

Southwestern Adventist University

SOUTHWESTERN ADVENTIST UNIVERSITY
KEENE, TX 76059

ACADEMIC CALENDAR 2002-2003

FALL SEMESTER, 2002

August	25	Sunday	Registration, International Student Orientation
	26	Monday	Registration
	27	Tuesday	Instruction Begins
September	2	Monday	Late Registration Ends, Last Day to Register, Add a Class or Drop a Class without receiving a “W”
October	17	Thursday	Mid-semester
November	12	Tuesday	Last Day to Drop a Class
	14	Thursday	Spring 2002 Pre-registration Begins
	26	Tuesday	Thanksgiving Break begins at 5:00 pm
	29	Friday	Last day to register for May graduation
December	2	Monday	Instruction Resumes
	9-12	Mon-Thurs	Examinations
	12	Thursday	Christmas Vacation begins 11:30 am

SPRING SEMESTER, 2003

January	5	Sunday	Registration, International Student Orientation
	6	Monday	Registration
	7	Tuesday	Instruction Begins
	13	Monday	Late Registration Ends, Last Day to Register, Add a Class or Drop a Class without Receiving a “W”
February	26	Wednesday	Mid-semester
March	6	Thursday	Spring Break begins 5:00 pm
	17	Monday	Instruction resumes
	17	Monday	Summer Registration Begins
	28	Friday	Last Day to Drop a Class
	31	Monday	Fall 2003 Pre-registration Begins
April	25-30	Fri-Wed	Final Examinations
May	2	Friday	Senior Consecration
	3	Saturday	Baccalaureate
	4	Sunday	Commencement

SUMMER MODULES 2003

FIRST MODULE

May 5 to May 30 4 Weeks Final Exam May 30

May 5 to June 6 5 Weeks Final Exam June 6

SECOND MODULE

June 9 to July 11 5 Weeks Final Exam July 11

THIRD MODULE

July 14 to August 15 5 Weeks Final Exam August 15

SUMMER SESSION CLASS TIME:

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

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

SOUTHWESTERN ADVENTIST UNIVERSITY

Non-Discrimination Policy

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

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

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

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

Accreditaion

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

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

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

The University is a member of the following:

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

Southwestern Adventist University
Graduate Bulletin
Volume 109

Physical Address:

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Keene, TX 76059

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817-556-4724 Direct Line
817-645-3921 Extension 724
800-443-2240 Toll Free
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Website:

www.swau.edu

E-Mail address:

graduate@swau.edu

Hours:

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

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GRADUATE STUDIES ADMINISTRATION

Dean

Tom Bunch
817-556-4711

Graduate Studies Office Secretary

Application and other Forms

Laura Yanez
Extension 724

Bulletins

General Information

PROGRAM INFORMATION AND ASSISTANTSHIPS

Director, Master of Elementary Education Program

Randy Gilliam
Extension 279

Director, Master of Business Administration Program

Allen Stembridge
Extension 771

Registrar and Student Services

Academic Records

Transcripts

Transcripts evaluations

Danna Burt
Extension 721

STUDENT FINANCIAL SERVICES

Financial Counselor for Graduate Students

Financial Information

Financial Aid, Loans and Grants

Patty Norwood
Extension 223

RESIDENCE HALL LIVING

Dean of Men

James The
Extension 229

Dean of Women

Janelle Williams
Extension 510

Off Campus Housing

Robby Psencik
Extension 240

Southwestern Adventist University

Keene, TX 76059

800.433.2240

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MISSION, PURPOSE AND GOALS

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

BRIEF HISTORY

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

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

ESSENTIAL BELIEFS

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

GEOGRAPHICAL REGION, TYPE OF STUDENTS AND FACULTY

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

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

MAJOR INSTITUTIONAL FUNCTION

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

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

ATTITUDES AND IDEAS

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

The University has the following goals:

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

FINANCES

Tuition, Residence Hall Required meal plan choices:

Graduate classes		\$328 per hour
Residence Hall, 19 meals per week	\$1,481/semester	\$2,962 per year
Residence Hall, 15 meals per week	\$1,372/semester	\$2,744 per year
Residence Hall, 10 meals per week	\$1,263/semester	\$2,526 per year

Student tuition includes these items:

1. Cap and gown for graduation
2. Classroom instruction
3. Diploma
4. Gymnasium
5. Library
6. Nurse's Health Service on campus
7. PC Laboratories
8. Science Laboratories
9. Student Center
10. Use of a band instrument

In addition to the above items, the Residence Hall charges include:

1. A room in one of the residence halls
2. Meals at the cafeteria from registration day to the last day of exams (except scheduled vacations such as Thanksgiving, Christmas, and Spring Break)
3. Local telephone service

International (F-1, J-1) Students (Additional Requirements)

I. Submit a deposit of \$750 and a pre-payment of \$3,900 if the application is not a citizen of the U.S. Territories or Canada. The \$3,900 pre-payment will be applied to the student's first semester expenses at SWAU and the \$750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and pre-payments will be returned to applicants who do not enroll, minus expenses for mailing I-20s.

II. Submit a SWAU Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance and personal expenses while studying at SWAU. Students bringing family members with them must also show proof of financial ability to cover the living expenses of each additional family member listed on the student's I-20. Family members on a F-2 visa who accompany students to the U.S. are not permitted by the U.S. government to work.

III. Work only on campus and no more than 20 hours per week while school is in session. An International Student may not work off-campus without an INS work permit.

Miscellaneous Charges

Books Estimate	\$281 per semester
Residence Hall Deposit	\$100 per semester
Medical Insurance (optional for graduate students)	\$129 per year
Major Medical Insurance required for International students	\$744 per year

Cafeteria. Off-campus students may pay cash at the door. Residence hall and off-campus students must pay for the meals of any guests they bring to the cafeteria.

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

Residence Hall. Dormitory students are required to pay a general deposit of \$100. Rooms will not be reserved without this deposit. Private room fee is an additional \$515 per semester.

Graduating Class Dues. These dues are a mandatory fee voted by the Senior class each year.

Identification Card. An I.D. card is provided to the student for cafeteria, library and gym purposes. The first card is provided free of charge and is valid as long as the student is enrolled. There will be a \$5 cash replacement charge for a lost, stolen, or damaged card.

Library Fines. There will be fines for over-due library materials and charges for lost items.

Low Balance Write-Offs. Credits or debits of less than \$5.00 will be written off at the end of the semester.

Transcripts. There is no charge for transcripts, with the exception of \$15 for overnight service; \$5 for same day office service; and \$5 for fax service. Transcripts and diplomas are not released if a student's account and/or bank note is not paid in full, or 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 transcripts request, the transcript will be held for two weeks until the check is cleared. Requests accompanied by a money order or a bank draft are processed more quickly. Accounts may be paid by Visa or M/C credit card.

PAYMENT PLANS

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

Plan I Cash

The total semester charges are paid at registration.

Plan II Bank Financing

Students choosing Plan II will be required to have a minimum of 50% of the semester's charges covered at registration. The 50% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. If the bank note (an any amount due the University) is paid by the maturity date, the University will give the student a 5% rebate on cash paid during the semester. This rebate is not given on fees, scholarships, loans, grants, awards, discounts, university aid funds, educational subsidy, or credit card payments.

This rebate on the note will be returned to the student in the form of a credit against the next semester's charges. If the student does not enroll next semester, the rebate will be mailed with the January or May statements.

Bank notes paid after the maturity date (November 25 for fall semester, April 14 for spring semester) will not qualify for the rebate. Arrangements must be made for all unpaid Plan II balances before students take examinations. Seniors must pay in full before receiving their diplomas. This obligation to the bank is an obligation to the University as a short-term loan payment plan, due in full on the date specified. When making payments on this loan please note that any balance owed at SWAU is deducted from the payment first. Any remaining credit will then be sent to FSB (around the 10th and 23rd of each month). Payments you specifically want paid on a FSB loan should be sent directly to First State Bank of Keene, P.O. Box 676, Keene, TX 76059. Always include the student's full name, and social security number with the payment.

Plan III Contract with SWAU

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

Fall semester, October 8

Spring semester, February 18

REFUNDS

SWAU Tuition/Room & Board Refund. Tuition charges for students dropping classes will continue until the drop voucher is filed at the Records Office. Refunds to students dropping all or some classes will be prorated on a weekly basis as shown in the chart below.

Week	Refund% Tuition	Refund % Room & Board
Registration Week	100%	93.75%
Second Week	84%	87.50%
Third Week	72%	81.25%
Fourth Week	60%	75.00%
Fifth Week	48%	68.75%
Sixth Week	36%	62.50%
Seventh Week	24%	56.25%
Eighth Week	12%	50.00%
Ninth Week		43.75%
Tenth Week		37.50%
Eleventh Week		31.25%
Twelfth Week		25.00%
Thirteenth Week		18.75%
Fourteenth Week		12.50%
Fifteenth Week		6.25%

Return of Federal/State Funds. When a student receives federal student aid funds and subsequently withdraws from college, some of these funds may have to be returned to the Federal Government. The return amount is based upon the percentage of assistance earned up to the date of withdrawal within the enrollment period. No return is required after the 60% point in time. Repayment of federal student aid funds will be made in the following order: Unsubsidized Federal Stafford Loan, Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG. If it is determined that the student must return funds which they received directly, the student may set up a repayment plan through the Student Finance Office. The University will apply this policy to all federal student aid recipients.

Return of state aid funds is calculated independently of the federal funds, according to state guidelines. Contact the Student Finance Office for information regarding this policy, including examples of the application of this policy.

STUDENT FINANCIAL AID

Students may receive federal student aid upon regular acceptance to the graduate program. Application is made through the free Application for the Federal Student Aid (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. Students in the graduate program who have completed a bachelor's degree will receive loans at graduate level amounts.

EMPLOYMENT PROGRAMS

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

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.

Texas Work-Study Program (TWS). This is a state sponsored program. Students receive monthly paychecks through the Business Office for their on-campus jobs.

STUDENT LOAN PROGRAMS

Eligibility for the following programs is based upon receipt and evaluation of the ISIR. Loan programs require completion of an initial master promissory note. Students receiving any of the following loans must complete entrance 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. Interest is a variable rate and caps at 8.25 %. Graduate students may borrow up to \$8,500 per year with a maximum of \$65,000. Repayment begins six months after the student is no longer enrolled on at least a half time basis. The lender deducts a 3% origination fee from the proceeds at the time of disbursement.

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

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

Applying for Federal/State Aid (Priority Deadline: March 15)

1. Complete Free Application for Federal Student Aid (FAFSA) Request paper application from Student Finance Office or access new renewal application on the Internet at: www.fafsa.edu.gov
2. The following forms are required to complete your file: Results of your FAFSA, SWAU Financial Aid Application. The Federal Processing Center flags some aid applications for additional verification. Copies of '01 tax returns and a verification worksheet will be requested.

Determining financial Need.

Financial need is calculated by subtracting the student’s financial resources from the cost of attending the University:

$$\begin{array}{r} \text{Cost of Education} \\ \underline{-\text{Family Contribution}} \\ =\text{Financial Need} \end{array}$$

Cost of Education includes tuition, fees, books and supplies, room and board, transportation, and personal expenses.

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 parents and 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 which a student must maintain in order to be considered making satisfactory progress in his or her course of study; private scholarships, educational subsidy, and cash discounts. Unsubsidized Stafford Loans can be considered a part of the Family Contribution.

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

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

Semester Number =1.0 for 9 or more attempted credit hours within a semester
 =0.5 for 4.5 to 8 attempted credit hours
 =0 for fewer than 4.5

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

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

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

A student who has not previously received aid must be making satisfactory progress to be considered for federal or state funds.

Financial Aid Appeal Process. A student may submit a written appeal to the Student Finance Committee describing the circumstances which attributed to his or her failure to make academic progress. A Financial Aid Suspension Appeal Form may be obtained at the Student Finance Office. Appeal may be made under these conditions:

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

ADMISSIONS

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

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

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

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

- a. NDA status is for:
 - I. Applicants who have no intention of earning a graduate degree from Southwestern Adventist University.
 - II. Graduate students who wish to take classes as guest students.
 - III. Students who have applied for admission to a graduate program but for some reason the application has not yet been completely processed. (These students may register NDA for one semester).
- b. NDA admission must be requested at registration for each semester that the student wishes to enroll in a class under this basis.
- c. In order to be qualified for NDA status, evidence of a Bachelor's degree is required.
- d. Admission on the NDA basis does not guarantee or imply the future admission to a degree program.
- e. Classes taken on a NDA basis does not guarantee or imply the future admission to a degree. However, a maximum of 12 semester credits may apply by petition after the student has applied for and been accepted into a graduate-degree program.

Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate degree program at the same level provided they meet the department requirements for admission to such a degree program and provided the proposed course of study is not within the same major field or is not a similar degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree.

PROGRAM ADMINISTRATION

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

Degrees Offered

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

- Master of Business Administration
- Master of Education

Grading System

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

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

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

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

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

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

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

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

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

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

TIME LIMITS/TRANSFER OF CREDIT/UPDATING

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

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

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

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

Registration and Advising

The academic year is divided into semesters and modules:

Fall Semester
Spring Semester
Summer Modules

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

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

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

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

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

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

Facilities and Computer Support.

The MicroGarden is located in the library and contains computers for student use. Each computer is a Pentium 166 and supports a wide variety of software applications. There is also a computer lab in Evans Hall that graduate students may use.

Chan Shun Centennial Library Resources and Services

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

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

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

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

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

Student Appeal

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

GRADUATE PROGRAMS

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

Academic Advisement

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

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

DEGREE REQUIREMENTS

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

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

STANDARDS OF SCHOLARSHIP

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

Standards for Progression

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

GRADUATE DEGREE PROCEDURES

Advancement to Degree Candidacy

1. Upon completion of a minimum of 50 percent of his/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/she must have completed all deficiencies that may have existed.
3. A student who has completed 75 percent of his/her graduate program is not allowed to register for further course work applicable to the degree until the advancement to degree candidacy forms have been filed with the Dean/Graduate Program Director.

Comprehensive Examinations (See process under each degree)

Application for Graduation

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

Conferral of Degree

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

Graduation Ceremonies

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

MASTER OF BUSINESS ADMINISTRATION

TEACHING FACULTY

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

PURPOSE AND OBJECTIVES

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

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

MBA ADMISSION POLICIES

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

Admission Requirements

All students must take the GMAT or the GRE prior to admission.

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

1. Possess a bachelor's degree from an accredited institution. The degree need not be a business degree; however, the following undergraduate courses or their equivalents are required:

Accounting I	Economics
Accounting II	Marketing
Business Finance	Principles of Management
Business Law	Probability and Statistics

2. Submit an MBA application and official transcripts from all previous colleges and universities attended.
3. Have a minimum overall grade-point average of 2.75 on a 4.00 point scale.
4. Have an acceptable combined GMAT or GRE score: **GMAT 400 (verbal, quantitative, critical reasoning), GRE 850 (verbal and quantitative)**. The test must have been taken within five years of application to the program. (SWAU's GMAT school code number is 6604. SWAU GRE school code number is 6671).
5. Provide two written recommendations from employers and/or former professors submitted together with the admission application.
6. Meet the English proficiency requirements for admission to the University for foreign applicants. English proficiency may be evidenced by any one of the following criteria:
 - a) Have taken all education from at least the ninth grade through the twelfth grade (or equivalent) in a country where English is spoken and is the language and medium of instruction.
 - b) Spent four years in, and graduated from, an undergraduate program in a college or university in a country where English is the spoken language and is the medium of instruction.
 - c) Achieve a minimum score of **550 on the Test of English as a Foreign Language (TOEFL), or 230 on the computer test**. (SWAU's TOEFL school code is 6671).
 - d) Obtain a minimum score of 80 on the Michigan English Language Assessment Battery (MELAB).

Conditional Admittance

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

1. Applicants with an undergraduate cumulative grade-point average below 2.75, GMAT scores below 400, or with GRE scores below 850 who, in the judgment of the Graduate Admissions Committee, have the capacity to successfully undertake the MBA program.

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

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

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

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

Five Year MBA and BBA (Accounting) Program

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

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

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

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

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

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

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

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

1. **BBA accounting majors.** Complete a minimum of 36 graduate credit hours. Students who received **conditional** admittance to the MBA program and eventually received regular admittance **must** complete all BBA requirements. Students will receive both the BBA, with a concentration in accounting, and the MBA.
2. **Maintain** a minimum grade-point average of 3.00 on the minimum 36 credit hours required for the MBA. (CPA candidates transferred to the MBA program as part of the 5-year option, will be required to attain the expected undergraduate GPA for the BBA.
3. **Complete** twelve of the last 15 credits in residence (up to nine credits may be transferred from other institutions).
4. **Complete** BUAD681 with a minimum grade of "B".
5. **Pass the MBA comprehensive examination.**
The MBA Comprehensive Examination, taken in the last semester of classes in the MBA program, will be a four-hour written pass/fail exam, with a combination of essay questions, multiple choice, case studies and calculations derived from required and elective MBA courses. The exam committee includes the MBA program director, full time professors, and one professor from the particular emphasis the examinee selects. If necessary, the student may retake the examination after two weeks. At the discretion of the Graduate Academic Exceptions Committee, a student may be allowed to retake the MBA Comprehensive exam a third time after repeating selected graduate classes.
6. Make application for graduation at least six months before the proposed graduation date.

COURSE REQUIREMENTS

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

Courses	
Prescribed	30
Electives	6

Required Courses

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

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

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

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



MBA GRADUATES

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

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

Leadership Emphasis1

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

Accounting Emphasis 2

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

International Business Emphasis 3

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

CAPSTONE COURSE

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

ACADEMIC PROGRESS

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

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

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

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

ASSISTANTSHIP

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

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

1. Have a minimum overall GPA of 3.50
2. Have a minimum GMAT score of 500 or GRE score of 1000 (verbal & quantitative only)
3. Satisfy all requirements for regular admission to SWAU’s MBA program

MBA COURSE DESCRIPTIONS

ACCT412 Auditing 4 hours

Prerequisites: Accounting II, Introduction to Probability and Statistics

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

- ACCT415 Advanced Accounting** **3 hours**
Prerequisite: Intermediate Accounting II
A study of advanced accounting and financial reporting topics including business combinations and consolidated financial statements, partnerships and branches, bankruptcy, multinational enterprises, and segments.
- ACCT417 Accounting Information Systems** **3 hours**
Prerequisite: Accounting Principles II
A survey and design critique of typical commercial, horizontal, accounting software systems. Functional areas include general ledger, receivables, payables, payroll and inventory. Evaluation criteria include data capture, processing features, internal control, audit trails, and reporting capabilities.
- ACCT521 Managerial Accounting** **3 hours**
Prerequisite: Accounting Principles II
A study of cost accounting fundamentals with emphasis on accounting as a managerial tool. Special attention is given to cost-volume-profit relationships, job-order costing, budgeting, standard costing, capital budgeting, costing, capital budgeting, cost behavior patterns, transfer pricing, and divisional performance measurement. Research tools and resources relating to these topics are introduced.
- ACCT621 Accounting Theory** **3 hours**
Prerequisite: Advanced Accounting
Designed to familiarize students with significant problems currently facing the accounting profession, to examine in depth various solutions proposed by accounting scholars and others, and to strengthen student understanding of today's critical issues in accounting theory.
- BUAD443 Marketing Research** **3 hours**
Prerequisite: Principles of Marketing
A study of theories, concepts, and methodology in applying research to marketing problems. Attention is directed toward the application of sampling, sample design, data analysis of marketing problems, and how findings are used in formulating marketing policies. Offered in alternate years.
- BUAD451 International Business** **3 hours**
Prerequisites: Principles of Management, Principles of Marketing
An analysis of how culture and social values influence management and marketing practices throughout the world. Problems and perspectives encountered in operating business across boundaries are considered.
- BUAD452 International Finance** **3 hours**
Prerequisites: Business Finance, Economics
Financial Management and economic theory in the international environment. The impact of regulation taxation, capital and money markets, working capital management, capital budgeting, risk, and exchange rates on decision making are considered. Consideration is also given to the development and application of economic principles within the world economy.

- BUAD453 Cross-Cultural Organizational Communication 3 hours**
 Variables and effects of both verbal and non-verbal communication in international business. Practical applications are made for cultural differences, management expectations and marketing practices.
- BUAD466 Production and Operations Management 3 hours**
 Prerequisites: Principles of Management, Introduction to Probability and Statistics
 A study and analysis of the planning, design, direction, and control of physical and human resources used in the production of goods and services. Emphasis is placed on solutions to operational problems in the physical, locational, storage, and general service subsystems. Offered in alternate years.
- BUAD521 Financial Management 3 hours**
 Prerequisite: Business Finance
 Management of funds in business, including procurement, utilization and disposition of money. Emphasis on financial decision-making within organizations, and the techniques of financial analysis and forecasting.
- BUAD531 Marketing Management 3 hours**
 Prerequisite: Principles of Marketing
 Study of marketing problems encountered by general managers of profit-oriented and not-for-profit organizations. Emphasis on developing a managerial point of view in planning and evaluating marketing decisions of the organization. Topics concerning products and services include price, channel, and promotional variables as well as cost efficiency, demand, regulations, and aspects of strategic marketing.
- BUAD541 Legal and Ethical values in Management 3 hours**
 The current legal business environment and its managerial implications. Nature and role of values and ethics in the career of a professional manager. Ethical thinking and theory and how organizations shape the values and ethical choices of their members. Legal and ethical values will be explored from a Biblical perspective.
- BUAD561 Management Information Systems 3 hours**
 The elements of information systems: computer equipment and programs, data, procedures, and people. The systems concept: definition, analysis, design, and implementation. Control and management of computer information systems.
- BUAD621 Organizational Theory 3 hours**
 Prerequisite: Principles of Management
 Advanced concepts of organizing, structuring, and managing profit-oriented and not-for-profit organizations. Determinants of organizational design and relationships of organizational design and organizational behavior are studied through extensive reading, exploratory research and seminar discussion.

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

CLASS SCHEDULE 2002-2003

See undergraduate bulletin for pre-requisite classes.

Fall 2002

Course	Time	Days	Description	Location	Instructor
ACCT417	9:30-10:20	MWF	Accounting Info. Systems	EH:6	K. Harrington
BUAD412	10:30-11:30	MTRF	Auditing	EH:9	K. Harrington
BUAD443	7:30-8:20	MWF	Marketing Research	EH:6	J. Chi
BUAD451	10:30-11:20	MWF	International Business	EH:9	J. Gustavsson
BUAD452	6:00-9:00	T pm	International Finance	EH:7	R. Lizardo
BUAD466	8:30-9:20	MWF	Production/Operation Manag.	EH:6	J. Chi
ACCT521	9:00-4:00	SUN	Managerial Accounting	EH:6	K. Harrington
BUAD541	6:00-9:00	M pm	Legal/Ethical Aspects of Business	EH:6	A. Stenbridge
BUAD623	6:00-9:00	T pm	Organizational Behavior	EH:6	A. Stenbridge
BUAD671	6:00-9:00	R pm	Leadership	EH:7	J. Chi
ECON521	9:00-4:00	SUN	Managerial Economics	EH:7	F. Harder

Note: ACCT521: will begin the first Sunday of the semester (Sept 1)
 ECON521: will begin the second Sunday of the semester (Sept 8)

Classes will meet every two weeks for Sundays

Spring 2003

Course	Time	Days	Description	Location	Instructor
ACCT415	9:00-10:30	TR	Advanced Accounting	EH:6	A. White
BUAD453	8:30-9:30	MWF	Cross-Cultural Org. Comm.	EH:6	A. Gustavsson
BUAD561	6:00-9:00	R pm	Management Info. Systems	SH: 120	D. Thomas
BUAD631	6:00-9:00	W pm	Quant. Methods for Business	EH: 7	J. Chi
BUAD651	9:00-4:00	SUN	Communication & Interpersonal Relations	EH: 7	J. McGill
BUAD681	6:00-9:00	T pm	Strategic Management	EH: 6	A. Stenbridge

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

Summer 2003

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

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



Edna Yañez and Dr. Thomas

MASTER OF EDUCATION

TEACHING FACULTY

Randy Gilliam, Program Director; William K. Atkins, Ph.D; Carol Campbell; Arthur Chadwick; Renard Doneskey; Michael England; Karl Konrad; Judy Laue; Robert R. Mendenhall; Marcel Sargeant; Andrew Woolley and Physics Teacher.

AIMS OF THE PROGRAM

The Master of Education in Elementary Education (MEd) degree is a professional program which focuses on exceptionally high performances. It emphasizes competence in the teaching profession at the elementary education level. It is designed to strengthen student skills in English or general sciences. The program is committed to offer graduate Christian education within the Adventist system of values.

Prerequisites for Regular Admission

1. Bachelor's degree from an accredited institution.
2. Completion of an undergraduate program in teacher education.
3. Minimum overall grade-point average of 2.75 on a 4.00 system.
4. Three written recommendations from individuals stating that the applicant is capable and has the potential to pursue graduate study.
5. A score of 850 on the GRE is required for regular admission into the MEd program or pass the ExCET exam.

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

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

Comprehensive Examinations. The purpose of the comprehensive examinations is to appraise the student's overall grasp of his/her chosen discipline and expertise in the area of concentration as well as to determine his/her ability to integrate knowledge over the field of study.

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

The content of the comprehensive examinations 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 examinations through the appropriate department which notifies the Graduate Studies Office before the scheduled date of the examinations. Exams must be scheduled to be taken before the last semester of the anticipated graduation date. Applications may be obtained at the Graduate office or from the Program Director.
3. Comprehensives are written and/or oral.
4. The process for comprehensive examinations developed and administered involves a minimum of three faculty members.
5. Each examination is evaluated and reported in its entirety on a “pass” or “no pass” basis to the Graduate Studies Office. The comprehensive examinations may be divided into distinct portions at the discretion of the department. The department establishes its own standards of what constitutes a “pass” on each part of the comprehensive examinations.

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

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

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

Graduation Requirements

1. The MEd requires 36 semester hours. There are 24 hours in education and 12 hours in an area of specialization. Students may choose either 12 hours in General Science or 12 hours in English. Included in the 36-hour degree will be a professional paper. The professional paper will be written as partial requirement for the course, Research in Education (EDUC 535). The graduate professional education faculty will review and critique the final draft.
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 final comprehensive written exam on all graduate work completed.
5. Students are expected to complete all graduate work within a time span of seven years. Transfer work may not be older than 10 years prior to admission date to the Master of Education in Elementary Education degree program. Transfer credit (s) will be accepted only from accredited colleges and universities.

COURSE REQUIREMENTS

Education

EDUC510	Ethical & Legal Dimensions of Schooling	3
EDUC515	Integrating Educational Technology into Teaching	3
EDUC520	Advanced Methods in Reading and Language Arts	3
EDUC525	Theories of Learning	3
EDUC530	Advanced Methods in Social Studies for Multicultural Society	3
EDUC535	Research in Education	3
EDUC540	Advanced Methods in Mathematics and Science	3
EDUC545	Seminar in Teaching Exceptional Students	3

English Emphasis (Choose 12 hours.)

ENGL 520	Seminar in a Major Author	3
ENGL 521	Seminar in a Literary Genre	3
ENGL 522	Seminar in Literary Period	3
ENGL 523	History of the English Language	3
ENGL 525	Seminar in Composition.	3
ENGL 565	Advanced Grammar	3

General Science Emphasis (Choose 12 hours)

There are four core courses of four semester hours, each with a laboratory. The student will take at least two of the four core courses and then take electives in the last four hours.

EESE 503	Field Natural History	4
EESE 504	Geology from Basics	4
EESE 505	Chemical Systems and Life	4
EESE 506	Survey of Physics	4

Elective courses:

EESE 501	Philosophy of Science	3
EESE 502	Advanced Topics	1

The content of the Advanced Topics course will be individualized to ensure balance.

MEd COURSE DESCRIPTIONS

EDUC 510 Ethical & Legal Dimensions of Schooling 3 hours

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

EDUC 515 Integrating Educational Technology into Teaching 3 hours

Inquiry into technology as it relates to the classroom setting. Investigates educational software/hardware, CD-ROMs, Internet, electronic teacher portfolios, and web-page building. Includes selection techniques of appropriate media for a variety of learning styles and situations, the changing workplace, and other trends.

EDUC 520 Advanced Methods in Reading and Language Arts 3 hours

A study of strategies, curricula, techniques, and instruction in teaching reading and language arts in the elementary school. Emphasis will be given to current research in the area of reading and language arts.

EDUC 525 Theories of Learning 3 hours

A study of the principles of learning, memory, the influence that affect the learning processes, and how they apply to the individual learner.

EDUC 530 Advanced Methods in Social Studies for a Multicultural Society 3 hours

A study of the pluralistic dimensions of our society, and the urgency of learning to value the existing diversity, to positively portray that diversity, and to use that diversity in the development of effective instructional strategies for children in the classroom.

The philosophy which undergirds this course is that educational and vocational options should not be limited by sex, age, ethnicity, native language, religion, class or exceptionality. The course is designed to help students interpret and analyze those cultural clues which might insinuate otherwise, and to think critically about institutionalized racism, classism, and sexism.

EDUC 535 Research in Education

3 hours

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

EDUC 540 Advanced Methods in Mathematics and Science

3 hours

Current research is utilized to further develop skills in assessment, planning, and evaluation for the math and science curriculum. Teachers will be able to refine their teaching styles using this evidence.

EDUC 545 Seminar in Teaching Exceptional Students

3 hours

A study of strategies, curricula, techniques, and instruction in teaching exceptional students, both gifted/talented and learning impaired.. Attention will be given to the social emotional needs of the child.

ENGLISH COURSE DESCRIPTIONS

ENGL 520 Seminar in a Major Author

3 hours

A study of a major English or American author who has influenced literary thought.

ENGL 521 Seminar in a Literary Genre

3 hours

Emphasis will be given to one specific major literary genre and its development in English and/or American Literature.

ENGL 522 Seminar in a Literary Period

3 hours

Study will be given to a specific literary period in English and/or American literature.

ENGL 523 History of the English Language

3 hours

A linguistic study of the history of the English language through modern English. Also, study will be given to American English and how it relates to our present culture.

ENGL 525 Seminar in Composition

3 hours

A study of composition theory, methods, and research.

ENGL 565 Advanced Grammar

3 hours

This course is primarily designed for prospective elementary and secondary teachers who will need the knowledge and methods for teaching basic English grammar. Also, study will be given to current theories and rules of grammar.

CLASS SCHEDULE 2002-2003

Fall 2002

Class	Description	Time	Days	Location	Teacher
EDUC515	Integ. Educational Technology	7:00 pm	M	Evans Hall 5	M. Sargeant
ENGL525	Theories of Learning	7:00 pm	W	Evans Hall 5	M. England

Spring 2003

Class	Description	Time	Days	Location	Teacher
EDUC510	Ethical & Legal Dimensions	6:00	M	Evans Hall 5	R. Gilliam
EDUC545	Seminar in Teaching Exc.	6:00	W	Evans Hall 4	C. Campbell

Summer 2003 2nd module

Class	Description	Time	Days	Location	Teacher
EDUC520	Adv. Methods in Reading	9:30 am	M-F	Evans Hall 4	C. Campbell
EDUC535	Research in Education	8:00 am	M-F	Evans Hall 4	B. Gnadt
EDUC540	Adv. Methods in Mathematics	10:30 am	M-F	Evans Hall 2	R. Gilliam
EESE504	Geology from Basics	TBA	M-F	TBA	TBA

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Graduate Dean
Larry W. Garrett, B.S. Financial Vice President

Administrative Services

Fred Harder, Ph.D. Enrollment Vice President
Danna Burt, B.S. Registrar
Lane Campbell, M.Div. Chaplain
Randy Gilliam, Ed.D. Teacher Certification Officer
David Knight, M.A. Student Services Vice-President, Dean of Students

Vickie Perry Librarian
 Lorena Marin, B.S. Assistant Registrar
 Charlotte Henderson Publications Editor
 Ronald Macomber, B.S. Director of Network Services
 Teresa Macomber, M.S.W. Student Accounts Advisor
 Beverly Mendenhall, B.S. Alumni Relations Director
 Patricia Norwood Assistant Vice President of Student Finance
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 Marsha Rasmussen M.S.L.S. Associate Librarian
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 Brenda Schnell, B.S. Admissions Counselor
 Steve Stafford, MEd Director of Counseling and Testing Center
 Shannon Truitt, B.S. Director of Enrollment
 Lawrence Turner, Ph.D. Director of Institutional Effectiveness
 Greg Wicklund, B.S. Assistant Financial Vice President
 Sharon Wicker, B.B.A. Accountant
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CAMPUS SERVICES

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

Graduate Teaching Faculty

William K. Atkins, Ph.D.

B.Sc., North Carolina State University; M.B.A., University of Phoenix; Ph.D., North Carolina State University.

Arthur V. Chadwick, Ph.D.

B.A., La Sierra College; Ph.D., University of Miami. Additional graduate study at the University of California.

Carol Campbell, Ph.D.

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

Jerry L. Chi, Ph.D.

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

Renard K. Donesky, Ph.D.

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

Michael G. England, Ed. D.

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

Randy F. Gilliam, Ed.D

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

Karl Konrad, Ph.D.

B.A., Andrews University; M.S., Illinois Institute of Technology; Ph.D., Illinois Institute of Technology.

Judy Myers Laue, Ph.D.

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

Robert L. McChesney, Ed.D.,

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

Robert R. Mendenhall, Ph.D.

B.S. Pacific Union College; M.A., Texas Christian University; Ph.D., University of Texas at Austin

Allen F. Stembridge, Ed.D.

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

Marcel Sargeant, A.B.D

B.S., University of Guyana; M.A., Andrews University; ABD Andrews University.

Daryl D. Thomas, Ph.D.

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

Andrew P. Wooley III, Ph.D.

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

Adjunct Faculty

S. Eric Anderson, Ph.D.

Fred L. Harder, Ph.D.

Jerome McGill, Ph.D.

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

Herbert J. Roth, Ph.D.

