



... Catalog 2013



www.calcoast.edu

About California Coast University

California Coast University was founded in 1973 to meet the needs of professional men and women from all areas of business, industry, education, and individuals whose geographic, professional, or personal time limitations kept them from completing their education. The University's goal is to offer distance learning undergraduate and graduate degree programs to working adults who are looking for a realistic method for completing their education without returning to the traditional classroom setting.

The study programs offered at California Coast University provide students with all the necessary materials and guidance to assist them in organizing and focusing their efforts for optimum results within a reasonable period of time. Close personal communication is maintained during all stages of the study programs. This personalized faculty-student interaction has helped to make California Coast University a leader in Distance Learning Education.

Experienced adults with an interest in completing an accredited University program which awards appropriate recognition for prior occupational and educational achievements will find that California Coast University can assist them in meeting their personal educational goals and objectives within a timetable limited only by their own time and ability.

Since earning its accreditation the University has continued to grow and expand its offerings to include Associate, Bachelor, Master and Doctoral Degrees in varying majors including Business Administration, Management, Marketing, Psychology, Health Care Administration, Criminal Justice and Education. A complete list of degrees offered by the University is listed in this catalog.

CALIFORNIA COAST UNIVERSITY
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Accreditation

California Coast University is a private university accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) and approved to operate by the California Bureau for Private Postsecondary Education (BPPE).

The DETC was founded in 1926 in Washington, D.C. The independent, seven-member Accrediting Commission of the DETC was established in the mid 1950s. By 1959, it gained the approval of the U.S. Department of Education as a “nationally recognized accrediting agency” under the terms of public law. The DETC recently marked its 85th Anniversary as an accrediting body.

As an accredited institution, CCU is eligible to participate in federal educational entitlement programs, including military tuition assistance, government tuition reimbursement programs and the Department of Veteran Affairs Montgomery GI Bill, as well as many corporate education assistance programs. Credits and degrees earned through CCU are recognized for promotion, assignment and position qualification standards within the U.S. military and Federal government.

Accreditation within higher education is a voluntary process that gives public recognition to institutions that meet certain published standards of academic and administrative quality. The purpose of accreditation is to assure the public of the quality of an institution and its commitment to high standards through a system of continuous improvement.

The U.S. Department of Education formally recognizes accrediting commissions that meet all federal standards. The Secretary of Education is required by law to publish a list of nationally recognized accrediting agencies that have been determined to be reliable authorities as to the quality of education provided by the institutions of higher education. Further, the Council on Higher Education Accreditation (CHEA) extends recognition to accrediting bodies and their institutions that meet established quality standards.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

Additional information on recognition policies and standards may be found on the following web sites:

- U.S. Department of Education at www.ed.gov
- Council on Higher Education Accreditation (CHEA) at www.chea.org
- Distance Education and Training Council (DETC) at www.detc.org
- Bureau for Private Postsecondary Education (BPPE) www.bppe.ca.gov
- Defense Activity for Non-traditional Education Support (DANTES) at www.voled.doded.mil
- VA GI Bill web site at www.gibill.va.gov

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(REV. 1/13)

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Mission, Goals, and Objectives

Mission

California Coast University's mission is to offer quality distance learning and online undergraduate and graduate degree programs to self-directed, mid-career adults, utilizing a combination of distance learning and correspondence methodologies. California Coast University is committed to meeting the needs of qualified, highly motivated, independent students whose geographic, professional or personal time constraints keep them from completing their education in traditional, on-campus education programs.

California Coast University offers challenging curriculum and allows students to integrate their professional and life experience with the academic content required by their discipline. Degree programs are completed through independent, self-paced study under faculty supervision, without requiring classroom attendance.

The University is committed to operate ethically and professionally, with academic integrity and respect for the individual. CCU will cultivate in our students and graduates the same intellectual, analytical and critical abilities encouraged by other institutions of higher learning; and will build students' competencies in areas critical to their success in today's ever changing environment.

Goals

In developing and evaluating programs of study, the University seeks to continually improve its existing nontraditional programs. To ensure ongoing program excellence, responsibilities are shared between qualified faculty and administrative staff.

All degree programs at California Coast University share the following common goals:

- **To enable students to acquire a body of knowledge in a specific discipline.**
- **To think critically.**
- **To improve student abilities to make significant contributions to the missions of their employers.**
- **To use student knowledge to improve the functioning of the communities in which they live and work.**
- **To enhance student personal satisfaction.**
- **To improve a student's level of confidence and self-esteem through the accomplishment of long term academic goals.**
- **To provide a pathway for students to continue the pursuit of additional life-long learning experiences.**

Objectives

All programs offered at California Coast University share the following common objectives. These objectives have evolved over time and are continually shaped by students, faculty, staff, employers, other constituencies, and the ever-changing socioeconomic climate.

- To allow students to complete degree requirements at their own pace.
- To enable students to successfully meet coursework requirements without classroom attendance.
- To develop an individualized program of study for each student.
- To provide students with the most comprehensive and current information available in their field of study.
- To utilize evaluation materials which require the student to demonstrate the effective integration of concepts and skills.
- To make available to students all materials necessary to successfully complete their degree requirements, and to give students access to faculty members who can provide assistance and guidance when necessary.
- To develop students understanding of the language and information specific to their discipline.
- To enable students to effectively integrate concepts and skills across functional areas.
- To instill in students the value of life-long learning.
- To encourage students to take advantage of life-long learning opportunities.

All programs at California Coast University use Measurable Learning Outcomes to meet program objectives and goals. Students must demonstrate satisfactory levels of performance on objective and essay examination questions throughout their course of study.

Grade Point Average (G.P.A.).

- All undergraduate students must achieve an overall G.P.A. of at least 2.0 on a 4.0 scale.
- All graduate students must achieve an overall G.P.A. of at least 3.0 on a 4.0 scale.
- Students who do not meet the overall G.P.A. requirement by the end of their program must repeat courses until they improve their overall G.P.A.
- Overall course grades of "F" will be posted and count as "0" units completed, and must be repeated.
- Doctor of Education students must repeat any course in which the overall course grade is "D" or "F."
- To repeat a course, students must pay the current tuition for the course, in full to the Accounting Department, prior to repeating the course.

Research Methods Course, Master's Thesis, and Doctoral Dissertation.

- All Master's degree students must successfully complete a Research Methods Course.
- All Master's degree students must develop a Research Thesis, which is refined under faculty supervision and approved by the Dean and Faculty Committee members, or complete an additional nine units of coursework.
- All Doctoral degree students must successfully complete a Comprehensive Examination prior to beginning the research phase.
- All Doctoral degree students must develop a Proposal and Dissertation, which is refined under faculty supervision and approved by the Dissertation Committee.
- All Doctoral degree students must appear before their Dissertation Committee for the purpose of orally responding to questions as they pertain to the student's Dissertation.

Administrative and Academic Staff

President	Thomas M. Neal
Executive Vice President	Shelly Marquardt
Vice President of Academic Affairs	Dr. Patricia Insley
Chief Academic Officer	Dr. Cynthia Teeple
Vice President of Student Affairs	Dr. Murl D. Tucker
Dean, School of Administration and Management	Dr. Peng Chan
Professor of Administration and Management	Dr. Judith L. Forbes
Professor of Administration and Management	Adam K. Franklin
Professor of Administration and Management	Dr. S. Jeannette Guignard
Professor of Administration and Management	Shawn Moustafa
Professor of Administration and Management	Douglas Petrikat
Professor of Administration and Management	Maryam Pirnazar
Professor of Administration and Management	Valentin Shmidov
Professor of Administration and Management	Patricia D. Stubban
Professor of Administration and Management	Marlene A. Woodworth
Dean, School of Arts and Sciences	Dr. Murl D. Tucker
Professor of General Education	Ronald E. Armstrong
Professor of General Education	Dr. Cindy C. Brownell
Professor of General Education	Angela Cenina
Professor of General Education	Adam K. Franklin
Professor of General Education	Margaret O'Rourke
Professor of General Education	Dr. Sarah L.M. Svengalis Fraley
Professor of General Education	Ana Truong
Dean, School of Behavioral Science	Dr. Cynthia Teeple
Assistant Dean, School of Behavioral Science	Dr. Rachel Stein
Professor of Behavioral Science	Brigid Miraglia
Professor of Behavioral Science	Dr. Sarah L.M. Svengalis Fraley
Professor of Behavioral Science	Dr. Murl D. Tucker
Dean, School of Criminal Justice	John Quinones, J.D.
Professor of Criminal Justice	Dr. Natalie M. Lindemann
Professor of Criminal Justice	Ronald E. Armstrong
School of Engineering Management, Dean	Dr. Martin Cooper
Professor of Engineering.. ..	Dr. Carroll B. Gambrell, Jr.

School of Education, Dean	Dr. Patricia Insley
Professor of Education	Dr. Cindy C. Brownell
Professor of Education	Dr. S. Jeannette Guignard
Professor of Education	Dr. Linda B. Smith
Director of Academic Affairs	Douglas Petrikat
Coordinator of Academic Affairs	Brigid Miraglia
Director of University Planning and Compliance	Natasha Franklin
Assistant Development Coordinator	Trang Nguyen
Director of Marketing and New Business Development	Christi Okuma
Admissions Manager	Damien McMenamin
Admissions Representative	Richard Mendez
Admissions Representative	Sinead McMenamin
Admissions Representative	Cyndi Nash
Military Education Advisor	Justin Green
Admissions Assistant	Wendy Aguiniga
Registrar	Angela Cenina
Financial Coordinator	Sonya Martinez
Finance Assistant	Trish Bumann
Director of Management Information Systems	Jojo Soberano
Library	Reina Lopez
Academic Services	Nancy Neal
Director of Student Services	Danielle Orta
Testing Services	Karla Lopez
Testing Services	Melanie Thoma
Testing Services	Linda Stanley
Student Success Advisor	Joni Briney
Student Services	Barbara Hall
Student Services	Denise Barros
Student Services	Cameren Gonzales
Student Services	Shelba Dragon
V.A. Certifying Official	Danielle Orta
Test Center Administrator	Denise Sessler

Academic Staff

Dr. Patricia Insley
Vice President, Academic Affairs
Dean, School of Education

B.A. Miami University, Oxford, Ohio
 M.A. California State University, Long Beach
 Ed.D. University of Southern California

Dr. Insley brings to California Coast University a variety of professional experiences in her education career that has spanned over 35 years. After graduating with her B.A. in Spanish and German, she began her career as a Spanish and English Second Language Teacher in Southern California. She later went on to complete two Master's degrees and a doctorate degree, all with an emphasis in Curriculum and Instruction and Educational Administration. In addition to her classroom teaching, Dr. Insley has also served as an administrator in the public school setting. Her administrative experience includes having served as a school Principal and as a District Coordinator of federal and state projects, services for second language learners, and curriculum and instruction. In addition to her teaching and administrative credentials, she holds the Bilingual Cross-cultural Specialist credential. She has also taught postgraduate classes for teachers working on the Cross-cultural Language and Academic Development credential. As a school Principal, she successfully led staff through a program improvement process resulting in significant improvement in student achievement. Her school was recognized for these achievements with the Title 1 Academic Achievement Award (2007) and the Business for Educational Excellence Award (2006). As a Site Administrator, she was especially interested in creating a positive school environment and in fostering student success and the professional development of all staff. Dr. Insley maintains a special interest in working with programs that support culturally diverse populations, especially the English Language Learners. She was active in her local administrators' organization, serving in several officer roles, including President.

Dr. Cynthia Teeple
Chief Academic Officer
Dean, School of Behavioral Science

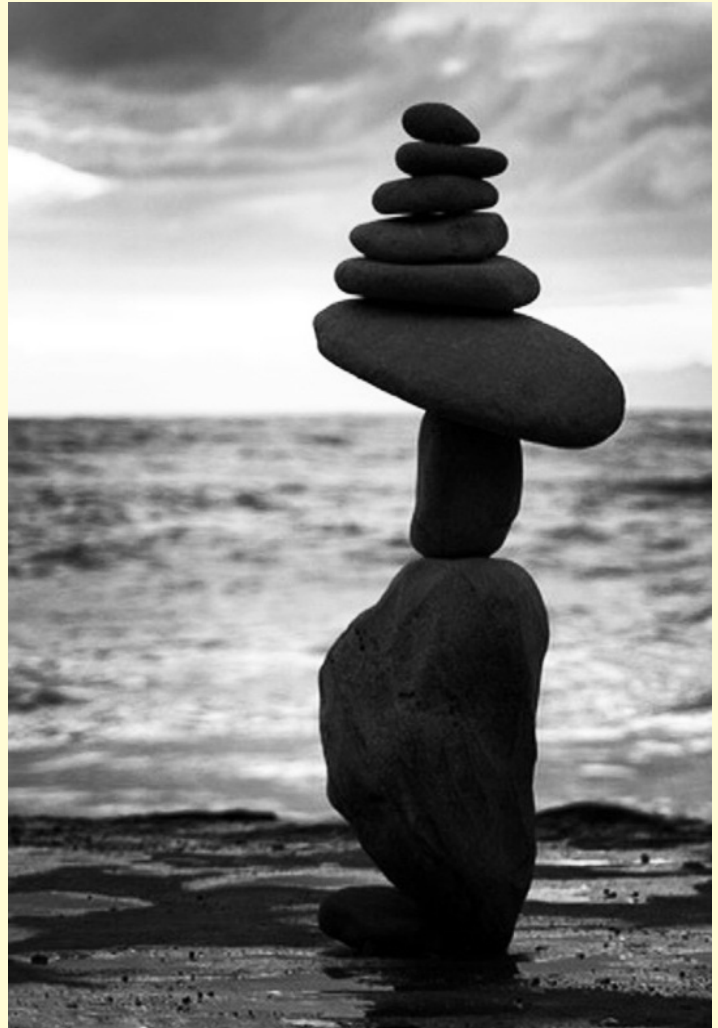
B.A. California State University, Los Angeles
 M.A. California School of Professional Psychology
 Ph.D. California School of Professional Psychology

Dr. Teeple brings a variety of professional experiences to her position as Dean of the School of Behavioral Science. She has been active in settings that range from treating severely ill psychiatric patients to serving upper level managers in industrial and organizational settings. Areas of special interest include the utilization of clinical methods and systems dynamics in the understanding of large organizations. Such methods are incorporated into the infrastructure of business as a means to ensure organizational health and vitality. The focus is on helping organizations improve teamwork and develop more effective interaction among individual performers. Dr. Teeple helps prepare organizations to face the demands and challenges that lead to ongoing success in business. Additional areas of special interest include the blending of social and clinical psychology. Dr. Teeple has researched social expressions of violence and its relationship to individual's self-esteem and group identification. Finally, she has developed and taught a variety of courses in psychology at a number of other universities.

Dr. Murl D. Tucker
Vice President, Student Affairs
Dean, School of Arts and Sciences

B.A. California State University, Fullerton
M.A. Alliant International University
Ph.D. Alliant International University

Dr. Murl D. Tucker's professional career spans a wide range of areas in the fields of education, mental health and business. In education, he has considerable experience working with undergraduate and graduate students in a variety of capacities including administration, counseling and teaching. At the community college level, he counseled students to help them identify academic and career goals and to formulate academic plans to help them realize those goals. In addition, he has served as a professor for undergraduate psychology and applied psychology courses. At California Coast University, Dr. Tucker has been actively involved in the accreditation process, program and policy development, program research, counseling students, curriculum development and the supervision of master's and doctoral research. Some of his research interests include program design and development, organizational behavior, health psychology, creativity, personal narrative, media studies, wellness and environmental psychology. In the mental health field, Dr. Tucker was responsible for providing therapy, clinical coordination, treatment planning and quality improvement and program development for both in-patient and out-patient mental health programs. In addition, he was active in marketing and administering the programs he worked in. In these varying capacities, Dr. Tucker worked extensively with children, adolescents, adults and the elderly. Prior to enrolling in graduate school, Dr. Tucker worked in the advertising, public relations and real estate development fields.



Dr. Peng Chan
Dean, School of Administration and Management

LL.B. University of Malaya, Malaysia
M.B.A. University of Texas, Austin
Ph.D. University of Texas, Austin

Dr. Chan holds a Law degree with top honors, an M.B.A. in Corporate Strategy & Finance, and a Ph.D. in Strategic Management. He has a vast amount of experience teaching at both the undergraduate and graduate levels, and is a tenured Full Professor of Management at California State University, Fullerton, the 3PrdP largest business school in the United States. Besides his academic achievements, Dr. Chan is also a successful consultant, entrepreneur, and businessman. He has over 20 years of consulting experience and has advised and trained thousands of CEOs, business owners, executives, and managers. Dr. Chan is recognized as a pioneer and leading authority on strategy and franchising in the Asia-Pacific region, has sat on the Board of the Asia Academy of Management, and was a founding member of the International Association for Chinese Management Research (IACMR), the largest professional academic organization that focuses on management research in China. He is a Fulbright Scholar and has been granted the Distinguished International Scholar Award by Phi Beta Delta (the International Honor Society) for his extensive contribution to international business. He is listed in "Who's Who Among Outstanding Young Men of America," "Who's Who Among Asian Americans," and "Who's Who Among Global Leaders." He is fluent in multiple languages including English, Chinese (several dialects), Malay, Indonesian, and some Thai.

Dr. Martin Cooper
Dean, School of Engineering
Management

B.S.E. University of Michigan
M.S. University of Michigan
Ph.D. Brandeis University

Dr. Cooper brings a variety of experience to his position as Dean of the School of Engineering Management. Following over 15 years experience as a Senior Scientist, Policy Advisor, and White House Exchange Fellow in the federal government, Dr. Cooper became Director of Research Planning at a major oil company. He later served as a consultant in engineering management to a wide variety of companies from electronic firms to oil field equipment companies and engineering material producers. Dr. Cooper continues to advise the federal government on the commercial feasibility of research and development programs.

John Quinones
Dean, School of Criminal Justice
Professor of General Education

B.A. California State University,
San Bernardino
J.D. Western State University
College of Law

Professor Quinones brings a wealth of experience in both law enforcement and teaching to the Criminal Justice program at California Coast University. As a Deputy Sheriff for the Los Angeles County Sheriff Department, Professor Quinones spent nearly ten years in various areas of patrol, including street patrol, conducting investigations for the detective bureau, and working for the Operations Safe Streets gang unit. He then completed his J.D. and for a time worked as a law clerk for the Orange County District Attorney's office in their sexual assault unit before moving into the higher education arena to teach Criminal Justice courses. Currently, he is a licensed private investigator and owns his own private investigation company while also continuing to teach at the University level.

Dr. Rachel Stein
Assistant Dean, School of Behavioral Sciences

B.A. San Diego State University

M.Ed. Springfield College

M.A. California School of Professional Psychology-Los Angeles

Psy.D. California School of Professional Psychology-Los Angeles

Dr. Stein has worked in various non-profit and clinical settings for the past 15 years. She was awarded the only full time teaching fellowship in her department during her Masters program at Springfield College. She has worked within several in-patient facilities where she conducted mental health and chemical dependency triage intakes and assessments. She was the lead therapist, supervising two treatment teams providing therapeutic services within a level 12 residential treatment facility for high-risk adolescents referred by the Department of Probation and the Department of Children's Services. She completed her clerkship at the UCLA Office for Students with Disabilities, where she was an advocate for student rights to receive their accommodations and conducted diagnostic and character pathology assessments. She finished her pre-doctoral training at Children's Hospital Los Angeles, in their High Risk Youth program and Division of Adolescent Medicine. Dr. Stein has authored a manual developed for a therapist to conduct group intervention for female adolescents who have been victims of acquaintance rape, and has stayed actively involved within the arena of domestic violence and violence against women as an invited panelist, educating and speaking on the "Link" for various symposiums throughout the nation. She is the founder and facilitator of a Positive Parenting program within several cities in the Orange County area and continues to remain actively involved within her community in the realm of public education.

Faculty

The faculty of California Coast University is composed of qualified, experienced, and respected educators who serve as counselors and educational advisors for the students enrolled in programs at the University.

Since the University's programs are centered around the student's total life-learning accomplishments, which include work experience, prior academic classroom experience and self-directed learning outside the classroom, the members of the faculty of the University have been selected for their expertise in recognizing and evaluating these elements. The faculty members are drawn from appropriate academic disciplines and function as a catalyst to assist and guide students in their learning programs. All our educators have demonstrated unique abilities to function in the alternative learning mode which has made California Coast University a leader in alternative education.

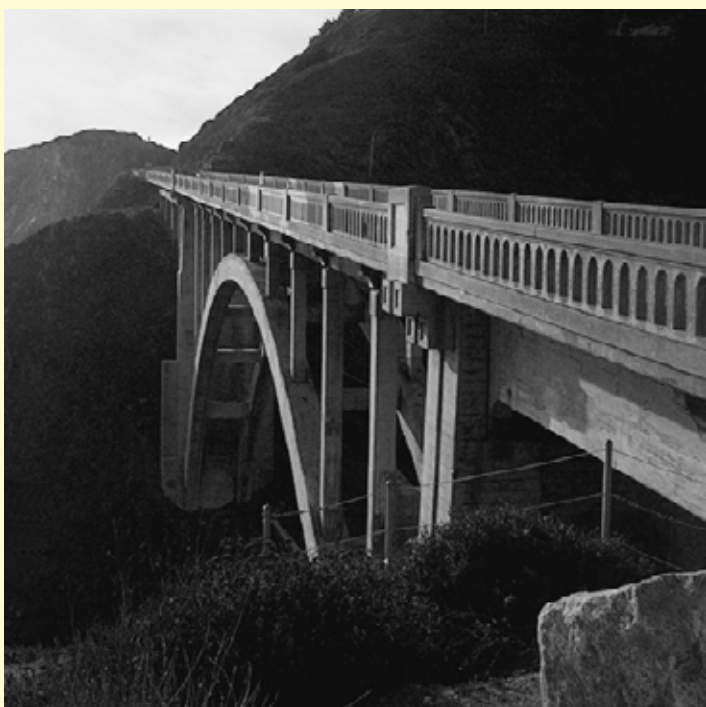
In addition to faculty responsibilities at California Coast University, some faculty members also serve on the faculty or administrative staffs of other local colleges, universities, or public school districts.



Ronald E. Armstrong
Professor of Criminal Justice
Professor of General Education

B.A. University of California, Santa Cruz
M.P.H. University of California,
Los Angeles
M.F.S. National University
M.A. California State University, Fullerton

Professor Armstrong adds a wealth of knowledge and experience to California Coast University's Criminal Justice program with his expertise in forensic anthropology, criminalistics, victimology and digital forensics. He has served as an instructor at various institutions and has also held administrative positions as Interim Department Chair, Criminal Justice Program Director and Chief Learning Officer. Among his early field work, Professor Armstrong worked on the Corriganville Project in Southern California, conducting archaeological surveys, mapping, excavating and curating. He was also involved in the Palace of the Legion of Honor project in San Francisco, California where he collected and identified historical human remains. His professional affiliations include the International Council of Archaeozoology and the American Society for Training and Development.



Dr. Cindy C. Brownell
Professor of Education

B.S. University of California, Davis
M.A. California State University,
Sacramento
Ed.D. University of the Pacific

Dr. Brownell has considerable experience in both elementary and post-secondary education. During her career, she taught child and adolescent development courses, completed Foundations for Teaching Performance Assessment training, and completed training for the Educational Administration Program. With her extensive experience working with multicultural, multilingual students, she planned and implemented standards based programs which included literacy centers, assessment, and classroom learning communities. She participated as a school leadership team member and grade level leader, as well as being a team member for the school's monitoring and accountability visit, and her district's English Language Arts Advisory Committee. In addition, she undertook language arts instruction, training, and implementation of new programs, and co-facilitated site literacy meetings on reading assessment and writing across the grade levels. At the district level, she was Assistant Director of Teacher Development. In this position, she acted as a liaison between Teacher Development Department Programs and partner districts, wrote state reports and grants, maintained the program budget, supervised and guided pre-intern and intern teachers, organized and facilitated faculty retreats, hired faculty/instructors, and worked with program participants to develop individualized program action plans. Dr. Brownell holds a California Professional Multiple Subject Teaching Credential, a California Language Acquisition Development Specialist Credential, and a Professional Clear Administrative Services Credential.

Angela Cenina
Professor of General Education

B.F.A. California State University, Long Beach
M.A. California State University, Dominguez Hills

Professor Cenina has an extensive background in Fine Arts and Humanities. Professionally, she oversaw the activities and instruction for a private arts school, teaching art to a wide range of students. In her position, she supervised faculty, participated in marketing and other special events for the art studio, and conducted institutional research on student retention and business efficiencies. As a volunteer, she provided art lessons to individuals with life threatening illnesses within hospital settings. In addition, she completed art internships in both Southern and Northern California and holds professional certification in scientific illustration.

Dr. Judith L. Forbes
Professor of Administration and Management

B.A. California State University, Fullerton
M.S. California State University, Fullerton
M.B.A. University of Southern California
Ph.D. Claremont Graduate School

Dr. Forbes has over 20 years of knowledge and experience in the disciplines of both technology and management. She served as European Program Manager for a division of TRW's Automotive Group and has experience in manufacturing liaison, configuration management, mechanical design, simulation and analysis, and specification of aerospace systems. In addition to her employment related to activities in the areas of transportation electronics, and guidance and navigation, she has published and presented papers on the subjects of atmospheric radioactivity, failure of metallic orthopedic implants, financial considerations in solar energy systems, engineering skills assessments, and systems management. She is also a nationally acclaimed writer and speaker on the complex topics that challenge today's business professionals, such as International Business, Technology Management and Strategy Implementation. Dr. Forbes has also served as Visiting Professor at the University of La Verne and as a lecturer and panelist for colleges of engineering across the nation, the American Management Association, and for projects of the National Science Foundation. Concurrently, Dr. Forbes also serves as President of Jandr Associates, Inc., a management consulting firm, and is active in technical professional associations, serving as President of local sections of American Institute of Aeronautics and Astronautics and as Regional Director and National Vice President of Society of Women Engineers.

Dr. Sarah L.M. Svengalis Fraley
Professor of Psychology
Professor of General Education

B.A. Brown University, Providence, RI
B.S. University of Iowa, Iowa City, IA
Ph.D. University of Iowa, Iowa City, IA

Dr. Svengalis Fraley is a staff psychologist with extensive experience. She developed and directed the SCI Peer-Mentor Program for the Veterans Administration Healthcare System. She served as a staff psychologist with a primary focus on rehabilitation psychology and inpatient psychiatric services. She has completed clinical rotations in neuro-stroke/gerontology, adult brain injury, neurology spinal injury, and pediatric inpatient rehabilitation. Dr. Svengalis Fraley has extensive teaching and supervision experience. She taught courses in statistical methods and counseling psychology. In addition, she is a clinical supervisor for the Veterans Administration psychology internship program. Her activities include the provision of clinical supervision and didactic presentations to doctoral level psychology trainees. She has broad research interests and has published her research extensively and presented at numerous professional conference. She is a member of the American Psychological Association and the American Association of Spinal Cord Injury Psychologists and Social Workers.



Adam K. Franklin
Professor of Administration
and Management
Professor of General Education

B.S. California Polytechnic State University, San Luis Obispo, CA
M.B.A. California Polytechnic State University, San Luis Obispo, CA

Professor Franklin is a mechanical engineer. His duties include the specification and optimization of cost effective solutions. He is also responsible for the calculation and verification of energy compliance with the State Energy Code. In addition, Professor Franklin has extensive experience with Autodesk Revit which allows systems to be designed in 3D. He also serves as project manager on numerous projects and is part of the marketing team utilizing his masters in business administration degree. He is a member of the United States Green Building Council and the American Society of Mechanical Engineers.



Dr. Carroll B. Gambrell, Jr.
Professor of Engineering

B.A. Florida Southern College
B.S.E. Clemson University
M.S.E. University of Florida
Ph.D. Purdue University

Dr. Gambrell currently serves as Vice President for Research at Mercer College in Macon, Georgia. Dr. Gambrell previously served as the Founding Dean in the School of Engineering since the establishment of the School in 1985. As Founding Dean, he organized the school, formulated the academic programs, engaged in fund raising, designed laboratories, employed faculty, designed two buildings, selected textbooks and equipment, and recruited students. He has also served with distinction on the faculty of institutions across the country, including Purdue University, Stanford University, Arizona State University, Clemson University, West Coast University, and the University of Central Florida. Dr. Gambrell has been a curriculum consultant to the U.S. Air Force Academy and Northern Illinois University, among others. His educational expertise has been utilized many times as Team Chairman on accreditation visits to many large universities throughout the United States. He has been an active participant on the Accreditation Board for Engineering and Technology since 1965 and is currently serving as Chairman of the Related Accreditation Commission of ABET. A well-published author of engineering articles, Dr. Gambrell has also been an active member of the communities in which he has lived.

Dr. S. Jeannette Guignard
Professor of Administration and Management
Professor of Education

B.S. California State Polytechnic University, Pomona
M.B.A. California State Polytechnic University, Pomona
Ed.D. Pepperdine University

Dr. Guignard has over 15 years experience in Sales, Marketing and Management. She has extensive corporate experience and most recently spent the last 10 years with Tyco Electronics as an Account Executive in the Global Aerospace and Defense Division. In addition, she has experience developing and training business and sales professionals, developing marketing strategies, and developing operational management strategies. Dr. Guignard has a doctorate in Organizational Leadership from Pepperdine University, an M.B.A, and a Bachelor's of Science in Business Administration and Marketing from California Polytechnic University, Pomona. She is a Certified Project Manager and has completed Adult Teaching training. She currently enjoys being an Adjunct Professor teaching business and M.B.A courses as well as consulting for Universities on the development and designing of curriculum for Doctoral and Master's courses in Organizational Behavior. Her subject area of focus within Organizational Leadership includes Gender Issues in the workplace and research surrounding gender-role congruity theories.

Dr. Natalie M. Lindemann
Professor of Criminal Justice

A.A. Cypress College
B.A. California State University, Fullerton
M.A. Alliant International University,
Los Angeles
Psy.D. Alliant International University,
Los Angeles

Dr. Lindemann brings knowledge and experience from both the criminal justice and mental health professions. She began her higher education at Cypress College where she was actively involved in student enrichment as president of the school's Psychology Club. Dr. Lindemann then transferred to California State University, Fullerton where she was recognized with numerous academic honors and earned her B.A. in Psychology. It was at this time Dr. Lindemann began specific training in Forensic Psychology, a division of applied psychology focusing on the interaction between psychology and the law. Dr. Lindemann earned her M.A. in Forensic Psychology at Alliant International University (AIU), Los Angeles. She returned to AIU's Center for Forensic Studies and completed her Doctorate of Psychology in 2009. Dr. Lindemann's clinical and forensic psychology experience began with training at a substance abuse treatment center where, among other responsibilities, she conducted assessments and therapy with individuals court ordered to treatment. Dr. Lindemann also has psychological training experience with the California Department of Corrections and Rehabilitation – Parole Outpatient Clinic conducting individual and group therapy with convicted sexual offenders along with assessment and diagnosis of parolees. Dr. Lindemann's current research interests involve evaluating the validity of a psychological instrument designed to assist in hiring police officers who will perform their duties without serious behavioral transgressions. Overall, Dr. Lindemann is dedicated to the continued development of forensic psychology as a field and to those individuals who desire knowledge about the role of mental health in the criminal justice system.



Brigid Miraglia
Professor of Behavioral Sciences

B.A. California State University, Dominguez Hills
M.S. California State University, Fullerton

Ms. Miraglia has served in the nonprofit sector assisting residents in preparing for job interviews and as an abuse hotline operator at the Women's Transitional Living Center in southern California. She has also worked as a mental health counselor for The Center O.C. and Turning Point Center for Families, serving clients who were diagnosed with moderate to severe depression, dysthymia or bipolar disorder. As a counselor, she has conducted group counseling sessions for children at elementary schools and high school students enrolled in a court school, focusing on anger management and socialization skills. She has also worked for the Saddleback Unified School District on the Resource Specialist Program which focused on education plans for children with limited learning disabilities and later served as a substitute teacher for various subjects in grades K-12. Ms. Miraglia is a member of the California Association of Marriage and Family Therapists and has attended workshops that promote increased understanding and knowledge of the mental health field.

Shawn Moustafa
Professor of Administration and Management

B.A. University of California, Riverside
M.B.A. New York Institute of Technology

Mr. Moustafa brings experience, skills, and education in business development, marketing, and project management. Prior to obtaining his M.B.A. from the New York Institute of Technology, he received his B.A. in Sociology and Law & Society at the University of California, Riverside. Additionally, Mr. Moustafa has recently completed an applied project management program at California State University, Fullerton. As a consultant, Mr. Moustafa's prior experiences include overseeing business development and marketing for a Fortune 500 sales consulting firm, restructuring key business processes at a healthcare services company, and providing strategic marketing for a specialty tile company. Presently, Mr. Moustafa owns several small businesses and he takes pride in watching them grow. He enjoys working with innovative products and implementing his knowledge of management, marketing, and customer service.

Margaret O'Rourke
Professor of General Education

B.A. California State University, Fullerton, CA
M.A. California Polytechnic State University, Pomona, CA

Professor O'Rourke has experience in teaching elementary education through college level english, critical thinking, and writing courses. She taught English as a Second Language to both groups and individuals in the school system and at the corporate level. In addition, she was responsible for assessing student progress by creating and administering diagnostics and tests, coding and calculating data, and interpreting results. Utilizing her strong technical writing skills, she developed training materials and curriculum for both college students and for business leaders.

Douglas Petrikat
Professor of Administration
and Management

B.A. Hunter College of the City
University of New York
M.A. New York University
M.B.A. University of California, Irvine

Mr. Petrikat was born and raised in New York where he earned a B.A. in Communications and German Literature at Hunter College of the City University of New York. He worked in retirement planning for six years at TIAA-CREF (the largest pension fund for university instructors in the U.S.). While employed there, he earned an M.A. in International Relations from New York University. Mr. Petrikat moved to Japan and taught at LADO International College (affiliated with Georgetown University) in Tokyo for six years. After returning to the U.S., he moved to Orange County, CA and earned an M.B.A. from the University of California, Irvine Graduate School of Management. Since then Mr. Petrikat has worked as a consultant, freelance writer, and instructor. He is currently the Director of Academic Affairs at California Coast University and also teaches for Webster University, The University of Phoenix, and DIA University. His courses include Management, Cultural Diversity in the Workplace, Business Ethics, American Culture, and Cross Cultural Management for M.B.A. students. His published work has covered international business, culture, and politics.

Maryam Pirnazar
Professor of Administration
and Management

B.A. University of California, Irvine
M.P.H. California State University,
Long Beach

Professor Pirnazar's professional career spans a wide range of areas in both psychology and public health. She obtained her B.A. in Psychology and her Master's in Public Health with an emphasis in community health education. During her graduate studies, she worked in a variety of settings and gained a broad range of experience. Professor Pirnazar has worked with the Community Health and Social Epidemiology Program at California State University, Long Beach, in which she assisted with evaluation of health intervention projects, coordinated and evaluated health education materials, and developed educational materials for workshops. In addition, she has worked with the Tobacco Use Prevention Program at the Orange County Health Care Agency where she worked with schools, community organizations, and local health offices, and assisted with various educational classes. She also worked with the University of California, Irvine Autism Research Project in which she assisted with psychological/psycho-social assessments of autistic participants. She is also a member of the American Public Health Association and the Health Care Administration Association, and is also a Certified Health Education Specialist.



Valentin Shmidov
Professor of Administration and Management

B.S. University of Wisconsin
 M.B.A. Arizona State University
 M.I.M. Thunderbird, The Garvin School of International Management

Mr. Shmidov brings a background of entrepreneurship, marketing, and finance to the school of Business Administration and Management. Through his positions at Wells Fargo, BioAssay, Inc., Swiss Re, and Pravda, Mr. Shmidov brings experience in the sectors of biotechnology, financial services, and retail services. After completing his Bachelor of Science degree in Biology from the University of Wisconsin, Mr. Shmidov assisted in founding a start-up biotechnology company, screening for environmental estrogens as endocrine disruptors, which stemmed from undergraduate research. Upon the successful commercialization of the business plan at BioAssay, Inc., Mr. Shmidov moved on to join the International Graduate Program at Swiss Re in New York, London, and Zurich, Switzerland. Mr. Shmidov began his career at Swiss Reworking in Corporate Marketing, focusing on esoteric securitizations and securitizations within the franchise sector. He then moved on to coordinate ten billion dollars in capital transactions at the corporate headquarters in Switzerland, culminating in the 2002 one billion Swiss Franc Medium Term Note Program. Upon returning to business school, Mr. Shmidov focused on services marketing and international business. Mr. Shmidov's emphasis is non-traditional and youth marketing, customer lifetime value analysis, and new product / service development. He has built upon this foundation by providing analysis of marketing trends, global product development, and market segmentation. While at Arizona State University and Thunderbird, Mr. Shmidov held teaching assistantships in marketing and finance. He is currently President and CEO of Pravda, based in Huntington Beach, CA. Founded in 2005 by Mr. Shmidov, Pravda is the first custom surfboard design studio and will expand to three studios this year. Besides providing the challenges of an entirely new business model, Pravda provides Mr. Shmidov a research platform for testing various methods on non-traditional and youth marketing with a trend-driven, diverse, and progressive customer base.

Dr. Linda B. Smith
Professor of Education

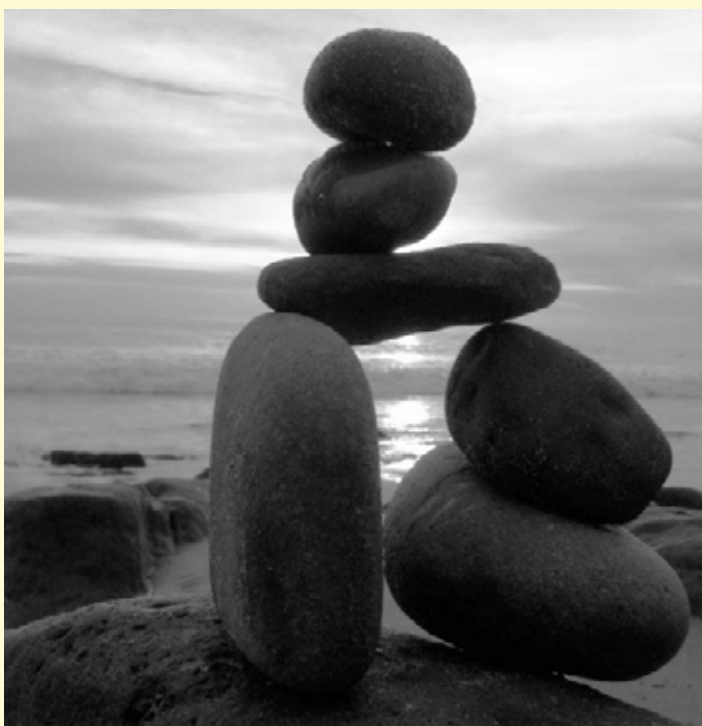
B.A. University of California
 M.Ed. University of Arizona
 Ed.D. California Coast University

Prior to her association with California Coast University, Dr. Smith maintained a leadership role in the development of innovative education in various public school systems in the United States. She was selected Outstanding Young Educator of Fairfax County, Virginia, served as president of a local Toastmaster's International, and has been active in the American Association of University Women, as well as Chi Omega Sorority. Dr. Smith has served on the Board of the National Association of Private, Nontraditional Schools and Colleges and as Secretary/Treasurer of the Alumni Association of California Coast University. During her educational career, she has researched nontraditional education systems, culminating in her dissertation entitled "Nontraditional Degree Granting Institutions and Their Attempts at Legitimacy Through Accreditation." Dr. Smith has distinguished herself as an educational leader, capable of assisting students in achieving their professional and educational goals.

Patricia D. Stubban
Professor of Administration
and Management
Professor of General Education

B.S. California State University,
Long Beach
M.B.A. University of LaVerne

Professor Stubban has over 20 years of experience in executive level positions in Operations and General Management. She most recently served as General Manager for Melles-Griot Photonics, a high-technology optics manufacturer. Prior to that, she was the North American Director of Operations for a major laser manufacturer. Professor Stubban has been involved in the implementation and training for various "Lean/Just-in-Time" operations programs and implemented several executive training and mentoring initiatives at companies such as Alcoa and Fairchild. She has also been certified CPIM by the American Production & Inventory Control Society (APICS).



Marlene A. Woodworth
Professor of Administration
and Management
Professor of General Education

RN Holy Name Hospital,
School of Nursing
M.B.A. Pepperdine University

Ms. Woodworth is a Board, CEO, and Business Coach who engages people to improve the performance of their boards and companies. With her extensive board and management experience, her board coaching practice focuses on improving board effectiveness to build enterprise value. Her CEO coaching builds competencies for growing and improving companies. Ms. Woodworth developed and coordinates a Governance Elective for EMBA students at the Merage School at UCI and mentors students in the MBA and EMBA programs. She is a three-time hospital CEO with a track record of over twenty-five years in C-level positions. She has developed healthcare markets to market dominance and led the acquisition and consolidations of hospitals and medical groups. She is also known for leading groups of hospitals to greater profitability by implementing operational improvement plans resulting in significant bottom line improvement. Ms. Woodworth has served on the advisory boards of two start-up companies. She is a board member of the Forum For Corporate Directors, Providence Speech and Hearing, and The American Red Cross. She has served on thirteen hospital boards as the corporate member and on three hospital and medical group boards as the CEO. She has also been active on ten nonprofit boards including the UC Riverside School of Management Advisory Board. She meets the standard for an ISS accredited Corporate Director. Internationally, she has consulted with hospitals in Laos and the Cook Islands and with companies at the high tech incubator in Xian, China.

General Information

RESIDENCE REQUIREMENTS

California Coast University does not require traditional classroom attendance or on campus residence requirements. Students complete all course requirements using the latest online learning programs under the guidance and supervision of outstanding faculty and learning facilitators. Students outside the contiguous U.S. (includes AK, AS, FM, GU, HI, MH, MP, PR, PW, and U.S. VI) may only receive coursework and grades electronically.

TIME REQUIREMENTS

California Coast University programs are self-paced, with students completing their programs as rapidly as their own schedule and ability permits.

- The earliest an undergraduate or master's student may be awarded a degree is one academic year (nine months) from the date of enrollment.
- All undergraduate and master's degree programs must be completed within five years.
- All doctoral degree programs must be completed in no fewer than two years and no longer than 10 years from the initial date of enrollment.
- Full-time status is considered to be the completion of a minimum of (4) courses per year.

Although the degree programs offered are self-paced, students are expected to demonstrate reasonable progress toward completion of their study program. Reasonable academic progress is defined as:

- The successful completion of a minimum of (2) courses per year for those students enrolled in an undergraduate or master's program.
- The successful completion of a minimum of (1) course per year for Doctoral students.
- Students completing a Thesis or Dissertation must submit evidence of progress in writing at least once a year.

THE UNIVERSITY'S RENTAL LIBRARY

To assist students to manage the costs of textbooks, California Coast University offers a rental library for course textbooks. Student requests to rent a book will be accepted by letter, fax, email, telephone or via the Coast Connection online portal. A security deposit and a rental fee will be charged for each book. The rental fee will not be refunded; the security deposit is transferred to the next book rented and will be refunded when all coursework has been satisfactorily completed or upon written request to withdraw from the University, and the final textbook is returned on time and in the same condition in which it was provided to the student. Students may also obtain textbooks in their local areas or through on-line sources if they do not wish to utilize the California Coast University rental library.

TRANSCRIPTS

Transcripts of previous academic college or university work must be provided with the Application for Admission and Enrollment. Photocopies of transcripts in your personal possession are acceptable for evaluation purposes. An official transcript must be forwarded to the University for each college or university listed on the Application for Admission and Enrollment. If you do not have copies of your transcripts in your possession, request that each college send one copy to you and one copy to the University. Students who have earned less than 12 college-level semester credits at an appropriately accredited postsecondary institution must provide official documentation of high school completion, (i.e. high school transcript, GED certificate, military DD Form 214, etc.)

COMPLETING COURSEWORK REQUIREMENTS

Associate Degree*

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit.

*Please note that the Associate Degree in General Studies includes 12 General Education Courses (36 semester units) and 8 Elective Courses (24 semester units). In addition, Experiential Learning Credit is not available for this degree program.

Bachelor Degree

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit.

Master Degree

12-13 Core Courses	36-39 semester units
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Total course requirements may be completed using a combination of previously earned Transfer Credit, Challenge Exams and Study Guides.

Doctoral Degree

3 Qualifying Courses	12 semester units
1 Qualifying Examination	Pass/No pass
5 Core Courses	18 semester units
4 Specialization Courses	16 semester units
Comprehensive Examination	2 semester units
Proposal	2 semester units
Dissertation and Oral Defense	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit (not to exceed 2 courses) or Study Guides.

TRANSFER OF CREDIT

Transcripts of previously completed academic work are evaluated and credit may be transferred to meet existing coursework requirements. The University will accept Transfer Credit from applicable courses completed at colleges or universities accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. To be eligible for Transfer Credit, each course must be an equivalent three-semester unit course, with a grade of "C" or better. However, for undergraduate students, a maximum of three courses in which a letter grade of "D" (1.0 GPA) was earned may be considered during the evaluation process for Transfer Credit.

Students have 45 days from the date of enrollment to transfer credit from other institutions. Any credit transferred after 45 days will be awarded if applicable, but course fees are still charged. There will also be a charge of \$75.00 for additional evaluations done after the allotted 45 days from the date of enrollment.

- Associate of Science students may receive Transfer Credit for up to 30 semester units of previously completed coursework.
- Bachelor of Science students may receive Transfer Credit for up to 93 semester units of credit of previously completed coursework.
- Master degree students may receive Transfer Credit for up to 6 semester units of previously completed coursework.
- Doctor of Education students may receive Transfer Credit for up to two courses of previously completed coursework.

Notice concerning transferability of credits and credentials earned at our institution-

The transferability of credits you earn at California Coast University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree, you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Coast University to determine if your credits or degree will transfer.

SPECIALIZED TRAINING

- Specialized Training allows undergraduate students to receive credit in the General Elective Category only.
- Specific training programs which a student may have completed through their employer, company, organization, military training experiences, professional or personal licensure requirements or other documented training experiences may be eligible for academic credit.
- Eligibility for Specialized Training is assessed at the application stage of the enrollment process. All supporting documentation of prior trainings are reviewed for equivalent elective credit.
- Students have 45 days from the date of enrollment to submit documents for Specialized Training. If applicable, credits will be awarded and tuition will be adjusted accordingly. If Specialized Training documents are received after the initial 45 days then there is a re-evaluation fee of \$75.00 and credits are awarded, if applicable, but course fees are still charged.

EXPERIENTIAL LEARNING CREDIT

- Experiential Learning allows undergraduate students to receive credit for Experiential Learning in the major field of study (Core courses) only.
- Eligibility for the opportunity to submit for Experiential Credit is determined at the application stage of the enrollment process. The applicant's educational background and work history are reviewed and an assessment is made indicating which courses may be eligible for credit consideration by Experiential Learning.

CHALLENGE EXAMINATIONS

- During the admissions process, all professional experience is reviewed to determine if an applicant has sufficient occupational experience to warrant taking a Challenge Examination in lieu of completing the Study Guide for a particular course.
- An applicant may be offered an opportunity to complete a Challenge Examination if the candidate's occupational expertise appears to be comparable to the objectives identified for a particular course. Successfully passing a Challenge Examination will demonstrate an acceptable level of competence for that course. If a student does not pass a Challenge Examination, they are assigned a Study Guide for completion.
- Challenge Examinations will not be offered to students enrolling into a Doctor of Education Degree program.

STUDY GUIDES

- California Coast University has developed comprehensive Study Guides for each course that are designed to coordinate and sequence the learning materials for the student. Study Guides are based on specific college level textbooks, which may be obtained from local bookstores, the publisher, or the University's Rental Library which is available by telephone, fax, e-mail, or online via the Coast Connection Student Portal.
- Study Guides are organized in such a way that a student receives a complete syllabus for each course, along with instructional materials which guide the student chapter by chapter through the corresponding textbook.
- Each Study Guide contains an overview and summary of each textbook chapter, along with a listing of important key words (with definitions), self-tests (with answers) and critical analysis questions (with solutions) on key points.
- Study Guides include four multiple-choice Unit Examinations equally spaced throughout the instructional materials, a brief writing assignment per unit, and the Final Examination Scheduling Form. Examinations are designed to test the student on the preceding chapters. All tests are un-timed and may be completed as open book tests.
- Master of Education and Doctor of Education students are required to answer four written assignments for each Unit Examination in lieu of multiple-choice questions.

PROCTORED FINAL EXAMINATIONS

Each degree program requires that a Proctor administer Final Examinations in the Major (or Core) courses and in all General Education courses. Proctored Examinations are conducted as un-timed, open book examinations.

The purpose of the Proctored Examination is to verify that you are, in fact, the person who enrolled in the course of study. During Proctored Examinations, you may use your course textbook and any notes that you have taken during the completion of your Study Guide. The individual who will serve as the Proctor is selected by the student and approved by the University. Typical examples include members of the clergy, job supervisor, co-worker, librarian, counselor, etc. A Proctor can be any reputable person, other than a relative, someone that resides with you or a former/current CCU student.

THE ALUMNI ASSOCIATION

The California Coast University Alumni Association, in which all graduates and students are invited to actively participate, publishes a newsletter informing members of the association and public at large of the growth and changes occurring at the University, and the accomplishments of students and graduates. The Alumni Association also encourages the publication of research related to alternative education.

LICENSES AND CREDENTIALS

Licensure and credentialing requirements vary from district to district and state to state. Although California Coast University's degree programs and coursework requirements have not been designed to meet any particular local, state, or national licensing or credentialing requirements, the University's students and graduates have experienced much success in qualifying for examinations or fulfilling other academic requirements. Students interested in any type of licensing or credentialing are advised to check with their respective state agencies, school districts or professional associations and agencies before enrolling with any distance learning university.

STUDENT RECORDS

The California Code of Regulations, Title 3, Division 10, Private Postsecondary Education requires an institution to maintain student records for a minimum of five years and a transcript of grades for a period of 50 years.

TRANSCRIPT OF RECORDS

The University will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$10.00 charge for each transcript requested. Transcripts will not be released to students unless courses listed on the transcript have been paid in full. The Registrar's Office has the right to decline sending a transcript if the student has not met financial or academic standards.

RESPONSE TIME FOR TEST AND PROJECT REVIEWS

When students submit work for review and evaluation, the typical time required for the University to respond is two weeks for coursework essays and tests, and six to eight weeks for review of the Thesis and Dissertation Formal Proposal.

COAST CONNECTION

The University provides a web portal called Coast Connection, available to all active students and alumni. Coast Connection provides students with access to their records, including the Education Degree Plan identifying which courses have been completed and which course(s) remain in the student's degree program. Here, students can submit examinations and essays and can contact faculty or student service personnel. Coast Connection also provides links to the University's Rental Library, allowing students to request and rent course textbooks. Information links to discipline or course specific information and research sources are also available. Students can access archived e-newsletters, join the CCU Alumni Association or purchase CCU giftware or graduation memorabilia. Lists of vendors offering educational discounts for computer software and computer hardware are also available through Coast Connection.

COASTLINE NEWSLETTER

The University produces an electronic newsletter. This e-newsletter is sent free of charge to all active students and alumni. The newsletter provides updates on the University, changes in higher education, research or information links for newsworthy items, and any other information the Administration feels may be of benefit to Students and Alumni.

DISCOUNT SOFTWARE AND HARDWARE

CCU students, staff, and faculty can order academically discounted software and hardware through CCU's partner vendors and manufacturers. Access to receive the discount for computer hardware and software is made available through Coast Connection and is available to all active students. For more information about discount computer hardware and software, please log into Coast Connection.

THE TEST CENTER

CLEP®

CCU is designated as an open national testing center for the College Level Examination Program (CLEP®). There are 2,900 colleges that grant credit and/or advanced standing for CLEP® exams. CLEP® exams are computer adaptive. The College-Level Examination Program® or CLEP® provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. A complete listing of available exams can be found on the CollegeBoard website at www.collegeboard/clep.

The Test Center is located at the Administrative Offices of CCU. CLEP® exams are given in the Test Center by appointment only. For more information about CLEP® Exams please visit www.calcoast.edu, scroll down to the bottom of the page and choose Test Center. You can also email the Test Center Administrator at testcenter@calcoast.edu.

DANTES - Subject Standardized Tests (DSST)

CCU is designated as an open national testing center for the DANTES Subject Standardized Tests (DSST). DANTES tests allow the examinee to earn college credit in a wide range of subject areas. A complete listing of available examinations available through the DANTES Subject Standardized Tests (DSST) may be found on the DANTES website at: www.getcollegecredit.com.

The Test Center is located at the Administrative Offices of CCU. DANTES tests are given in the Testing Center by appointment only. For more information about the Subject Standardized Tests (DSST), please email testcenter@calcoast.edu.

GLOBAL PEARSON VUE TESTING NETWORK

California Coast University has signed an agreement with Pearson VUE®, the electronic testing business of Pearson, to provide Information Technology certification test delivery using the Pearson VUE® Testing System. The Pearson VUE® advanced computer-based testing system administers exams for leading IT certification programs such as Microsoft, Cisco Systems®, Comp TIA, IBM and others through a global network of quality test centers. The Pearson VUE® Testing System is the most powerful available. We are pleased to partner with a company whose breakthrough technology and passion for service will allow us to provide even greater service for our customers. Among the technological advances of the Pearson VUE® System is the ability of test candidates to register and reschedule their tests at the test center, on the Pearson VUE® website or through a Pearson VUE® call center, all in real time via the Internet. The Pearson VUE® Testing System gives us unparalleled control and flexibility over our ability to manage our business, our way. The growing list of IT certification tests accessible through the Pearson VUE® system are delivered directly from the test sponsors. Test results are quickly transmitted back, ensuring the candidate's certification status is promptly updated.

The Test Center is located at the Administrative Offices of CCU. Pearson VUE® Exams are given in the Testing Center by appointment only. For more information about Pearson VUE Testing Services, you can visit the Pearson VUE website at www.vue.com, or email the testing coordinator at testcenter@calcoast.edu.

STUDENT RIGHTS

Students may appeal decisions of faculty and staff of the University and its policies by filing a formal grievance petition in the form of a letter addressed to the Vice President of Academic Affairs. The Vice President will review and research all facets of the student's concerns and prepare a report for the President and the Grievance Committee. The Vice President coordinates all review meetings and provides the student with a report of the findings of the Grievance Committee.

STUDENT LEAVE OF ABSENCE

A student may request a leave of absence by contacting the Registrar of the University, and stating the reason and the expected date of reactivation. However, the student must continue to make tuition payments until the account is paid in full. All leaves of absence must be approved by the University in advance.

FOREIGN STUDENT POLICY

Foreign Transcripts

Students who have completed coursework or graduated from institutions outside of the United States are required to have their transcripts pre-evaluated by one of the recognized foreign credential evaluation services. A listing of approved organizations may be found through the National Association of Credential Evaluation Services (NACES) at www.naces.org.

English Language Fluency

All applicants must possess a sufficient command of the English language. If English is not the applicant's native language, the applicant must demonstrate college-level proficiency in written English prior to admission by means of one of the following:

- TOEFL scores of 500 or higher on the written examination or 173 or higher on the computerized examination.
- Successful completion of 30 semester hours at a recognized college or university in a country where English is the native language.
- Completion of an Associate, Bachelor, or Graduate degree from an accredited U.S. college or university.
- California Coast University does not offer any type of remedial or specialized training in the English language.

Visa Services (I-20)

California Coast University does not provide any type of visa services, nor does it vouch for the immigration status of any students' relationship with the United States Government.

STATE APPROVAL

California Coast University holds Institutional Approval by the Bureau of Private Postsecondary Education (BPPE) of the State of California. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

TAX DEDUCTIONS FOR EDUCATIONAL EXPENSES

U.S. Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses (registration fees, costs of travel, meals and lodging) undertaken to:

- Maintain or improve skills required in one's employment or trade or business, or
- Meet specific requirements of an employer or law imposed as a condition to retention of employment, job status or rate of compensation. Please check with your tax preparer/ advisor/CPA and/or the Internal Revenue Service.

ACADEMIC INTEGRITY POLICY

Academic Honesty and Integrity

Students are expected to conduct themselves in a mature, professional, and ethical manner. Students may be terminated or disqualified from their program of study for any of the following reasons:

- Failure to maintain the tuition payment agreement.
- Plagiarism of other's work.
- Failure to submit work according to the standards specified in the manuals and instructions provided by the University.
- Falsification of records, transcripts, or coursework documents submitted for review or credit.
- Deceit, fraudulence, cheating, unethical or disruptive behavior, forgery or vandalism.
- Failure to demonstrate reasonable and successful academic progress. Students completing coursework must complete a minimum of one course every six months for a minimum of two courses per year. Students completing a Thesis or Dissertation must submit evidence of progress in writing at least once a year. A waiver may be requested by writing to the Director of Academic Affairs stating the reason for the request and the specific time when progress will resume.

PROFESSIONAL AND ACADEMIC AFFILIATIONS AND LISTINGS

- ACICS Transfer Alliance
- Alliance of Private Postsecondary Approved Institutions
- American Association for School Personnel Administrators
- American Association of Collegiate Registrars and Admissions (AACRAO)
- American Council on Education (ACE)
- Association for Supervision and Curriculum Development
- California Association of Private Degree-Granting Colleges and Universities
- California Postsecondary Education Commission (CPEC)
- California Bureau for Private Postsecondary Education Directory (BPPE)
- Council for Adult and Experiential Learning (CAEL)
- Council for Higher Education Accreditation (CHEA)
- DANTES Catalog of Nationally Accredited Distance Learning Programs (NADLP)
- Distance Education and Training Council (DETC)
- Higher Education Directory (HED)
- Higher Education Transfer Alliance (HETA)
- National College Credit Recommendation Service (CCRS)
- National Society for Experiential Education
- Patterson's Guide to American Education
- United States Department of Education (USDoE)
- United States Distance Learning Association (USDLA)
- VA List of Approved Schools

ADMISSION REQUIREMENTS

In order to be admitted to any degree program offered by California Coast University, all prospective students must submit an Application for Admission and Enrollment with the following information and documents for evaluation:

- Application for Admission. Complete all pages of the application.
- Occupational Resume. Though not required for all degree programs, the resume can be an important component for Undergraduate applicants in helping the Admissions Committee determine which courses may be eligible for Experiential Learning Credit or Challenge Examinations. For Master's degree applicants, a resume may help the Admissions Committee award opportunities for Challenge Examinations. A resume is required for all Doctoral degree applicants and must be received prior to evaluation.
- Official Transcripts. Official transcripts are required for college level work completed since graduating high school, including credits completed at all colleges and universities and any credits completed by examination (CLEP, DSST, AP, etc.). You may submit personal copies for evaluation purposes. Official copies must be received directly from the issuing college, university or program prior to official enrollment. You may download the Transcript Request Form from our website at www.calcoast.edu.
- Students who have earned less than 12 college-level semester credits at an appropriately accredited postsecondary institution must provide official documentation of high school completion, (i.e. high school transcript, GED certificate, military DD Form 214, etc.)
- Evaluation of Foreign Transcripts. Applicants with non-U.S. educational degrees, courses, or credentials must first obtain a foreign credential evaluation from an independent U.S. evaluation service approved by the University. Students with foreign transcripts which are in a language other than English are required to submit those transcripts for evaluation to a credible credential evaluation service. A listing of approved organizations may be found through the National Association of Credential Evaluation Services (NACES) at www.naces.org.
- Specialized Workshops, Seminars and Training Programs. Present documentation of additional specialized occupational or life-learning experiences that may be related to your proposed program and major.
- Application Fee. An application will not be reviewed unless the proper fee is provided.

PERSONAL INTERVIEW

An applicant may request a personal interview with a member of the Admissions staff, or an interview may also be conducted via telephone after an Admissions staff member has reviewed a candidate's application and documents.

THE ACCEPTANCE PROCESS

After the application and all supporting documentation has been evaluated by the Admissions Committee, an applicant will be notified of the acceptance or rejection of his or her application. If accepted, the applicant will be informed of the enrollment fee which must be provided to the Finance Office before the official enrollment process can be completed. In addition, the applicant will also be informed of any other documents that must be provided before the official enrollment process can be completed and the student provided the first set of learning materials. If the application is not accepted, the applicant will be informed by telephone or e-mail.

MILITARY STUDENTS

As a Nationally Accredited institution, California Coast University is eligible to participate in federal educational entitlement programs, including military tuition assistance, government tuition reimbursement programs, the Department of Veteran Affairs Montgomery GI Bill and other tuition assistance programs. Credits and degrees earned through California Coast University may be recognized for promotion, assignment, and position qualification standards, within the U.S. military and Federal government.

TRANSFER OF CREDIT FOR ACTIVE MILITARY STUDENTS

Transcripts of previously completed academic work are evaluated and credit may be transferred to meet existing coursework requirements. The University will accept transfer credit from applicable courses completed at colleges or universities accredited by an agency recognized by the U.S. Department of Education or foreign equivalent.

To be eligible for transfer credit, each course must be an equivalent three semester unit course, with a grade of "C" or better. However, for undergraduate students, a maximum of three courses in which a letter grade of "D" (1.0 GPA) was earned may be considered during the evaluation process for Transfer Credit.

Military occupational credits as well as credit for military training will be considered for transfer credit where appropriate to the degree.

Students have 45 days from the date of enrollment to transfer credit from other institutions. Any credit transferred after 45 days will be awarded if applicable, but course fees are still charged. There will also be a charge of \$75.00 for additional evaluations after the initial evaluation for admission.

- Associate of Science students may receive Transfer Credit for up to 30 semester units of previously completed coursework.
- Bachelor of Science students may receive Transfer Credit for up to 93 semester units of credit of previously completed coursework.
- Master degree students may receive Transfer Credit for up to 6 semester units of previously completed coursework.
- Doctor of Education students may receive Transfer Credit for up to two courses of previously completed coursework.

Since transfer of coursework credit to another institution is at the discretion of the receiving institution, students should consult with the institutions to which they possibly wish to transfer credit before enrolling at California Coast University.

MILITARY STUDENT LEAVE OF ABSENCE

We offer special circumstance extensions or leaves of absence for military students who find themselves deployed and unable to complete coursework within the prescribed time frame. To request an extension or a leave of absence students must contact the Student Services Department stating the reason and expected return date.

CCU MILITARY DISCOUNT PROGRAM

California Coast University considers it an honor to support the Heroes of the U.S. Military and their families. The University offers a 10% discount towards tuition to Active Duty Service Members, Reservists and Veterans as well as their spouses and children to help make continuing education even more accessible. TCCU has established programs geared to the needs of our Armed Forces, Veterans and family members in the following disciplines:

- Business Administration
- Marketing
- Human Resources
- Management
- Criminal Justice
- Education
- Psychology
- Health Care
- General Studies

MILITARY TUITION ASSISTANCE (TA)

Prospective military students should take advantage of the benefits that are available to them and utilize military tuition assistance to help them get the education that they deserve. As a service member, a student's branch's tuition assistance program may cover up to 100% of the cost of their education at California Coast University.

Benefits

May pay up to 100% of tuition and fees, up to \$4,500 annually.

Eligibility

The student must be active duty or active drilling status and in good standing as an enlisted service member. The student must remain in their branch during the entire term of the course.

*All TA programs must use the term dates provided on the Academic Calendar and all courses listed in each term must be completed by the term end date.



VA TUITION ASSISTANCE

California Coast University delivers a high-caliber education so students can advance their military career or prepare for a new civilian career right now, whether they are overseas or state-side. CCU is classified as an Institution of Higher Learning. This allows students to use their VA Benefits and receive the maximum tuition reimbursement amounts. Students wishing to use his or her VA Educational Benefits must enroll in the Academic Term Program. Students may also be eligible to receive credit for their military training and prior learning experiences that have been evaluated by the American Council on Education (ACE). For more information about Academic Terms please view our Academic Calendar, which can be found on our website at www.calcoast.edu or you may contact your CCU Admissions Representative.

Eligibility

For answers to questions regarding eligibility for various entitlement categories, simply phone the VA at 1-T(888)-GI BILL1.

Admissions

Veterans will only be certified for VA benefits once they are considered a registered student and have completed the application and enrollment processes, including the payment of tuition and fees. Once CCU receives a certificate of eligibility a 22-1999 form will be submitted to the appropriate regional VA office. The VA office normally requires 6-8 weeks to complete their processing procedures.

Certification

If you are using Chapter 30, 33, 35, or 1606 benefits, the VA Certifying Official at CCU will electronically certify your enrollment status approximately 5 days after your course begins. This certification verifies the number of credits you are taking and the term dates.

Dropped Courses/Uncompleted Courses

Students who drop courses or do not complete their courses by the term end date may be required by the VA to repay benefits received.

Academic Credit Transcripts

California Coast University accepts transfer credit from accredited/approved academic institutions when the course content is deemed to be the equivalent to our own. For evaluation purposes student copies of transcript(s) are acceptable. Official transcripts must be on file at CCU before students can begin their coursework.

PLEASE NOTE: VA does not pay for repeated course(s). Examples: Course(s) when credit may be awarded from another college; academic course credit(s) obtained through a military evaluation; academic credit(s) earned at technical school(s); or any other source where academic credit was granted.

YELLOW RIBBON PROGRAM PARTICIPANT

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution contributes a portion of those expenses and VA will match the same amount as the institution. California Coast University contributes up to \$2,000 and the VA will match that amount.

The Institution of Higher Learning (IHL) must agree to:

- Provide contributions to eligible individuals who apply for the Yellow Ribbon Program on a first-come first-served basis, regardless of the rate at which the individual is pursuing training in any given academic year;
- Provide contributions during the current academic year and all subsequent academic years in which the IHL is participating in the Yellow Ribbon Program and the student maintains satisfactory progress, conduct, and attendance;
- Make contributions toward the program on behalf of the individual in the form of a grant, scholarship, etc;
- State the dollar amount that will be contributed for each participant during the academic year;
- State the maximum number of individuals for whom contributions will be made in any given academic year.

How Does the Yellow Ribbon Program Benefit Me?

The Post-9/11 GI Bill pays up to the highest public in-state undergraduate tuition and fees. You may have tuition and fees that exceed that amount if you are attending a private institution, graduate school or attending in an out-of-state status. If you are enrolled at a Yellow Ribbon participating institution and the tuition and fees exceed the highest public in-state undergraduate tuition or fees, additional funds may be available for your education program without an additional charge to your entitlement. Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institution.

Am I Eligible for the Yellow Ribbon Program?

Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. Therefore, you may be eligible if:

- You served an aggregate period of active duty after September 10, 2001, of at least 36 months;
- You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 10, 2001;
- You are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran’s service under the eligibility criteria listed above.

How will I Know My School is Participating in the Yellow Ribbon Program?

You must be enrolled in an approved program offered by an IHL. You may search for institutions that are participating in the Yellow Ribbon Program on June 16, 2009.

When Will Benefits under the Yellow Ribbon Program Be Available?

Benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

How Much Money Will I Receive Under the Yellow Ribbon Program?

- Question: What portion of tuition and fees charges will be considered under the Yellow Ribbon Program?
- Answer: The difference of the amount charged to the student and what has been paid by the VA as educational assistance.

The following steps are provided to determine the difference for one student:

1. Student's enrolled credit hours reported by the institution to the VA Maximum Credit Hour Charge for the State = Maximum Tuition Payable
2. Compare the Maximum Tuition Payable with the amount charged the student VA will pay the institution the lesser amount
3. Compare the Maximum Single Term Fees for your State with what you have charged the student. VA will pay the institution the lesser amount
4. Add the amounts VA has paid for tuition and fees and compare that with the total amount charged to the student. Institution charges that exceed what has already been paid by VA are the difference that could be applied to the Yellow Ribbon Program
5. California Coast University will contribute up to \$2,000 and the VA will match that amount.

Example: The student enrolled in 12 credit hours during the Fall term and the institution charged the student \$5,000 for tuition and \$1,200 in fees. The Maximum Charge Per Credit Hour for the State = \$250 and the Maximum Fees for a single term = \$1,000:

- 12 credit hours x \$250 = \$3,000 - VA will pay \$3,000 of the \$5,000 tuition charged
- VA will pay \$1,000 of the \$1,200 fees charged
- VA has paid \$4,000 of the \$6,200 charged the student. \$2,200 could be applied to the Yellow Ribbon Program
- Your institution can choose to contribute up to \$1,100 of this amount and VA will match that contribution.

PLEASE NOTE: The amounts provided by the States on the corresponding table are preliminary and are not necessarily the amounts for academic year 2009-2010. Also, the amounts used in this example do not relate to any specific State.

How do I apply for the Yellow Ribbon Program?

Schools that intend to participate in the Yellow Ribbon program will establish application procedures for eligible students. The school will determine the maximum number of students that may participate in the program and the percent of tuition that will be contributed. VA is currently accepting agreements from institutions for participation in the Yellow Ribbon Program. You may wish to inquire at your school about their intent to participate and the application procedures they plan to establish for the Yellow Ribbon Program. Please remember that you must be eligible for the Post-9/11 GI Bill at the 100% rate to be considered for the Yellow Ribbon Program.

How Do I Apply for Benefits under Post-9/11 GI Bill?

The Department of Veterans Affairs is now accepting and processing applications for the Post-9/11 GI Bill. You should complete and submit the application form available online and will receive written notification explaining VA's decision regarding your eligibility for the program. If you are eligible, your Certificate of Eligibility will also advise you if your service meets the requirements for the Yellow Ribbon Program. If your school has volunteered to participate in the Yellow Ribbon Program, you should take your Certificate of Eligibility to your school and ask your school to certify your enrollment to VA, including Yellow Ribbon. You cannot certify your participation in the Yellow Ribbon Program directly to the VA. Your school must report this information on your enrollment certification.

Remember, to receive benefits under the Yellow Ribbon Program:

- You must be eligible for the maximum benefit rate under the Post-9/11 GI Bill;
- Your school must agree to participate in the Yellow Program;
- Your school must have not offered Yellow Ribbon to more than the maximum number of individuals stated in their participation agreement;
- Your school must certify your enrollment to VA, including Yellow Ribbon program information.

Visit www.gibill.va.gov for additional information on the Yellow Ribbon Program or other benefits.

VA BENEFITS STEP-BY-STEP PROCEDURES FOR FIRST TIME BENEFITS

- Complete VA Form 22-1990 (Application for Benefits).

VA Form 22-1990 may be downloaded, completed, and mailed to the Muskogee Oklahoma VA Office. The Muskogee VA office will confirm benefits and include the Chapter ID the veteran will be receiving benefits from. VA Form 22-1990 may also be completed and submitted online through the Department of Veterans Affairs Online Application Website (VONAP).

VA Regional Office
 PO Box 8888
 Muskogee, OK 74402-8888

- Complete the California Coast University Application for Admission.

Reserves and members of the National Guard will normally supply Form DD 2384 or NOBE (Notice of Basic Eligibility). Veterans who are eligible for Chapter 34 entitlements must include VA Form 21 - 686C - Declaration of Status of Dependents.

- California Coast University will conduct a comprehensive evaluation of your prior academic credit and will contact the applicant to notify them of acceptance, then will forward the student a detailed Evaluation Report.
- Included with the CCU Evaluation Report will be an Enrollment Packet.
- Sign the CCU Enrollment Agreement which is included in the Enrollment Packet and return the form to the CCU Admission Department. In addition, applicants must follow the below guidelines regarding payment at the time of Enrollment:
 - Chapter 30 - Student pays a down payment and enrolls in a monthly payment plan with CCU.
 - Chapter 33 - If benefits received are at 100%, student does not pay out of pocket.
 - Chapter 33 - If benefits are less than 100%, student pays down payment and enrolls in a monthly payment plan with CCU.
 - Chapter 34 - Student pays a down payment and enrolls in a monthly payment plan with CCU.
 - Chapter 35 - Student pays a down payment and enrolls in a monthly payment plan with CCU.
 - Chapter 1606 - Student pays a down payment and enrolls in a monthly payment plan with CCU.

All Chapters are responsible for paying an application fee

CCU will submit a 22-1999 (Enrollment Certificate) form to the appropriate Regional VA Office. The VA office normally requires 6-8 weeks to complete their processing procedures. Be sure to complete all forms accurately. Errors can make a difference in the amount of benefits you receive.

CCU must hold VA enrollment forms for a period of 10 days to comply with the "10 day cooling off" requirement.

STUDENTS WHO HAVE PREVIOUSLY USED VA BENEFITS

1. Complete the CCU Enrollment Agreement and return it to the CCU Admission Department, along with your CCU VA Supplement form. Students must also submit VA form 22-1995 if the student is requesting a school transfer; or the student is requesting a change of programs.
2. Complete the California Coast University Application for Admission.
3. California Coast University will conduct a comprehensive evaluation of your prior academic credit and forward a detailed Evaluation Report.
4. Included with the CCU Evaluation Report will be an Enrollment Packet.

Once CCU has received and processed all forms, and once the student has enrolled, a CCU Certifying Officer will forward the student's paperwork to the appropriate VA Regional Office. The VA normally requires 6-8 weeks to complete their processing procedures. Be sure to complete all forms accurately. Errors can make a difference in the amount of benefits you receive. Benefit checks can be mailed to the veteran's home address

Chapter 30 and Chapter 1606 recipients now have the option of having their monthly checks deposited directly into their checking accounts. If you receive Chapter 30 or Chapter 1606 Benefits call 1-888-442-4551 to establish direct deposit.

The School of Administration and Management

The School of Administration and Management offers programs leading to the following degrees:

A.S.Associate of Science in Business Administration

A.S.Associate of Science in Business Marketing

A.S.Associate of Science in Health Care Administration

B.S.Bachelor of Science in Business Administration

B.S.Bachelor of Science in Business Marketing

B.S.Bachelor of Science in Health Care Administration

B.S.Bachelor of Science in Management

M.A.Master of Arts in Organizational Leadership

M.B.A.Master of Business Administration

M.B.A.Master of Business Administration in Business Marketing

M.B.A.Master of Business Administration in Health Care Management

M.B.A.Master of Business Administration in Human Resource Management

M.B.A.Master of Business Administration in Management

M.S.Master of Science in Management

THE ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University's policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

CORE COURSES - (18 Units)

Satisfy the 6 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 225 Information Management
- BAM 306 Principles of Marketing
- BAM 312 Business Communications
- BAM 315 Principles of Management
- BAM 410 Organizational Theory and Behavior

GENERAL EDUCATION COURSES - (30 Units)

Satisfy the University's 10 General Education Course requirements, which are 3 units each. The University's General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

Natural Sciences

- GED 102 Human Body
- GED 108 Environmental Science

Social Sciences

- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization

**THE ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS ADMINISTRATION**

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (12 Units)

Satisfy the University's 4 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS MARKETING**

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

CORE COURSES - (18 Units)

Satisfy the 6 Core Courses, which are all 3 units each.

- MKT 102 Introduction to Marketing
- MKT 121 Customer Service
- MKT 230 Consumer Behavior
- MKT 310 Advertising and Promotions
- MKT 330 Entertainment Marketing and Communications
- MKT 333 Marketing Management

GENERAL EDUCATION COURSES - (30 Units)

Satisfy the University’s 10 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

Natural Sciences

- GED 102 Human Body
- GED 108 Environmental Science

Social Sciences

- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization

**THE ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS MARKETING**

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (12 Units)

Satisfy the University's 4 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE ASSOCIATE OF SCIENCE DEGREE IN HEALTH CARE ADMINISTRATION

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

CORE COURSES - (18 Units)

Satisfy the 6 Core Courses, which are all 3 units each.

- HCA 200 Introduction to the United States Health Care System
- HCA 305 Introduction to Community Health
- HCA 310 Information Technology for Health Professions
- HCA 320 Essentials of Managed Health Care
- HCA 340 Cultural Diversity in Health and Illness
- HCA 420 Medical Law and Ethics

GENERAL EDUCATION COURSES - (30 Units)

Satisfy the University’s 10 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

Natural Sciences

- GED 102 Human Body
- GED 108 Environmental Science

Social Sciences

- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization

**THE ASSOCIATE OF SCIENCE DEGREE IN
HEALTH CARE ADMINISTRATION**

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (12 Units)

Satisfy the University's 4 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.



**THE BACHELOR OF SCIENCE DEGREE IN
BUSINESS ADMINISTRATION**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 110 Introduction to Accounting
- BAM 118 Computing Concepts
- BAM 223 Principles of Economics
- BAM 225 Information Management
- BAM 306 Principles of Marketing
- BAM 312 Business Communications
- BAM 313 Introduction to Financial Management
- BAM 315 Principles of Management
- BAM 317 Business Law
- BAM 401 International Business
- BAM 406 Business and Society
- BAM 410 Organizational Theory and Behavior
- MKT 230 Consumer Behavior

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
BUSINESS ADMINISTRATION**

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE BACHELOR OF SCIENCE DEGREE IN BUSINESS MARKETING

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 118 Computing Concepts
- BAM 223 Principles of Economics
- BAM 312 Business Communications
- BAM 315 Principles of Management
- BAM 317 Business Law
- BAM 401 International Business
- BAM 402 Public Relations
- MKT 102 Introduction to Marketing
- MKT 121 Customer Service
- MKT 230 Consumer Behavior
- MKT 310 Advertising and Promotions
- MKT 330 Entertainment Marketing and Communication
- MKT 333 Marketing Management

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
BUSINESS MARKETING**

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE BACHELOR OF SCIENCE DEGREE IN HEALTH CARE ADMINISTRATION

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 312 Business Communications
- BAM 313 Introduction to Financial Management
- BAM 315 Principles of Management
- BAM 402 Public Relations
- BAM 411 Human Resource Management
- HCA 200 The United States Health Care System
- HCA 305 Introduction to Community Health
- HCA 310 Information Technology for Health Professions
- HCA 320 Essentials of Managed Health Care
- HCA 340 Cultural Diversity in Health and Illness
- HCA 420 Medical Law and Ethics
- PSY 150 Health Psychology
- PSY 180 Introduction to Organizational Psychology

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
HEALTH CARE ADMINISTRATION**

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE BACHELOR OF SCIENCE DEGREE IN
MANAGEMENT**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 110 Introduction to Accounting
- BAM 118 Computing Concepts
- BAM 223 Principles of Economics
- BAM 225 Information Management
- BAM 306 Principles of Marketing
- BAM 312 Business Communications
- BAM 313 Introduction to Financial Management
- BAM 315 Principles of Management
- BAM 317 Business Law
- BAM 402 Public Relations
- BAM 411 Human Resource Management
- BAM 418 Small Business Management
- BAM 421 Operations Management

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
MANAGEMENT**

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE MASTER OF ARTS DEGREE IN ORGANIZATIONAL LEADERSHIP

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Arts Degree in Organizational Leadership students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Core Courses, which are all 3 units each.

- BAM 501 Human Relations
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 515 Organizational Behavior
- BAM 530 Business Ethics
- BAM 532 Organizational Theory
- BAM 540 Project Management
- BAM 547 Conflict Management
- BAM 550 Leadership
- BAM 554 Employee Training and Development
- BAM 560 Strategic Management
- BAM 562 Modern Management
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF ARTS DEGREE IN
ORGANIZATIONAL LEADERSHIP**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE MASTER OF BUSINESS ADMINISTRATION DEGREE - M.B.A.

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Business Administration (M.B.A.) students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 509 Management Information Systems
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 513 Financial Management
- BAM 514 International Business Management
- BAM 515 Organizational Behavior
- BAM 521 Business Law
- BAM 530 Business Ethics
- BAM 540 Project Management
- BAM 550 Leadership
- BAM 560 Strategic Management
- BAM 570 E-Commerce Management Perspective
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

THE MASTER OF BUSINESS ADMINISTRATION DEGREE - M.B.A.

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.



THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN BUSINESS MARKETING

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Business Administration Degree in Business Marketing students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 509 Management Information Systems
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 513 Financial Management
- BAM 514 International Business Management
- BAM 515 Organizational Behavior
- BAM 530 Business Ethics
- BAM 560 Strategic Management
- MKT 512 Sales Management
- MKT 542 Global Marketing
- MKT 552 Value Marketing
- MKT 555 Retail Management
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
BUSINESS MARKETING**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
HEALTH CARE MANAGEMENT**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Business Administration Degree in Health Care Management students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 509 Management Information Systems
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 513 Financial Management
- BAM 550 Leadership
- BAM 554 Employee Training and Development
- BAM 560 Strategic Management
- BAM 562 Modern Management
- HCA 501 Health Care in America
- HCA 503 Ethical and Legal Issues for Health Care Professionals
- HCA 505 Multicultural Health Care
- HCA 507 Organizational Behavior in Health Care
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
HEALTH CARE MANAGEMENT**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
HUMAN RESOURCE MANAGEMENT**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Business Administration Degree in Human Resource Management students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 501 Human Relations
- BAM 509 Management Information Systems
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 513 Financial Management
- BAM 514 International Business Management
- BAM 515 Organizational Behavior
- BAM 530 Business Ethics
- BAM 535 Advanced Human Resource Management
- BAM 545 Strategic Compensation
- BAM 550 Leadership
- BAM 560 Strategic Management
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
HUMAN RESOURCE MANAGEMENT**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
MANAGEMENT**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Business Administration Degree in Management students are required to complete a minimum of 27 units (9 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 501 Human Relations
- BAM 509 Management Information Systems
- BAM 510 Human Resource Management
- BAM 513 Financial Management
- BAM 515 Organizational Behavior
- BAM 530 Business Ethics
- BAM 540 Project Management
- BAM 550 Leadership
- BAM 554 Employee Training and Development
- BAM 560 Strategic Management
- BAM 562 Modern Management
- BAM 570 E-Commerce Management
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF BUSINESS ADMINISTRATION DEGREE IN
MANAGEMENT**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF SCIENCE DEGREE IN
MANAGEMENT**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Business Administration, Leadership, Management or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Science Degree in Management students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- BAM 501 Human Relations
- BAM 510 Human Resource Management
- BAM 511 Marketing Management
- BAM 513 Financial Management
- BAM 514 International Business Management
- BAM 515 Organizational Behavior
- BAM 530 Business Ethics
- BAM 550 Leadership
- BAM 554 Employee Training and Development
- BAM 560 Strategic Management
- BAM 562 Modern Management
- BAM 570 E-Commerce Management
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF SCIENCE DEGREE IN
MANAGEMENT**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.



The School of Art and Sciences

The School of Arts and Sciences offers programs leading to the following degrees:

A.S.Associate of Science in General Studies

B.S.Bachelor of Science in General Studies

THE ASSOCIATE OF SCIENCE DEGREE IN GENERAL STUDIES

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

12 General Education Courses	36 semester units
8 Elective Courses	24 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides or Specialized Training Credit. Please see the University’s policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

GENERAL EDUCATION COURSES - (36 Units)

Satisfy the University’s 12 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

**THE ASSOCIATE OF SCIENCE DEGREE IN
GENERAL STUDIES**

GENERAL EDUCATION COURSES - (36 Units) - cont.

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (24 Units)

Satisfy the University's 8 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE BACHELOR OF SCIENCE DEGREE IN
GENERAL STUDIES**

PREREQUISITES TO ADMISSION

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities, or its equivalent.

REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides or Specialized Training Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BAM 105 Introduction to Business
- BAM 110 Introduction to Accounting
- BAM 118 Computing Concepts
- BAM 225 Information Management
- BAM 315 Principles of Management
- BAM 410 Organizational Theory and Behavior
- MKT 102 Introduction to Marketing
- MKT 230 Consumer Behavior
- PSY 220 Developmental Psychology
- PSY 408 Abnormal Psychology
- PSY 430 Educational Psychology
- HCA 200 The United States Health Care System
- BCJ 240 Procedures in the Justice System
- BCJ 360 Criminal Law

**THE BACHELOR OF SCIENCE DEGREE IN
GENERAL STUDIES**

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University's 14 General Education Course requirements, which are 3 units each. The University's General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities/ Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

The School of Behavioral Science

The School of Behavioral Sciences offers programs leading to the following degrees:

A.S.Associate of Science in Psychology

B.S.Bachelor of Science in Psychology

M.S.Master of Science in Psychology

THE ASSOCIATE OF SCIENCE DEGREE IN PSYCHOLOGY

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University's policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

CORE COURSES - (18 Units)

Satisfy the 6 Core Courses, which are all 3 units each.

- PSY 102 Introduction to Psychology
- PSY 220 Developmental Psychology
- PSY 280 Marriage and Family
- PSY 380 Personality Theories
- PSY 408 Abnormal Psychology
- PSY 418 Counseling Psychology

GENERAL EDUCATION COURSES - (30 Units)

Satisfy the University's 10 General Education Course requirements, which are 3 units each. The University's General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE ASSOCIATE OF SCIENCE DEGREE IN
PSYCHOLOGY**

GENERAL EDUCATION COURSES - (30 Units) - cont.

Natural Sciences

- GED 102 Human Body
- GED 108 Environmental Science

Social Sciences

- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (12 Units)

Satisfy the University's 4 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements, and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE BACHELOR OF SCIENCE DEGREE IN
PSYCHOLOGY**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- PSY 102 Introduction to Psychology
- PSY 116 Psychology of Gender
- PSY 150 Health Psychology
- PSY 180 Introduction to Organizational Psychology
- PSY 220 Developmental Psychology
- PSY 228 Social Psychology
- PSY 270 Learning Theories
- PSY 280 Marriage and Family
- PSY 312 Tests and Measurements in Psychology
- PSY 330 History and Systems of Psychology
- PSY 380 Personality Theories
- PSY 408 Abnormal Psychology
- PSY 418 Counseling Psychology
- PSY 430 Educational Psychology

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
PSYCHOLOGY**

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF SCIENCE DEGREE IN
PSYCHOLOGY**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Psychology.

If the degree is not in Psychology, the student must complete the following six additional prerequisite courses to be eligible for the program: PSY 102 Introduction to Psychology, PSY 228 Social Psychology, PSY 270 Learning Theories, PSY 280 Marriage and Family, PSY 380 Personality Theories, and PSY 408 Abnormal Psychology.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information. Master of Science Degree in Psychology students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Major Courses, which are all 3 units each.

- PSY 501 Developmental Psychology
- PSY 503 Human Sexuality
- PSY 505 Psychopathology
- PSY 509 Theories of Marriage and Family
- PSY 511 Professional Ethics and the Law
- PSY 517 Alcohol and Chemical Substance Abuse
- PSY 525 Counseling Systems and Techniques
- PSY 527 Assessment Techniques
- PSY 530 Psychology of Aging
- PSY 540 Physiological Psychology
- PSY 550 Group Psychotherapy
- PSY 560 Clinical Psychology
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF SCIENCE DEGREE IN
PSYCHOLOGY**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.



The School of Criminal Justice

The School of Criminal Justice offers programs leading to the following degrees:

A.S.Associate of Science in Criminal Justice

B.S.Bachelor of Science in Criminal Justice

M.S.Master of Science in Criminal Justice

THE ASSOCIATE OF SCIENCE DEGREE IN CRIMINAL JUSTICE

PREREQUISITES TO ADMISSION:

An applicant shall have successfully obtained a high school diploma, GED, or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

6 Core Courses	18 semester units
10 General Education Courses	30 semester units
4 Elective Courses	12 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Associate of Science Degree students are required to complete a minimum of 30 units (10 courses) with California Coast University.

CORE COURSES - (18 Units)

Satisfy the 6 Core Courses, which are all 3 units each.

- BCJ 100 Introduction to Criminal Justice
- BCJ 210 Juvenile Justice
- BCJ 230 Criminal Investigation
- BCJ 240 Procedures in the Justice System
- BCJ 303 Terrorism
- BCJ 351 Forensic Science

GENERAL EDUCATION COURSES - (30 Units)

Satisfy the University’s 10 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, United States History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE ASSOCIATE OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

GENERAL EDUCATION COURSES - (30 Units) - cont.

Natural Sciences

- GED 102 Human Body
- GED 108 Environmental Science

Social Sciences

- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (12 Units)

Satisfy the University's 4 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Associate's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements, and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE BACHELOR OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant shall have successfully obtained a high school diploma, GED, or its equivalent. It is recommended but not required that an applicant should offer evidence of successful completion of a minimum of one year of college-level courses completed at other colleges and universities or its equivalent.

COURSEWORK REQUIREMENTS FOR GRADUATION

14 Core Courses	42 semester units
14 General Education Courses	42 semester units
14 Elective Courses	42 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit, Standardized Examinations, Challenge Exams, Study Guides, Specialized Training Credit, or Experiential Learning Credit. Please see the University’s policy regarding transfer credit for more information.

Bachelor of Science Degree students are required to complete a minimum of 33 units (11 courses) with California Coast University.

CORE COURSES - (42 Units)

Satisfy the 14 Core Courses, which are all 3 units each.

- BCJ 100 Introduction to Criminal Justice
- BCJ 210 Juvenile Justice
- BCJ 230 Criminal Investigation
- BCJ 240 Procedures in the Justice System
- BCJ 303 Terrorism
- BCJ 351 Forensic Science
- BCJ 360 Criminal Law
- BCJ 400 Theory and Practices of Law Enforcement
- BCJ 403 Theory and Practices of Corrections
- BAM 312 Business Communications
- BAM 402 Public Relations
- BAM 406 Business and Society
- BAM 410 Organizational Theory and Behavior
- BAM 411 Human Resource Management

GENERAL EDUCATION COURSES - (42 Units)

Satisfy the University’s 14 General Education Course requirements, which are 3 units each. The University’s General Education Course requirements are patterned after the California State University System and include the following categories: Natural Sciences, Humanities / Fine Arts, Social Sciences, Mathematics, Government, History, and English. These courses may be satisfied using a combination of previously earned Transfer Credit, CLEP® or DSST Examinations, Challenge Exams, or Study Guides.

**THE BACHELOR OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

GENERAL EDUCATION COURSES - (42 Units)

Natural Sciences

- GED 102 The Human Body
- GED 108 Environmental Science

Social Sciences

- GED 210 Introduction to Cultural Anthropology
- GED 215 Psychology of Adjustment
- GED 216 Introduction to Sociology
- GED 260 Criminology

Humanities/Fine Arts

- GED 120 Introduction to Humanities
- GED 130 Introduction to Civilization
- GED 212 Introduction to Philosophy
- GED 250 World Religions

Basic Subjects

- GED 132 United States Government
- GED 150 Mathematics
- GED 155 English
- GED 232 Early United States History

GENERAL ELECTIVE COURSES - (42 Units)

Satisfy the University's 14 General Elective Course requirements, which are 3 units each. These requirements are also typical for any Bachelor's Degree awarded in the United States and are also required by any college or university that is fully accredited and/or approved by the Bureau for Private Postsecondary Education, State of California.

THE FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The Final Assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an adequate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

**THE MASTER OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor Degree in Criminal Justice; or a Bachelor Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

13 Core Courses 39 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Science Degree in Criminal Justice students are required to complete a minimum of 33 units (11 courses) with California Coast University.

TOTAL UNITS REQUIRED (39 Units)

Satisfy the 13 Core Courses, which are all 3 units each.

- BCJ 501 Criminological Theory
- BCJ 510 Drugs, Justice and Society
- BCJ 515 Criminal Justice Administration
- BCJ 530 Multicultural Issues in Law Enforcement
- BCJ 545 Computer Crime
- BCJ 562 Police Administration and Management
- BCJ 565 Deviant Behavior
- BAM 515 Organizational Behavior
- BAM 550 Leadership
- BCJ 563 Criminal Justice Policy
- BCJ 575 Terrorism and Homeland Security
- BCJ 582 Correctional Counseling
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

The School of Education

The School of Education offers programs leading to the following degrees:

M.Ed.Master of Education in Administration

M.Ed.Master of Education in Curriculum and Instruction

Ed.D.Doctor of Education in Educational Administration

Ed.D.Doctor of Education in Educational Psychology

Ed.D.Doctor of Education in Organizational Leadership



**THE MASTER OF EDUCATION IN
ADMINISTRATION**

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor’s Degree in Education; or a Bachelor’s Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

12 Core Courses 36 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Education students are required to complete a minimum of 30 units (10 courses) with California Coast University.

TOTAL UNITS REQUIRED (36 Units)

Satisfy the 12 Core Courses, which are all 3 units each.

- EDU 501 Integrating Technology into Teaching
- EDU 507 Cultural Issues in Education
- EDU 510 Models of Teaching
- EDU 520 Leadership and Organizational Behavior
- EDU 526 Supervision of Instruction
- EDU 529 Educational Personnel Management
- EDU 532 School - Community Relations
- EDU 540 Career Development
- EDU 545 Leadership and Technology
- EDU 546 Public Policy
- EDU 547 Legal Aspects of Education
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF EDUCATION IN
ADMINISTRATION**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Bachelor’s Degree in Education; or a Bachelor’s Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

COURSEWORK REQUIREMENTS FOR GRADUATION

12 Core Courses 36 semester units

Total course requirements may be completed using a combination of previously earned Transfer Credit and Study Guides. Please see the University’s policy regarding transfer credit for detailed information.

Master of Education students are required to complete a minimum of 30 units (10 courses) with California Coast University.

TOTAL UNITS REQUIRED (36 Units)

Satisfy the 12 Core Courses, which are all 3 units each.

- EDU 501 Integrating Technology into Teaching
- EDU 507 Cultural Issues in Education
- EDU 510 Models of Teaching
- EDU 521 Psychology Applied to Teaching
- EDU 523 Strategic Issues Management
- EDU 524 Curriculum Design and Instruction
- EDU 526 Supervision of Instruction
- EDU 540 Career Development
- EDU 545 Leadership and Technology
- EDU 546 Public Policy
- EDU 548 Global Perspectives in Curriculum
- GRM 697 The Research Process

OPTIONAL MASTER’S THESIS (9 Units)

Students who wish to pursue additional research related to the major, may elect to add a Master’s Thesis (9 units) to the degree program. To add a Master’s Thesis to the degree plan, a request in writing must be submitted to the Student Services Department. At the time the request is received, information on the requirements for the Master’s Thesis, the additional tuition for the 9 units, and an application to add the Master’s Thesis will be sent to the student.

The Master’s Thesis requires the following nine units be successfully completed:

- GRM 698 Proposal for the Master Thesis
- GRM 699 The Master Thesis

**THE MASTER OF EDUCATION IN
CURRICULUM AND INSTRUCTION**

FINAL ASSESSMENT

The Final Assessment offers the Graduate Review Committee an opportunity to review and assess all degree program requirements. The assessment is intended to determine whether the student has completed all graduation requirements and has demonstrated an appropriate level of competence in the program. The Final Assessment is conducted as a University function and does not require student participation.

THE DOCTOR OF EDUCATION DEGREE PROGRAM

PREREQUISITES TO ADMISSION

The applicant should meet the following prerequisites in order to be admitted to the program: An applicant must have earned a Master's Degree in Education or a Master's Degree in another field may be considered if the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program.

If an applicant has earned a Master's Degree in a field other than Education and the Admissions Committee evaluation indicates that the applicant has the necessary foundation to succeed in the program, the applicant must then complete a total of 5 prerequisite courses before beginning the Doctor of Education program curriculum.

Prerequisite Courses (15 Semester Units)

- EDU 510 Models of Teaching (3 units)
- EDU 532 School-Community Relations (3 units)
- EDU 545 Leadership and Technology (3 units)
- EDU 546 Public Policy (3 units)
- EDU 547 Legal Aspects of Education (3 units)

Program Objectives for the Doctor of Education in Educational Administration are designed to help adult learners:

- Develop knowledge of learning theory, philosophical and historical foundations and public policy in the procurement of education administration;
- Develop a comprehensive understanding of a variety of educational leadership strategies to enhance learning using vision, missions, goals and objectives, strategic planning and sound decision-making in a wide range of learning environments;
- Apply the skill of interpreting, gathering and conducting educational research coupled with developing educational standards and accountability of school systems;
- Analyze educational environments so that decision-making and leadership can be developed to manage human resources, motivate people and train and develop through different learning modalities to make effective decisions about appropriate uses of educational finance in learning communities;
- Synthesize both knowledge and application of educational administration by incorporating leadership techniques to lead educational organizations in both domestic and multicultural learning communities; and;
- Evaluate the larger political, social, economic, legal and cultural influences of education through research supported by theoretical foundations to change, alter and expand educational initiatives in school systems.

THE DOCTOR OF EDUCATION DEGREE PROGRAM

Program Objectives for the Doctor of Education in Organizational Leadership are designed to help adult learners:

- Develop knowledge of learning theory, philosophical, historical, and legal foundations, and public policy toward providing effective educational leadership.
- Develop a comprehensive understanding of a variety of educational leadership strategies to enhance institutional adaptation to change in a wide range of learning environments.
- Apply the skill of interpreting, gathering, and conducting educational research coupled with the skills needed to lead educational organizations.
- Analyze educational environments so that decision making and leadership can be developed to manage change and conflict in educational organizations, including those that are domestic, global and diverse.
- Synthesize both knowledge and application of educational leadership strategies to facilitate positive change within educational organizations.
- Evaluate the larger political, social, economic, legal and cultural influences of education through research supported by theoretical foundations to lead, change, alter and expand educational initiatives in school systems.

Program Objectives for the Doctor of Education in Educational Psychology are designed to help adult learners:

- Develop knowledge of philosophical, historical, and legal foundations, public policy, and legal aspects of education toward providing positive environments for student success.
- Develop a comprehensive understanding of a variety of educational psychology theories and current issues to improve the environments in which students think, study and learn effectively.
- Apply the skills of measurement theory to the scientific inquiry of interpreting, gathering, and conducting educational research.
- Analyze educational environments so that strategies and skills related to decision-making, handling controversy, and managing conflicts lead to productive learning environments.
- Synthesize both knowledge and application of trends in cognitive development to facilitate the development of positive and productive learning environments.
- Evaluate the larger political, social, economic, legal and cultural influences of educational settings through research supported by the theoretical foundations of effective personal and social development.

THE DOCTOR OF EDUCATION DEGREE PROGRAM

REQUIREMENTS FOR GRADUATION

The Doctor of Education Degree is comprised of 62 semester units of credit.

3 Qualifying Courses.....	12 semester units
1 Qualifying Examination.....	Pass/No pass
5 Core Courses.....	18 semester units
4 Specialization Courses.....	16 semester units
Comprehensive Examination.....	2 semester units
Proposal.....	2 semester units
Dissertation and Oral Defense.....	12 semester units

Course requirements may be completed using a combination of previously earned transfer credits (not to exceed 2 courses) or Study Guides. Students must complete their program in no fewer than 2 years and no more than 10 years from the initial date of enrollment.

Doctor of Education Degree students are required to complete a minimum of 10 courses in addition to a comprehensive examination, dissertation proposal and manuscript and Oral Defense with California Coast University. Students must receive a passing grade on the Comprehensive Examination prior to completing a Doctoral Dissertation and Oral Defense.

In order to maximize achievement within the Doctor of Education program, students must follow the prescribed sequence of coursework determined by the University and maintain an overall scholastic Grade Point Average of 3.0 (B) or better.

ONLINE LIBRARY RESOURCES

Doctoral candidates will have complimentary access to online library resources 24 hours a day, 7 days a week.

The Library and Information Resources Network, Inc. (LIRN) provides students with access to multiple research databases through one portal. These resources will be essential at the Dissertation stage and will also provide students with information to reference throughout their program.

**THE DOCTOR OF EDUCATION IN
EDUCATIONAL ADMINISTRATION**

Qualifying Courses (12 Semester Units)

- EDU 602 Philosophical Foundations of Education (4 units)
- EDU 610 Learning Theory (4 units)
- EDU 614 History of Education (4 units)
- EDU 615 Qualifying Examination (Pass/No pass)

Core Courses (18 Semester Units)

- EDU 618 Analysis of Current Issues in Education (4 units)
- EDU 621 Organizational Behavior and Adaptive Leadership (4 units)
- EDU 591 Public Policy (3 units)
- EDU 592 Legal Aspects of Education (3 units)
- EDU 652 Educational Research (4 units)

Specialization Courses (16 Semester Units)

- EDU 627 Managing Human Resources (4 units)
- EDU 630 Educational Finance (4 units)
- EDU 645 Advanced Curriculum Development (4 units)
- EDU 647 Educational Standards and Accountability (4 units)

Comprehensive Examination (2 Semester Units)

- EDU 687 Comprehensive Examination (2 units)

Research and Dissertation Phase (14 Semester Units)

- GRM 712 Proposal (2 units)
- GRM 715 Dissertation and Oral Defense (12 units)

FINAL ASSESSMENT

The Final Assessment of each Doctoral Degree candidate's records offers the Doctoral Review Committee an opportunity to review and assess the results of all completed course work assignments, the Comprehensive Examination and the Dissertation portion of the candidate's program. The Final Assessment is intended to determine whether the candidate's demonstrated level of competence and learning outcomes are, in fact, comparable to those expected from a Doctoral candidate in a more traditional setting.

As a vital part of the Final Assessment process, the Doctoral candidate will be asked to present himself/herself before their Dissertation Committee for the purpose of orally responding to committee member questions as they pertain to the candidate's Dissertation.

Upon successful completion of the Oral Defense, the candidate will receive immediate acknowledgement, by letter, of satisfaction of all graduation requirements. A formal Final Assessment Committee Report will be placed in the candidate's portfolio. The Doctoral Degree and an official transcript will be mailed to the graduate in approximately 4 to 6 weeks.

**THE DOCTOR OF EDUCATION IN
EDUCATIONAL PSYCHOLOGY**

Qualifying Courses (12 Semester Units)

- EDU 602 Philosophical Foundations of Education (4 units)
- EDU 610 Learning Theory (4 units)
- EDU 614 History of Education (4 units)
- EDU 615 Qualifying Examination (Pass/No pass)

Core Courses (18 Semester Units)

- EDU 618 Analysis of Current Issues in Education (4 units)
- EDU 621 Organizational Behavior and Adaptive Leadership (4 units)
- EDU 591 Public Policy (3 units)
- EDU 592 Legal Aspects of Education (3 units)
- EDU 652 Educational Research (4 units)

Specialization Courses (16 Semester Units)

- EDU 624 Group Dynamics (4 units)
- EDU 640 Motivation and Learning (4 units)
- EDU 646 Educational Measurement (4 units)
- EDU 649 Advanced Educational Psychology (4 units)

Comprehensive Examination (2 Semester Units)

- EDU 689 Comprehensive Examination (2 units)

Research and Dissertation Phase (14 Semester Units)

- GRM 712 Proposal (2 units)
- GRM 715 Dissertation and Oral Defense (12 units)

FINAL ASSESSMENT

The Final Assessment of each Doctoral Degree candidate's records offers the Doctoral Review Committee an opportunity to review and assess the results of all completed course work assignments, the Comprehensive Examination and the Dissertation portion of the candidate's program. The Final Assessment is intended to determine whether the candidate's demonstrated level of competence and learning outcomes are, in fact, comparable to those expected from a Doctoral candidate in a more traditional setting.

As a vital part of the Final Assessment process, the Doctoral candidate will be asked to present himself/herself before their Dissertation Committee for the purpose of orally responding to committee member questions as they pertain to the candidate's Dissertation.

Upon successful completion of the Oral Defense, the candidate will receive immediate acknowledgement, by letter, of satisfaction of all graduation requirements. A formal Final Assessment Committee Report will be placed in the candidate's portfolio. The Doctoral Degree and an official transcript will be mailed to the graduate in approximately 4 to 6 weeks.

THE DOCTOR OF EDUCATION IN ORGANIZATIONAL LEADERSHIP

Qualifying Courses (12 Semester Units)

- EDU 602 Philosophical Foundations of Education (4 units)
- EDU 610 Learning Theory (4 units)
- EDU 614 History of Education (4 units)
- EDU 615 Qualifying Examination (Pass/No pass)

Core Courses (18 Semester Units)

- EDU 618 Analysis of Current Issues in Education (4 units)
- EDU 621 Organizational Behavior and Adaptive Leadership (4 units)
- EDU 591 Public Policy (3 units)
- EDU 592 Legal Aspects of Education (3 units)
- EDU 652 Educational Research (4 units)

Specialization Courses (16 Semester Units)

- EDU 625 Foundations in Leadership (4 units)
- EDU 629 Diversity in Global and Multicultural Organizations (4 units)
- EDU 642 Managing Conflict in Organizations (4 units)
- EDU 650 Leading Through and By Change (4 units)

Comprehensive Examination (2 Semester Units)

- EDU 688 Comprehensive Examination (2 units)

Research and Dissertation Phase (14 Semester Units)

- GRM 712 Proposal (2 units)
- GRM 715 Dissertation and Oral Defense (12 units)

FINAL ASSESSMENT

The Final Assessment of each Doctoral Degree candidate's records offers the Doctoral Review Committee an opportunity to review and assess the results of all completed course work assignments, the Comprehensive Examination and the Dissertation portion of the candidate's program. The Final Assessment is intended to determine whether the candidate's demonstrated level of competence and learning outcomes are, in fact, comparable to those expected from a Doctoral candidate in a more traditional setting.

As a vital part of the Final Assessment process, the Doctoral candidate will be asked to present himself/herself before their Dissertation Committee for the purpose of orally responding to committee member questions as they pertain to the candidate's Dissertation.

Upon successful completion of the Oral Defense, the candidate will receive immediate acknowledgement, by letter, of satisfaction of all graduation requirements. A formal Final Assessment Committee Report will be placed in the candidate's portfolio. The Doctoral Degree and an official transcript will be mailed to the graduate in approximately 4 to 6 weeks.

The Master's Thesis

THE MASTER'S THESIS

In addition to the required core courses, Master's Degree students have the option to develop a traditional graduate level Thesis. The Thesis constitutes (9) additional graduate level units to the required 12 - 13 required core courses (36 - 39 units). The student must submit in writing a request to add a Thesis to the degree plan. At that time, additional current tuition charges will be assessed and information regarding the Thesis requirements will be sent to the student.

THE RESEARCH PHASE

When all required coursework has been satisfactorily completed, and the appropriate Grade Point Average requirement for the level of the degree has been met, the student will receive a letter confirming completion of the coursework. All Master's students who have elected to develop a Thesis will be provided the appropriate manual produced by the University to guide them in the development of the research.

The research manual for graduate students, "Guidelines for Writing the Thesis," provided to students at no cost, guides students in the preparation of:

- The Research Topic Approval Form
- The Proposal
- The Thesis

THE RESEARCH TOPIC APPROVAL FORM (RTAF)

Students choose their own thesis research topics within the major. To assist in this process, the Graduate Review Committee requests students to answer a brief series of questions to help focus their interests. A member of the Graduate Review Committee will work with students to help determine appropriate research topics. Students may choose to do research that is either empirical or non empirical in nature with topics that are supported by sufficient theory and professional research. It is the intention of the Graduate Review Committee to assist students in choosing topics that may be completed in a reasonable period of time and ones that will be beneficial to them in achieving their professional goals. The RTAF functions only as a topic approval process; no data may be collected at this stage. Once the Research Topic Approval Form has been approved, the student will develop a Formal Proposal which must be presented according to the Formal Research Proposal Section of the University's research manual.

THE FORMAL PROPOSAL

This comprehensive manual guides the student, step-by-step, through the organization and writing of the Formal Proposal. It simplifies much of the complexity commonly associated with this style of writing and research. It provides complete descriptions of each section, as well as sample models to follow for organization, style, and format. Verbal discussion, advice, or instruction with an advisor or the Committee Chairperson pertaining to the Formal Proposal cannot be construed as an approval. The Formal Proposal must be submitted in written and completed form. After the Graduate Review Committee has had an opportunity to review the submission, a written response will be sent to the student regarding acceptance. No data may be collected at this stage.

SUPPORTING TEXTBOOK FOR THE RESEARCH MANUAL

The textbook for the research manual is available through the University's rental library.

WRITING THE THESIS

After the Proposal has been approved, the student may begin the formal research and writing of the Thesis. The University's research manual will provide the student with the details required to present their research in the style and format required by the University. Students must periodically write or telephone the Chairman of their Committee to discuss their progress.

THE BOUND COPY

When the Thesis has been approved, the student will be provided with a signed signature approval page, which the student must insert into the master copy. The student will then have one copy bound in a hardback, library-style binding, with the title and the student's name embossed in gold on both the spine and the cover. The bound copy will be presented to the University for permanent inclusion in the University's Thesis Library. The bound copy will serve as permanent evidence of the student's ability to conduct professional and scholarly research.



The Doctoral Dissertation

THE DOCTORAL DISSERTATION

RESEARCH & DISSERTATION PHASE

The Doctor of Education (Ed.D.) is a Professional Doctoral Degree awarded after demonstrating the ability to conduct original research, which advances the body of knowledge in education. Through the process of completing research, it is expected that the student will develop an original idea, become an expert in both the theory and published research in the area of interest and master the objective, scholarly writing style used by researchers in education.

When all required coursework has been satisfactorily completed, the appropriate Grade Point Average of 3.0 (B) or better has been met and the student has received a passing grade on the Comprehensive Examination, they will receive approval to move on to the research phase of the Doctoral program.

Candidates will be provided a Request for Topic Approval Form (RTAF) in addition to Guidelines for Writing the Dissertation, Topic Approval, where they will be instructed on selecting a Research Topic. Students may fulfill the Doctoral Dissertation requirement by using either empirical or critical analysis research methods. Empirical methods involve the collection and analysis of data to identify relationships between variables; critical analysis methods involve a review of current theory and research with the goal of creating a model program. Once a student has chosen which method they will be using and submit their RTAF, they will be sent either Guidelines for Writing the Dissertation, Empirical Research, or Guidelines for Writing the Dissertation, Critical Analysis Research, which will outline the research guidelines and instruct students on how to submit an appropriate Formal Proposal.

All Dissertations are completed in 3 stages:

1. Submission and approval of the Research Topic
2. Submission and approval of the Formal Proposal
3. Submission and approval of the completed Dissertation manuscript

Each stage requires the approval of the Dissertation Review Committee before proceeding to the next.

RESEARCH TOPIC APPROVAL FORM

Students are requested to describe their general thoughts about possible topics for investigation and how they may want to proceed. Topics may be related to the student's occupation or work experience if it is an appropriate topic for education. Students will determine which method of research they will use to complete their Proposal and Dissertation. Brief answers to a few simple questions provide the faculty with information to provide assistance in determining the most appropriate topic and offer guidance that can save the student time, energy and effort.

THE FORMAL PROPOSAL

Once the Research Topic has been approved, the Doctoral candidate will develop and submit a Formal Proposal. The University's Guidelines for Writing a Dissertation contains detailed instructions on development and presentation of research. In addition, the manual has models in the Appendix to serve as examples of how the Proposal is to be presented.

This comprehensive manual guides the student, step-by-step, through the organization and writing of the Formal Proposal. It simplifies much of the complexity commonly associated with this style of writing and research. It provides complete descriptions of each section, as well as sample models to follow for organization, style and format.

The Formal Proposal must be submitted to the student's Dissertation Committee Chairperson and be approved before any work and research may commence.

While the University encourages all candidates to have regular interaction with their advisor or Committee Chairperson, verbal discussion, advice or instruction pertaining to the Proposal cannot be constructed as an approval. The Proposal must be submitted in written form to the University.

WRITING THE DISSERTATION

After the Research Topic and Proposal have been approved, the Doctoral candidate may begin their formal research and writing. The University's Dissertation manual will provide them with the details required to present their research in the style and format required by the University. Students are encouraged to contact their advisor and/or Committee Chairperson to review and discuss their progress.

THE BOUND COPY

When the Dissertation has been approved, the student will be provided with a signed signature approval page. The student must then have two copies bound in a hardback, library-style binding, with the title and the student's name embossed in gold on both the spine and cover. One bound copy will be presented to the University for permanent inclusion in the University's Dissertation Library, which will serve as permanent evidence of the student's ability to conduct professional and scholarly research. The second bound copy is for the Doctoral candidate to keep for his or her personal use.

Administration and Management Course Descriptions

BAM 105 INTRODUCTION TO BUSINESS - 3 Units

This course introduces the business world and the contemporary environment in which it operates. How business operations are managed and organized will be explored, and the basic ideas of marketing processes and consumer behavior will be discussed. Additionally, students will be aware of the changing face of business with current technological and management information system advances.

BAM 110 INTRODUCTION TO ACCOUNTING - 3 Units

This course reviews a basic approach to accounting; emphasizing recording, measuring, and communicating the accounting data of business. Basic accounting concepts will be explored, including the effects of transactions on financial statements, payroll accounting, accounting for professional and merchandising operations, and state and federal income tax deductions.

BAM 118 COMPUTING CONCEPTS - 3 Units

This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware operation, operating systems, application software, and the Internet. Emphasis is placed on the use of computers to assist with business issues. The impact of computers on our lives is also explored.

BAM 223 PRINCIPLES OF ECONOMICS - 3 Units

An introduction to Macroeconomics. Presents unemployment and inflation measures of national output, the Simple Keynesian Model, the More Complete Keynesian Model and fiscal policy. Also, the banking system, the New Quantity Theory, monetary policy, poverty and the distribution of income, international trade and finance, economic growth and development, and a Macro summary.

BAM 225 INFORMATION MANAGEMENT - 3 Units

This is an introductory course designed to provide in-depth coverage of essential concepts and important terminologies. Course material covers cache memory, OS/2 and Macintosh OS, CD-ROM, CAD/CAM, desktop publishing, computer viruses and graphics. Topics include robotics, decision support systems, fifth-generation computers, expert systems, and artificial intelligence.

BAM 306 PRINCIPLES OF MARKETING - 3 Units

This course examines the various functions of modern marketing including the market, product and price systems, distribution structure and promotional activities. Specialty field marketing, planning and evaluation of the marketing effort, and socially responsible global marketing are also explored.

BAM 312 BUSINESS COMMUNICATIONS - 3 Units

This course presents the theory and practice of business communications. It covers the fundamental dimensions of communication: language and behavior. Alternatives for conveying messages are discussed. The course also covers in detail the various channels and media for business communication, with guidelines for effective and successful use of each.

BAM 313 INTRODUCTION TO FINANCIAL MANAGEMENT - 3 Units

This course introduces students to the elementary principles and motives of financial management, and covers basic fundamental principles of short-term financing, time value of money, risk and value, and cost. Students will understand the interrelationships underlying the various data and techniques in which financial decisions are based, and will be able to analyze financial data and apply basic concepts to make confident financial decisions in their respective business futures.

BAM 315 PRINCIPLES OF MANAGEMENT - 3 Units

In this course, basic management functions and concepts are analyzed to provide a conceptual approach to management. Students will get a broad exposure to the proven, traditional and functional approach to managing and will also explore current developments in the contingency approach, systems theory and behavioral sciences as to be able to promote efficient and effective management.

BAM 317 BUSINESS LAW - 3 Units

This course provides an analysis of the relationship between business law and the environment. Cases, vignettes, and examples will be used to explain topics such as Internet law, online commerce, business ethics, and international law which are all explored to help students make well-informed and confident managerial decisions.

BAM 401 INTERNATIONAL BUSINESS - 3 Units

This course reviews the key concepts of international trade and the way it affects the nature of global economic activity. Concepts such as globalization, cultural and political environments, world financial environments, and global strategies are all explored to help students gain a global perspective and to be confident and familiar with international business operations.

BAM 402 PUBLIC RELATIONS - 3 Units

This course introduces the foundations, history, and process of the field of public relations. Students will be exposed to the dynamics of the various populations public relations personnel work with, and will be able to apply basic systems and communication theory to be able to effectively arrive at solutions to deal with the situations which distinguish the field.

BAM 406 BUSINESS AND SOCIETY - 3 Units

This course explores how business functions in, reacts to, and affects its social environment. The socioeconomic model, power-responsibility model, pluralistic social system model, cost-benefit model, and government regulatory models are all discussed to help students better understand the complex and ever changing relationship between business and society.

BAM 410 ORGANIZATIONAL THEORY AND BEHAVIOR - 3 Units

This course emphasizes the relationships among individuals, groups, organizations and society. A dynamic, systems approach to understanding and facilitating work relationships is examined. Emphasis is given to the interaction of individual values, attitudes, needs, abilities, traits, and motivation within teams and organizations.

BAM 411 HUMAN RESOURCE MANAGEMENT- 3 Units

This course examines the concepts, models, procedures, tools, and techniques of human resource management. Aspects of the individual and how the work environment influences people at work is explored, and the emphasis on recent and relevant findings from the behavioral sciences and other disciplines is discussed to help students apply appropriate human resource approaches in their organizational settings.

BAM 418 SMALL BUSINESS MANAGEMENT - 3 Units

This course presents an overview of entrepreneurship, including launching a new venture, managing an on-going venture, financial planning, taxation, and other topics specific to entrepreneurs. Students will learn the necessary elements to successfully start, run, and manage a small business and will be able to apply those concepts and ideas within their business careers, even if they do not choose the entrepreneurial route.

BAM 421 OPERATIONS MANAGEMENT - 3 Units

This course introduces the theory and practice of operations management, and explores the systems approach to tie information together. Students will explore issues in operations strategy, development, and implementation and will be able to apply various management tools such as inventory management, supply-chain management, and others to effectively contribute to managing operations.

BAM 501 HUMAN RELATIONS - 3 Units

Business and organizational leaders repeatedly stress the need for increased worker education and preparedness in communication, interpersonal skills, teamwork, leadership, ethics, and the ability to work well with others. This course reviews the basics of human relations, the organizational framework, organizational activity and strategies for improving organizational behavior and performance.

BAM 509 MANAGEMENT INFORMATION SYSTEMS - 3 Units

This course was designed for business students who want an in-depth look at how business firms use information technologies and systems to achieve corporate objectives. Information systems are one of the major tools available to business managers for achieving operational excellence, developing new products and services, improving decision making, and achieving competitive advantage.

BAM 510 HUMAN RESOURCE MANAGEMENT - 3 Units

This course explores the effective utilization of personnel and emphasizes the skillful merging of human talents, needs, and aspirations with the requirements of the organization which can result in overall benefits both to the organization and to society. Additionally, this course will analyze the connection between the environment and the legal aspects of human resource management.

BAM 511 MARKETING MANAGEMENT - 3 Units

This course introduces basic marketing principles and policies, and explores various marketing functions, emphasizing marketing strategy planning and the integration of marketing with other business activities and functions. Price policies and controls are discussed, as well as the various trade channels, merchandising, market research, government regulations, and competitive practices.

BAM 513 FINANCIAL MANAGEMENT - 3 Units

This introductory course ties financial concepts to reality through the use of real-world examples and simplified concepts. Working capital management and selection of alternative investment opportunities are emphasized, and funds acquisition, dividend policies, optimal debt-equity mix, and budgetary and related procedures are examined as basic tools which provide data used for decision making purposes.

BAM 514 INTERNATIONAL BUSINESS MANAGEMENT - 3 Units

This course presents an integrated treatment of theory, policy, and enterprise in international trade and investment. New theories of international trade and the contemporary international monetary system are explored, and the unique challenges organizations face in the global marketplace are discussed.

BAM 515 ORGANIZATIONAL BEHAVIOR - 3 Units

This course provides students an in-depth review of available theory and research on the behavior, structure, and process of organizations. Formal organizations and their structure will be critically examined, and human motivations and their constructive application to oneself and others will be discussed. Applicable behavioral science theories will be explored and students will be able to effectively apply the relevant concepts to the management of organizations.

BAM 521 BUSINESS LAW - 3 Units

This course provides coverage of traditional business law topics and addresses the legal environment in which business must operate. The study of history, ethics, social responsibility, policy, diversity, economics, and technology are integrated as they support the study of the legal environment of business.

BAM 530 BUSINESS ETHICS - 3 Units

This course provides a managerial framework for integrating ethics into strategic business decisions. The framework provides an overview of the concepts, processes and best practices associated with successful business ethics programs. Prepares students for the ethical dilemmas they will face in their business careers.

BAM 532 ORGANIZATIONAL THEORY – 3 Units

Business is changing at break-neck speed, so managers must be increasingly active in reorganizing their firms to gain a competitive edge. This course will provide you with the most up-to-date and contemporary treatment of the way managers attempt to increase organizational effectiveness. The course will also focus on organizational theory, organizational design and organization change. The origins of organizational culture, stakeholder approach to organizations and recent developments in organizational structure will also be covered.

BAM 535 ADVANCED HUMAN RESOURCE MANAGEMENT - 3 Units

This course covers the contexts of human resource management, staffing, employee development, and compensation with emphasis on developing employee relations, working with organized labor, managing workplace safety and health, and international human resource management challenges.

BAM 540 PROJECT MANAGEMENT - 3 Units

This course takes a decision-making, business-oriented approach to the management of projects, which is reinforced with current examples of project management in action. It emphasizes not only individual project execution, but also provides a strategic perspective, demonstrating means to manage projects at the program and portfolio levels. This course also addresses project management within the context of a variety of successful organizations, whether publicly held, private or not-for-profit.

BAM 545 STRATEGIC COMPENSATION - 3 Units

This course examines the importance of employees as a key element of strategic compensation programs. More specifically, the course explores how human resource professionals, along with other business professionals, design strategic compensation programs to promote companies' success in competitive markets.

BAM 547 CONFLICT MANAGEMENT – 3 Units

The overall purpose of the course is to enhance and strengthen skills when managing conflict. The course examines the dynamics of everyday conflicts across a variety of settings, from personal relationships to the workplace. Both theory and application will be reviewed, with an emphasis on their interrelation.

BAM 550 LEADERSHIP - 3 Units

This course focuses on the concept that leadership is a process, not a position. A thorough assessment of advanced leadership skills is presented, as well as their impact on the followers and on the situation. Various leadership models are evaluated in addition to current research on their effectiveness.

BAM 554 EMPLOYEE TRAINING AND DEVELOPMENT - 3 Units

Employee training and development plays a key role in helping companies meet competitive challenges. This course explores the use of innovative training and development practices. As a result, both employees and companies are concerned with developing future skills and managing careers. These new relationships and trends are explored in this course.

BAM 560 STRATEGIC MANAGEMENT - 3 Units

Strategic Management is the capstone course for business courses. Students learn new strategy formulation, implementation, and evaluation concepts and techniques. Students use this new knowledge, coupled with knowledge acquired from other courses, to chart the future direction of different organizations. Strategic Management students analyze firms in different industries, make objective strategic decisions for companies, and justify those decisions through oral or written communication.

BAM 562 MODERN MANAGEMENT - 3 Units

Modern Management is a comprehensive approach to the skills of business management. Traditional concepts, theories, contemporary issues and practical applications are examined with the goal of improving organizational efficiency.

BAM 570 E-COMMERCE MANAGEMENT PERSPECTIVE - 3 Units

This course describes what electronic commerce is and how it is being conducted and managed around the world with an emphasis of the two parts of e-business: Business and Technology. Students will be familiar with its major opportunities, limitations, issues and risks and will be familiar with the structures, mechanisms, economics, and impacts of the technological marketplace.

HCA 200 THE UNITED STATES HEALTH CARE SYSTEM - 3 Units

This course is designed to introduce students to the organization, structure, and operation of the nation's health care system. This is done to help students identify more effectively their present and future roles as consumer, provider, manager, decision maker, and analyst. The class examines an overview of the health care system, causes and characteristics of health service utilization, nature of wellness and disease, individual provider settings, financial and nonfinancial resources used and needed, measurement of quality of care, and current issues in delivery.

HCA 305 INTRODUCTION TO COMMUNITY HEALTH - 3 Units

This course will allow the student to reflect the latest trends and statistics in community health in an effort to effectively address the health issues facing today's communities. With emphasis on developing the knowledge and skills necessary for a career in health care, the course covers such topics as epidemiology, community organization, program planning, minority health, health care, mental health, environmental health, drugs, safety, and occupational health.

HCA 310 INFORMATION TECHNOLOGY FOR HEALTH PROFESSIONALS - 3 Units

This course provides a general introduction to computer literacy and information technology at a level appropriate for health care students. It includes discussions of hardware and software, communications and networking, ethical issues, and privacy concerns. In addition, it discusses how IT is transforming every aspect of health care – from administrative applications (such as the electronic medical record), to clinical systems involved in direct patient care, to special-purpose applications (such as simulation software used in the education of health care professionals).

HCA 320 ESSENTIALS OF MANAGED HEALTH CARE - 3 Units

This course presents basic information on all the critical concepts of managed care. It will compare myths about managed care to actual facts; progressing from introductory material on the types of managed care organizations to negotiating and contracting, controlling utilization, and using data reports in medical management; and illuminates the regulatory landscape, with careful attention to both federal and state law, as well as the legislative environment. This course provides practical knowledge and advice to help master the complexities of managed care today.

HCA 340 CULTURAL DIVERSITY IN HEALTH & ILLNESS - 3 Units

This course promotes an awareness of the dimensions and complexities involved in caring for people from diverse cultural backgrounds. The course will review the latest information on the health care delivery system. It examines the differences existing within North America by probing the health care system and consumers, and explores examples of traditional health beliefs and practices among selected populations. An emphasis on the influences of recent social, political, and demographics changes helps to explore the issues and perceptions of health and illness today.

HCA 420 MEDICAL LAW AND ETHICS - 3 Units

This course is designed to develop a general understanding of laws, ethics and bioethics relating to health care and the health care industry. Areas covered include managed care, the history of ethics, and health care ethics as applied ethics.

HCA 501 HEALTH CARE IN AMERICA - 3 Units

This course provides a comprehensive overview of the basic structures and operations of the US health system, from its historical origins and resources, to its individual services, cost, and quality. Using a unique “systems” approach, it brings together an extraordinary breadth of information and a solid overview of how the various components fit together.

HCA 503 ETHICAL AND LEGAL ISSUES FOR HEALTH CARE PROFESSIONALS - 3 Units

This course will help students prepare for the ethical issues they will experience on the job and teach them how to evaluate the right and wrong courses of action when faced with complicated legal problems. Through contemporary topics presented with a real-world perspective, students will develop the critical thinking skills needed for the moral decisions they will encounter in the health care environment.

HCA 505 MULTICULTURAL HEALTH CARE - 3 Units

This course uses a historical perspective to explore multicultural models of health, illness, and treatments or therapies to deepen the students’ understanding of the scientific, sociocultural, philosophical, psychological, and spiritual foundations of various unconventional healing systems and their approaches to prevention, health promotion, healing, and maintenance of well-being. These multicultural or alternative approaches to health care and to modern conventional medicine are seen as complementary to the biomedical model as they blend body/mind/ spirit, science, tradition, and cross-cultural avenues of diagnosis

HCA 507 ORGANIZATIONAL BEHAVIOR IN HEALTH CARE - 3 Units

This course integrates the study of organizational behavior and organizational theory within the dynamic context of the health care industry. Students will explore health care organizations from both the micro-level (individual behavior in leadership, intrapersonal and interpersonal issues, groups and teams, managing organizational change) as well as the macro-level (the organization as a whole). Future and practicing health care managers alike will benefit from this course, which draws deeply from current research articles, case studies and health care management journals.

MKT 102 INTRODUCTION TO MARKETING - 3 Units

This course introduces leading marketing concepts on how customer value is the driving force behind every marketing strategy. Social, legal, economic, ethical and technological influences around the globe must be recognized and considered for effective marketing to occur. Students will learn how to recognize and implement these influences in their marketing strategies, and will be able to effectively navigate the complex world of marketing in a practical, approachable, and enjoyable way.

MKT 121 CUSTOMER SERVICE - 3 Units

This course focuses on building career success by applying proven principles that create customer satisfaction and loyalty. The text is skill based and offers practical, immediately applicable information. The course provides a clear and usable process for developing the skills, attitudes, and thinking patterns needed to overcome the challenges and take advantage of the opportunities in customer service.

MKT 230 CONSUMER BEHAVIOR - 3 Units

This course focuses on the examination and application of consumer behavior principles to the development and implementation of marketing strategies. The text explains how “new media” (e.g., the expansive Internet, enhanced cell phones, specialized search engines, E-commerce-oriented web sites, and Tivo-like devices) has greatly influenced the marketer’s ability to more precisely track and understand consumer behavior. Substantial attention is given to consumer online behavior, and the importance and power of the Internet and other digital technologies in facilitating consumer communications, as well as their ability to purchase products online.

MKT 310 ADVERTISING AND PROMOTIONS - 3 Units

This course will allow students to see a collective picture of integrated marketing communications. Focus is placed on business-to-business marketing concepts, international marketing discussions, brand management, and various advertising and promotional tactics. An integrated approach with a solid advertising core.

MKT 330 ENTERTAINMENT MARKETING AND COMMUNICATIONS - 3 Units

This course reviews the current marketing principles that are used to sell performances, people, and places. The role of technology and new media is discussed. The different strategies that are used in effective communication and persuasion among audiences, consumers, and employees are also reviewed.

MKT 333 MARKETING MANAGEMENT - 3 Units

This course offers a streamlined approach of current marketing management practices and theory, with a focus on helping companies, groups, and individuals adapt their marketing strategies and management to the marketplace of the twenty-first century. Outside cases and simulations are presented to help students utilize their marketing knowledge for successful marketing practices, and to effectively solve marketing problems with the latest tools and techniques.

MKT 512 SALES MANAGEMENT - 3 Units

This course offers an in-depth analysis of professional selling practices with emphasis on the selling process and sales management. The development of territories, determining potentials and forecasts, and setting quotas will all be explored to help students become familiar with the issues and decisions companies face in developing and managing an effective sales force.

MKT 542 GLOBAL MARKETING - 3 Units

The importance of global marketing today can be seen in the company rankings compiled by the Wall Street Journal, Fortune, Financial Times and other publications. Whether ranked by revenues, market capitalization or some other measure, most of the world's major corporations are active regionally or globally. The size of global markets for individual industries or product categories helps explain why companies "go global". Global markets for some product categories represent hundreds of billions of dollars in annual sales; while other markets are much smaller. Whatever the size of the opportunity, successful industry competitors find that increasing revenues and profits mean seeking markets outside the home country.

MKT 552 VALUE MARKETING- 3 Units

This course focuses on essential marketing concepts including creating, planning, strategies, research, consumer behavior, target marketing and evaluation. The role of marketing in the organization and the role of marketing in society are also explored with an emphasis on helping students learn how to develop responsive and effective marketing strategies that meet customer needs.

MKT 555 RETAIL MANAGEMENT - 3 Units

This course focuses on the exciting and dynamic aspects of retailing. It was designed to seamlessly meld the traditional framework of retailing with the realities of the competitive environment and the emergence of high-tech as a backbone for retailing. Key retail management concepts are reinforced with current, real-world examples that bridge the gap between theory and practice.

Behavioral Science Course Descriptions

PSY 102 INTRODUCTION TO PSYCHOLOGY- 3 Units

This course introduces the methods and findings of contemporary psychology. Topics include a survey of biology and behavior, sensory process, human development, perception, learning and motivation. Emotion, personality, abnormal behavior, therapy and social interaction are also examined to provide students with a solid understanding of the facts, principles and theories which make up the field of psychology.

PSY 116 PSYCHOLOGY OF GENDER- 3 Units

This course examines the biological, cultural, and historical factors that influence the development of gender roles and identities. Stereotypes of masculinity and femininity are examined, and the impact that these ideas have on our lives at the personal, social, and institutional levels are explored.

PSY 150 HEALTH PSYCHOLOGY- 3 Units

This course surveys the correlation between health, illness, and optimal health care with behavioral medicine. The relationship between health and behavior is explored through an integration of relevant research and findings, and the biopsychosocial health psychology model is explicitly contrasted and compared to the traditional biomedical model to help students effectively navigate and apply concepts and ideas from the science of Health Psychology.

PSY 180 INTRODUCTION TO ORGANIZATIONAL PSYCHOLOGY- 3 Units

This course provides an introduction to industrial/organizational psychology and emphasizes the connections between theory and practice across the full spectrum of organizational behavior. Students will examine personnel issues including job analysis, employee selection, and training and performance appraisal. Common worker issues are covered including motivation, job satisfaction, and stress. Group dynamics in the workplace including communication and group processes are explored, and topics such as leadership and power are considered as they relate to organizational structure.

PSY 220 DEVELOPMENTAL PSYCHOLOGY- 3 Units

This course introduces students to the scientific study of patterns of change and stability that occur as we move through the process of human development from conception to death. Various theories of development will be presented, and an emphasis on physical, emotional, cognitive, and psychosocial changes throughout the life-span will be discussed.

PSY 228 SOCIAL PSYCHOLOGY- 3 Units

This course offers students an in-depth look at how people come to understand themselves and others in a social context, with considerable emphasis on sociology's role in social psychology. Students will be given detailed examples of current research studies relating to each of the topics covered in this course such as stratification, deviance and mental health and illness. Each chapter of the text covered in this course will also introduce students to key sociological social psychologists whose research has made a significant contribution to the field.

PSY 270 LEARNING THEORIES - 3 Units

This course offers a presentation of learning and behavior theory, methodology, and research relating to how and why humans and animals learn and behave as they do. Classical conditioning, instrumental conditioning, verbal learning, encoding, retention and various learning styles will all be explored to help students confidently understand the learning process and its effect on behavior.

PSY 280 MARRIAGE AND FAMILY - 3 Units

This course presents a representative summary of the literature of family therapy and the complex and changing social unit known as the family. Contemporary theories and issues in marriage and family therapy including communication, gender identity, love, choosing a partner, parenting, divorce, remarriage and stepfamilies are all covered to help students be familiar with the context of the ever changing context of the American family.

PSY 312 TESTS AND MEASUREMENTS IN PSYCHOLOGY - 3 Units

This course introduces students to the study of psychological tests. The basic concepts and operations of testing are explored, and the theoretical considerations and applications of testing data are discussed. Students will become familiar with the various types of psychological tests, and will have a basic understanding of how to administer and effectively apply them in their careers.

PSY 330 HISTORY AND SYSTEMS OF PSYCHOLOGY - 3 Units

This course offers a biographical approach to the history, methods, theories, and data of psychology. The philosophical and scientific roots of psychology are explored and modern theories and concepts are introduced to help students have a solid understanding of the roots of psychology, and the development of the field in the modern day.

PSY 380 PERSONALITY THEORIES - 3 Units

This course presents an in-depth look at a number of classical and current personality theories, providing an explanation and interpretation of personality development from several different theoretical approaches. Classic theory is integrated with the latest research and current topics, preparing students to apply theoretical approaches to better understand the particular individuals and personalities they may encounter in their professional and personal lives.

PSY 408 ABNORMAL PSYCHOLOGY - 3 Units

This course offers students an eclectic, multicultural approach to abnormal behavior, drawing on contributions from various disciplines and theoretical stances. The psychosocial and psychophysiological factors of abnormal behavior are examined, and the causes and classifications are discussed. Case vignettes and client experiences will be explored and combined with research based explanations of abnormal behavior.

PSY 418 COUNSELING PSYCHOLOGY - 3 Units

This course addresses the history of counseling and the theory behind its practice; exploring the multicultural, ethical, and legal environments in which counselors operate. Counseling in a multicultural society and with diverse populations will be covered, and the various counseling theories including Behavioral, Cognitive, Systemic, Brief, and Crisis counseling will be discussed.

PSY 430 EDUCATIONAL PSYCHOLOGY - 3 Units

This course focuses on the principles and theories related to human learning and motivation, child and adolescent development, individual and group differences, and psychological assessment related to classroom practice. The emphasis is placed on identifying, discussing, and summarizing core concepts and principles relevant in the American education system today.

PSY 501 DEVELOPMENTAL PSYCHOLOGY - 3 Units

This course explores human growth and development from conception to old age. The stages and patterns of human change and the physical, cognitive, emotional, and social changes that occur in each stage are reviewed, and the various theories of development are examined.

PSY 503 HUMAN SEXUALITY - 3 Units

This course presents the role of sexuality in human growth and relationships. Practical methods of dealing with sexual problems, sexual communication, evaluation of research, child-rearing practices, life cycle sexuality, and cross cultural variations are explored.

PSY 505 PSYCHOPATHOLOGY - 3 Units

This course offers students the chance to investigate the causes of abnormal behavior and recommend methods for its therapeutic alteration. The nature of knowledge is explored, the way experiments are designed are examined, and the interplay between theory and data is discussed.

PSY 509 THEORIES OF MARRIAGE AND FAMILY - 3 Units

This course explores all major schools and developments in family therapy, and includes brief biographies of some of the leading family therapists of the twentieth century. Current research and developments in the field are covered, and trends in family therapy are presented. Ethical standards for the practice of marriage and family therapy are also included.

PSY 511 PROFESSIONAL ETHICS AND THE LAW - 3 Units

This course helps future and current professionals deal with ethical issues that they will confront at the various stages in their career. Central issues in ethical practice are presented, diverse views on these issues are explored, and students are encouraged to refine their own thinking and to actively develop their own position. The role of the therapist's personal values in the counseling relationship is discussed, the ethical responsibilities and rights of clients and therapists are presented, and the considerations involved in adapting counseling practice to diverse client populations are explored.

PSY 517 ALCOHOL AND CHEMICAL SUBSTANCE ABUSE - 3 Units

This course offers an integrated study of effective diagnostic methods and treatment strategies for alcoholism and substance abuse, including detection and diagnosis of abuse, early intervention techniques, evaluation of detoxification and medical consequences, and inpatient and outpatient treatment programs. Additionally, effective preventive measures will be discussed.

PSY 525 COUNSELING SYSTEMS AND TECHNIQUES - 3 Units

This course reviews counseling theory and practice. Role and function of counseling, preparation of counselors and licensing, history of counseling, impact on the social sciences, and the traits of counselors and clients are analyzed. Major counseling theories and counseling of special populations are reviewed.

PSY 527 ASSESSMENT TECHNIQUES - 3 Units

This course introduces students to non-test techniques of assessment such as interviews, autobiography, and case studies. Additionally, interest, personality, and vocational inventories are discussed and standardized tests for individuals or pupil appraisal in counseling settings are explored. Basic measurement concepts such as reliability and validity are examined, and trends in assessment and appraisal practices are reviewed.

PSY 530 PSYCHOLOGY OF AGING - 3 Units

This course examines the societal responses and attitudes toward the elderly and the influence that these factors have on the aged as individuals and as a group. Special emphasis is also given to historical antecedents of the present condition of the elderly in American society and to possible future development and trends.

PSY 540 PHYSIOLOGICAL PSYCHOLOGY - 3 Units

This course offers an introductory survey of physiological processes underlying behavior, with an emphasis on the impact physiological psychology has within the larger realm of psychology. Contemporary research in the role of hormonal and neurotransmitter influences in behavior are discussed to help students gain a solid understanding of the biological influences which effect and determine behavior.

PSY 550 GROUP PSYCHOTHERAPY - 3 Units

This course introduces students to the current theories, research and trends specific to group psychotherapy. The unique values of group counseling for special populations are explored, and the issues and cases which deal with the ethics of group work are addressed. Additionally, various theories such as Adlerian, Gestalt, Existential and Reality Therapy are explored as they relate to group process.

PSY 560 CLINICAL PSYCHOLOGY - 3 Units

This course presents the theories, research, prevention, assessment, and clinical applications of the field of clinical psychology. The diagnostic and therapeutic strategies employed by clinical psychologists are examined, and students will be challenged to engage in a critical analysis of the theories and research that provide the foundation for effective treatments of various mental disorders.

Criminal Justice Course Descriptions

BCJ 100 INTRODUCTION TO CRIMINAL JUSTICE - 3 Units

This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's response to crime in society. It is important to note that the general theme of this course involves the delicate balance between community interests and individual rights that criminal justice decision making requires. This theme will be explored by examining the criminal justice process in some detail, focusing on how the system is structured to respond to crime.

BCJ 210 JUVENILE JUSTICE - 3 Units

This course explores the history of juvenile justice, the juvenile justice system and special populations. It focuses on the system itself, the processes within it and the young people who become involved in it. A historical view of the juvenile justice system and how it relates to the entire criminal justice system is also presented.

BCJ 230 CRIMINAL INVESTIGATION - 3 Units

This course is intended to meet the needs of students and others interested in criminal justice by presenting information in a logical flow, paralleling the steps and considerations observed in an actual criminal investigation. Additionally, it is designed to explain the fundamentals of criminal investigation as practiced by police officers on the job.

BCJ 240 PROCEDURES IN THE JUSTICE SYSTEM - 3 Units

This course introduces students to the procedural aspects of the criminal justice system systematically, making the concepts easy to apply to any state's specific procedural laws. Detailed coverage of the Exclusionary Rule and Miranda procedures will be presented, and a balanced coverage of consensual encounter, detention, and arrest will be explored.

BCJ 303 TERRORISM - 3 Units

To a great many people the terrorist attacks on the World Trade Center in New York and The Pentagon in Washington D.C. on September 11th, 2001, were a defining moment for terrorism in North America. However, terrorism has been around much longer than that. This course will examine the history and definitions of terrorism from a global perspective to allow the student to get a very broad view of this major topic.

BCJ 351 FORENSIC SCIENCE- 3 Units

This course is designed to make the subject of forensic science comprehensible to a wide variety of students who are, or plan to be, aligned with the forensic science profession.

BCJ 360 CRIMINAL LAW- 3 Units

This course provides students with an appreciation for the fundamental nature of law, an overview of general legal principles, and a special understanding of the historical development of criminal law and its contemporary form and function in American society today.

BCJ 400 THEORY AND PRACTICES OF LAW ENFORCEMENT- 3 Units

This course presents a global and detailed view of law enforcement philosophies, operations, tactics, strategies and processes as well as introduces students to the historical background and the development of the law enforcement field as we know it today. This course promotes a vision for law enforcement and other justice system personnel that integrates essential critical thinking, problem-solving, and communications skill development with the need to deploy ethical practitioners and peacekeepers that demonstrate effective leadership capabilities in the diverse post-9/11 society of the twenty-first century.

BCJ 403 THEORY AND PRACTICES OF CORRECTIONS- 3 Units

This course is an overview of the corrections field—courts, detention, sentencing, adult institutions, probation, parole and staffing and personnel issues. This course will be an active and interactive learning experience. Students will be able to build a framework for understanding current sentencing and correctional practices.

BCJ 501 CRIMINOLOGICAL THEORY – 3 Units

This course examines crime and criminological theory by taking a direct approach to the question of why people commit crimes. It begins with an overview of the key elements of the study of crime and criminology including law, public policy, research literature and the philosophical origins of crime theories. These theories are then broken down to their basic elements and causal processes in order to be explored. The course further examines the practical implications and applications each theory has on the administration of justice and also looks at the future of crime theory by speculating whether or not new research designs, theories and paradigms are needed.

BCJ 510 DRUGS, JUSTICE AND SOCIETY – 3 Units

This course incorporates fields of sociology, criminology and public policy and provides a complete understanding of the issues surrounding drugs. This course will review the dynamics of drugs (both legal and illegal) in American society while providing a look at historical law creation and current law enforcement. Topics such as the history of drugs in the U.S., the integral role of race in the creation of drug laws, the elaboration of the global trade in drugs, the U.S. drug control policies and the impact of the U.S. drug war on international relations will be reviewed.

BCJ 515 CRIMINAL JUSTICE ADMINISTRATION – 3 Units

This course explores justice administration from a systems perspective that looks at administrative issues and practices for all three branches: police, courts and corrections. In addition to addressing the practical aspects of justice administration, the course will examine technological advances and future trends. Issues faced by the courts and justice system will also be examined.

BCJ 530 MULTICULTURAL ISSUES IN LAW ENFORCEMENT – 3 Units

This course surveys the variety of issues relating to law enforcement in our multi-racial, multi-ethnic and multi-cultural society. It addresses strategies for refining law enforcement attitudes, behaviors, methods and tools for social advancement, community betterment and conflict reduction.

BCJ 545 COMPUTER CRIME – 3 Units

This course surveys the nature and characteristics of the many dimensions of digital crime and digital terrorism, terms which have emerged and grown rapidly since the World Wide Web has become the basis for global information, business, and government transactions.

BCJ 562 POLICE ADMINISTRATION AND MANAGEMENT – 3 Units

This course explores a historical and contemporary point of view, from both the managerial and organizational role of the police in American society.

BCJ 563 CRIMINAL JUSTICE POLICY – 3 Units

This course investigates the public policy process and applies it directly to crime and criminal justice. It examines each of the various actors in the public policy process at the federal, state and local level. By the end of the course, students will be able to evaluate the justification, logic and evidence for specific crime policies as well as analyze the factors that influence policymaking, including the development of programs and policies.

BCJ 565 DEVIANT BEHAVIOR – 3 Units

This course seeks to understand deviance from key sociological perspectives and theories. The text provides real-world examples of deviance throughout to encourage critical thinking about deviant behavior and its impact.

BCJ 575 TERRORISM AND HOMELAND SECURITY – 3 Units

This course provides a theoretical and conceptual framework that enables students to understand how terrorism arises and how it functions. The most sophisticated theories by the best terrorist analysts in the world are discussed, while still focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism today.

BCJ 582 CORRECTIONAL COUNSELING – 3 Units

This course offers a strong practitioner orientation, enabling students to become proficient in providing basic correctional counseling services to the offender population. This course provides basic information on underlying theoretical perspectives among a variety of counseling approaches and addresses the details of the counseling and treatment process itself, explaining exactly how correctional counseling is done in the field.

Education Course Descriptions

EDUCATION COURSES

EDU 501 INTEGRATING TECHNOLOGY INTO TEACHING - 3 Units

This course provides students with information about using the Internet and other technological resources when designing curriculum. New technology trends in learning environments, data collection tools, and productivity software are explored, and how to use modern technology in professional development and teaching various subject areas will be discussed.

EDU 507 CULTURAL ISSUES IN EDUCATION - 3 Units

This course will review the importance of culturally responsive teaching in schools today. Specifically this course will focus on the impact of diversity, including race, culture, ethnicity, gender and exceptionality. Additionally, this course will review class and socioeconomic status, sexual orientation, language, religion, geography, and age.

EDU 510 MODELS OF TEACHING - 3 Units

This course explores a variety of teaching models and curriculum theories to help increase student capacity for personal growth, social growth, and academic learning. Application of theories to classroom utilization is emphasized to help educators be able to construct vital and effective learning environments for their students.

EDU 520 LEADERSHIP AND ORGANIZATIONAL BEHAVIOR - 3 Units

This course reviews major leadership behavior patterns and strategies that promote effectiveness in organizations. Students will be challenged to become more self-aware of their personal leadership style and will be able to develop their abilities to influence others, whether or not they have positional or hierarchical authority over them.

EDU 521 PSYCHOLOGY APPLIED TO TEACHING - 3 Units

This course provides an overview of theories and research of educational psychology. The student is encouraged to develop an understanding of personal paradigms of teachers and students. Learning theories, stages of human development, educational opportunities, and teaching strategies that support a diverse student population are reviewed.

EDU 523 STRATEGIC ISSUES MANAGEMENT - 3 Units

This course focuses on the process of change. It provides methods for administrators to identify the needs of society and their implications for schooling. This course incorporates the use of theoretical and research based knowledge of instruction and evaluation into practical applications.

EDU 524 CURRICULUM DESIGN AND INSTRUCTION - 3 Units

This course provides an analysis of curriculum development and methods for aligning course content to goals and evaluation procedures. The philosophical, historical, psychological, and social foundations of curriculum will be explored to help students better understand how curriculum models might be utilized in an ever changing and emerging educational environment.

EDU 526 SUPERVISION OF INSTRUCTION - 3 Units

This course reviews ways to improve educational programs in diverse classrooms. Basic concepts of curriculum development, measurement, policies of inclusion, and the effects of culture are explained. Administrative skills that promote equal learning opportunities in the classroom are also reviewed.

EDU 529 EDUCATIONAL PERSONNEL MANAGEMENT - 3 Units

This course reviews the total operation of personnel and school management functions and staff development. Knowledge and understanding of personnel management, personnel relations, personnel laws and procedures, and collective bargaining are covered.

EDU 532 SCHOOL-COMMUNITY RELATIONS - 3 Units

This course explores how various social and political forces impact effective school and community relations with an emphasis on diversity. Methods of implementing educational change with community support, and cultural pluralism and its effects on school-community dynamics are also reviewed.

EDU 540 CAREER DEVELOPMENT - 3 Units

The purpose of this course is to survey the field of career information, career development and career counseling. The information provided will enable the student to conceptualize the three major aspects of the field: career development, career counseling and the changing field of careers and job opportunities. This course emphasizes multicultural considerations and provides for a global perspective.

EDU 545 LEADERSHIP AND TECHNOLOGY - 3 Units

This course provides an administrative perspective on instructional technology. It reviews methods of using technology to improve administrative functions, legal and ethical issues regarding educational technology, and funding sources for educational technology.

EDU 546 PUBLIC POLICY - 3 Units

This course reviews educational policy from a micro and macro perspective. It reviews the general concepts of public policy, and looks at the socioeconomic context of the school, as it relates to economics, demographics, politics, culture and values. It also analyzes the policy process, the key players, and the typical issues involved, as well as a historical perspective to aid in understanding the current education reform climate.

EDU 547 LEGAL ASPECTS OF EDUCATION - 3 Units

This comprehensive course explores the legal aspects of education. It emphasizes a variety of school law issues faced by school administrators today and expands on the legal implications of recognizing diversity in a multi-cultural society. Emphasis is placed on areas of school law that are most likely to be used by school administrators.

EDU 548 GLOBAL PERSPECTIVES IN CURRICULUM - 3 Units

This course emphasizes diversity within and across ethnic groups to help educators understand the interactions between students' cultural and individual differences. Multicultural education focuses on culture, class, race, and gender as a foundation of ethnic diversity and community in the United States, with an emphasis on global connections.

EDU 591 PUBLIC POLICY - 3 Units

This course reviews educational policy from a micro and macro perspective. It reviews the general concepts of public policy, and looks at the socioeconomic context of the school, as it relates to economics, demographics, politics, culture and values. It also analyzes the policy process, the key players, and the typical issues involved, as well as a historical perspective to aid in understanding the current education reform climate.

EDU 592 LEGAL ASPECTS OF EDUCATION - 3 Units

This comprehensive course explores the legal aspects of education. It emphasizes a variety of school law issues faced by school administrators today and expands on the legal implications of recognizing diversity in a multi-cultural society. Emphasis is placed on areas of school law that are most likely to be used by school administrators.

EDU 602 PHILOSOPHICAL FOUNDATIONS OF EDUCATION - 4 Units

This course provides an overview of the dominant philosophical perspectives which have framed the evolution of education, from the time of Plato, to the present day. The major philosophers throughout history have included the nature and purpose of education in their writings. This course illustrates the historical, social, cultural, and educational contexts of the most prominent of those writings, and discusses their implications for the evolution of education over the last 2,500 years.

EDU 610 LEARNING THEORY - 4 Units

This course examines theories of learning and the functions of the human brain which have evolved over the past century. Information processing, memory, conditioning, motivation, developmental characteristics, transfer, problem-solving, social aspects of learning, and classroom applications are covered in a comprehensive overview.

EDU 614 HISTORY OF EDUCATION - 4 Units

This course provides an overview of the history of American education, including the most important persons, dates, events, and movements that shaped the nation's system of education. Students are introduced to historical research through engaging historical studies. The basic concepts and theories that underlie current educational practice are presented in comprehensive form. Also included is treatment of new educational delivery systems such as distance learning, online resources, computer based research and emerging educational technologies as well as international and global influences and trends in education.

EDU 615 QUALIFYING EXAMINATION – Pass/No Pass

Upon completion of the three qualifying courses, candidates will complete a written Qualifying Examination based on materials covered in the three qualifying courses.

EDU 618 ANALYSIS OF CURRENT ISSUES IN EDUCATION - 4 Units

This course provides the student with an opportunity to examine controversial topics in education such as finance, zero tolerance school discipline, and school reform. Emphasis is placed on uncovering the underlying social and ideological philosophies that lie below the surface of each issue.

EDU 621 ORGANIZATIONAL BEHAVIOR AND ADAPTIVE LEADERSHIP - 4 Units

This course relates the study of organizational behavior and how it impacts educational leadership and how leaders can embrace the challenge of effective school reform. The course encompasses the paradigms of the evolution of educational thought, organizational theory, human capital and decision-making that educational leaders face in a hypercompetitive global educational environment.

EDU 624 GROUP DYNAMICS - 4 Units

This course provides a comprehensive analysis of theory and research related to group dynamics. It begins with an examination of the current theory and research findings needed in order to make groups function effectively and provides exercises to practice the skills required to apply that knowledge in practical situations. Throughout the course there is an emphasis on the integration of knowledge and skills toward the goal of developing expertise in working with groups. This course provides a balanced approach to group dynamics and focuses on the characteristic dynamics found in virtually all groups and in all walks of life.

EDU 625 FOUNDATIONS IN LEADERSHIP - 4 Units

This course is designed to provide a foundational overview of the leadership and administrative issues with which educational leaders are confronted. In a context of strategic planning, data-based decision-making and successful practice, the student is guided toward the criteria for a successful strategic leader who must deal with challenges in such areas as organization, finance, law, operations, curriculum and multiple constituencies.

EDU 627 MANAGING HUMAN RESOURCES - 4 Units

This course involves the management of people in organizations. The human resource function, information systems and enrollment projections will be explored. Strategic planning and recruitment and retention will enable educational leaders to plan the day-to-day utilization of people as organizational resources to achieve optimal productivity, satisfaction and continuous improvement. Performance appraisal will be reviewed in lieu of compensation and the employee review process. Continuity of employment considerations pertaining to enhancing the employment life of individuals as employees will be addressed along with employee development and unionism.

EDU 629 DIVERSITY IN GLOBAL AND MULTICULTURAL ORGANIZATIONS - 4 Units

The purpose of this course is to expand and deepen awareness for the educational leader of the global and multicultural society in which we live. Educational leaders must be prepared to deal with issues of cultural diversity, racism, global consciousness and the challenges raised by individuals and groups whose roots lie in countries, cultures and belief systems which increasingly define the American experience. Understanding these areas will enhance the effectiveness of an educational leader.

EDU 630 EDUCATIONAL FINANCE - 4 Units

Educational Finance is concerned with the process of understanding that resources, social progress, technological advancement and wealth are created through a sound and continuously improving educational system. Such a system itself depends upon many kinds of inputs, one of the most important of which is adequate funding. This course examines the sources of educational funding, and the issues surrounding how that funding is acquired, administered, and dispersed, by the federal government, states, communities and local school districts.

EDU 640 MOTIVATION AND LEARNING - 4 Units

This course is concerned with understanding and facilitating the change process in organizational and educational settings. While change occurs naturally in the world, through economic, demographic, political, and technological shifts, over which we have little control, this course deals with those elements of anticipating and adapting to those external changes, which organizations can design and implement internally.

EDU 642 MANAGING CONFLICT IN ORGANIZATIONS - 4 Units

This course deals with the dynamics of conflict as a phenomenon. The management of conflict has developed into an interdisciplinary synthesis of human relations skills and strategies, which can be used to more effectively deal with dysfunctional interactions in the workplace, and in society itself. Using a variety of models which have been developed to explore the causes and resolution of discord among individuals and groups, this course explores the specific dimensions of managing conflict.

EDU 645 ADVANCED CURRICULUM DEVELOPMENT - 4 Units

This course provides a comprehensive analysis of the process of curriculum development. It begins with an examination of the theoretical dimensions of curriculum development, looks at the roles of various personnel who have primary responsibility for developing curriculum, and describes a number of models of curriculum development. The process of curriculum development is examined beginning with stating the philosophical beliefs and broad aims of education, specifying curriculum and instructional goals and objectives, implementing curriculum and instruction, and evaluating curriculum and instruction.

EDU 646 EDUCATIONAL MEASUREMENT - 4 Units

This course will focus on five major concepts – Objectivity, Standardization, Reliability, Validity and Score Reporting. How these major concepts are applied in major domains of testing and by specific major commercially available tests will also be reviewed.

EDU 647 EDUCATIONAL STANDARDS AND ACCOUNTABILITY - 4 Units

This course is designed to provide a comprehensive analysis of the accountability movement, its dimensions and its implications. It is designed to facilitate leadership in the promotion of educational accountability and in the development of further research and scholarship in the accountability movement.

EDU 649 ADVANCED EDUCATIONAL PSYCHOLOGY - 4 Units

This course provides a comprehensive analysis of the concepts and theories of psychology related to instructional practice and offers a wide variety of classroom strategies to help students of all ages succeed in the classroom. The course focuses on aspects of psychology such as thinking, learning, human development, motivation, and assessment that have particular relevance to classroom practice. Emphasis is placed on the importance of the use of research evidence in planning, implementing, and assessing instruction.

EDU 650 LEADING THROUGH AND BY CHANGE - 4 Units

This course is concerned with understanding and facilitating the change process in organizational and educational settings. While change occur naturally in the world, through economic, demographic, political, and technological shifts—over which there is little control—this course deals with those elements of anticipating and adapting to those external changes, which organizations can design and implement internally.

EDU 652 EDUCATIONAL RESEARCH - 4 Units

A required course completed by all Doctoral students to prepare them for the development and writing of a Proposal and Dissertation. The course presents a balanced presentation of quantitative and qualitative research. It examines the fundamental issues of research so that students learn how to begin to conduct research as well as to read and evaluate research studies. By using the concepts and research techniques presented in this course, students and faculty will work together to develop the student’s knowledge of the Dissertation process.

EDU 687, EDU 688, EDU 689 COMPREHENSIVE EXAMINATION - 4 Units

Candidates will complete a written Comprehensive Examination. This final requirement will be in the form of an essay examination, based upon major areas of education. Students are asked to integrate course information, professional experience and outside source materials into a comprehensive framework, reflecting their accumulated knowledge in the field of education.



General Education Course Descriptions

GED 102 THE HUMAN BODY - 3 Units

This course is an invitation to discover more about how the body works, both when it is healthy and when it is suffering from disease. It is intended for anyone interested in gaining a basic understanding of the human body, and seeing how that information can be used to diagnose and treat various diseases.

GED 108 ENVIRONMENTAL SCIENCE - 3 Units

This course is an interdisciplinary approach to environmental science, focusing on the interrelatedness of humans and the natural world. Historical perspectives, economic and political realities, varied social experience and ethnic backgrounds are integrated into the identification of major issues and the search for possible solutions.

GED 120 INTRODUCTION TO HUMANITIES - 3 Units

This course explores the conduct of human life with emphasis on understanding the aesthetic sense, an important element in the art of being human. The course focuses on key events, styles, movements and figures of Western art, philosophy and religion which are all essential to exploring the aesthetic human experience. Students will learn to think critically about how the past themes, movements and creative genius have impacted, and still influence, the modern world which we live in today.

GED 130 INTRODUCTION TO CIVILIZATION - 3 Units

This course is a presentation of Civilization's major happenings including the cultural, social, political and economic development of the World from earliest times to the Fifteenth Century. A survey of the birth and diffusion of world civilizations is explored, and interactions between or among civilizations are stressed- leading to a better understanding of where man has been, and where he is now.

GED 132 UNITED STATES GOVERNMENT - 3 Units

This course will review and examine the institutions of the American political system, the Presidency, the Congress, the Superior Court, state and local governments, as well as political parties and the roles they have played in the development of the American polyarchy.

GED 150 MATHEMATICS - 3 Units

An introduction to the concepts and techniques of arithmetic, algebra, and geometry.

GED 155 ENGLISH - 3 Units

This course introduces the necessary writing, composition, grammar, and spelling skills needed for various careers in the 21st century. This comprehensive course provides the student with a firm grasp of what components are required to be a good writer.

GED 210 INTRODUCTION TO CULTURAL ANTHROPOLOGY - 3 Units

This course presents observations and inferences of the human experience, and the corresponding role of anthropology. Students will examine and understand the ways in which human groups reflect upon their culture and social organization through the use of language and symbols, and will be able to deeper explore the relationship between biology, ecology and culture.

GED 212 INTRODUCTION TO PHILOSOPHY - 3 Units

This course allows students to critically examine the fundamental philosophical issues of reality, personhood, free will, knowledge, and the idea of God and life after death. The ideas of determinism, freedom, ethics, democracy and life purpose are all explored in a philosophical context, challenging students to think critically about the questions which have puzzled mankind for centuries.

GED 215 PSYCHOLOGY OF ADJUSTMENT - 3 Units

This course explores major perspectives on psychology and provides opportunities for students to apply useful concepts to their personal lives. Content is drawn from theory and research in different areas of psychology, and covers personality development, stress management, health issues, relationships, work, life span development, and other areas of life.

GED 216 INTRODUCTION TO SOCIOLOGY - 3 Units

This course is a study of how society influences the way people act, think and feel. Culture, society, social interactions, social class and gender stratification all influence every part of who people are, how they behave, and how they participate in their existence on this earth. An introduction to social problems including minority inequality, aging and death, women's rights and urban problems in general is also explored.

GED 232 EARLY UNITED STATES HISTORY - 3 Units

This course explores the history of the United States from 1600 to 1877. An in-depth analysis of transition in United States history from pre-colonial beginnings to an independent national state. This course will survey the historical, cultural, political and economic events that shaped early United States History.

GED 250 WORLD RELIGIONS - 3 Units

This is an introductory course in world religions. Factual information is used to relay the nature of earth's diverse religions and cultures. Conceptual, worship and social factors of religious experiences from the past to present are presented. Religion's role in the environment of present and future crises is examined, as well as the challenges of ecology, technology, and globalization- all which have an impact on spirituality.

GED 260 CRIMINOLOGY - 3 Units

This course emphasizes the wide and interdisciplinary variety of academic perspectives that contribute to a thorough and well-informed understanding of the crime problem. It addresses the latest social issues and discusses innovative criminological perspectives within a well-grounded and traditional theoretical framework. Students will learn to think critically about the causes of crime and will discover the correlations between crime theory, crime policy, and crime prevention.

General Elective Courses

- **General Elective course requirements are met through a variety of undergraduate courses not otherwise required in a student's program.**
- **A list of General Elective courses from which to choose courses will be provided at the time of enrollment.**

Master's Level Research Course Descriptions

GRM 697 THE RESEARCH PROCESS - 3 Units

A required course for Master's Degree students to prepare them for the development and writing of a Proposal for a Thesis. This course will assist students in utilizing their natural curiosity in selection of a topic for research. It provides guidance in planning research strategy, the documentation of research data, and the design of a defensible study. In addition, it also explores and analyzes examples of research from many different disciplines, the development and use of computer-aided research and writing skills, and the logical argumentation techniques in stating and defending research data.

GRM 698 THE PROPOSAL FOR THE THESIS (Optional) - 3 Units

This course focuses on the preparation of a proposal for research: conceptual tools and techniques for conducting scientific research; evaluation of the value of research proposals; planning and executing research projects. The student will learn how to organize knowledge within his or her field for presentation in a standardized, scholarly fashion. The course requires that the student present an acceptable proposal for review and analysis in lieu of a final course examination.

GRM 699 THE MASTER THESIS (Optional) - 6 Units

The Proposal (GRM 698) must have been successfully completed and approved before a student is permitted to begin work on this course. The candidate will develop and compile an original work demonstrating ability to add to the body of knowledge in his or her field for presentation to and acceptance by the University.

Doctoral Level Research Course Descriptions

GRM 712 PROPOSAL - 2 Units

This course focuses on the preparation of research. This includes conceptual tools, techniques for conducting scientific research, evaluation of the value of research proposals and planning and executing research projects. The student will learn how to organize knowledge within his/her field for presentation in a standardized, scholarly fashion. This course requires that the student present an acceptable proposal for review and analysis in lieu of a final course examination.

GRM 715 DISSERTATION AND ORAL DEFENSE - 12 Units

The Proposal (GRM 712) must be successfully completed and approved before a student is permitted to begin work on the Dissertation. The candidate will develop and compile an original work, demonstrating ability to add to the body of knowledge in his or her field for presentation to and acceptance by the University. After the student's Dissertation is approved and bound, the candidate is responsible for appearing before their Dissertation Committee in person for the purpose of orally responding to committee member questions as they pertain to the candidate's Dissertation.

Recognition of the University's Degrees

BUSINESS AND PROFESSIONAL RECOGNITION

The true recognition of any degree comes from its voluntary acceptance by the business, the professional and the academic communities. The University has many substantial, affirmative testimonials from graduates and leaders in business, industry, and in the professions on file. Many of these attest to promotions, new positions, and salary increases directly related to completion of a course of study and receipt of a degree from the University.

Many corporations are continually seeking programs that will allow their supervisory, middle and top management personnel to improve and continue their education without sacrificing the productivity of the employee. Dozens of corporations have evaluated the University's Programs through their Personnel and Employee Relations Departments and have recognized the work and the Degree for advancement, salary increases, and entry qualifications for new positions.

<p>3COM ABB Vetco Gray Able Building Inspections Access to Education Adolph Coors Company Aerocology, Inc. Aeronautical Systems Center Aeronutronic Ford Corp. Aerospace ACS Defense Incorp. ACS-GSG Inc. A-K Associates, Inc. AE Shemek Inc Affiliated Home Health Services, Inc. Afrliif USAF AGFA Corp. Airborne Express Air Packaging Technologies Airpax Corp. Alabama Sheriffs Youth Ranches, Inc. Alaska Auto Electric Rebuilders, Inc. Albertsons Alcan Smelter & Chemicals Ltd. Alcoa/Minerals Jamaica, Inc. Alexis Lybrook Taubert, Ph.D, Ltd. All American Association Allied Bendix Aerospace Allied Processors Allied Signal Aerospace Allied Ins. Allied Signal Automotive</p>	<p>Allina Alltell Communications Alpha Business Security Service Alternative Dimensions Alternative Rehabilitation Services, Inc. Alyeska Pipeline SVC Co. American Academy of Neurology American Bankers Assoc. American Legion Children's Home American Lung Association of Iowa American Motors Corporation American Psychometric Consultants, Inc. American Red Cross BioMed American Samoa Government American School of Milan AMI American Medical, Inc. Amoco Chemical Co. Amphenol Analytics, Inc. Ampro, Inc. AMT Amtec International Antelope Memorial Hospital Antelope Valley Language, Movement & Speech Therapy Center Anthony's Integrity Carpets Aramark Arden Hill Hospital Aristotle Psychological and Biofeedback Services, PLLC Arizona State Department of Corrections Armed Forces Bank</p>
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Armstrong Containers
 Army Engineers Civil
 ASC / YFMO
 Associates Corp of North America
 ASU Trading Corp.
 Atchison, Topeka & Santa Fe Railway
 Athol Murray College of Notre Dame
 Atlantic Engineering Services, Inc.
 Atmos Energy Services, Inc.
 AT&T Telephone & Telegraph
 Auto-trol Technology
 Aurand, Bowers & Associates, Inc.
 Avera - St. Lukes
 A&T

 Bache Halsey Stuart Shields, Inc.
 Bactssa
 Bailey Controls Company
 Bair Foundation, The
 Ball Corporation
 Baltimore's Intl. Culinary Arts Institute
 Bombardier Corporation
 Bank of America
 Bannock Coal Company
 Basic Medical Level Training
 Basin Electric Power Cooperative
 Batchewana First Nation
 Bayer Corp.
 Beaver Creek Coal Company
 Beckham Enterprises
 Beckman Research Institute
 Behavioral Health Consultants, Inc.
 Behring International, Inc.
 Bekins Van Lines Company
 Bell & Howell
 Bell Helicopter Textron, Inc.
 Bell South Communication Systems
 Bergen Passaic Psychological
 Association
 Bermudez & Beniamino Associates
 Bently Nevada
 Berkaert Corp
 Best Products Co., Inc.
 Betec, Inc.
 Bethlehem Steel Corp

Betty Ford Center, The
 Big Valley Christian School
 Biodecision Laboratories, Inc.
 Biotelemetry, Inc.
 Biovail Corporation International
 Black Hawk College
 Bloss Memorial Healthcare District
 Blue Cross-Blue Shield
 Blue Ridge Health Care
 Blue Sky Personal Development, LLC
 Bluffs Imaging Associates, P.C.
 BMO Nesbitt Burns
 BNR, Inc.
 Board of County Commissioners
 Boeing
 Boise State University
 Bombardier Aerospace Corp.
 Boston Children's Service Assoc.
 Bradford White Corp
 Brayton Carnot Thermodynamics
 Breakey Prosthetics Inc.
 Brinks, Inc.
 Bristol Myers Squibb
 Brown & Root, Inc.
 Brownsville Surgical Hospital
 B&S Medical Rentals, Inc.
 Burger Queen Enterprises, Inc.
 Burke Hospice and Palliative Care, Inc.
 Burlington-Edison Schools
 Business Advisors, Inc.
 Butler & Associations
 BWIP

 C&H Refinery
 CA Blood & Cancer Care
 Cabot Corporation
 Cactus Fashion, Inc.
 CAEL/Colgate-Palmolive Corp.
 CAEL/Verizon Tuition Assistance Program
 Calaveras Park Medical-Dental
 Caldwell College
 California Dept. of Justice, Office of the
 Attorney General
 California Highway Patrol
 California Institute of Business Management

California National Guard
 California Pacific Medical Center
 California State Parks
 California T&L
 Calkins Electric
 Camp, Inc.
 Camran Corp.
 Canada Government
 Canadian Forces
 Capital Data Systems Inc.
 Capital Planning Group
 Capricorn Computing, Inc.
 Caramar, Inc.
 Carbon Based Corporation
 Cardiovascular Concepts
 Caribbean Bankers Life Insurance Company
 Carib-X, Inc.
 Carlson Wagonlit Travel
 Cassels, Brock, & Blackwell
 Cast Industrial Products
 Catholic Charities
 Catholic Social Service
 CCA/MCRAE Correctional Facility
 Cedar Lake Academy Center for Stress
 Management
 Central Fellowship Christian Academy
 Central Islip Public Schools
 Central OK CAA
 Century Plaza
 Century West Engineering Corp.
 Ceres Advisory Corporation
 Champion International
 Chardonal Corporation
 Charles Schwab
 Charles Weinreich, Co.
 Charter North Behavioral Health System
 Chartered Bank, The
 Charter Behavioral Health System
 Chatham-Kent Integrated Children's Service
 Chemac, Inc.
 Chemeketa Community College
 Chemical Bank, New York
 Chesapeake Directory of Sales
 Chesapeake Packaging Company

Chevrolet Motor Division of General
 Motors Corp.
 Chevron Products Co.
 Chevron Oil Corp.
 Chicopee, Inc.
 Child Care & Development Services
 Childrens Farm Home
 Chilson's Management Controls, Inc.
 Chinle Valley School
 Chiquita Brands International Inc.
 Choices Counseling Center
 Christian City Convalescent Center, Inc.
 Christian Education Enterprises
 Christian Home Missions
 Christian Life College
 Christopher Charity, Inc.
 Chromalloy/L.A. Water Treatment Division
 Chrysler Corp., San Bernardino, CA
 Church of Jesus Christ of Latter Day Saints
 Ciba-Geigy Corp.
 Cimco
 Circle Seal Controls
 Circuit Design, Inc.
 CIRI Foundation
 Citigroup
 City of Altamonte Springs, FL
 City of Carson
 City of Corona
 City of Hope National Medical Center
 City of Jacksonville, FL
 City of Montrose, CA
 City of Pasadena, CA
 City of Redding, CA
 City of San Diego, CA
 City of Winters, TX
 Clarendon National Insurance Company
 Clark Axle Division
 Clearfield Hospital
 Clear Creek
 CNA
 CNMI Public Schools
 Coeur D'Alene Garbage Service
 Colgate-Palmolive
 Colt Industries/Firearms Division
 Columbia HCA

- Comcast
- Commercial Aircraft Integrated Product Team
- Commonwealth of Virginia
- Communications Workers of America
- Community Connection
- Community Memorial Hospital
- Compaq Computer
- Component Concept, Inc.
- Comprehensive Health Services Plan, Inc.
- Computer Associates
- Computer Sciences Corp
- Computing Information Services, Inc.
- Computone Systems, Inc.
- Conestoga Valley School
- Confidential Financial Group & Multi Services
- Consultants & Actuaries, Inc.
- Consumer Credit Counselors
- Continental Casualty Insurance Co.
- Continuing Care No. 2, Inc.
- Coon Rapids Christian Church
- Cornell Forge Company
- Corrections Corp of America
- Corry Micronics, Inc.
- Counseling Associates, P.A.
- County Care Medical Clinic & Pharmacy, LLC
- County of Monterey, CA
- County of San Bernardino, CA
- County of San Diego, CA
- County of Sonoma, CA
- CP Railroad
- Customer Development Corporation
- Crane Electric, Inc.
- Credit Union National Association, Inc.
- Credit Union System
- Cross Creek Manor, LLC
- Crossroads Community Services
- CRS Serrine Engineers
- CSB Bank
- CSU Sacramento
- CSX Transportation
- CU of the Pacific
- Customer Development Corp.
- CVA Consulting Services
- D.C. Public Schools
- Dacor Distinctive Appliances, Inc.
- Dade International
- Dana Corp
- Danville Area School District
- Davis College, Ohio
- Davy McKee
- Dawson Learning Center
- DCMA Phoenix Two Renaissance Square
- DE County Vets Serv Comm
- Debary Manor
- Deco Manufacturing, Inc.
- Defense Commissary Agency
- Defense Contract Management Agency
- Del Norte Technology, Inc.
- Del Taco Corporation
- Delaware Association for Children of Alcoholics
- Delta Industries
- Delta-Montrose Electric Association
- Deluxe Check Printers, Inc.
- Deno Morris Group, Inc.
- Department of Interior National Park Service
- Department of Justice, Bureau of Prisons
- Department of the Army/TN National Guard
- Department of Mineral Mgt. Services
- Department of Transportation/Federal Railroad
Admin. (FRA)
- Dept. of the Air Force
- Dept. of Defense
- Dept. of Defense Army
- Dept. of Defense Education Activity
- Dept. of Justice U.S.
- Dept. of Veterans Affairs
- Design-Build Team, Inc.
- DFAS
- Dialectics, Inc.
- Diebold, Inc.
- Display Data
- Dolphin Technology Inc.
- Donaldson Lufin Jenrette
- Douglas County Board of Education
- Douglas County, Washington
- Dr. Kroes & Associates
- Dragonfli, Inc.

Dupont
 Dupont Residential Care, Inc.
 Duracell
 EG & G
 EG & G Mound Applied Tech.
 Eagle Technology
 East Coast Transportation Consultants
 Eastman Kodak Company
 Eaton, Corp.
 Edcor
 Edison International
 Education Advancement Institute
 Educators Mutual Life
 Edwards AFB
 Eisenhower Medical Center
 Eldercare Advocates, Inc.
 Electrofilm, Inc.
 Electro Motive Division, General Motors Corp.
 Elektra Commercial
 Ellis Foster Chartered Accountants
 Energy Products, Division of Royal Industries,
 Inc.
 Endiko, Inc.
 Environmental Health Screening Laboratories
 Environmental Systems Design, Inc.
 ERM Inc.
 Ernst & Young, LLP
 ESA Foundation
 Esco Development Co.
 E-Systems Inc., Montek Division
 ETMS Web
 Essex County Work Injury Center
 Evans Transportation Co.
 Everhealth Foundation, The
 Exhibitron
 EZEM, Inc.
 Fabral Inc
 Fairbank Native Association
 Fairchild Control Systems
 Fairchild/Stratos Division
 Fairfield City School District
 Fall Mountain Reg. School District
 Family Bible Ministries, Inc.

Family Therapy Service
 Farm Bureau Mutual Insurance
 Farmers & Traders Life Insurance Co.
 Farr Associates, Inc.
 Federal Express
 Federal Pacific Electric Company
 Federal Prison Indus. Lompoc
 Federal Railroad Administration
 Federal Signal Corp.
 Fellowship House Psycho-Social Rehabilitation
 FIGNA
 Firma Sven G. Soderberg
 First Data Resources
 First Federal S&L
 Fisher Scientific International, Inc.
 Fison Pharmaceuticals
 Flanders International, Inc.
 Flatiron Industrial Park Company
 Fletcher Challenge Canada
 Flexex
 Flint, Ink
 Flower Hospital
 Fluidmaster, Inc.
 Fluor Daniel
 Fluor Engineers and Constructors, Inc.
 Fort Bliss Officers', Civilians' Spouses'
 Association
 Foundation of Pennsylvania
 FPL
 Fr. Flanagan's Boystown
 Franklin Pierce College
 Franklin Township Police Dept.
 Fremont Christian School
 FSM Development Bank
 Fujitsy Computer Products of America
 Fun Factory Preschool Center, Inc.
 Furmante
 FWS Construction, Ltd.
 Galtech Enterprises
 Garden State Air Conditioning & Refrigeration
 Gartner, Inc.
 Gateway Center for Addiction
 GC Services
 General Atomics

General Conference of Seventh-Day
Adventists Africa-Indian Ocean Division
General Electric Medical Systems
General Foods Corporation
General Motors Acceptance Corporation
General Motors Central Foundry Division
General Motors Corporation
General Motors Corporation/Packard Electric
Division
General Motors Electromotive Division
General Services Administration
General Systems International, Inc.
Genesis Electric
Gentelco Federal Credit Union
Georgia Pacific
Gervais School District #1
Glaxo Wellcome
GM Corp
Gold Flame Enterprises, Inc.
Golden State Family Services, Inc.
Golden State Mutual Life
Golden State Scholar Share Trust
Golden Valley Electric Assoc., Inc.
Good Samaritan Hospital
Good Will Home Association
Goodwill Hinkley
Goudall Pur Chemical Co.
Gould, Inc.
Government of Canada
Government of Kiribatti
Government of the Province of Alberta
GPU Service
Graduate School, USDA
Grantley Adams International Airport
Great Plains
Great Western Financial
Greater Cleveland Hospital Assoc., The
Greater Miami Academy
Group Health Cooperative
Greater Miami Academy
Greca, Inc.
Green Farms Academy
Green Horizons Holding, Inc.
Griffin Technologies

G.S. Parson Company, Subsidiary of Cubic
Corp.
G.S. Services
GTE
GTE Vantage
Guardian Products
Guided Therapy Systems, Inc.
Guident
Gulf Oil Co.
Gulf Science & Technology
Gurr & Associates
Guss Manufacturing

Hachinohe Junior College
Hampton Mgt. Group, Inc.
Harbor Area High Gain Program
Hardin Memorial Hospital
Harley Davidson
Harmarville Rehab
Harney County
Harrahs Operating Co.
Harris Originals, Inc.
Harrison Community Hospital
Hawaii Center for Children
HBA Corp
Head Start Program
HealthPlan Services
Health Screening Research Foundation
Heinz, U.S.A.
Heirs
Heraeus Electro-Nite Company
Heritage Village Church & Missionary
Fellowship, Inc.
Highmark Blue Cross
Hill Country Home Health
Hills Pet Nutrition, Inc.
Hilton Anaheim and Towers
Hoerner Civic & Recreation Center
Hoffman-LaRoche, Inc.
Holman Oil Company
Holy Family Catholic Community
Home Box Office Services, Inc.
Home Health Services, Inc.
Horizon Intl. Human Relations & Training
Institute
Hughes Aircraft Co.

Human Service Center
 Human Services Foundation
 Huron Extruded Products Corporation
 Hyatt Hotel
 Hypnosis Clinics of America

 IAA Trust
 IBM Corp.
 IBMS, Inc.
 IDSI
 Idaho Falls Battery Co., Inc.
 Identity Research Institute, Inc.
 Indiana Medical Clinic, Inc.
 Inductoheat
 Infinity Health Systems
 Informs
 Initial Contract Services
 Ins. Nuclear Power Operations
 Institute of Env Eng Research
 Institute for Scientific Analysis
 Insulated Wire Co.
 Insurance Investigations, Inc.
 Integrated Waste Control, LLC
 Intermatic, Inc.
 Intermec Corp.
 Intermedics
 Intermountain Healthcare
 International Aerospace Technologies, Inc.
 International Business Machines Corp.
 International Christian School
 International Paper Co.
 International Resource Development, Inc.
 Interstate Electronics
 Int'l Science Information Services Corp.
 Intersil, Inc.
 Iomega Corp.
 IRS Financial Services, Inc.
 Isiran Company
 Isle of Capri Casino
 Its Service, Inc.
 ITT Avionics Division
 ITT Pomona Electronics Division

Jameco Home Health Agency, Inc.
 J & B Properties
 J.C. Morlan Co.
 JDS Livestock, LLC
 J.E. Love Company
 Jeld-Wen, Inc.
 Jesco Marketing Services, Inc.
 Jewelcor Incorporated
 John Grogian Family Foundation
 John Spencer Ellis Enterprises
 Johnson Controls
 Johnson Controls World Services
 Johnson & Johnson Company
 Johnson Products Co.
 Joy Manufacturing
 Judicial Council of CA San Bernardino
 Superior Court

 Kapalua Land Company, Ltd.
 Kaiser Permanente
 Kansas City School District
 Kapron, Inc.
 Katherine Gibbs School
 Kennett Ent Clinic
 Kentron Hawaii, Ltd.
 Kern Hospice
 Kerr Glass Manufacturing Corporation
 Key Tronic Corporation
 K.G. Consultants, Inc.
 Kiana Corporation
 Kinetic Concepts, Inc.
 King, Erickson & Associates
 King Kullen Grocery Co.
 Kingsview
 Kinko's of Illinois, Inc.
 Klein Bottle Youth Programs
 Koch Hydrocarbon Co.
 Koch Industries
 Kolisman Instruments
 KONE, Inc.
 KPMG
 Kraft Industries

- L-3 Communications
- LaBelle Industries, Inc.
- La Compagne Seagram - Seagram Co. Ltd.
- LA County DPSS
- LA Unified School District
- Lab Corp. of America
- Lake Havasu City
- Lametro Transportation Authority
- Lane Community College
- Lasertech CNC
- Laurel Canyon Medical Clinic, Inc.
- Lawrence Township Board of Education
- LDS Hospital
- Lehigh Valley Hospital
- Lenior City Utilities Board
- Leveraged Systems, Inc.
- Levi's Strauss & Co.
- Lewis Construction Co.
- Liberty Mutual Group
- Lifeways Behavioral
- Lincoln School, San Jose, Costa Rica
- Lindsay Hospital
- Link Transit
- Living Center of America
- Lockhead Aircraft Co.
- Lockheed Martin
- Logistic Services INTL., Inc.
- Long Beach Gentelco FCU
- Lotus Development
- Lubeco, Inc.
- Lummus Company, The
- Luther Rice Seminary
- Lutheran General Hospital
- Lutheran Social Services of Colorado
- Lutz Data Systems
- Lynwood Unified

- M/A-Com Linkabit, Inc.
- Macaw Electronics International Corporation
- Madison State Hospital
- Management & Training Corporation
- Manalapan Twp.
- Marine Corps. Community Services
- Markim International Corporation

- Marking Applications, Inc.
- Marriott Courtyard
- Martin Supply Company, Inc.
- Marymount College
- Master Traders International
- Mayo Foundation
- McGuinness Associates
- Medcath
- Medi Serve Insurance Services, Inc.
- Medtronic, Inc.
- Memorial Healthcare System
- Memorial Hospital
- Memorial Hospital & Medical Center
- Memory Test Systems Division
- Merck
- Mercy Hospital
- Meridian Health Systems
- Metal Fabricators, Inc.
- Metco, Inc
- Methodist Healthcare
- Metropolitan Water District
- Mexican American Cultural Center
- M.H.Z. Physical Therapy, PC
- Micro-Leasing, Inc.
- Micronomics International, Inc.
- Micro Technology Inc.
- Microsemi, Corp.
- Microsoft Corporation
- Midland Ross Corporation
- Midstate Behavioral
- Midwest Cardiac
- Mighty Distribution System of Florida Gulf, Inc.
- Millenium Career College, Inc.
- Miller Technology & Communications Corp.
- Miners Memorial Education Fund
- Minneapolis Public Schools
- Minolta Corp.
- Missouri Pacific Railroad Company
- Mitel Corp.
- Mitterling Method, Inc.
- MJM Colleges, Inc.
- MJM Colleges, Inc.
- MK & Associates
- Modern Power Systems, Inc.

Modern Century Soft, Inc.
 Monastery of St. Gertrude
 Monsanto Canada, Inc.
 Montverde Academy
 Montgomery Area School District
 Montgomery College
 Morton International
 Mother's Cake & Cookie Co.
 Munroe Regional Medical Centers

 Nabisco Food Group
 Nachi Robotic Systems
 Nash, Inc.
 National American Insurance Co. of California
 National American University
 National Business Marketing Consultants, Inc.
 National Guard
 National Superstars, Inc.
 Nationwide Trade Show Services, Inc.
 Naval Air Warfare Center
 Naval Military Personnel Command
 NAVSEA
 NBD Bank
 Nelson's Vocational Consulting
 Nel-Tech Development, Inc.
 Nero & Associates, Inc.
 Newark Electronics
 New Brunwicks Board of Education
 New Castle Lubrication Corp.
 New Hall X-Rays
 New Mexico Dept. of Finance & Administration
 Niehs
 Nine Star Enterprises, Inc.
 NJM Bank
 N-Link Corp
 Nobel Biocare
 Nocacae Outpatient Rehab
 Nortel Networks
 North American Operation General Motors Corp.
 Northeast Washington Family Counseling
 Northern Diabetes Health Network
 Northside Hospital
 Northland
 Northwestern Bell Telephone Company

Novell
 Nuevo Amanecer Latino Children's Services
 N.W. Team Economic Development Counsel

 Oakland Unified School District
 Oklahoma Neuroscience and Addiction Association
 Offshore Procurement Corporation
 Olivecrest Treatment Centers
 Ontario-Minnesota Pulp & Paper Co. Ltd.
 Optrel AG
 Oregon Health & Science University
 Orica Argentina
 Osborne & Johnson, Inc.

 Pacific Bell
 Pacific Corporate Filings, Inc.
 Pacific Medical Imaging, Inc.
 Pacific Scientific
 Pacific Fidelity Securities Corporation
 Pacific Gas & Electric
 Pacific Northwest Agencies
 Packard Electric
 Palm West Publishing, Inc.
 Palo Verde Child & Family Services, Inc.
 Pan American Business College
 Pan Oceanic Trading Company
 Parkview Julian Convalescent
 Parkway Regional Medical Center
 Pars Transport, Inc.
 Parsons Corp
 Parker-Hannifin Corporation
 Parkson Corporation
 Pediatrix
 Peoples Industries, Inc.
 Pekt Marketing
 Penn West Petroleum, Ltd.
 Permeable Contact Lenses, Inc.
 Personal Assistance Counseling Center
 Personal Systems Publications
 Petaluma Valley Hospital
 Pettee Group, Inc., The
 Pfizer, Inc.
 PG&E
 Phelps-Stokes

Philco-Ford Corp. Communications Systems
 Phillips Consumer Electric
 Phillips Petroleum Company/Fiber Division
 PHPCo LtdRyadhasaud Arabia
 Piedmont Financial Company, Inc.
 Pillsbury Company
 Pinecrest Schools, Inc.
 Pinnacle
 Pitney Bowes Company
 Plamex, S.A. de C.V.
 Pleasant Valley School Dist. (MN)
 Plumas Bank
 Pocono Medical Center
 Pohnpei State Government
 Polychrome Corporation
 Poly Prep Country Day School
 Poly-Tech/Division of U.S. Industries
 Port of San Francisco
 Porter Memorial Hospital
 Pratt & Whitney
 Precision Components Corporation
 Precision Dynamics Corporation
 Presto Food Products, Inc.
 Prison Industry Authority
 Private Healthcare Systems, Inc.
 Procurement & Expediting Services, Inc.
 Product Dynamics, Ltd.
 Professional Athletes Foundation
 Professional Business Marketing, Inc.
 Prosper Management, Inc.
 Providence Health and Services
 Province of Prince Edward Island
 Provincial Networking Group
 P.T. First Indonesian Finance & Investment Corp.
 Pt Freeport Indonesia, Inc.
 Puerto Rico National Guard
 Putnam Trust
 Pure Carbon Company
 Quest Diagnostics
 Rancho Pacific Real Estate & Development Co.
 Random House, Inc.

R.B. Pamplin Corporation
 RCF Information Systems
 RD Business Services, Inc.
 Real Estate Unlimited, Inc.
 Redding Specialty Hospital
 Redlands - Yucaipa Guidance Clinic Assoc. Inc.
 Refugio Para Ninos
 Rehab, Inc.
 Regina Health District
 Rensselaer at Hartford
 Rescare, Inc.
 Research Foundation of State University of New York
 Research Institute
 Rinker
 Riverside Cement Division of Amcord, Inc.
 River Hills Community Association, Inc.
 Rixon/Subsidiary of Sangamo Weston
 Rhone Poulenc
 Rimrock Foundation
 Robinson Realty, Inc.
 Rockwell Hanford Co.
 Rockwell International/Collins Radio Group
 Rockwell International/Tulsa Division
 Rogers Group of Companies
 Roseville/Mainesburg United Methodist Parish
 Rowe Price Prime Reserve Fund, Inc.
 Royal Bank of Canada
 RR Donnelley & Sons Company
 Rural Human Services
 Rustling Winds, Inc.
 Safe Haven, Inc.
 Saint Agnes Hospital
 Saint Juliana School
 Sallie Mae / Commerce Bank
 Sallie Mae Servicing Corp.-Fl.
 Salt Lake School District
 Salvation Army Corps.
 Sanbra, Inc.
 Sandia National Laboratories
 San Angelo Communications & Electronics, Inc.

San Diego Insurance Company
 San Diego Sockers
 San Diego Zoo
 San Francisco Unified Schools
 Santa Maria Bonita School
 Santa Monica Hospital
 Sante Fe
 Saskatchewan Research Council
 Saturn Corporation
 Schiller International University
 Science Applications International Corp.
 Scientific Columbus, Inc.
 Schaller Anderson
 Scott Paper Co.
 SCT Boces
 SDRC
 Sears Roebuck
 Securicor Malawi Limited
 Seismograph Service Corporation
 Sekely Industrial Tool and Mfg., Inc.
 Sentara Healthcare
 Sentury Schlumberger Memory Test Systems
 Div.
 ServiceMaster
 Seventh-Day Adventists
 Shared Services Group
 Shasta County
 Shaw Corporation Monango Valley Medical
 Center
 Sheeatika Benefits Trust
 Shenango Valley Medical Center
 Shore Memorial Hospital
 Siemens
 Siemens Medical Systems
 Sierra Health Services
 Silicon Labs Isolation, Inc.
 Singer Company
 Sinte Gleska University
 Skytronics, Inc.
 Slagle Company
 Smith, Hinchman & Grylis Associates, Inc.
 SmithKlein Beecham
 Snead Management Systems, Inc.
 Social Service Consultants, Inc.

Solacium Fulshear, LLC
 Solectron Tech, Inc.
 Southcorp USA, Inc.
 Southern Bell Telephone
 Southern California Edison
 Southern California International Programs
 Southern Energy
 Southwest Business Corp
 Sperry Univac Corporation
 Spiritual Life Church, Inc.
 Springview Christian Preschool
 Sprint
 Squibb-Novo, Inc.
 St. Charles School District
 St. Charles Preparatory School
 St. Elizabeth Med Center
 St. John Medical Center
 St. Johns Regional Medical Center
 St. Juliana School
 St. Mary's Hospital, Inc.
 St. Regis Mohawk Tribe
 Stahl Consolidated Mfg.
 Stanly Community College
 Star View Community Services
 State Compensation Insurance Fund of
 California
 State Farm Insurance
 State of Alaska
 State of California Camarillo State Hospital
 State of California General Fund
 State of California, Patton State Hospital
 State of California Rehabilitation Department
 State of Colorado, Adams County
 State of Minnesota
 State of New Mexico
 State of Oklahoma
 State of Utah
 State of Virginia
 State of Washington
 State University of New York
 Stone & Webster Engineering
 Steel Buildings Consultants
 Stratford Academy
 Strayer University

Suburban Water Systems
 Sugden Engineering Corporation
 Sullivan County Community Services
 Suntrust Bank
 Superior Cable Corporation
 Superior National Suspa, Inc.
 SW Div NavFacil Eng Comm
 Sybron/Erie Scientific
 Sycuan Casino
 Sylvania
 Symbol Technologies
 Synergistic Systems, Inc.
 Systems Application & Technologies, Inc.
 Systems Research Laboratories, Inc.
 S&K Electronics, Inc.

 Taco Bell
 Tampa General Health Care, dba; Florida
 Health Service Center, Inc.
 Target
 TD Williamson, Inc.
 Teamwork Technology
 Technicon Electronic Corporation
 Technilab Pharm, Inc.
 Teleflex, Inc.
 Teletype Corporation
 Telxon Corporation
 Templeton Unified
 Tenet Corporation
 Texas Instruments
 TGD Enterprises
 Thales Raytheon Systems Company
 The Atlantic Group
 The Bair Foundation
 The Buckley School
 The Christian & Missionary Alliance-Quinto
 Alliance Co.
 The Church of Jesus Christ of Latter-Day
 Saints
 The Clorox Co.
 The Congregation of the Sisters of Charity of
 the Incarnate World
 The Impact Dynamix Group
 The Rockport Co.
 The Salvation Army

The Seagram Company Ltd.
 The UpJohn Co.
 Therapy Associates
 Thomas Painting & Decr
 Thrifty Payless Drug Stores
 Timothy Lutheran Church
 T.M. Cobb Company
 Todd Shipyards Corporation
 Torch Operating Co.
 Tourism Authority of Thailand
 Toyota of Canada
 Trafalgar Commercial Bank, Ltd.
 Training & Consulting Solutions LLC (T.C.S.)
 Transactional Analysis Mgmt. Institute
 Transamericans Cash Reserve, Inc.
 Travel Expense Claim
 Travelers Indemnity Co.
 Tri-Business Services, Inc.
 Tri-Gas, Inc.
 Trigon Industries, Inc.
 Tri-State Management Company
 Tule River Tribal Council
 Turnbull, Inc.
 Twin Cities Community Hospital

 UAW-GM Center for Human Resources
 UCLA
 UCO, Inc.
 Ultimate Home Furnishings
 Undersea System, Inc.
 Union Carbide
 Union Pacific Corporation
 Union Rescue Mission
 UNISYS
 United Artists Entertainment Co.
 United California Bank
 United Dynamics
 United Dynasty Corporation
 United Healthcare/i3 Research
 United Methodist Camps & Conf.
 United Space Alliance
 United States Air Force
 United States Steel Corporation
 United States Treasury; Army Finance
 United States Treasury; Navy

United Tech Corporation
 United Technology
 Universidade R. Preto
 University of California
 University of California, Davis
 University of California, San Diego
 University of Dayton Research
 University of Louisville Hospital
 University of St. Thomas
 University of Texas, Galveston
 UPS
 U.S. Air Force
 U.S. Army
 U.S. Borax & Chemical Corporation
 U.S. Coast Guard
 U.S. Dept. of Commerce, National Oceanic &
 Atmospheric Administration
 U.S. Department of Interior National Park
 Service
 U.S. Department of Justice
 U.S. Department of Labor OSHA
 U.S. Department of Transportation/Federal
 Highway Administration
 U.S. Environmental Protection Agency
 U.S. Information Agency
 U.S. Management Development Corporation
 U.S. Marine Corps
 U.S. Navy
 U.S. Office of Education
 U.S. Postal Service
 U.S. Postal Service, Denver, Colorado
 U.S. Postal Service, San Mateo, California
 U.S. Treasury Army Finance
 U.S. Treasury, Austin, Texas
 U.S. Treasury, Bureau of Govern. Financial
 Operations
 U.S. Treasury, Defense Finance
 U.S. Treasury, DFAS Pensacola
 U.S. Treasury, VA Comp.
 USPS
 Utah Small Business Association
 Ute Indian Tribe

 Van Nuys Community Hospital
 Valley-Todeco, Inc.

Ventura County
 Ventura County Sheriff
 Verizon
 Veterans Administration Rehabilitation
 Program
 Vicom Systems, Inc.
 Vincentian Parish Missions
 Vital Aire
 Vivra Inc.
 Volkswagen of America, Inc.
 Volunteers of America

 Wabco/Westinghouse Air Brake Company
 Waesco Construction
 Wahlco, Inc.
 Wake Forest University
 Walden Family Services
 Walla Walla General Hospital
 Walt Disney World Co.
 Wang Global
 Wang Laboratories, Inc.
 Warthan Group, Inc.
 Washington St. CC
 Watlow AOV, Inc.
 Wausau Insurance Companies
 Wayland Baptist University
 W&C Contracting
 Weinberg Associates
 Wells Fargo Bank, N.A.
 Westborough Water District
 West American Rubber Corporation
 West Des Moines Family Medical Center
 Westerly School Dept.
 Western Bank
 Western Recovery Counseling Services
 Western Seniors Housing, Inc.
 Western Sign Corporation
 Western Virginia Emergency Med. Services
 Council, Inc.
 Western Worldwide Enterprises
 Weyerhaeuser Company
 Wexco International Corporation
 White Plains Hospital
 Willamette Industries
 Windsor Community Living Support Services

Winter Industries, A Unit of Whittaker Corp.
Wishram School District No. 94
Witco Corp
W.N. Linger Associates, Inc.
Woodbury Center for H.C.
Wolstein Equipment, Inc.
Worcester Public Schools
Workmen's Circle Home & Geriatric Center

Xerox Corporation
Yellowstone Boys & Girls Ranch
Young Men's Christian Association
YWCA
Zielek's Company
Zoological Society of San Diego
Zurich Personal Ins.



The Academic Programs

ACADEMIC DEPARTMENTS

Academic degree programs are presented and implemented through the following four distinct and separate schools within the University:

- **School of Administration and Management**
- **School of Arts and Sciences**
- **School of Behavioral Science**
- **School of Criminal Justice**
- **School of Education**

All students enrolled in any University degree program are required to complete their programs according to the academic standards, policies and requirements for graduation stated in this section of the catalog.

DEGREE PROGRAMS OFFERED BY THE UNIVERSITY

School of Administration and Management

- A.S. Associate of Science in Business Administration
- A.S. Associate of Science in Business Marketing
- A.S. Associate of Science in Health Care Administration
- B.S. Bachelor of Science in Business Administration
- B.S. Bachelor of Science in Business Marketing
- B.S. Bachelor of Science in Health Care Administration
- B.S. Bachelor of Science in Management
- M.A. Master of Arts in Organizational Leadership
- M.B.A. Master of Business Administration
- M.B.A. Master of Business Administration in Business Marketing
- M.B.A. Master of Business Administration in Health Care Management
- M.B.A. Master of Business Administration in Human Resource Management
- M.B.A. Master of Business Administration in Management
- M.S. Master of Science in Management

School of Arts and Sciences

- A.S. Associate of Science in General Studies
- B.S. Bachelor of Science in General Studies

School of Behavioral Science

- A.S. Associate of Science in Psychology
- B.S. Bachelor of Science in Psychology
- M.S. Master of Science in Psychology

School of Criminal Justice

- A.S. Associate of Science in Criminal Justice
- B.S. Bachelor of Science in Criminal Justice
- M.S. Master of Science in Criminal Justice

School of Education

- M.Ed. Master of Education in Administration
- M.Ed. Master of Education in Curriculum and Instruction
- Ed.D. Doctor of Education in Educational Administration
- Ed.D. Doctor of Education in Educational Psychology
- Ed.D. Doctor of Education in Organizational Leadership

Academic Policies

Academic Credit

Each course offered by the University is measured in semester units of credit. One semester unit is equivalent to 15 classroom contact hours plus 30 hours of outside preparation or equivalent. See the specific Degree Programs and Course Descriptions for the number of units of credit offered for each specific program and course.

The University utilizes the following grading system for each unit:

A = Excellent	4 grade points
B = Above Average	3 grade points
C = Average	2 grade points
D = Passing	1 grade point
F = Fail	0 grade points

The grade points stated for each letter grade are used to calculate the Grade Point Average.

Transfer of Credit

Transcripts of previously completed academic work are evaluated and credit may be transferred to meet existing coursework requirements. The University will accept Transfer Credit from applicable courses completed at colleges or universities accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. To be eligible for Transfer Credit, each course must be an equivalent three-semester unit course, with a grade of “C” or better. However, for undergraduate students, a maximum of three courses in which a letter grade of “D” (1.0 GPA) was earned may be considered during the evaluation process for Transfer Credit.

Students have 45 days from the date of enrollment to transfer credit from other institutions. Any credit transferred after 45 days will be awarded if applicable, but course fees are still charged. There will also be a charge of \$75.00 for additional evaluations after the initial evaluation for admissions.

- Associate of Science students may receive Transfer Credit for up to 30 semester units of previously completed coursework.
- Bachelor of Science students may receive Transfer Credit for up to 93 semester units of credit of previously completed coursework.
- Master degree students may receive Transfer Credit for up to 6 semester units of previously completed coursework.
- Doctor of Education students may receive Transfer Credit for up to two courses of previously completed coursework.

Since transfer of coursework credit to another institution is at the discretion of the receiving institution, students should consult with the institutions to which they possibly wish to transfer credit before enrolling at California Coast University.

Rights to Privacy

In order to protect the privacy of students' and graduates' records and to remain in compliance with the Family Education Rights and Privacy Act of 1974, the only information provided is: a student's name, degree program, dates of enrollment or graduation date and/or degree title. No additional information will be provided unless a release statement, signed by the student or graduate, is attached to the request for information.

WITHDRAWAL, TERMINATION AND REINSTATEMENT POLICIES

BUYER'S RIGHT TO CANCEL POLICY

New students who elect to cancel their program within the first 7 days of enrollment must submit their request in a letter mailed to the Accounting Office, California Coast University, 925 N. Spurgeon Street, Santa Ana, CA 92701. Notice of cancellation letters must be submitted within 7 calendar days of enrolling to qualify and receive a refund of tuition paid. There is a non-refundable \$200 registration fee.

WITHDRAWAL FROM THE UNIVERSITY

Students wishing to withdraw from any program must submit their request in a letter mailed to the Registrar's Office, California Coast University, 925 N. Spurgeon Street, Santa Ana, CA 92701. Any tuition refunds due will be based on the date of original enrollment, and calculated in accordance with the Refund Policy. Refunds will be processed within 30 days upon receipt of written request.

THE REFUND POLICY OF THE UNIVERSITY

The University has adopted a refund policy which is believed to be fair and equitable and in compliance with the requirements of the Bureau of Private Postsecondary and Vocational Education for the State of California and the Distance Education and Training Council (DETC), Washington, D.C. All monies due the student will be refunded within thirty days. The student may cancel an enrollment up until the 7th business day after the first lesson is mailed out by the school and the student will receive a full refund of all money paid to the school, less the \$200 non-refundable registration fee. If the student cancels after completing at least one lesson assignment, but less than 50 percent of course assignments, the school may retain a percentage of refundable tuition, which shall not exceed the following:

- Up to and including 10 percent of the course, 10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
- Between 10 percent and 25 percent of the course, 25 percent of the refundable tuition.
- Between 25 percent and 50 percent of the course, 50 percent of the refundable tuition.
- After the student completes more than half the course, the school shall be entitled to retain the entire total course tuition.

The amount of courses completed shall be the ratio of completed lesson assignments received by the institution to the total lesson assignments required to complete the course.

TERMINATION OF ENROLLMENT

Students are expected to conduct themselves in a mature, professional, and ethical manner. Students may be terminated or disqualified from their program of study for any of the following reasons:

- Failure to maintain the tuition payment agreement.
- Plagiarism of other's work.
- Failure to submit work according to the standards specified in the manuals and instructions provided by the University.
- Falsification of records, transcripts, or coursework documents submitted for review or credit.
- Deceit, fraudulence, cheating, unethical or disruptive behavior, forgery or vandalism.
- Failure to demonstrate reasonable and successful academic progress. Students completing coursework must complete a minimum of one course every six months for a minimum of two courses per year. Students completing a Thesis must submit evidence of progress in writing at least once a year. A waiver may be requested by writing to the Director of Academic Affairs stating the reason for the request and the specific time when progress will resume.

REQUEST FOR REINSTATEMENT

If a student is involuntarily withdrawn from his/her program for failure to meet financial or academic requirements and wishes to be reinstated to an active status, he/she will be assessed a \$75.00 non-refundable fee, plus any tuition increases that may have occurred since their original enrollment. Students will be required to meet the current academic requirements and standards established by the University. Any previously completed coursework may be transferred into the current program, when possible and applicable. Students seeking reinstatement will need to write the University and request an Application for Reinstatement. California Coast University reserves the right to refuse admission or continuation to any student.

SERVICES NOT PROVIDED BY THE UNIVERSITY

The University does not provide job placement services, student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the University's Schedule of Fees and Charges. The University does not provide, pay for, or reimburse students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultants fees and/or services. The University does not participate in federal or state financial aid programs.

CATALOG CHANGES

In an effort to provide the most current and up to date instructional materials, the University retains the right to change course materials and titles at any time.

NEW APPLICANTS

Newly applying students must be graduates of appropriately accredited high schools or their equivalent, and be at least 18 years of age. The University retains the right to decline admission to its programs for any reason.

DISPUTE RESOLUTION

Any dispute concerning any matter under a student Enrollment Agreement and any courses and services provided by California Coast University shall be governed by California law and any proceedings, judicial or arbitration, shall take place in the County of Orange, State of California.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from suffering a loss of prepaid tuition as a result of a school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you (****California Coast University pays this fee for you****):

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

STUDENT TUITION RECOVERY FUND (STRF) - cont.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

- Students should retain copies of enrollment agreements, receipts, financial aid documents or any other information that documents monies paid to an institution.
- Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, 1625 North Market Boulevard • Suite S202, Sacramento, CA 95834.

TUITION

Undergraduate students.....	\$150.00 per unit
Master degree students.....	\$230.00 per unit
Doctoral degree students.....	\$290.00 per unit
Estimated Program Requirements:	
Undergraduate students	
Associate Degree.....	60 units*
Bachelor Degree.....	126 units*
Master degree students.....	36 - 39 units*
Doctoral degree students.....	62 unit*

***Approximate required units do not include credit for prior learning, transfer credit,++ etc.**

Military Tuition Rates: Active-duty service members, Veterans and their spouses and children enjoy special tuition discounts of 10%.

The CCU Military Discount Program is not to be used or applied in conjunction with any other offer, discount, or promotion. Discount only valid for enrollments after May 1st, 2009 and is subject to proof of eligibility at the time of application.

***CCU Graduates:** Students who have previously received a degree from CCU will receive a 10% tuition discount.

***The Graduate Discount Program cannot be used in conjunction with any other offer, discount, or promotion.**

TUITION FEES

Tuition at California Coast University is based on a cost per unit of credit or cost per course. Textbooks are not included in tuition fees. Enrollment at CCU is for complete degree programs; we do not offer single course enrollment at this time.

TUITION OBLIGATIONS

A student may not be granted, nor receive any degree or transcript, until all unpaid financial accounts, current or delinquent, have been satisfied. This includes all library fees. Any degree will be retained and not released by the University until such obligations are satisfied.

Additional and Optional Non-Refundable Fees

ADDITIONAL FEES AND CHARGES (Non-Refundable)

The following fees and charges are costs that students may incur beyond the basic tuition fees for specific degree programs. These costs are **NON-REFUNDABLE**.

- **Registration Fee:** Enrolled students wishing to withdraw from degree programs have a right to a pro-rata refund of all monies paid to the University, less a Registration Fee of \$200.00, if the University has provided less than 60% of the coursework required in a degree program plan. However, newly registering students have the right to request a refund of all monies paid, less a Registration Fee of \$200.00 within 7 days after coursework has been sent to the student.
- **Textbooks:** Students have the option of borrowing a recommended textbook from a local college library, purchasing it from a local college bookstore or purchasing it directly from the publisher. The text may also be rented from California Coast University's Library for a fee of \$25.00 per book for 120 days and a refundable security deposit of \$50.00 per book. Students outside the contiguous U.S. will be charged postage for shipping. The security deposit is refundable upon successful completion of all coursework or upon request to withdraw from the University provided that the textbooks have been returned on time and in good condition.
- **Phone Calls and Postage Costs:** In order for the University to maintain its reasonable tuition rates, the costs for all phone calls and postage must be assumed by the student. Each student can then control this portion of the expenses for his or her program. In addition, the University does not accept collect calls, nor can (800) calls to the Admissions Office be transferred to other offices of the University.
- **Library Fees and Research Costs:** Each student is responsible for any costs incurred in obtaining access to local college libraries, obtaining local library cards, costs related to the research portion of the program, or any costs of database access charges and/or mentor/specialists.
- **Bindery Charges:** Students must have a copy of their approved Thesis or Dissertation hardbound according to the specifications in the University's Guidelines for Writing the Thesis or Dissertation. Students may utilize a bindery of their choice in their local area. The average cost for binding is about \$50.00 per copy.
- **Re-Evaluation Fee:** A student has 45 days from their enrollment date to submit any additional items for evaluation, such as transcripts, CLEP, AP or DSST scores or documentation of Specialized Training in an attempt to earn course credit. However, after the 45 day grace period, any additional items submitted for evaluation will be charged a \$75.00 re-evaluation fee and any credit transferred will be awarded if applicable, but course fees are still charged.
- **Repeat Examinations:** Students have the option of repeating the Unit Exams to achieve a better grade. Each Unit Exam within a course may only be repeated once. For each course, students can repeat one Unit Exam free of charge. The cost for each additional, repeated exam will be \$90. Payment must be paid in full to the Finance Department prior to repeating the exams. Requests to retake a Unit Exam will only be honored if the Final Exam has not been sent. If a student should receive an overall course grade of "F," then the student must pay the current cost of tuition to repeat the course because the "F" will count as 0 units completed.

Master of Education and Doctor of Education students are not eligible to retake Unit Exams. If you would like to improve your overall course grade, you may pay the current cost of tuition to retake the course.

Reinstatement Fee: If a student is involuntarily withdrawn from his/her program because of failure to meet financial or academic requirements, and wishes to be reinstated to an active status, he/she will be assessed a \$75.00 non-refundable fee, plus any tuition increases that have occurred since the original enrollment tuition.

Program Changes: After a student is officially enrolled, a \$250.00 fee is assessed to execute any requested changes to the original degree program. Tuition increases may also be assessed if applicable.

Voluntary Courses: Current tuition will be assessed for each course a student voluntarily elects to complete that is not required in a student's degree program plan. All voluntary courses must be approved first by the Vice President of Academic Affairs.

Transcript Fees: A complimentary copy of an official transcript is provided to each graduate with his or her degree and graduation package. There is a \$10.00 fee for each additional copy. All requests for transcripts must be submitted in writing, signed by the student or graduate, to the Registrar of the University. Transcripts will not be released unless all courses listed on the transcript have been paid in full. The Registrar's Office has the right to decline sending a transcript if the student has not met financial or academic standards.

Late Fees: Late fees will be assessed on all unpaid or late payments.

Returned Payment Fees: A \$15.00 fee will be assessed for any check, electronic funds transfer or credit card returned for non-payment.

Online Library Resources: The Library and Information Resources Network, Inc. (LIRN) provides students with access to multiple research databases through one portal. Doctoral candidates will have complimentary access to online library resources 24 hours a day, 7 days a week. These resources will be essential at the Dissertation stage and will also provide students with information to reference throughout their program. Students who are not enrolled in the Doctor of Education programs as of February 1, 2010 can access this resource by contacting the CCU library and filling out a request for access form and paying a one time fee of \$25.

NOTICE: All coursework, curriculum, tuition, and textbook charges are subject to change without notice.

HOURS OF OPERATION

The University's hours of operation are Monday through Friday, 8:00am to 4:30pm Pacific Standard time.

The University is closed for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day.



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