

# Southwestern Adventist University

SOUTHWESTERN ADVENTIST UNIVERSITY  
KEENE, TX 76059

## ACADEMIC CALENDAR 2003-2004

### FALL SEMESTER, 2003

August	22	Friday	Registration, International Student Orientation
	24-25	Sunday & Monday	Registration
	26	Tuesday	Instruction Begins
September	1	Monday	Late Registration Ends, Last Day to Register,
	5	Friday	Last day to Drop a Class without receiving a ‘W’
October	16	Thursday	Mid-semester
November	11	Tuesday	Last Day to Drop a Class
	13	Thursday	Spring 2004 Pre-registration Begins
	25	Tuesday	Thanksgiving Break begins at 5:00 pm
	29	Friday	Last day to register for May graduation
December	1	Monday	Instruction Resumes
	8-11	Mon-Thurs	Examinations
	11	Thursday	Christmas Vacation begins 11:30 am

### SPRING SEMESTER, 2004

January	2	Friday	International Student Orientation
	4	Sunday	Registration
	5	Monday	Registration
	6	Tuesday	Instruction Begins
	12	Monday	Late Registration Ends, Last Day to Register
	16	Friday	Last day to Drop a Class without Receiving a ‘W’
February	25	Wednesday	Mid-semester
March	4	Thursday	Spring Break begins 5:00 pm
	15	Monday	Instruction resumes
	15	Monday	Summer Registration Begins
	26	Friday	Last Day to Drop a Class
	29	Monday	Fall 2004 Pre-registration Begins
April	23-28	Fri-Wed	Final Examinations
	30	Friday	Senior Consecration
May	1	Saturday	Baccalaureate
	2	Sunday	Commencement

## SUMMER MODULES 2004

### FIRST MODULE

May 3 to May 28 4 Weeks Final Exam May 28

May 3 to June 4 5 Weeks Final Exam June 4

### SECOND MODULE

June 7 to July 9 5 Weeks Final Exam July 11

### THIRD MODULE

July 12 to August 12 5 Weeks Final Exam August 12

### SUMMER SESSION CLASS TIME:

7:30 AM	to	9:50 AM	Four Weeks
7:30 AM	to	9:15 AM	Five Weeks
10:00 AM	to	12:20 PM	Four Weeks
9:30 AM	to	11:15 AM	Five Weeks
3:00 PM	to	4:45 PM	Five Weeks

MBA Summer Modules may be slightly different than the regular module. Classes are held on week nights from 6 p.m.

## SOUTHWESTERN ADVENTIST UNIVERSITY

### **Non-Discrimination Policy**

Southwestern Adventist University does not discriminate on the basis of gender, religion, disability, race or ethnic origin.

The University believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement of the religious teachings and practices of the Seventh-day Adventist Church.

Any regulation or change in regulations adopted by the Board of Trustees or the faculty at any time shall have equal authority as the regulations printed in this bulletin or the student handbook.

Each student is responsible for knowing and observing the regulations of the University and is responsible for fulfilling the requirements for his or her degree as defined by this bulletin.

### **Accreditaion**

Southwestern Adventist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (866 Southern Lane Decatur, GA 30033-4097, Telephone (404) 679-4500) to award Associate, Bachelor's and Master's degrees.

In addition, the University is currently accredited by the following accreditation bodies:

- Council on Social Work Education
- General Conference Accrediting Association of SDA Schools, Colleges, and Universities
- International Assembly for Collegiate Business Education
- Texas Education Agency
- Texas Board of Nurse Examiners
- National League for Nursing

The University is a member of the following:

- National Association of Independent Colleges and Universities
- Independent Colleges and Universities of Texas
- Texas Independent College Fund
- Association of Texas Colleges and Universities

**Southwestern Adventist University**  
**Graduate Bulletin**  
**Volume 17**

**Physical Address:**

Southwestern Adventist University  
100 W. Hillcrest  
Keene, TX 76059

**Mailing Address:**

Southwestern Adventist University  
P.O. Box 567  
Keene, TX 76059

**Telephone Numbers:**

817-556-4724 Direct Line  
817-645-3921 Extension 724  
800-443-2240 Toll Free  
817-556-4744 Fax

**Website:**

[www.swau.edu](http://www.swau.edu)

**E-Mail address:**

[graduate@swau.edu](mailto:graduate@swau.edu)

**Hours:**

Graduate Studies Office Hours:  
Monday-Thursday 8:00 am to 12:00 noon and 1:00 pm to 6:00 pm  
Friday 8:00 am to 12:00 pm

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# GRADUATE STUDIES ADMINISTRATION

## **Dean**

Tom Bunch  
817-556-4711

## **Graduate Studies Office Secretary**

Application and other Forms

Laura Yanez  
Extension 724

Bulletins

General Information

## **PROGRAM INFORMATION AND ASSISTANTSHIPS**

### **Director, Master of Education Program**

Randy Gilliam  
Extension 279

### **Director, Master of Business Administration Program**

Allen Stembridge  
Extension 771

Registrar and Student Services

Academic Records

Transcripts

Transcripts evaluations

Danna Burt  
Extension 721

## **STUDENT FINANCIAL SERVICES**

Financial Counselor for Graduate Students

Financial Information

Financial Aid, Loans and Grants

Patty Norwood  
Extension 223

## **RESIDENCE HALL LIVING**

Dean of Men

James The  
Extension 229

Dean of Women

Janelle Williams  
Extension 510

Off Campus Housing

Robby Psencik  
Extension 240

**Southwestern Adventist University**

**Keene, TX 76059**

**800.433.2240**

**817.645.3921**

## **MISSION, PURPOSE AND GOALS**

Southwestern Adventist University is a private institution whose mission is to offer affordable, quality higher education in a Christian environment committed to the Seventh-day Adventist values and ideals. The University fosters the development of the whole person through academic, religious, and social programs. It is committed to the excellence of its faculty and staff, the strength of its curricula, the effectiveness of its support programs, the success of its graduates, and service to others.

## **BRIEF HISTORY**

Southwestern Adventist University was founded in 1893 as Keene Industrial Academy. Junior College level work was first offered in 1916 and the name was changed to Southwestern Junior College. In anticipation of offering baccalaureate work, the name was changed to Southwestern Union college in 1963. The first bachelor level classes were offered in 1967. In 1977, the college was renamed Southwestern Adventist College, reflecting its denominational affiliation. Graduate level work was begun in 1987; nine years later the institution changed its name to Southwestern Adventist University. The University has been accredited by the Southern Association of Colleges and Schools since 1958; first as a Level I institution (associate degrees), then in 1970 as a Level II institution (baccalaureate degrees), and since 1989 as a Level III institution (graduate degrees).

The University is a coeducational institution of higher learning. It was established and is operated by the Seventh-day Adventist Church and is essential to the fulfillment of the teaching ministry of the church.

## **ESSENTIAL BELIEFS**

The institution is committed to Christian teachings and values as understood by the Seventh-day Adventist Church. God is perceived as the Creator and ultimate source of knowledge and meaning. True education is defined as the harmonious development of the intellectual, spiritual, social, and physical aspects of human nature.

## **GEOGRAPHICAL REGION, TYPE OF STUDENTS AND FACULTY**

The University serves primarily the needs of the Seventh-day Adventist members in the five states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The University welcomes students from all regions and geographical areas, as well as from diverse ethnic, social, and cultural backgrounds.

To achieve its purpose effectively, the University recruits and retains well-qualified teachers, who are dedicated to teaching and advising and who are willing to spend time with students both in and out of the classroom. The University encourages research and scholarly endeavors on the part of its faculty.



## **MAJOR INSTITUTIONAL FUNCTION**

The University provides a challenging environment conducive to the total development of the student, thus contributing to the realization of each individual's potential. The administrative departments of the University provide the infrastructure needed for the institution to fulfill its educational purposes.

The University's undergraduate curriculum consists of programs in the liberal arts and sciences, with a number of professional curricula. A general education component brings balance to the academic and professional programs, enriching the intellectual and cultural experiences of the student beyond the limits set by the specific major. The graduate curriculum includes master's degrees in business and education.

## **ATTITUDES AND IDEAS**

The University broadens the student's intellect, strengthens the spiritual dimension, contributes to social growth, fosters attitudes and practices of healthful living, develops a wholesome respect for the dignity of labor, and instills a sense of selfless service.

The University has the following goals:

1. Recruit and retain well-qualified faculty and staff.
2. Employ teachers who are dedicated to teaching and advising and are willing to spend time with the students outside of class.
3. Encourage research and scholarly endeavors on the part of the faculty.
4. Provide a challenging environment conducive to learning.
5. Provide the institutional infrastructure to fulfill its educational purposes.
6. Emphasize quality curricular programs in undergraduate education.
7. Provide a general education component that brings enrichment and balance to all academic and professional programs.
8. Provide quality graduate education at the master's level.
9. Provide quality distance-learning.
10. Broaden the student's intellect.
11. Strengthen the student's spiritual dimension.
12. Contribute to the student's personal growth.

## FINANCES

### TUITION, ROOM AND BOARD COSTS

**Graduate Tuition** \$459 per credit hour (reduced by available scholarships, see page 15 )

Student tuition includes these items:

Classroom instruction; use of the Library, PC laboratories, Science laboratories, Gymnasium, Student Center and a band instrument; Nurse's on-campus Health Service; Cap and gown for graduation; and Diploma.

### Residence Hall Package

Students who reside in the residence hall are required to select from one of three meal plans offered through the cafeteria. Students who do not live in the residence hall may sign up for a meal plan.

	<b>Semester</b>	<b>Year</b>
Residence Hall	\$1,080.00	\$2,160.00
Required meal plan choices:		
A 19 meals per week + Knight's Kash or	\$1,555.00	\$3,110.00
A(K) 15 meals per week + \$389 Knight's Kash		
Total room/board package (A)	\$2,635.00	\$5,270.00
B 15 meals per week or	\$1,441.00	\$2,882.00
B(K) 12 meals per week + \$216 Knight's Kash		
Total room/board package (B)	\$2,521.00	\$5,042.00
C 10 meals per week or	\$1,326.00	\$2,652.00
C(K) 07 meals per week + \$199 Knight's Kash		
Total room/board package (C)	\$2,406.00	\$4,812.00

Knight's Kash is a store within the cafeteria that is open between regularly scheduled meals.

Please note these guidelines before choosing a meal plan:

1. No change in meal plans after registration week.
2. Refunds are on pro-rata basis only when withdrawing from school or moving from residence hall.
3. Meals do NOT accrue from week to week.
4. Meals over the chosen plan are cash only, at walk through price.

In addition to the above items, the Residence Hall Package includes:

A room in one of the residence halls; meals at the cafeteria from the Sunday of registration to the last day of exams fall semester and through graduation spring semester (except scheduled vacations such as Thanksgiving, Christmas and Spring Break); and local telephone services.

### **Residence Hall Deposit**

Residence hall students are required to pay a general deposit of \$100.00. Rooms will not be reserved without this deposit. The deposit should be sent to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the university. The deposit will then be credited to the student's account. Any student who moves out of the residence hall without filing clearance with the residence hall dean will automatically lose this deposit. Should a student cancel an application for admission before August 17, the deposit will be refunded.

### **Private Room Fee**

Private room fees are an additional \$540.00 per semester subject to space availability, dean approval, and financial clearance.

### **INTERNATIONAL STUDENT (F-1, J-1) REQUISITES**

- I. Submit a deposit of \$750 and a prepayment of \$3,900 if the applicant is not a citizen of the U.S. Territories or Canada. The \$3,900 prepayment will be applied to the student's first semester expenses at SWAU and the \$750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and prepayments will be returned to applicants who do not enroll, minus a processing fee of \$100.
- II. Submit an SWAU Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance and personal expenses while studying at SWAU if not a citizen of the United States or U.S. Territories. Students bringing family members with them must also show proof of financial ability to cover the living expenses of each additional family member listed on the student's I-20. Family members on an F-2 visa who accompany students to the U.S. are not permitted by the U.S. government to work.
- III. Work only on campus and no more than 20 hours per week while school is in session. An international student may not work off campus without an INS work permit.

### **OTHER EXPENSES**

#### **Books**

Books and class supplies will cost approximately \$100 per class. Students must pay cash for books.

#### **Cafeteria**

Returned checks not honored by the bank will carry a \$20.00 charge.

#### **Fees**

A late registration fee of \$100 cash is required for requests to hold classes beyond registration day. This fee is non-refundable.

#### **Field Trip Costs**

Students will pay for their own food and lodging on class trips

**Fines**

The cafeteria will assess fines for infractions of cafeteria policy.

The library will assess fines for overdue library materials and lost items.

Residence halls will assess fines for improper checkouts, lost keys, and infractions of residence hall policies.

Miscellaneous fines may be assessed as deemed appropriate by the administration.

**Graduating Class Dues**

Graduating class dues are a mandatory fee voted by the graduating class each year to cover expenses such as class gift, announcements, flowers, and miscellaneous class activities.

**Identification Card**

An I.D. card is provided to the student for cafeteria, library, and gym use. The first card is provided free of charge and is valid as long as the student is enrolled. There will be a \$5.00 cash replacement charge for a lost, stolen, or damaged card.

**Insurance**

Automobile insurance is the responsibility of the student. The University does not carry insurance covering theft, loss, or damage of any kind.

Medical insurance is required for all students registered for 6 or more credit hours. Medical insurance can be purchased at registration for approximately \$114 per academic year if the student is not covered by another plan. No refunds will be made after the second week of classes.

Medical insurance coverage for International students will be charged at the following rate: Fall semester \$420, Spring semester \$588. (This is the INS required twelve-month coverage.)

Personal property insurance is the responsibility of the student. The University is not responsible for the loss of personal property by fire, theft, or other causes. It is recommended that students arrange for insurance coverage of their personal belongings with an insurance agency of their choice. Residence hall students are advised not to keep money in their rooms. Students may deposit money in the student bank at the Business Office. Students may withdraw this money any time during the regular office hours.

**Low Balance Write-Offs**

Credits or debits of less than \$5 will be written off at the end of the semester.

**Property Damage**

Tampering with the fire alarm system or fire extinguishers is a major offense which carries a penalty charge. If a student damages school property (furniture, light bulbs, windows, screens, dishes, etc.) he or she will be required to pay the replacement cost. A student may be expelled for damaging school property.

**Transcripts**

There is no charge for transcripts, with the exception of \$20 for express mail service; \$5 for same day office service; and \$5 for fax service. Transcripts and diplomas are not released if a student's account and/or bank note is not paid in full, if government loans are not current in repayment, or if the academic file

is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held for two weeks until the check is cleared. Requests accompanied by a money order or a bank draft are processed more quickly. Accounts may be paid by credit card.

## **PAYMENT PLANS**

SWAU offers three payment plans to help students manage their university expenses.

### **Plan I - Cash**

When the total charges for a semester are paid on registration day, a discount of 3% is given on the cash paid for tuition, room, and board. (Before this discount is figured, all scholarships, loans, grants, awards, other discounts, and university aid funds are subtracted.) Students using this plan must bring with them at registration time the full amount of the package plan, plus miscellaneous charges such as music lessons and private room fee. A cash discount is not given on ESL, PBS, or other discounted programs. This discount does not apply to payments made by credit card.

### **Plan II - Bank Financing**

Students choosing Plan II will be required to have a minimum of 50% of the semester's charges covered at registration. The 50% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. If the bank note (and any amount due the University) is paid by the maturity date, the University will give the student a 3% rebate on cash paid during the semester. This rebate is not given on fees, scholarships, loans, grants, awards, discounts, university aid funds, educational subsidy, or credit card payments. This rebate on the note will be returned to the student in the form of a credit against the next semester's charges. If the student does not enroll next semester, the rebate will be mailed with the January or May statements.

Bank notes paid after the maturity date. (November 24 for fall semester, April 12 for spring semester) will not qualify for the rebate. Arrangements must be made for all unpaid Plan II balances before students take examinations. Seniors must pay in full before receiving their diplomas or academic transcripts. This obligation to the bank is an obligation to the University.

This is a short-term loan payment plan, and is due in full on the date specified. When making payments on this loan please note that any balance owed at SWAU is deducted from the payment first. Any remaining credit will then be sent to FSB (around the 10th and 23rd of each month). Payments you specifically want paid on a FSB loan should be sent directly to First State Bank of Keene, P.O. Box 676 Keene, TX 76059. Always include the student's full name and social security number with the payment.

### **Plan III - Contract with SWAU**

This plan is a two-payment contract with the University. One payment, half the semester charges, is due at registration and one payment is due six weeks after registration. No rebate or cash discount will be given under this plan.

The second payment is due:

Fall semester ... October 7

Spring semester ... February 17

## **Wiring Money**

Contact the Admissions Office, Business Office, or Student financial Services for instructions on wiring money to a student's account.

## **REFUNDS**

### **Tuition, Room and Board Institutional Refund**

Tuition charges for students dropping classes will continue until the drop voucher is filed at the Records Office. Room and board charges will continue until the student's personal belongings have been removed from the residence hall and clearance has been filed with the residence hall dean.

Refunds to students dropping all, or some, classes will be prorated on a weekly basis as shown in the chart below. The same is true for room and board refunds.

<b>Week</b>	<b>Refund% Tuition</b>	<b>Refund % Room &amp; Board</b>
Registration Week	100%	93.75%
Second Week	84%	87.50%
Third Week	72%	81.25%
Fourth Week	60%	75.00%
Fifth Week	48%	68.75%
Sixth Week	36%	62.50%
Seventh Week	24%	56.25%
Eighth Week	12%	50.00%
Ninth Week		42.75%
Tenth Week		37.50%
Eleventh Week		31.25%
Twelfth Week		25.00%
Thirteenth Week		18.75%
Fourteenth Week		12.50%
Fifteenth Week		6.25%

Refunds are not made on the following:

- Absences
- Insurance
- Music Lessons after two weeks
- SA fee
- Vacations
- Weekend leaves

### **Return of Federal Funds**

When a student receives federal student aid funds and subsequently withdraws from the university, some of these funds may have to be returned to the Federal Government. The return amount is based upon the percentage of assistance earned up to the date of withdrawal within the enrollment period. No return is required after the 60% point in time. Repayment to federal student aid funds will be made in the following

order: Unsubsidized Federal Stafford Loan, Federal Stafford Loan, Federal Perkins Loan. If it is determined that the student must return funds which they received directly, the student may set up a repayment plan through Student Financial Services. The University will apply this policy to all federal student aid recipients. Contact Student Financial Services for information regarding this policy, including examples of the application of this policy.

## **SCHOLARSHIPS**

### **MBA Scholarships.**

(1) A scholarship of \$100 per credit hour for all MBA students accepted into the program on or before the beginning of fall semester 2003. This scholarship will apply only to the 2003-2004 academic year.

**OR**

(2) A scholarship of \$100 per credit hour for all MBA students who attain a formula score of 1,100.

**OR**

(3) A scholarship of \$75 per credit hour for all MBA students who attain a formula score of 1,000.

**OR**

(4) A scholarship of \$50 per credit hour for all MBA students who maintain a graduate cumulative grade point average (GPA) of 3.00. This scholarship will be awarded for the first semester, and thereafter will be based on the graduate GPA.

Note: The formula score is calculated as  $200 \times \text{undergraduate cumulative GPA} + \text{GMAT score}$ .

### **MEd Scholarships.**

(1) A scholarship of \$100 per credit hour for all MEd students accepted into the program on or before the beginning of fall semester 2003. This scholarship will apply only to fall semester 2003 and spring semester 2004.

**OR**

(2) A scholarship of \$50 per credit hour for all MEd students who maintain a graduate cumulative grade point average GPA of 3.00. This scholarship will be awarded for the first semester, and thereafter will be based on the graduate GPA.

## **STUDENT FINANCIAL AID**

Eligibility for the following programs is based upon results of the FAFSA. Students who do not hold a bachelor's degree and who are taking undergraduate as well as graduate classes will receive grant money only on undergraduate classes, and loans will be limited to the undergraduate amounts. Refer to the undergraduate bulletin for further information about undergraduate federal student aid.

### **Federal Student Loan Programs**

Loan programs require completion of an initial master promissory note. Students receiving any of the following loans must complete entrance counseling before receiving the first disbursement of their loan and must have exit counseling before graduating or withdrawing from the University. Loans normally have a ten year repayment period.



**Federal Stafford Loan.** This is a federally regulated loan program. A student may make this loan with any participating bank, savings and loan, or credit union. Student Financial Services will provide a list of lenders if the student needs help in locating a lender. For new borrowers, the interest rate is a variable interest rate and caps at 8.25%. Graduate students may borrow up to \$8,500 per year with a maximum of \$65,000. Repayment begins six months after the student is no longer enrolled on at least a half-time basis. The lender deducts up to a 3% origination fee from the proceeds at the time of disbursement.

**Unsubsidized Stafford Loan.** Students who have limited or no eligibility for the Federal Stafford Loan may apply for the unsubsidized Federal Stafford Loan. In combination with the Stafford Loan maximums, graduate students may borrow up to \$18,500 per year with a total maximum of \$138,000. The terms for this loan program are identical to the Subsidized Stafford Loan Program with the exception that the interest payments must be made during the in-school period or interest will accrue and be added to the loan principal when repayment begins.

**Federal Perkins Loan.** SWAU is the lender for this federal program. Graduate students may borrow up to \$3,000 per year. Interest on this loan is 5% and repayment does not begin until nine months after the student ceases to be enrolled on at least a half-time basis. Because of limited funding for this program, SWAU requires that a student first apply for the Stafford Loan. The student must sign a promissory note at Student Financial Services during the first two weeks of the semester or the loan may be canceled.

**Federal Work Study Program.** This program is designed to give students work opportunities to help with university expenses and obtain experience that will compliment each recipient's educational program or career goals. The student applies for these programs on the SWAU Financial Aid Application.

### **Applying for Federal Aid**

Request PIN# at: [www.pin.ed.gov](http://www.pin.ed.gov) (Students use PIN# as an electronic signature)

Complete new or renewal application on the internet at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) **or**

Request paper application from Student Financial Services

Southwestern Adventist University code: 003619

Student Financial Services will notify students of their federal aid awards once the student has been accepted to the graduate program and the following forms have been submitted:

Results of FAFSA

SWAU Financial Aid Application

Loan application (Master Promissory Note for first time borrower or transfer student)

Some aid applications require additional verification. Copies of 2002 tax returns and other documents will be requested.



**Determining Financial Need.** Financial need is calculated by subtracting the student’s Expected Family Contribution from the cost of attending the University. Cost of attending the University includes tuition, fees, books and supplies, room and board, transportation, and personal expenses. The Expected Family Contribution is the amount a family can be expected to contribute to educational costs. The federal processing center arrives at this figure by evaluating the answers given by students on the Free Application for Federal Student Aid (FAFSA).

**FINANCIAL AID ACADEMIC PROGRESS STANDARDS**

SWAU’s Satisfactory Academic Progress (SAP) policy specifies the standards a student must maintain to be considered making progress in his/her course of study. The policy also establishes the criteria by which a student who has failed to maintain satisfactory progress may reestablish his/her eligibility for financial assistance.

SWAU’s Satisfactory Academic Progress policy for graduate students contains a qualitative component which requires a cumulative grade point average of 3.00. The quantitative satisfactory progress policy specifies a maximum time frame in which a student must complete his or her educational program in academic semester. (Request an undergraduate bulletin for undergraduate SAP standards.)

SAP Semester Number	Minimum Cumulative credits
0.5	4.5
1.0	6.0
1.5	9.0
2.0	12.0
2.5	15.0
3.0	18.0
3.5	21.0
4.0	24.0
4.5	27.0
5.0	30.0
5.5	33.0
6.0	36.0

Semester Number = 1.0 for 9 or more attempted credit hours within a semester  
 = 0.5 for 4.5 to 8 attempted credit hours  
 = for fewer than 4.5

Transfer hours = 0.5 for each three-hour course accepted toward the SWAU master’s program

Note: For purposes of SAP, credit hours taken during the summer session are counted as one semester.

Transfer hours are considered in the quantitative standards after the student has completed 12 credit hours at SWAU. Progress will be reviewed at the end of each semester. Students who do not meet the progress standards will be placed on financial aid suspension. This suspension will result in loss of federal and state aid until the student again attains the required standard according to the schedule.

A student who has previously received aid must be making satisfactory progress to be considered for federal or state funds.

**Financial Aid Appeal Process.** A student may submit a written appeal to the Student Finance Committee describing the circumstances which attribute to his or her failure to make academic progress. A Financial Aid Appeal Form may be obtained from Student Financial Services. Appeals may be made under these conditions:

1. The student has experienced serious illness (chronic, long-term, hospitalization, etc.)
2. The student has a degree plan change; individual schedule will be considered.
3. The student, out of financial necessity, carried an extremely heavy full-time workload over an extended period of time.
4. Upon recommendation of the Academic Vice President.
5. At the discretion of the Assistant Financial Vice President for Student Finance.

## **ADMISSIONS**

**Regular.** Students who meet all admission requirements of Southwestern Adventist University and the specific requirements of the department in which study is proposed, will be admitted unconditionally. The student must submit official, final transcripts of all previous undergraduate and graduate work.

**Conditional.** Students who fail to meet one or more of the requirements for regular admission but in the judgment of the Graduate Dean and the Graduate Program Director have the ability to undertake successfully the proposed program will be admitted conditionally. (see specific program provisional admission policy.)

Unconditional admission may be considered upon completion of a minimum of 12 credits of graduate work with at least a 3.00 grade-point average.

**Non-Degree Admission (NDA).** The NDA status is especially designed to facilitate the enrollment of qualified students in special classes (including workshops) and guest students from other universities.

## **PROGRAM ADMINISTRATION**

Graduate programs are directed and supervised by the Graduate Academic Policies Committee, which is the legislative body responsible for all graduate academic policies and curricula. Actions voted by the College Board, Faculty, or the Graduate Academic Policies Committee at any time shall have equal force to or, if necessary, shall supersede statements published in this bulletin.

### **Degrees Offered**

The University offers courses of study leading to the following graduate degrees:

- Master of Business Administration
- Master of Education

### **Grading System**

Authority to determine a course grade rests with the teacher. Grades are recorded at the close of each semester in the following symbols:

	<u>Grade</u>	<u>Grade Points per Credit</u>
A	(superior)	4.00
B	(above average)	3.00

C	(average)	2.00
F	(failure)	0.00
I	(incomplete)	0.00
IP	(in progress)	0.00
W	(withdrawal)	0.00

1. “I”. An incomplete indicates that a student’s work is incomplete because of illness or other unavoidable circumstances and not because of negligence or inferior performance. The incomplete must be completed no later than the end of the following semester. An “I” that has not been removed by the time designated on the contract automatically turns into the grade agreed upon in the contract unless the graduate Dean/Graduate Program Director, upon written request prior to the contract expiration date, grants a one-semester extension. Any extension beyond one semester must be approved by the Graduate Dean.

Change of grades, except for an “I”, may be made only under extenuating circumstances, generally because of a calculation error on the part of the teacher.

2. “W”. Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated by the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

**Course Numbering/Levels.** The following course numbering system and levels of graduate study are in effect:

1. 400-499: Undergraduate courses that are open to graduate students if the courses are designated in the Bulletin. Individual departments determine whether graduate students in 400-499 courses must meet additional requirements and/or standards beyond undergraduate expectations.
2. 500-699: Courses for graduate students only.

**Academic Integrity.** Students are expected to follow academic ethical standards which are in harmony with Christian concepts of honesty. Students who attempt to manipulate or disturb the academic evaluation process by cheating, plagiarizing or any other form of academic dishonesty will place their status as students in jeopardy.

**Deficiencies.** Deficiencies should be made up by the time the first twelve hours are completed. Deficiencies may not be made up by auditing a class.

#### **TIME LIMITS/TRANSFER OF CREDIT/UPDATING**

**Time Limits on Degrees.** No classes taken prior to ten calendar years before admission may be applied to the degree without appropriate updating.

**Transfer of Credit.** Graduate courses taken at another recognized institution, less than ten calendar years prior to the expected graduation year, may be transferred from that institution and applied toward the master's degree at SWAU provided:

1. The grade earned in each course accepted for transfer is at least B (3.00).
2. The courses are comparable to required courses for a graduate degree at SWAU.
3. The credits to be transferred do not exceed the allowed number of transfer credits.

Grades earned in transfer courses are not included in the computation of the grade-point average. Such courses are identified and approved by the Program Director and the Graduate Dean within the first semester of the student's residence. **A transcript petition form may be picked up at the Graduate Studies Office.** An official transcript listing those courses must be on file in the Records Office.

### **Registration and Advising**

The academic year is divided into semesters and modules:

Fall Semester  
Spring Semester  
Summer Modules

The academic calendar will show the registration dates and other deadlines for the fall, spring and summer semesters.

Registration forms and class schedules are available at the Records Office and the Graduate Studies Office. Students may take their registration forms to their advisors for help in deciding which classes to take the next semester. A student who does not know the name of his or her advisor should ask the Graduate Office Assistant. Once student and advisor have decided what classes the student will take, the student should complete the registration form and return it to the Records Office or the Graduate Office.

**Adding & Dropping Classes.** Should a student decide to change his or her registration, he or she must use the add/drop forms provided by the Records Office. These changes must be approved by the advisor and the form returned to the Records Office before the last day to add or drop a class. Students are not officially enrolled in a class unless they have registered for it. Similarly, students are not officially dropped from a course unless they have completed and returned a drop form to the Records Office, or unless administratively withdrawn by the instructor. If a student should drop out of a class without following this procedure, an F will be recorded for the class. These forms must be signed by the advisor and the instructor(s) concerned.

Should circumstances arise so that a student needs to completely withdraw from all classes, the student must obtain a withdrawal form from the Records Office. Failure to follow this procedure will result in the recording of F's on the transcript.

**Attendance.** Students are responsible for meeting the attendance policies stated in the graduate course syllabi and outlines.

**Residency.** Residence is broken if a period of four consecutive semesters, including summer sessions, passes without the student enrolling. When residence is thus broken, the student must follow the Bulletin in force when residency is re-established. Students may not take more than the allowed number of years to complete the degree.

### **Facilities and Computer Support.**

**The MicroGarden** is located in the library and contains computers for student use. Each computer supports a wide variety of software applications. There is also a computer lab in Evans Hall that graduate students may use.

### **Chan Shun Centennial Library Resources and Services**

The Library contains over 110,000 book volumes, with an average of 2,200 added annually, and subscribes to over 440 current periodical titles.

The Library Online Catalog (SILC) is fully automated and is available on the WEB. SILC provides easy and convenient access to the holdings of the Chan Shun Centennial Library via either the campus or library Homepage. In addition, the Library provides online access to a variety of electronic periodical databases including first Search, MEDLINE, Lexis-Nexis, CINAHL, ABI/Inform, W.H. Wilson Select, ERIC, Commerce Business Daily, Federal Register, and Periodical Abstracts. The Encyclopedia Britannica is also available online. Locally mounted databases available over the campus network include Social Work Abstracts, CommSearch, Words of the Pioneers, LEGACY OF LIGHT, and the E.G. White Writings on CD-ROM. Among the many other CD-ROM products available at the Library are the SDA Bible Commentary Series, ERIC and the National Geographic Magazine.

Microform readers and a reader/printer make accessible microforms of periodicals and other scholarly material. In addition, the Library provides a large collection of videos and audio cassette recordings and equipment for viewing and listening to various media.

The Library also houses two specialized libraries for learning and research. The Curriculum Library contains a large selection of text and media material related primarily to elementary and secondary education. The Heritage Room provides a small but rapidly growing SDA- Ellen G. White History collection of books, videos, and microforms. Equipment is provided in both specialized libraries for viewing various media.

Resources in other libraries are available to students and faculty members through the Library's Inter-Library Loan/Document Delivery service and ARIEL (electronic, article delivery) operated by the Reference and Periodical Department. Students and faculty also have access to other cooperating TexShare (a State funded consortium of public and private academic libraries) library facilities within the State of Texas. SWAU's on-line card catalogue can be accessed at <http://silc.swau.edu/>.

### **Student Appeal**

Student appeals of decisions and actions related to their graduate programs should be initiated in consultation with the major department and relayed as appropriate, to the Graduate Dean, Graduate Exceptions Committee and/or the Graduate Academic Policies Committee.

### **GRADUATE PROGRAMS**

The University offers graduate work in two areas: The Master of Education (MEd) in Elementary Education with emphases in English and Science and the Master of Business Administration (MBA). The Graduate Academic Dean and the Graduate Academic Policies Committee are responsible for the overall direction of the graduate programs. Each graduate program is administered by the respective Graduate Program Director.

### **Academic Advisement**

1. Prior to the first semester, each student should meet with the Program Director who serves as advisor. The advisor's major tasks are: to outline the student's program; to counsel students about academic requirements and expectations; and to approve the student's course schedule and changes in program on a semester-by-semester basis.
2. The advisor works out a proposed program for the student's complete degree and files a copy of this program on an appropriate check sheet with the Graduate Studies Office and the Records Office for follow-up monitoring.

**Study Load.** Full-time graduate course load is 6-12 credits per semester. Loads in excess of 12 credits per semester require the approval of the Graduate Program Director. Students may not take more than 15 credits during a regular semester or 6 credits during any combination of sessions offered during a single summer.

### **DEGREE REQUIREMENTS**

1. The master's degree requires a minimum of 36 credits.
2. The student's graduate program must include course work numbered 500 and above except where a course of study, specifically outlined in the Bulletin, makes provision for an adjustment to the required number of credits numbered 500 and above.

3. The student must submit evidence of competence and understanding in applying the body of knowledge in his/her field of study. A student may fulfill this requirement by taking a comprehensive exam.

### **STANDARDS OF SCHOLARSHIP**

1. Candidates for graduate degrees must fulfill satisfactorily the schedule of studies outlined in the program selected. A minimum grade-point average of 3.00 (4.00 system) is required.
2. No grade of D or F may count toward a degree.
3. If a student receives an unsatisfactory grade (D or F) the course may be repeated once. The repeated grade will be used in computing the grade-point average.
4. Credit by examination is not accepted toward a graduate degree but may be used to remove deficiencies.
5. Candidates for graduate degrees must successfully pass comprehensive examinations or an acceptable alternative for a particular program as approved by the Graduate Academic Policies Committee.

### **Standards for Progression**

1. The cumulative grade-point average includes all graduate work taken at SWAU including courses taken for other degrees, courses taken prior to the ten-year limit, and courses taken as a Non-Degree Student.
2. Students whose cumulative grade-point average drops below 3.00 in any given semester will be placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student is able to raise his or her cumulative grade-point average above the required 3.00 in a timely manner, normally the following semester. The Graduate Program Director must approve such a plan. The matriculation of any student who does not meet such a plan is terminated except by the recommendation of the Graduate Program Director and approval by the Graduate Dean.
3. Students who have been accepted conditionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum grade-point average. A minimum grade-point average of 3.00 must be met and all undergraduate deficiencies removed by the time the student has completed 12 graduate credits. The matriculation of a student who does not meet this schedule is terminated except by the recommendation of the Graduate Program Director and approval by the Graduate Dean.
4. Students on academic probation or conditional status may not take the comprehensive examinations or the capstone course.



## **GRADUATE DEGREE PROCEDURES**

### **Advancement to Degree Candidacy**

1. Upon completion of a minimum of 50 percent of his or her course work, a student applies for advancement to degree candidacy. Forms are available at the Graduate Office or from the Graduate Program Director. The forms are completed by the student, approved by the advisor and the department chair, and returned to the office of the Dean/Graduate Program Director. Copies of this form must be filed with the Records Office and the Graduate Studies Office.
2. At the time a student files an application for advancement to degree candidacy, he or she must have completed all deficiencies that may have existed.
3. A student who has completed 75 percent of his or her graduate program is not allowed to register for further course work applicable to the degree until the advancement to degree candidacy forms have been filed with the Dean/Graduate Program Director.

**Comprehensive Examinations** (See process under each degree)

### **Application for Graduation**

Application for degree conferral/graduation must be filed with the Records Office no later than the semester before the student expects to graduate. If a student misses this deadline, degree conferral/graduation may be deferred until the next regularly scheduled time.

### **Conferral of Degree**

Degrees are conferred only at scheduled dates upon candidates who have successfully completed all program requirements. The responsibility for meeting all program requirements rests with the student.

### **Graduation Ceremonies**

Only students who have completed all requirements for degree conferral may participate in commencement ceremonies on campus. Formal graduation is once a year in the spring. However, diplomas may be received in August and December as well. The student may then participate at the first available formal graduation after all requirements are met.

# MASTER OF BUSINESS ADMINISTRATION

## TEACHING FACULTY

Allen F. Stembridge, Program Director; Eric Anderson; Jerry Chi; Fred L. Harder; Kirsten Harrington; Radames Lizardo; Robert McChesney; Jerome McGill and Daryl D. Thomas.

## PURPOSE AND OBJECTIVES

The purpose of Southwestern Adventist University's Master of Business Administration program is to provide an interdisciplinary graduate business education experience for both full-time students and working professionals as a means for enriching their professional capabilities and expanding their career opportunities. The specific objectives of the MBA program are as follows.

1. To emphasize the practical application of organization and management theory and research.
2. To provide students with the opportunity to gain knowledge and skills that will help them excel in areas of teamwork, communication, information management, research methodology, creative thinking, change and development, decision-making, diversity, international management and leadership.
3. To provide the required academic courses for accounting students planning to become CPA's.
4. To study options for distance-learning through electronically mediated instruction as either the primary or alternative means of cooperative and team learning.

## MBA ADMISSION POLICIES

The University admits both full-time and part-time students.

### Admission Requirements

All students must take the GMAT prior to admission.

In order to be **regularly admitted** to the MBA program, applicants must:

1. Possess a four year baccalaureate degree or equivalent from an accredited institution. The degree need not be a business degree; however, the following undergraduate courses or their equivalents are required:

Accounting I  
Accounting II  
Business Finance  
Business Law

Economics  
Marketing  
Principles of Management  
Probability and Statistics

2. Submit an MBA application and official transcripts from all previous colleges and universities attended.
3. Have a minimum overall grade-point average of 2.75 on a 4.00 point scale.
4. Have an acceptable combined **GMAT 400 (verbal, quantitative, critical reasoning)**. The test must have been taken within five years of application to the program. (SWAU's GMAT school code number is 6604).
5. Provide two written recommendations from employers and/or former professors submitted together with the admission application.
6. Meet the English proficiency requirements for admission to the University for foreign applicants. English proficiency may be evidenced by any one of the following criteria:
  - a) Have taken all education from at least the ninth grade through the twelfth grade (or equivalent) in a country where English is spoken and is the language and medium of instruction.
  - b) Spent four years in, and graduated from, an undergraduate program in a college or university in a country where English is the spoken language and is the medium of instruction.
  - c) Achieve a minimum score of **550 on the Test of English as a Foreign Language (TOEFL), or 230 on the computer test.** (SWAU's TOEFL school code is 6671).
  - d) Obtain a minimum score of 80 on the Michigan English Language Assessment Battery (MELAB).

### **Conditional Admittance**

If an applicant does not meet the above requirements numbered 3, 4 or 6, they may be conditionally admitted to the program. Students granted conditional admission will be granted regular admission status after completing 12 graduate hours with a minimum GPA 3.00; otherwise, they will not be allowed to continue in the program. Admittance may be granted to:

1. Applicants with an undergraduate cumulative grade-point average below 2.75, GMAT scores below 400, in the judgment of the Graduate Admissions Committee, have the capacity to successfully undertake the MBA program.

2. Applicants who have been unable to score the required TOEFL (550 on the paper based test, or 230 on the computer test) or MELAB (80) score, provided they participate in SWAU's English as a Second Language Program (ESL).

The ESL program director will administer tests to discover where the MBA applicant's need the most help and assign classes that will assist them in developing English skills that are necessary to study in the MBA program. The MBA applicant may take these ESL classes as suggested, at the ESL Program Director's discretion, at the same time as he or she takes MBA classes. Thereafter, if the MBA student maintains a GPA of 3.0, the TOEFL or MELAB score may be waived if both the MBA and ESL directors agree the student has a sufficient mastery of English.

3. Undergraduate business majors of Southwestern Adventist University who: a) are in their final semester of course work needed for graduation, b) are taking less than 10 credit hours to complete their undergraduate degree, and c) have a cumulative GPA of 2.75 or higher.

Option #3 allows students to start the MBA program during their last semester of undergraduate work, by enrolling in a maximum of two MBA courses (thereby giving them a full academic load). If the student does not graduate in accordance with the terms of their senior contract, this option may not be repeated. Classes taken under this option may not count as both BBA and MBA credits. (Students would not be eligible for financial aid for these graduate classes)

### **Five Year MBA and BBA (Accounting) Program**

SWAU accounting majors may be provisionally admitted into the MBA program. This option is designed to provide the necessary flexibility to help each student accomplish his/her professional accounting goals. After completing 24 credit hours, the accounting student must satisfy all requirements for regular admission, excluding the completion of a bachelor's degree. If the student does not satisfy the regular admission requirements, he or she will be reclassified as an undergraduate student.

Conditional admission for the CPA candidates-(i.e. current University's undergraduate accounting majors) may be offered, on condition that the applicant:

1. Has completed a minimum of 95 undergraduate semester hours, including:

- Business Law I
- Business Law II
- Macroeconomics or Microeconomics
- Intermediate Accounting I
- Intermediate Accounting II
- Applied Math for Business
- Principles of Management
- Statistics

2. Has a minimum cumulative grade-point average of 2.75.
3. Submits an MBA application and dual enrollment application.

**Class Schedule.** MBA courses are taught during evenings and weekends. Full-time students **may** complete all degree requirements in 15 months, a regular academic year and two summers.

**Orientation.** The University Counseling and Testing Center and the MBA teaching staff ensure that MBA students' orientation and academic advising needs are met. The Counseling and Testing Center offers regular orientation services, including career and personal counseling. A special orientation is provided at the beginning of the fall semester.

**Graduation Requirements.** A student should complete all requirements for the MBA degree within five years after registering for the first time in the program. The University grants the MBA degree to those students fulfilling the following requirements within the established time-frame:

1. **BBA accounting majors.** Complete a minimum of 36 graduate credit hours. Students who received **conditional** admittance to the MBA program and eventually received regular admittance **must** complete all BBA requirements. Students will receive both the BBA, with a concentration in accounting, and the MBA.
2. **Maintain** a minimum grade-point average of 3.00 on the minimum 36 credit hours required for the MBA. (CPA candidates transferred to the MBA program as part of the 5-year option, will be required to attain the expected undergraduate GPA for the BBA.
3. **Complete** twelve of the last 15 credits in residence (up to nine credits may be transferred from other institutions).
4. **Complete** BUAD 681 with a minimum grade of "B".
5. Make application for graduation at least six months before the proposed graduation date.

## COURSE REQUIREMENTS

A total of 36 credit hours (12 courses) are required for the MBA degree. These credits are distributed as follows:

Courses		
Prescribed .....		30
Electives .....		6

### Required Courses

Prerequisites for Required Courses	Required Courses Codes	Required Courses	Hours
ACCT212	ACCT521	Managerial Accounting	3
BUAD321	BUAD521	Financial Management	3
MKTG343	BUAD531	Marketing Management	3
	BUAD541	Legal & Ethical Values in Management	3
	BUAD561	Management Information Systems	3
BUAD301	BUAD621	Organizational Theory	3
MATH241	BUAD631	Quantitative Methods for Business Decisions	3
	BUAD651	Communication & Interpersonal Relations	3
Permission	BUAD681 *	Strategic Management	3
ECON211/212	ECON521	Managerial Economics	3

\* Capstone course: a minimum grade of “B” is required in this course. For additional information, see section entitled capstone course below. Page# 30

**Electives** (6 credits selected from the following list of courses)\*\*

<b>Prerequisites for Required Courses</b>	<b>Required Course Codes</b>	<b>Required Course</b>	<b>Hours</b>
ACCT212/MATH241	ACCT412	Auditing	3
ACCT316	ACCT415	Advanced Accounting	3
ACCT212	ACCT417	Accounting Info. Systems	3
ACCT415	ACCT621	Accounting Theory	3
BUAD301	BUAD423	Organizational Behavior	3
MKTG343	BUAD443	Marketing Research	3
BUAD301, MKTG343	BUAD451	International Business	3
	BUAD452	Cross-Cultural Organizational Communication	3
BUAD321, ECON211, ECON212	BUAD453	International Finance	3
BUAD301, MATH241	BUAD466	Production & Operations Management	3
BUAD301	BUAD623	Organizational Behavior	3
BUAD301	BUAD671	Leadership	3
	BUAD676	Topics in Business	3

\*\*Accounting and business courses numbered 400 through 499 and counted as part of the BBA cannot be considered as part of the MBA.

After you have completed the required classes, you may choose these elective courses that will lead to an emphasis. Three areas are suggested for emphasis.

### Leadership Emphasis1

Prerequisites for Required Courses	Required Course Codes	Required Course	Hours
BUAD301	BUAD671	Leadership	3
BUAD301	BUAD623	Organizational Behavior	3
BUAD301, MATH241	BUAD466	Production & Operations Manag.	3

### Accounting Emphasis 2

ACCT212/MATH241	ACCT412	Auditing (Required for CPA)	3
ACCT316	ACCT415	Advanced Accounting (Required for CPA)	3
ACCT212	ACCT417	Accounting Info. System (Required for CPA)	3
ACCT415	ACCT621	Accounting Theory	3

### International Business Emphasis 3

BUAD301,MKTG343	BUAD451	International Business	3
BUAD321,ECON211 or ECON212	BUAD453	International Finance	3
	BUAD452	Cross-Cultural Organizational Communication	3

### CAPSTONE COURSE

MBA students are not expected to write a research project or thesis to complete their degree. Instead, they are required to take a capstone course: BUAD681 Strategic Management. The course activities provide for students to analyze, explore, reconsider and synthesize acquired knowledge and skills. A minimum grade of "B" is required to pass this course. A student failing the capstone course is allowed to repeat it only once. He or she may be required to repeat certain courses and/or take additional ones, as deemed necessary by the student's advisor, before taking the capstone course a second time.



## **ACADEMIC PROGRESS**

MBA students are required to maintain a 3.00 cumulative-grade-point average (GPA) in their graduate studies. Failure to maintain a 3.00 GPA in the business graduate program will cause the student to be placed on probation for the next semester of enrollment.

While on probation, if a student earns a 3.00 GPA during the semester but the cumulative GPA remains below 3.00, the student remains on probation. Probation status will be removed once the cumulative GPA has reached 3.00

Students on academic probation who do not earn either a semester or cumulative GPA of 3.00 during the probation period will be automatically suspended for at least one semester before being eligible for readmission. Readmission, if granted, returns the student to the same probation status as before suspension. After readmission, failure to maintain a semester GPA of 3.00 automatically drops the student from the MBA program.

Courses in which grades below a “B” were earned may be repeated; the grade from the repeat enrollment will be used when calculating the GPA.

## **ASSISTANTSHIP**

A Graduate Assistantship position may be granted to a student who qualifies. An application form may be obtained from the Business Department or the Graduate Office.

To be eligible for an MBA Assistantship, an applicant should satisfy the following criteria:

1. Have a minimum overall GPA of 3.50
2. Have a minimum GMAT score of 500
3. Satisfy all requirements for regular admission to SWAU’s MBA program

## **MBA COURSE DESCRIPTIONS**

### **ACCT412 Auditing**

4 hours

Prerequisites: Accounting II, Introduction to Probability and Statistics

A study of the theory and professional standards and their application to financial and compliance auditing and the auditor’s attest function.

**ACCT415      Advanced Accounting      3 hours**  
Prerequisite:    Intermediate Accounting II  
A study of advanced accounting and financial reporting topics including business combinations and consolidated financial statements, partnerships and branches, bankruptcy, multi-national enterprises, and segments.

**ACCT417      Accounting Information Systems      3 hours**  
Prerequisite:    Accounting Principles II  
A survey and design critique of typical commercial, horizontal, accounting software systems. Functional areas include general ledger, receivables, payables, payroll and inventory. Evaluation criteria include data capture, processing features, internal control, audit trails, and reporting capabilities.

**ACCT521      Managerial Accounting      3 hours**  
Prerequisite:    Accounting Principles II  
A study of cost accounting fundamentals with emphasis on accounting as a managerial tool. Special attention is given to cost-volume-profit relationships, job-order costing, budgeting, standard costing, capital budgeting, costing, capital budgeting, cost behavior patterns, transfer pricing, and divisional performance measurement. Research tools and resources relating to these topics are introduced.

**ACCT621      Accounting Theory      3 hours**  
Prerequisite:    Advanced Accounting  
Designed to familiarize students with significant problems currently facing the accounting profession, to examine in depth various solutions proposed by accounting scholars and others, and to strengthen student understanding of today's critical issues in accounting theory.

**MKTG443      Marketing Research      3 hours**  
Prerequisite:    Principles of Marketing  
A study of theories, concepts, and methodology in applying research to marketing problems. Attention is directed toward the application of sampling, sample design, data analysis of marketing problems, and how findings are used in formulating marketing policies. Offered in alternate years.

**BUAD451      International Business      3 hours**  
Prerequisites:    Principles of Management, Principles of Marketing  
An analysis of how culture and social values influence management and marketing practices throughout the world. Problems and perspectives encountered in operating business across boundaries are considered.

**BUAD452      International Finance      3 hours**  
Prerequisites:    Business Finance, Economics  
Financial Management and economic theory in the international environment. The impact of regulation, taxation, capital and money markets, working capital management, capital budgeting, risk, and exchange rates on decision making are considered. Consideration is also given to the development and application of economic principles within the world economy.

**BUAD453 Cross-Cultural Organizational Communication 3 hours**

Variables and effects of both verbal and non-verbal communication in international business. Practical applications are made for cultural differences, management expectations and marketing practices.

**BUAD466 Production and Operations Management 3 hours**

Prerequisites: Principles of Management, Introduction to Probability and Statistics

A study and analysis of the planning, design, direction, and control of physical and human resources used in the production of goods and services. Emphasis is placed on solutions to operational problems in the physical, locational, storage, and general service subsystems. Offered in alternate years.

**BUAD521 Financial Management 3 hours**

Prerequisite: Business Finance

Management of funds in business, including procurement, utilization and disposition of money. Emphasis on financial decision-making within organizations, and the techniques of financial analysis and forecasting.

**BUAD531 Marketing Management 3 hours**

Prerequisite: Principles of Marketing

Study of marketing problems encountered by general managers of profit-oriented and not-for-profit organizations. Emphasis on developing a managerial point of view in planning and evaluating marketing decisions of the organization. Topics concerning products and services include price, channel, and promotional variables as well as cost efficiency, demand, regulations, and aspects of strategic marketing.

**BUAD541 Legal and Ethical Values in Management 3 hours**

The current legal business environment and its managerial implications. Nature and role of values and ethics in the career of a professional manager. Ethical thinking and theory and how organizations shape the values and ethical choices of their members. Legal and ethical values will be explored from a Biblical perspective.

**BUAD561 Management Information Systems 3 hours**

The elements of information systems: computer equipment and programs, data, procedures, and people. The systems concept: definition, analysis, design, and implementation. Control and management of computer information systems.

**BUAD621 Organizational Theory 3 hours**

Prerequisite: Principles of Management

Advanced concepts of organizing, structuring, and managing profit-oriented and not-for-profit organizations. Determinants of organizational design and relationships of organizational design and organizational behavior are studied through extensive reading, exploratory research and seminar discussion.

- BUAD623 Organizational Behavior 3 hours**  
 Prerequisite: Principles of Management  
 A study of the understanding, prediction, and control of human behavior within organizations. Topics include motivation, learning, leadership, diversity, communication, interpersonal behavior, group dynamics, decision-making, and change. Students will be exposed to current organizational behavior topics, research techniques, and their related literature.
- BUAD631 Quantitative Methods for Business Decisions 3 hours**  
 Prerequisite: Statistics  
 Study of quantitative tools for the analysis of problems arising in the management of organizations, and the application of these tools in the decision of real business problems. Topics include matrix algebra, systems of linear equations, linear programming, and classical optimization.
- BUAD651 Communication & Interpersonal Relations 3 hours**  
 Interdisciplinary approach to communication as related to organizational functioning and interpersonal relations. Areas that contribute to an understanding of the process of communication will be explored, including business administration, behavioral sciences, semantics, and linguistics. Applications to organizational behavior and development will be studied through extensive reading, case analysis, and seminar discussion.
- BUAD671 Leadership 3 hours**  
 Prerequisite: Principles of Management  
 In-depth coverage of the theories and issues related to effective leadership styles in organizations. Emphasis will be given to managing conflict, change and development, power, and politics in organizations. Assessment of leadership within the context of Christian value systems.
- BUAD676 Topics in Business 3 hours**  
 A reading and research program designed to respond to the particular professional needs of the student. Topics may be in accounting, economics, marketing, management, or any other business-related area. Oral and written reports and examinations may be required. Permission of the instructor and the MBA director is required. May not be repeated.
- BUAD681 Strategic Management 3 hours**  
 Must be taken the last semester in the program or with permission of student's advisor. A capstone course providing the integration of managerial functional areas. Students are required to develop policy at the general or top-management level and to seek solutions of strategic problems and optimization of organizational resources. Lectures, case analysis, and group projects. An integrative course required of all MBA students. Credit is earned with a minimum grade of B. May be repeated only once.
- ECON521 Managerial Economics 3 hours**  
 Prerequisite: Economics  
 The economics of the individual firm in its decision-making. Forecasting economic conditions using economic indicators and economic models.

## CLASS SCHEDULE 2003-2004

See undergraduate bulletin for pre-requisite classes.

### Fall 2003

Course	Time	Days	Description	Location	Instructor
BUAD412	10:30-11:30	MTRF	Auditing	EH:6	K. Harrington
MKTG443	7:30-8:20	MWF	Marketing Research	EH:7	J. Chi
BUAD451	10:30-11:20	MWF	International Business	EH:9	A. Stembridge
BUAD452	6:00-9:00	T pm	International Finance	EH:7	R. Lizardo
BUAD466	9:30-10:20	MWF	Production/Operation Manag.	EH:7	J. Chi
ACCT521	9:00-12:00	SUN	Managerial Accounting	EH:6	K. Harrington
BUAD541	6:00-9:00	M pm	Legal/Ethical Aspects of Business	EH:11	A. Stembridge
BUAD623	6:00-9:00	T pm	Organizational Behavior	EH:11	A. Stembridge
BUAD671	6:00-9:00	R pm	Leadership	EH:7	J. Chi
ECON521	6:00-9:00	W pm	Managerial Economics	EH:7	F. Harder

### Spring 2004

Course	Time	Days	Description	Location	Instructor
ACCT415	9:00-10:30	TR	Advanced Accounting	EH:6	A. White
BUAD453	10:30-11:20	MWF	Cross-Cultural Org. Comm.	EH:6	A. Stembridge
BUAD561	6:00-9:00	R pm	Management Info. Systems	SH: 120	D. Thomas
BUAD631	6:00-9:00	W pm	Quant. Methods for Business	EH: 7	J.Ch
BUAD651	9:00-4:00	SUN	Communication & Interpersonal Relations	EH: 7	J. McGill
BUAD681	6:00-9:00	T pm	Strategic Management	EH: 6	A. Stembridge

Note: BUAD651 will begin the first Sunday of the Semester and will meet every second Sunday during the spring semester

## Summer 2004

Course	Time	Days	Description	Location	Instructor
BUAD521	6:00-10:30	MW pm	Financial Management	EH: 7	R. Lizardo
BUAD531	6:00-10:30	TR pm	Marketing Management	EH: 7	A. Stembridge
BUAD621	6:00-10:30	MW pm	Organizational Theory	EH: 7	J. Chi

Note: BUAD521 will begin at the first module (five weeks)  
BUAD531 will begin the second module (five weeks)  
BUAD621 will begin the third module (five weeks)



JERRY POTTER CLASS OF 2003

## **MASTER OF EDUCATION**

### **TEACHING FACULTY**

Randy Gilliam, Program Director; Mark Aldridge, Carol Campbell, Renard Doneskey; Michael England, Bonnie Gnad, Judy Laue, Marcel Sargeant; Andrew Woolley.

### **PURPOSE AND OBJECTIVES**

The purpose of Southwestern Adventist University's Master of Education program directly addresses the mission to which the University is committed by preparing individuals for effective service in this world. The specific objectives of the M.Ed. program are as follows:

1. To qualify students for professional positions within the Educational system.
2. To prepare students to assume positions of leadership.
3. To provide both the pedagogy and practical skills to empower students to impact the work place in a dynamic manner.
4. To accomplish the above in a positive Christian paradigm.

### **Prerequisites for Regular Admission**

1. A Bachelor's degree from an accredited four year institution.
2. A minimum overall grade point average of 3.00 on a 4.00 system.
3. Three written recommendations from individuals stating that the applicant is capable of and has the potential to pursue graduate study.
4. A score of 900 on the GRE is required for regular admissions into the M.Ed. program or pass the TeXES exam.

**Conditional Admission.** Students not meeting the regular admission requirements may be conditionally admitted to the program. Students granted Conditional Admission will be granted regular admission status after completing 12 graduate hours with a minimum GPA of 3.00; otherwise, they will not be allowed to continue in the program.

**Residence/Re-Admission.** A student in residence is someone who is regularly and continuously enrolled at SWAU. A summer student breaks residence by failing to enroll for at least one summer module. For readmission, a student will need to complete a new application for graduate studies and receive authorization to register.

**Comprehensive Examination.** The purpose of the comprehensive examination is to appraise the student's overall grasp of their chosen discipline and expertise in the area of emphasis.

1. The comprehensive examination covers the field of study as determined by the department and are developed and administered within the department.

The content of the comprehensive examination may be based upon course work and/or knowledge represented by a list of reading materials; however, comprehensive examinations are not to be simply a repeat of the final examinations for a set of selected courses for the individual student, but are to stress an integration of learning across the discipline.

2. Students make application to take the comprehensive examination through the Education Department which notifies the Graduate Studies Office before the scheduled date of the examination. Exams must be scheduled to be taken during the last semester before anticipated graduation. Applications may be obtained at the Graduate office or from the Program Director.
3. Comprehensives are written and/or oral.
4. The process for the comprehensive examination development and administration involves a minimum of four faculty members. You must write for two professors involved in core courses and two professors in the specialization area selected.
5. Each examination is evaluated and reported in its entirety on a “pass” or “no pass” basis to the Graduate Studies Office. The comprehensive examination may be divided into distinct portions at the discretion of the department. The department establishes its own standards of what constitutes a “pass” on each part of the comprehensive examinations.

All parts of the comprehensive examination must be passed before a “pass” for the complete comprehensive examination is recorded. A student who does not achieve a satisfactory level on a part or parts of a comprehensive examination may be allowed a “partial rewrite” of the part or parts at the discretion of the department. At least two-thirds of a comprehensive examination must be passed before a “partial rewrite” on any part may be undertaken. The “partial rewrite” may be oral or written. Only one “partial rewrite” is permitted.

Any “partial rewrite” must be completed by the end of the semester in which the original comprehensive was administered. (In any case, all routine deadlines must be met if the student expects to graduate.)

Students are officially notified by the Graduate Program Director of their performance on the comprehensive examination within two weeks. A report is to be filed with the Graduate Program Director, the Graduate Dean, and the Records Office by the end of the semester. (The Records Office must receive this report no later than noon on Friday, one week preceding graduation).



## Graduation Requirements

1. The M.Ed. degree requires 36 semester hours. There are 18 hours in the core and 18 hours in an area of specialization. Students may choose either Educational Leadership or Curriculum and Instruction with a Reading emphasis. Included in the 36-hour degree will be a professional paper. The professional paper will be written as partial requirement for the course, Research in Education ( EDUC 535).
2. Students must complete a minimum of 27 hours in residence (maximum transfer credit is 9 hours with a grade of “B” or better). Of the last 15 hours, 12 hours must be in residence at Southwestern Adventist University.
3. Students are expected to maintain at least a 3.00 average on a 4.00 system on all graduate work attempted.
4. Students are required to successfully pass comprehensive written exams.
5. Students are expected to complete all graduate work within a time span of eight years. Transfer work may not be older than 10 years prior to admission date to the Master of Education program. Transfer credit (s) will be accepted only from accredited colleges and universities.

## M.Ed. CORE COURSES

EDUC515	Techology & Information Management .....	3
EDUC525	Psychology of Learning .....	3
EDUC535	Research Methods .....	3
EDUC550	Curriculum Development .....	3
EDUC555	Educational Assessment .....	3
EDUC560	Principles of Instruction .....	3

Each student will then choose between the following two emphasis- Educational Leadership or Curriculum & Instruction. Each emphasis will require an additional eighteen hours for completion. The final three hours of each emphasis will involve experiences in the school system.

## Emphasis in Educational Leadership

EDAD 505	Management of School Resources .....	3
EDAD 510	Legal Aspects of Education .....	3
EDAD515	Foundations of Educational Administration .....	3
EDAD520	Trends & Issues in Education .....	3
EDAD 525	Instructional Leadership. ....	3
EDAD530	Internship in Educational Administration .....	3

### **Emphasis in Curriculum & Instruction with Reading Emphasis**

EDRE505 Reading Diagnosis & Remediation .....	3
EDRE510 Composition: Process and Application .....	3
EDRE515 Advanced Children's Literature .....	3
EDRE520 Language: Grammar & History .....	3
EDRE525 Advanced Reading Methods .....	3
EDRE530 Literacy Practicum .....	3

## **MEd COURSE DESCRIPTIONS**

### **CORE COURSES**

#### **EDUC 515 Technology and Information Management 3 hours**

Philosophical basis for technology usage in schools and school systems to enhance learning; survey of contemporary technologies appropriate to the educational setting and cost-benefit analysis of various systems; development of an instructional technology plan (ITP); presentations; ethics of technology usage.

#### **EDUC 525 Psychology of Learning 3 hours**

A study of psychological, social, environmental and biological factors affecting the ability to learn will be explored. Impact areas such as gender, culture, race, self-concept, perception, cognition and emotion will be examined. A historical review of major learning theories will also be addressed.

#### **EDUC535 Research Methods 3 hours**

A study of methods and techniques used in educational research; literature survey, writing, elementary statistics, and the research paper.

#### **EDUC 550 Curriculum Development 3 hours**

Descriptions and analyses of conceptual models of curriculum theory, curriculum development, and curriculum inquiry and research.

#### **EDUC 555 Educational Assessment 3 hours**

Designed to increase the student's understanding and application of traditional and current techniques of educational assessment. Special emphasis on results-based accountability systems, including curriculum planning and evaluation, professional development and student assessment processes.

#### **EDUC560 Principles of Instruction 3 hours**

An examination of foundations, principles and concepts inherent in the field of curriculum. Focuses on the qualities of a good instructor, the basic instructional methods, and the kinds of behavior that causes learning to take place involving knowledge of, and understanding about learning, methods and strategies for program planning, design, implementation, and evaluation, including the development of working skills needed in cooperative planning, involved in curriculum revision and related research in the areas of brain-based learning, learning styles, and the multiple intelligences.

## **EDUCATIONAL LEADERSHIP EMPHASIS**

### **EDAD505 Management of School Resources 3 hours**

A course designed to explore the planning and management of school resources. Designed to prepare building level administrators to understand the issues influencing the planning and management of personnel, financial and capital resources at the school building level.

### **EDAD510 Legal Aspects of Education 3 hours**

A philosophical consideration of the ethical principles, legal rights, responsibilities, and liabilities which influence the teacher's professional behavior.

### **EDAD515 Foundations of Educational Administration 3 hours**

Examines the fundamental principles and concepts of organizational theory, structure and climate. There is an emphasis on the administrative processes and professional ethics of leadership, motivation, decision making, communication, organizational change and strategic planning. The course offers opportunities to apply theory to professional practice through the use of case studies. Emphasis on administrative competences and planning for effective change within a complex educational environment.

### **EDAD520 Trends and Issues 3 hours**

Provides students the opportunity to examine the process of educational change and reform from a variety of perspectives. Emphasis is placed upon the understanding of the change process itself, factors producing, facilitating, and inhibiting change, and the impact of major social, political, economic, and education issues on the role of school leaders and the delivery and quality of programs and services. Highlights the changing role of our educational system in meeting demands of our post-industrial society.

### **EDAD525 Instructional Leadership 3 hours**

Designed for principals, superintendents, and instructional supervisors concerned with the improvement of teaching and learning by professional supervision; the role, aims, and principles of instructional supervision; introductory study of supervisory techniques.

### **EDAD530 Internship in Education 3 hours**

The application of theory, knowledge, and skills in authentic educational settings. Required of all certification candidates and serves as the culminating experience and the capstone of the degree/certification program. During the internship, students will assess the suitability of their skills and dispositions for administrative work; integrate skills and knowledge previously acquired; and become socialized into the administrative role. Grade assigned will be "credit" (CR) "no credit" (NC). The internship requires 125 hours of experience at either a secondary, middle, elementary, or alternative school site.



**CLASS SCHEDULE 2003-2004  
COURSE MATRICULATION**

The Master's of Education Degree courses will only be offered during summers. A student will be able to complete the program in four consecutive summers. This will necessitate taking nine hours or three courses per summer.

The final Internship or Practicum will be put in place at the conclusion of the third summer. The course requirements will be accomplished during the fall and spring prior to a student's fourth and final summer.

Comprehensive written exams will be accomplished during the fourth and final summer. Diplomas will not be issued until all courses are satisfactorily completed including written comprehensive exams.

Summer 2004	Summer 2005	Summer 2006	Summer 2007
EDUC 525	EDUC 555	EDUC 535	EDUC 515
EDUC 550	EDAD 510	EDUC 560	EDAD 530
EDAD 515	EDAD 520	EDAD 525	EDAD 505
EDRE 525	EDRE 520	EDRE 515	EDRE 510
	EDRE 505		EDRE 530



Dr. Gilliam, Dr. England and Danna Burt

**SOUTHWESTERN ADVENTIST UNIVERSITY  
BOARD OF TRUSTEES**

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Mr. Deryl Knutson, Vice Chairman  
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LaDon Homer	Douglas Walker
B.E. Leach, Honorary Member	Pete Weber
Charles Leffler	Tom Werner
Juanita Hurst	Billy Wright
	Dan Zacharias

**SOUTHWESTERN ADVENTIST UNIVERSITY ADMINISTRATION**

**Officers of Administration**

Donald R. Sahly, Ed.D. .... President  
Thomas G. Bunch, Ed.D. .... Academic Vice President,  
Graduate Dean  
Larry W. Garrett, B.S. .... Financial Vice President

**Administrative Services**

Sandie Adams, A.S. .... Assistant Financial Aid Director  
Jeff Anderson, B.S. .... Recruiter  
Debbie Battin, B.S. .... Director of Marketing  
Tina Bottsford, B.S. .... Director of Enrollment  
Danna Burt, B.S. .... Registrar  
Randy Butler, Ph.D. .... Librarian  
Lane Campbell, M.Div. .... Chaplain  
Randy Gilliam, Ed.D. .... Teacher Certification Officer  
Fred Harder, Ph.D. .... Enrollment Vice President  
Charlotte Henderson .... Director of Development

David Knight, M.A. ....	Student Services Vice-President, Dean of Students
Ronald Macomber, B.S. ....	Director of Network Services
Teresa Macomber, M.S.W. ....	Student Accounts Advisor
Lorena Marin, B.S. ....	Assistant Registrar
Beverly Mendenhall, B.S. ....	Alumni Relations Director
Perry Munger IV, B.S. ....	Administrative Computer Director
Patricia Norwood .....	Assistant Vice President of Student Finance
Larry Philbeck, Ed.D. ....	Director of Adult Degree Program
Jerry Potter, M.B.A. ....	Assistant Student Accounts Director
Marsha Rasmussen M.S.L.S. ....	Associate Librarian
Brenda Schnell, B.S. ....	Admissions Counselor
Steve Stafford, MEd .....	Director of Counseling and Testing Center
Lawrence Turner, Ph.D. ....	Director of Institutional Effectiveness
Sharon Wicker, B.B.A. ....	Accountant
Greg Wicklund, B.S. ....	Assistant Financial Vice President
Sharon Wion, M.L.S. ....	Assistant Librarian
Edna Yañez, M.B.A. ....	Cashier

**CAMPUS SERVICES**

Randell Chastain, B.S. ....	Bookstore and Media Services
Bob Hadley, B.S. ....	Student Health Services
Dale Hailey .....	Physical Plant Director
Ellis Hailey .....	Plant Engineering
Donna Morrison .....	Custodial Director
Rod Bussey, M.A. ....	Campus Athletic Director
James The, B.S. ....	Dean of Men
Greg Sullivan, B.S. ....	Director of Food Services
Janelle Williams, B.S. ....	Dean of Women
Robby Psencik .....	Director of Housing, Student Employment and Transportation, Security, Grounds

## Graduate Teaching Faculty

R. Mark Aldridge, Ph.D.

B.S., Southwestern Adventist University; M.A., Andrews University; Ph.D. Andrews University

Carol Campbell, Ph.D.

B.S., Walla Walla College; MEd., Texas Christian University; Ph.D., North Texas University

Jerry L. Chi, Ph.D.

B.A., Taiwan Adventist College; M.B.A., Andrews University; Ph.D., Andrews University; Ph.D., Illinois State University.

Renard K. Donesky, Ph.D.

B.A., Southwestern Adventist College; M.A., Andrews University; Ph.D., University of California.

Michael G. England, Ed. D.

B.S., Andrews University; M.A., Western Carolina University; M.Ed., Walla Walla college; Ed. D., Andrews University.

Bonnie Gnad, M.S.N.

B.S., Union College; M.S., Washington University, Graduate work Texas Woman's University.

Randy F. Gilliam, Ed.D

B.S., Colorado University; M.Ed., Central State University; Ed.D., Oklahoma University.

Kirsten Harrington, Ph.D., J.D.

B.A., in Harvard University; M.A., Tulane University; J.D., University of Idaho, Ph.D.,

Judy Myers Laue, Ph.D.

B.A., Andrews University; M.A., Andrews University; Ph.D., University of Southern California.

Robert L. McChesney, Ed.D.

B.A., Walla Walla College; M.A., Andrews University; Ed.D. University of Northern Colorado.

Marcel Sargeant, Ed.D.

B.S., University of Guyana; M.A., Andrews University; Ed.D. Andrews University.



Allen F. Stembridge, Ed.D.

B.Comm., University of South Africa; M.B.A., Andrews University; Ed.D., Andrews University.

Daryl D. Thomas, Ph.D.

B.S., Louisiana State University; Ph.D., Louisiana State University.

Andrew P. Wooley III, Ph.D.

B.A., Southern Missionary College; M.A., Andrews University; Ph.D., University of Tennessee.

### **Adjunct Faculty**

Fred L. Harder, Ph.D.

Jerome McGill, Ph.D.

Radhames Lizardo, M.B.A., C.P.A.











