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# Graduate Studies Administration

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# About the University

**MISSION STATEMENT**

The mission of Southwestern Adventist University is to offer quality higher education in a Christ-centered environment shaped by Seventh-day Adventist and Christian values.

**CORE VALUES**

1. We believe that God is the ultimate source of meaning.
2. We affirm the Seventh-day Adventist tradition of service.
3. We are committed to the harmonious development of body, mind, and spirit.
4. We are committed to educating free citizens, men and women of integrity, who value learning and inquiry.
5. We are committed to the liberal arts tradition, which educates for life, not merely vocation.

**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).

**PERTINENT DESCRIPTIVE INFORMATION**

The University is a co-educational 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.

**ATTITUDES AND IDEALS**

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.

# About the University

## 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.

## INSTITUTIONAL GOALS

The University has the following goals:

1. Strengthen the student’s relationship with Jesus Christ
2. Provide an environment conducive to learning
3. Provide the infrastructure to fulfill our educational purpose
4. Focus on quality curricular programs in undergraduate education
5. Provide a general education component that brings enrichment and balance to all academic and professional programs
6. Provide quality graduate education at the master’s level
7. Provide quality distance-learning
8. Provide administrative support services
9. Provide educational support services
10. Operate in a fiscally responsible manner

## STUDENT OUTCOMES

The SWAU graduate will:

1. Have knowledge in the humanities/fine arts, social/behavioral sciences, natural sciences and mathematics.
2. Be able to communicate effectively through the spoken word, the written word, and the use of other abstract symbol systems.
3. Be able to think critically and solve problems.
4. Possess the attributes of growth: ability, tolerance, self-reliance, compassion, and a love of learning.
5. Have a commitment to high moral and ethical standards.
6. Have knowledge of Seventh-day Adventist values and beliefs.
7. Possess leadership skills and a commitment to service.
8. Possess the knowledge, skills, and personal attributes to function effectively in the workplace.
9. Possess cultural sensitivity and a global perspective.

## NON-DISCRIMINATION POLICY

Southwestern Adventist University does not discriminate on the basis of gender, religion, disability, race or ethnic origin. The president of the University is responsible for compliance. The University believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement on the religious teachings and practices of the Seventh-day Adventist Church. Any regulation or change in regulation 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 the University bulletin.

# Accreditation & Memberships

## ACCREDITATION

Southwestern Adventist University is accredited by the commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4501) to award: Associate, Bachelor’s, and Master’s degrees.

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

- \* 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

## MEMBERSHIPS

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





# Financial Information

## GRADUATE TUITION

\$619 per credit hour (reduced by available scholarships, see page 12). Tuition includes classroom instruction, cap and gown for graduation, diploma, and use of the following: library, PC laboratories, science laboratories, gymnasium, student center, and health service on campus.

## BOOKS

Books and class supplies will cost approximately \$120 per class. Students must pay cash for books.

## FEES

A technology fee of \$100 per semester is required of all students. A fee of \$200 cash is required for requests to begin the process to register after the close of registration week. These fees are non-refundable.

## RETURNED CHECKS

Returned checks not honored by the bank will carry a \$25.00 charge.

## FIELD TRIPS

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

## RESIDENCE HALL & MEAL PLAN PACKAGES

Our Residence Hall Package includes:

1. A room in one of the residence halls beginning the Friday before registration
2. Local telephone service
3. Meals at the cafeteria
4. Fall Semester- Friday before registration through the last day of exams Spring Semester - Friday before registration through graduation
5. Reduced hours during Thanksgiving and Spring breaks

### Residence Hall Deposit

To reserve a room, students are required to pay a general deposit of \$100 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 is refundable on condition that the

checkout procedure of the residence hall is followed (see Residence Hall Handbook). Should a student cancel an application for admission before August 18, the deposit will be refunded.

### Private Room Fee

Private room fees are an additional \$782.00 per semester subject to space availability, dean approval, and financial clearance.

### Meal Plans

Students who reside in the residence hall are required to select from one of three meal plans offered through the cafeteria.

	Semester	Year
Residence Hall	\$1,564	\$3,128
Required meal plans:		
A 19 meals/week <u>or</u>	\$2,010	\$4,020
A(R) 15 meals/week + \$380 Rusty Bucket		
Total room/board pkg (A)	\$3,574	\$7,148
B 14 meals/week <u>or</u>	\$1,709	\$3,418
B(R) 11 meals/week + \$320 Rusty Bucket		
Total room/board pkg (B)	\$3,273	\$6,418
C 10 meals/week <u>or</u>	\$1,407	\$2,814
C(R) 08 meals/week + \$265 Rusty Bucket		
Total room/board pkg (C)	\$2,971	\$5,942

The Rusty Bucket is a snack shop within the cafeteria that is open Monday-Thursday from 8:30 to 6:30 pm and on Friday from 8:30 to 5:00 pm.

Please note these guidelines before choosing a meal plan:

1. No decrease in chosen 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, posted cash rate.
5. Meal plans may not be shared with other students or guests.

# Financial Information

## Summer School

Residence halls charge a weekly rate and the cafeteria charges for each meal.

### 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 check-outs, lost keys, and infractions of residence hall policies.
- Miscellaneous fines may be assessed as deemed appropriate by the administration.

## PAYMENT PLANS

SWAU offers three payment plans for fall and spring semesters to help students manage their university expenses. Classes taken during the summer require full payment at the time of registration for each module.

### 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 calculated, 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, Post-Baccalaureate undergrad classes, or other discounted programs. This discount does not apply to payments made by credit or debit card.

### Plan II - Bank Financing

Students choosing Plan II will be required to have a minimum of 60% of the semester's charges covered at registration. The 60% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. When 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. Rebates will be applied to the student's account after the semester has ended.

Bank notes paid after the maturity date (December 10 for fall semester, April 10 for spring semester) will not qualify for the rebate. If an unpaid balance remains after the due date, arrangements for payment must be made with Student Financial Services. The bank balance must be paid in full before a student can receive a diploma or academic transcript.

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 - Four-payment Semester Agreement

This plan is a four payment contract with the University. A minimum of 60% will be paid at the time of registration, with financial aid as a part of that payment. The remaining balance will be divided into three payments due on the 10th of each month, as follows:

Fall Semester	
Registration Day	First payment, minimum of 60% of semester charges
October 10	Second payment
November 10	Third payment
December 10	Final payment, which is the remaining balance owed
Spring Semester	
Registration Day	First payment, minimum of 60% of semester charges
February 10	Second payment
March 10	Third payment
April 10	Final payment, which is the remaining balance owed

# Financial Information

## SCHOLARSHIPS

### MBA Scholarships

- (1) A scholarship of \$150 per credit hour for all MBA students who attain a formula score of 1,100.  
or  
(2) A scholarship of \$100 per credit hour for all MBA students who attain a formula score of 1,000.  
or  
(3) A scholarship of \$50 per credit hour for all MBA students who maintain a graduate cumulative grade point average (GPA) of 3.50. 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 x undergraduate cumulative GPA + GMAT score. You must maintain a 3.50 GPA in the program to retain your scholarship.

### MEd Scholarships

A scholarship of \$50 per credit hour for all MEd students who maintain a graduate cumulative grade point average (GPA) of 3.50. This scholarship will be awarded to all students for the first semester, and thereafter will be based on the graduate GPA.

MEd Lab School Scholarships for Graduate Students  
Graduate Students who teach for one of the University's lab schools (area schools that contract with the Education Department for student teachers) will receive a 50% tuition discount for graduate classes. Employees of the following Independent School Districts are now eligible: Alvarado, Burleson, Cleburne, Joshua, Keene and Whitney.

## 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. Interest for loans disbursed after July 1, 2008 is a fixed rate of 6.0%. 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 \$20,500 per year with a total maximum of \$138,500. Interest for the Unsubsidized Stafford Loan is a fixed rate of 6.8%. A student may choose to make interest payments while attending school or may defer interest until repayment of the loan begins, at which time the accrued interest will be added to the principal.

### 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. Student must sign a master promissory note at the time of their initial Perkins Loan.

### Federal Work Study Program (FWS)

This is a federal program. Students work on campus, or in a community service job, and are paid at least minimum wage. Students receive paychecks monthly through the Business Office.

# Financial Information

## APPLYING FOR FEDERAL/STATE AID

1. Complete Free Application for Federal Student Aid (FAFSA). Access new or renewal application on the Internet at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). PIN#'s for new or renewing applicants may be requested at [www.pin.ed.gov](http://www.pin.ed.gov). If you do not have access to the internet, request a paper application from the Federal Student Aid Information Center at 1-800-4-FED-AID. The application is available in English or Spanish.
2. The following forms are required to complete your file: results of your FAFSA and SWAU Financial Aid Application. The Federal Processing Center flags some aid applications for additional verification. Copies of '07 tax returns and other documentation 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 progress policy for graduate students contains a qualitative component which requires a cumulative grade point average of 3.0. The quantitative satisfactory progress policy requires completion of 67% of the coursework for the entire program with a maximum of 54 credit hours attempted.

## GRADUATION 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. The non-refundable class dues are charged when a student makes application for graduation. If a student does not graduate in that year and applies for graduation in a subsequent year, the applicant will be charged for dues again.

## 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. No Student ID is issued to students who are auditing classes only.

## 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 \$200 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 approximately the following rate: Fall semester \$743, Spring semester \$1040. (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.



# Financial Information

## WIRING MONEY

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

## TRANSCRIPTS/DIPLOMAS

Requests for expedited delivery of transcripts will be assessed the following charge: \$20 for express mail service; \$5 for same day service, and \$5 for fax service. A transcript is collateral for any unpaid student account balance. Transcripts and diplomas are not released if a student's account and/or FSB note is not paid in full, if student has not completed feeral student loan counseling, 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 until the check is cleared. Requests accompanied by credit card information, a money order or a bank draft are processed more quickly.

## LOW BALANCE WRITE-OFFS

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



## 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. Room and board refunds are prorated on a daily basis.

Week	Refund % Tuition
Registration Week	100%
Second Week	84%
Third Week	72%
Fourth Week	60%
Fifth Week	48%
Sixth Week	36%
Seventh Week	24%
Eighth Week	12%

Refunds are not made on the following:

- Absences
- Insurance
- Music Lessons two weeks after registration day
- Technology Fee
- Vacations
- Weekend leaves

## RETURN OF FEDERAL FUNDS

When a student receives federal student aid funds and subsequently withdraws from the university, a portion 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, Federal PLUS Loan. If it is determined that the student must return funds which were 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.

# Admissions

## REGULAR ADMISSION WITH REGULAR ACCEPTANCE

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.

## REGULAR ADMISSION WITH CONDITIONAL ACCEPTANCE

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.)

Regular 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. Students are limited to 12 hours in this status. Financial aid is not available in this category.

## INTERNATIONAL STUDENT (F-1) ADMISSION

- Southwestern Adventist University classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is authorized under Federal law to enroll non-immigrant students (F-1 status). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance and an I-20 form issued by SWAU.
- After academic acceptance is granted, an international graduate student must meet the following requirements to obtain I-20 and I-901 forms necessary for issuance of a student visa for entry into the U.S. and enrollment at SWAU:
- Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, fees, medical insurance, and

- personal expenses while studying at SWAU.
- Submit \$5,000. Of that, \$4,000 is applied to the student's account, \$100 pays the SEVIS I-901 fee, and \$100 reserves a room in the residence hall (if needed). The remaining portion is held in reserve and returned at graduation or withdrawal if the account is paid in full. (Canadian citizens need only submit SEVIS and room reservation fees.) If an applicant does not register, all funds will be returned except a \$200 processing fee and the \$100 SEVIS fee.
- Submit a legible copy of a current passport, showing legal name.

## GENERAL INFORMATION & POLICIES FOR INTERNATIONAL STUDENTS

### Arrival On Campus

When international students arrive at SWAU they should take their passport, visa, I-20, and I-94 card to the Undergraduate Admissions Office so copies can be made to go into their admissions file.

### I-20 Transfer To Another School

International students must be enrolled full-time for a minimum of one semester before SWAU will transfer a student's I-20 to another school. The student must see SWAU's Undergraduate Admissions Director to have their I-20 transferred to another school.

### Immigration Reporting

As required by U.S. law, SWAU notifies the U.S. government through the Student & Exchange Visitor Information System (SEVIS) when an I-20 is issued, when an international student enrolls or does not enroll at SWAU and if an international student drops out or falls below a full load of classes. Change of addresses are also reported to the U.S. government through this system. It is imperative that all international students on an I-20 notify the Undergraduate Admissions Director in advance if they move to a new residence or plan to transfer to another school or if they plan to drop below the 6 minimum required hours of classes.



# Admissions

### Medical Insurance

SWAU requires all international students to purchase major medical insurance coverage at registration. If already insured through the SDA system, the international student must provide documentation of equivalent SDA coverage to be exempt from SWAU's insurance charge.

### Orientation Program

An International Student Orientation is conducted before each semester's registration. Attendance is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. New international students who do not attend this orientation will be required to attend a makeup session. All international students are given an International Student Handbook at orientation or can pick up a handbook at the Undergraduate Admissions Office.

### Residence Halls

After being accepted, international students who plan to live in one of SWAU's residence halls should immediately submit a housing information form. The room reservation/damage deposit required by SWAU residence halls is included in the international student deposit.

### Work

According to current U.S. immigration laws, international students with student visas may work on campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F-1 status are required by law to secure permission from the International Student Advisor before accepting any off-campus employment.

### ENGLISH PROFICIENCY

All graduate applicants must 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 paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based test, or 79 on the Internet-based test. (SWAU'S TOEFL school code is 6671)
- d) Obtain a minimum score of 80 on the Michigan English Language Assessment Battery (MELAB).

Applicants who have been unable to reach the required TOEFL or MELAB score may be accepted provided they participate in SWAU's English as a Second Language Program (ESL).

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

# Program Administration

### PROGRAM ADMINISTRATION

Graduate programs are directed and supervised by the Graduate Council which is the legislative body responsible for all graduate academic policies and curricula. Actions voted by the College Board, Faculty, or the Graduate Council 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:

Grade		Grade Points per Credit
A	(superior)	4.00
B	(above average)	3.00
C	(average)	2.00
D	(below average)	1.00
F	(failure)	0.00
I	(incomplete)	0.00
IP	(in progress)	0.00
W	(withdrawal)	0.00

Grades are available online through the student portal.

### Incomplete Grades

An incomplete grade of I indicates the student was unable to complete class work because of illness or other unavoidable circumstances. Grades of I are not given because the class work was below passing or because the student neglected to complete scheduled assignments. When an I is received, the work necessary to complete the class must be finished within nine weeks of the end of the semester or module. If the makeup work is of such a nature that it may require additional time, the student must seek approval of the instructor and request permission from the Academic Exceptions Committee. (Forms for the request may be obtained in the Records Office.) An incomplete grade will become an F if the class work is not finished in the prescribed time.

### Change Of Grade

A grade may be changed only by the faculty member administering the course. Changes in a grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

### Withdrawal From The University

To officially withdraw from Southwestern Adventist University, students must obtain a withdrawal form from the Records Office. The withdrawal form must be signed by a Student Finance Advisor and one of the following university personnel: the Academic Vice President, Dean of Students, or Director of Counseling. The form should be returned to the Records Office after all signatures have been obtained, and the withdrawal will be effective as of the date returned. Refunds will be made where applicable. If a student follows this procedure, W's will be recorded on the student's transcript. Otherwise, F's will be recorded on the student's transcript. Students who officially withdraw from SWAU will not be permitted to charge for expenses on campus or live in the residence halls after their official withdrawal date.

### STUDY LOAD

Full-time graduate course load is 6-9 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 9 credits during any combination of sessions offered during a single summer.





# Program Administration

## TRANSFER OF CREDIT

Graduate courses taken at another regionally accredited 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 nine semester hours.

Grades earned in transfer courses are 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 & ADVISING

The academic year is divided into semesters and modules:

- Fall Semester
- Spring Semester
- Summer Semester and Modules

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

## 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.

## Adding & Dropping Courses

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 for MEd students is broken if a period of three consecutive semesters, including summer, passes without the student enrolling. For MBA students, residence is broken if a period of two consecutive semesters, including summer, passes without the student enrolling. When residency 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 & 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 Pechero Hall that graduate students may use.

# Program Administration

## Chan Shun Centennial Library Resources & Services

Chan Shun Centennial Library offers basic information and instructional support materials for all Southwestern undergraduate and graduate programs. Research level resources support SWAU's thesis programs and the Adventiana collection. Chan Shun Library staff members are committed to creating an environment that supports vigorous academic and spiritual inquiry. As the intellectual crossroads of the campus, the library includes a diversity of materials necessary for successful critical analysis of the questions explored at Southwestern.

Throughout the library a strong selection of resources explain and advocate the Seventh-day Adventist Christian understanding of life and mission. The Adventist materials in the archives and special collections of the Adventist Heritage Center include the university archives and the Rust-Carter Southwest Seventh-day Adventist Archives. The Ellen G. White SDA Research Center holds photocopies of unpublished manuscripts prepared by Adventist pioneers, as well as print copies of their published works.

Chan Shun Library's Web page (<http://library.swau.edu>) offers a portal to all library services and resources. This page links to our online catalog for books (110,000+ volumes held by the library) and also to 80+ electronic book and periodical indexes and databases, which include 18,000+ full-text magazines and journals and 28,000+ electronic books. These databases are freely available on campus; off campus access requires an SWAU user name and password.

To meet the rapidly changing needs of 21st century graduate students for information, the library provides instruction in research and access to materials in all formats. Print books and journals, manuscripts in the archives, microform newspapers and magazines, CD's, DVD's, videos, and electronic resources offer students a wide variety of research options.

Library materials not held by SWAU can be requested from other libraries through interlibrary loan. TexShare (a state funded consortium of academic and public libraries in Texas) gives SWAU students and faculty access to all cooperating library facilities in Texas.

## ACADEMIC INTEGRITY

Southwestern Adventist University was founded by the Seventh day Adventist Church in order to educate its students academically and spiritually for Christian service. The ethical training of students is as important as their academic competence. Academic integrity rests on honesty, the first principle of the Christian life. Students must be honest in their dealings inside and outside the classroom.

Students must maintain a high ethical standard in their academic work. When a student turns in work for credit in the classroom, the work must be the student's own. Students have access to some forms of authorized assistance. Authorized assistance may come in the form of tutoring by official university tutors, help from the professor, or the legitimate use of outside sources which are cited according to standard form. Other forms of outside assistance are unauthorized, for example, having another person complete all or part of an assignment, taking material from the Internet or other sources without citing it, or bringing unauthorized materials into an examination. Unauthorized help, in these and other forms, constitutes academic dishonesty.

## General Responsibilities Of Students:

1. Students must produce their work independently, except when the professor has assigned the work as a group project.
2. Students must not represent work as their own which is not their own.
3. Students must not aid others in academic dishonesty.





# Program Administration

## Examples Of Violations:

What follows are examples of academic dishonesty which will jeopardize a student's standing in the classroom and at the university. This is a representative list only, not an exhaustive one.

### *Misusing Sources of Information (Plagiarism)*

When using outside sources in a paper, students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source **when quoting, when paraphrasing, or even when using an idea which is unique to that source.** If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty. Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the university.

### *Misrepresenting One's Work*

Homework assignments in any subject area must be the work of the student getting the credit and must not reflect unauthorized help from others.

### *Using Unauthorized Materials During an Examination*

Unless the professor indicates otherwise, students should assume that the use of notes, textbooks, the Internet, databases, calculators, or any other outside sources of help during an examination, will constitute academic dishonesty.

### *Exchanging Information During an Examination*

Students may not share information with each other in any form or by any means during an examination. Talking or signaling in any manner during an examination may result in failure on the examination. Obtaining information from another student's paper by any means during an examination is a violation of academic integrity.

### *Tampering with Computers*

Students may not access faculty computers by any means in order to obtain advance copies of tests or quizzes, alter grades on an on-line gradebook, or for any other purpose.

### *Forging A Signature*

Students may not sign anyone's name but their own on any advise- ment form, registration form, exceptions form, or any other document for any purpose whatsoever.

### *Aiding Others in Academic Dishonesty*

Students who enable others to misrepresent their work are also guilty of academic dishonesty and may be penalized as if they had misrepresented their own work. No student may do the class work for which another student will get credit, except in those cases when the professor has assigned work to be done in a group.

### **Procedure to be Followed in Cases of Academic Dishonesty**

Professors have discretion in the classroom when academic integrity has been violated. The class syllabus should contain a statement on how violations of academic integrity will be treated. A first case of academic dishonesty may be handled by the professor, but will be reported to the Vice President for Academic Administration. A second offense may be handled by the Vice President for Academic Administration in conjunction with the professor. Students may appeal a decision made by either the professor or the Vice President for Academic Administration by following the student academic appeals process as outlined in this bulletin under "Student Rights and Appeals Policies."

# Program Administration

## STUDENT RIGHTS & APPEALS POLICIES

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences: 1) that a computational/recording, or other technical error has been made but has not been acknowledge by the instructor; 2) that the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student; 3) that the assigned grade does not reflect the grading criteria in the course syllabus; or 4) that published department policies have not been followed.

### **Initial Appeals Procedure**

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams.)
2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP 1 on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two (2) University days from receipt of the chair's decision to contact the Academic Vice President, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Academic Vice President will provide a written decision. This completes STEP II on the Academic Appeals Review Form.

### **Formal Appeals Procedure**

If the problem is not resolved with the decision of the Academic Vice President, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Academic Vice President's decision, the student must request in writing to the Academic Vice President a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision which will constitute final action by the University. This completes STEP III on the Appeals Review Form.

### **Withdrawal of Grievance**

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

### **Matters Not Grievable**

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

### **For Academic Policy And Procedure Appeals:**

1. Registrar
2. Academic Vice President
3. Academic Policies Committee

# Program Administration

## STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides ways in which the University may share information with parents without the student's consent. For example:

1. The University will disclose education records to parents, upon request, if the student is a dependent for income tax purposes.
2. The University will disclose education records to parents if a health or safety emergency involves their son or daughter.
3. The University will inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or controlled substance.

A University official will generally share with a parent information that is based on that official's personal knowledge or observation of the student. The University will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the University against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. The University may disclose to anyone-not just the victim-the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the University's rules or policies.

## GRADUATE DEGREE PROCEDURES

### Degree Requirements

- The master's degree requires a minimum of 36 credits.
1. 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.
  2. The student must submit evidence of competence and understanding in applying the body of knowledge in his/her field of study. A student will fulfill this requirement in a method determined by the Department.
  3. A maximum of five (5) courses may be taken by distance learning.

### 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 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 of Progression

Satisfactory progression toward the graduate degree requires that students meet a minimum cumulative grade point average (GPA) of 3.00 by the time they have completed 12 graduate hours and maintain this minimum. The cumulative GPA includes graduate work taken as a Non-Degree student. Students who fail to maintain the minimum GPA are placed on Academic Probation and remain in that status until the cumulative GPA is raised to 3.00. Students on probation or on conditional status cannot register for the capstone course or take the comprehensive examinations. A probationary student with a semester GPA less than 3.00 will be suspended for at least one semester before becoming eligible to appeal for readmission. Readmission, if granted, will be to probationary status, and failure to attain a semester GPA higher than 3.00 will result in dismissal from the graduate program.

# Program Administration

## 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 course 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.

## Application for Graduation

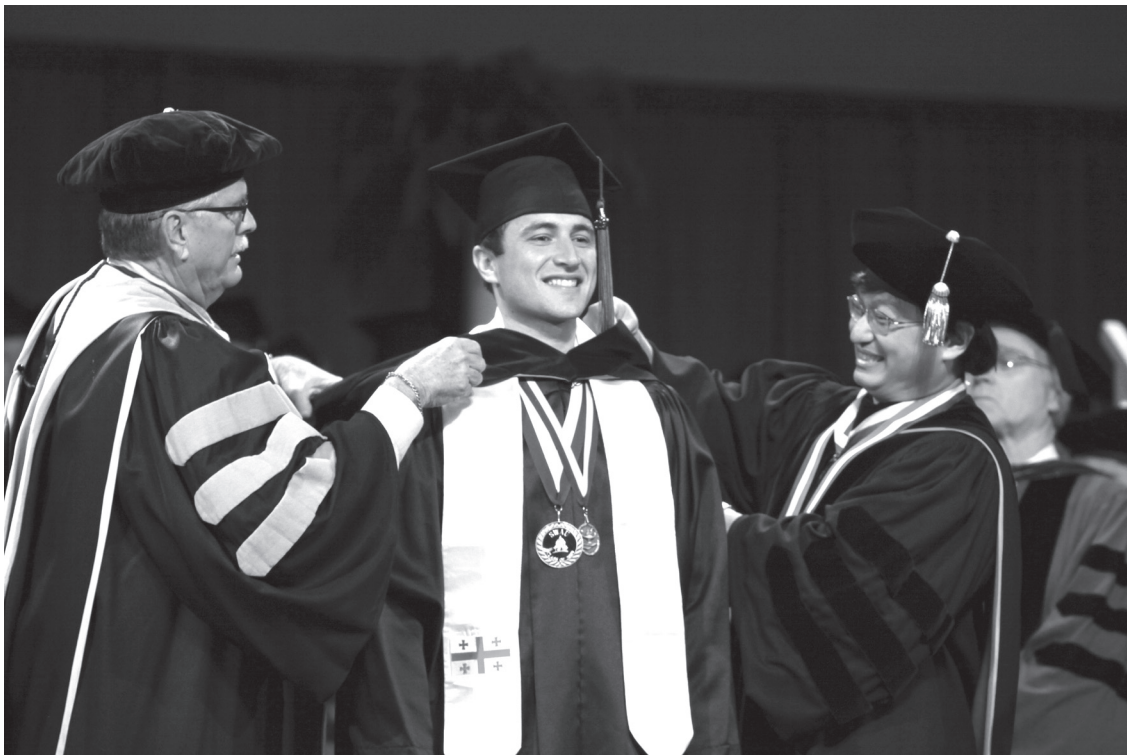
Application for degree conferral/graduation must be filed with the Records Office no later than the semester before the student expects to graduate. If a student misses this deadline, degree conferral/graduation may be deferred until the next regularly scheduled time.

## Conferral of Degree

Degrees are conferred at scheduled dates in April, August and December upon candidates who have successfully completed all program requirements. The responsibility for meeting all program requirements rests with the student.

## Graduation Ceremonies

All degree requirements must be completed before candidates are allowed to participate in the commencement exercises held in May and December. Candidates completing degree requirements in August will participate in the December ceremonies.





# Master of Business Administration

## TEACHING FACULTY

Jerry Chi, Program Director; Fred L. Harder, Radames Lizardo, Karen Senecal and Daryl D. Thomas.

## DEPARTMENT MISSION STATEMENT

Through its undergraduate and graduate programs the Department of Business Administration prepares students for the challenge of Christian service in for-profit or not-for-profit organizations, recognizing that academic excellence is best pursued through the development of the whole person, and is built on a solid foundation of ethics and cross-cultural respect.

## 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 aims of the MBA program are as follows:

1. To emphasize the practical application of management theory and research.
2. To provide students with knowledge and skills in areas of team work, communication, research, creative thinking, and analysis.
3. To prepare accounting students to qualify as C.P.A.s.
4. To provide quality academic support services and technology, including e-learning.

## MBA ADMISSION POLICIES

The University admits both full-time and part-time students. A full time student is expected to register for 9 or more credits each semester to maintain full-time status. A part-time student is defined as any student who takes less than 9 credits each semester. It is international students' responsibility to maintain lawful F-1 student status with registration of 9 or more credits each semester.

### Regular Admission with Regular Acceptance

1. Possess a four year baccalaureate degree or equivalent from an accredited institution. The degree need not be a business degree; however certain foundational business courses must be completed as prerequisites

- to some graduate courses (see pg. 22 for the list of foundational courses.)
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** of at least **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 Graduate admission to the University for foreign applicants.

### Regular Admission with Conditional Acceptance

Applicants not meeting the above requirements for regular acceptance may be conditionally accepted to the program under the following conditions:

1. Applicants with a four year baccalaureate degree from an accredited institution but lacking any of the listed undergraduate courses may be admitted conditionally. They may take up to three MBA classes for which the prerequisites have been met, but must then remove all undergraduate deficiencies before continuation in the program.
2. 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 may be conditionally admitted. This 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).

# Master of Business Administration

3. Applicants with an undergraduate cumulative grade-point average below 2.75 or GMAT scores below 400, who in the judgment of the Graduate Admissions Committee have the capacity to successfully undertake the MBA program, may be conditionally admitted. After completing 12 graduate hours with a minimum GPA of 3.00, they may be granted regular acceptance status; otherwise they will not be allowed to continue in the program.
4. Students who do not meet the English proficiency requirements may be conditionally admitted under the guidelines on page 15 (see English Proficiency). The student may take no more than 12 graduate hours while completing the required ESL classes, and must have a minimum GPA of 3.00 to continue.

Students who have been accepted conditionally to a degree program must meet the designated schedule for removing any deficiencies or earning a minimum grade-point average. The matriculation of a student who does not meet this schedule is terminated except by exception from the Graduate Council.

## FIVE YEAR MBA AND BBA (ACCOUNTING) PROGRAM

SWAU accounting majors may be conditionally 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 CPA candidates (i.e. current University 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  
Production and Operations Management  
Principles of Management  
Statistics

2. Has a minimum cumulative grade-point average of **3.25**.
3. Submits an MBA application and dual enrollment application.

*\*All of the above pre-requisites are SWAU Online courses through Desire to Learn (D2L) <http://d2l.swau.edu>.*

## 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.

## 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:

## BBA Accounting Majors

1. 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 who 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 12 of the last 15 credits in residence.
4. Complete BUAD 681 with a minimum grade of B.
5. Complete a Portfolio (see page 27).
6. Make application for graduation at least six months before the proposed graduation date.

# Master of Business Administration

## MBA COURSE REQUIREMENTS

A total of 36 credit hours (12 courses) are required for the MBA degree. The courses are organized into two groups, the core, eight courses (24 semester hours) covering basic business administration topics, and the concentration, four elective courses (12 semester hours) that focus on a particular area, such as accounting, finance, and management/leadership. Please note that mos of the MBA courses have prerequisites, undergraduate courses, which must be completed before starting the particular graduate class and are called Foundation Courses.

Required: 30  
Electives: 6

### Core Courses

Prerequisites for Required Courses	Required Course 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
MATH241	BUAD631	Quantitative Methods for Business Decisions	
BUAD301	BUAD661	Leadership and Organizational Behavior	3
Permission	BUAD681*	Strategic Management	3
ECON211 or 212	ECON521	Managerial Economics	3

### Foundation Courses

Foundation courses serve as the foundation for advanced study, and are often referred to as the common body of knowledge that college graduates of a business program are expected to have completed. Foundation serve as pre-requisites for certain graduate courses and are listed below:

ACCT211 Principles of Accounting I  
ACCT212 Principles of Accounting II  
ECON212 or ECON211 Micro or Macroeconomics (choose one)  
MKTG343 Principles of Marketing  
BUAD321 Business Finance  
BUAD301 Principles of Management  
MATH241 Introduction to Probabilities and Statistics

See undergraduate bulletin for pre-requisite class descriptions.

\* *Capstone course: a minimum grade of B is required in this course. For additional information, see section entitled capstone course (page 27).*

# Master of Business Administration

## Foundation Course Waiver Policy

A foundation course requirement may be waived based on prior business experience. To be eligible to apply for the waiving of any specific MBA prerequisite course you must meet the following professional qualifications:

1. 10 or more years of professional work experience in a managerial position
2. Submission of a portfolio folder for evaluation and approval from the course instructor and the MBA program director.

## Electives: Concentration Areas

### Accounting Concentration

Prerequisites for Required Courses	Required Courses and Course codes	Hours
ACCT212/Math241	ACCT512 Auditing	3
ACCT212/Math241	ACCT527 Cost Accounting	3
ACCT316	ACCT515 Advanced Accounting	3
ACCT212	ACCT517 Accounting Information System	3
ACCT212/Math241	ACCT518 Federal Income Tax	3

### Finance Concentration

Prerequisites for Required Courses	Required Courses and Course Codes	Hours
BUAD321	BUAD588 Advanced Finance	3
BUAD321/ECON211	BUAD514 International Finance	3
BUAD321	BUAD533 Investment Principles	3
ECON211	BUAD676 Topic in Business: Money & Banking	3
BUAD321	BUAD573 Finance Theory and Structure	3
BUAD321	BUAD522 Portfolio Management	3

### Management/Leadership Concentration

Prerequisites for Required Courses	Required Courses and Course Codes	Hours
BUAD301	BUAD516 Cross Cultural Communication	3
MKTG343	BUAD518 Marketing Research	3
	BUAD561 Management Information System	3
BUAD301	BUAD676 Topics in Business-SIFE or Internship	3
BUAD301	BUAD301 Organizational Theory	3



# Master of Business Administration

## 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. Students on probation or on conditional status cannot register for the capstone course. 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.

## PORTFOLIO

Each MBA student will develop a portfolio that will include examples of the work that they have done. The portfolio needs to include at least one assignment for each of the MBA courses completed by the student as well as examples of any projects, experience, or service rendered in a personal capacity, and not necessarily as part of the MBA program. The portfolio must be completed one month before the completion of the last course.

## 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

**ACCT512 Auditing** 4  
Prerequisites: Accounting Principles 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.

**ACCT515 Advanced Accounting** 3  
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.

**ACCT517 Accounting Information Systems** 3  
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  
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, cost behavior patterns, transfer pricing, and divisional performance measurement. Research tools and resources relating to these topics are introduced.

**ACCT621 Accounting Theory** 3  
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.

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**\*BUAD513 Production & Operations Management** 3  
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. Research methods and elements will be taught.

**BUAD514 International Finance** 3  
Prerequisites: Business Finance  
Macroeconomics  
Microeconomics

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.

**BUAD516 Cross-Cultural Organizational Communication** 3  
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.

**BUAD518 Marketing Research** 3  
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.)

**BUAD519 International Business** 3  
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.

**BUAD521 Financial Management** 3  
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  
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  
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  
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  
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.

# Master of Business Administration

<b>BUAD631    Quantitative Methods for Business Decisions</b>	<b>3</b>	<b>BUAD681    Strategic Management</b>	<b>3</b>
Prerequisite: Introduction to Probability and Statistics		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.	
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.			
<b>BUAD661    Leadership &amp; Organizational Behavior</b>	<b>3</b>	<b>ECON521    Managerial Economics</b>	<b>3</b>
Prerequisite: Principles of Management		Prerequisite: Macroeconomics, Microeconomics	
A study of the understanding, prediction, and control of human behavior within organizations. 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.		The economics of the individual firm in its decision making. Forecasting economic conditions using economic indicators and economic models.	
<b>BUAD676    Topics in Business</b>	<b>3</b>		
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 be repeated once with a different topic.			

# Master of Business Administration

## CLASS SCHEDULE

### Fall 2009

Course	Time	Days	Description
ACCT512	9:30-10:20 a.m.	MWF or Dist. Ed *	Auditing (CPA track)
ACCT527	10:30-11:20 a.m	MWF	Cost Accounting
BUAD533	6:00-9:00 p.m. Lab 7:30 p.m.	W	Investment Principles
BUAD541 (Core)	5:00-8:00 p.m. p.m.	Su	Legal and Ethical Value in Business
BUAD561 (Core)	6:00-9:00 p.m.	R	Management Information System
BUAD588	6:00-9:00 p.m.	M	Advanced Finance
BUAD621 (Core)	7:00-10 p.m.	W Dist. Educ.	Organizational Theory
BUAD676	TBA	TBA	Topic in Business
ECON521 (Core)	1:00-4:00 p.m.	Sunday	Managerial Economics

### Spring 2010

Course	Time	Days	Description
ACCT515	9:30 - 10:20 a.m.	MWF or Dist. Ed *	Advanced Accounting (CPA track)
BUAD514	6:00 - 9:00 p.m.	M or Dist. Ed *	International Finance
BUAD518	6:00 - 9:00 p.m.	T or Dist. Ed*	Marketing Research
BUAD516	10:30-11:20 a.m.	MWF	Cross Cultural Studies
BUAD531 (Core)	5:00-8:00 p.m.	Su	Marketing Management
BUAD573	9:00-10:20 a.m.	T&R	Finance Theory and Structure
BUAD661 (Core)	7:00-10:00 p.m.	W Dist. Ed*	Leadership & Organizational Behavior
BUAD676	6:00 - 8:50 p.m.	R or Dist. Ed*	Money & Banking
BUAD681 (Core)	1:00-4:00 p.m.	Su	Strategic Management (Capstone course for graduation)

*\*Online Course Website: <http://d2l.swau.edu>. These classes are only offered by distance education to those students who live at a great distance from SWAU. All other MBA students are expected to take these courses on campus.*



# Master of Business Administration

## Summer 2010

Course	Time	Days	Description
BUAD631 (Core)	8:00 - 11:30 a.m. 1:00 - 4:30 p.m. 1st module **	Su	Quantitative Methods for Business Decisions
BUAD521 (Core)	8:00 - 11:30 a.m. 1:00-4:30p.m. 2nd module **	Su	Financial Management
ACCT521 (Core)	8:00 - 11:30 a.m. 1:00-4:30 p.m. 3rd module **	Su	Managerial Accounting
BUAD518 (Elective)	Dist. Ed only	Dist. Ed only	Marketing Research

\*\*See Academic Calendar on inside cover for module dates.



# Master of Education

## TEACHING FACULTY

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

## PURPOSE AND OBJECTIVES

The MEd at Southwestern Adventist University is designed to develop and deliver an education program that ensures the highest of teacher preparation and performance. SWAU is a recognized contributor in the field of educational research and practice through effective teaching, quality research, and meaningful service. Our University is committed to the advancement of teaching and learning in all educational environments, at all levels, and for all students, especially graduate Christian education within the Adventist system of values.

### Objectives of the MEd Program include

1. Promote excellence in graduate education through teaching, research, and service.
2. Prepare competent teachers, administrators, and other professional specialists for service in the field of education.
3. To conduct research, disseminate new knowledge and develop applications of existing knowledge.
4. To improve human cognitive, academic, physical, emotional, social development and performance.

## MEd ADMISSION POLICIES

### Regular Admission with Regular Acceptance

1. Possess a bachelor's degree from an accredited four year institution.
2. Submit an MEd application and official transcripts from all previous colleges and universities attended.
3. Have a minimum overall grade point average of 3.00 on a 4.00 point scale.
4. Provide three written recommendations from individuals stating that the applicant is capable of and has the potential to pursue graduate study.
5. Score a minimum of 900 on a Graduate Record Examination (GRE) taken within **ten years** of application to the program **or** have an undergraduate cumulative GPA of 3.25 or above. Students who are required to take the GRE must do so before enrollment in coursework beyond 6 graduate hours.

6. Meet the English proficiency requirements for graduate admission to the University.

### Regular Admission with Conditional Acceptance

If an applicant does not meet the above requirement number 3, 5 or 6 he/she may be conditionally admitted to the program. Students granted conditional admittance 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. Residence for MEd students is broken if a period of three consecutive semesters, including summer, passes without the student enrolling. When residency is thus broken, the student must follow the Bulletin in force when residency is re-established. For readmission, a student will need to complete a new application for graduate studies and be approved by the Graduate Council.

## GRADUATION REQUIREMENTS

1. The MEd degree requires 36 semester hours. There are 18 hours in the core and 18 hours in an area of specialization. Students may choose either an Educational Leadership or Curriculum and Instruction with 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 Methods ( 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 a comprehensive exam.
5. Students are expected to complete all graduate work within a time span of eight years.



# Master of Education

6. Transfer work may not be older than ten years prior to admission date to the Master of Education program. Transfer credits will be accepted only from regionally accredited colleges and universities.

## 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 is 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 at the department's discretion.
4. The process for the comprehensive examination development and administration involves contacting

- the department chair for a list of potential topics. A time will be arranged to write on the topics appointed by the graduate faculty.
5. The examination will be evaluated and reported in its entirety on a "pass" or "no pass" basis to the Graduate Studies Office.
  6. 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 on that 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).



# Master of Education

## MEd CORE COURSES

EDUC505	Philosophical Foundations of Education	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 areas of 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.

## Educational Leadership Emphasis

EDAD505	Management of School Resources	3
EDAD510	Legal Aspects of Education	3
EDAD515	Foundations of Educational Administration	3
EDAD520	Trends & Issues in Education	3
EDAD525	Instructional Leadership	3
EDAD530	Internship in Educational Administration	3

## Curriculum & Instruction with Reading Emphasis

EDRE505	Reading Diagnosis & Remediation	3
EDRE510	Composition: Process & Application	3
EDRE515	Advanced Children's Literature	3
EDRE520	Language: Grammar & History	3
EDRE525	Advanced Reading Methods	3
EDRE550	Literacy Practicum	3

## MEd COURSE DESCRIPTIONS: CORE COURSES

### EDUC505 Philosophical Foundations of Education 3

This course will examine theological and philosophical foundations of major world views and critically analyze the effect of major world views and post-modernism on psychology, education, and religion from a Christian standpoint.

### EDUC525 Psychology of Learning 3

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. An historical review of major learning theories will also be addressed.

### EDUC535 Research Methods 3

The study of scientific and disciplined inquiry applied to educational issues. Course content includes quantitative and qualitative research approaches as well as an overview of elementary statistics. Students learn how to critically evaluate and utilize research.

### EDUC550 Curriculum Development 3

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

### EDUC555 Educational Assessment 3

Prerequisite: Research Methods  
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

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. Involves knowledge of, and understanding about learning, methods and strategies for program planning, design, implementation, and evaluation. Includes the development of working skills needed in cooperative planning, curriculum revision and related research in the areas of brain-based learning, styles, and the multiple intelligences.



# Master of Education

**MEd COURSE DESCRIPTIONS:  
EDUCATIONAL LEADERSHIP EMPHASIS**

**EDAD505    Management of School Resources    3**

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**

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**

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 for effective administrators.

**EDAD520    Trends and Issues    3**

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**

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**

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) or “no credit” (NC). The internship requires 180 hours of experience at either a secondary, middle, elementary, or alternative school site.

**MEd COURSE DESCRIPTIONS:  
CURRICULUM AND INSTRUCTION  
WITH READING EMPHASIS**

**EDRE505    Reading Diagnosis and Remediation    3**

Students will learn to diagnose problems in reading and explore remedial strategies. The class will review the fundamentals of the reading process and introduce the nature of corrective reading; describe lytic teaching and the analytic process; present foundations of language diversity; discuss reading related factors such as physical, psychological, and environmental correlates; and describe ways to assess and evaluate literacy performance. Specific information will also be provided on instructional techniques for the major literacy domains of oral and written language, word recognition, reading comprehension, meaning vocabulary, strategic reading for narrative text, strategic reading for expository text, and study skills.

**EDRE510    Composition: Process and Application    3**

The course helps students understand the principles of composition, with special emphasis on modal organization, argumentation, and literary analysis, focusing on how best to help K-12 students improve their writing skills. We discuss theories of composition, including the processes of writing, such as heuristic devices, writing, and editing. Students learn to recognize and mark common errors in grammar and usage. Students will also improve their own writing skills by writing mode-based essays (including literary analysis), poems, and a short story.

# Master of Education

**EDRE515    Advanced Children’s Literature    3**

Students will examine current philosophy and research supporting literature-based reading instruction. The class will review four different models for preparing students for literature circles, using response logs, Post-it notes, and role sheets; address structures for primary, intermediate, middle, and high school grades; present alternative scheduling patterns for group meetings and reading time; develop mini-lessons for training, problem solving, and book sharing; examine tools and materials for assessing and grading literature circles; discuss ideas for using literature circles with nonfiction texts across the curriculum; and address common management problems and solutions.

**EDRE520    Language: Grammar and History    3**

Students will examine how the history of the English language applies to its modern usage and grammar, particularly in the development of the parts of speech and sentence syntax. In addition, the class focuses on language issues in the current classroom: non-standard usage, ESL differences, and techniques for teaching grammar. Students will produce a graduate research paper as well as a detailed analysis of representative sentences.

**EDRE525    Advanced Reading Methods    3**

Students will examine current philosophy and research supporting methods of teaching reading. The class will address each of the components of a reading curriculum: independent reading, guided reading, book talks, phonics and word study, reading aloud, strategy mini-lessons, conferencing, leveled readers, reading assessment, and supporting struggling readers. Students will learn to organize and run reading workshops for different age groups. Students will examine some components of good reading, such as comprehension strategies, narrative and information text strategies, and writing about reading.

**EDRE550    Literacy Practicum    3**

Students will observe reading classes and instruct those classes, under supervision, on the elementary and secondary levels. Each student will arrange for the assessment of one elementary, middle school, or secondary student thought to have potential reading and/or writing difficulty and will provide instruction and support. A case study of the elementary or secondary student will be presented which will include daily lesson plans, reflections,

anecdotal records, journal, pre- and post-assessment data, and a summary report.

**EDUC560    Principles of Instruction    3**

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. Involves knowledge of, and understanding about learning, methods and strategies for program planning, design, implementation, and evaluation. Includes the development of working skills needed in cooperative planning, curriculum revision and related research in the areas of brain-based learning, styles, and the multiple intelligences.

**MEd COURSE DESCRIPTIONS:  
EDUCATIONAL LEADERSHIP EMPHASIS**

**EDAD505    Management of School Resources    3**

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**

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**

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 for effective administrators.

# Master of Education

## EDAD520 Trends and Issues 3

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

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

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) or “no credit” (NC). The internship requires 180 hours of experience at either a secondary, middle, elementary, or alternative school site.

### CLASS SCHEDULE 2009-2012

SUMMER 2009	SUMMER 2010	SUMMER 2011	SUMMER 2012
EDUC535	EDUC555	EDUC505	EDUC525
EDAD505	EDUC560	EDAD510	EDUC550
EDAD520	EDAD525	EDAD530 *	EDAD515
EDRE515	EDRE510	EDRE525	EDRE505
EDRE520		EDRE550 *	

## CLASS SCHEDULE 2009-2012 COURSE MATRICULATION

The Master of Education degree courses will only be offered on campus 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 courses are taught over a fifteen week summer semester. During the first five weeks students are expected to read the texts; the next four weeks students meet on campus; the final six weeks are for completion of assigned projects and papers.

It is possible to take up to five courses by distance education. These can be taken during the fall and spring semesters to accelerate progress or make up missed courses. Permission must be obtained from the Graduate Council.

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 and written comprehensive exams are satisfactory completed.

# Administration

## Officers of Administration

Eric Anderson, Ph.D. .... President  
Benjamin McArthur, Ph.D. .... Vice President for Academic Administration, Graduate Dean  
Larry W. Garrett, B.S. .... Vice President for Financial Administration

## Administrative Services

Sandie Adams, A.S. .... Assistant Financial Aid Director  
Tina Bottsford, B.S. .... Director of Enrollment  
Kip Bowser, B.S. .... Director of Client Servicest  
Thomas G. Bunch, Ed.D. .... Special Assistant to the President and Director of Planning  
Robert Gardner, Ph.D. .... Associate Academic VP, ADP Director, Admissions, Registrar  
Randy Gilliam, Ed.D. .... Teacher Certification Officer  
Keith Gray, M. Div. .... Vice President for Enrollment  
William Kilgore, D. Min. .... Vice President for Spiritual Development  
Dena King, M.B.A. .... Assistant Vice President for University Advancement  
David Knight, M.A. .... Vice President for Student Services  
Charles Lewis, B.A. .... Director of Technology and Information Services  
Jessica Lozano, B.S. .... Director for Marketing and PR  
Teresa Macomber, M.S.W. .... Student Accounts Advisor  
Lorena Marin, B.S. .... Assistant Registrar  
Eder Marski, M.B.A. .... System Administrator  
Marland May, B.A. .... Enrollment Counselor  
Beverly Mendenhall, B.S. .... Alumni Relations Director  
Patricia Norwood, B.S. .... Assistant Vice President for Student Financial Services  
Italo Osorio, Ed.S. .... Director of Database Application Services  
Jerry Potter, M.B.A. .... Assistant Student Accounts Director  
Marsha Rasmussen, A.M.L.S. .... Technical Service Librarian  
Gary Temple, M.A. .... Vice President for University Advancement  
Robert Thompson, B.S. .... Network Manager  
Cristina Thomsen, M.A.,M.S. .... Director of the Library & Archives  
Sharon Wicker, B.B.A. .... Accountant  
Greg Wicklund, B.S. .... Assistant Financial Vice President  
for Financial Administration  
  
Edna Yañez-Perez, M.B.A. .... Cashier

## Campus Services

Randell Chastain, B.S. .... Director of Bookstore and Media Services  
Dale Hainey .... Director of Physical Plant  
Ellis Hainey .... Plant Engineering  
Donna Morrison .... Director for Custodial Services  
Robby Psencik .... Director for Campus Services  
James The, B.S. .... Dean of Men  
Darla Sullivan .... Assistant Director of Food Service  
Greg Sullivan, B.S. .... Executive Chef/Director of Food Service  
Janelle Williams, M.Ed. .... Dean of Women



# Graduate Teaching Faculty

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## Graduate Teaching Faculty

R. Mark Aldridge, Ph.D. .... Associate Professor of Psychology, 2003  
B.S., Southwestern Adventist University; M.A., Andrews University; Ph.D., Andrews University

Carol Campbell, Ph.D. .... Professor of Education, 2002  
B.S., Walla Walla College; M.Ed., Texas Christian University; Ph.D., North Texas University

Jerry L. Chi, Ph.D. .... Professor of Business Administration, 1996  
B.A., Taiwan Adventist College; M.B.A., Andrews University; Ph.D., Andrews University;  
Ph.D., Illinois State University

Renard K. Doneskey, Ph.D. .... Professor of English, 1999  
B.A., Southwestern Adventist College; M.A., Andrews University; Ph.D., University of California

Michael G. England, Ed. D. .... Professor of Education, 1996  
B.S., Andrews University; M.A., Western Carolina University; M.Ed., Walla Walla College;  
Ed. D., Andrews University

Randy F. Gilliam, Ed.D. .... Professor of Education, 1998  
B.S., Colorado University; M.Ed., Central State University; Ed.D., Oklahoma University

Judy Myers Laue, Ph.D. .... Professor of English, 2000  
B.A., Andrews University; M.A., Andrews University; Ph.D., University of Southern California

Radhames Lizardo, Ph.D. .... Associate Professor of Business Administration, 2009  
B.S.A., Antillian Adventist University; M.B.A., Interamerican University of Puerto Rico;  
M.S.A., University of North Texas; Ph.D., University of Texas

Marcel Sargeant, Ph.D. .... Professor of Education, 2002  
B.S., University of Guyana; M.A., Andrews University; Ph.D., Andrews University

Karen Senecal, M.B.A. .... Associate Professor of Business Administration, 2008  
B.S., Southwestern Adventist University; M.A.T, Andrews University; M.B.A., University of Texas

Daryl D. Thomas, Ph.D. .... Professor of Computer Science, 1995  
B.S., Louisiana State University; Ph.D., Louisiana State University

Andrew P. Woolley III, Ph.D. .... Professor of English, 1978  
B.A., Southern Missionary College; M.A., Andrews University; Ph.D., University of Tennessee

## Adjunct Faculty

Fred L. Harder, Ph.D. .... Economics  
Radhames Lizardo, M.B.A., C.P.A. .... Finance & Accounting