's Academic Honor List, 54
- Degree requirements, 68
- Degrees offered, 68
- Deposit room, 35
- Directed study, 52
- Dropping a course, 35, 50
- Economics Courses, 75
- Economics and Management Program, 72
- Eligibility for course work, 52
- Employment, 37
- English as a second language, 52
- Entrance requirements, 26
- Entrance tests, 28

Equivalency examinations, 55
 Examination, G.E.D., 29
 Examinations, 55
 Exchange visitor, 30
 Expenses, 33
 Federal aid programs, 38
 Fees, 33
 Final examinations, 55
 Finance and Accounting program, 69
 Financial aid, 37, 41
 Financial clearance, 33
 Financial information, 31
 Flat charge, 33
 Foreign students, 29, 32
 Full-time status, 51
 G.E.D., 29
 General academic requirements, 57
 General education curriculum, 59
 GPA, 53
 Grade reports, 54
 Grading system, 53
 Graduate courses, 52
 Graduation application, 57
 Graduation ceremonies, 58
 Graduation with honors, 55
 Grants, financial, 37, 38, 39, 40
 Grievance, 42
 Handbook, student, 46
 Health insurance, 32, 44
 Health Service, 44
 High school proficiency (GED) examination, 29
 History, School, 19
 Honesty, 47
 Honors, graduation with, 55, 64
 Honors Program, 64, 84
 Identification number, 43
 Incomplete grade, 53
 Insurance, health, 32, 44
 International career, 83
 International students, 29, 32, 35
 IP grade, 53
 Load, course, 33, 36, 51
 Loans, 39, 40
 Major programs, 68
 Management and economics program, 72
 Management information systems program, 77
 Marketing program, 80
 Meal plan, 34, 37
 Minors, 69, 73, 81
 Music charges, 34
 Nondegree/noncertificate program, 51
 Numbering of courses, 67
 Objectives, School, 19
 Organization and administration, 22
 Organizations, student, 45
 Overpayment, 37
 Overseas students, 29, 32
 Past-due accounts, 33
 Payment, advance, 31, 37
 Payment contract 37
 Payment, direct, 37
 Payment plans, 37
 Payroll deductions, 37
 Physical fitness, 43
 Policies, academic, 47
 Placement, career, 45
 Prefixes, 65
 Probation, academic, 51, 54
 Program change, 50
 Programs, major, 20
 Programs of instruction, 68
 Property protection, 44
 Provisional standing, 27, 51
 Reentrance, 28
 Refunds, 35
 Registration, 50
 Registration classifications, 51
 Regular student, 27, 51
 Remedial course, 52
 Repeated course, 54
 Requirements for degrees, 59
 Residency requirements, 57
 Room deposit, 34
 S option, 53
 Sanctions, 48
 Scholarships and awards, 41
 Schedule of charges, 33
 Scholastic probation, 54
 Scholastic standing, 53
 Second opportunity, probation, 54
 Secondary school credits, 26
 Security, 44
 Special charges, 34
 Special course work, 52
 Statement, financial, 33
 Student affairs, 42
 Student aid, 37
 Student Bank, 31
 Student classification, 27, 28, 51
 Student handbook, 46
 Student organizations, 45
 Student responsibility, 42
 Student visa, 30
 Study load, 33, 36, 51
 Tests, entrance, 28
 Transcripts of credit, 33
 Transfer credit, 57
 Transfer students, 28
 Transportation, 44
 Tuition, 33
 Undergraduate section, 25
 Undergraduate programs, 64
 Unit charge, 34
 Unit of credit, 51
 University Health Service and Reimbursement Plan, 32, 44
 Veterans, 30, 32
 Visa, visitor's, 30

Waiver examinations, 56
Withdrawal, 35, 50, 53
Work-study program, 39
Worship, 44

Graduate Program

Academic practices, 97
Academic residence, 97, 100
Acceptance, 90
Admission classifications, 92
Admission information, 89
Admission requirements, 90, 98
Advance payment, 94
Advisement, academic, 100
Aid, financial, 95
Application and acceptance, 90
Areas of specialization, 103
Assistantships, financial, 95
Attendance, 97
Audit, 93
Candidacy for graduate degree, 101
Charges, 95
Checks, 94
College senior, 93
Concentrations, 103
Continuous registration, 97
Deadlines, 96
Degree requirements, 101
Dismissal, 98
English competence, 92
English Language Proficiency Test(s), 92
Entrance requirements, 90
Examinations, 90
Exchange visitor, 92
Extramural study, 97
Fees, 95
Fellowships, University, 95
Finance specialization, 103
Financial aid, 95
Financial clearance, 94
Financial information, 94
Foreign students, 91
GMAT, 90, 100
Grades, 100
Graduate courses, 104
Graduation attendance, 98

Grievance, 98
Handbook, student, 93
Health administration specialization, 103
International students, 91
Leave of absence, 97
Loans, 96
Marketing specialization, 103
Master of Business Administration degree, 100
Monthly statement, 94
Nondegree student, 93
Overseas students, 91
Payment, advance, 94
Provisional standing, 93
Readmission, 98
Reentrance, 91
Registration procedures, 97
Registration classifications, 92
Regular student, 92
Residence, academic, 97, 100
Satisfactory progress, 96
Schedule of charges, 95
Scholastic standing, 99
Specializations
 Accounting, 103
 Business administration, 103
 Economics, 103
 Finance, 103
 Health administration, 103
 Management, 103
 Marketing, 103
Statement, financial, 94
Student Health Reimbursement Plan, 94
Student life, 93
Student visa, 92
Time limits for degree program, 98, 100
Transfer credits, 98
Tuition, 95
Tuition waiver, 96
Veterans, 91, 94
Visa, visitor's, 92
Waiver, tuition, 96
Withdrawal, 98

