

LINCOLN UNIVERSITY

**COLLEGE OF GRADUATE, UNDERGRADUATE,
AND PROFESSIONAL STUDIES**

2014 – 2015 ACADEMIC YEAR CATALOG

The Accrediting Council for Independent Colleges and Schools (ACICS) accredits Lincoln University to award Doctor's, Master's, and Bachelor's Degrees and Certificates.

Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA).

Lincoln University is included in the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs, and is approved to participate in financial aid programs established by Title IV of the Higher Education Act of 1965, as amended in 1998.

The United States Department of Homeland Security authorizes Lincoln University to enroll nonimmigrant alien students.

Lincoln University is located at
401 15th Street, Oakland, California 94612-2801
Tel. 510-628-8010, 510-628-8032, 888-810-9998 (toll free)
Fax 510-628-8012
Email: admissions@lincolnuca.edu Website: www.lincolnuca.edu

A MESSAGE FROM THE PRESIDENT

This catalog is not simply a list of programs and courses — it is your first step to a brighter, more successful future. By selecting Lincoln University, you are choosing an education that will make possible a life full of opportunities and will give you skills to gain greater control over your own destiny. I'd like to personally welcome you aboard and congratulate you on making this important decision.

Lincoln University is a unique institution of higher learning, where educational excellence, professional know-how, and up-to-date international standards are combined with individual attention and a friendly atmosphere, giving rise to a world-class education.

At Lincoln, we pride ourselves both on the quality of our education and its relevance in today's professional world. Each program within the university is designed to ensure that all of the acquired knowledge and skills will be valuable to its graduates, providing a practical and solid foundation for the student's future. We make sure that every part of our students' education serves a purpose and brings them closer to accomplishing their professional goals.

Since its founding in 1919, around the same time as many of America's top schools, the university has chosen to deliver the best, custom-fit education to the select few, rather than provide the widest range of subjects and cater to the widest possible audience. Lincoln begins with a highly competent faculty and the most useful educational programs, and mentors each student all the way to graduation. Our students' success proves that we make the right choices.

Lincoln has become a truly global university due to its diverse multicultural student body and faculty. Located in a powerful international hub — the San Francisco Bay Area, it provides a multitude of invaluable learning opportunities. Because a successful career in the 21st century requires deep understanding of international relations and the impact of globalization, Lincoln is well-positioned to give its students a competitive advantage in business and professional fields worldwide.

I invite you to discover for yourself the unique character of Lincoln University. Our excellent and rigorous curriculum, outstanding faculty and convenient facilities provide all the necessary components to ensure our students' path to a successful future.

Dr. Mikhail Brodsky, President and Rector

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Lincoln University is a private, non-profit, non-sectarian educational institution based in Oakland, California. It was founded in 1919 in San Francisco and was chartered under the laws of California in 1926. In 1950, the University became a non-profit tax-exempt institution under the United States Internal Revenue Code, Section 501 (c) (3).

ADMINISTRATION

Dr. MIKHAIL BRODSKY
*President and Rector,
Chief Academic Officer*

PEGGY KA LING AU
Director of Admissions and Records

SHERRY LIANG
Controller

Dr. MARSHALL J. BURAK
Director of Graduate Programs

Dr. WILLIAM HESS
Dean of Students

JAMES E. PETERSON
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Dean of Faculty

MAGGIE YIQIN HUA
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ANNIQUE DALLEY ASGHEDOM
Acting Director of Student Services

Dr. KHATIA MANIA
Director of Diagnostic Imaging Programs

NICOLE Y. MARSH
Head Librarian

MARINA KAY
Diagnostic Imaging Laboratory Director

MARIYA ORSHANSKY
Assistant Dean of Academic Affairs

MIKK TEEVEER
Campus Property Manager

ABHISHEK VAIDYA
Information Systems Director

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BA, University of Illinois, Urbana-Champaign
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Advisor to Diagnostic Imaging Programs
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RDMS, RVT

ACADEMIC CALENDAR

FALL 2014

Testing.....	August 20
Registration and academic advising	August 21-22
Classes begin.....	August 25
Orientation.....	August 29
Labor Day (Holiday)	September 1
Last day classes may be added/dropped without academic penalty.....	September 9
Veterans Day (Holiday)	November 11
Fall recess	November 25-29
Classes resume	December 1
Final examinations	December 8-13
Fall semester ends.....	December 13

SPRING 2015

Testing.....	January 14
Registration and academic advising	January 15-16
Martin Luther King Jr. Birthday (Holiday)	January 19
Classes begin.....	January 20
Orientation	January 23
Last day classes may be added/dropped without academic penalty	February 3
Presidents' Day (Holiday).....	February 16
Spring recess	March 17-21
Classes resume	March 23
Final examinations	May 5-11
Spring semester ends	May 11
Commencement	May 30

SUMMER 2015

Testing	June 4
Registration and academic advising	June 4-5
Classes begin	June 8
Orientation	June 12
Last day classes may be added/dropped without academic penalty.....	June 15
Independence Day Observed (Holiday).....	July 3
Seven-week summer session ends	July 24

FALL 2015

Testing.....	August 19
Registration and academic advising	August 20-21
Classes begin.....	August 24
Orientation.....	August 28
Labor Day (Holiday)	September 7
Last day classes may be added/dropped without academic penalty.....	September 8
Veterans Day (Holiday)	November 11
Fall recess	November 24-28
Classes resume	November 30
Final examinations	December 7-12
Fall semester ends.....	December 12

GENERAL INFORMATION

MISSION OF LINCOLN UNIVERSITY

The mission of Lincoln University is to provide a synthesis of innovative and traditional education leading to outstanding professional opportunities for American and international students. Educational programs for graduate and undergraduate studies, as well as certificate program, are developed to provide entry to successful careers and tools for professional development. With undergraduate degrees in business and diagnostic imaging and certificates in allied health fields, the students of Lincoln University are well prepared to enter the job market with skills that meet the needs of the contemporary workplace. Graduate programs in business studies, at the level of both master and doctorate, provide the successful students with a comprehensive and practical background in the world of business. The basic objectives of the University are: 1) to assist students in development of their analytical capacity; 2) to provide the necessary knowledge of the selected subject areas; 3) to introduce the attitude of personal responsibility necessary to function as a citizen in an interdependent world; and 4) to provide a terminal degree to the motivated and capable students.

PROGRAM OVERVIEW

Lincoln University provides a traditional yet innovative education in business administration, allied health fields, and computer science to qualified students at the post-secondary level. The University offers programs leading to the following degrees and certificate:

The Doctor of Business Administration (DBA) Degree with concentrations in Finance and Investments and Human Resources Management;

The Master of Business Administration (MBA) Degree with concentrations in International Business, General Business, Management Information Systems, Human Resources Management, and Finance Management and Investment Banking;

The Master of Science (MS) Degrees in International Business and in Finance Management;

The Bachelor of Arts (BA) in Business Administration Degree with concentrations in International Business, Management, Small Business Enterprise, and Management Information Systems;

The Bachelor of Science (BS) in Diagnostic Imaging Degree with concentrations in Sonography, Vascular Ultrasound, and Echocardiography;

The Ultrasound Technician Certificate with concentrations in Sonography, Vascular Ultrasound, and Echocardiography.

HISTORY

Lincoln University is a private, non-profit, non-sectarian educational institution based in Oakland, California. It was founded in 1919 in San Francisco by Dr. Benjamin Franklin Lickey, and was chartered under the laws of California in 1926. In 1950, the University became a non-profit tax-exempt institution under the United States Internal Revenue Code, Section 501 (c) (3).

From the school's founding, Lincoln University has placed its focus on adult education as well as keeping an international character. These features became distinguishing marks of the institution. It was among the first post-secondary educational institutions in California to offer programs for working adults. The emphasis was further refined to meet the demands of international students.

Lincoln University is looking toward the future; serving the community by continuously modifying its programs and making sure its curriculum is well suited for today and tomorrow's needs, and its professional faculty can provide education for it. Constant growth and academic development are characteristics of the school. In the 1960s and 1970s, the University developed a curriculum for outstanding, well-balanced Business Administration programs, which were finalized in 2009 by the approval of the Doctor of Business Administration Degree. In 2014 the university introduced the Master of Science Degrees in International Business and Finance Management. In 2005 strong Diagnostic Imaging programs were developed and resulted in the Bachelor of Science degree approved in 2012.

EDUCATIONAL PHILOSOPHY

A university, as much as an individual, demonstrates a certain perspective and a philosophy built upon specific goals and objectives. As an individual, it can aspire to the general good of the world community. Its success can be measured in part by the contributions of the individual lives it has helped to shape. Lincoln University's educational philosophy combines a constantly evolving, up-to-date curriculum development with the recruiting of strong professional faculty. The University meets the needs of both international and American students, as well as working professionals, by offering day and evening classes. A small educational institution such as Lincoln University can play a vital role by providing an educational setting where students are able to foster personal involvement and contribution. Lincoln University is conducive to building up student's confidence and self-worth, as it encourages active student participation and individualized faculty-student interaction. The diversity of cultural backgrounds on campus enhances students' social skills and presents a great opportunity for personal growth. Thus, the educational experience at Lincoln University is not limited to the classroom and textbooks.

The University strives to give students a background in general studies as well as specialized knowledge in a chosen field. While the University offers its students a wealth of valuable knowledge, it believes that its primary task is to teach students not only concepts but also the process of discovery, analysis, and successful application. As a result, our programs encompass a foundation of concepts and theory, blended with real-life applications.

INTERNATIONAL EMPHASIS, INDIVIDUAL ATTENTION

Lincoln University has maintained an interracial and intercultural orientation. The geographical and historical influence of the San Francisco Bay Area has brought students from many nations, especially the Pacific Rim countries. Accordingly, the University has sought to provide an international setting for its students. The students are encouraged to be intellectually curious in pursuit of knowledge and understanding of cultural differences and similarities, and serious in efforts to find solutions to the problems of the world today. In recent years, students from more than 50 countries have been enrolled at the University. It is a community of learning whose members including administration, faculty, and students are international in origin and in outlook. The curriculum is grounded in general studies and is designed to encourage individual exploration of advanced studies. The University provides educational opportunities for all students, regardless of their country of origin, economic level, and racial, ethnic, or religious background. The University holds a policy of open admission to all qualified students.

Each student is a separate and unique individual who is respected as such. One of the objectives for each faculty member is to respect and to enhance the dignity and worth of each student. The services provided by the University are distinguished by their specific ability to meet the needs of students in reaching their particular goals. To this end each faculty and staff member contributes to the process of guidance and counseling.

ACCREDITATION AND RECOGNITIONS

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AFFILIATIONS

Lincoln University is an institutional member of the American Association of Collegiate Registrars and Admissions Officers (**AACRAO**), the American Association for Higher Education and Accreditation (**AAHEA**), the Institute of International Education (**IIE**), the National Association of Foreign Student Advisers (**NAFSA**) and the National Association of Independent Colleges and Universities (**NAICU**); it is affiliated with the California Association of Private Postsecondary Schools (**CAPPS**).

THE CAMPUS

The University is located in a beautiful historic building at 15th and Franklin Streets in downtown Oakland, in the heart of the San Francisco Bay Area. Bay Area Rapid Transit (BART) and many bus routes are nearby. The University is situated in the center of a vital, growing city and provides attractive environment for its students. It has spacious classrooms, an auditorium, and a library, as well as computer, English, and diagnostic imaging laboratories. Vending machines and microwave ovens are provided in the cafeteria and the student lounge, where students may gather for conversations, TV watching, and games.

THE LIBRARY

The Library is closely coordinated with the curriculum. Acquisitions of materials and resources are adapted to the changing needs of the teaching programs of the University.

The Library's print resources are enhanced by *eBrary Academic Complete*, an academic collection of over 40,000 electronic books that can be accessed by students through the University's website. The students' research capacity is served by EBSCO databases *Regional Business News*, *Academic Search Elite* and *Business Source Premier*, available through the University website as well. *Business Source Premier* is one of the most used business research databases, providing full text for more than 2,300 journals, including over 1,100 peer-reviewed titles. Students also have access to full-text news, business, and legal publications of 6,000 sources through the University's subscription to *LexisNexis Academic*.

Students pursuing advanced research benefit from the proximity to world-class research collections at the University of California, Berkeley and Stanford University, as well as those of the San Francisco and Oakland Public Libraries. Informal interlibrary loan agreements exist between Lincoln University and the University of California libraries and other California libraries.

Library orientations are conducted at the beginning of each semester and are an essential introduction to the range of materials and services available through the Library. The librarian is available to visit classes and to assist individual students during office hours and by appointment.

COMPUTER, ENGLISH, AND DIAGNOSTIC IMAGING LABORATORIES

The Computer Laboratory is open for all students during hours of the university operations. It is equipped with modern computers with access to the Internet on all workstations. There is a network system designed to aid the student in developing computer skills. The system offers students experience in computer programming on an industrial operating system, access to a highly sophisticated database system, and increased processing power for acquisition of popular application programs. The existing laboratory has been constantly upgraded to contain more of the popular application programs available. Computer laboratory assistants are available to help students with programming issues and Internet assignments. All students are provided with Lincoln University personal email addresses.

The English Lab is integrated with the University's computer lab and additionally offers video, audio, and general media projection systems. Materials are offered for use within the lab or for checkout.

The Diagnostic Imaging Lab at Lincoln University is equipped with a state-of-the-art ultrasound unit of instruments, which are used for various medical imaging applications; the following models are currently present: LCD Sequoia 512, including 15L8W (linear) for small parts, breast and musculoskeletal, 4C1 (curved linear array) for OB/GYN, fetal and general abdominal, 4V1C (phased array/sector) for vascular, cardiac and transcranial, and 2.0 CW Pedoff for transcranial scanning. A 12-lead Hewlett Packard machine and a Schiller ECG machine are used to perform the echocardiogram study. Students' lab practice is guided and supervised by qualified technicians. The equipment is periodically checked and maintained for accuracy, quality and reliability.

MULTIDISCIPLINARY RESEARCH CENTER

The goal of the Multidisciplinary Research Center (MRC) at Lincoln University is to introduce students to the applications of the multidisciplinary approach to complex problem solving. The MRC focuses on both fundamental and applied research. In addition, multidisciplinary collaboration creates an environment ideal for cross-fertilization of knowledge and for effective technology transfer across differing fields of study and economic activities. The MRC brings together academic researchers and talented students with representatives from the business world searching for a broader analysis of their problems. Both sides benefit from the interaction; participants from the business world acquire useful analysis which raises their problem-solving capabilities, while academic researchers and students acquire an ever-growing knowledge of the real world problems with which companies are faced in our quickly changing economy.

The MRC welcomes all individuals interested in multidisciplinary collaboration, and all businesses that wish to bring their problems for multidisciplinary analysis and creative solutions. ***The MRC does not just solve problems for you; it solves your problems together with you.***

COMPLIANCE AND GRIEVANCES

Because this catalog is prepared in advance for the period of time it covers, changes in some programs inevitably will occur. Courses as described in this publication are subject to change without notice, and some listed courses are not offered each year. In addition, some courses or programs that are offered may have to be canceled because of insufficient enrollment or because of elimination or reduction in programs or for any reason considered sufficient by the President or Program Directors or Deans.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

Pursuant to ninety-year Lincoln University tradition and in compliance with Titles VI, VII, and IX of the Civil Rights Legislation, Lincoln University does not discriminate on the basis of sex, race, creed, color, religion, age, national and ethnic origin, or handicap in reference to its educational programs and activities, employment therein, and admission thereto.

It is the policy of Lincoln University to keep the University community as a place of work and study free from sexual harassment. Sexual harassment is prohibited on campus and in all university programs. The University does not tolerate sexual harassment and will take immediate action against any university employees, officers, and students who violate this policy. The University is committed to protecting victims of sexual harassment and will not retaliate against individuals because they report sexual harassment or take part in the investigation of sexual harassment complaints. If the University learns that any employee or student has engaged in retaliation, that individual will be disciplined. The University, however, may take action against individuals who make intentionally false sexual harassment complaints. Sexual harassment is not only a violation of University policy but is also a violation of Title VII of the Federal Civil Rights Act and of California's Fair Employment and Housing Act.

All grievances with regard to discrimination on the basis of sex, race, creed, color, religion, age, national or ethnic origin, or handicap should be submitted in writing to the Office of the University President, 401 15th Street, Oakland, CA 94612, telephone (510) 208-2803, fax (510) 208-2826, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

All grievances with regard to academic issues should be submitted in writing to the Office of the University President (details are on page 25). Students, who believe that the University has acted unlawfully, may address grievances to the Accrediting Council for Independent Colleges and Schools, at 750 First Street NE, Suite 980, Washington, D.C. 20002-4241, telephone (202) 336-6780.

STUDENT SERVICES

The Office of Student Services is dedicated to helping students grow and develop intellectually, physically, culturally and socially by structuring the campus environment in ways that will give each student the opportunity and potential for such personal growth. The Student Services Office provides information on housing, career counseling, job placement and part-time employment that will help each student make the most of the programs and assistance available from the University. References for professional counseling are provided for students experiencing personal difficulties. Academic counseling is available in cooperation with the Dean of Students.

CAREER SERVICES AND INTERNSHIPS/EXTERNSHIPS

While Lincoln University makes no explicit or implied guarantee of job placement for graduates, it does provide career guidance. In each semester, the Director of Student Services conducts workshops on job search skills, including resume-writing and interviewing techniques.

By arriving at an early decision regarding career directions, students are able to make the most of their academic programs. Students get individual help in career exploration, advice and critique on resumes, and help in determining job objective. Students also have an opportunity to practice and polish up their interview skills utilizing immediate video feedback on presentation.

Both full-time and part-time job opportunities are posted on bulletin boards at the University. A limited number of students are able to take advantage of these job opportunities. The United States Department of Homeland Security (DHS) restricts work opportunities for international students. Full-time international students desiring work must comply with stringent DHS regulations. Students may receive consulting about the regulations from a designated school official or from the Director of Records.

International students must submit Form I-538 and/or I-765 to the Records Office to obtain work authorizations prior to accepting any off-campus employment.

Students must also meet with the Director of Student Services prior to beginning credit-bearing internships involving off-campus employment.

PERSONAL COUNSELING

On occasion, some students feel the stress of personal problems. Such stress can interfere with academic success. Student Services Office provides confidential, personalized help in referral assistance to professional counselors for students experiencing emotional difficulties.

COUNSELING FOR ACADEMIC PROBLEMS

Program directors, faculty members, and the Dean of Students provide academic counseling, including program planning and selection of courses leading to graduation. Student Services Office provides counseling for students in academic difficulty in cooperation with the Dean and faculty advisors. Students with excessive absences, low grades at midterm examinations or at the end of the term, and students indicating an intention to withdraw from the University are strongly advised to seek counseling. Every effort is made to assist students in identifying and resolving areas of difficulty.

HOUSING

Lincoln University does not provide housing for its students. Many students share apartments with other students or live with their relatives or family friends. Rent for a shared apartment ranges from about \$400 to \$700 per person and per month, and for single housing from about \$600 to \$1,000 per month. Housing for a student with a spouse and children may cost more than \$1,000 per month.

Student Services Office advises and helps students to find an appropriate housing and move there. The Director of Student Services posts notices of current rentals and refers students to various sources of temporary housing until students find suitable accommodations. Students find housing by checking listings posted on bulletin boards at the University or by utilizing special websites and rental agencies.

STUDENT HEALTH INSURANCE

All international students who enter the University must carry student health insurance. A fee in the range of \$700 – \$1,200 (prices in 2014, contingent upon the age of the insured) may cover the cost of insurance for one full academic year. Students receive a brochure at registration concerning the extent of the plan's coverage. Students in need of medical attention can consult with Student Services Office for referral to an appropriate medical facility. It should be noted that the student health insurance does not cover dental and optical work. Students are advised to have any necessary dental work and glasses or lenses taken care of by their own dentists and optometrists. Students who are covered by other appropriate health insurance plans valid in the Bay Area, and who can supply appropriate documentation as a proof of the insurance, may be exempted from the student health insurance purchase requirement.

STUDENT GOVERNMENT

The Lincoln University Student Association (LUSA) provides a forum for the free exchange of ideas that is essential to the vitality of the academic environment to which students are exposed. This continued freedom of expression is not only vital to any democratic society, but also serves as a directive force in many University programs. The Lincoln University Student Association is composed of representatives of the various ethnic organizations on campus, as well as at-large members and officers elected by the student body every Fall Semester.

The Lincoln University Student Association represents the students in matters of self-government and problems of mutual interest to the student body and the University. Its purpose is to initiate student activities and to help promote the student's welfare on the campus. The Student Association consists of a group of officers (President, Vice President, Secretary and Treasurer) and a representative body (The Student Senate) who are elected every Fall Semester.

The Association, in cooperation with other organizations on campus, strives to develop and present varied activities that will meet the social, cultural and academic needs of the student. Whether held on or off campus or involving a large or small segment of the student body, they reflect the personal orientation of the University.

STUDENT ACTIVITIES AND TOURS

The Lincoln University Student Association and other organizations on campus are constantly striving to develop and present varied activities which will meet the student's social, cultural and academic needs. Lectures by recognized authorities are held at various times throughout the academic year and are sponsored by the student government. Student parties are given at selected times, especially during holiday periods and at the end of the terms. These activities also help highlight the attention of the University on its students' individuality.

Various on-campus organizations and academic departments conduct student tours for co-curricular enhancement. Tours include excursions to cultural, social, and educational institutions in the San Francisco Bay Area.

ADMISSION

Lincoln University welcomes applications for admission from students of serious purpose who are qualified to study in their major fields of interest. Admission is based on a review of all credentials presented by an applicant, but in no case admission can be denied due to race, color, national origin, sex, age, or handicap. Scholastic background is considered by the Admissions Committee, along with personal qualifications and aptitude of each applicant.

Individual applications are accepted for Fall and Spring Semesters and Summer Sessions, and for cohort groups at any time. Prospective students are welcome to visit the campus before applying, and to communicate with the Deans or professors in their field of interest. An applicant may be admitted to the University as one of the following students' status: **regular, conditional, temporary, or unclassified.**

GENERAL ADMISSION REQUIREMENTS

High school graduation or its equivalent is a prerequisite for entering all programs at Lincoln University. The high school level GED or similar tests may be accepted in lieu of high school graduation. To apply for admission to the University, the prospective student should submit the following items:

1. The application for admission form;
2. A non-refundable application fee of \$75;
3. Official transcripts or its notarized copy, or an equivalency certificate, or an attestation of secondary education, or other documentation to prove high school graduation or its equivalent;
4. Official transcripts from each postsecondary program from which applicants wish to transfer credits (for applicants who attended other postsecondary educational programs);
5. One passport-size photograph;
6. A photocopy of an identification document and a social security card (if it exists).

Some additional documents are required from certain groups of applicants or for admission to degree programs (see below). **The application will be evaluated when all documents are received. At that time, the applicant is notified of his/her admission status.** A **temporary acceptance** may be granted to applicants who have provided the University with evidence of qualification for admission, but have yet to submit official records, test scores, or additional materials required.

All application documents used for admission process become the university property independent of the admission result. The documents cannot be returned. Applicants should keep copies of the documents for references. Copies of original documents should be done at the university or notarized.

INTERNATIONAL STUDENTS ADMISSION

All international applicants are required to provide the following additional documents:

1. An applicant's declaration of finances or sponsor's affidavit of support with a bank statement or a verification letter from an officer of the bank or other financial institution giving the present balance, which must equal or exceed the amount required for one year of study (\$18,960);
2. Proof of English proficiency is required for all regular students from countries or schools where English is not an official educational language. Applicants should provide results of a recognized English proficiency test equivalent to at least the following levels of TOEFL scores: **61** (internet-based) / **173** (computer-based) / **500** (paper-based) for **undergraduate** and **certificate** programs, **71/195/525** for **MBA**, and **79/213/550** for **MS** and **DBA** programs. The test should be approved by the University's English Department. If test results are not available, English proficiency will be evaluated on campus. To determine English level for proper students' placement, the University uses the following: **a)** Michigan Test of English Language Proficiency (MTELP), **b)** Comprehensive English Language Test Structure (CELT-SA), **c)** Comprehensive English Language Test Listening (CELT-LA), **d)** writing sample, **e)** a personal interview. The tests will be scheduled at the University prior to registration. Applicants whose scores do not meet the requirements may be admitted as unclassified auditors or to the non-credit Intensive Academic English Preparation (IAEP) courses for at least one term, and considered for admission to the regular program after a new round of testing;
3. A photocopy of the passport or equivalent document;
4. All documents must be accompanied by notarized English translation.

Foreign applicants applying from within the United States must also submit the following items:

1. A photocopy of the I-94 Arrival-Departure record and the U.S. visa;
2. A photocopy of all relevant documents from schools previously attended in the United States, including official transcripts of all academic work taken there.

UNDERGRADUATE PROGRAMS ADMISSION REQUIREMENTS

A grade point average (GPA) of 2.0 (C) or better (on a 4.0 scale) on the high school graduation transcripts or on the GED test or an equivalent test is required for admission to the undergraduate-level programs. Applicants whose academic backgrounds do not meet the GPA requirement for admission will be reviewed by the Admissions Committee for **conditional** acceptance and will be considered for admission to a regular undergraduate status after completing a minimum of twelve units of coursework with an overall grade point average of 2.0 or better. If the student falls below 2.0 at the end of the first term, he/she may continue on conditional status for one additional term, after that the student missing the standard should be suspended for one term, or expelled. Consideration for admission to the BS degree or UT Certificate program requires the following additional procedures and materials: **a.** One-page essay; **b.** The Scholastic Level Examination (SLE) with a passing score of 22 or above (this requirement is waived for applicants who already have a Bachelor's degree); **c.** Interview with the Program Director.

GRADUATE PROGRAMS ADMISSION REQUIREMENTS

A bachelor's degree or its equivalent is required for admission to the graduate programs. Specific admission requirements are given in the programs' descriptions on pages 34 (MBA), 40-41 (MS), and 45-46 (DBA) respectively.

TRANSFER OF CREDIT

Applications are welcome from students who have attended other colleges or universities. In addition to the other required documents, official transcripts of all university courses he/she has taken must be submitted, and the student must be in good standing at the school previously attended. Credit may be granted for coursework with a satisfactory grade taken at recognized colleges and universities, including extensions and professional education, provided the courses are applicable to the curriculum the student wishes to pursue at Lincoln University, as determined by the Admissions Office. Credit units transferred to Lincoln University are recorded, but quality points and grades from other institutions are omitted. The maximum time for transferred students to complete a degree or a certificate program at the University is evaluated and reflected in the University policy of satisfactory academic progress (SAP, pages 23-25).

A maximum of 93 academic semester units of transfer credit with passing grades "C" or better (or equivalents) may be applied to the BA degree. A maximum of 72 educational and 6 externship credit units with passing grades "C" or better (or equivalents) can be transferred to the BS degree. A maximum of 9 and 18 units of graduate work with a grade of "B" or better from recognized schools may normally be accepted as transfer credit for the Master's degrees and Doctor's degree respectively. In some cases, additional graduate units may be transferred at the discretion of the Chief Academic Officer.

Working experience or professional education can be evaluated by the Admissions Office, advised by an appropriate academic consultant and may receive credit as a part of the transfer. The process may require the student's interview. The DBA program doesn't allow using working experience for transfers.

The awarding of credit for coursework completed at any other institution is at the sole discretion of Lincoln University. The credit earned more than 10 years before the application to Lincoln University cannot be transferred, although exemptions may be granted to students with graduate degrees.

Additionally, Lincoln University does not imply, promise, or guarantee that any credit earned at the University will be transferable or accepted by any other institution. Students are advised that a decision on transfer of credit is at the discretion of the receiving institution.

Students who seek to earn an additional degree or concentration and wish to use part of credit units received earlier are treated in the same way as students transferring credit from other schools.

SPECIAL UNCLASSIFIED (AUDITOR) ADMISSION

Students not pursuing a university degree or certificate who desire to enroll in certain courses for a reason may be permitted to do so without specific requirements. A special student is neither a graduate nor undergraduate nor certificate student. A written statement and approval from a Program Director is necessary in order that courses taken by an auditor are applied to a degree or certificate program.

REGISTRATION

ACADEMIC CALENDAR

The regular academic year consists of a Fall Semester, a Spring Semester and a Summer Session. The University operates under a 16-16-7 week calendar, which allows a full-time student to complete programs for Master's degrees in two years, for Bachelor's degrees in four years, and for Doctor's degree in five or three (after MBA) years. For cohort groups, the calendar can be customized.

Evening and weekend classes may be offered on campus to meet the needs of individuals who seek university-credit courses but are unable to pursue class work during the day session. These courses are of the same caliber as those offered in the day session.

The Summer Session is an integral part of the regular university organization with the same academic standards. This session may vary in length and in amount of credit that may be earned. Six units of credit during seven weeks of classes in a Summer Session are considered full-time. The courses are planned to enable students to accelerate and enrich their university program, as well as enable certain students to make up deficiencies.

REGISTRATION PROCEDURE

Upon acceptance, the Admissions Office will inform each student that they are permitted to register. New and returning students may register on specifically announced days at or before the beginning of each term. The Registrar or Program Directors must approve the appropriate courses for each student's program. A student may not attend classes unless registered. **A student's registration is finalized by the payment of tuition.**

ORIENTATION

All students anticipating registration at Lincoln University for the first time are required to participate in an orientation conducted at the beginning of each term. The orientation is designed to assist students in adjusting to life at the University, and it acquaints students with the policies and services of Lincoln University, containing question and answer sessions, and a campus tour.

CHANGE IN REGISTRATION

The student's choice of studies, once made and filed, is expected to be permanent for the term. However, schedule changes may be made through the specified date indicated in the academic calendar. Courses may be dropped from and/or added to the student's term schedule before the indicated date. Approvals of the added course by the instructor and the Program Director are required before the Registrar makes registration changes. Late additions of courses require the President approval.

WITHDRAWAL FROM THE UNIVERSITY

Students who wish to withdraw after registration should submit a withdrawal form to the Admissions and Records Office. Students, who withdraw without permission, or after the final withdrawal date as indicated in the academic calendar, will receive a permanent "NC" (No Credit) in each course dropped. All foreign students who withdraw with or without submitting the withdrawal form will be reported to the United States Department of Homeland Security. Refunds to students withdrawing from courses can be made only in accordance with the refund policy stated in this catalog (see page 17).

UNIT OF CREDIT

The credit value of each course is given in semester units and is shown after the description of the course (see course descriptions). One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for fifteen weeks, or the equivalent amount of work over a different amount of time; or two hours of laboratory work, or three hours of self-study, practicum, or internship/externship per week provides one semester hour of credit.

FEE SCHEDULE*

APPLICATION FEE (non-refundable) \$75

TUITION

BA 1-299, DI 1-199 and general education courses.....	\$400	per unit*
BA 300-499 and DI 200-299.....	\$415	per unit*
BA 500-599	\$490	per unit*
Intensive Academic English Preparation	\$650	per course*

REFUNDABLE FEES

Computer Lab Fee	\$30	per term
Instructional Materials Fee	\$25	per term
Diagnostic Imaging Lab Use Fee	\$50	per lab unit
Publication Fee	\$10	per semester
Library Fee/DBA Dissertation Library Fee.....	\$50/\$100	per semester

NON-REFUNDABLE FEES

Registration Fee.....	\$50	per term
Student Body Activities Fee	\$15	per semester
Student Identification Card.....	\$15	first and for each replacement
Late Registration Fee (charged after the official registration days)		
a) Returning Students.....	\$60	per term
b) New Students	\$20	per term
Returned Payment Fee	\$40	per transaction
Change in Registration Fee**/Late Fee (after official date)	\$20/\$50	per transaction
Change of Program or Concentration Fee	\$70	per transaction
Deferred Payment Fee.....	\$50	per note
Deferred Payment Adjustment Fee/Late Payment Fee.....	\$25/\$35	per transaction
Externship Insurance Fee	\$10	per unit
Health Insurance Plan (estimate) ***	\$700 – \$1,200	per year
Diploma and Transcript Fee / Diploma Replacement Fee.....	\$75/\$75	per application
Commencement Ceremony Fee: Before/After the Deadline	\$100/\$200	per application (optional)
Verification Letters (optional).....	\$20	per letter
Testing Fee	\$20	per test
MBA Comprehensive Exam Retake Fee.....	\$415	per retake
DBA Qualifying Exam Fee.....	\$490	per attempt
DBA Dissertation Defense Retake Fee	\$490	per retake
NCCT Testing Fee (optional)	\$100	per test
Pre-application Transcripts Evaluation Fee (optional) ****	\$75	per evaluation
Airport Pickup Fee (optional).....	\$85	per trip
Housing Placement Fee (optional).....	\$80	per placement
Past Due Balance Interest.....	0.05%	of the balance per day
Wire Transfer Fee: In/Out.....	\$16/\$45	per transaction
International Credit Card Convenience Fee	\$10	per transaction
Foreign Bank Check Fee (including Foreign Money Order)	\$5	per item
Withdrawal Processing Fee.....	\$95	
Transfer-out Processing Fee *****	\$500	

Details of non-refundable fees are described on each procedural form.
Students are responsible for all bank charges and fees related to their payments.

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- * *Fee Schedule, including tuition rates, is effective Fall Semester 2014, and the University reserves the right to change it without notice. Term is a semester or a summer session.*
 - ** *Non-refundable after the second class session or 14th day after the enrollment, whichever is later.*
 - *** *Mandatory for international students unless proof of insurance is submitted; can be paid per term. The price depends on the age of the insured.*
 - **** *Application fee will be waived if the student later applies to Lincoln University.*
 - ***** *The fee is waived for students who completed two or more terms at the University, or by the approval of the University.*

PERSONAL EXPENSES (conservative estimates, not including miscellaneous personal expenses)
Room and board: \$900 per month, transportation: \$60 per month, textbooks: \$200 per term.

REFUND POLICY

Students who withdraw before 75% of a term is completed may be eligible to receive refunds for a part of the tuition and some fees. Students have the right to cancel their enrollment agreement and obtain a refund by submitting a Notice of Cancellation Form to the Admissions and Records Office at 401 15th Street, Oakland, California 94612. If already enrolled in classes, students must also obtain a Withdrawal Form, secure the signatures specified on the form, and submit it to the Office along with the Notice of Cancellation Form. Only when the completed withdrawal form has been submitted, does the withdrawal become official. Students, who simply absent themselves from classes without filing the withdrawal form, may receive the failing grades (F) or other appropriate non-credit grades. The effective date to determine a refund of fees will be based and computed from the last day of attending classes. This determination is based on the instructor's attendance form. A student granted a leave of absence is refunded in the same way as withdrawn from the University. If the student drops out without officially withdrawing, the University will designate the student's withdrawal date at the end of the enrollment period for which the student has been charged, at the end of the current academic year, or at the end of the educational program, whichever is earliest. The University may accept medical or legal records in lieu of timely withdrawal paperwork in determining an earlier withdrawal date, as established on a case-by-case basis. Refunds to LU scholarships, waiver or discount recipients are first applied to repayment of aid disbursed.

Refunds will be made within 30 days of official withdrawal, or 30 days of the date of the last day of attendance as reflected in the instructor's attendance records, or the end of the term in which the withdrawal occurred, whichever is sooner. The refund distribution will be handled as prescribed by federal and state laws and accrediting body regulations. The refund procedure is uniformly applied to all students regardless of the form of tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only if the refund amount exceeds the balance he/she owes to the University. The basis for refunds is as follows:

Students who cancel the registration and withdraw from the University on or before the second class session or the 14th day after enrollment, whichever is later are eligible for the full refund of the term charges less withdrawal processing fee of \$95.

All Term Charges – \$95 = Refund Amount

Students who withdraw from the University after the second class session or the 14th day after enrollment, whichever is later but before completion of 75% of the term are entitled to a refund on a prorated basis less the withdrawal fee of \$95.

$(\text{Refundable Fees and Tuition}) \times (\text{Hours Left to be Completed} / \text{Total Term Hours}) - \$95 = \text{Refund Amount}$

In case of program changes, students' dropped or withdrawn class credits must be compared to added classes' credits to determine if a refund is due. If due, the refund amount would then be determined on a prorated basis.

$(\text{Net Change of Program}) \times (\text{Hours Left to be Completed} / \text{Total Term Hours}) = \text{Refund Amount}$

If the University cancels or discontinues a course, students will receive a full refund of all tuition and applicable fees for that course. Refunds will be paid within 30 days from the determination of last day of class attendance or date of cancellation or withdrawal.

UNPAID BALANCE

Students who have an unpaid balance with the University may not register for subsequent terms, and may not receive grades, transcripts, or diplomas. Students whose checks are returned or stopped due to insufficient funds are subject to cancellation of their registration and to the returned payment fee per transaction.

SCHOLARSHIPS AND FINANCIAL AID

The Board of Trustees Scholarship

Entering and continuing students with superior academic records are eligible to apply for a Board of Trustees Scholarship. This scholarship is awarded from funds provided by the University. The Board of Trustees Scholarship is credited to the student's account covering up to two terms' full-time tuition. Miscellaneous fees for these terms will be borne by the student. The application procedure involves submission of transcripts, a Board of Trustees Scholarship Application Form, which can be obtained from the Admissions Office, two letters of recommendation, and a brief essay. The awards will be given on the basis of academic excellence and potential to become an outstanding student at Lincoln University. Students must submit a completed application form and all required documentation at least one month before the beginning of a term. The Lincoln University Scholarship Committee will interview applicants, select winners and announce them before the term begins.

The Leadbetter Scholarship

Through a generous contribution of Judge Phillip and Mrs. Ruth Leadbetter, a scholarship fund in their name has been established. Judge Leadbetter is a former Professor of Lincoln University. A scholarship of \$500 is awarded to a selected student who is entering the senior year of the Lincoln University undergraduate program. The application procedure is the same as above but must be completed by April 1 for the following academic year. The Scholarship Committee will select and announce the winner of the award by the end of the Spring Semester.

Other Scholarships

Lincoln University administration may establish special scholarships or discounts from the University funds to selected students based on their need. Private scholarships from organizations or individuals given to selected students are accepted and welcome. They are kept on the University account as restricted funds.

STUDENT FEDERAL FINANCIAL AID

Lincoln University participates in the William D. Ford Direct Loan and the Pell Grant programs. The federal student financial aid program is directed to assist parents and students who cannot otherwise meet their educational expenses. In determining eligibility for available financial student aid, the U.S. Department of Education requires each student to complete a Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov and to list Lincoln University (institution number: **00697500**) as the preferred college. This process also includes the completion of an electronic Master Promissory Note (E-MPN) as well as an Entrance Counseling Survey at the website: www.studentloans.gov. A Personal Identification Number (PIN#) is essential in the completion of the FAFSA and should be obtained as a first step at: www.pin.ed.gov. FAFSA Customer Service Representative contact info is: 1-800-433-3243.

Title IV of the Higher Education Act of 1965, as amended in 1998 (Title IV, HEA program), has established general rules that apply to student financial aid recipients and educational institutions administering the financial assistance program. The federal formula takes into consideration several factors including: (1) Student and Parent Income – Effective Family Contribution (EFC), (2) Family Size, (3) Assets (both Parent/Student), and (4) Number of family members in institutions of higher education, not including parents.

IRS Data Retrieval Tool and Request for Transcript of Tax Return “IRS Form 4506-T”

The U.S. Department of Education (ED) has determined under new regulations that it is no longer sufficient to provide a photocopy of the federal income tax return. Instead, the ED requires students/applicants to provide a copy directly from the Internal Revenue Service (IRS) to prevent fraud. All students/applicants who have already filed their federal income tax return are required to prefill the answers related to the federal income tax on the electronic FAFSA by using the IRS Data Retrieval Tool. Students/applicants also have the option of requesting/ordering a copy of “Request for Transcript of Tax Return” by completing IRS Form 4506-T. The request may be made by contacting: 1-800-908-9941 or

online at: www.irs.gov and under the Tools click on “Order a Return or Account Transcript,” and follow the instructions from that point on.

The Title IV funds do not cover any required educational expense needs for international students nor the students in the Doctor of Business Administration (DBA) program. However, there is the availability of private loans funds from U.S. lending and banking institutions, which international students and DBA students can apply for. These private banking loans or collegiate student loans must include a U.S. citizen as co-signer or guarantor of the loan application. Further information may be obtained from Lincoln University Financial Aid Office.

Every eligible student must reapply for federal financial aid between January 1, 2014 and June 30, 2015 for the 2014-2015 year. This entails completing online a new FAFSA and in some cases, if there is a pending expiration date, a renewed Master Promissory Note. The excellent Federal Student Aid website: www.studentaid.ed.gov gives information on (1) Types of Aid, (2) Who gets Aid, (3) Estimate your Aid, and (4) Repay your Loan.

To meet the requirements of Federal Title IV programs and state grants, students must now comply with a set of: (1) Quantitative, (2) Qualitative, and (3) Time Frame academic measurement standards. These are defined by satisfactory academic progress policy (SAP, pages 23-25) for student financial aid recipients.

The Quantitative Measurement requires that all students complete successfully (earn credit hours) at least two-thirds (2/3) of attempted credit hours and meet the standards of satisfactory academic progress described in the chart on pages 28 (BA), 35 (MBA), 41 (MS), 52 (BS), and 57 (Ultrasound Technician Certificate). The ratio of earned credit hours is calculated by dividing the number of earned semester credit hours by the attempted number of credit hours in the semester.

The Qualitative Measurement requires students to maintain the minimum acceptable level of academic achievement outlined in this catalog on pages 23-25.

The Time Frame Measurement (Maximum Credit Hours) limits a student to be eligible to receive student financial aid for any attempted credit units in his/her program of study so long as it does not exceed 150% of the published length of the academic educational program of study. For example, a student enrolled in a 122-unit degree program may receive financial aid for a maximum of 183 attempted units, and a student enrolled in an 86-unit certificate program may receive the aid for a maximum of 129 attempted units.

The Pell Grant Lifetime Eligibility Used (LEU)

The new Federal Pell Grant regulations now limit the amount of Pell Grant that any student can receive in a lifetime to 600% or the equivalent of six years. For example; an award year is a period from July 1 of one calendar year to June 30 of the next calendar year. ED tracks the student LEU by adding the percentages of the Pell Grant scheduled awards each student receives for each award year. If a student receives in a year \$2,775 of a \$5,550 scheduled award the student would have received a 50% LEU, or likewise \$3,750 of a \$5,000 scheduled award the student percent used would be 75% and a receipt of \$4,000 of a \$4,000 scheduled award the percent used would be calculated at 100% for that year until the student reaches a combined total of 600% Lifetime Eligibility Used. A student may log on the [National Student Loan Data System \(NSLDS\)](http://www.nsls.ed.gov) using the assigned [Federal Student Aid PIN](http://www.studentaid.ed.gov) and view the LEU at: www.nsls.ed.gov. In addition, students may also check the status of their borrowed loan account balances and payment history, again using the 4-digit pin number, twenty-four (24) hours a day on the website noted at: www.myedaccount.com. Moreover, any student that wishes to participate in the federal direct loan consolidation program may do so by contacting: www.loanconsolidation.ed.gov.

Student Loan Repayment Commencement Period

The Loan Servicers and Lender will provide each student recipient/borrower with a loan repayment schedule that states the first payment due date, the number and frequency of payments, and the amount of each payment. There are some loans which have a “grace period” to give the student time to begin payments on the loan. [Direct Loans](#) have a (6) six-month grace period before payments are due. The [Plus Loans](#) have no grace period. It is recommended for a thorough review and understanding of the student repayment loan period that each student visit the website at: www.studentaid.ed.gov, which provides a comprehensive overview.

Financial Aid Probation Period

If a student fails to meet the standards of satisfactory academic progress (SAP), he/she may be placed on Financial Aid Probation for a period of no longer than one year while still participating in the federal financial aid program. The probationary period begins the next semester of enrollment. A letter informing the student of the probationary status and the need to meet the standards to maintain financial aid eligibility will be issued.

Financial Aid Termination

If a student fails to meet the standards of satisfactory academic progress at the end of the one-year probationary period or at the beginning of the second academic year, a dismissal letter from the financial aid program will be issued to the student. The termination status will include a letter informing the student of the Reinstatement and Appeal Process.

Academic Reinstatement Policy and Academic Appeal

At the time when the student meets the minimum satisfactory academic progress requirements, the student financial aid eligibility will be automatically reinstated. Each student may appeal in writing the probation or termination status based on mitigating circumstances to the appropriate academic officers in the Deans' and President's Offices, respectively. A review of the circumstances will be conducted by the Chief Academic Officer and a hearing committee will be convened to hear, advise, counsel, and resolve the discrepancies in accordance with the grievances procedure described on page 25.

Return of Title IV Funds

When a student withdraws from Lincoln University, the Financial Aid Office must calculate the amount of financial aid that is earned by the student prior to withdrawing. If there is any excess aid received, it is considered unearned. The unearned financial aid must be returned to the appropriate programs. The calculation of the earned financial aid is done on a daily basis beginning with the first day of class. The earned aid is determined by calculating the number of days attended before withdrawing, divided by the total number of days in the semester, excluding breaks. In accordance with Federal Regulations, a student who does not come (no-show case) in all enrolled classes will be treated as an Unofficial Withdrawal and 50% of their aid will be returned as required by law. Students who received grades of Failure (F), No Credit (NC), No Basis for Grade (Y), Audit (AU), or Incomplete (I) and have completed their coursework therefore have "earned" those grades. Unless they have unofficially withdrawn, the University will not make adjustments to their financial aid.

School Return Portion

Lincoln University is required to return a portion of the unearned aid based upon a percentage of the institutional charges for the term. After the return portion is determined, it is compared to the total amount of all unearned aid. If the school portion is less than the total unearned aid, then the University must return the amount of the school portion. If the calculated school portion exceeds the total unearned aid, then the University must return the amount of the total unearned aid.

ACADEMIC POLICIES AND INFORMATION

DEGREES AND CERTIFICATE OFFERED

Lincoln University offers the following undergraduate degrees:

Bachelor of Science in Diagnostic Imaging (BS in DI)
Bachelor of Arts in Business Administration (BA in BA)

Students in the Bachelor of Arts program may choose the following optional **18-unit minors**:

1) Humanities; 2) Computer Science; 3) Psychology

Lincoln University offers the following graduate degrees:

Master of Business Administration (MBA)
Master of Science in International Business (MS in IB)
Master of Science in Finance Management (MS in FM)
Doctor of Business Administration (DBA)

Lincoln University offers certificate in the following field:

Ultrasound Technician (UT)

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Undergraduate Degrees:

- Completion of a minimum of 122 units for BS in DI, or 125 units for BA in BA.
- Cumulative GPA of 2.0 or higher.
- Completion of the required units designated by the major area with a GPA of 2.0 or higher.
- Completion of the general education and externship (for BS) requirements.

Graduate Degrees:

- Completion of a minimum of 36 units of graduate coursework for MBA and MS, and 93 units for DBA, including core requirements, specific area of concentration requirements, and thesis defense or an examination for MBA or dissertation defense for DBA.
- Cumulative GPA of 3.0 or higher for MBA and MS, and 3.2 or higher for DBA.

Certificate:

- Completion of the academic program and completion of a required externship.

In addition to the above, all degree or certificate candidates must be approved for degree or certificate completion by the Director of Records, and must settle all financial and document obligations. Students may meet the graduation requirements as stated in the catalog under which they enrolled, provided they maintain continuous enrollment and make normal progress toward a degree. The maximum time permitted for a degree completion (**MTDC**) is:

Bachelor's degree programs: six (6) years for full-time students (taking 12 units per semester at the minimum).

Master's degree programs: three (3) years for full-time students (taking 9 units per semester at the minimum).

Doctor's degree program: seven and a half (7.5) years for full-time students (taking 9 units per semester at the minimum).

The certificate program has its specific length of study given in the program's descriptions.

If a student re-enrolls to the University after withdrawal, he/she follows graduation requirements stated in the catalog current for the re-enrollment. Students who change their program according to a subsequent catalog edition must meet all requirements for graduation as stated in that catalog.

The US Department of Homeland Security requires foreign students to maintain full-time educational load and to meet the financial obligations during their stay in the United States to qualify for the F-1 visa status.

GRADING, EVALUATION, GRADES POINTS, AND GPA

A letter grade is used in evaluating the work for a course. Grade requirements are announced in the syllabus of each course, and grades are earned on the basis of attendance, written work, and examinations. In all degrees and certificate program, the minimum passing grade to receive credit is "D". Grade points are granted corresponding to a letter grade (see chart below) multiplied by the number of units of a course for determining students' academic standing and awarding honors. The **grade point average (GPA)** is the total number of points earned for a period of study divided by the total number of units attempted during the period. The grading system is as follows:

Grade	Definition	Number of grade points per course unit
A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing	1.0
F	Failure	0

Credit is given for a grade (CR), but these credit units are not included in the GPA calculations. No credit is given for the following grades: no credit (NC), withdrawn (W), incomplete (I), audit (AU), repeated course (R), or no basis for grade (Y). These grades are not included in the GPA calculations.

A student may request a CR/NC grading option instead of a letter grade. The request should be filed to the Records Office at least 2 weeks before finals, and needs to be approved by the Registrar. BS/BA students may have a CR or NC grade a maximum of two times in the entire program and only for general education courses. A regular graduate student may have CR or NC grades for foundation or special courses that are designed for those grades only.

Grade	Definition
CR	Credit
NC	No Credit
W	Withdrawn
I	Incomplete
AU	Audit
R	Repeated
Y	No Basis for Grade

INCOMPLETE GRADE

The grade "I" (incomplete) is a provisional grade, which **denotes that a student's work was incomplete for a valid, documented reason**. Any grade "I", which has not been removed during the following semester, will become a "Y", unless an alternative non-punitive grade is warranted. Once "I" grade has been changed into "Y" by the administration, it is the final grade. Students need to retake the course in order to receive a new grade.

REPEATED COURSES

A student may repeat a course in which a grade was previously earned. When a course is repeated, the last grade and credit units earned replace the previous grade and units in computing the student's GPA. A designation of "Repeat" will be entered for the previous course on the student's permanent academic record.

WITHDRAWAL FROM A COURSE

A student withdrawing from a course before 75% of its completion will receive "W" grade and a partial tuition refund following the refund procedure (page 17). Students withdrawing after the 75% completion deadline and before the final are not eligible for a refund and will receive "Y" grade. Situations of "I" grade described on page 22 are not considered withdrawals. Students cannot withdraw after the final examination.

CHANGE OF GRADE

Final grades are considered permanent and not to be changed, except in a case of clerical error, making up missing student work, or other circumstances as determined by the instructor, subject to the approval of the Registrar or the President. A change of grade must be completed no later than one year following the course. In some cases additional work and registration of extra units may be required. Change of Grade forms can be obtained from the Records Office. Students wishing to appeal a specific grade may do so under the student grievances procedure (described on page 25).

CREDIT BY EXAMINATION

With the permission of the President or a Program Director, a student can challenge a course requesting examination by a faculty member teaching the course. The student must register for the course and pay for the credits received by such examination.

INDIVIDUAL RESPONSIBILITY

Lincoln University relies upon the individual responsibility and cooperative spirit of its members. The University assumes that its students will exhibit the standards of mature, responsible individuals. Any form of dishonesty, irresponsible behavior, or violation of the law will result in punitive action. The types of action include: **probation**, **suspension** (exclusion from the University for an indefinite period) and **dismissal** (final and permanent exclusion from the University).

The University reserves the right to reject giving a credit, degree, certificate or diploma to students whose dishonesty, violation of the law, or unethical behavior in any form has been confirmed. The University reserves the right to dismiss them as well.

POLICY OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students, enrolled for a degree or certificate program, undergraduate or graduate, part-time or full-time, regular or conditional, must meet minimum standards of academic achievement and successful course completion while enrolled at Lincoln University. The University requires that all courses be successfully completed in a specified time period in order to allow student's graduation from its program.

Students are assessed at the end of each academic year, in order to determine if adequate progress has been made to complete the desired degree or certificate in the time frame allowed by the University. **Adequate progress (AP)** is defined as the total number of credit units required for graduation in the designated program divided by maximum number of years for the student classification. If cumulative AP indicates that sufficient progress has not occurred (number of total earned credit units is less than AP multiplied by the number of years of study), the student may continue enrollment under academic probation for one term. If the deficiency is not corrected by the end of the term, the student will be suspended, dismissed, or placed in an extended enrollment status.

A student's academic performance is evaluated at certain predetermined points in time, based on the percentage of semester credit hours attempted. These evaluation points occur at least once in each academic year, and at the one-quarter point and midpoint of the maximum time periods of education. The periods for completion of parts of programs are expressed in terms of 1.5 times the number of credit units required for their completion. For the BS degree, the maximum number of attempted units permitted is 184; for the BA degree it is 187 units, for the MBA and MS degrees it is 54 units, and for the DBA degree it is

140 units. These figures represent the maximum number of credit hours that can be attempted before being disqualified as a degree-seeking student.

If a student fails, at the one-quarter evaluation point, to meet the minimum academic achievement or successful credit completion standards, he/she may continue at Lincoln University as a probationary student. If a student fails to meet the minimum academic achievement or successful credit completion standards at the mid-point evaluation, he/she is not eligible for the university scholarship funds or financial aid, may not be placed on probation, and must be dismissed unless he/she is placed in an extended enrollment status. If approved by the Dean of Students, the student may continue as a conditional student in an extended enrollment status in order to retake courses in which he/she was previously unsuccessful. If a student demonstrates, after retaking the courses, that he/she is academically and motivationally prepared to continue in the program, so that the recalculated GPA and successful semester-credit completion rate meets or exceeds the minimum requirements, the student may be reinstated as a probationary student until the following evaluation. The Dean must approve the reinstatement. Grades earned as a probationary student previously or during the extended enrollment period as a conditional student may substitute for the previous failures in the calculation of the resulting student's GPA. Detailed criteria for SAP are specified with a chart in each program's description.

Prior to the mid-point evaluation, a student in the BS and BA programs who falls below the required minimum cumulative GPA for the first time may be allowed to continue his/her enrollment under academic probation for up to two terms. If the grade point average does not improve during the probationary period, the student will be suspended for one term, after which he/she may apply for readmission following the normal re-enrollment procedures, or the student may be dismissed. Students maintaining the minimum overall standards for academic achievement and successful credit completion in these programs must also complete the required units designated by the major area, with a minimum GPA of 2.0 or higher. See the charts on pages 28 (BA) and 52 (BS).

Continuing graduate enrollment requires the progressive maintenance of a minimum cumulative GPA starting with 2.7 (MBA and MS) or 3.0 (DBA) and following the charts on pages 35 (MBA), 41 (MS), and 48 (DBA). Prior to the mid-point evaluation, should the grade point average fall below 2.9 (MBA and MS) or 3.1 (DBA), the student will be placed on academic probation for one term. Failure to attain a grade point average of 3.0 (MBA and MS) or 3.2 (DBA) at the end of that term will result in suspension for one term, after which the student may apply for readmission according to the normal re-enrollment procedures, or the student may be dismissed.

Probationary students are remaining eligible for federal financial aid.

Credits accepted on transfers are recorded, but quality points from other institutions are not included in the GPA and SAP calculations. **The maximum time for a degree completion (MTDC)** is influenced by the transferred credit units, calculated during registration, and is determined by the formulas:
for BS and BA degrees: $MTDC \text{ (in years)} = 6 - (\text{the number of transferred credit units})/24$,
for MBA and MS degrees: $MTDC \text{ (in years)} = 3 - (\text{the number of transferred credit units})/18$,
for DBA degree: $MTDC \text{ (in years)} = 7.5 - (\text{the number of transferred credit units})/18$.

Transferred credit units also influence SAP by redefining the required minimum credit units earned (course completion percentage) at each point of evaluation; transfer credit units should be added to the second-right column (minimum credit units must be earned) in the chart stated above for each program.

Students who seek to earn an additional degree and wish to use part of credit units received earlier are treated in the same way as students transferring credit units from other schools.

The impact of non-punitive grades on satisfactory progress is as follows: credits are given for the non-punitive Credit (CR) grade and is included in the calculation of a student's maximum program length and credit limits, but excluded from the grade point average. No credit is given for the following grades: no credit (NC), withdrawal (W), incomplete (I), or no basis for grade (Y), which are included in the calculation of a student's maximum program length and credit limits, but excluded from calculations of the grade point average. No credit is also given for the audit grade (AU), which is excluded from the calculations of a student's maximum program length and grade point average. When a course is repeated (R), the last grade and credit units earned replace the previous grade and credit units. Duplicate credit units are not given for two or more passing efforts. Only the last grade and credit are included in the calculation of a student's GPA, but all courses are included in maximum program length and credit limits. The "F" grade (failure) is included in the calculation of the student's GPA, maximum program length, and credit limits.

Satisfactory attendance history is required for continued enrollment. Unsatisfactory attendance may result in dismissal from classes during the currently enrolled term.

The Director of Records may grant a leave of absence or temporarily waive the standards of satisfactory academic progress for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented, and it must be demonstrated by the student that these circumstances had an adverse impact on the student's satisfactory progress in the academic program. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

ATTENDANCE

Because Lincoln University's programs are based upon the active participation of all class members, regular attendance at classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absence or tardiness may result in loss of credit, lowering of grade, or dismissal from the university. Absences covering such emergencies as serious illness or similar may be excused by the Director of Records without loss of credit for a period of up to 21 days, provided the absence is properly documented. If the Records Office receives no excuse, the student will be considered as having no excuse, and appropriate action will be taken. **Administrative policies on absences from classes are as follows:**

- A student receives a **warning notice** after missing **12%** of all classes registered in a term.
- A student is placed on **probation** after missing **18%** of all classes registered in a term.
- A student may be **dismissed** after missing **30%** of all classes registered in a term.

Instructors may **dismiss** a student **from a course** after missing **3 consecutive class meetings**.

The University is required by the United States Department of Homeland Security to report all foreign students who are dropped for excessive absences.

APPEAL A DETERMINATION OF NOT MAKING SATISFACTORY PROGRESS OR OTHER ACADEMIC AND ADMINISTRATIVE GRIEVANCES PROCEDURE

Should a student disagree with the application of the University policy of Satisfactory Academic Progress or has an academic or administrative grievance (including attendance issues), he/she must first discuss the problem with the appropriate instructor/advisor. If still unsatisfied, the student may then appeal to the program director. If the problem is not resolved on that level, the student may file a complaint with Dean of Students. The complaint should be filed no later than ten days following the date of the program director decision. If the student is not satisfied with the Dean's decision, further appeal to the President is available, but must be done in a timely manner so as to avoid delays in properly registering for the coursework to maintain satisfactory progress. All appeals must be in writing, and must contain a detailed description of any mitigating or special circumstances, and should be accompanied by documented proofs.

The President will appoint a Committee consisting of three members from the faculty/staff. The President may, at his/her discretion, also elect to appoint a student member of the Committee. The President shall make every effort to ensure that a fair, impartial and representative Committee hears the matter. The President shall give the respondent notification in writing that a grievance has been filed, as well as a copy of the grievance. The President shall provide a copy of the response to the complainant.

The following standards for the investigation will be observed:

1. In conducting the investigation, the Committee shall receive and review the grievance, the response, and other pertinent statements or documents in confidence.
2. The complainant and respondent shall be given the opportunity to respond to one another's statements, and to present witnesses or concerned parties in conformity to the evidence presented.
3. When, in the judgment of the Committee, the positions of the complainant and respondent have been equitably heard, the Committee shall submit a written report to the President. The President will make the decision regarding any action taken. An appeal can be filed with the Board of Trustees through the office of the President.

Current or former students of Lincoln University and who believe that the University, or anyone representing the University, has acted unlawfully, may address grievances to the Accrediting Council for Independent Colleges and Schools, at 750 First Street NE, Suite 980, Washington, D.C. 20002, tel. (202) 336-6780.

SPECIAL STUDIES

With the consent of the Director of Special Studies, and the instructor who will conduct the course, a student may enroll in the course delivered as a special study. The instructor chooses teaching model of special studies. Undergraduates normally are not permitted to take more than four courses of special studies, and graduate students normally are not permitted to take more than two (MBA and MS) or four (DBA) special studies courses, in the entire programs. Students are normally permitted to take **at most one special study course per term**. The overall program credit limitations may be exceeded only for substantive reasons, such as: a schedule conflict between two courses which are both required (especially if the student is graduating in that term); or a conflict between class schedule and work; or medical reasons. The reasons should be documented and approved by the Director of Special Studies.

COURSE SUBSTITUTIONS AND WAIVERS OF REQUIREMENTS

Course substitutions may be allowed only if the regular course is not available or to satisfy a specific academic interest of a student. Substitutions are not normally made for core subjects for a given major. The President or a Program Director could make waivers for requirements if a student has completed an equivalent of the course or a more advanced course in that subject.

In petitioning for a substitution or waiver, the student must apply through the Records Office.

LEAVE OF ABSENCE

A student who finds it necessary to withdraw or delay his/her education for one or more semesters must submit a written request for a leave of absence to the Director of Records.

EXCESSIVE COURSE LOAD

Students in undergraduate and certificate programs who wish to register for more than 24 units and graduate students who wish to register for more than 18 units in one term must secure the approval of the Dean of Students or a Program Director.

COURSE CANCELLATION

The University reserves the right to cancel a course with an enrollment of fewer than ten students.

CURRICULUM

The educational programs at Lincoln University are based on a staged development of knowledge progressing from basic lower division courses, through more advanced and degree-specific upper division courses. The courses' numerical designation guides the students in planning a progression of study.

Courses with a designation of **fewer than 200** are **lower division undergraduate courses**. Many are General Education courses that provide a background in the liberal arts and expose students to the fundamental aspects of human culture. They also help students to develop analytical and communication skills for advanced work in pursuit of basic major and minor studies, as well as providing the foundation for work in the major fields of study.

Courses numbered **200-299** are **upper division undergraduate courses**. Admittance into these courses normally requires the completion of less specialized courses in the same field of study, found in the lower numbered sequences.

Courses in the **300 series** are for graduate students on the master and core doctoral levels.

Courses in the **400 series** are advanced graduate courses.

Courses in the **500 series** are research seminars and dissertation-related DBA courses.

ACADEMIC ADVISING

Academic advising is provided throughout the whole academic cycle, and specifically during the registration process. The President, Deans and Program Directors are available to counsel students concerning special problems.

DEAN'S LIST

Full-time students in all programs, who have maintained a GPA of 3.7 (A-) or higher for a semester, will be placed on the Dean's List for that semester.

REQUEST FOR DIPLOMA AND TRANSCRIPT (ONE COPY)

Students who expect to graduate and receive a degree or certificate diploma should file a Request for Diploma and Transcript form. The Registrar should approve the request. It initiates a review of all student work undertaken at Lincoln University and a validation of the student's successful completion of the program requirements. A fee is assessed on each student submitting the request. Diplomas or transcripts are not issued until all financial obligations to the University have been fulfilled.

OBTAINING ADDITIONAL TRANSCRIPTS

Students and graduates wishing to obtain additional transcripts of their academic record should submit a written application to the Registrar. **No transcripts are issued until all financial obligations to the University have been fulfilled.** Regular service takes five business days and is mailed via regular USPS mail. A fee of \$8.00 is charged for each official transcript (bearing the seal of the University and the Registrar's signature). Express service (one working day) is available for \$25.00 per copy (the request must be submitted by **3:00 PM**). Students wishing to expedite delivery should pay for the additional shipping charges (the prices may vary) to use express courier services, such as UPS, FedEx, DHL, etc.

REQUEST FOR PARTICIPATION IN COMMENCEMENT CEREMONY

Students who expect to graduate and wish to participate in the commencement ceremony of a year should file a Request for Participation in Commencement Ceremony. The request is due on March 31 of the year during the regular operation hours of the Records Office.

SPECIAL RECOGNITION AT GRADUATION

Graduation honors are open to undergraduate students with a minimum of 40 graded units earned at Lincoln University. All Lincoln University grades are considered in calculating the cumulative GPA for honors. Bachelor's degree candidates receive the following special recognition awards: "President's Award" for a GPA of 3.8, and "University Award" for a GPA of 3.9 or 4.0.

Graduate students who complete a program with a GPA of 3.9 will receive "President's Award," and with a GPA of 4.0 will receive "University Award."

AUDITOR STATUS (NON-DEGREE, NON-CERTIFICATE STUDENTS)

Individuals registering for courses without applying for a degree or a certificate are considered auditors. Normally, a student is required to declare his/her intention to enroll on an auditor basis at the time of registration for the course. A student may change registration from auditor to regular status or conversely change from regular to auditor status. He/she must make this declaration in writing on the Change of Program form within **the first six weeks** of the semester. At the special request of the instructor, a change from regular to auditor status can be made any time until mid-term.

CHANGE OF CONCENTRATION AND SECOND CONCENTRATION OPTION

Students changing their concentration need to provide a written request and sign another enrollment agreement corresponding to the current catalog. Students who have already completed a program at Lincoln University and would like to take an additional concentration or some extra courses in the same program may register for the courses as auditors if space in the classes is available.

BUSINESS STUDIES

The Lincoln University Business Administration Studies offer the Bachelor of Arts in Business Administration (BA in BA), the Master of Business Administration (MBA), the Master of Science in International Business (MS in IB), the Master of Science in Finance Management (MS in FM), and the Doctor of Business Administration (DBA) Degrees.

UNDERGRADUATE BUSINESS STUDIES

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

The undergraduate Business Administration program provides an integrated interdisciplinary education. Students receive a solid foundation in the principal functional areas of a modern commercial enterprise, as well as concentrated advanced preparation in an area of their choice. Thus, the graduate is well prepared for the challenges and responsibilities of today's business world. Of particular benefit to students and their future employers is the strong international focus of the program. This comes not only from the world-conscious course offerings, but also from interaction with fellow students. Students in the business program come from over 50 different countries, representing most regions of the world.

The Bachelor of Arts in Business Administration Program consists of 125 units, containing 45 units of General Education and three major parts: general business administration courses, courses from an area of concentration, and elective courses. All undergraduate business students need to complete the 44-unit general business administration (GBA) requirements. This program enables students to gain a comprehensive business background in the principal areas of business operations.

To graduate, all students must have a Grade Point Average (GPA) of 2.0 (C) or better by the end of the program and complete 45 units of General Education courses, 44 units of General Business Administration courses, 21 units of concentration courses, and 15 units of elective courses. The program may include an optional minor of 18 units. Details are described on pages 33-34.

The BA degree program is based upon four years of full-time study. Upon approval of the administration, appropriate units earned at other institutions of higher education may be transferred and used toward obtaining the BA degree at Lincoln University, and may shorten the time until graduation.

For all other requirements, see **Academic Policies** (pages 21-27).

An option of the BA/MBA joint enrollment is available (page 39).

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the Bachelor of Arts degree program are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the University BA degree program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken).

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
BA in BA Degree	48	End of 1st Academic Year	21	2.0
	72	25% of MTDC	30	2.0
	96	End of 2nd Academic Year	42	2.0
	144	50% of MTDC	63	2.0
	187	End of 4th Academic Year	84	2.0
	187	End of 5th Academic Year	105	2.0
	187	100% of MTDC (6 years)	125	2.0

* Units attempted means courses' units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

GENERAL EDUCATION COURSES

The General Education (GE) courses are an essential part of higher education. They provide a broad foundation of general knowledge for the more specialized upper division courses and prepare students for contemporary life and communication. These courses may be required or elective (depending on the degree program). The required courses offer fundamentals of a higher education and develop skills and prerequisites for advanced studies.

The following subjects represent main fields of general education:

Critical Thinking, English Composition and Communications, Humanities (including American and English literature and foreign languages), **Mathematics, Statistics, and Computer Sciences, Natural, Political, and Social Sciences** (including biology, physics, economics, and history), **Psychology** and Introductions to **Business and Law**.

The following 5 courses are considered to be **Basic Subjects** and are required for all programs:

MATH 10 – College Mathematics (3 units)
ENG 75 – Critical Thinking (3 units)
CS 10 – Introduction to Computer Science (3 units)
PSYCH 10 – Fundamentals of Psychology (3 units)
SCI 10 – Physical Science (3 units)

Other General Education course requirements are given within specific program descriptions.

GENERAL BUSINESS ADMINISTRATION COURSES

Following the GBA requirements, students select a **concentration area** for advanced study. Currently the following concentration areas are available:

1. **International Business**
2. **Management**
3. **Small Business Enterprise**
4. **Management Information Systems**

Each concentration requires 21 units of advanced study chosen from a list of courses designed to prepare students for a career in that particular field. Students may develop an individualized concentration using existing courses with the approval of the President. The program is concluded with the course of Business Policies (BA 290), which is usually taken in the student's final term. At least 15 units of elective courses must be chosen from the university catalog. Knowledge gained in the program is combined to provide a crucial overall understanding of business operations.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION DEGREE PROGRAM COURSE REQUIREMENTS

I. General Education (GE)

1.	Natural Sciences (SCI 10, SCI 31)		6
2.	Social Sciences (ECON 10 or 299, HIST 10, HIST --, POLSCI 10)		12
3.	Humanities (HUM 10, HUM --, PSYCH 10)		6
4.	English (ENG 75, ENG 82A, ENG 77 or 82B or 90s, ENG 86A or 86B or 189)		12
5.	Mathematics (MATH 10, MATH --)		6
6.	Computer Science (CS 10)		3
	Total Required for General Education		45 Units

II. General Business Administration (GBA)

BA	10	Introduction to Business	3
BA	42	Financial Accounting	4
BA	45	Statistics	3
ECON	20A	Principles of Economics I	3
ECON	20B	Principles of Economics II	3

BA	109	Business Ethics	3
BA	110	Management Principles	3
BA	130	Introduction to International Business	3
BA	140	Fundamentals of Finance	3
BA	146	Applications Software	3
BA	150	Marketing	3
BA	215	Production Management	3
BA	240	Managerial Accounting	4
<i>Upon completion of GBA and at least 3 concentration courses, students take:</i>			
BA	290	Business Policies	3
Total Required for General Business Administration			44 Units

III. Areas of Concentration

A. International Business. Choose 12 units (4 courses) from:

BA	134	Principles of Import and Export Management	3
BA	225	World Resources	3
BA	230	Studies in International Business	3
BA	231	Cultural Dimensions of Management	3
BA	255	Entrepreneurial Management	3
BA	289	International Business Strategy	3
ECON	220	International Economics	3
Three additional courses from any of the concentration subjects			9
Total Required for International Business Concentration			21 Units

B. Management. Choose 15 units (5 courses) from:

BA	115	Small Business Management	3
BA	135	Legal Foundations of Business	3
BA	217	Personnel Management	3
BA	223	Organizational Development	3
BA	231	Cultural Dimensions of Management	3
BA	241	Quantitative Analysis	3
BA	250	Human Relations in Business	3
BA	251	Business and Society	3
BA	275	Industrial and Organizational Behavior	3
Two additional courses from any of the concentration subjects			6
Total Required for Management Concentration			21 Units

C. Small Business Enterprise. Choose 12 units (4 courses) from:

BA	115	Small Business Management	3
BA	145	Real Estate Practices	3
BA	156	Advertising	3
BA	180	Principles of Hotel Administration	3
BA	236	People Problems in Small Business	3
BA	255	Entrepreneurial Management	3
BA	256	Sales Management	3
BA	257	Consumer Behavior	3
BA	280	Advanced Accounting	3
Three additional courses from any of the concentration subjects			9
Total Required for Small Business Enterprise Concentration			21 Units

D. Management Information Systems. Choose 12 units (4 courses) from:

CS	70	The Internet	3
CS	137	Database	3
CS	225	Hardware/Software Topics (MIS related)	3
BA	260	Information Systems Concept	3

BA	262	Systems Analysis and Design	3
BA	269	Computer Models in Management	3
CS	299	Special Topics in CS (MIS related)	3
Three additional courses from any of the concentration subjects			9
Total Required for Management Information Systems Concentration			21 Units

IV. Electives

Total Electives.....15 Units

Total Required for Bachelor of Arts in Business Administration Degree..... 125 Units

Students should complete the program chart below to receive the Bachelor of Arts in Business Administration Degree (a maximum of 93 credit units can be transferred from other institutions).

GENERAL EDUCATION (45 units)

Basic Subjects (15 units)

Sciences, English, and Humanities (30 units)

MATH 10		SCI 31		MATH --	
SCI 10		HIST 10		HIST -- or HUM --	
PSYCH 10		HUM 10		ECON 10 or ECON 299	
ENG 75		POL SCI 10		ENG 82B, or 77, or 90s	
CS 10		ENG 82A		ENG 86A, or 86B, or 189	

GENERAL BUSINESS ADMINISTRATION (GBA), CONCENTRATION, AND ELECTIVE COURSES (80 units)

GBA Courses (44 units)

Concentration (21 units)

Electives (15 units)

BA 10		BA 130					
BA 42		BA 140					
BA 45		BA 146					
BA 109		BA 150					
ECON 20A		BA 215					
ECON 20B		BA 240					
BA 110		BA 290					

SUGGESTED COURSE SEQUENCING FOR BACHELOR OF ARTS IN BUSINESS ADMINISTRATION DEGREE PROGRAM*

YEAR ONE

Fall

BA	10	Introduction to Business	3
CS	10	Introduction to Computer Science	3
MATH	10	College Mathematics	3
—	—	General Education Courses	6
Fall Total			15 Units

Spring			
BA	42	Financial Accounting	4
ECON	20A	Principles of Economics I	3
—	—	General Education Courses	6
Spring Total			13 Units
Summer			
—	—	General Education Courses	6
Summer Total			6 Units
First Year Total			34 Units

YEAR TWO

Fall			
BA	110	Management Principles	3
ECON	20B	Principles of Economics II	3
—	—	General Education Courses	6
Fall Total			12 Units
Spring			
BA	45	Statistics	3
BA	109	Business Ethics	3
BA	130	Introduction to International Business	3
—	—	General Education Courses	6
Spring Total			15 Units
Summer			
—	—	General Education Courses	6
Summer Total			6 Units
Second Year Total			33 Units

YEAR THREE

Fall			
BA	140	Fundamentals of Finance	3
BA	146	Applications Software	3
BA	150	Marketing	3
—	—	General Education Course	3
Fall Total			12 Units
Spring			
BA	240	Managerial Accounting	4
BA	—	Concentration Courses	6
—	—	Elective Course	3
Spring Total			13 Units
Summer			
BA	—	Concentration Courses	6
Summer Total			6 Units
Third Year Total			31 Units

YEAR FOUR

Fall			
BA	215	Production Management	3
BA	—	Concentration Courses	9
Fall Total			12 Units
Spring			
BA	290	Business Policies	3
—	—	Elective Courses	12
Spring Total			15 Units
Fourth Year Total			27 Units
Total Required for the Bachelor of Arts in Business Administration Degree			125 Units

* Variations of the sequence are permitted and common.

MINOR OPTIONS

Students in the Bachelor of Arts in Business Administration degree program may choose a minor area of emphasis in addition to their major. Established minors are available in Humanities and Computer Science. Students may also develop an individual minor area using the existing courses with the approval of the academic advisor and the President. A maximum of 9 credit units can be transferred to a Lincoln University minor.

HUMANITIES MINOR (18 UNITS)

The purpose of this minor area is to enrich the student's education. The minor in Humanities is designed for students seeking to develop their intellectual capabilities and broaden their social and cultural horizons. This minor aims to develop a sense of the common values encapsulated in the minor field and seeks to acquaint the student with these basic values which are intellectual, aesthetic, social and cultural in nature.

The Humanities minor at Lincoln University includes an investigation of philosophy, the arts, literature and other areas which explore culture and its place within society. These courses are designed to increase the student's awareness of the intellectual achievements that are integral aspects of human society. A student must complete courses from the following list with a total of at least 18 credit units.

HUM	16	Art of the Film	3
HUM	25	Chinese	4
HUM	27/28	Spanish I/II	3/3
HUM	30	Introduction to Philosophy	3
HUM	110	Survey of World Art	3
HUM	155	Natural and Cultural Environment of the S.F. Bay Area	3
HUM	156	City's Resources as a Classroom	3
HUM	159	Multicultural Heritage	3
HUM	290	Research Project in Humanities	3

Total Required for Humanities Minor 18 Units

COMPUTER SCIENCE MINOR (18 UNITS)

A minor in **Computer Science** includes 18 units of prescribed work in the following areas: computer science core areas and advanced computer topics. Specific requirements in each area are detailed below:

Computer Science Core Areas – Part 1 (*all of the following*):

CS	50	Introduction to Programming	3
CS	90	Studies in Programming Languages	3
CS	137	Database	3
CS	140	Data Structures	3

Advanced Computer Topics – Part 2 (*6 units from the following*):

CS	175	Topics in Artificial Intelligence	3
CS	220	Software Engineering	3
CS	225	Hardware/Software Topics	3
BA	260	Information Systems Concept	3
BA	262	Systems Analysis and Design	3

Total Required for Computer Science Minor 18 Units

GRADUATE BUSINESS STUDIES

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE

The MBA at Lincoln University is a professional degree. It is designed to develop broad managerial competence to enable graduates to cope with a wide variety of business situations appropriate to their diverse backgrounds. The Lincoln University MBA program upholds a strong international focus. In order to fulfill the overall mission, emphasis is placed throughout the program on the development of the individual through the concentration on basic disciplines and skills as well as specific subject areas.

The following objectives have been identified and judged appropriate: 1) use of analytical tools from the quantitative and behavioral sciences; 2) coverage of the basic functional areas of business with stress on their inter-relationships; 3) the building of flexible adaptability to changing environments; 4) the development of the student's ability to evaluate social, political, and economic values; 5) advancement of skills in group cooperation and decision-making; 6) development of communication skills; 7) development of a sense of professional responsibility; 8) the multinational aspects as related to all the subject areas.

MBA GENERAL REQUIREMENTS

The MBA is designed for those who have the motivation to pursue graduate-level work in business administration, regardless of the areas of their previous studies. The required courses are limited to the traditional "foundation" and "core" areas in order to permit students the widest possible elective choice to tailor the program to individual needs. This approach is consistent with the previously stated educational objectives. The availability of a representative selection of courses in related areas of computer science, economics, social science and humanities extends the opportunities for matching the curriculum with individual background and interests. Students with business or economics undergraduate degrees will be required to take a minimum of 36 units. Students with an undergraduate major other than business or economics will be required to take up to 18 units of foundation courses, making a total of up to 54 units. Appropriate adjustments, based on individual background, may lead to somewhat different requirements.

MBA ADMISSION REQUIREMENTS

A bachelor's degree or its equivalent with a GPA of 2.7 (B-) or better on a 4.0 scale is required for admission to the MBA program. **Conditional admission** to the program may be granted to an applicant with a GPA between 2.5 and 2.7, by the Program Director and is based on the student's application, personal statement, letters of recommendation, and detailed review of his/her prior academic transcripts. Applicants who receive a conditional admission are required to achieve a GPA of at least 3.0 in the first nine units of work in the MBA program. A student achieving this academic record will have the conditional status removed. Otherwise the student is subject to dismissal after the first term of enrollment.

Applicants with a GPA lower than 2.5 may be admitted as **auditors**. These students will be considered for admission to the regular graduate status after completing courses necessary to improve their GPA. A minimum of twelve units of undergraduate or graduate level foundation courses with a GPA of 3.0 or better is required. Based on the student's academic background, the Program Director may grant him/her the regular graduate status before achievement of the GPA requirement. In support, the student may submit letters of recommendation, GMAT or GRE scores, summary of work experience, research projects, or publications.

ENROLLMENT REQUIREMENTS

In order to maintain continuous enrollment at Lincoln University, all students who are working on a Master's project, completing coursework in which the grade "I" (incomplete) was given, or engaging in special research projects, must register in each successive semester (excluding Summer Session) until the degree requirements are completed.

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the MBA program are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the University MBA degree

program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken).

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
MBA	18	25% of MTDC	6	2.7
Degree	36	End of 1st Academic Year	12	2.8
	54	50% of MTDC	18	2.9
	54	End of 2nd Academic Year	24	3.0
	54	100% of MTDC (3 years)	36	3.0

* Units attempted means courses' units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

FOUNDATION COURSES

Students with Bachelor's degrees in areas other than business or economics may be required to complete foundation courses in the following areas: accounting, economics, statistics, finance, management, marketing, or computer science. Students, who have not yet completed these foundation courses before enrolling in the Lincoln University MBA program, are required to do so during the first 18 units of credit earned at the University by taking undergraduate and/or graduate level (BA 300 series) foundation courses. The courses will be individually determined on the basis of the initial assessment by the Program Director, Registrar, or an academic advisor.

RECOMMENDED GRADUATE FOUNDATION COURSES

BA	300A	Survey of Business Foundations	3
BA	300B	Financial Accounting Foundations	3

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM COURSE REQUIREMENTS

I. Required Core Courses *

BA	301	Managerial Economics	3
BA	304	Marketing Management	3
BA	306	Business Research Methodology	3
BA	307	Operations Management	3
BA	320	Organization Behavior and Administration	3
BA	340	Managerial Accounting and Financial Control	3
BA	380	Business Strategy and Decision-Making	3

Total MBA Core Courses:21 Units

* One or two of these courses may be substituted by the Program Director for a cohort group pursuing a specific concentration.

II. MBA Concentrations

Students should choose a concentration to complete the requirements for the MBA degree. The University offers 5 concentrations: **International Business (IB)**, **Finance Management and Investment Banking (FMIB)**, **General Business (GB)**, **Human Resources Management (HRM)**, and **Management Information Systems (MIS)**. A personal concentration may be created for a student or a cohort group of students with the permission of the Program Director.

A. International Business (12 units)

The International Business (IB) concentration is designed to train students in fields most relevant to international managers. Students should choose four (4) of the following courses:

BA	310	International Economics	3
BA	313	International Marketing	3
BA	314	International Finance	3
BA	315	International Business and Investment Strategy	3
BA	316	International Management	3
BA	317	Political and Legal Aspects of IB	3
BA	318	Import-Export Management	3
BA	343	International Banking	3
BA	344	International Securities and Foreign Exchange	3
BA	370	Communications in Leadership and Negotiations	3
BA	391	Graduate Internship in IB	3

B. Finance Management and Investment Banking (12 units)

The Finance Management and Investment Banking (FMIB) concentration emphasizes various aspects of American and international finances. Stress is on the use of finance as a management tool.

BA	303	Finance Management	3
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and students should select three (3) courses from the following:

BA	314	International Finance	3
BA	315	International Business and Investment Strategy	3
BA	344	International Securities and Foreign Exchange	3
BA	345	Commercial Banking and Lending	3
BA	360	Quantitative Methods for Business and FM	3
BA	363	Investment Science	3
BA	364	Investments (Real Estate)	3
BA	365	Investments (Stock Market)	3
BA	366	Econometrics	3
BA	392	Graduate Internship in FMIB	3

C. General Business (12 units)

The General Business (GB) concentration provides courses in small business and general business in both human and quantitative aspects, suitable for the future general manager.

BA	302	Principles of Management	3
BA	303	Finance Management	3

and students select two (2) courses from the following:

BA	305	Project Management	3
BA	308	Human Resources Management	3
BA	309	Ethics of Business Management	3
BA	323	Organizational Development	3
BA	330	Entrepreneurship	3
BA	331	Social Environment of Business	3
BA	360	Quantitative Methods for Business and FM	3
BA	364	Investments (Real Estate)	3
BA	393	Graduate Internship in GB	3

D. Human Resources Management (12 units)

The Human Resources Management (HRM) concentration provides courses in human and psychological aspects, which are important for the future human resource managers.

BA	302	Principles of Management	3
BA	308	Human Resources Management	3

and students should select two (2) courses from the following:

BA	309	Ethics of Business Management	3
BA	316	International Management	3
BA	323	Organizational Development	3

BA	324	Leadership Development	3
BA	331	Social Environment of Business	3
BA	336	Human Factors in Small Businesses	3
BA	337	Personnel Law	3
BA	370	Communications in Leadership and Negotiations	3
BA	394	Graduate Internship in HRM	3

E. Management Information Systems (12 units)

The Management Information Systems (MIS) concentration emphasizes management, design, development, and operation of information systems.

Prerequisite courses (included in foundation courses if necessary):

CS	10	Introduction to Computer Science	3
BA	146	Applications Software	3

Graduate level concentration courses (12 units)

BA	350	Management Information Systems	3
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and students should select three (3) courses from the following:

BA	352	Advanced Systems Analysis and Design	3
BA	353	Information Systems Database Management	3
BA	354	E-Commerce	3
BA	355	Special Topics in MIS	3
BA	395	Graduate Internship in MIS	3

III. MBA Research Project, MBA Internship Report, or Comprehensive Examination (CE)

An MBA candidate may complete the program by writing an MBA research project (a minimum GPA of 3.2 or the Program Director permission is required for this option) or a report of a graduate internship assignment. These activities result in a project defense or an oral presentation of the report in front of a graduate committee. The project's topic and the choice of employment for the internship must be related to the student's area of concentration and be approved by an advisor and the Program Director. An MBA candidate may choose to complete the program with a Comprehensive Examination (description is given below) in front of a graduate committee in lieu of the project or internship report. Students not qualifying for the research or internship options (GPA below 3.2 or no relevant employment and no permission from the Program Director for BA 399) **are required** to take an extra three (3) unit elective graduate course and the Comprehensive Examination. The program is completed with one of the following:

BA	398	MBA Internship Report	3
BA	399	MBA Research Project	3
BA	—	Elective Graduate Course and Comprehensive Examination	3

Total Required for the MBA Degree36 Units

Required for the MBA Degree with a Foundation or an Internship..... up to 54 Units

MBA COMPREHENSIVE EXAMINATION DESCRIPTION

In order to take the Lincoln University MBA Comprehensive Examination, students are required to successfully complete 36 graduate credit units (12 courses) with a GPA of at least 3.0 (B). The Examination will be arranged twice every semester during the first week and the week of finals.

- The comprehensive exam is oral in nature with the duration of 60 minutes: 30 minutes for the preparation and 30 minutes for the answers.
- An exam committee consists of at least 3 members selected from the Lincoln University administration and faculty including at least one from the field related to the student's concentration.
- Students receive 17 questions one month before the examination, including 5 questions from the subject material of their concentration and 12 questions from the subjects of 7 core courses.

- During the exam, each candidate randomly draws two (2) straws with core courses questions, only one (1) of which he/she selects to address in his/her response and one (1) straw with a question from his/her concentration.
- Students then have 30 minutes to prepare the answer for the questions. Use of books or notes or any other materials are not allowed during the preparation for the exam.
- Following 30 minutes of preparation, the candidate will answer the selected questions in front of the examination committee and may be asked additional questions.
- The exam committee will evaluate student's performance, coming to a consensus on the examination evaluation with grades "CR" (passing) or "NC" (failure).
- In case of failure (no credit result) or a student's absence without proper reasons, the test should be retaken. A fee for one graduate unit must be paid for the additional or rearranged exam.

UNIT AND GRADUATION REQUIREMENTS FOR MBA DEGREE

To receive the MBA degree, students should satisfy the grade and GPA requirements described in the chart on page 35 and course requirements summarized in the chart below (a maximum of 9 credit units can be transferred from other institutions of higher education).

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM CHART

Core Courses (21 units)	Grade	Foundation Courses (up to 18 units)	Grade
BA 301 – Managerial Economics		1.	
BA 304 – Marketing Management		2.	
BA 306 – Business Research Methodology		3.	
BA 307 – Operations Management		4.	
BA 320 – Organization Behavior and Administration		5.	
BA 340 – Managerial Accounting and Financial Control		6.	
BA 380 – Business Strategy and Decision-Making		7.	

Concentration Courses (12 units)	Grade	Choose One of the Following (3 units)	Grade
1.		BA 398 – MBA Internship Report	
2.		BA 399 – MBA Research Project	
3.		BA — Elective Graduate Course and the Comprehensive Examination	
4.			

SUGGESTED COURSE SEQUENCING FOR MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

A specific sequence of courses in the MBA program is not required. It is recommended that students take BA 307 (Operations Management) course after taking BA 301 (Managerial Economics) and BA 340 (Managerial Accounting and Financial Control) courses. BA 380 (Business Strategy and Decision-Making) is the capstone course; it should be taken after all Core (excluding BA 306) and at least 2 Concentration courses. Courses BA 398 (MBA Internship Report) and BA 399 (MBA Research Project), or the Comprehensive Examination can be taken after all required courses have been completed, or during the last term of coursework. Courses BA 398 and BA 399 can be extended for a second term for one additional unit.

BA IN BUSINESS ADMINISTRATION / MBA PROGRAM OPTION

The BA in Business Administration / MBA Program Option is designed to apply for a course of study leading to a Bachelor of Arts in Business Administration and an MBA degree in a shorter time frame than pursuing each degree independently. Students accepted into this joint enrollment option may be able to complete both degrees in five years, instead of six or six and a half years common for the sequential programs study.

The BA in Business Administration / MBA joint option is based on Lincoln University's existing curriculum for accredited undergraduate and graduate degrees. Transcripts from other institutions of higher education presented by students will be evaluated to determine the amount of transfer credit that can be granted toward earning Lincoln University's undergraduate degree, and to determine the length of enrollment required for a student to successfully complete both degrees. Students pay the undergraduate rate per unit until they earn 125 units of credit and continue with graduate courses.

BA/MBA JOINT OPTION ADMISSION REQUIREMENTS

Applicants for this joint option must meet all existing undergraduate degree program requirements related to GPA standards and TOEFL scores, including transcripts covering all completed college-level academic coursework. Admitted students must maintain a GPA sufficient to meet the admission requirements for Lincoln University's MBA program.

ACADEMIC RETENTION REQUIREMENTS

The grade point average requirements currently established for Lincoln University's undergraduate and graduate programs also apply to the students with the BA in Business Administration / MBA joint enrollment option.

JOINT CURRICULUM STRUCTURE

Courses with asterisks (*) are not transferable from other institutions, and can be taken after at least 90 credits of lower division courses have been completed.

- | | |
|--|----------------------------------|
| 1. General Education Courses | 45 units |
| 2. BA Lower Division Courses | 16 units |
| 3. BA in BA Core Courses | 21 units |
| 4. BA in BA Concentration | 21 units |
| 5. *Electives BA/MBA Core and Concentration | 15 units |
| (BA 301, BA 304, BA306, BA 320, an MBA concentration course) | |
| 6. *BA / MBA Common Core | 7 units (BA 240/340, BA 215/307) |

BA in BA degree awarded at 125 units

- | | |
|---------------------------------|---------|
| 7. *MBA Concentration | 9 units |
| 8. *MBA Core (BA 380) | 3 units |
| 9. *MBA Project/Internship/Exam | 3 units |

MBA degree awarded at 36 graduate units

MASTER OF SCIENCE (MS) DEGREES

Lincoln University offers the Master of Science in International Business (MS in IB) and the Master of Science in Finance Management (MS in FM) degrees. The programs are designed to develop broad competence and to enable graduates to operate in a wide variety of business situations appropriate to their specialty. The Lincoln University MS programs uphold a strong international focus. In order to fulfill the overall mission, emphasis is placed throughout on important disciplines and skills as well as specific subject areas.

The following objectives have been identified for the programs: 1) use of analytical tools from the quantitative and behavioral sciences; 2) the building of flexible adaptability to changing environments; 3) the development of the student's ability to evaluate social, political, and economic values; 4) advancement of skills in group cooperation and decision-making; 5) development of communication skills; 6) development of the student's ability to carry out independent research, and enhancement of their ability to deliver their ideas, research methodology and findings by means of formal presentations with critiques of their analytical, written, oral and media presentation skills in business and professional environments.

MS DEGREES GENERAL REQUIREMENTS

The MS degrees are designed for those qualified students who have an undergraduate and/or graduate degree in business and desire to acquire professional-level skills and knowledge in a specific business discipline. The programs academic structure includes required core courses and a set of elective concentration courses, all of which support the student's efforts to gain an in-depth and applied understanding of the business area they have chosen for their continuing professional and career growth. The availability of a broad selection of special elective courses provides students with the opportunity to tailor their degree program to their academic backgrounds and career interests. Students with undergraduate or graduate business degrees will be required to get 36 credits in semester units of courses in order to earn the MS degrees. Students with an undergraduate and/or graduate degree in fields other than business will be required to complete foundation courses, which may add up to 18 additional units to the programs graduation requirements. Appropriate adjustments based on individual applicant backgrounds may lead to somewhat different requirements.

MS DEGREES ADMISSION REQUIREMENTS

Consideration for admission to the MS degree programs requires submission of a completed application form with the following documentation.

1. A complete set of all college-level official transcripts showing graduation with a bachelor's degree or its equivalent from an accredited degree-granting institution, with a cumulative grade point average of 2.7 (B-) or better on a 4.0 scale. Applicants completing prior education out of the USA should provide the transcripts with notarized English translation (if not originally printed in English), and may be required to conduct the transcripts evaluation;
2. At least two letters of recommendation (this requirement is waived for applicants having received Lincoln University MBA degree), one of which is from a faculty member who can attest to their academic qualifications for graduate study. The second letter may be either an academic or business professional recommendation;
3. An official GMAT score of at least 500 or an equivalent GRE score (this requirement is waived for applicants having a master's degree with a GPA of 3.2 or above, or for conditionally enrolled students with a GPA of 3.2 or above received during their first term of the program);
4. Applicants whose previous academic work was provided in a language other than English are also required to submit a minimum TOEFL score of 550 (paper-based) or equivalent results of other recognized English language tests, or earn proper results of the Lincoln University English placement tests (see page 13).

Conditional admission to the programs may be granted to an applicant without GMAT/GRE test results or with a GPA below 2.7 by the Program Director and is based on the student's personal statement, letters of recommendation, and detailed review of his/her prior academic transcripts. Applicants who receive a conditional admission are required to achieve a GPA of at least 3.0 in the first 9 units of work in the MS programs. Otherwise the student will be dismissed after the first term enrollment.

Applicants with a GPA less than 2.5 may be admitted as **auditors**. These students will be considered for admission to the regular graduate status after completing courses necessary to improve their GPA. A minimum of twelve units of undergraduate or graduate level foundation courses with a GPA of 3.0 or better is required to obtain the regular status. Based on the student's academic background, the Program Director may grant him/her regular graduate status before achievement of the GPA requirement. In support, the student may submit letters of recommendation, GMAT or GRE scores, a summary of work experience, research projects, or publications.

MS DEGREES ENROLLMENT REQUIREMENTS

Students admitted to the MS degree programs must maintain continuous enrollment of a minimum of 9 units each academic semester (excluding Summer). All students who are working on a Master's level project, completing coursework in which the grade of "I" (incomplete) was given, or engaging in special research projects, must register in each successive semester (excluding Summer Session) until the degree requirements are completed.

MS PROGRAMS COURSE STRUCTURE

MS core courses on 300 level consist of 9 credit hours or three 3-unit courses given in a form of 45 hours of lectures each.

MS five 4-unit elective courses on 400 level and one 4-unit core course on 400 level consist of lecture and a faculty-supervised practicum research component. The lecture component consists of 45 hours of lectures and is classroom-based. The practicum component is based on an instructor-approved independent study project that should be research-based and consists of 45 hours of out-of-classroom work. Supervision of the study project by the instructor will include continuous monitoring of the student's progress in terms of their study project's stated objectives, evaluation of the student's final written project report, and its oral presentation. This will give students consulting and presentation experiences. Graduate Internship and Report (BA 491, BA 492) courses are focused on a specific student internship and an analytical report about it with total supervised work of at least 180 hours. The course is finalized by a written document, reviewed by an instructor and its oral presentation.

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the MS programs are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the University MS program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken):

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
MS Degrees	18	25% of MTDC	6	2.7
	36	End of 1st Academic Year	12	2.8
	54	50% of MTDC	18	2.9
	54	End of 2nd Academic Year	24	3.0
	54	100% of MTDC (3 years)	36	3.0

* Units attempted means courses' units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

FOUNDATION COURSES

Students with Bachelor's degrees in areas other than business or whose transcripts are short of some important courses may be required to complete foundation courses in the following areas: accounting, economics, statistics, finance, management, marketing, or computer science. Students, who have not completed these or similar courses before coming to Lincoln University, are required to do so during the first 18 credit units of their study. The courses will be individually determined on the basis of the initial assessment by the Program Director, Registrar, or an academic advisor.

MASTER OF SCIENCE IN INTERNATIONAL BUSINESS DEGREE

The MS in International Business degree program enables students with undergraduate and/or graduate degrees in business to gain an in-depth and applied understanding of the complexities and functions of international management professionals in a globally competitive and rapidly changing business and economic environment. This specialized degree program is designed to address major managerial, economic and strategic planning issues facing multinational firms such as product development and competitive strategies, protecting raw material sources, foreign direct investment risks, technological change, and managing globally diverse businesses and organizations. The coursework supporting this program draws heavily on actual business firms' international management practice and experience and the distinctive differences between operating a purely domestic versus a global or international business. This program prepares students upon graduation to assume management-level positions, which require an understanding of the diverse management skills and knowledge necessary to provide effective leadership and vision required to successfully guide the development and management of a complex network of global operations. Students graduating from this degree program are expected to have a demonstrable set of skills and knowledge that makes them very attractive employment candidates for business firms seeking new international management-level talent.

MASTER OF SCIENCE IN INTERNATIONAL BUSINESS DEGREE PROGRAM COURSE REQUIREMENTS

I. Required Core Courses

BA	301	Managerial Economics*	3
BA	309	Ethics of Business Management*	3
BA	310	International Economics*	3
BA	340	Managerial Accounting and Financial Control	3
BA	481	Business Strategy and Decision-Making for International Business	4

Total MS in IB Core Courses: 16 Units

*These courses may be replaced with other courses by the Program Director for a cohort group pursuing a specific interest.

II. MS in IB Elective Courses

Students should choose five (5) of the following courses:

BA	413	International Marketing	4
BA	414	International Finance	4
BA	415	International Business and Investment Strategy	4
BA	416	International Management	4
BA	417	Political and Legal Aspects of International Business	4
BA	418	Import-Export Management	4
BA	443	International Banking	4
BA	444	International Securities and Foreign Exchange	4
BA	491	Graduate Internship and Report in International Business	4

Total MS in IB Elective Courses: 20 Units

Total Required for the MS in IB Degree 36 Units

Required for the MS in IB Degree with Foundation Courses up to 54 Units

UNIT AND GRADUATION REQUIREMENTS FOR MS IN IB DEGREE

To receive the MS degree, students should satisfy the grade and GPA requirements described in the chart on page 41 and course requirements summarized in the chart below (a maximum of 9 credit units can be transferred from other institutions of higher education and a maximum of 18 units from a different graduate program at Lincoln University).

SUGGESTED COURSE SEQUENCING FOR MS IN IB DEGREE PROGRAM

A specific sequence of courses in the MS program is not required. A course BA 481 “Business Strategy and Decision-Making for International Business” should be taken in the student’s last term of the coursework. The course serves as the capstone course for this degree program and includes the qualifying exam required for graduation. Course BA 491 can be extended for a second term for one additional unit.

MASTER OF SCIENCE IN INTERNATIONAL BUSINESS DEGREE PROGRAM CHART

Core Courses (16 units)	Grade	Foundation Courses (up to 18 units)	Grade
BA 301 – Managerial Economics		1.	
BA 309 – Ethics of Business Management		2.	
BA 310 – International Economics		3.	
BA 340 – Managerial Accounting and Financial Control		4.	
BA 481 – Business Strategy and Decision-Making in IB		5.	
Elective Courses (20 units)	Grade	6.	
1.			
2.			
3.			
4.			
5.			

MASTER OF SCIENCE IN FINANCE MANAGEMENT DEGREE

The MS in Finance Management degree program enables students with undergraduate and/or graduate degrees in business to gain an in-depth and applied understanding of the complexities and functions of finance professionals in a globally competitive and rapidly changing business and economic environment. This specialized degree program is designed to address major financial issues facing multinational firms such as capital sourcing, foreign and domestic investment risk, financial performance assessment, and financial forecasting and planning. The coursework supporting this program draws heavily on actual business firms’ financial practice and experience and the distinctive differences between operating a purely domestic versus a global or international business. This program prepares students upon graduation to assume management-level positions, which require an understanding of the tools and techniques used in sophisticated financial analysis, planning and forecasting as well as current business financial functions and practice. Students graduating from this degree program are expected to have a demonstrable set of skills and knowledge that makes them very attractive employment candidates for business firms seeking new financial management-level talent.

MASTER OF SCIENCE IN FINANCE MANAGEMENT DEGREE PROGRAM COURSE REQUIREMENTS

I. Required Core Courses

BA	301	Managerial Economics*	3
BA	303	Finance Management	3
BA	306	Business Research Methodology*	3
BA	340	Managerial Accounting and Financial Control	3
BA	482	Business Strategy and Decision-Making for Finance Management	4

Total MS in FM Core Courses: 16 Units

*These courses may be replaced with other courses by the Program Director for a cohort group pursuing a specific interest.

II. MS in FM Elective Courses

Students should choose five (5) of the following courses:

BA	414	International Finance	4
BA	444	International Securities and Foreign Exchange	4
BA	445	Commercial Banking and Lending	4
BA	460	Quantitative Methods for Business and Finance Management	4
BA	463	Investment Science	4
BA	464	Investments (Real Estate)	4
BA	465	Investments (Stock Market)	4
BA	466	Econometrics	4
BA	467	Credit Risk Management	4
BA	492	Graduate Internship and Report in Finance and Investments	4

Total MS in FM Elective Courses: 20 Units

Total Required for the MS in FM Degree..... 36 Units

Required for the MS in FM Degree with Foundation Courses up to 54 Units

UNIT AND GRADUATION REQUIREMENTS FOR MS IN FM DEGREE

To receive the MS degree, students should satisfy the grade and GPA requirements described in the chart on page 41 and course requirements summarized in the chart below (a maximum of 9 credit units can be transferred from other institutions of higher education and a maximum of 18 units from a different graduate program at Lincoln University).

SUGGESTED COURSE SEQUENCING FOR MS IN FM DEGREE PROGRAM

A specific sequence of courses in the MS program is not required. A course BA 482 "Business Strategy and Decision-Making for Finance Management" should be taken in the student's last term of the coursework. The course serves as the capstone course for this degree program and includes the qualifying exam required for graduation. Course BA 492 can be extended for a second term for one additional unit.

MASTER OF SCIENCE IN FINANCE MANAGEMENT DEGREE PROGRAM CHART

Core Courses (16 units)	Grade	Foundation Courses (up to 18 units)	Grade
BA 301 – Managerial Economics		1.	
BA 303 – Finance Management		2.	
BA 306 – Business Research Methodology		3.	
BA 340 – Managerial Accounting and Financial Control		4.	
BA 482 – Business Strategy and Decision-Making in FM		5.	
Elective Courses (20 units)	Grade	6.	
1.			
2.			
3.			
4.			
5.			

DOCTOR OF BUSINESS ADMINISTRATION (DBA) DEGREE

The Doctor of Business Administration (DBA) program at Lincoln University is an advanced professional and academic degree program preparing students for teaching and research positions within universities and/or the pursuit of careers in management or consulting at senior levels. The purpose of the program is to educate students in the concepts and techniques needed to understand a range of business disciplines and to conduct research on issues arising in professional business practice.

The program objectives are: 1) provide students with the opportunity to learn the latest academic theories, concepts, techniques and applications with emphasis on teaching, research, practice in the field of concentration, and consulting, 2) extend the knowledge, expertise and skill of students through the application of research to business problems and issues by including internships, teaching experiences, and special study projects as a part of the curriculum, 3) develop the student’s ability to carry out independent research at an advanced level, and enhance their ability to deliver their ideas, research methodology and findings by means of formal presentations with critiques of their analytical, written, oral and media presentation skills in business, professional, and educational environments, 4) create opportunities for Lincoln University’s bachelor’s and master’s degree students to continue their business education by undertaking the doctoral degree course of study.

DBA GENERAL REQUIREMENTS

Students’ applications and admissions to the Lincoln University DBA program are open for both resident and foreign applicants. Lincoln University seeks students with undergraduate or master’s degrees in research-based fields such as mathematical sciences (math, engineering, statistics, computer sciences), business, social sciences (e.g. psychology, sociology, economics, political science), or the health or physical sciences (e.g. physics, chemistry, biology, etc.). Students with prior research experience are particularly well suited to pursue a doctoral degree. Students who have an established record of business or professional work experience will also find this DBA program to be of significant value in preparing for academic careers or career advancement in the business sector. Additionally, students currently working or seeking positions in the government sector will find the doctoral curriculum both relevant and supportive of their career objectives.

Students applying to the DBA program will find that the admission criteria require demonstrated knowledge, skills and experience sufficient to give an expectation of successful completion of this advanced academic degree program. The intent of the high admission standards and careful applicant screening is

to ensure a doctoral student population that is well qualified and motivated to achieve a successful outcome in the program. Those admitted are highly likely to complete the DBA program in a manner that provides great pride in their accomplishment for the student and for Lincoln University.

Title IV federal financial aid is not offered to students in the DBA program.

DBA ADMISSION REQUIREMENTS

Consideration for admission to the University DBA program requires the following documentation:

1. The application statement with the applicant's objectives for seeking a doctorate in business including intellectual curiosity, interest in pursuing academic research, research experience (not mandatory), and relevance of their academic or professional experience and future career;
2. Three letters of recommendation (this requirement is waived for students having received Lincoln University MBA degree): the letters should evaluate the applicant's capacity to do research and successfully complete the requirements of the DBA program;
3. Full transcripts showing graduation with at least a bachelor's degree from an accredited degree-granting institution, with a cumulative grade point average of 3.0 or above on a scale of 4.0. Applicants completing prior education out of the USA should provide the transcripts with notarized English translation, and may be required to conduct the transcripts evaluation;
4. A GMAT (550 minimum score) or GRE (1000 minimum score) is required. This requirement is waived for applicants having a master's degree with a GPA 3.3 or above, or for conditionally enrolled students with a GPA 3.5 or above during their first term of the program;
5. Applicants from schools where English is not an official educational language should provide results of TOEFL at a minimum of 550 (paper-based) or equivalent results of other recognized English language tests, or earn proper results of the English test on campus (see page 13).

Conditional admission to the Lincoln University Doctor of Business Administration program may be granted to an applicant who shows high promise but does not meet all of the requirements necessary for full acceptance. Determination of high promise can be made by the Program Director and is based on the applicant's GMAT or GRE scores, application personal statement, letters of recommendation, or review of his/her prior academic transcripts. Applicants who receive a conditional admission are required to achieve at least a cumulative grade point average of 3.3 in the first nine units of work undertaken in the DBA program. Students achieving this academic record will have the conditional status removed. Otherwise the student is subject to dismissal after the first term of enrollment.

PROGRAM DELIVERY AND SCOPE

In general, the Lincoln University DBA program coursework is delivered by the Lincoln University professors using a face-to-face educational mode on a semester basis. Some academic coursework including internship, special projects, and dissertations' supervision may be provided in a special studies format (see page 26). When the student's research or study assignment requires him/her to be away from campus, selected core or elective concentration courses may also be offered as special studies.

The majority of students accepted into the DBA program are expected to be in full-time attendance and available to take classes as scheduled during the University's normal operating hours. Students are also expected to be continuously enrolled in the DBA program courses throughout their entire program of study unless specific individual exceptions are granted.

Students admitted to the DBA program on a part-time basis will need to arrange their work schedule so that they have the ability to take courses and make progress toward earning the doctoral degree in a reasonable and timely manner.

Special study options supervised through appointments or by electronic communications by the university faculty may be offered on a limited basis to DBA students who wish to maintain progress toward their degree but have work, family or home country issues that require them to be off campus.

DBA PROGRAM COMPOSITION

The Lincoln University DBA is a structured degree program requiring of a minimum of 93 graduate units of academic credit for graduation, including 54 required core courses credits, 27 concentration courses credits including 4 credits for an internship, and 12 dissertation or research credits. Some credits of the core or concentration courses may be satisfied through granting of transfer graduate credits for newly

admitted DBA students with Master's degrees. The granting of transfer credits toward the DBA degree will be based on a careful review of the student's graduate transcripts and detailed comparison of already completed courses to the content of each applicable DBA course. Students will need to support their transfer credit request with course syllabi from the institution awarding credit. Students who do not have a business degree may also request consideration for transfer credits where they can provide evidence of having successfully completed an equivalent of a DBA course at the graduate level.

Students admitted to the DBA program with undergraduate degrees can elect to complete an MBA degree while pursuing their doctorate. The prescribed course of study for the MBA degree is comprised of the successful completion of the 12 three-unit core or concentration courses and a final comprehensive qualifying exam, or 11 courses and a Master's research project or an internship report.

DBA concentration and research project (dissertation) courses will be developed and offered on a time-phased basis. The scheduling of these courses will be based on expected student readiness to take them, as evidenced by the completion of a majority of the core courses.

The matriculation time frame that will apply to DBA students is as follows:

1. Courses for the first two years (3-4 courses per fall and spring semester) will be sequenced to enable the student's completion of the program's block of core and concentration courses equivalent to an MBA degree completion.
2. Courses for the third year will be scheduled for the completion of core courses, and preparation for the comprehensive qualifying exam.
3. Qualifying exams will be administered upon completion of all required core and at least 20 credits of the concentration coursework. If the exam is successfully passed, it is followed by a faculty-approved dissertation topic, and the title of a Doctoral Candidate.
4. Courses for the fourth year consist of concentration: elective, special dissertation preparation, research courses, and internships.
5. Courses in the fifth year will be sequenced as follows: successful completion of all required coursework and internship, research seminars, and exams; the written report and oral defense of the dissertation, which culminates with graduation, and award of the DBA degree.
6. Some foundation courses can be required for students whose previous education was not in the fields of business or economics. See the MBA program description on page 35 for the details.

DBA COURSE STRUCTURE (The courses' descriptions are given on pages 63-70.)

The required DBA Core courses (300 level) consist of 54 credit hours: 51 credits of 3-credit courses and a 3-credit seminar devoted to Higher Education, which will require students' preparation of individual oral presentation as teaching practice.

DBA Concentration courses (400 level) consist of lecture and a faculty-supervised practicum component. The lecture component consists of 45 hours of a lecture contact and is classroom-based. The practicum component is based on an instructor-approved independent study project that should be research-based, and consists of 45 hours of out-of-classroom work. Student study projects must be submitted to and approved by the course instructor at the beginning of the course, and, under normal circumstances, be completed by the end of the current semester. Supervision of the study project by the instructor will include continuous monitoring of the student's progress in terms of their study project's stated objectives, evaluation of the student's final written project report, and its oral presentation. This will give students consulting experience. These courses are 4 credit hours including both lecture and practical components. Graduate Internship and Report (BA 492 and BA 494) courses are focused on a specific student internship and an analytical report about it with total supervised work of at least 180 hours. The course is finalized by a written document (1 credit), reviewed by a DBA faculty advisor and its oral presentation.

Doctoral Research seminars (500 level) are designed to build student scholarly research skills in the concentration fields (BA 501, BA 502) or focused on a specific student research project (BA 510). Course lectures include the identification of productive areas for research and discussions of the research process. Class discussions are focused on providing students with the knowledge and skills they need to pursue assigned individual research projects. Students are required to make a formal presentation to the class covering their research methodology, data gathering process, research results and conclusions. Presentations will be discussed and critiqued by fellow students and the instructor in order to help students improve both their research skills and their ability to support and defend their conclusions based on the information which their research has developed. These seminars are 3 credit hours each.

DBA Dissertation courses I, II, III (upper 500 level) include student meetings with assigned faculty dissertation advisors as well as the time students invest in the selection of their research topic, data

gathering, data analysis and interpretation, dissertation preparation and defense. These are 3 credit hours courses, which correspond to at least 135 hours of research work for each course.

TRANSFER OF CREDITS

A maximum 18 units of graduate work with a grade of “B” or better from recognized schools may normally be accepted as transfer credits for the DBA degree. In some cases, up to 18 additional graduate units may be transferred at the discretion of the Chief Academic Officer for students with a master’s degree in fields of business or economics. The process may require the student’s interview. The awarding of credits for coursework completed at any other institution is at the sole discretion of Lincoln University. The transferred credits cannot be earned more than 10 years before the transfer.

Credits accepted on transfers are recorded, but quality points from other institutions are not included in the GPA and Satisfactory Academic Progress (SAP) calculations. The maximum time for a degree completion (MTDC) is influenced by the transferred credit units, calculated during registration, and is determined by the formula: MTDC (in years) = 7.5 – (the number of transferred credit units)/18.

Transferred credit units also influence SAP by redefining the required minimum credit units earned (course completion percentage) at each point of evaluation: transfer credit units should be added to the second from right colon (minimum credit units must be earned) in the chart below. Students who seek to earn an additional concentration and wish to use a part of credit units received earlier are treated in the same way as students transferring credits from other schools.

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the DBA program are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the University DBA degree program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken):

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
DBA Degree	36	End of 1st Academic Year	12	3.0
	72	25% of MTDC	24	3.0
	108	End of 3rd Academic Year	36	3.1
	140	50% of MTDC	48	3.1
	140	End of 5th Academic Year	60	3.2
	140	End of 6th Academic Year	74, qualifying exam passed	3.2
	140	End of 7th Academic Year	86	3.2
	140	100% of MTDC (7.5 years)	93	3.2

* Units attempted means courses’ units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

DBA PROGRAM CONTENT

Ninety-three (93) graduate units represent the minimum requirement for the DBA degree.

DOCTOR OF BUSINESS ADMINISTRATION DEGREE COURSE REQUIREMENTS

I. Required Core Courses *

BA	301	Managerial Economics	3
BA	302	Principles of Management	3
BA	303	Finance Management	3
BA	304	Marketing Management	3
BA	305	Project Management	3
BA	306	Business Research Methodology	3
BA	307	Operations Management	3

BA	308	Human Resources Management	3
BA	309	Ethics of Business Management	3
BA	310	International Economics	3
BA	320	Organization Behavior and Administration	3
BA	330	Entrepreneurship	3
BA	340	Managerial Accounting and Financial Control	3
BA	350	Management Information Systems	3
BA	360	Quantitative Methods for Business and FM	3
BA	370	Communications in Leadership and Negotiations	3
BA	380	Business Strategy and Decision-Making	3
BA	388	Seminar on Higher Education	3

Total DBA Core courses:54 Units

* One or two of these courses may be substituted for a cohort group pursuing a specific concentration.

II. DBA Concentrations

Students should choose a concentration to complete the requirements for the DBA degree. Currently Lincoln University offers two concentrations: **Finance and Investments and Human Resources Management**. A personal concentration may be created by a student with the recommendation of the advisor and the permission of the program director.

A. Finance and Investments

The Finance and Investments (FI) concentration emphasizes various aspects of American and international finances. Stress is placed on the use of finance as a management tool. Theoretical foundations in the concentration of Finance and Investments, supplemented by practical application from the Internship requirement, result in the program **concentration objectives** as follows:

1. Teaching opportunities result from the increased knowledge and applications from the world of international finance and banking, to the theoretical structures of financial engineering and investment science, coupled with an understanding and integration of credit risk management, benefiting clients from the world of business;
2. Ability to perform significant and relevant research studies, is based on fundamentals from the core structure in the Doctor of Business Administration program, with direct application and relevance to the world of finance and investments;
3. Foundation for consulting in the field of Finance and Investments stems from the theoretical study in the subject, complemented by the hands-on practical application from the internship setting.

Choose 5 (20 units) of the following 400-level courses

BA	414	International Finance	4
BA	415	International Business and Investment Strategy	4
BA	443	International Banking	4
BA	444	International Securities and Foreign Exchange	4
BA	445	Commercial Banking and Lending	4
BA	463	Investment Science	4
BA	464	Investments (Real Estate)	4
BA	465	Investments (The Stock Market)	4
BA	466	Econometrics	4
BA	486	Special Topics in Business Administration (FI)	4

and take the required

BA	492	Graduate Internship and Report in FI	4
BA	501	Doctoral Research Seminar in FI	3

Total DBA FI Concentration courses:27 Units

B. Human Resources Management

The Human Resources Management (HRM) concentration provides courses in human, social, legal, and psychological aspects, important for the future HR managers. The concentration in HRM arms successful graduates with the tools to understand and apply the dynamics of the personal element in the field of study, tempered by the practical experience acquired with the applied Internship. This has direct

application to the **program objectives** relative to: teaching, research, practical application in the field, and consulting, as follows:

1. Teaching opportunities exist in the field of both National and International Management, with an appreciation and understanding of the social elements applied to Business Administration;
2. Theoretical and applied research options are tempered and supplemented with an understanding of the political, legal, sociological, and psychological aspects of dynamics within the field of study;
3. Consulting opportunities in the subject of Business Administration, requiring recognition of the significance of human elements in the social environment, are acquired through the study of both theory and practice, providing a unique blend of skills and competencies applicable to systems of management and administration.

Choose 5 (20 units) of the following 400-level courses

BA	416	International Management	4
BA	417	Political and Legal Aspects of International Business	4
BA	423	Organizational Development	4
BA	424	Leadership Development	4
BA	431	Social Environment of Business	4
BA	436	Human Factors in Small Businesses	4
BA	437	Personnel Law	4
BA	486	Special Topics in Business Administration (HRM)	4

and take the required

BA	494	Graduate Internship and Report in HRM	4
BA	502	Doctoral Research Seminar in HRM	3

Total DBA HRM Concentration courses:27 Units

DBA Degree Qualifying Examination

Qualifying exams are required for all DBA students who have completed all of their core coursework, at least 12 units of concentration courses, and are ready to begin the dissertation research and seminars. Students passing the exam are elevated to a candidacy status in the doctoral program and fulfill all degree requirements upon the completion and successful defense of their dissertation. Qualifying examination fees are equal to the fee of one doctoral-level unit. The examination may be arranged twice every semester during the first week and the week of finals.

The DBA qualifying examination is to demonstrate students' knowledge acquired through the program as well as their ability of independent thinking and delivering the information to a business community or to their students in the future.

- The examination is oral in nature with the duration of 120 minutes: 60 minutes for the preparation and 60 minutes for the answers.
- An examination committee consists of at least 3 members selected from the Lincoln University administration and faculty including one from the field related to the student's concentration.
- Students randomly pick two tokens with questions from the Core Business Topics section and one token from the students' Concentration section.
- Students are to answer two questions from the Core Business Topics selected by tokens and two questions from the students' Concentration section. One selected by the token and another question selected and prepared by the student by his/her choice before the examination. The questions are given to students at least one month ahead.
- Students' answers should be prepared and delivered as 4 short lectures of a course on the selected topics (8-10 minutes for each).
- Each question contains a certain statement (similar to a course description) or may have a problem that should be resolved at the end of the presentation answer.
- Students' presentations should provide definitions of major terms in each question, discussion of their relations and needs, and a conclusion. It is not required that students' conclusions support the statements provided by the exam committee, but students should give their arguments and try to convince the committee of their opinions.

III. DBA Research Project (Dissertation)

Each DBA candidate is required to complete the program by writing a DBA research project or a dissertation. This results in a defense or a report presentation talk for a graduate committee including a member from another appropriately accredited institution within the subject area. The project’s topic must be related to the student’s area of concentration and be approved by an advisor and the Program Director. Students should complete the dissertation, taking the following courses during at least 3 semesters. Grades for BA 597–599 are CR or NC only.

BA	510	DBA Dissertation Seminar	3
BA	597	DBA Dissertation I (advisor / topic selection, data collection)	3
BA	598	DBA Dissertation II (data analysis and interpretation)	3
BA	599	DBA Dissertation III (dissertation preparation and defense)	3

Total Required for the DBA Dissertation 12 Units

Dissertation Research Seminars and Library Fees

Students in the research project stage of matriculation for the DBA degree must maintain satisfactory status with the University and are required to enroll in the sequence of doctoral dissertation courses needed for the development and completion of the dissertation. Special fees are established to students entering this phase of the DBA program and will apply to all the dissertation sequence courses. Due to extended use of the library resources and required membership in the University of California library system, the DBA Dissertation Library Fee of \$100 (as of Fall 2015) per semester is imposed on the students during the research stage of the program.

UNIT AND GRADUATION REQUIREMENTS FOR DBA DEGREE

Completion of a minimum of 93 units of graduate coursework, including core requirements, specific area of concentration requirements, and DBA dissertation defense with the cumulative GPA of 3.2 or higher. Students should fill grades in the following program chart to receive the degree.

DOCTOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM CHART

Core Courses: 54 units		Grade		Grade	
BA 301		BA 310			
BA 302		BA 320			
BA 303		BA 330			
BA 304		BA 340			
BA 305		BA 350			
BA 306		BA 360			
BA 307		BA 370			
BA 308		BA 380			
BA 309		BA 388			

Concentration Courses: 27 units. Choose 5 courses (400 level) of your concentration.

1.		4.	
2.		5.	
3.			
BA 492 or 494 – Graduate Internship and Report (4 units)		BA 501 or 502 – Doctoral Research Seminar (3 units)	

DBA Qualifying Examination – upon completion of all required core and 12 units of concentration courses

DBA Research Project (Dissertation Courses): 12 units

BA 510 – DBA Dissertation Seminar (3 units)		BA 597 – DBA Dissertation I (3 units)	
BA 598 – DBA Dissertation II (3 units)		BA 599 – DBA Dissertation III (3 units)	

SUGGESTED COURSE SEQUENCING FOR DBA DEGREE PROGRAM

A specific sequence of courses in the DBA program is not required. It is suggested that a student discusses the schedule with the Program Director before attending classes.

TIME LIMITATION FOR DBA DEGREE COMPLETION

A time limitation for receiving the DBA degree at Lincoln University is established to ensure that the degree represents mastery of current knowledge in the field of study. Time is counted from the beginning of student enrollment into the program. All requirements leading to the degree must be completed within seven and a half (7.5) years from the date of admission (six years in case of transfer credits for MBA) and within three years from the date of advancement to candidacy, regardless of any leave of absence taken. Academic credits beyond the 7.5 years date will be deemed “no longer applicable”. Petition for exception to the policy may be directed to the Chief Academic Officer or the Program Director for consideration and determination. If the petition is approved, the student may have options of repeating academic credits affected by the policy or elect an alternative that requires the student to establish competency with course objectives and learning outcomes the coursework affected. The candidate has the following options:

- Request another course to substitute for the course outdated; or
- Repeat the outdated course without credit; or
- Revalidate the outdated Lincoln University course by examination.

ALLIED HEALTH STUDIES

The Lincoln University studies in Diagnostic Imaging with concentrations in Sonography, Vascular Ultrasound and Echocardiography are dedicated to provide high-quality education and training that leads to employment as a competent, ethical health care professional, and results in the Bachelor of Science Degree and the Certificate. The programs emphasize the necessity of professional development and life-long learning. They include academic activities and externships that enable graduates to develop a knowledge base for the use of diagnostic ultrasound imaging and echocardiography equipment for testing of the human body. They also provide students with the knowledge of clinical skills, problem-solving abilities and interpersonal skills.

Sonography, Vascular Ultrasound, and Echocardiography technology are rapidly expanding allied health fields where the needs for professionals continue. Graduates have opportunities for employment in: hospitals, clinics, physician's offices, mobile services, and also in research, management, marketing, administration of sales and product development for equipment manufacturers.

BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING DEGREE

The **Bachelor of Science in Diagnostic Imaging Degree** at Lincoln University consists of 45 units of General Education, 16 units of Core, 34 units of General Ultrasound, 21 units of a Concentration and Elective courses, and 6 units of Externships supervised by certified advisors.

Students may choose one of three concentrations, and will be eligible to perform clinical practice in two externship rotations. Currently students who successfully completed the Bachelor of Science degree program qualify for the American Registry for Diagnostic Medical Sonography (ARDMS) national board examination and the consequent licensing.

Upon completion of the program, students should be able to examine patients at various medical facilities, perform ultrasound procedures, and manage and direct operations in ultrasound labs.

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the Bachelor of Science degree program are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the University BS degree program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken):

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
BS in DI Degree	48	End of 1st Academic Year	21	2.0
	72	25% of MTDC	30	2.0
	96	End of 2nd Academic Year	42	2.0
	144	50% of MTDC	61	2.0
	183	End of 4th Academic Year	84	2.0
	183	End of 5th Academic Year	105	2.0
	183	100% of MTDC (6 years)	122	2.0

* Units attempted means courses' units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING DEGREE PROGRAM COURSE REQUIREMENTS

I. General Education (see description on page 29)

1.	Natural Sciences (SCI 10, SCI 31)		6
2.	Social Sciences (HIST 10, ECON 10)		6
3.	Humanities (HUM 10, PSYCH 10, BA 109)		9
4.	English (ENG 75, ENG 82A)		6
5.	Mathematics and Statistics (MATH 10, BA 45)		6
6.	Computer Science and Software (CS 10, BA 146)		6
7.	Administration (BA 10, BA 110)		6

Total Required for General Education 45 Units

II. Core Courses

DI	10	Physical Principles of Ultrasound	3
DI	20	Medical Terminology	3
DI	30	Anatomy and Physiology	3
DI	110	Ultrasound Principles and Protocols	4
DI	210	Advanced Ultrasound Physics and Technology	3

Total Required for Core Courses 16 Units

III. General Ultrasound Courses

DI	114	Vascular Anatomy and Hemodynamics	3
DI	115	ECG and Arrhythmias Interpretation	3
DI	120	OB/GYN Ultrasound I	4
DI	124	Peripheral Vascular	4
DI	125	Introduction to Echocardiography	4
DI	130	OB/GYN Ultrasound II	3
DI	140	OB/GYN Scanning (Lab)	3
DI	150	Abdomen and Small Parts I	4
DI	160	Abdomen and Small Parts II	3
DI	170	Abdomen and Small Parts Scanning (Lab)	3

Total Required for General Ultrasound Courses 34 Units

IV. Areas of Concentration and Electives (complete one of A, B, or C concentrations)

A. Sonography and Electives

DI	231	Advanced OB/GYN Ultrasound	4
DI	241	Advanced OB/GYN Scanning (Lab)	3
DI	251	Advanced Abdomen and Small Parts	4
DI	261	Advanced Abdomen and Small Parts Scanning (Lab)	3
Electives		DI 234 and DI 244 or DI 235 and DI 245	7

Total Required for Sonography Concentration..... 21 Units

B. Vascular Ultrasound and Electives

DI	234	Abdominal Vascular	4
DI	244	Vascular Scanning (Lab)	3
DI	254	Transcranial Doppler	4
DI	264	Vascular and Transcranial Scanning (Lab)	3
Electives		DI 231 and DI 241 or DI 235 and DI 245	7

Total Required for Vascular Ultrasound Concentration 21 Units

C. Echocardiography and Electives

DI	235	Echo Imaging	4
DI	245	Echo Scanning (Lab)	3

DI	255	Advanced Echo Imaging	4
DI	265	Advanced Echo Imaging (Lab)	3
Electives	DI 231 and DI 241 or DI 234 and DI 244		7
Total Required for Echocardiography Concentration			21 Units

V. Externships

DI 281/284/285 A	Practicum / Externship I	3
DI 281/284/285 B	Practicum / Externship II	3
Total Required for Externships		6 Units
Total Required for the Bachelor of Science in Diagnostic Imaging Degree		122 Units

Students should complete the program chart below to receive the Lincoln University Bachelor of Science in Diagnostic Imaging Degree. (A maximum of 72 educational and 6 externship credit units can be transferred from other institutions of higher education or obtained from work experience. DI courses' units can be transferred from diagnostic imaging programs only.)

GENERAL EDUCATION (45 units)

MATH 10		ENG 75		BA 10	
SCI 10		ENG 82A		BA 45	
SCI 31		HIST 10		BA 109	
CS 10		HUM 10		BA 110	
ECON 10		PSYCH 10		BA 146	

CORE COURSES (16 units)

DI 10		DI 20		DI 30		DI 110		DI 210	
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GENERAL ULTRASOUND COURSES (34 units)

DI 114		DI 115		DI 120		DI 140		DI 160	
DI 124		DI 125		DI 130		DI 150		DI 170	

CONCENTRATIONS AND EXTERNSHIPS (27 units)

Sonography Concentration (14 units)

Electives (7 units)

Externships (6 units)

DI 231		DI 251		DI 234 or DI 235		DI 281 A	
DI 241		DI 261		DI 244 or DI 245		DI 281 B	

Vascular Ultrasound Concentration (14 units)

Electives (7 units)

Externships (6 units)

DI 234		DI 254		DI 231 or DI 235		DI 284 A	
DI 244		DI 264		DI 241 or DI 245		DI 284 B	

Echocardiography Concentration (14 units)

Electives (7 units)

Externships (6 units)

DI 235		DI 255		DI 231 or DI 234		DI 285 A	
DI 245		DI 265		DI 241 or DI 244		DI 285 B	

SUGGESTED COURSE SEQUENCING FOR THE BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING DEGREE PROGRAM*

YEAR ONE

Fall

DI	20	Medical Terminology	3
MATH	10	College Mathematics	3
PSYCH	10	Fundamentals of Psychology	3
SCI	10	Physical Science	3
SCI	31	Human Biology	3

Spring

DI	10	Physical Principles of Ultrasound	3
DI	30	Anatomy and Physiology	3
CS	10	Introduction to Computer Science	3
ENG	75	Critical Thinking	3
HIST	10	World History	3

Summer

DI	110	Ultrasound Principles and Protocols	4
DI	115	ECG and Arrhythmias Interpretation	3

YEAR TWO

Fall

DI	114	Vascular Anatomy and Hemodynamics	3
DI	120	OB/GYN Ultrasound I	4
DI	125	Introduction to Echocardiography	4
HUM	10	Introduction to Humanities	3

Spring

DI	124	Peripheral Vascular	4
DI	130	OB/GYN Ultrasound II	3
DI	150	Abdomen and Small Parts I	4
BA	10	Introduction to Business	3

Summer

DI	140	OB/GYN Scanning (Lab)	3
DI	160	Abdomen and Small Parts II	3

YEAR THREE

Fall

DI	170	Abdomen and Small Parts Scanning (Lab)	3
BA	109	Business Ethics	3
Elective (1)		(Concentration Course)	4
A. Sonography			
DI	231	Advanced OB/GYN Ultrasound	4
B. Vascular Ultrasound			
DI	234	Abdominal Vascular	4
C. Echocardiography			
DI	235	Echo Imaging	4

Spring

DI	210	Advanced Ultrasound Physics and Technology	3
BA	45	Statistics	3
Elective (2)		(Concentration Course)	3
A. Sonography			
DI	241	Advanced OB/GYN Scanning (Lab)	3
B. Vascular Ultrasound			
DI	244	Vascular Scanning (Lab)	3
C. Echocardiography			
DI	245	Echo Scanning (Lab)	3

Summer

ENG	82A	Written Communications	3
A. Sonography			
DI	251	Advanced Abdomen and Small Parts	4
B. Vascular Ultrasound			
DI	254	Transcranial Doppler	4
C. Echocardiography			
DI	255	Advanced Echo Imaging	4

YEAR FOUR**Fall**

BA	146	Applications Software	3
Elective	—	(General Education Course)	3
A. Sonography			
DI	261	Advanced Abdomen and Small Parts Scanning (Lab)	3
DI	281 A	Practicum / Externship I in Sonography**	3
B. Vascular Ultrasound			
DI	264	Vascular and Transcranial Scanning (Lab)	3
DI	284 A	Practicum / Externship I in Vascular Ultrasound**	3
C. Echocardiography			
DI	265	Advanced Echo Imaging (Lab)	3
DI	285 A	Practicum / Externship I in Echocardiography**	3

Spring

BA	110	Management Principles	3
A. Sonography			
DI	281 B	Practicum / Externship II in Sonography**	3
B. Vascular Ultrasound			
DI	284 B	Practicum / Externship II in Vascular Ultrasound**	3
C. Echocardiography			
DI	285 B	Practicum / Externship II in Echocardiography**	3

* The order of major courses can be changed only with permissions of an advisor and the program director.

** Externship courses DI 281/284/285 A and DI 281/284/285 B have to be completed in the maximum of one year each. If the full required grading package is not provided in one year after a course beginning, the grade "NC" is recorded, and the student should re-register for the course with 3 units.

ULTRASOUND TECHNICIAN CERTIFICATE PROGRAM

Lincoln University offers education and training on a certificate level that lead to employment in a variety of allied health professions. Graduates have opportunities for employment in hospitals, clinics, physicians' private offices, imaging centers, mobile services, and also in marketing, sales and product development for the equipment manufacturers. The program is designed for those who need a desirable job that is always in demand, and for those who are already working and would like to study more. Simultaneously, students receive academic credit for the courses, which may apply to a degree program in the future.

Diagnostic ultrasound technology is a rapidly expanding allied health field where the need for technicians continues. The program consists of five (5) modules with a total of 86 units and 1830 contact hours and with three possible areas of concentration: Sonography, Vascular Ultrasound and Echocardiography. It is a choice of a student to select a concentration. An ultrasound technician is a skilled professional who uses equipment producing high-frequency sound waves to create diagnostic images and data that help health care professionals to diagnose patients with disease. Ultrasound imaging is used on many parts of the body, including the abdomen, blood vessels, heart, and the developing fetus of a pregnant woman. After an extensive and comprehensive educational process, the technician with Echocardiography concentration is qualified to perform examinations the primary role of which is to obtain images of the heart, including hemodynamic information. This requires great performance skills and also understanding of cardiac anatomy, physiology, and pathology.

GRADE AND ACADEMIC PROGRESS REQUIREMENTS

Students enrolled in the Ultrasound Technician Certificate program are expected to maintain their grades corresponding to the policy of satisfactory progress (pages 23-25) and the following chart. The chart specifies the criteria for achieving satisfactory academic progress for full-time students (no transfers) in the Certificate program based on the allowable maximum number of semester credit hours attempted (part-time students are evaluated proportionally to the taken part of a program; students who changed their program will be evaluated on all courses taken):

Program	Maximum Units Attempted*	Evaluation Point	Minimum Credit Units Earned	Minimum Cumulative GPA
Ultrasound Technician Certificate	48	End of 1st Academic Year	19	2.0
	54	25% of MTCC	22	2.0
	96	End of 2nd Academic Year	39	2.0
	108	50% of MTCC	43	2.0
	130	End of 4th Academic Year	77	2.0
	130	100% of MTCC (4.5 years)	86	2.0

* Units attempted means courses' units for which the students have incurred a financial obligation or for which any university scholarship funds have been disbursed.

ULTRASOUND TECHNICIAN CERTIFICATE PROGRAM COURSE REQUIREMENTS

Program length is a maximum of 112 weeks for a full-time student taking daytime or evening classes.

Course Number	Course Names and Modules	Lecture Hours	Lab Hours	Externship Hours	Total Contact Hours	Units
MODULE 1: Foundation Courses						
SCI 10	Physical Science	45	0	0	45	3
SCI 31	Human Biology	45	0	0	45	3
CS 10	Introduction to Computer Science	45	0	0	45	3
MODULE 2: Core Courses						
DI 10	Physical Principles of Ultrasound	45	0	0	45	3
DI 20	Medical Terminology	45	0	0	45	3
DI 30	Anatomy and Physiology	45	0	0	45	3
DI 110	Ultrasound Principles and Protocols	45	30	0	75	4
DI 210	Advanced Ultrasound Physics and Technology	45	0	0	45	3
MODULE 3: General Ultrasound Courses						
DI 120	OB/GYN Ultrasound I	45	30	0	75	4
DI 130	OB/GYN Ultrasound II	45	0	0	45	3
DI 140	OB/GYN Scanning (Lab)	0	90	0	90	3
DI 150	Abdomen and Small Parts I	45	30	0	75	4
DI 160	Abdomen and Small Parts II	45	0	0	45	3
DI 170	Abdomen and Small Parts Scanning (Lab)	0	90	0	90	3
DI 114	Vascular Anatomy and Hemodynamics	45	0	0	45	3
DI 124	Peripheral Vascular	45	30	0	75	4

DI 115	ECG and Arrhythmias Interpretation	30	30	0	60	3
DI 125	Introduction to Echocardiography	45	30	0	75	4
MODULE 4: Concentration Courses						
A. Sonography and Electives						
DI 231	Advanced OB/GYN Ultrasound	45	30	0	75	4
DI 241	Advanced OB/GYN Scanning (Lab)	0	90	0	90	3
DI 251	Advanced Abdomen and Small Parts	45	30	0	75	4
DI 261	Advanced Abdomen and Small Parts Scanning (Lab)	0	90	0	90	3
Elective	DI 234 or DI 235	45	30	0	75	4
Elective	DI 244 or DI 245	0	90	0	90	3
B. Vascular Ultrasound and Electives						
DI 234	Abdominal Vascular	45	30	0	75	4
DI 244	Vascular Scanning (Lab)	0	90	0	90	3
DI 254	Transcranial Doppler	45	30	0	75	4
DI 264	Vascular and Transcranial Scanning (Lab)	0	90	0	90	3
Elective	DI 231 or DI 235	45	30	0	75	4
Elective	DI 241 or DI 245	0	90	0	90	3
C. Echocardiography and Electives						
DI 235	Echo Imaging	45	30	0	75	4
DI 245	Echo Scanning (Lab)	0	90	0	90	3
DI 255	Advanced Echo Imaging	45	30	0	75	4
DI 265	Advanced Echo Imaging (Lab)	0	90	0	90	3
Elective	DI 231 or DI 234	45	30	0	75	4
Elective	DI 241 or DI 244	0	90	0	90	3
MODULE 5: Externships*						
DI 281/284/285 A	Practicum/Externship I	0	0	135	135	3
DI 281/284/285 B	Practicum/Externship II	0	0	135	135	3
Total:		840	720	270	1830	86

* Externship courses DI 281/284/285 A and DI 281/284/285 B have to be completed in the maximum of one year each. If the full required grading package is not provided in one year after a course beginning, the grade "NC" is recorded, and the student should re-register for the course with 3 units.

The maximum time permitted for the certificate completion (**MTCC**) is four and a half (4.5) years for the academic part of the program for the full-time students (taking 12 units per semester at the minimum), or eight (8) years for the academic part of the program for part-time students.

A maximum of 48 credit units can be transferred from other institutions for the educational modules 1-4. DI courses' units can be transferred from diagnostic imaging programs only. Work experience in the field can be evaluated and counted as credit units for labs in modules 3 and 4, and for the externships (module 5). The maximum time for the certificate completion is influenced by the transferred credit units, calculated during the initial registration, and is determined by the formula:

$$\text{MTCC (in years, excluding externship)} = 4.5 - (\text{the number of transferred credit units})/24$$

INTENSIVE ACADEMIC ENGLISH PREPARATION (IAEP)

The Lincoln University Intensive Academic English Preparation (IAEP) follows the mission of the University by providing the English language skills essential to a university-level education. By developing prerequisite language skills, the IAEP supports students entering academic studies, including the University's general education, undergraduate and graduate programs in business administration, or allied health programs. The skill areas of reading, composition, grammar, listening comprehension, and speaking are taught. Although **the IAEP classes are non-credit**, the students are graded.

The IAEP strives to supplement classroom instruction by making available to the students the use of the computer lab. The lab has a qualified assistant available to help students during most open hours. The university library is also available for use by the IAEP students. The IAEP classes are small and conducted by qualified English instructors. The Faculty is qualified by academic background and experience. They also possess an understanding of cultural differences and are sensitive to the needs of international students. Faculty members are available to help with academic concerns as well as other issues. The delivery system for the IAEP combines classroom instruction with media enrichment and a variety of communicative experiences such as field trips and cultural events.

The IAEP can be given in different levels of difficulty. It emphasizes working with the student at his or her level and advancing to the targeted level of proficiency. Tutorial help is available when requested. A student wishing to continue education in the university's academic program after completing IAEP is required to take the English tests (described on page 13) on campus and to receive the passing score.

DESCRIPTION OF THE INTENSIVE ACADEMIC ENGLISH PREPARATION

Courses	Titles	Hours per week	
IAEP 1	Writing	4	NC
IAEP 2	Conversation / Speech	4	NC
IAEP 3	Reading Comprehension	4	NC
IAEP 4	Grammar	4	NC
IAEP 5	Vocabulary	4	NC
	English Open Lab	Optional	NC
	Total hours per week	20+	

Admission to the IAEP is open to international students who have completed the educational equivalent of U.S. high schools.

Fees and Schedule

Price: \$3,250 per sixteen weeks (\$650 per course); students are also subject to \$75 application fee and all regular miscellaneous fees.

Required Documentation for Application

1. Application Form;
2. One passport-size photograph;
3. Passport copy;
4. Bank statement or a letter showing a minimum balance of \$7,035 for the four months' educational and living expenses (for foreign students only).

COURSE DESCRIPTIONS

BUSINESS ADMINISTRATION – UNDERGRADUATE LEVEL COURSES

BA 10 – INTRODUCTION TO BUSINESS

A survey of the basic functions, objectives, and structure of a modern business within the framework of a free-enterprise system. The course focuses upon the specialization and interdependence of business function and skill in decision-making. It is a prerequisite for all business major courses except accounting and statistics. (3 units)

BA 42 – FINANCIAL ACCOUNTING

Introduction to basic accounting theory and procedures: balance sheet and each of its parts, assets, liabilities, income statement, statement of owners' equity, and the statement of changes in financial position and accounting system. The emphasis in this course is on procedure, while knowledge of the ruling principles will also be a requirement. (4 units)

BA 45 – STATISTICS

This course is designed for both the business major and for the non-business students without previous knowledge of statistics. Emphasis is on descriptive statistics and inferential statistics with relevant applications to solving problems, hypothesis testing and decision-making. Important statistical models and distributions will be discussed. (3 units) *Prerequisite: MATH 10 or MATH 15*

BA 109 – BUSINESS ETHICS

The course is an introduction to basic ethical theories and value systems. Topics include moral issues, codes of ethics, conflict of interest, social and fiduciary responsibilities, the work ethics, and other situations which arise within business environment. (3 units)

BA 110 – MANAGEMENT PRINCIPLES

The course is emphasizing management of organization structures achieving organizational objectives and fundamental concepts related to the practice of management in terms of the basic functions of planning, organizing, motivating, directing and controlling. (3 units) *Prerequisite: BA 10 or equivalent*

BA 115 – SMALL BUSINESS MANAGEMENT

Focus on the problems and profitable potentials for small business here and abroad. Areas covered include: starting, managing, marketing, and administering a small firm as well as legal and governmental considerations. Also discussed will be techniques of buying, selling, and evaluating a small firm. (3 units) *Prerequisite: BA 10 or equivalent*

BA 130 – INTRODUCTION TO INTERNATIONAL BUSINESS

The varied dimensions of doing business abroad will be covered in terms of patterns of international trade, foreign investments, social and political frameworks, the economic environment, national and international constraints, and problems of general management associated with planning, financing, marketing, personnel, and legal requirements. (3 units) *Prerequisite: BA 10*

BA 134 – PRINCIPLES OF IMPORT AND EXPORT MANAGEMENT

This course covers the major facets of the import-export transactions and procedures required to do business overseas successfully. The focus is on practical applications, ranging from understanding the objectives of parties involved in importing and exporting to basics of letters of credit, packaging, and transporting shipments. The instructor discusses cross-cultural differences, role of banks and freight forwarders; foreign currency management; and documents used in international trade. (3 units)
Prerequisite: BA 10 or equivalent

BA 135 – LEGAL FOUNDATIONS OF BUSINESS

Introduction is made to the legal system of the modern business world, to the definition and enforcement of common forms of legal obligations, the judicial system and practical aspects of business law. (3 units) *Prerequisite: BA 10 or equivalent*

BA 140 – FUNDAMENTALS OF FINANCE

Introduction to the financial management of a company. The course includes the study of the financial system, source of funds, different sectors of the economy affecting the business organization and adjustments to changes in capital structure, use of financial statements, planning, and forecasting. (3 units) *Prerequisite: BA 10 or equivalent*

BA 145 – REAL ESTATE PRACTICES

This course is an introduction to the real estate business with an emphasis on real estate investment. Topics include basic real estate terms, real estate financing, real estate appraisal and contracts. (3 units) *Prerequisite: BA 10*

BA 146 – APPLICATIONS SOFTWARE

A survey of the current available software programs used in business applications. Databases, spreadsheets and word processors are manipulated as well as methods for evaluating the efficacy of specific implementations in personal and shared information systems. This course is intended for the non-major with an interest in business data processing. (3 units) *Prerequisite: CS 10*

BA 150 – MARKETING

A study of marketing function in business and in society, with an analysis of buyer behavior and competitor actions. The crucial facets of products, price, distribution, and promotion form the center around which decision-making is examined, explained, and understood. (3 units) *Prerequisite: BA 10 or equivalent*

BA 156 – ADVERTISING

The course incorporates an examination of the principles and practices of the major strategies for the ethical promotion and sale of goods, services, and ideas; also an overview of such essential components of advertising and advertising research as media selection and buying, product and market testing, creative production, and account management. (3 units) *Prerequisite: BA 150 or equivalent*

BA 180 – PRINCIPLES OF HOTEL ADMINISTRATION

Included are the physical aspects of hotel operations, including organization, departmental classification and sales development of the hotel, methodology of handling credit cards, check cashing and collection of accounts receivable and basic laws governing employment, taxes, leases and insurance as they apply to the hotel and restaurant industry. (3 units) *Prerequisite: BA 110*

BA 215 – PRODUCTION MANAGEMENT

A study of operational systems, models and techniques related to production planning and control, methods analysis, cost effectiveness inventory management, work scheduling, wage determination and general organization analysis. (3 units)
Prerequisite: MATH 10

BA 217 – PERSONNEL MANAGEMENT

A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and other matters. (3 units)

BA 223 – ORGANIZATIONAL DEVELOPMENT

The course includes theoretical and experiential coverage of this management discipline. The course aims to improve the organization's culture and its human and social processes through a systematic change program. Both behavioral science and intuitive based assessment techniques are examined to give an integrated approach to organizational development; use of cases and role-play exercises. (3 units)

BA 225 – WORLD RESOURCES

World resources include minerals, organic raw materials, labor, capital, industrial bases and strategic locations and combinations of assets. The course examines the economies of various countries as models for understanding resource bases, their management, and development. (3 units) *Prerequisite: ECON 20A*

BA 230 – STUDIES IN INTERNATIONAL BUSINESS

This course is intended to familiarize students with basic concepts and theory in international trade, trading arrangements, foreign exchange and balance of payments issues, relations between multinationals and home and host governments and businesses, the theory and practice of the multinational enterprises, and comparative management. (3 units) *Prerequisite: BA 130*

BA 231 – CULTURAL DIMENSIONS OF MANAGEMENT

A study of the diverse influences of political, social, and cultural factors on the practice of management in multinational business. Fundamental characteristic of different cultural areas will be identified and subjected to comparative evaluations. Case studies on various regions will be provided. (3 units) *Prerequisite: BA 130*

BA 236 – PEOPLE PROBLEMS IN SMALL BUSINESS

A new and small business typically starts with a narrow entrepreneurial, or family oriented, human resources base. This course investigates the problems in supervising and working effectively with peoples, problems which face the proprietorship, partnership, or closely held corporation in such matters as organizational structure, personnel policies, and managerial succession. (3 units)

BA 240 – MANAGERIAL ACCOUNTING

Planning of profits, costs, and sales. Cost and profit analysis and control. Includes budgeting, forecasting, standard costing, break-even and cost-volume profit analysis, direct and absorption costing, variance analysis, differential cost analysis, and capital expenditure planning, evaluating, and control. (4 units) *Prerequisites: BA 42, BA 110*

BA 241 – QUANTITATIVE ANALYSIS

This course covers quantitative techniques for solving business problems and making management decisions. Techniques include production or output planning, capital investment and project analysis, linear and non-linear programming, probability theory, inventory control, scheduling, and waiting line models, as well as mathematical decision techniques. (3 units) *Prerequisite: MATH 10 or MATH 15*

BA 243 – MONEY MANAGEMENT

Included are the fundamental principles of money management in both the public and private sectors in our changing society. How to arrange, manage, and control one's financial affairs. Investments in bond, stock, commodity, money and futures markets will be examined. Guest lecturers from the local business community will be invited to participate. (3 units) *Prerequisite: BA 140*

BA 250 – HUMAN RELATIONS IN BUSINESS

The course studies worker motivation and behavior in the environment of modern business especially production and distribution. Emphasis will be placed on the integration of all the social sciences, especially psychology, sociology and recent findings from industrial studies in human resources management. (3 units)

BA 251 – BUSINESS AND SOCIETY

The firm will be viewed as a component of a pluralistic society and the various relationships explored. Emphasis will focus on the role of business, relationship to different value systems, historical development of American business enterprise, social responsibility in various areas, and future forces which may shape the growth and development of business. (3 units) *Prerequisite: POL SCI 10*

BA 255 – ENTREPRENEURIAL MANAGEMENT

Exploring the management as a new and total enterprise. Concentration on the impact of innovative personality and its approach to decision-making. The primary focus of this course is to study the behavior involved in forming a new business, including venture capital, purchasing a business, recognizing and evaluating opportunities, networking, selling, etc. This course consists of case studies, discussing in-class exercises, readings and an outside project. (3 units)

BA 256 – SALES MANAGEMENT

This course emphasizes the vital role that field sales work has in our economy, society, and culture. It stresses and examines, moreover, the sales manager's unique and difficult responsibilities, along with the decision-making methods and tools employed in the effective management of the sales force as part of firms' promotional strategy. (3 units)

BA 257 – CONSUMER BEHAVIOR

This course examines consumer behavior from many perspectives, including (a) the decision process — the effects of the buyer's personality, memory for advertisements, and other factors on; (b) the effect of social pressure and social identity on what people buy; and (c) how knowledge and awareness of social and psychological influences are translated into marketing strategy — advertising, pricing, product development, and distribution. (3 units)

BA 260 – INFORMATION SYSTEMS CONCEPT

A study of the organization of the system project, project management, and control from the feasibility, definition, design, development, and testing stages to implementation. It uses existing computer programs and student-designed programs. Emphasis on management use of information systems and measuring the effectiveness of the organization. (3 units) *Prerequisite: CS 10*

BA 262 – SYSTEMS ANALYSIS AND DESIGN

An examination of principles of system analysis design with emphasis on business applications; applications of the systems viewpoint of problem solving, identification of alternatives, and simulation; solving problems by using existing programs and student- designed programs. (3 units) *Prerequisite: BA 260*

BA 269 – COMPUTER MODELS IN MANAGEMENT

This course examines key concepts and techniques used in econometrics modeling for business and economic decisions. It also provides the students with an opportunity to apply modeling concepts to practical solutions. Students will use a computerized econometrics software package to run their models. (3 units) *Prerequisites: CS 10, BA 146*

BA 275 – INDUSTRIAL AND ORGANIZATIONAL BEHAVIOR

The course examines organizational behavior in industry and within organizations as well as its impact on groups and individuals. Topics include: group dynamics, training, leadership, motivation, performance appraisal and job satisfaction. The course content should enhance the understanding of both employee well-being and organizational effectiveness. Research findings will assist in structuring organization policies and practices. (3 units)

BA 280 – ADVANCED ACCOUNTING

An in-depth study of business combinations, including reasons for combining or not combining, plus methods of combining; pooling of interests and purchase, consolidation techniques, consolidation theories and various inter-company transactions. (3 units) *Prerequisites: ECON 20A, BA 42, BA 240*

BA 289 – INTERNATIONAL BUSINESS STRATEGY

This course is designed to integrate the knowledge gained in the GBA requirements into a comprehensive strategic management forum with an international perspective. Cases are used extensively to give the student experience with real problems. It is intended to give the student a broad, general managerial view of international commercial interactions. (3 units) *Prerequisite: BA 130*

BA 290 – BUSINESS POLICIES

Senior-level integrating capstone course which provides the student with the opportunity to put into practice all the skills, techniques and theories acquired in functional courses such as economics, operations management, marketing, finance, accounting, and management. Emphasis is on the case method of instruction and use of a business game. (3 units) *Prerequisite: Senior standing*

BA 291 – INTERNSHIP IN BUSINESS

Practical experience involving employer's evaluations of student performance. (1-4 units) *Prerequisite: Records Office permission. CR/NC*

BA 298 – SPECIAL TOPICS IN BUSINESS

This course offers topics of specialized interest in the major fields of study. Case studies and independent research may be included. Topics vary each term; so students should not include this in a concentration unless they know it will be available. (1-4 units)

NOTE: Courses from BA 10 to BA 298 can be offered as 3/4 units (45/60 hours) of lectures or as 2/3 units (30/45 hours) of lectures and 1 unit (30 hours) of sections with a teaching assistant.

BUSINESS ADMINISTRATION – GRADUATE LEVEL COURSES

BA 300A – SURVEY OF BUSINESS FOUNDATIONS

This course begins with an investigation of the concept Economics, both micro and macro, followed by an examination of basic accounting theory procedures and the fundamental value of the continuing organization. The course also involves a survey of the ways of managing a firm's resources via planning, organizing, directing, and controlling. The latter focus is given to Marketing, with attention to customer-related products, pricing, distribution and promotion. (3 units)

BA 300B – FINANCIAL ACCOUNTING FOUNDATIONS

The course is an intensive study of the fundamental areas of accounting. It begins with examinations of basic accounting theory and procedures, proceeds to the application of these concepts, and includes planning of profits, costs, and financial control. (3 units)

BA 301 – MANAGERIAL ECONOMICS

The course covers basic economic relationships, demand and supply analysis, forecasting, production and cost theories, market structures and models, pricing practices, capital budgeting and governmental regulations. (3 units) *Prerequisite: MATH 10*

BA 302 – PRINCIPLES OF MANAGEMENT

The nature of the management process is explored through appropriate concepts such as planning, organizing, leading and controlling; evolution and models related to the study of formal and informal organizations. Systems analysis will integrate the various dimensions of management, organizational structure and functions of managers, growth, and re-engineering of business. One assignment will include use of the Internet. (3 units)

BA 303 – FINANCE MANAGEMENT

A consideration of financial control at the corporate management level, with special emphasis on the policies and practices required to place and control the sources and uses of capital. Emphasis will be placed on capital management and evaluation of alternative opportunities. Also examined are such matters as valuation, cash flow, funds acquisition, long-term financing, and budgets as tools for decision-making. (3 units)

BA 304 – MARKETING MANAGEMENT

The course is analyzing the fundamentals of marketing management – definitions, concepts, and development. It is intended to enable the student to understand marketing's decision-making role in a company and the impact of those decisions in establishing distribution, pricing, and promotion in both retail and business markets. Buyer behavior, product/market development, and the impact of the macro environment in business are studied. Cases will be used to provide practical applications of the concepts and principles. (3 units)

BA 305 – PROJECT MANAGEMENT

The objective of this course is to prepare the graduate student for managing projects undertaken by an organization. It will cover concepts and skills used by managers to propose, plan, secure resources, budget, and lead projects teams to successful completion of their projects. It will provide graduate students with a holistic, integrative view of project management that describes how projects contribute to the strategic goals of the organization. (3 units)

BA 306 – BUSINESS RESEARCH METHODOLOGY

The course objective is to prepare the student for business research. Emphasis is on practical work and not on memorizing or deriving formulas. Ethical aspects of research are featured. Students are expected to develop understanding and practice in research techniques, writing of short reports, use of statistical tools and presentation techniques, preparation of effective tables and diagrams, as well as footnotes and bibliographical references. (3 units) *Prerequisites: BA 45 or BA 241, BA 301, BA 304*

BA 307 – OPERATIONS MANAGEMENT

The objective of this course is to prepare the graduate student for management of core operations of an organization. It will review core operations of manufacturing product design, sourcing and purchasing, scheduling and control, productivity improvements and overall supply chain design and management. In the industry the course will review asset acquisition, business segments, production planning, job design, and overall productivity analysis and improvement. (3 units) *Prerequisite: MATH 10*

BA 308 – HUMAN RESOURCES MANAGEMENT

This course is concerned with those concepts pertaining to the prudent management of a firm's human resources. It deals with those being considered for positions, those parts of the firm, and those leaving. The concepts are found in the application of principles and norms for recruiting, selection, training, evaluation, and performance appraisal. The value of intra-firm contacts and discussion for matters of discipline and the negotiation of salary and wage matters is emphasized. Also covered are: labor relations, safety, supervision, incentive programs, federal and state regulation, particularly regarding discrimination, harassment, and environmental concerns. (3 units)

BA 309 – ETHICS OF BUSINESS MANAGEMENT

The course is an advanced review of ethical theories and value systems. Topics include moral issues, codes of ethics, conflict of interest, social and fiduciary responsibilities, the work ethics, and other situations which arise within business management. (3 units)

BA 310 – INTERNATIONAL ECONOMICS

This course is intended to deal with the fundamental theories of international relations, global interdependence, the modern nation-state system, and the causes of war and conditions of peace. It covers theories of direct foreign investments, behavior of MNCs, country risk analysis, money and finances, investment restrictions and incentives, prospects for international investments. (3 units)

BA 313 – INTERNATIONAL MARKETING

An analysis of international marketing principles and organizations, including design of operations and products to meet consumer preferences in various parts of the world. Included is a study of international forms of business organization in social, economic, and cultural settings, as well as principles of international marketing management. (3 units)

BA 314 – INTERNATIONAL FINANCE

A study of the theory and practice of international monetary relations; the gold standard; the balance of payments; foreign exchange management and determination; foreign exchange controls; the Euro-currency market; the international bond market; the virtue and functions of the IMF and the World Bank; and the global debt crisis. (3 units) *Prerequisite: BA 140 or BA 303*

BA 315 – INTERNATIONAL BUSINESS AND INVESTMENT STRATEGY

The nature and scope of international business; economic, political and cultural environments; national and international constraint and agreements; problems of general management associated with planning, financing, marketing, human resources, cultural problems, technology, and legal requirements with particular emphasis on the potentiality of direct investment in foreign lands. There will be at least one assignment which makes use of the Internet. (3 units)

BA 316 – INTERNATIONAL MANAGEMENT

A study of economic forces; government actions; and cross-cultural factors influencing international business. Students will develop understanding of managerial decision-making in multinational organizations through feasibility analysis of foreign markets and the impact on it of different economic, social and political systems. Special attention is given to developing countries. (3 units)

BA 317 – POLITICAL AND LEGAL ASPECTS OF INTERNATIONAL BUSINESS

The course includes: analysis of political, military, economic and ideological factors affecting the behavior of states and the conduct of transnational business, with particular attention to multinational enterprises, formulation of foreign policy processes, including economic and trade policies. It also includes: analysis of international legal systems, with particular emphasis on business disputes arising from anti-trust laws; contracts and agreements; tariff liabilities; nationalization problems; procedures for arbitration and settlement. (3 units)

BA 318 – IMPORT-EXPORT MANAGEMENT

Consideration of procedures and transactions involved in the import-export business. Practical financial, legal, transportation and technical aspects are considered. (3 units)

BA 320 – ORGANIZATION BEHAVIOR AND ADMINISTRATION

An analysis of individual, interpersonal, and group behavior within organizations and the influence of human, cultural, technological, structural, and environmental factors. Examined are practices of management, such as designing jobs and organization structures, evaluating and rewarding performance, organizational and employee development, and other management processes. These techniques include high performance organizations, management by objectives, total quality management, and the like; it uses varied approaches to leadership, conflict management, change, and adaptation to the environment. (3 units)

BA 323 – ORGANIZATIONAL DEVELOPMENT

The course includes theoretical and experiential coverage of this management discipline. It aims to improve the organization's culture and its human and social processes through a systematic change program. Both behavioral science and intuitive based assessment techniques are examined to give an integrated approach to organizational development; use of cases and role-play exercises. (3 units)

BA 324 – LEADERSHIP DEVELOPMENT

The course provides a comprehensive survey of the major theories and research on leadership and managerial effectiveness in organizations with practical suggestions for improving leadership skills. The nature and attributes of leadership are investigated through case studies, biographies, and class presentations. Topics include the difference between leadership and management as well as identifying traits and abilities which have distinguished effective leaders from ineffective ones. (3 units)

BA 330 – ENTREPRENEURSHIP

The course is designed to provide an educational vehicle for understanding entrepreneurial thinking and practice. It gives introduction to the process of turning ideas into a successful startup enterprise. Special emphasis on innovations derived from research and technology development. Students will be exposed to what entrepreneurship takes in a startup context, and how integrate execution can be successfully utilized in a variety of career and work contexts. There will be a special effort to define key areas which an entrepreneur should be aware of, and to provide a framework of "toolkit" resources relevant to startup execution. Students draft a business plan related to a business of own interest, using all available tools, techniques and experience. (3 units)

BA 331 – SOCIAL ENVIRONMENT OF BUSINESS

In this course, the student will explore the relationship between the organization and its environment, including government, labor, public interest groups, various ideological constellations, the media, academia, and local communities. Ideas are reviewed as to what actions can be taken by corporations and by other organizations and/or individuals to improve relationships between business and its environment. (3 units)

BA 336 – HUMAN FACTORS IN SMALL BUSINESSES

The course studies problems in supervising and working effectively with people problems which face the proprietorship, partnership, or closely held corporation in such matters as organizational structure, personnel policies, and managerial succession. (3 units)

BA 337 – PERSONNEL LAW

This course covers personnel law from a business perspective. It includes all foundations needed to understand the topic and the most important state and federal guidelines. (3 units)

BA 340 – MANAGERIAL ACCOUNTING AND FINANCIAL CONTROL

Emphasis in this broad based course is on imparting to the student an increased knowledge and understanding of the role of management control in the modern multi-plan organization, as well as the development of skills to be used throughout the cycles of a business in solving managerial control problems. Case materials are accompanied by reading. (3 units)

BA 343 – INTERNATIONAL BANKING

An in-depth examination of the development and expansion of international banking; legal aspects of international banking; Eurocurrency/Eurodollar; syndication techniques; letters of credit / banker's acceptances; foreign exchange; offshore banking; Swiss banking; the global debt crisis and debt rescheduling. (3 units)

BA 344 – INTERNATIONAL SECURITIES AND FOREIGN EXCHANGE

The course includes an overview of the foreign exchange market (Forex), foreign securities, international equities markets, international debt securities, futures and options. The course describes the fundamental principles and operations on these markets. (3 units)

BA 345 – COMMERCIAL BANKING AND LENDING

An in-depth study of the commercial lending business. Borrowing requirements and financial structure for debt financing needs of business. Topics include: loan interviewing and credit investigation, financial analysis, loan structuring and negotiation, loan documentation and closing, problem loans and follow-up. (3 units)

BA 350 – MANAGEMENT INFORMATION SYSTEMS

The course introduces different types of information systems for business, their goals, purposes, values, and major functionality. The emphasis is made on criteria and issues in selection of information system, problem definition, requirements, specifications, information flow and presentation, cost / time estimate, implementation, and maintenance. (3 units) *Prerequisites: BA 146, CS 10*

BA 352 – ADVANCED SYSTEMS ANALYSIS AND DESIGN*

Analysis of real world information systems. Included are requirements analysis, data flow diagrams, data dictionaries, systems proposals and design. (3 units) *Prerequisite: BA 260 or BA 350*

BA 353 – INFORMATION SYSTEMS DATABASE MANAGEMENT*

Explanation and comparison of the techniques and methodologies of database management systems in a business environment. Limitation and application of various DBMS; costs and benefits in selecting DBMS. (3 units) *Prerequisite: BA 260 or BA 350*

BA 354 – E-COMMERCE

This course provides understanding of e-commerce and its impact on firms, industries and markets. The Web has large impact on how we shop, read, conduct business, learn, and consume information like music, art, and others. The course describes the e-commerce industry, market, strategies, technologies used in electronic commerce; discusses the resulting changes in organizational structure and societal behavior; seeks to understand the forces that drive these changes; and discusses forward-looking perspectives of e-commerce. (3 units)

BA 355 – SPECIAL TOPICS IN MANAGEMENT INFORMATION SYSTEMS*

The course focuses on important areas of information systems not covered by the regularly offered courses. A specific topic for it is chosen by the instructor and announced in the syllabus. (3 units) *Prerequisites: Instructor's permission and BA 260 or BA 350*

BA 360 – QUANTITATIVE METHODS FOR BUSINESS AND FINANCE MANAGEMENT

While solving a problem, managers must consider both qualitative and quantitative factors. This course covers quantitative methods which help to solve different business problems. Techniques include decision analysis, regression models, forecasting, transportation, and assignment models, Markov analysis, stochastic equations, statistical quality control and others. (3 units) *Prerequisite: MATH 10 or MATH 15*

BA 363 – INVESTMENT SCIENCE

The course introduces students to the basic tools used by investment professionals. It deals with different kinds of securities, their pricing, and methods to optimize a choice of an investment portfolio. (3 units) *Prerequisite: BA 241 or BA 360*

BA 364 – INVESTMENTS (REAL ESTATE)

An in-depth study of real estate investments including the nature of real property, market analysis, construction cycles, mortgage lending, equity investment, metro area growth, urban land use, the effect of credit on demand, equity investment criteria, real property valuation and public policies, as well as current news and market conditions in both the United States and international real estate markets will be covered in the course. (3 units)

BA 365 – INVESTMENTS (THE STOCK MARKET)

In-depth survey of stock market including nature of stocks, stock exchanges, indices, trading securities and options, convertible securities, mutual funds, investment banks, hedge funds, investment clubs, and dividend policy. Students learn trading mechanisms, tactics, and strategy as well as foundations of fundamental, technical, and sentimental analysis. (3 units)

BA 366 – ECONOMETRICS

The course introduces students to a comprehensive treatment of econometric methods for linear models. Among topics covered are: the linear regression, linear simultaneous equations systems, maximum likelihood and instrumental variables estimation strategies, hypothesis testing. Different data and variables presentations and features are discussed. (3 units) *Prerequisite: BA 241 or BA 360*

BA 367 – CREDIT RISK MANAGEMENT

The course will focus on the conceptual foundations of credit risk modeling and a discussion of how the models are used in practice. Students will gain familiarity with the model frameworks, vocabulary, and model implementation challenges, including the practical challenges associated with building, testing, and applying credit risk models used by banks and asset managers. (3 units)

BA 368 – STRATEGIC GAME THEORY

This course is a survey of the main ideas and techniques of game-theoretic analysis related to bargaining, conflict, and negotiation. As such, the course emphasizes the identification and analysis of archetypal strategic situations frequently occurring in bargaining situations. The goals of the course are to provide students with a foundation to: a) apply game-theoretic analysis, both formally and intuitively, to negotiation and bargaining situations; b) recognize and assess archetypal strategic situations in complicated settings; and c) feel comfortable in the process of negotiation. (3 units)

BA 370 – COMMUNICATIONS IN LEADERSHIP AND NEGOTIATIONS

This course concentrates on critical skills, particularly those needed for intelligent, face-to-face interactions, for effective tactics to achieve cooperation and gain consensus. There is emphasis on various strategies used in negotiating, for both individuals and leaders. Both written and oral assignments are involved. (3 units)

BA 380 – BUSINESS STRATEGY AND DECISION-MAKING

Students are expected to develop a better understanding of business strategy approaches and techniques, and to acquire skills and knowledge relating to the decision-making process. Emphasis is on decision-making while still recognizing the importance of the specialized functions of an organization. Readings and case materials are reinforced with participation through written tests, papers, and oral presentations. This is the MBA program capstone course. (3 units) *Prerequisites: BA 301, BA 304, BA 307, BA 320, BA 340, and at least two concentration courses*

BA 386 – MBA SPECIAL TOPICS IN BUSINESS ADMINISTRATION

This course offers topics of specialized interest, including case studies and independent research. Topics vary; so students may include this in a customized concentration. This course may substitute for a concentration only once with the permission of the Program Director. (3 units) *Prerequisite: Instructor's permission*

BA 388 – SEMINAR ON HIGHER EDUCATION

This course is offered to students in the doctoral program or to the master's degree students as an elective course for extra credits. The seminar examines the core values, structures, processes, language, and personnel of higher education, analyses critical issues facing colleges and management skills for tracking them. It includes oral presentations required for each participating student. (3 units)

NOTE: Graduate courses from BA 301 to BA 388 can be offered as 3 units (45 hours) of lectures or as 2 units (30 hours) of lectures and 1 unit (45 hours) of self-study projects.

BA 391 – GRADUATE INTERNSHIP IN INTERNATIONAL BUSINESS******BA 392 – GRADUATE INTERNSHIP IN FINANCE MANAGEMENT AND INVESTMENT BANKING********BA 393 – GRADUATE INTERNSHIP IN GENERAL BUSINESS********BA 394 – GRADUATE INTERNSHIP IN HUMAN RESOURCES MANAGEMENT********BA 395 – GRADUATE INTERNSHIP IN MANAGEMENT INFORMATION SYSTEMS******

Internship of work experience in the field of concentration with evaluation by the employer and an academic advisor; a detailed report of the work to be submitted for grading. (3 units) *Prerequisite: Records Office permission. CR/NC*

NOTE: Graduate Internship courses from BA 391 to BA 395 can be extended for one additional term. In such cases, a total of 4 units can be granted as 1+3 units or 3+1 units assigned for the two terms.

BA 398 – MBA INTERNSHIP REPORT****

A written report analyzing the work must be submitted upon completion of the assignment and presented to a committee in the form of proposal to improve the related business activity. The employment must be directly related to the student's area of concentration and faculty approval is required. The employer provides an evaluation of the work, and the student should regularly confer with the faculty advisor who grades the report. (3 units) *Prerequisite: During the last term of/after completion of the coursework. CR/NC*

NOTE: BA 398 – MBA Internship Report can be extended for one additional term. In such cases, a total of 4 units can be granted as 1+3 units or 3+1 units assigned for the two terms.

BA 399 – MBA RESEARCH PROJECT****

A primary research-oriented study of some chosen business problem or practice, or development of an original theoretical concept, under the close supervision of an instructor. The course results in a presentation for a committee. It is normally taken during the last term of the program. (3 units) *Requirements: GPA 3.2 or above, program director's permission, completion of BA 306 and preferably BA 380. CR/NC*

BA 413 – INTERNATIONAL MARKETING

An analysis of international marketing principles and organizations, including design of operations and products to meet consumer preferences in various parts of the world. Included is a study of international forms of business organization in social, economic, and cultural settings, as well as principles of international marketing management. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 414 – INTERNATIONAL FINANCE

A study of the theory and practice of international monetary relations; the gold standard; the balance of payments; foreign exchange management and determination; foreign exchange controls; the Euro-currency market; the international bond market; the virtue and functions of the IMF and the World Bank; and the global debt crisis. A one-unit written research project and its oral presentation are required for the course. (4 units) *Prerequisite: BA 140 or BA 303*

BA 415 – INTERNATIONAL BUSINESS AND INVESTMENT STRATEGY

The nature and scope of international business; economic, political and cultural environments; national and international constraint and agreements; problems of general management associated with planning, financing, marketing, human resources, cultural problems, technology, and legal requirements with particular emphasis on the potentiality of direct investment in foreign lands. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 416 – INTERNATIONAL MANAGEMENT

An analysis of economic forces and government actions affecting international business; determinants of policy with regard to entering foreign markets and evaluation of foreign environments, organizational control, compensation, pricing, relations with government agencies and public interest issues in the management of multinational corporations. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 417 – POLITICAL AND LEGAL ASPECTS OF INTERNATIONAL BUSINESS

The course includes: analysis of political, military, economic and ideological factors affecting the behavior of states and the conduct of transnational business, with particular attention to multinational enterprises, formulation of foreign policy processes, including economic and trade policies. It also includes: analysis of international legal systems, with particular emphasis on business disputes arising from anti-trust laws; contracts and agreements; tariff liabilities; nationalization problems; procedures for arbitration and settlement. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 418 – IMPORT-EXPORT MANAGEMENT

Consideration of procedures and transactions involved in the import-export business. Practical financial, legal, transportation and technical aspects are considered. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 423 – ORGANIZATIONAL DEVELOPMENT

The course includes theoretical and experiential coverage of this management discipline. It aims to improve the organization's culture and its human and social processes through a systematic change program. Both behavioral science and intuitive based assessment techniques are examined to give an integrated approach to organizational development; use of cases and role-play exercises. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 424 – LEADERSHIP DEVELOPMENT

The course provides a comprehensive survey of the major theories and research on leadership and managerial effectiveness in organizations with practical suggestions for improving leadership skills. The nature and attributes of leadership are investigated through case studies, biographies, and class presentations. Topics include the difference between leadership and management as well as identifying traits and abilities which have distinguished effective leaders from ineffective ones. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 431 – SOCIAL ENVIRONMENT OF BUSINESS

In this course, the student will explore the relationship between the organization and its environment, including government, labor, public interest groups, various ideological constellations, the media, academia, and local communities. Ideas are reviewed as to what actions can be taken by corporations and by other organizations and/or individuals to improve relationships between business and its environment. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 436 – HUMAN FACTORS IN SMALL BUSINESSES

This course investigates the problems in supervising and working effectively with peoples, problems which face the proprietorship, partnership, or closely held corporation in such matters as organizational structure, personnel policies, and managerial succession. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 437 – PERSONNEL LAW

This course covers personnel law from a business perspective. It includes all foundations needed to understand the topic and the most important state and federal guidelines. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 443 – INTERNATIONAL BANKING

An in-depth examination of the development and expansion of international banking; legal aspects of international banking; Eurocurrency/Eurodollar; syndication techniques; letters of credit / banker's acceptances; foreign exchange; offshore banking; Swiss banking; the global debt crisis and debt rescheduling. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 444 – INTERNATIONAL SECURITIES AND FOREIGN EXCHANGE

The course includes an investigation of the foreign exchange market (Forex), foreign securities, international equities markets, international debt securities, futures and options. The course describes the fundamental principles and operations on these markets. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 445 – COMMERCIAL BANKING AND LENDING

An in-depth study of the commercial lending business. Borrowing requirements and financial structure for debt financing needs of business. Topics include: loan interviewing and credit investigation, financial analysis, loan structuring and negotiation, loan documentation and closing, problem loans and follow-up. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 460 – QUANTITATIVE METHODS FOR BUSINESS AND FINANCE MANAGEMENT

While solving a problem, managers must consider both qualitative and quantitative factors. This course covers quantitative methods which help to solve different business problems. Techniques include decision analysis, regression models, forecasting, transportation, and assignment models, Markov analysis, stochastic equations, statistical quality control and others. A one-unit written research project and its oral presentation are required for the course. (4 units) *Prerequisite: MATH 10 or MATH 15*

BA 463 – INVESTMENT SCIENCE

The course introduces students to the basic tools used by investment professionals. It deals with different kinds of securities, their pricing, and methods to optimize a choice of an investment portfolio. A one-unit written research project and its oral presentation are required for the course. (4 units) *Prerequisite: BA 241 or BA 360*

BA 464 – INVESTMENTS (REAL ESTATE)

An in-depth study of real estate investments including the nature of real property, market analysis, construction cycles, mortgage lending, equity investment, metro area growth, urban land use, the effect of credit on demand, equity investment criteria, real property valuation and public policies, as well as current news and market conditions in both the United States and international real estate markets will be covered in the course. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 465 – INVESTMENTS (THE STOCK MARKET)

In-depth survey of stock market including nature of stocks, stock exchanges, indices, trading securities and options, convertible securities, mutual funds, investment banks, hedge funds, investment clubs, and dividend policy. Students learn trading mechanisms, tactics, and strategy as well as foundations of fundamental, technical, and sentimental analysis. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 466 – ECONOMETRICS

The course introduces students to a comprehensive treatment of econometric methods for linear models. Among topics covered are: the linear regression, linear simultaneous equations systems, maximum likelihood and instrumental variables estimation strategies, hypothesis testing. Different data and variables presentations and features are discussed. A one-unit written research project and its oral presentation are required for the course. (4 units) *Prerequisite: BA 241 or BA 360*

BA 467 – CREDIT RISK MANAGEMENT

The course will focus on the conceptual foundations of credit risk modeling and a discussion of how the models are used in practice. Students will gain familiarity with the model frameworks and model implementation challenges, including the practical challenges associated with building, testing, and applying credit risk models used by banks and asset managers. A one-unit written research project and its oral presentation are required for the course. (4 units)

BA 481 – BUSINESS STRATEGY AND DECISION-MAKING FOR INTERNATIONAL BUSINESS

Students are expected to develop an in-depth understanding of the concepts and application of the opportunities and risks that confront a company seeking to grow globally. Emphasis is on the practical application of strategic concepts to both corporate and business level operations and managerial decision-making. Readings and case materials are reinforced with participation through written tests, research papers and oral presentations. This is the MS program capstone course for the International Business concentration. A one-unit written research project and its oral presentation are required for the course. (4 units) *This course is to be taken in the student's final term after their completion of all required core courses and all but the final term concentration courses.*

BA 482 – BUSINESS STRATEGY AND DECISION-MAKING FOR FINANCE MANAGEMENT

Students are expected to develop an in-depth understanding of the concepts and application of the opportunities and risks that confront a company seeking to grow globally. Emphasis is on the practical application of strategic concepts to both corporate and business level operations and managerial decision-making. Readings and case materials are reinforced with participation through written tests, research papers and oral presentations. This is the MS program capstone course for the Finance Management concentration. A one-unit written research project and its oral presentation are required for the course. (4 units) *This course is to be taken in the student's final term after their completion of all required core courses and all but the final term concentration courses.*

BA 486 – DBA SPECIAL TOPICS IN BUSINESS ADMINISTRATION

This course offers topics of specialized interest, including case studies and independent research in both Finance and Investments and Human Resources Management concentrations. Topics vary; so students may include this in a customized concentration. This course may substitute for a concentration only once with the permission of the Program Director. (4 units) *Prerequisite: Instructor's permission*

NOTE: Graduate courses from BA 414 to BA 486 can be offered as 4 units which consist of 45 hours of lectures (3 units) and 45 hours of self-study research projects (1 unit) or 30 units of lectures (2 units) and 90 hours of self-study research projects (2 units).

BA 491 – GRADUATE INTERNSHIP AND REPORT IN INTERNATIONAL BUSINESS****

A detailed report analyzing the internship work must be submitted upon completion of the assignment and reported to the student's internship advisor and the graduate committee. The choice of employment must be directly related to the student's area of concentration in the MS program and advising faculty approval is required. The student should regularly confer with the faculty advisor. (4 units) *Advisor's approval is required. CR/NC*

BA 492 – GRADUATE INTERNSHIP AND REPORT IN FINANCE AND INVESTMENTS****

A detailed report analyzing the internship work must be submitted upon completion of the assignment and reported to the student's internship advisor and the graduate committee. The choice of employment must be directly related to the student's area of concentration in the MS or DBA program and advising faculty approval is required. The student should regularly confer with the faculty advisor. (4 units) *Advisor's approval is required. CR/NC*

BA 494 – GRADUATE INTERNSHIP AND REPORT IN HUMAN RESOURCES MANAGEMENT****

A detailed report analyzing the internship work must be submitted upon completion of the assignment and reported to the student's internship advisor and the graduate committee. The choice of employment must be directly related to the student's area of concentration in the DBA program and advising faculty approval is required. The student should regularly confer with the faculty advisor. (4 units) *Advisor's approval is required. CR/NC*

NOTE: 4 units for Graduate Internship and Report courses BA 491, BA 492 and BA 494 can be granted as 1+3 units or 3+1 units assigned for two consecutive terms.

BA 501 – DOCTORAL RESEARCH SEMINAR IN FINANCE AND INVESTMENTS

The Doctoral Research Seminar in Finance and Investments enables students to engage in an in-depth study of current issues in the finance discipline that offer excellent opportunities for scholarly research and publication of findings. A variety of financial topics are explored from the standpoint of their conceptual framework and current financial practice. Specific financial issues are identified as areas where additional research-based information would be of significant benefit to professors and practitioners in terms of understanding and/or applying financial theory, tools or analytical techniques. Financial research methodologies are presented and students are assigned focused research topics as a part of their course requirements. (3 units) *Prerequisites: Completion of all DBA core and at least four concentration courses. CR/NC*

BA 502 – DOCTORAL RESEARCH SEMINAR IN HUMAN RESOURCES MANAGEMENT

The purpose of this course is to study Human Resources Management through a collection of current readings that explore the important contemporary perspectives and issues in the field from a decidedly applied, rather than theoretical orientation. The readings include a mix of recently published articles from journals in the field, along with many articles written specifically for the course textbook. Tools and resources available on the Internet for managing human resources will also be explored. (3 units) *Prerequisites: Completion of all DBA core and at least four concentration courses. CR/NC*

BA 510 – DBA DISSERTATION SEMINAR

The DBA Dissertation Seminar prepares students to begin the dissertation phase of their doctoral study program. This course provides students with individualized instruction guiding them toward the selection of a dissertation topic that is sufficiently well defined to ensure its successful pursuit and narrow enough in its scope that the student can expect to complete their project within a reasonable time frame. Further, this course provides students with a framework for dissertation research enabling them to select a research area and topic that will provide meaningful results to practitioners in that field. Students in this course are required to work with the instructor in selecting a dissertation research topic and develop a formal comprehensive dissertation research proposal. Upon completion of the course, students present the research proposals to the DBA Program Committee for approval to begin their dissertation research projects (3 units). *Prerequisites: Completion of all DBA core and five elective concentration courses. CR/NC*

BA 597 – DBA DISSERTATION I****

This course is designed to orient and familiarize the student with the first stage of the doctoral dissertation research process. The student researches a subject of interest for an appropriate dissertation topic, with the focus on the need to have a manageable research project, using relevant data and research methodology and analytic tools applicable to the subject and approach. Research for this topic will address current literature in the field and the way in which literature searches are conducted. The course then addresses an overview analysis of research options, and data collection techniques and requirements appropriate to the subject of study. Completion of this course requires the student to write the first chapter of the dissertation establishing the structure and organization for the study, and the need and research basis for the continuation of the study, submitting this information to the dissertation advisor and doctoral committee for approval. (3 units) *Prerequisites: Completion of all DBA core courses, DBA candidacy standing, and BA 510. Advisor's approval is required. CR/NC*

BA 598 – DBA DISSERTATION II****

This supervised self-study course is intended to deepen students' skills in data analysis in the direction of understanding the quantitative insights that emerge from the data. With the benefit of specific review into the literature of the study subject selected, and with application of research methodology and use of data elements from BA 597, students will be expected to apply the concepts to Chapter II – Literature Review and Chapter III – Explanation of Methodology, to the selected topic for the dissertation. The course will address the issues of what perspective to take in analyzing data, what questions to ask, and what parameters to assess, allowing the student to apply application research methodologies, define tools to be used, and project possible conclusions into a working hypothesis. Conclusion of this course will provide foundation for a preliminary draft of Chapter II and Chapter III for review by the Doctoral Committee. (3 units) *Prerequisite: Successful completion of BA 597 – DBA Dissertation I. CR/NC*

BA 599 – DBA DISSERTATION III****

This supervised self-study final course in the DBA program guides the student through completion of the dissertation and its defense with simulated question and answer sessions, and with extensive peer feedback. The course requires the student to present the dissertation research results in an objective manner and to present a summary and discussion of the dissertation research results. The student will submit an outline for Chapter IV of the dissertation that includes the following elements: 1) introductory paragraph; 2) generalization that summarizes the results; 3) presentation of results using text, tables and figures. Completion of this course requires the student to write the fourth chapter of the dissertation. The student must submit an outline for Chapter V of the dissertation that includes the following elements: 1) introduction; 2) statement of problem; 3) review of methodology; 4) summary of results; and 5) discussion of results, including interpretation of findings, relationship of current study to previous research, recommendations and suggestions for additional research. Completion of this course requires the student to write the fifth chapter of the dissertation and to successfully defend the dissertation. (3+ units) *Prerequisite: Successful completion of BA 598 – DBA Dissertation II. CR/NC*

COMPUTER SCIENCE

CS 10 – INTRODUCTION TO COMPUTER SCIENCE*

An introduction to the principles and concepts of computer science and its applications. Discussions focus on the use of computers in business and personal lives, computer system basics, computer architecture, hardware, systems and applications software, programming languages, software engineering, data communications, information systems, the history of computing and computer's impact on society. Introduction to the Internet and online information sources. Laboratory on use of computer hardware and software. (3 units)

CS 50 – INTRODUCTION TO PROGRAMMING*

An introduction to problem solving techniques and program development in a modern high level language. Discussions focus on the concepts of an algorithm and basic programming concepts such as data types, primitive operations, control structures, arrays, structures, procedures, functions, and files. (3 units) *Prerequisite: CS 10*

CS 70 – THE INTERNET*

An introduction to the Internet and HTML publishing. Discussions will focus on the use of the Internet applications to access the Internet resources and to create intranets for use inside an organization. Among topics: setting up network connections to the Internet, e-mail, news, FTP, and Web servers, creating Web pages using HTML and Java, converting existing documents into Web documents, CGI programming. (3 units)

CS 90 – STUDIES IN PROGRAMMING LANGUAGES*

An introduction to a specific programming language which may vary from term to term. Discussions will focus on the application of the language to specific problems for which the language was developed. Typical languages may include Java, Visual Basic, Perl, C, Ada, Common Lisp, Scheme, Smalltalk. (3 units) *Prerequisite: CS 50*

CS 115 – DISCRETE MATHEMATICS

An introduction to set theory, combinations, logical inference, methods of proof, induction, recursion, foundations of logic programming, circuits, relations, digraphs, functions, basic probability, recurrence, matching, difference equations, graph and queuing theory, tree analysis and matrix operations. (3 units) *Prerequisite: MATH 10*

CS 135 – LINEAR PROGRAMMING*

An introduction to applications and problem formulation, simplex and Karmarkar solution procedures, matrices, duality theory, and sensitivity analysis. Discussions focus on using an operations research approach involving case studies. (3 units) *Prerequisite: MATH 40*

CS 137 – DATABASE*

A survey of the major types of database systems and subsequent issues in development and implementation. Discussions focus on relational and object-oriented models, normalization theory, query languages, design theory, and issues in concurrent and distributed database systems. (3 units) *Prerequisite: CS 50*

CS 140 – DATA STRUCTURES*

An introduction to advanced tree structures, directed and undirected graphs, advanced searching and sorting techniques, priority queues and heaps, dictionaries, design and analysis of data structures and algorithms. (3 units) *Prerequisite: CS 50*

CS 175 – TOPICS IN ARTIFICIAL INTELLIGENCE*

A topical investigation of issues associated with WI and Expert Systems. Topics will vary at each offering and will include knowledge representation, natural language issues, all programming languages; object-oriented programming systems, predicate calculus, neural networks, PROLOG, vision and pattern recognition, analysis and design of Expert Systems, and inductive inference. This course may be repeated for credit when topics vary. (3 units) *Prerequisite: CS 50*

CS 220 – SOFTWARE ENGINEERING

A survey of the principles and techniques involved in production of high-quality software for practical applications. Discussions focus on the identification of the software evolution process, automated system design methodology, debugging, documentation and software economics. Other topics often reviewed include program validation, program portability and software development environments. (3 units) *Prerequisite: Permission of the Department*

CS 225 – HARDWARE/SOFTWARE TOPICS*

A topical investigation of a hardware/software subject specified in the class schedule. Discussion includes detailed presentation of a subject area of current research, which is not covered in the regular computer science curriculum. This course may be repeated when topics vary. (3 units) *Prerequisite: Permission of the Department*

CS 250 – COMPUTER SECURITY

A survey of the basic principles and techniques of computer system security for business and computer managers and personnel. Discussions focus on physical protection, hardware and software security controls, encryption techniques, database, network and telecommunications security, microcomputer security, and viruses. Other topics include legal and ethical issues, current USA and international legislation, managerial issues, disaster recovery and contingency planning. (3 units) *Prerequisite: CS 10*

CS 290 – RESEARCH PROJECT IN COMPUTER SCIENCE

Independent and original investigation under the supervision of a faculty member of a specific topic in the computer science. This course requires the completion of a detailed written report of work accomplished and necessary projects to validate the student's understanding of the issues involved. (1-4 units) *Prerequisite: Permission of Faculty Advisor*

CS 299 – SPECIAL TOPICS IN COMPUTER SCIENCE

A special topic course, by a choice of a group of students. (1-4 units) *Prerequisite: Instructor's permission*

ECONOMICS

ECON 10 – ECONOMIC GEOGRAPHY

Interrelated study of economic potential and history of various areas of the world, including United States. The course also considers the reciprocal relationship between the economic activities of man and earth surface features, population, human production, consumption, distribution. Analysis of the natural and economic functions and correlation of the relationship recognized. (3 units)

ECON 20A – PRINCIPLES OF ECONOMICS I (MACROECONOMICS)

Survey is made of American economic institutions; introduction to the methods of economic analysis, fundamental concepts, and discussion of current economic problems. The course considers institutions, national income analysis, money and banking, fiscal policy, markets, income distribution, and international trade. (3 units)

ECON 20B – PRINCIPLES OF ECONOMICS II (MICROECONOMICS)

Attention is given to microeconomic theory. A study of market structures, resource allocation, cost analysis, and socio-economic problems. Also assessed is the impact of each market arrangement upon price and output levels, resource allocation, and the rate of technological advance. Socio-economic problems as poverty, antitrust regulation, and urban problems are discussed. (3 units) *Prerequisite: MATH 10*

ECON 123 – CONTEMPORARY ECONOMIC PROBLEMS

This is an analysis of selected problems and policies concerning natural resources, monopoly, monetary and fiscal problems. Also included is the analysis of domestic and international economic problems. (3 units) *Prerequisites: ECON 20A, ECON 20B*

ECON 140 – MONEY AND BANKING

The use of money in an industrial economy, financial institutions, the central banking system, international financial system, as well as monetary theory and practice, are emphasized. (3 units) *Prerequisites: ECON 20A, ECON 20B*

ECON 220 – INTERNATIONAL ECONOMICS

The basic forces and problems underlying the foreign trade of nations. Trade theory, foreign exchange, balance of payments analysis, governmental policies, and world economic organizations. (3 units) *Prerequisites: ECON 20A, ECON 20B, BA 130*

ECON 235 – CALIFORNIA AND THE WEST

Social, economic, and political development of the Pacific Coast states of the continental United States is considered, as well as common problems (water, public lands, etc.) and the ethnic, demographic, agricultural, industrial, commercial and banking bases of the three states, with emphasis on California. (3 units) *Prerequisites: ECON 20A, ECON 20B*

ECON 299 – SPECIAL TOPICS IN ECONOMICS

A special topic course with special preference to the American economic system. (1-4 units) *Prerequisite: Instructor's permission*

ENGLISH

ENG 75 – CRITICAL THINKING

Consideration of cognitive skills and communicative strategies for defining, applying, analyzing, synthesizing and evaluating information. Course includes structural and operational approaches to task/mission analysis, decision-making, change forecasting, adaptation, and evaluation. System approach to analysis and solution of complex problems. Conceptual issues in problem definition, goal determination and measurement of effectiveness. (3 units)

ENG 77 – COMPUTER-ASSISTED VOCABULARY STUDY

This course involves the use of computer programs in helping students build varied and precise vocabularies. The course focuses upon, among other elements, the historical development and present-day resources of the American English vocabulary. Special attention is given to Latin and Greek vocabulary building prefixes, suffixes and bases, neologisms, field-related vocabulary, and idioms. (3 units)

ENG 82A & 82B – WRITTEN COMMUNICATION I & II

First term: A thorough study of grammar and the fundamentals of composition. Practice in writing themes, book reviews and other short papers is given. Particular attention is directed toward sentence structure, syntax, and general rhetorical principles.

Second term: Critical reading and evaluation of selected texts and writings; composition of well-organized expository papers; a careful consideration of methods of research, organization in a clear, logical manner and other elements involved in writing research papers. (3 + 3 units)

ENG 86A & 86B – SURVEY OF AMERICAN LITERATURE I & II

First term: Development of American literature from the colonial period through the American renaissance of the mid-nineteenth century, concluding with Melville. Social and political forces shaping the American character are carefully considered. **Second term:** Covers from 1850 until recent times, including Whitman, Dickinson, Twain, James, Crane, and Faulkner; understanding of the American literary traditions. (3 + 3 units)

ENG 93 – BUSINESS COMMUNICATION

Communication and information science in the applied context of business studies, including vocabulary, reading, writing, and speaking skills in the subject areas of marketing, international business, data processing, accounting, finance, and management. (3 units)

ENG 96 – WRITING AND WORD PROCESSING

Instruction will be given to write various forms of composition by employing English writing and word processing and other computer programs. Emphasis will be placed upon overcoming writing problems. (3 units)

ENG 99 – REPORT WRITING

The course instructs the student in the various forms of written reports. Students prepare informational and analytic reports. Computer tools and programs, as well as Internet resources, will be used as relevant. (3 units)

ENG 169 – CORE TOPICS IN COMMUNICATION STUDIES

Examination of communication areas as announced on the class schedule. Topics include: semantics and communication and theory of communication. (3 units)

ENG 178 – ONLINE NEWSLETTER WRITING

Journalistic writing and online publishing experiences are offered in conjunction with electronic publication of the university newspaper. (3 units)

ENG 179 – CORE TOPICS IN LANGUAGE STUDIES

An investigation of language study areas to be announced on the class schedule. Areas covered include introduction to the creative and functional study of language and modern English linguistic principles. (3 units)

ENG 189 – CORE TOPICS IN LITERATURE STUDIES

Course focuses upon a specific announced subject. Investigates various literary topics including historical and structural literary study. (3 units)

ENG 269 – ADVANCED TOPICS IN COMMUNICATION STUDIES

Advanced studies in communication. Internet resources will be explored as relevant. (3 units) *Prerequisite: ENG 169*

ENG 279 – ADVANCED TOPICS IN LANGUAGE STUDIES

Intensive, in-depth examination of an announced language topic. Internet resources are examined. (3 units) *Prerequisite: ENG 179*

ENG 289 – ADVANCED TOPICS IN LITERATURE STUDIES

In-depth study of an individual author, or a literary form. (3 units) *Prerequisite: ENG 189*

ENG 299 – SPECIAL STUDIES IN ENGLISH

A course on selected topics in English may be given as independent study. (1-4 units) *Prerequisite: Instructor's permission*

HISTORY**HIST 10 – WORLD HISTORY**

This course is a survey of the development of the world's largest and most influential cultures. While many civilizations will appear, the major emphasis will be on China, Islamic Middle East, India and Europe. The first half of the course will cover the formative stages of the great civilizations. The second half will survey the enormous economic, political and social impact of industrialization. Throughout the course, where appropriate, a comparative approach will be used to illustrate the relative degree of continuity and change in the major cultures. (3 units)

HIST 15A – HISTORY OF THE UNITED STATES I

The course covers the period 1607 (the first English speaking colonies) through 1865 (the end of the American Civil War). We will identify and analyze major themes that appeared in this time frame that continue to shape the United States today. Major themes include the development of wealth, the growth of democracy and the creation of the Constitution, relationships between settlers and native inhabitants, the impact of slavery and sectional conflict. Rather than stressing the memorization of facts and dates, students will be encouraged to cultivate good note-taking skills and to approach complex subjects analytically. (3 units)

HIST 15B – HISTORY OF THE UNITED STATES II

The course covers the period 1865 (the end of the American Civil War) to the present. Examine major themes including the impact of industrialization, the growth of multi-ethnic America, racial relations, changing gender roles, the rise of the United States to a position of world power and the future place of America in the world community. Students will be encouraged to cultivate good note-taking skills and to approach complex subjects analytically. (3 units)

HIST 110 – MODERN TIMES

This course is a history of the world from 1914 (the start of World War I) until the present. While economic and social developments shall be covered, the focus will be on the great political events which continue to shape our world. The great events analyzed include the impact of the world wars, revolutions in Russia and China, the fall of European empires, the Cold War, the growth of bitter regional conflicts and the changing nature of power in the post-industrial world. (3 units)

HIST 299 – SPECIAL STUDIES IN HISTORY

Students in this course may be required to read one or more important works in the field of history and write an original analytical paper on the books assigned. This project will be undertaken under the close supervision of the instructor. (3 units) *Prerequisite: Instructor's permission*

HUMANITIES

HUM 10 – INTRODUCTION TO HUMANITIES

This course charts the development of Western culture from the Renaissance (approximately 1500 A.D.) to the present. We will look at the visual arts and music as representative of basic cultural change, and will examine the changes in Western thought: the development of scientific method, changing views of physical reality, and the redefinition of social justice. Lastly we will consider the possibility that a "world culture" is developing in the post-industrial world. (3 units)

HUM 16 – ART OF THE FILM

This is a basic course on film analysis and criticism. Looking at film making from the director's viewpoint, the student shall examine the relationship between script, acting, pace, sound and special effects. In particular, the class will try to identify the details of filmmaking that make the difference between good movies, which are rare, and bad ones, which are very common. (3 units)

HUM 25 – CHINESE: MANDARIN

A beginning course in modern Chinese which emphasizes the development of oral skills, reading and other basic language skills through use of dialogues. (4 units)

HUM 27 and HUM 28 – SPANISH I, II

This course teaches the most used Spanish vocabulary and how to put the words together to become conversationally fluent. The class will also cover the rules for putting words together to form complete sentences in Spanish, and how to listen to and understand Spanish spoken at a normal conversation speed. *Two terms.* (3+3 units)

HUM 30 – INTRODUCTION TO PHILOSOPHY

An analysis of human experience in relation to the world; the problems of reality, thought and value. Studies of the major movements, methods, and terminology of philosophical thinking. (3 units)

HUM 110 – SURVEY OF WORLD ART

The course will explore the history of paintings, sculpture, and architecture from civilization's beginnings to the present day. Focus will be on the development and periods of Western Art; important contributions to the West from the art of Africa, the Middle East, and Asia will be examined. Classes will consist of slide lectures, group discussions, and numerous visits to Bay Area museums and art galleries. (3 units)

HUM 155 – NATURAL AND CULTURAL ENVIRONMENT OF THE SAN FRANCISCO BAY AREA

The course seeks to develop the students: 1) creativity, 2) sensory perception, 3) appreciation of the natural and cultural environment to be found in San Francisco. The class will enable students to more fully appreciate the richness and diversity of all phases of life in the Bay Area. (3 units)

HUM 156 – CITY'S RESOURCES AS A CLASSROOM

Students will be introduced to the vast array of diverse learning experiences available from cultures in the Bay Area. Visits will be made to points of interest to facilitate the learning experience. (3 units)

HUM 157 – AMERICAN POPULAR CULTURE

This course is an attempt at the description, investigation and definition of "American Popular Culture," for example, the arts, and entertainment of the American people: sports, television, motion pictures, music, art, fiction, the press, decor, periodicals, etc. The approach will be inductive and empirical, exploring culture itself for information and discussing the broad general implications of American Popular Culture for the 20th Century and beyond. (3 units)

HUM 159 – MULTICULTURAL HERITAGE

The course emphasizes the diversity of cultural influences which have and continue to shape the character of San Francisco and the Bay Area. Focus will be given on the visual act as a metaphor for the emergence of various cultural patterns. Attention will be paid to the impact of various groups of this multicultural society. Field trips to important cultural centers will be made. (3 units)

HUM 290 – RESEARCH PROJECT IN HUMANITIES

This course is designed to help students become accustomed to the process of writing a research paper for academic courses. Research methodologies, rules for documentation and organizational principles of writing are the three focused areas of the course. Students will learn some of the recent research techniques such as database searches and on-line research as well as other essential research methodologies like using the library, taking notes and developing a bibliography. As to organizational principles of writing introduced in the course include writing a thesis statement, writing a formal outline, and revising techniques. All the research and writing process discussed in the course are divided into a series of step-by-step activities and exercises to provide the students with a manageable and non-threatening learning experience. (1-4 units) *Prerequisite: Instructor's permission*

MATHEMATICS

MATH 10 – COLLEGE MATHEMATICS

Elementary algebra: fundamental algebraic concepts and operations, number bases, linear equations and inequalities, functions, graphing. Intermediate algebra: study of algebra including exponents and radical polynomials, geometric series, rational expressions, quadratic equations, and logarithms. (3 units)

MATH 15 – FINITE MATHEMATICS

Topics include matrix theory, linear systems, linear programming, probability, decision theory, and game theory. Also applied calculus is covered. (3 units)

MATH 21 – CALCULUS I

Differential Calculus, derivative and applications. Techniques of differentiation of algebraic functions. Exponential and logarithmic functions. Implicit method. Graphing, maxima and minima, concavity. Mean value theorem. (3 units) *Prerequisite: MATH 10*

MATH 22 – CALCULUS II

Integral Calculus. Fundamental theorem, mean value theorem, Taylor's formula, indeterminate forms. Exponential and logarithmic functions. Area and the indefinite integral, techniques of integration. Applications to volume, arc length, physical and biological problems. (3 units) *Prerequisite: MATH 21*

MATH 25 – CALCULATOR MATH

This course combines College Math, Pre-calculus, Finite Math and parts of Statistics, Programming and Linear Algebra. Covers both "hand" and "machine" math in depth. Involves the use of the calculator as a tool to solve problems as well as probing the theoretical aspects of it. (3 units) *Prerequisite: MATH 10*

MATH 40 – LINEAR ALGEBRA

Vector spaces, linear transformations, matrices, systems of linear equations. Stress on 2 and 1 dimensions, including geometric and other applications. (3 units) *Prerequisite: MATH 10*

MATH 299 – SPECIAL TOPICS IN MATHEMATICS

A special topic course may be given as independent study. (1-4 units) *Prerequisite: Instructor's permission*

POLITICAL SCIENCE

POL SCI 10 – UNITED STATES GOVERNMENT

This course is an introductory survey of the institutions and processes of government in the United States. Although we examine the basic structure of state governments, the major emphasis is on the Federal Government. The course includes a close reading of the United States Constitution. Building knowledge of the Constitution, we look at the most important political institutions as they work in the world. Institutions studied include Congress, the Presidency, the courts and the national security apparatus. We also try to identify the interaction between political structure, ideology, public opinion, the press, money and of external events. (3 units)

POL SCI 15 – INTRODUCTION TO POLITICAL SCIENCE

This course is an introduction to basic political thought and how thought has influenced political action. Much of the course will deal with interpretations of democracy. We examine the basic ideas of democracy and citizenship in Greece and Rome. Also analyzed will be the writings of classic political thinkers such as Hobbes, Locke, Burke, Adam Smith, Rosseau and James Madison. The course will also cover the major alternatives to democracy in modern times such as Marxism, fascism and military rule. (3 units)

POL SCI 280 – INTERNATIONAL RELATIONS

In this course, covering the period 1939-present, we shall examine the changes inside the US and in the world arena that transformed America from isolationism to deep involvement throughout the world in military, diplomatic and economic affairs. We shall attempt to identify motives, the way policy has been made, the relationship between foreign and domestic affairs, the dynamics of the arms race and potential alternatives to the course actually taken. This course will help students compare political systems and judge their strengths and weaknesses, as well as explain. (3 units)

POL SCI 299 – SPECIAL TOPICS IN POLITICAL SCIENCE / DIRECTED READINGS

Students in this course may be required to read one or more important works in the field of political science and write an original analytical paper on the books assigned. This project will be undertaken under the close supervision of the instructor. This course can be given in the form of special studies. (1-4 units) *Prerequisite: Instructor's permission*

PSYCHOLOGY

PSYCH 10 – FUNDAMENTALS OF PSYCHOLOGY

Introduction to psychology and the principles of human behavior and relationships. Studies in sensation, perception, learning, memory, thinking, intelligence and emotion. Emphasis is on general psychological principles. Use of individual and group exercises. (3 units)

PSYCH 170 – PSYCHOLOGY OF HUMAN RELATIONS

An integral approach to the understanding of human behavior. Concepts of personal and social adjustment as related to employment, morale, employee relations, supervisory techniques, and business efficiency. (3 units) *Prerequisite: PSYCH 10*

PSYCH 175 – PSYCHOLOGY OF PERSONALITY

Survey of current scientific knowledge about human personality. Consideration will be given to both the universal, shared aspects of personality and those upon which people differ (e.g., shyness, self-esteem, and need for achievement). Methods of personality assessment and applications of personality research will be discussed. (3 units) *Prerequisite: PSYCH 10*

PSYCH 180 – SOCIAL PSYCHOLOGY

This course covers three core domains of social psychology. The first is social attitudes. Different views of the nature of attitudes are explored and the role of attitudes in guiding information processing and directing behavior is examined. The second domain is small group behavior. Changing conceptions of social influence are examined from obedience through conformity to minority/majority influence. The final domain is prejudice and inter-group relations. The course emphasizes the importance of both individual and group processes for understanding social psychological phenomena. (3 units) *Prerequisite: PSYCH 175*

PSYCH 220 – PERSONNEL PSYCHOLOGY

This course provides an introduction to personnel psychology. Topics include job analysis, performance appraisal, testing and assessment, employee selection, equal employment opportunity, criterion development, selection interviewing, validation, legal issues, human resources planning, recruitment, classification, utility analysis, training, compensation, organization, career development and consulting strategies. (3 units) *Prerequisite: PSYCH 180*

PSYCH 299 – SPECIAL TOPICS IN PSYCHOLOGY

The course offers topics of specialized interest, can be given as a special study. (1-4 units) *Prerequisite: Instructor's permission*

NATURAL SCIENCES

SCI 10 – PHYSICAL SCIENCE

The study of matter and energy; principles and practical applications in physics, chemistry, mechanics, heat, sound, electricity, electronics, geosciences and astronomy. (3 units)

SCI 21 – LIFE SCIENCE

Life processes, ecological factors and the plant and animal kingdoms; biological systems and their control; human anatomy and physiology, human diseases, genetics, inheritance and evolution; the cell as the basic unit of life. (3 units)

SCI 25 – SCIENCE, TECHNOLOGY AND THE FUTURE

17th-century philosophy and science; the development of science from Descartes to Newton. Emphasis is on basic physical concepts (space, matter, force, inertia, etc.), scientific method, and the interplay between science and technology, and their implications for the future, and religion. (3 units)

SCI 31 – HUMAN BIOLOGY

The main purpose of the course is to study the organization (anatomy) and function (physiology) of the human body, from the single cell to the coordinated whole. Includes a consideration of body structure and function, reproduction, development, heredity and evolution, examination of the aspects of modern biology as it impacts the human species. (3 units)

SCI 32 – THE HUMAN BODY AND PHYSICAL MOTION

A study of basic concepts in physics and human anatomy related to body movement, the structure of the skeleton and of muscles in the human body and how they interact to make mechanical motion possible. The concepts and laws of physics applied to fundamental movement patterns in daily activities, exercise, dance and sports. (3 units)

SCI 35 – SPECIAL TOPICS IN SCIENCE

The course offers topics of specialized interest. (1-4 units) *Prerequisite: Advisor's permission*

SOCIAL SCIENCE

SOC SCI 10 – INTRODUCTION TO CAREER PLANNING AND JOB SEARCH SKILLS

An overview of skills needed to develop effective job search strategies. Use of the Strong Interest Inventory, the Myers-Briggs Type Indicator and other assessment tools. Students will explore their interests, values, and abilities. Discussions focus upon developing career goals, job objectives, and techniques for finding jobs including; networking, resume writing, and job interviewing. (1-4 units)

DIAGNOSTIC IMAGING (BS Degree / Ultrasound Technician Certificate)

DI 10 – PHYSICAL PRINCIPLES OF ULTRASOUND

This course introduces ultrasound physical principles and instrumentation. Topics include sound wave mechanics, transducers, ultrasound equipment, Doppler physics, imaging modes, artifacts, quality, bio-effects, and safety techniques. (3 units) *Prerequisite: SCI 10 or equivalent*

DI 20 – MEDICAL TERMINOLOGY

This course provides opportunity for students to develop knowledge, skills, process and understanding of medical terminology. (3 units)

DI 30 – ANATOMY AND PHYSIOLOGY

This course provides a basic study of the structure and function of the human body. Upon completion, students should be able to demonstrate basic understanding of the fundamental principles of anatomy and physiology. (3 units) *Prerequisite: SCI 31 or equivalent*

DI 110 – ULTRASOUND PRINCIPLES AND PROTOCOLS**

This course includes introduction to abdomen and small parts, OB/GYN and vascular scanning, basic study of the structure and function of the human body. Upon completion, students should be able to demonstrate basic understanding of the fundamental principles of scanning of different organs. (4 units) *Prerequisites: DI 10, DI 30*

DI 114 – VASCULAR ANATOMY AND HEMODYNAMICS

The course provides the knowledge of gross anatomy of the central, peripheral and cerebrovascular systems, principles of the dynamics of blood circulation in the human body, the factors that influence blood flow, and hemodynamic consequences of occlusive disease. (3 units) *Prerequisite: DI 110*

DI 115 – ECG AND ARRHYTHMIAS INTERPRETATION**

Students will learn the principles and procedures of 12-lead electrocardiography (ECG), arrhythmia interpretation and care, maintenance of equipment and exam area. (3 units) *Prerequisite: DI 30*

DI 120 – OB/GYN ULTRASOUND I**

This course for beginners is focusing on sonographic study of the normal gynecologic anatomy, fetal biometry, and fetal anatomy; developing fetus; patient history and laboratory data; scanning techniques, transducer selection and scanning protocols. (4 units) *Prerequisite: DI 110*

DI 124 – PERIPHERAL VASCULAR**

Ultrasound technologies including B-mode, Color, Power and Spectral Doppler imaging are used for examining peripheral arteries and veins. (4 units) *Prerequisite: DI 114*

DI 125 – INTRODUCTION TO ECHOCARDIOGRAPHY**

This introductory course focuses on normal heart anatomy, scanning techniques, cardiac measurement, and dynamics. (4 units) *Prerequisites: DI 110, DI 115*

DI 130 – OB/GYN ULTRASOUND II

This course is for intermediate students and is covering ultrasound methods used in obstetrics studies. It includes an assessment of fetal gestational age, physiology and pathology, clinical symptoms of the maternal diseases and their sonographic appearances, scanning techniques and protocols. (3 units) *Prerequisite: DI 120*

DI 140 – OB/GYN SCANNING (LAB)

Scanning protocols and practices for the ultrasound examination in obstetrics and gynecology. (3 units) *Prerequisite: DI 130*

DI 150 – ABDOMEN AND SMALL PARTS I**

The course studies harmonic imaging and 2-dimensional Doppler color imaging, which are used for ultrasound evaluations and sonographic appearances of abdominal organs: liver, gallbladder and biliary tree, spleen, pancreas, great vessels, kidneys and urinary tract. (4 units) *Prerequisite: DI 110*

DI 160 – ABDOMEN AND SMALL PARTS II

This course is a continuation of study of anatomy and pathology of abdominal and superficial structures in ultrasound imaging. Areas of consideration include thyroid, parathyroid, breast, neck, lymph nodes, gastrointestinal tract, as well as scanning techniques and performances following standard protocols. (3 units) *Prerequisite: DI 150*

DI 170 – ABDOMEN AND SMALL PARTS SCANNING (LAB)

Scanning protocols and practices for ultrasound examination of abdomen and small parts. (3 units) *Prerequisite: DI 160*

DI 210 – ADVANCED ULTRASOUND PHYSICS AND TECHNOLOGY

This course provides a quick review of “Physical Principles of Ultrasound” and then introduces advanced technologies, systems, probes, imaging modes, and applications in sonography. (3 units) *Prerequisite: Completion of all DI 100 series coursework*

DI 231 – ADVANCED OB/GYN ULTRASOUND**

This course will present intensive and advanced studies of the pelvic and fetal structures that can be evaluated by employing ultrasound as an imaging modality. Students will be required to demonstrate competence in the performance of OB/GYN scanning techniques. (4 units) *Prerequisite: DI 140*

DI 234 – ABDOMINAL VASCULAR**

Ultrasound technologies including B-mode, Color, Power and Spectral imaging are used for studying visceral organs. (4 units) *Prerequisite: DI 124*

DI 235 – ECHO IMAGING**

Review of echo imaging methods based on 2-dimensional echocardiography. Applications of the technology for recording and for detection of heart abnormalities, their interpretations are emphasized. (4 units) *Prerequisite: DI 125*

DI 241 – ADVANCED OB/GYN SCANNING (LAB)

The course includes interpretation of normal anatomy, sonographic and gross anatomy, demonstration of scanning techniques and identifying protocols for OB/GYN. (3 units) *Prerequisite: DI 231*

DI 244 – VASCULAR SCANNING (LAB)

The focus of this course is Peripheral and Abdominal Doppler scanning. Laboratory sessions are provided to acquire intermediate scanning skills necessary to succeed in the clinical setting. (3 units) *Prerequisite: DI 234*

DI 245 – ECHO SCANNING (LAB)

Scanning protocols and practices for the ultrasound examination of the heart. (3 units) *Prerequisite: DI 235*

DI 251 – ADVANCED ABDOMEN AND SMALL PARTS**

This course covers advanced ultrasound technologies for interpretation and critique of abdominal, superficial and small parts. (4 units) *Prerequisite: DI 170*

DI 254 – TRANSCRANIAL DOPPLER**

This course covers the techniques and interpretation of transcranial Doppler sonography as a safe and non-invasive modality. (4 units) *Prerequisite: DI 244*

DI 255 – ADVANCED ECHO IMAGING**

A continuation of study of imaging methods and technology based on 2-dimensional echo, M-Mode, and Doppler sonographic imaging. Applications to recording and interpretation of echo imaging for detection of heart abnormalities are emphasized. (4 units) *Prerequisite: DI 245*

DI 261 – ADVANCED ABDOMEN AND SMALL PARTS SCANNING (LAB)

This course is the completion of courses on anatomy and pathology of the abdominal and superficial structures in ultrasound imaging. Areas include: thyroid, parathyroid, breast, neck, gastrointestinal tract, musculoskeletal system, pediatric abdominal ultrasound, and neonatal brain. (3 units) *Prerequisite: DI 251*

DI 264 – VASCULAR AND TRANSCRANIAL SCANNING (LAB)

The focuses of this course are Cerebrovascular and Transcranial Doppler scanning. Laboratory sessions are provided to acquire scanning skills necessary to succeed in the clinical setting. (3 units) *Prerequisite: DI 254*

DI 265 – ADVANCED ECHO IMAGING (LAB)

Students will learn advanced echocardiograph procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. (3 units) *Prerequisite: DI 255*

DI 281 A – PRACTICUM / EXTERNSHIP I IN SONOGRAPHY******DI 284 A – PRACTICUM / EXTERNSHIP I IN VASCULAR ULTRASOUND********DI 285 A – PRACTICUM / EXTERNSHIP I IN ECHOCARDIOGRAPHY******

Students will get clinical experience in Diagnostic Imaging covering a wide variety of technical procedures. (3 units) *Prerequisite: Permission of the externship coordinator and the program director. CR/NC*

DI 281 B – PRACTICUM / EXTERNSHIP II IN SONOGRAPHY******DI 284 B – PRACTICUM / EXTERNSHIP II IN VASCULAR ULTRASOUND********DI 285 B – PRACTICUM / EXTERNSHIP II IN ECHOCARDIOGRAPHY******

Students will get clinical experience in Diagnostic Imaging covering a wide variety of technical procedures. (3 units) *Prerequisites: DI 281/284/285 A, permission of the externship coordinator and the program director. CR/NC*

* Classes include 15 hours of independent lab work.

** Classes include 1 unit or 30 hours of lab work supervised by assistant instructors.

*** Classes include 1 unit or 30 hours of lab work supervised by assistant instructors and 1 unit or 45 hours of self-study.

**** The course can be extended for one additional term with 1 unit.

INTENSIVE ACADEMIC ENGLISH PREPARATION (IAEP)

IAEP 1 – WRITING

Students are taught to write compositions using a variety of grammatical tenses and structures in semi controlled to freer compositions. The emphasis is on grammatical structure, but various types of organization such as description, narration, classification, comparison and contrasts are also introduced and practiced in guided formats. (Non-credit course)

IAEP 2 – CONVERSATION / SPEECH

Students will advance in fluency and oral comprehension of more complex English sentences. Students will participate in oral comprehension exercises; will learn common American idioms and use them in conversation; they will also participate in class discussion of relevant subjects and present short prepared speeches. (Non-credit course)

IAEP 3 – READING COMPREHENSION

Students will improve reading comprehension and rate; they will increase vocabulary through assigned readings, word study exercises, and discussions. Readings deal with a variety of subjects, including American culture, and academic and personal issues. (Non-credit course)

IAEP 4 – GRAMMAR

This course covers the basic grammatical structures using an intensive approach that aims at greater accuracy and speed on the part of the students. The students will be able to process longer, more complex sentences with more ease and fluency. Special attention will be given to the difference between appropriate written English and the spoken forms used in everyday conversations. (Non-credit course)

IAEP 5 – VOCABULARY

The course focuses on vocabulary building and enrichment through words used in context. Emphasis will be given to most frequently used words in spoken and written English. (Non-credit course)

GLOSSARY

ACADEMIC CREDIT: Credit applicable toward a degree, to be earned at the University, or transferred from another institution (p.13)

ADMISSION: The acceptance of an applicant into Lincoln University. Admission is based on an evaluation of applicant's eligibility criteria, such as appropriate degrees or diplomas, fitting academic records, and the applicant's competence for an academic program (p.13)

ATTENDANCE REGULATIONS: Attendance is required for all classes (p.25)

AUDITOR/UNCLASSIFIED STUDENT: A student attending selected classes without pursuing a degree or certificate (pp.13-14, 27, 34, 41)

CHANGE IN REGISTRATION: The process of adding or dropping a course (p.15)

CONCENTRATION: A 21-unit coursework for BS degree and for UT certificate, a 21-unit coursework for BA degree, a 12-unit coursework for MBA degree and a 27-unit coursework for DBA degree elected to be studied in addition to the required courses in major field of study (p.7)

CONDITIONAL ACCEPTANCE: Admission status indicating a deficiency in the student's academic background (pp.14, 34, 40, 46)

CONDITIONAL STUDENT: A student having some academic deficiency and cannot be accepted to the program applied. The deficiency needs to be removed before receiving a regular status (p.13)

CURRICULUM: The total sequence and complete description of course offerings (p.26)

FULL-TIME STUDENT: An undergraduate or certificate student who is carrying at least twelve (12) units of credit, or a regular graduate student who is enrolled in nine (9) units or more (pp.15, 21)

GRADE POINT AVERAGE (GPA): A system of recording achievement based on a numerical average of the grades attained in each course. An "A" is worth 4 points, "B": 3 points, "C": 2 points, "D": 1 point, and "F": 0 points. A GPA is the number of units a course is worth multiplied by the number of points for the letter grade received for the course, then summarized for all courses included in a program and divided by the total number of units in the program. The result is the grade point average for the program (pp.14, 22)

GRADUATION REQUIREMENTS: Graduation requirements are prescribed by the University to complete a given program of study. Requirements include a minimum number of credit hours, required GPA, prerequisites and elective courses within the specified major and minor areas of study. All requirements must be successfully met in order to obtain a specific degree or certificate (p.21)

LEAVE OF ABSENCE: An absence from classes for a reason for a specified period of time, which must be requested in writing, and submitted to the Admissions and Records Office for the Director's written approval (p.26)

MAJOR: An area of study in which a degree is awarded. Business Administration, International Business, Finance Management, and Diagnostic Imaging represent current major fields at Lincoln University (p.13)

MINOR: Optional courses in an area related to the major field. At Lincoln University, an 18-unit coursework is required for students in the Bachelor of Arts degree program to complete a minor (p.33)

PROBATION: An academic standing which is based upon a student's low grade point average: under 2.0 ("C") for undergraduate students; and under certain values described in the satisfactory academic progress (SAP) chart for graduate students (pp.23-25)

REGULAR STUDENT: A student who has qualified academically, has a complete record, and has been officially accepted for admission to a degree program (p.13)

TEMPORARY ACCEPTANCE: An admission status granted to students who have provided the University with evidence of qualification for admission, but have to submit official records, test scores or additional materials for the file (p.13)

TERM: A semester or a summer session

TRANSCRIPT: A document of complete academic records from an academic institution which shows the courses that were taken, the number of credit hours, the grade for each course, and the degree if granted (pp.13-14, 27)

UNDERGRADUATE STUDENT CLASSIFICATION:

Freshman: A student who has completed fewer than 30 units.

Sophomore: A student who has completed at least 30, but fewer than 60 units.

Junior: A student who has completed at least 60, but fewer than 90 units.

Senior: A student who has completed at least 90 units, but does not hold a bachelor's degree.

UNIT OF CREDIT: 1 credit unit equals 15 lecture hours or 30 supervised lab hours or 45 self-study or intern/externship hours (p.15)