2017-2018 Catalog

DISCLAIMER:

The provisions of this publication are not to be regarded as the irrevocable terms of the contract between the student and Vanguard University. Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making changes, procedures which protect the university's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accommodated within the span of years normally required for graduation.

RELIGIOUS EXPRESSION DISCLOSURE:

Vanguard University (VU) is a private, coeducational, comprehensive university of liberal arts and professional studies that believes its Spirit-empowered Christian community provides a supportive and challenging environment in which to pursue a quality education. The University assumes that it is essential to offer educational opportunity within a context of free inquiry and academic integrity. VU is a community that encourages individual integrity and responsibility in accordance with biblical Christianity and its social and ethical implications.

VU is committed to providing a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect and freedom from discrimination. As a Christian university affiliated with the Southern California Network of the Assemblies of God, VU is exempted from certain provisions of federal Title IX of the Education Amendments of 1972 and the California Equity in Higher Education Act that are not consistent with its religious tenets and mission. These exemptions may apply to, but are not limited to, requirements in the university's community standards, housing policies, admissions processes, and employee hiring and general employment practices. VU retains all rights afforded under federal law and the laws of the State of California.

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The contents of this catalog can be found in their entirety at
https://www.vanguard.edu/academics/registrar/catalog

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ACADEMIC CALENDAR 2017-2018

This calendar is tentative and subject to change.

THE COLLEGE AND GRADUATE PROGRAMS*

Fall Semester 2017

Aug.	18	Residence Facilities Open for New Students, Friday
	18-20	Welcome Weekend: New Student Orientation, Friday-Sunday
	19-20	Residence Facilities Open for Returning Students, Saturday
	21	Classes Begin, Monday
	22	Convocation, Tuesday
Sept.	1	Last Day to Add New Courses, Friday
	1	Last Day to Drop a Course without it Appearing on Transcripts, Friday
	4	Labor Day Holiday (No Classes, Offices Closed), Monday
Oct.	13	Last Day to Drop a Course without Academic Penalty, Friday
Nov.	6-10	Priority Academic Registration for Continuing Undergraduate Students, Monday-Friday
	13-17	Academic Registration for Continuing Graduate Students, Monday-Friday
	22-24	Thanksgiving Holiday (No Classes, Offices Closed), Wednesday-Friday
Dec.	4	Last Day of Classes, Monday
	5-8	Final Examinations, Tuesday-Friday
	8	Last Day of Regular Semester Housing, Friday
	25-29	Christmas Holiday (Offices Closed)

Spring Semester 2018

Jan.	1	New Year's Holiday (Offices Closed)
	5	Residence Facilities Open for New Students, Thursday
	5-7	New Student Orientation, Friday-Sunday
	6-7	Residence Facilities Open for Returning Students, Saturday-Sunday
	8	Classes Begin, Monday
	15	Martin Luther King Jr. Holiday (No Classes, Offices Closed), Monday
	19	Last Day to Add New Courses, Friday
	19	Last Day to Drop a Course without it Appearing on Transcripts, Friday
Feb.	19	President's Day Holiday (No Classes, Offices Closed), Monday
Mar.	2	Last Day to Drop a Course without Academic Penalty, Friday
	12-17	Spring Recess (No Classes), Monday-Friday
	30	Good Friday (No Classes, Offices Closed) Friday
Apr.	9-13	Academic Registration for Continuing Undergraduate Students, Monday-Friday
	16-20	Academic Registration for Continuing Graduate Students, Monday-Friday
	19	University Awards Chapel, Thursday
	27	Last day of Classes, Friday
Apr. 30-May 3		Final Examinations, Monday-Thursday
May	3	Baccalaureate, Thursday

4	Move-out Day for Non-Graduating Students, Friday
4	Commencement, Friday
5	Move-out Day for Graduating Seniors, Saturday

Summer Sessions 2018

May 7-25	Session I
28	Memorial Day Holiday (Offices Closed), Monday
May 29-June 15	Session II
June 18-July 6	Session III
July 4	Independence Day Holiday (No Classes, Offices Closed), Wednesday

*Graduate program deadline dates may vary depending on instructional delivery method.

PROFESSIONAL STUDIES

New Cohorts	Orientation Dates	Classes Begin
Fall 1 Start	Aug. 17, 2017	Aug. 21, 2017
Fall 2 Start	Sept. 21, 2017	Sept. 25, 2017
Spring 1 Start	Jan. 4, 2018	Jan. 8, 2018
Spring 2 Start	Feb. 8, 2018	Feb. 12, 2018
Summer Start	May 1, 2018	May 7, 2018

(Last week of Summer classes: Aug. 13-17)

Fall Semester 2017

July 3-7	Academic Registration for Fall 2017 – Returning Students
	Financial Registration for Fall 2017 – returning and new students must be financially registered for all Fall semester courses by two Fridays prior to their first semester course
Aug. 17	Orientation for New Session 1 Students
21-25	**Session 1 Begins**
Sept. 4	Labor Day Holiday (Classes in Session, Offices Closed)
25-29	**Session 2 Begins**
Oct. 30-Nov. 3	**Session 3 Begins**
Nov. 6-9	Academic Registration for Spring 2018 – Returning Students
22-24	Thanksgiving Holiday (No Classes; Offices Closed Nov. 23-25)
	Financial Registration for Spring 2018 – returning and new students must be financially registered for all Spring semester courses by two Fridays prior to their first semester course

Dec.	4-8	Last Week of Classes
	25-31	Christmas Holiday (Offices Closed)

Spring Semester 2018

Jan.	2	New Year's Day Observed (Offices Closed)
	4	Orientation for New Session 1 Students
	8-12	**Session 1 Begins**
	15	Martin Luther King, Jr. Holiday (Classes in Session, Offices Closed)
Feb.	8	Orientation for New Session 2 Students
	12-16	**Session 2 Begins**
	19	President's Day Holiday (Classes in Session, Offices Closed)
Mar.	12-16	Spring Recess (No Classes, Offices Open)
	26-30	**Session 3 Begins**
Apr.	9-12	Academic Registration for Summer 2018 – Returning Students
		Financial Registration for Summer 2018 – returning and new students must be financially registered for all Summer semester courses by two Fridays prior to their first semester course
	3/30/18	Good Friday (No Classes, Offices Closed)
Apr.	23-27	Last week of Classes
	30	Orientation for New Summer 2018 Students
May	3	Baccalaureate
	4	Commencement

Summer Semester 2018

May	7-11	**Session 1 Begins**
	28	Memorial Day Holiday (Classes in Session, Offices Closed)
June	11-15	**Session 2 Begins**
July	4	Independence Day Holiday (Classes in Session, Offices Closed)
	2-6	Academic Registration for Fall 2018 – Returning Students
	16-20	**Session 3 Begins**
		Financial Registration for Fall 2018 – returning and new students must be financially registered for all Fall semester courses by two Fridays prior to their first semester course
Aug.	13-17	Last Week of Summer Classes
	23	Orientation for New Fall Session 1 Students

GENERAL INFORMATION

UNIVERSITY MISSION, VISION AND IDENTITY STATEMENT

Michael J. Beals, Ph.D., *President*

The mission of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit-empowered life of Christ-centered leadership and service.

The vision of Vanguard University is to be a nationally recognized leader in Christian higher education by cultivating academic excellence, character development and global perspective as seeds of greatness in the life of every student.

Affiliated with the Assemblies of God in Southern California, the university embraces the Assemblies of God doctrinal statement and its Pentecostal heritage of Spirit-empowered life and thought. Faculty, staff, and students display considerable diversity in denominational affiliation, cultural expression, and academic pursuits. Together they affirm the authority of Scripture, the Lordship of Jesus Christ, and belief that human nature, though marred by sin, enjoys nevertheless the potential of personal redemption through God's salvation in Jesus Christ. From this Evangelical and Pentecostal perspective, the Vanguard community commits itself to global Christian witness and to faithfully serving our communities, our nation, and our world in Christ's name, embracing the values of Truth, Virtue, and Service.

The University believes that scholarship in the arts, sciences, and professional studies illuminated by Christian truth fosters the intellectual development, moral maturity, and spiritual vitality of students. A Vanguard education, therefore, promotes the integration of faith, learning, and living.

The University is committed to providing professor-mentors that live in dynamic community with students. A hallmark of a Vanguard education is the emphasis on the relational and collaborative nature of learning. Caring and supportive relationships among students, faculty and staff provide opportunities for persons to share their faith journeys, to explore their hopes, and to nourish their souls. The community provides a safe and exciting place where we believe the Holy Spirit inspires and empowers scholarship, creative expression, witness, service, and exploration of God's world.

OVERVIEW

Vanguard University (VU) is a private, coeducational, comprehensive university of liberal arts and professional studies that believes its Spirit-empowered Christian community provides a supportive and challenging environment in which to pursue a quality education. The University assumes that it is essential to offer educational opportunity within a context of free inquiry and academic integrity. Such opportunity includes examining the Christian heritage, the claims of Christ, the charismatic involvement of the church, and the revelation of God. VU is a community that encourages individual integrity and responsibility in accordance with biblical Christianity and its social and ethical implications.

As a small community— approximately 2,200 within the student body, faculty, staff, and administration—the University offers a relational culture where professor-mentors serve students. The student/faculty ratio is 17:1. Most classes are small, which allows opportunity for academic inquiry and the personal interaction which is invaluable for learning.

HISTORY

During the Summer of 1920, Harold K. Needham, D. W. Kerr, and W. C. Peirce opened a school to prepare Christian workers for the various ministries of the church. The new institute, Southern California Bible School, moved from Los Angeles to Pasadena in 1927. In 1939 it was chartered by the State of California as a college eligible to grant degrees, and it became Southern California Bible College—the first four-year institution of the Assemblies of God. In 1943 the college received recognition by the government for the training of military

chaplains. It moved to the present campus in 1950. The name was changed to Southern California College nine years later when majors in the liberal arts were added to the curriculum.

Regional accreditation and membership in the Western Association of Schools and Colleges were granted in 1964. In 1967 the College received recognition and approval of its teaching credential program from the California State Board of Education. In June 1983 the Graduate Studies Program received approval from the Western Association of Schools and Colleges. A Degree Completion Program was started in 1994 for adult learners. On July 1, 1999, university status was achieved when Southern California College registered with the Secretary of State's Office as Vanguard University of Southern California. The University is comprised of the College and the School for Graduate and Professional Studies.

In addition to its founding president, Harold K. Needham, Vanguard University has had the able leadership of nine presidents: Daniel Kerr, Irvine J. Harrison, John B. Scott, O. Cope Budge, Emil A. Balliet, Wayne E. Kraiss, Murray W. Dempster, Carol A. Taylor and Michael J. Beals.

For more than ninety years, Vanguard University has been a leader in educational innovation within its denomination, preparing students for all types of ministry and professional vocations. As a Christian university, Vanguard is constantly seeking to expand its influence and service through education that provides excellence without compromise for the glory of Jesus Christ.

INSTITUTIONAL VALUES

The vision that guides the Vanguard community is rooted in the University's heritage as an institution of the Pentecostal tradition which was birthed out of the Azusa Street Revival in Los Angeles, California, at the turn of the twentieth century. From its inception, the movement generated a multicultural, multiracial, and gender-inclusive community of Spirit-empowered Christian believers who were committed to peacemaking and reconciliation. With global consciousness, these foremothers and forefathers of a renewed Christian faith carried the good news of the gospel around the world.

A strong commitment to cultural diversity, racial reconciliation, and gender equality is a consequence of Vanguard University being deeply grounded in the faith tradition that brought the University into existence. Moreover, these core values continue to define the institutional vision that pulls the Vanguard community forward toward its mission and educational targets and goals. Within this Christian context of inclusiveness, the University aims to provide a quality educational experience marked by the pursuit of truth, the cultivation of virtue, and the desire for service.

These three values inherent in the Vanguard University educational experience—truth, virtue, and service—are enshrined in the University motto and embossed on its official seal.

TRUTH

As members of the Vanguard community we strive to . . .

- pursue truth by understanding the Word of God and by knowing Christ, who is Truth;
- develop critical and creative thinking skills for careful, reasoned, and independent analysis of competing ideas;
- engage in scholarship with integrity and excellence; and
- explore, participate in, and contribute to our cultural, intellectual, and spiritual heritage.

VIRTUE

As members of the Vanguard community we endeavor to . . .

- honor God and commit ourselves to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a free society; and
- transcend the limitations and errors of the prevailing culture, and through a wholeness of vision, choose and hold to the path for a righteous life.

SERVICE

As members of the Vanguard community we work to . . .

- develop our talents to their potential and discern God's purpose for our lives;
- strengthen the skills necessary for effective communication of ideas and for a productive place in society;

- prepare students for diverse vocations, graduate programs, and leadership roles; and
- exercise civic responsibility, respect cultural and individual differences, and care for others.

In order to develop continuously as an inclusive community growing in truth, virtue, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real life challenges which they face as citizens of the twenty-first century.

INSTITUTIONAL LEARNING OUTCOMES

Vanguard University has six Institutional Learning Outcomes to demonstrate core competencies: integration of faith and learning, cultural competency and citizenship, communication, critical thinking, holistic living, and information competency. Further discussion can be found in the Core Curriculum section of this catalog.

FAITH CONFESSION

As a Christian comprehensive university of liberal arts and professional studies, informed by its evangelical persuasion and Pentecostal heritage, aligned with the General Council for the Assemblies of God (Springfield, MO), Vanguard University affirms the following confession of faith.
We believe . . .

- the Bible to be the inspired and only infallible and authoritative Word of God.
- that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal, future return to this earth in power and glory to rule over the nations.
- that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- that the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

STATEMENT ON DIVERSITY

Because we stand within the Judeo-Christian tradition, we affirm the biblical view that God is creator of and sovereign over all the earth and that all people are equally valuable in God's sight.

Because we embrace the Bible as the authoritative rule for faith and practice, we affirm the prophetic concept of justice which combines personal piety with social justice. By "personal piety" we mean that aspect of character and behavior, consistent with biblical morality, which seeks to be in right relation with God. By "social justice" we mean the state of social, political, and economic relationships in which all people are treated equitably. Because justice is rooted in the character of God, it should flower in the community of faith. One ought to seek justice because God seeks justice. We affirm that the pursuit of justice raises perennial issues that recur wherever social groups assert competing claims for resources and competing understandings of fair and equitable treatment. These difficulties we understand to be inherent in the human condition. Yet we also note an apparently inevitable tendency of human cultures to resolve issues of justice in fragmented and self-serving ways. By contrast, we wish to affirm that the Christian's pursuit of justice is rooted in the character of God himself and that it, therefore, differs profoundly from the mandate of our prevailing pluralistic culture.

As Christians, we affirm that our unity within the Body of Christ transcends any differences which might divide us (Gal. 3:28), including differences of culture, race, physical ability, age, and gender. We believe that this unity summons us to

seek fair and equitable treatment for all members of our community. For this reason, we seek to create an environment in which competing cultural perspectives are given fair hearing, and in which individuals from different cultural and ethnic backgrounds are given equitable and fair access to resources. This we believe to be an expression of Christian holiness.

As evangelicals, we recognize that the worldwide mission of the church inevitably involves the challenge of cultural diversity. For this reason, we seek to create an environment in which our students learn the importance of balancing respect for other cultures with a healthy acknowledgment of the strengths and limitations of their own.

As Pentecostals, we believe that the source for the transformation of all human experience ultimately lies in the movements of the Holy Spirit. For this reason, we seek to create an environment in which the charismatic movement of the Holy Spirit leads us toward ever more thoughtful treatment of each other.

ACCREDITATION

Vanguard University is a member of and accredited by the WASC Senior College and University Commission (WSCUC), the regional accrediting body for liberal arts colleges and universities in California. WSCUC offices are located at 985 Atlantic Avenue, Suite 100, Alameda, CA, 94501; phone (510) 748-9001. The Graduate Education teacher credential program for multiple and single subjects are accredited by the California Commission on Teacher Credentialing (CCTC). The RN to BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE). Vanguard University is accredited by the National Association of Schools of Theatre (NAST) and the National Association of Schools of Music (NASM). The University is endorsed by the Alliance for Assemblies of God Higher Education (AAGHE).

INSTITUTIONAL AFFILIATIONS

Vanguard University holds institutional membership with the following associations: Association of Christian Schools International (ACSI); Association of Governing Boards (AGB); Association of Independent California Colleges and Universities (AICCU); Council of Christian Colleges and Universities (CCCU); Evangelical Council for Financial Accountability (ECFA); Hispanic Association of Colleges and Universities (HACU)

LOCATION

Vanguard University is located Costa Mesa at the intersection of Highway 55 (Costa Mesa Freeway) and Fair Drive; just five miles north of Newport Beach, about 60-minutes south of Los Angeles and 90-minutes north of San Diego. Due to its location, students can avail themselves of the libraries, museums, and other cultural advantages for which Los Angeles and Orange Counties are renowned for. Just minutes from the campus, and accessible by a number of freeways, are miles of beautiful mountains, beaches, parks, zoos, sports, entertainment and recreational opportunities. There are many great churches in the area that students can plug in to.

Costa Mesa enjoys an ideal climate with an average temperature of 67 degrees and average rainfall of 14.5 inches. Winters are tempered by ocean currents and Summers are air-conditioned by cool trade winds from the Pacific Ocean.

CAMPUS AND BUILDINGS

The university campus covers nearly forty acres. Major campus buildings include the John B. Scott Academic Center, Heath Academic Center, Smith Hall, Harold K. Needham Memorial Prayer Chapel, O. Cope Budge Library, Social Science Building, Clinical Psychology Center, Fine Arts Offices, Lyceum Studio Theatre, Natural Science Offices with laboratories for the physical and biological sciences, Gymnasium, Dining Commons, Student Activities Building and Bookstore, Information Technology and Copy Center, Human Resources, and five residence facilities: Balboa Hall, Catalina Hall, Huntington Hall, Laguna Hall, and Newport Hall. Vanguard Centre, in close proximity to the University campus, also provides an opportunity for student housing.

University Institutes and Centers

Vanguard University is committed to preparing students through an education marked by academic excellence and spiritual vitality for productive service in a variety of vocations and ministries that are matched to the marketplace of the 21st century. In casting the vision of its preferred future as a leading Christian university, VU draws upon its distinctive Pentecostal heritage to advance an adventurous spirit that forges partnerships between the university, the church, and the community in promoting Christian witness, scholarship, civic responsibility, and social transformation. A strong commitment to cultural diversity, racial reconciliation, and gender equality is a consequence of VU being deeply grounded in the Pentecostal faith, a tradition that brought the university into existence. These core values continue to define the university's institutional vision. Within this Christian context of inclusiveness, the university aims to provide a quality educational experience marked by the pursuit of truth, the cultivation of character, and the desire for service. The following institutes and centers help to advance the University's mission.

The Global Center for Women and Justice

Sandra Morgan, Ph.D., Director

The Global Center for Women and Justice exists to advance the global status of women through *education*, *advocacy*, and *collaboration*. The Center promotes gender reconciliation and the inherent dignity of all persons.

Through education, the Center promotes the importance of delivering evidence-based knowledge in various formats that will effect change in global culture to empower women in leadership, economic justice, and reduce endemic violence against women.

Through advocacy, the Center recognizes that knowledge leads to praxis and works on behalf of marginalized and victimized women at home and globally to promote dignity, value, and justice.

Through collaboration, the Center builds community relationships and provides resources to network with others to advance the global status of women and justice.

The Judkins Institute for Leadership Studies

Douglas Petersen, Ph.D., Executive Director
Roger Heuser, Ph.D., Director, Leadership and Spirituality

Our Mission

The Judkins Institute for Leadership Studies promotes leadership, which develops the spirit, character and ethics of purposeful and transformative organizations.

Our Vision

We strive to be a growing, diverse learning community of business, community and religious leaders who join together in dialogue and action in order to transform our enterprises through justice and compassion.

Our Strategic Priorities

In collaborating with leadership partners in business, community and religious organizations; we: (1) conduct research; (2) promote the formation of leaders; and (3) develop resources.

The Lewis Wilson Institute for Pentecostal Studies

Derrick Rosenior, Ph.D., Director

The Lewis Wilson Institute for Pentecostal Studies encourages and supports the study of the Pentecostal and Charismatic movements. The Institute serves as a conference and research center for scholars, church leaders, students and others who are interested in probing the historical significance and contemporary global role of Pentecostalism and the Charismatic movements.

Activities of the Institute include: sponsoring lectureships, seminars and roundtables; overseeing a Pentecostal bibliographic collection; encouraging undergraduate and graduate study in Pentecostalism by awarding stipends to scholars in residence; publishing occasional monographs and other materials pertinent to the study of Pentecostalism.

The Lewis Wilson Institute for Pentecostal Studies is named in the honor of Professor Lewis Wilson, who retired at the end of the 1994-95 academic year after offering twenty-eight years of service at the College, and over forty years of continuous service as an Assemblies of God and Pentecostal educator.

UNIVERSITY POLICIES

CREDIT HOUR POLICY

A semester credit hour is defined as the quantity of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates the amount of work required by one hour (minimum 50 minutes) of classroom or direct faculty instruction per credit and a minimum of two hours out-of-class student work each week per credit for approximately fifteen weeks or one semester, or an equivalent quantity of work over a term of different length (intensive, accelerated, online courses, etc.).

An equivalent quantity of work may also be achieved by other academic activities established by the University, including internships, laboratory work, practica, studio work, and any other academic work leading to the award of credit hours. With regard to clinical or laboratory hours, the appropriateness of a clinical hour may be based on each program's specialty accreditation agency criteria, within the context of program and institutional learning outcomes.

This is in line with the Department of Education's Policy #600.2.

GRADE APPEALS

No course grade may be appealed more than one year after the end of the academic term in which the grade was assigned.

A course grade may be appealed only on the basis of one or more of the following justifications:

1. Erroneous course grade assigned.
2. Assigned course grade based on capricious or prejudicial evaluation of course work.
3. Assigned course grade based on inconsistent or inequitably applied standards for evaluation.

A student wishing to contest a course grade should first seek an explanation from the faculty members assigning the grade. If the faculty member approved a course grade change, the faculty member shall submit a grade change to the Office of the Registrar and shall provide a written notification of the decision to the student.

Should the faculty member be unavailable or if the explanation given is deemed unsatisfactory, the student may appeal to the appropriate academic administrator (Department Chair, Professional Studies Chair, Graduate Program Director). The academic administrator shall seek to reach a mutually satisfactory resolution of the matter by conferring with the student and the faculty member. If the faculty member does not respond to attempts for conferral, the academic administrator will resolve the matter in light of the evidence presented. If resolution is achieved and results in a course grade change, the academic administrator shall submit the grade change to the Office of the Registrar and shall provide a written notification of the decision to the faculty member and the student. Should the faculty member be the academic administrator, the student may appeal the course grade to the Dean.

Should a mutually acceptable solution of the matter not be reached by the academic administrator, the student may appeal the course grade to the Dean , who will review the case and seek to
reach a mutually satisfactory resolution of the matter. If resolution is achieved and results in a course grade change, the Dean shall submit a grade change to the Office of the Registrar and shall provide a written notification of the decision to the faculty member, the academic administrator, and the student. Should the faculty member be the Dean, the student may appeal the grade to the Provost.

Should a mutually acceptable resolution of the matter not be reached by the Dean, the student may appeal the
course grade to the Provost, who will review the case, approve or disapprove a grade change, submit (if necessary) a grade change to the Office of the Registrar, and provide a written notification of the decision reached to the student, the academic administrator, and the appropriate Dean. The decision will not be subject to further appeal.

GRADE CHANGE POLICY

Grades submitted by faculty to the Office of the Registrar are considered final. Students who believe a grade was assigned in error must contact the instructor of the course to review their records. Submission of a grade change to the Office of the Registrar can be made by the faculty member no later than two semesters following the term in which the grade was originally assigned. Requests for exceptions to this policy must be made to the appropriate Dean. Instructors are under no obligation to accept late or additional work.

GRIEVANCE RIGHTS AND PROCEDURE

Vanguard University subscribes to the principle of equal educational opportunity, regardless of gender (cf. Title IX of EDUCATION AMENDMENTS OF 1972). Any member of the University community who has a grievance related to this principle should petition in writing or online to the Title IX Coordinator, who will work with the petitioner for a resolution of the problem. A trained appellate board shall serve as ultimate board of appeal for such questions.

RELEASE OF STUDENT RECORDS

A student may not receive any diploma, certificate, or transcript until all financial obligations have been satisfied in accordance with policies described under "Costs and Payment Policies." Any diplomas, certificates, or transcripts shall be retained by the University until all such obligations are satisfied. Release of any such student records prior to or subsequent to any default by the debtor shall not be considered a binding precedent or modification of this policy.

Students who have left the University without completing their degree may reactivate their academic file in order to ascertain those requirements that remain unfulfilled. They may do so by submitting a "Request to Reactivate Student Record" form to the Office of the Registrar. A fee will be due and payable at the time of the request if more than one academic year has passed since the date of last attendance at Vanguard. The file will be considered open for one calendar year from the time of reactivation.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
   - Students should submit to the registrar, dean, head of the academic department, Vice President, or other appropriate Official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
   - Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   - If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   - Disclosure without consent to University officials with legitimate educational interests is permitted. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Campus Safety personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or

collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Other exceptions that permit disclosure without consent are:
  - A. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.
  - B. To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
  - C. To a parent or a legal guardian in connection with a health or safety emergency.
  - D. To a parent or a legal guardian of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
  - E. If a parent or eligible student initiates legal action against the University, the University may disclose to the court, without a court order or subpoena, the student's education records that are necessary for the University to defend itself.
  - F. The disclosure is in connection with a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of a crime of violence.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vanguard University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The University may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, email address, student identification number , telephone listing, date and place of birth, major field of study, dates of attendance, class level, enrollment status (e.g., undergraduate or graduate; full-time or part-time; enrolled or withdrawn), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student specifying information which the student request not be released.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which education records and personally identifiable information (PII) contained in such records, including Social Security Number, grades, or other private information, may be accessed without the student's consent. First, Federal and State Authorities may allow access to student's records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain

direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain and share without consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

VETERANS BENEFITS

Vanguard University is approved for training of veterans and eligible persons under the provisions of Title 38, United States Code. Upon acceptance into the University, individuals eligible for veterans benefits may apply for benefits through the Veterans Resource Center. Vanguard University is a full Yellow Ribbon Institution. The Yellow Ribbon application can be downloaded at the Veterans resource center homepage http://www.vanguard.edu/veterans/ .

In addition, the veteran must submit a certified copy of their separation papers (Form DD-214), along with their Certificate of Eligibility and any appropriate application form(s). For details, or to obtain a hard copy of the Yellow Ribbon application, please visit Vanguard University Veterans Resource Center.

Vanguard University recognizes and uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a service member's program.

Undergraduate students accepted into the College or the School for Graduate and Professional Studies will be awarded one physical education unit (to a maximum of 8 units) for every six months of active service completed, provided an honorable discharge was received as indicated on Form DD-214. Vanguard University grants up to 30 units for certain types of military experience and educational training. The Veteran must provide an official military transcript to the Office of the Registrar.

To claim full GI Education Benefits, it is the students' responsibility to request certification with the Veterans Resource Center each semester. The student must indicate their semester's enrollment on an Enrollment Certification Form. To complete this form, please visit www.vanguard.edu/financialaid/.

Veteran students enrolled in accelerated format credit hours will be certified according to the start, and end date of each course. Accelerated format will be considered non-standard terms. Veteran students utilizing Ch33 Post 9/11, enrolled in accelerated format credit hours, will have a Rate of Pursuit determined by the Department of Veteran Affairs for each course enrolled based on non-standard term calculations.

Students receiving Veterans benefits will be put on Probation if their cumulative GPA drops below the graduation requirement for the program being attended as outlined below. Students who are placed on probation or fail to make academic progress towards graduation risk having their VA benefits denied or delayed.
2.00 (C average) The College
2.00 (C average) Professional Studies
2.67 (B- average) M.T.S. degree in the Graduate Programs in Religion
3.00 (B average) M.A., M.S., or MSN degree in the Graduate programs

Probationary status will continue until the student has raised his/her cumulative GPA to the minimum requirement. An individual will have his/her veteran's benefits terminated if he/she remains on Probation for two consecutive semesters.

V.A. Certification
I hereby certify that this catalog is true and correct in content as required by DVB circular 2-76-84, Appendix P, Paragraph 6(a).

Military Spouse Programs
Vanguard University participates in the Department of Defense MyCAA program. MyCAA offers courses and programs for military spouses focused on pursing a certificate, license, or certification in a portable career field or occupation. Specific programs, registration, and educational planning is available on the MyCAA portal and Vanguard University website.

ADMISSIONS INFORMATION

Mission: The mission of the Admissions Office is to market VU effectively with integrity to the Christian prospective student population, and to provide high quality admissions counseling and information to prospective students and their families, pastors, and high school guidance counselors.

The following admissions information is specific to the traditional undergraduate programs of the University. For graduate programs admissions information, see the Graduate Studies catalog section; for Early Childhood Education Program and degree completion admissions information, see the Professional Studies catalog section.

SELECTIVE ADMISSION

The traditional undergraduate programs of Vanguard University practice selective admission and encourage applications from Christian students who desire an education that integrates the Christian faith with learning and living, provides intellectual challenge and growth, and fosters spiritual commitment. The traditional undergraduate programs, therefore, review applicants' academic records, moral character, and willingness to comply with the standards and values of the University. All applicants are evaluated without regard to race, gender, age, political affiliation, national origin, or disabling conditions.

The average freshman enters VU with a high school grade point average of approximately 3.20. Vanguard has a preferred GPA of 2.80 for first-time freshmen, with a minimum of 2.50 required. The preferred GPA for transfer students is 2.5, with a minimum requirement of 2.0. A limited number of students who do not meet these minimum GPA requirements may be admitted on a "provisional" status. Provisional status places students on academic probation during their first semester of attendance, and requires at least a 2.0 GPA during that semester in order to continue at VU. Please note that students are not guaranteed admission by meeting minimum GPA requirements.

HIGH SCHOOL PREPARATION

The traditional undergraduate programs do not require a set pattern of high school subjects. However, a strong college preparatory program in high school is vigorously recommended. The following high school courses are considered basic for college admission:

English – 4 years	Laboratory Science – 2 years
Mathematics – 3 years	History/Social Science – 2 years
Foreign Language – 2 years	Visual and Performing Arts – 1 year

High school students could further enhance their experience in college by taking additional courses in the disciplines above and other courses in humanities, foreign language, and practical application courses such as those requiring computer literacy.

APPLICATION DEADLINES

Fall Semester

- December 1 – Early Action Deadline with application decision by January 15
- January 15 – Priority Deadline with application decision by March 2
- March 2 – Regular Decision Deadline with application decision within four weeks
- August 1 – Rolling Admission Deadline with application decision upon receipt of supporting documentation

Spring Semester

- December 1 – Regular Decision Deadline with application decision within four weeks.

Students desiring financial aid should submit a "Free Application for Federal Student Aid" (FAFSA) online at https://fafsa.ed.gov/ by the priority deadline of March 2. In order to meet the March 2 priority deadline for financial aid, California residents must also file the GPA verification form with the California Student Aid Commission by March 2.

FIRST-TIME COLLEGE FRESHMEN

Applicants for admission to VU as freshmen must follow the procedure outlined below:

1. Submit the online application or PDF version which can be retrieved at http://www.vanguard.edu/applynow.
2. Official high school or GED transcript. Applicants are also responsible to request that their final high school transcript, with graduation date be submitted upon graduation.
   - Students who have graduated from a non-regionally accredited or non-ACSI accredited high school, or who have been home-schooled must achieve satisfactory test scores from the ACT or SAT in order to be considered for admission and financial aid. More weight will be placed on standardized test performance.
3. Transcript Request Form to be submitted by the school counselor, advisor, or registrar
4. Pastoral Reference
5. Standardized Tests. All freshmen applicants are required to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Vanguard prefers a minimum score of 910 (combined critical reading and math sections) on the SAT or a composite score of 19 on the ACT for admission to the university. Please note admission is not guaranteed by meeting minimum test scores. Information and registration forms may be obtained from your high school counselor. The addresses for testing information are as follows:
   - American College Testing Program (ACT)
     P.O. Box 2201, Iowa City, Iowa 52243
   - College Entrance Examination Board (SAT)
     Box 6200, Princeton, NJ 52243

TRANSFER STUDENTS

Students desiring admission by transfer from a recognized college or university will follow the same basic procedure outlined for freshmen above. Please note that students are not guaranteed admission by meeting minimum standards. Transfer students are also subject to the following requirements:

1. Official Transcripts. Official college transcript(s) of all college work must be sent to the Undergraduate Admissions Office. Credit for courses receiving less than a grade of "C-" will not transfer. A course receiving the grade of "D," however, may satisfy core curriculum requirements for graduation at Vanguard University. No more than three core curriculum requirements can be satisfied with a "D" grade. At no time will transfer students be admitted until they present evidence of honorable dismissal from the institution last attended. Transcripts submitted to Vanguard become the property of VU and will not be returned or duplicated.
2. High School Completion. Final official high school transcript or diploma, GED certificate or transcript, transcript stating 2-year program completion and specifically Associate of Arts or Associate of Science, home school credential or transcript, or proof of passing both sections – English-language Arts and Mathematics – of the California Proficiency Examination (CHSPE).
3. Transcript Request Form to be submitted by the school counselor, advisor, or registrar.
4. Pastoral Reference.
5. Standardized Tests. A student transferring from a regionally unaccredited liberal arts or Bible college must present acceptable scores on either the College Board Scholastic Aptitude Test (SAT) or American College Test (ACT). Other transfer students who have completed at least 12 units of transferable college coursework do not need to submit standardized test scores.
6. Community Colleges. A maximum of seventy (70) units may be transferred from community colleges. Work considered as terminal, occupational, or industrial arts will not be included in the 124 unit hours required for graduation.
7. Unaccredited Bible college transfers. Students transferring from non-regionally accredited Bible colleges may be able to transfer a maximum of 30 units upon approval from the Chair of the Department of Religion. A college catalog and course syllabi are required for the evaluation process. Schools accredited by the Association of Biblical Higher Education or Transnational Association of Christian Colleges and Schools may receive a

maximum of 60 units in transfer. Students who have matriculated into VU, may not transfer units from unaccredited institutions.

8. Minimum Required Units. A minimum of twenty-four (24) of the last thirty (30) units* and at least one-half of an academic major must be taken at Vanguard University. **Veterans and active duty military are exempt from this requirement.*
9. Core Curriculum. Transfer students who have not fully met the core curriculum requirements of Vanguard University may be allowed to satisfy these deficiencies by substituting similar courses from those that were accepted. The Registrar will make such determinations.
10. The same guidelines that are followed to determine course equivalencies for students following IGETC (see "Course Articulation with California Community College" section) will be used for those transferring from 4-year institutions.
11. Religion requirements. Religion courses may be transferred, but must be taken from a recognized Christian institution. The number of core curriculum Religion courses required for transfer students is reduced based on the number of units accepted in transfer to Vanguard.
    a. 47-77 units transferred 12 units
    b. 78-93 units transferred 9 units
    c. 94 or more units transferred 6 units

COURSE ARTICULATION WITH CALIFORNIA COMMUNITY COLLEGES

Students who are considering transferring to Vanguard University from a California Community College should follow either the California State University (CSU) pattern of study with the Intersegmental General Education Transfer Curriculum (IGETC) at the community college of attendance or the CSU General Education Breadth Requirements.

Guidelines for those following IGETC:

Areas 1 through 5 (CSU pattern) must be followed with the following exceptions:

- Area 4: Social and Behavioral Sciences: Only 6 units are required in two different disciplines.
- Area 5: Sciences: Only one class in Group A or B is required, but it must include a corresponding lab.
- American Institutions Requirement of U.S. History OR U.S. Government is required.

Guidelines for those following the CSU General Education Breadth Requirements:

Areas A through E must be followed with the following exceptions:

- Area B: Sciences: only 1 class in group B1 *or* B2 is required, but it must include a corresponding lab. A math class in group B4 is required for a minimum of 7 units in Area B.
- Area D: Social and Behavioral Sciences: only 6 units are required in 2 different disciplines
- Area E: Life Skills: Personal health lecture course and activity courses that are equivalent to VU's KINE 145C/146C will fulfill the Lifetime Fitness/Wellness requirement
- American Institutions Requirement of U.S. History OR U.S. Government is required.

In addition, students who transfer to Vanguard University will be required to take additional core curriculum coursework:

- fifteen (15) units of religion (See #11 in "Transfer Students" section for more information)
- three (3) units of a Multicultural Exposure course (may be transferred to VU. Some courses in Areas 3 and 4 (IGETC) or Areas C and D (CSU Gen Ed Breadth) will also meet this requirement)
- two (2) units of fitness/wellness courses (1 unit lecture and 1 unit of physical activity may be transferred to VU)

Students at any California community college have the option of transferring to Vanguard University before completion of the entire IGETC pattern or CSU Gen Ed Breadth requirements.

Partial or full completion of the IGETC pattern or CSU General Education Breadth requirements does not guarantee admission to Vanguard University. Students may be approved for admission after an application for admission has been filed with the Undergraduate Admissions Office at VU.

Only students who are not currently enrolled, and who have not been previously enrolled, at Vanguard University may use the IGETC pattern or CSU General Education Breadth requirements to meet the core curriculum requirements at VU.

Air Force Reserve Officer Training Corps (ROTC) Agreement

Air Force Reserve Officer Training Corps (AFROTC) educates and trains highly qualified undergraduate and graduate students for commissioning as officers in the United States Air Force. AFROTC offers a variety of two, three, and four-year scholarships, many of which pay the full cost of college tuition, books and administrative fees. Additionally scholarship recipients and all students who successfully complete a Summer training session at the end of their second year receive a monthly tax free personal payment.

Through arrangements with Loyola Marymount University (LMU) in west Lost Angeles, Vanguard University will accept 16 transfer units from students enrolled in its Air Force Reserve Officer Training Corps (AFROTC) program. In addition, students currently enrolled at Vanguard may participate in the AFROTC program as part of their studies. For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at 310-338-2770 or visit their website at http://academics.lmu.edu/afrotc/.

Army Reserve Officer Training Corps (ROTC) Agreement

Vanguard University participates in an Education Service Agreement with California State University, Fullerton which allows for the awarding of transfer units. Vanguard accepts all baccalaureate level Military Science units receiving a grade of "C-" or higher, with a maximum of 8 physical activity units (all institutions combined). Scholarships may be awarded to eligible students. Eligible students are determined by CSU-Fullerton. For more information on the ROTC program at CSU-Fullerton, please go to their website at: https://catalog.fullerton.edu/

Re-Admission

Students interrupting their educational program by not registering in any subsequent Spring or Fall semester must submit a simplified Abbreviated Application (with a $15.00 application fee) to the Undergraduate Admissions Office. If the length of absence from VU exceeds two consecutive semesters, the student will be required to meet any new graduation requirements which may be in effect at the time of re-admission. Students, who have completed twenty-four (24) units at VU and have formerly declared a major, after being out of attendance for no more than two consecutive semesters, may return finding that the requirements have not changed.

International Students

International students must complete the same admissions process as domestic freshmen or transfer students. Additionally, international students must fulfill the following requirements:

1. Affidavit of Financial Support. Submit annual financial certification showing financial sponsorship for duration of planned study. Financial aid, with the exception of institutional talent scholarships, is not available for international students.
2. Deposit. For Fall students, submit a check in U.S. dollars to cover 70% of basic costs of first academic year before the I-20 form is issued. For Spring students, submit a check in U.S. dollars to cover 100% of basic costs of the Spring semester before the I-20 form is issued.
3. TOEFL. International students for whom English is not their native language are required to take the Test of English as a Foreign Language (TOEFL) and submit their scores to the Undergraduate Admissions Office. A score of at least 550 on the paper-based test, 213 on the computer-based test, or 80 on the internet-based test, is required for admission to Vanguard University.
4. Transferring. To become eligible for transfer to VU from another American college, approval must be obtained from the previous school attended and the U.S. Immigration and Naturalization Service.

5. Full-Time. International students must maintain a minimum of twelve (12) units each semester.

NOTIFICATION OF APPLICATION DECISION

Students applying by the December 1 Early Action Deadline will be notified of their application decision by January 15. Students applying by the January 15 Priority Deadline will be notified of their application decision by March 2. Student applying by the March 2 Regular Decision Deadline will be notified of their application decision within four weeks. Upon acceptance to Vanguard University, an acceptance packet will be mailed to each applicant that includes an acceptance letter, along with additional information to assist you in college planning. The following procedures must be completed once admitted:

1. Residence Arrangements. All students will be sent an on-campus housing form or an off-campus housing petition which is to be returned to the Undergraduate Admissions Office. Permission to live off campus is not considered official until confirmed in writing by the Office of Residence Life.
2. Enrollment Deposit. Prior to securing class registration and campus housing, admitted students must submit a $400 enrollment deposit to the Undergraduate Admissions Office. This deposit is non-refundable after May 1 for Fall term applicants, and December 1 for Spring term applicants.

STUDENT CLASSIFICATION IN VU'S TRADITIONAL UNDERGRADUATE PROGRAMS

Regular Students—Students who have fully met all the requirements for admission, have been admitted to candidacy for a degree, and are making satisfactory progress toward graduation.

Provisional Students—A limited number of students who do not meet all the admission requirements may be admitted as "provisional" students. Students admitted provisionally may be limited to twelve (12) units.

In order to receive regular classification and continue at VU, provisional students must attain a 2.0 grade point average in their first semester of full-time enrollment.

Non-Degree Students—Students who are allowed to attend Vanguard University without submitting the credentials required for admission with regular status. Abbreviated application forms are available through the Undergraduate Admissions Office. Types of non-degree students include:

- Students taking Continuing Education Units. Units are not degree applicable.
- Students seeking Certificates. Certificate students may only take coursework that applies to the certificate they are pursuing.
- Students-at-Large. Students-at-Large earn academic credit for work completed successfully, but they are not considered degree-seeking students at Vanguard University. The Student-at-Large classification is possible only for those taking six (6) units or less during any semester except the Summer term.

Auditors—Students may attend class with no obligation to participate actively in the work. For such students, no examinations are given, no assignments are requested or marked; however, no credit may be obtained for such attendance. Auditors pay the auditing fee. A student must attend at least 50% of the class sessions in order to have the audited course recorded on the transcript.

FINANCIAL INFORMATION

FINANCIAL AID OFFICE

Mission: An education at Vanguard University is an excellent investment. We, the Financial Aid Office, are committed to counseling, advising, and educating our campus community with the utmost care. We provide students with the resources to make a Vanguard education financially attainable by balancing responsible stewardship of all Financial Aid funds with student-centered values.

The Financial Aid Office offers counseling and assistance to students and their families by providing information about financial aid options and application procedures. Visit www.vanguard.edu/financialaid for hours of operation and contact information.

Financial Aid Sources

Vanguard University offers federal grants, state grants, institutional grants and scholarships, federal loans and employment opportunities to eligible students seeking assistance to help pay for educational costs. Vanguard University awards financial aid to students regardless of race, color, sex, national origin, or disability. All students are guaranteed fair and equal treatment in the awarding of financial aid.

Information about specific scholarships, grants, loans, and employment is available online at http://financialaid.vanguard.edu/.

Applying for Federal, State and Need-based Aid

Students applying for financial aid should follow the steps below:

Step 1: Apply for admission to Vanguard University. All applicants for financial aid must be accepted for admission to the University before eligibility will be determined.

Step 2: File the Free Application for Federal Student Aid (FAFSA) by March 2nd annually, online at www.fafsa.ed.gov. The school code (001293) must be included for information to be sent to Vanguard University.

Step 3: California residents applying for the Cal Grant Program must submit the Cal Grant GPA Verification Form by March 2nd. Check with your High School counselor for GPA submission process.

Students interested in the Vanguard University talent scholarships (Athletics, Forensics, Music and Theatre) must contact the appropriate university department for scholarship requirements.

Students must complete the financial aid application process every academic year. Aid applications for the Professional Studies and Graduate programs are available online at http://www.vanguard.edu/financialaid/.

Note for Non-degree credential students:
Non-degree credential students are considered 5th year undergraduates and must file the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov by March 2nd each year. Students should indicate their grade level on the FAFSA as Teaching Credential (non-degree program) or 5th Year Undergraduate. Parent information may be required on the FAFSA.

Financial aid awards are determined based on the assumption that students will enroll full-time for their program of study. Undergraduate students are also assumed to live on-campus. Students who do not plan to enroll full-time or whose housing plans have changed must notify the Financial Aid Office immediately prior to the start of the semester by submitting a Status Change Form. A change in enrollment or housing will require that a student's financial aid awards and cost of attendance be adjusted and revised as necessary in accordance with federal, state and institutional regulations.

Financial Aid Application Deadlines

The priority deadline for financial aid is March 2nd of each year. Students applying by the priority deadline will be considered for all sources of financial assistance based on federal aid eligibility and class level. Students applying after

the deadline will be awarded financial aid based on availability of funds. Students are encouraged to apply as soon as possible after October 1st, and before March 2nd, to receive the best financial aid packages.

General Eligibility to receive financial aid:

-Students must be U.S. citizens, permanent residents, or other eligible non-citizens and meet other program eligibility requirements to be eligible for federal, California state, and University funded financial aid programs. Limited scholarships and work opportunities are available for international students.

-Students must be enrolled in a degree program or eligible non-degree program at Vanguard University. Students working towards a second Bachelor's degree are only eligible for Federal Subsidized and Unsubsidized Direct Loan programs.

-Students must have received a high school diploma or the equivalent of a high school diploma such as General Education Development (GED) certificate, have completed homeschooling at the secondary level as defined by state law or have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education.

-Students must be enrolled full-time to be eligible for most University funded financial aid programs. Eligibility for federal and California state grant programs require at least half-time enrollment. Students who enroll less than half-time are generally only eligible for the Federal PELL grant if qualified.

-Students must not owe a refund from any federal grant or loan or be in default on any federal loan.

-Students required to register with the Selective Service must register.

-Students must make Satisfactory Academic Progress.

Financial Aid Communications

The Financial Aid Office primarily communicates with students electronically. Students are notified of information regarding their aid application via their Vanguard University email and myVU, Vanguard's online portal which provides access to various campus systems. The Financial Aid Office will not correspond with students via their personal email accounts to protect their privacy and security.

Financial Aid Disbursements

Financial aid will be applied directly to the student's account to pay for tuition, fees, and room and board charges. Students attending both the Fall and Spring will receive financial aid for the full academic year, disbursed each semester to the student's account. Students attending only one semester are only eligible to receive the financial aid awarded for that semester.

Satisfactory Academic Progress – Federal & State Aid

Students receiving financial aid must demonstrate satisfactory academic progress (SAP) in their degree program. These standards are separate and distinct from the University's Academic Probation and Disqualification Policies as stated in the University Catalog. Each student's academic history will be evaluated at the end of each semester after grades are posted, in accordance with the following regulations:

Qualitative Measure: All undergraduate financial aid recipients are required to maintain a minimum 2.00 Cumulative GPA. Please note that merit scholarships may require a higher minimum GPA in order to maintain eligibility. All credential and graduate financial aid recipients are required to maintain a minimum 3.00 Cumulative GPA.

Quantitative Measure: Students must complete 67% of all units attempted each semester. Classes for which a student receives a letter grade of A, B, C, D, F, W, WF, WP, CR, I, are P are considered attempted. Classes for which a student receives a letter grade of A, B, C, D, CR and P are considered complete.

Full-time undergraduate = 16 units per academic year (8 units/term)
Full-time graduate = 12 units per academic year (6 units/term)

Students who are enrolled less than full-time must complete the number of units for which financial aid was approved and funded.

Please note: In order to graduate with a Bachelor's degree within four-years, full-time enrollment will need to consist of a minimum of 15.5 units per semester.

Maximum Time Frame for Completion: A student may not receive federal aid for more than 150% of the normal time frame required to complete their degree program. For undergraduates that is a maximum of 186 total units (including repeated courses and units transferred into Vanguard) or 12 full-time semesters, whichever comes first. Graduate and credential students have shorter time limits depending on program length. **Important:** The maximum timeframe to complete degree requirements does not override institutional, federal or state financial aid programs that have a maximum period of eligibility. For example, University funded undergraduate scholarships and the Cal Grant are available for a maximum of eight semesters. Student should refer to their Academic Degree Requirements for information on the recommended course load required their degree requirements in eight semesters (four years).

The following grades meet the satisfactory academic requirements for both graduate and undergraduate students: A, B, C, D, CR and P. The following grades do not meet the academic requirements for both graduate and undergraduate students: W, WP, WF, F, I and AU.

Incompletes (I) Grades: For SAP purposes, incomplete grades count as attempted but not earned credit. Therefore, it will not be counted towards meeting the minimum GPA or credit completion and may result in Financial Aid Warning or Suspension until the grade has been posted.

Withdrawals (W, WP, WF, F): Students who withdraw entirely from a semester or withdraw from a course(s) in which financial aid was received, are counted to have used eligibility towards the maximum time frame limit for degree completion.

Transfer Course Evaluation: Transfer students are evaluated based on the number of units accepted at admission to determine their maximum timeframe to receive financial aid.

Repeated Courses: A student who receives federal financial aid (Title IV funds) must follow Repeat Coursework rules in order to be considered as meeting enrollment requirements for financial aid eligibility and satisfactory academic progress. The federal regulations are listed below:

- A student may repeat a previously passed course once.
- A student may repeat a failed course until the student passes the course.
- A student, who passes a course but does not meet the grade requirement established by the college or school, may only repeat the course one time.
- A student who earns a passing grade in a course and chooses to retake the course a second time earning a grade of "F" or "W" may not take the course a third time and that course be considered as enrollment of federal financial aid programs.
- A student may repeat a course as an independent study, special topics, film genre, etc., as long as the subject matter is different for each course

Failure to meet minimum standards to maintain financial aid eligibility (SAP) will result in being placed on Financial Aid Warning for the following semester. While on Financial Aid Warning, students retain financial aid eligibility and receive normal financial aid awards. At the end of the warning semester students are expected to have brought their academic standing up to meet the minimum SAP requirements. Failure to meet the minimum standards for a second time will result in Financial Aid Suspension, (immediate termination) of financial aid eligibility. This includes all Federal, State and Institutional financial aid. Students completing the maximum number of semesters allowed for their degree program will be terminated from future financial aid. Students may appeal Financial Aid Suspension by completing the required appeal forms available in the Financial Aid Office.

If the Financial Aid Committee approves a SAP appeal, students will be placed on Financial Aid Probation and their financial aid will be reinstated the following

semester. The Financial Aid Committee may require benchmarks that are to be met before reinstatement will be granted beyond the initial semester. In all cases, students who successfully complete a semester while on Financial Aid Warning or Suspension AND meet both quantitative and qualitative SAP standards at the end of the semester, will regain full eligibility for financial aid beginning with the subsequent semester (maximum time limits still apply).

Satisfactory Academic Progress – Institutional Aid

Students receiving institutional financial aid (academic, merit, talent and athletic scholarships) must demonstrate satisfactory academic progress (SAP) in their degree program in order to retain their institutional aid. These standards are separate and distinct from the University's Academic Probation and Disqualification Policies as stated in the University Catalog. Each student's academic history will be evaluated at the end of the academic year, after grades are posted in accordance with the following regulations:

Qualitative Measure: All undergraduate and graduate institutional financial aid recipients are required to maintain a minimum cumulative GPA as defined by their institutional scholarship program in order to maintain eligibility.

Quantitative Measure: Full time financial aid recipients must make progress toward a degree as follows:

Undergraduates = 24 units per academic year (12 units/term)
Graduates = 18 units per academic year (9 units/term)

Students who are enrolled less than full-time must complete the number of units for which financial aid was approved and funded.

Maximum Timeframe: Students entering college for the first time are eligible for a maximum of four-years (eight semesters) of institutional aid. Transfer students are eligible for a maximum of three-years (six semesters) of institutional aid before eligibility is exhausted. Graduate and credential students have shorter time limits depending on program length.

Institutional aid recipients who withdraw or take a leave of absence from the University for a maximum of one semester will have their institutional aid reinstated upon their return.

Institutional aid recipients who withdraw or take a leave of absence for more than one semester are not guaranteed any institutional aid in the event that they return to the University and will be evaluated for institutional aid opportunities as a transfer student.

Please note: In order to graduate within four-years, full-time enrollment will need to consist of a minimum of 15.5 units per semester for undergraduate students.

Withdrawal and Return of Title IV Funds (R2T4) Policy

Note: If you received financial aid an official or unofficial withdrawal will affect your current financial aid, your future financial aid eligibility, and your personal finances.

How a withdrawal affects financial aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals and leave of absences, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds. Institutional fund eligibility will be coordinated with the institutional refund policy.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the semester, or
- does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began.), or,
- fails to earn a passing grade in any class

The order in which aid is returned is as follows:

- Unsubsidized Stafford
- Subsidized Stafford
- Perkins Loan
- PLUS Loan
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Other Title IV Assistance

Other Aid
The Return of Title IV funds policy does not apply to State Grants such as the Cal Grant, or institutional grants and scholarships. These types of aid are returned based on the Vanguard University refund percentage calendar. Contact the Financial Aid Office for more information.

Student loan borrowers are responsible for loan funds that did not get returned to the lender as a part of the Return of Title IV Funds; repayment begins according to the terms and conditions of the promissory note.

Once the return is calculated and aid is sent back to the Department of Education, in some cases students may still owe money to the school. Students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students that do not begin attendance must repay all financial aid disbursed for the term. It is the responsibility of the student to make payment arrangement with the Office of Accounting Operations to pay any balance.

The University's tuition/fee refund policy is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to the federal aid programs.

How the earned financial aid is calculated

Vanguard is required to determine the percentage of Title IV aid ''earned" by the student and to return the unearned portion to the appropriate aid programs. Regulations require the Financial Aid Office to perform R2T4 calculations within 30 days from the date the school determines a student's withdrawal. The Financial Aid Office must then return the funds within 45 days of the calculation.
The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).

The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered. The percent unearned is equal to 100 percent minus the percent earned.

For students enrolled in modules: A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. VU will track enrollment in each module (a group of courses in a program that do not span the entire length of the payment period combined to form a term) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

Students who provide written confirmation to the Financial Aid Office at the time of ceasing attendance that they plan to attend another course later in the same

payment period (semester) are not considered to have withdrawn from the term. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, VU considers the student to have withdrawn and begins the R2T4 process immediately. However, if the student does return to VU in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn after all and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance. The Financial Aid Office will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

Types of withdrawals

For financial aid purposes, there are two types of withdrawals: Official and Unofficial. An "official" withdrawal is one in which the student notifies the Registrar of their desire to withdraw from VU. An "unofficial" withdraw is one in which a student leaves without notifying the Registrar's Office. Students who do not officially withdraw and pass no units (receive all grades of 'F') in a semester, are presumed to have unofficially withdrawn, unless the student provides the Financial Aid Office with documentation showing attendance through the end of the semester. Such documentation must be presented within 30 days of the end of the semester being evaluated. The return of aid for an unofficial withdrawal is calculated at the midpoint of the semester.

Determination of the withdrawal date

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official withdrawal form as determined by the Office of the Registrar. If a student stops attending classes without notifying VU, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined by VU. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by VU.

When a student fails to begin attendance

If a student receives financial aid, but never attends classes, the Financial Aid Office will return all disbursed funds to the respective federal and institutional aid programs.

When a student fails to earn a passing grade in any class

If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for financial aid. Eligibility is based on the student attending at least one class or participating in any VU academic-related activity. If Vanguard University cannot verify that the student attended, all financial aid must be repaid to the federal and institutional programs. The student's account will be charged and the student will be responsible for any balance due.

Students who can verify attendance beyond VU's records may submit supporting documentation to the Office of the Registrar. The student must submit supporting documentation within 30 days from the last date of the term. Recalculations for aid eligibility will not be performed for documentation received after that date.

Definition of an academic related activity

Examples of VU's academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Proof of participation:

- Exams or quizzes
- Tutorials
- Completion of an academic assignment, paper or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- VU required study group where attendance is taken

Undergraduate Financial Aid Opportunities

Grants and Scholarships

Academic Scholarships for First-time Freshmen and Transfers:
Vanguard University offers a wide-range of academic scholarships programs to recognize and reward the scholastic accomplishments of our most distinguished entering freshmen and transfers. Scholarship selection coordinated by the Office of Undergraduate Admission. Scholarships are renewable for 8 semesters for entering freshmen and up to 6 semesters for transfer students provided renewal GPA requirements are met. If the renewal GPA is not achieved, the academic scholarship will be reduced to the corresponding Academic Scholarship level. Detailed information about these programs can be found on the Financial Aid Office website at www.vanguard.edu/financialaid.

Eligible academic scholarship recipients who complete a FAFSA will also be considered for all types of federal, state and institutional aid in accordance with University policies and federal and state regulations. Receipt of an academic scholarship does not preclude consideration from other financial aid awarded by the Financial Aid Office.

Assemblies of God Emerging Leader:
Vanguard University administers this competitive annual award of $1,500 that may be available to full-time traditional undergraduate students who demonstrate superior involvement and leadership in their Assemblies of God (AG) church, community, and/or high school. Preference is given to students who receive a superior rating at the AG National Fine Arts Festival or National Bible Quiz. A copy of the award certificate should be submitted to the Office of Undergraduate Admission. To be eligible freshmen applicants must apply by the early action admission application deadline and have a Cal Grant (Grades 10/11, unweighted core) GPA of 3.0. The scholarship may be renewed for up to three years based on maintaining the 3.0 renewal GPA.

Assemblies of God Church Scholarship Program:
Vanguard University awards this scholarship to students who are members or dependents of members of an Assemblies of God Church. Awards will vary and must be requested by the Church and approved by Vanguard University before the student may be awarded. Eligible students must maintain a 2.0 cumulative GPA.

Cal Grant:
Eligibility for this state grant is determined by the California Student Aid Commission (CSAC), based on California high school GPA, household size and family income and assets as reported on the FAFSA. All undergraduates who are residents of California are encouraged to apply. Cal Grants do not need to be repaid. For more information visit www.calgrants.org.

Chafee Grant:
A California state grant offered to California foster youth who have aged out of foster care to help pay for college. The maximum award is $5,000 per school year. It is a federal and state funded grant subject to annual availability of funds. It does not need to be repaid.

Federal Pell Grant:
This federal aid program is designed to provide assistance to students with the highest levels of demonstrated need. This grant is gift aid which does not need to be repaid. The amount of Pell Grant is determined based on financial need as determined by the FAFSA, cost of attendance and enrollment status.

Federal SEOG Grant:
This federal aid program is designed to provide assistance to students with the highest levels of demonstrated need. Recipients must also qualify for the Pell Grant. This grant is gift aid which does not need to be repaid.

Ministry Grant for Traditional Undergraduates:
Ministry grants of $1,000 annually are awarded by Vanguard University to those involved in full-time Christian service as ordained or licensed ministers and missionaries, or their dependents. The Office of Undergraduate Admission and the Financial Aid Office confirm eligibility at point of admission. Supporting

documentation must be submitted each year by the Financial Registration deadline or the grant will be removed.

National Merit Finalist:
Awards up to 100% of tuition are available to full-time undergraduate students selected as national merit finalists and entering VU as first-time freshmen. Awards are renewable for up to four years based on maintaining a 3.0 cumulative GPA.

Scholarships:
There are additional scholarships available to VU students. Most scholarships are awarded by the Financial Aid Office and do not require a special application to be considered.

Talent Scholarships (Athletics, Music and Theatre):
Athletics Scholarships: Available to students involved in the Intercollegiate Athletic Program at Vanguard University. Award amounts will vary and are determined by the Athletic Department. Recipients are selected annually and are renewable upon the recommendation of the athletic coach and athletic department. Recipients of Athletic scholarships are not eligible to receive Vanguard Need Grants. Athletic scholarship amounts cannot exceed direct costs, which include tuition, on-campus housing and university meal plans. Athletic scholarships will not be awarded for health insurance, books, transportation, off-campus or with parent living expenses.

Music Scholarship: Available to Music majors, exceptionally talented non-majors may also be considered. Award amounts will vary and are determined by the Music department. Audition required.

Theatre Scholarship: Available to Theatre majors, exceptionally talented non-majors may also be considered. Award amounts will vary and are determined by the Theatre department. Audition required.

Vanguard Need Grant:
This Vanguard University grant is awarded to Traditional Undergraduate Students who demonstrate particularly high levels of financial need. Recipients are selected by the Financial Aid Office. Students must complete a FAFSA annually by March 2nd to be considered.

Student and Parent Loans

All federal loans require that the student complete the Free Application for Federal Student Aid (FAFSA) and respond to any requests from the Financial Aid Office for additional information.

Federal Perkins Loan:
A low-interest loan for students enrolled at least half-time, awarded based on need. Repayment begins 9 months after the student is no longer enrolled at least half-time.

Federal Subsidized and Unsubsidized Direct Loans:
Low-interest loans for students enrolled at least half-time, awarded based on need. Repayment begins 6 months after the student is no longer enrolled at least half-time. Origination fee applies.

Federal Direct Parent PLUS Loan:
A low-interest federal loan available to credit-worthy parents who apply online at www.studentloans.gov. Maximum award amount equals the cost of attendance minus all other aid received. Origination fee applies.

Private Loans:
Loans for credit-worthy students who complete the application process with the lender of their choice.

Student Employment

Federal Work-study:
A source of employment for students who qualify based on financial need. This program is jointly funded by the federal government and Vanguard University. Students are hired part-time by an employer on campus, and they may earn up to the amount listed on their financial aid award letter.

Professional Studies Financial Aid Opportunities

Grants and Scholarships

Cal Grant:
This California state grant eligibility is determined by the California Student Aid Commission (CSAC), based on California high school GPA, household size and family income and assets as reported on the FAFSA. All undergraduates who are residents of California are encouraged to apply. Cal Grants do not need to be repaid. For more information visit www.calgrants.org.

Chafee Grant:
A California state grant offered to California foster youth who have aged out of foster care to help pay for college. The maximum award is $5,000 per school year. It is a federal and state funded grant subject to annual availability of funds. It does not need to be repaid.

Federal Pell Grant:
This federal aid program is designed to provide assistance to students with the highest levels of demonstrated need. This grant is gift aid which does not need to be repaid. The amount of Pell Grant is determined based on financial need as determined by the FAFSA, cost of attendance and enrollment status.

Federal SEOG Grant:
This federal aid program is designed to provide assistance to students with the highest levels of demonstrated need. Recipients must also qualify for the Pell Grant. This grant is gift aid which does not need to be repaid.

Student Loans

Federal Subsidized and Unsubsidized Direct Loans:
Low-interest loans for students enrolled at least half-time, awarded based on need. Repayment begins 6 months after the student is no longer enrolled at least half-time. Origination fee applies.

Federal Direct Parent PLUS Loan:
A low-interest federal loan available to credit-worthy parents who apply online at www.studentloans.gov. Maximum award amount equals the cost of attendance minus all other aid received. Origination fee applies.

Private Loans:
Loans for credit-worthy students who complete the application process with the lender of their choice.

Graduate Financial Aid Opportunities

Graduate students are eligible to receive federal and/or state financial aid if enrolled at least half-time in graduate level coursework. Only courses numbered in the 500s, 600s and 700s are considered graduate level.

Grants and Scholarships

Academic Scholarships for Graduate Students:
Awarded by Vanguard University and available to Graduate Education, Psychology, and Religion students who demonstrate the required cumulative GPA during their undergraduate studies.

-Silver Award (10% discount), 3.50-3.74 GPA
-Gold Award (15% discount), 3.75-4.0 GPA

Graduate Religion Ministry Grant:
Vanguard University offers awards of $75 per unit is available to those enrolled at least half-time (5 units per semester) who are involved in full-time Christian service as ordained or licensed ministers and missionaries. The Office of Undergraduate Admission and the Financial Aid Office confirm eligibility at the point of admission. Supporting documentation must be provided each by the Financial Registration deadline or the grant will be removed.

Christian Educator's Grant:
Awarded by Vanguard University to students teaching full-time in a Christian school receive a 15% tuition grant. They must be employed in the same field or

specialty in which the teaching credential or degree will be obtained. Cannot be combined with academic scholarships. Questions about eligibility should be directed to Graduate Education.

Student Loans

Federal Unsubsidized Direct Loan:
Graduate students enrolled at least half-time may borrow up to $20,500, not to exceed their cost of attendance when combined with other aid. Repayment begins 6 months after student is no longer enrolled at least half-time. Origination fee applies.

Federal Direct Graduate PLUS Loan:
A low-interest federal loan available to credit-worthy graduate students who apply online at www.studentloans.gov. Maximum award amount equals the cost of attendance minus all other aid received. Origination fee applies.

Financial Aid Fraud

Any fraudulent use of financial aid funds is cause for immediate suspension or dismissal, as well as discontinuance of future financial aid. This includes, but is not limited to, fraudulent statements on financial aid forms, tax documents and student worker timesheets for both hours worked and approval obtained.

Note: The procedures and policies listed above are subject to revision without advance notice based on changes to federal or state laws, regulations, or school policies. If changes are made, students must abide by the most current policy. The Federal Refund Policy (R2T4) is very encompassing and this is intended to be an overview of the policies and procedures that govern regulations pertaining to Title IV Refund (R2T4). For further guidance on R2T4 policies and procedures please contact the Financial Aid Office.

COSTS AND PAYMENT POLICIES

Educational Expenses

Payment of educational costs must be considered well in advance of registration. The essential costs are published prior to each new year and are available to students and parents so that proper preparation may be made. Each student is responsible for keeping his or her student account current. For a complete list of tuition, fees, room and board charges, please refer to the current course schedule. The University reserves the right to change tuition, fees, room and board charges without advance notice, should conditions so warrant.

Payment of Education Costs

Since the essential costs (tuition, fees, room, and board) are known in advance, students must make arrangements prior to registration to handle their account in accordance with university policies. The Vanguard University Financial Aid Office exists to assist the student in planning and procuring funds for educational costs. Students should pursue all forms of financial assistance through the Financial Aid Office.

Financial Registration

Financial Registration is when a student must finalize their payment arrangements for each semester once they have completed *academic registration*. This may include submitting necessary documents for financial registration purposes and selecting a semester payment option. **All students are responsible for completing Financial Registration by the published deadlines despite the receipt of an invoice, billing statement, or payment reminder.** Refer to the online course schedules for dates.

Semester charges are payable on or before the published Financial Registration deadlines, as well as any previous semester balances. Financial aid from approved loans, scholarships, and other forms of student aid are permitted in order to reduce the total amount due. All such student aid is administered through the Financial Aid Office.

The University offers two semester payment options. Prior balances (all charges related to a previous semester) must be paid in full. Semester payment arrangements must be made prior to the published Financial Registration deadline:

Option 1) Pay-In-Full: Pay the full amount referenced on your MyBill account by the published Financial Registration deadline.

Option 2) Semester Payment Plan: Pay your semester balance referenced on your MyBill account interest free in 5 or 4 monthly installments. Students must enroll in a semester payment plan by the published Financial Registration deadline. There is an enrollment fee each semester with this payment option.

*All Vanguard students must complete a Financial Obligation Agreement with the Office of Accounting Operations by the published Financial Registration deadline. This document must be complete annually.

Please visit the Student Account Center on http://www.vanguard.edu/services/student-center/ for more information regarding Financial Registration.

Bookstore Charges

Books, printed notes, and other supplies required for courses offered may be purchased by students from the Vanguard University Bookstore; see Bookstore website at http://www.bkstr.com/vanguarduniversitystore/home/. Purchases may be made with cash, check, or major credit cards. Students are unable to charge books and supplies to their student account.

Unfulfilled Financial Obligation

If a student does not meet their financial obligation to the University as agreed upon in the Financial Obligation Agreement, the Office of Accounting Operations will place a financial hold on the student's account restricting all future registration, transcripts, and diploma. If the account remains delinquent for more than 90 days, the student is subject to placement with a third party collection agency and possible submission to the Franchise Tax Board (FTB) for interagency intercept collection. If the account is placed with a collection agency, a 10% annual interest fee will be added to the account as well as negative marks on the student's credit report.

Transcripts

There is a minimal fee per transcript. For 24-hour service, additional fees may be charged. An official transcript will not be issued to, or on behalf of, any student who has an active financial hold on their account by the Office of Accounting Operations.

Diplomas

A Diploma will not be issued to, or on behalf of, any student who has an active financial hold on their account by the Office of Accounting Operations.

Meals

Resident students are required to take their meals in the Café unless they have received a medical accommodation prior to the beginning of the semester or are living in an approved non-boarding room (see the *Student Handbook* for more information). Anyone seeking an accommodation should contact the Disability Services Office.

ROOM

Residence on campus is available for traditional undergraduate students in two residence towers, three residence halls, and Vanguard Centre. Room costs are established on an annual basis, and rooms are to be vacated at the end of the academic year or upon withdrawal from classes.

Refund Policies

The following refund policies apply to the traditional undergraduate and graduate programs only. For Early Childhood Education Program and degree completion refund policies, see the Professional Studies catalog section.

Tuition Refunds

Tuition refunds will be generated for withdrawal from the University or course load reduction when an official withdrawal form or an official add/drop form is

filed with the Registrar's Office. Refunds will be based on the date of receipt of the official forms by the Registrar's Office according to the following tuition refund schedule:

Full Semester Course Schedule

Prior to the First Class Session	100%
Through the Second Week of the Semester	100%
Through the Fourth Week of the Semester	50%
Through the Eighth Week of the Semester	25%
After the Eighth Week of the Semester	-0-

3-4 Week Course Schedule

Prior to the Second Class Meeting	100%
After the Second Class Meeting	-0-

5-7 Week Course Schedule

Prior to the Second Class Meeting	100%
Prior to the Third Class Meeting	50%
Prior to the Fourth Class Meeting	25%
After the Fourth Class Meeting	-0-

8-10 Week Course Schedule

Prior to the Second Class Meeting	100%
Prior to the Fourth Class Meeting	50%
Prior to the Fifth Class Meeting	25%
After the Fifth Class Meeting	-0-

8 Week ONLINE Course Schedule

Prior to 11:59pm on Sunday of Week 2	100%
Prior to 11:59pm on Sunday of Week 4	50%
Prior to 11:59pm on Sunday of Week 5	25%
After 11:59pm on Sunday of Week 5	-0-

The refund schedule applies to all tuition, fees, room and board charges. Students who withdraw or are expelled from the University may have their financial aid or a portion of their financial aid returned to the various aid programs. Any student who wishes to withdraw from the University must notify the Registrar's Office of their "intent to withdraw". The amount of financial aid returned for the student will be calculated based on this date. Federal aid will be returned based on the number of days the student attended/completed during the semester. State and institutional aid will be returned based on the refund percentage applied to the student's institutional charges. See the Financial Aid Office for specific calculations.

**Both Fall and Spring semester classes follow a regular five-day business week. Other class schedule formats are prorated accordingly.*

Other Fees

All other fees are refundable based on the tuition refund schedule previously listed.

Student Account Credit Balances

Students who have a credit balance on their account are eligible to receive a credit balance disbursement. If a student has a Title IV credit on their account, then a disbursement will automatically be processed unless the student has authorized a hold on the funds until the end of the award/loan period.

Students who are expecting a credit balance disbursement have the option of receiving their disbursement via ACH Direct Deposit, which allows Vanguard University to electronically transfer funds into a checking or savings account designated by the student, or via paper check mailed to the primary home address on file. For instructions on how to sign up for ACH Direct Deposit, please visit the Student Account Center and select "eRefund" (visit http://www.vanguard.edu/services/student-center/).

Room and Board Refunds

Room and board refunds will be given to students who have withdrawn from the University or have received an on-campus exemption. The refund is based on the

Full Semester Course Schedule previously listed and is calculated from the established University occupancy date and the actual date of vacancy.

Orientation Fee

This fee is non-refundable.

Office of Accounting Operations Information

Location:
1st Floor of the Scott Academic Center, Suite 131
Office/ Cashier Hours:
Monday- Friday, 8 a.m. to 5 p.m.

24 hour online bill payment: MyBill
24 hour secured drop box

Contact Information:
Email: AccountsReceivable@vanguard.edu
Phone: (714) 966-5489
Fax: (714) 662-5233
Website: http://www.vanguard.edu/services/student-center/

STUDENT AFFAIRS AND SERVICES

UNIVERSITY STUDENT SERVICES

Mission: Student Affairs exists to shape campus culture, promote community, and to foster student success.

Career Services

Career Services equips students to discover their interests, values, and abilities in order to transition into meaningful life work. They provide relevant resources, avenues for exploration, and experienced one-on-one career counseling. These services are free to currently enrolled students and alumni of Vanguard University.

Career counseling topics include resume and cover letter assistance, mock interviews, job and internship search, linkedin profile assistance, career direction, choosing a major, graduate school preparation, and assessment results.

Events and workshops are offered on topics such as vocational preparation, business etiquette practices, graduate school preparation, and other relevant topics. Additional resources provided include a library of printed and online documents.

The Lionslink database, vanguard.edu/lionslink, allows students and alumni to schedule career counseling appointments and identify on- and off-campus job opportunities. Career Services is located on the 2nd floor of the Scott Academic center and may be reached at (714) 619-6474, or at careerservices@vanguard.edu. Please visit vanguard.edu/career for more information.

The Counseling Center

Professional Christian counseling services are provided through the Counseling Center. The Counseling Center is supervised by a licensed Marriage and Family Therapist and a licensed Clinical Psychologist. Students can make confidential appointments to discuss their spiritual, personal, and emotional concerns. This service is provided for each student free of charge. Counseling appointments can be scheduled by calling (714) 662-5256, or online at http://www.vanguard.edu/services/counseling-center/. Walk-in assistance is also available. The Counseling Center is located on the first floor of Smith Hall.

Food Services

Meals are served regularly in the Café for all students. Resident students without kitchens must participate in a board plan, and can select from several plans offered. Commuter meal plans are also offered, and individual meals may be purchased by off-campus guests. Outtakes is available for grab and go options, or Samson's Café for handcrafted coffee drinks, pastries and a variety of salads and cold sandwiches. Dining Dollars may be added to the meal plan at the Cashier in the Office of Accounting Operations. Any exceptions to food service requirements must be petitioned through the Disability Services Offices.

Campus Public Safety Department

The Campus Public Safety department's mission is to provide a safe and secure environment for our students, visitors, faculty, and staff. Our desire is to reduce or eliminate crime and safety hazards on campus. We do this by partnering with you in upholding all university campus rules, regulations and all applicable laws and ordinances. This partnership allows for a safe and secure atmosphere where students and employees are able to pursue their life's goals. The Campus Public Safety Department offers the following services: vehicle registration, parking permits, safety escorts, safety equipment monitoring, bicycle registration, valuable registration, lost and found, crime reporting, parking and traffic enforcement, safety and security patrols, main switchboard operator, environmental health and safety services, management of the emergency management program, and various other services. We can be reached at (714) 966-6799.

ID Card

A VU student ID Card is required for use of university services such as the library**,** dorms**,** and computer labs. ID cards are provided to the student prior to the first day of school and are to be used for the entire duration of attending the university. If an ID card is lost, a new card may be purchased for $25. If a card is excessively used throughout the collegiate career and becomes worn, a student may trade in their old card in addition to a $10.00fee for a replacement card. ID cards may not

be hole punched, but clear cardholders may be purchased for $1. Please see the Information Technology Department for distribution of all ID cards.

The Veterans Resource Center

Our Veterans Resource Center (VRC) at Vanguard University has a primary mission to consistently engage our student Veterans in the pursuit of academic and personal success, this includes spouses and dependents. We have a new 1100 square foot Veterans Center with 24/7 access for our student Veterans. Our Veterans are engaged in activities both on and off campus.

We are a 100% Yellow Ribbon Institution with no cap on the number of student Veterans who can apply that are Yellow Ribbon eligible. . For the 3rdstraight year we have been selected by Military Advanced Education & Transition as a top University for Veterans. The U.S. News & World Report ranked Vanguard a top 12 regional college in the west and a top Veteran-friendly college.

We recently created a Student Veterans Leadership Award for our graduating Veterans. The top three Veterans are selected by their peers and are recognized at our year-end Student Veterans Challenge Coin Ceremony, receiving monetary gifts of varying amounts.

With over 30 degrees and certificates through our Graduate, Undergraduate, and Professional Studies programs, we have a place for you as a student Veteran. Our student Veterans are currently enrolled across all three programs. Our Professional Studies program has been developed with four majors consisting of 5 and 8 week cohorts which allow many of our Veterans to keep full time employment while attending class one night a week.

Our student Veterans are a chapter under the Student Veterans of America national organization. VU's Student Veterans Organization is engaged in events/projects on and off campus, but more importantly provides peer support and mentoring to help our student Veterans succeed in their academic aspirations.

Vanguard University believes in building relationships immediately with our student Veterans. We have a dedicated Veterans Courtyard of Honor in the middle of campus that shows Vanguard's commitment to respecting and honoring your service to our Nation. Now we want to continue this honor by learning your story, while listening to your aspirations for your education and life after graduation.

If you have any question please contact Brian Burlingame, Veterans Coordinator at (714) 966-5447, or by email at brian.burlingame@vanguard.edu.

UNDERGRADUATE STUDENT LIFE

Student Learning and Development

The Department of Student Affairs exists to cultivate a community of authentic relationships and diverse learning environments that facilitate the holistic growth of each student towards Christ-likeness. Programs and services are designed to create a seamless learning environment so that learning is supported both in and out of the classroom. Because the University believes that personal development and education go hand in hand, a program of student development is maintained to assist students in all areas of personal growth, including their adjustment to university life.

Student Housing

The University provides comfortable accommodations for traditional undergraduate students in a home-like atmosphere at a reasonable cost. Residence facilities are maintained both on and off campus and can accommodate students in a variety of settings, including traditional and apartment housing. The Residence Life Program is supervised by the Director of Residence Life, and each residence facility is under the supervision of a professional Resident Director or Resident Coordinator. The Residence Life staff also includes Resident Assistants who are spiritually and emotionally mature students living and working in each facility to help create community among the residents.

Because Vanguard University is primarily a residential University, all single freshman and sophomore students less than 21 years of age are required to live in university-owned housing unless they are residing with a parent or legal guardian. Additionally, on and off campus students are not permitted to live with members

of the opposite sex other than their spouse. Balboa, Catalina, Huntington, Laguna and Newport Halls come furnished with an extra-long twin bed, mattress, desk, chair, and a shared dresser. Vanguard Centre apartments are only guaranteed to be furnished with an extra-long twin bed, mattress and a refrigerator. Students will need to provide their own linens, towels, blankets, pillow, and bedspread. Residence rooms are designed for double, triple, or quadruple occupancy.

The University reserves the right to hold periodic room inspections of the residence areas without advance notice. The residence areas are closed during Christmas break, with the exception of the off campus apartments at Vanguard Centre. The right of occupancy does not include Christmas Break. Additional information regarding Residence Life is located in the *Student Handbook* online at http://www.vanguard.edu/studentlife/student-handbook/.

Eligibility to Participate

Broad participation is encouraged in the many student activities Vanguard University provides. Eligibility to participate in all co-curricular activities is determined in part by the student's educational record.

Spiritual Formation: Chapel

The emphasis on the spiritual dimension of one's life is a key distinctive of the Vanguard University experience. The Spiritual Formation Department promotes processes and activities to guide students in their discipleship and development as a follower of Jesus Christ. Spiritual Formation department activities include chapel services, Bible studies, worship experiences, and special events in partnership with VU departments and outside Christian organizations.

Students meet regularly in chapel services during the day and evening which afford many opportunities for spiritual growth. Chapel attendance is recorded, and students should consult the Student Handbook for details with regard to absences due to illness**,** work obligations, or disability accommodations. Insufficient chapel credits will lead to disciplinary action.

Chapel gatherings are not intended to replace student involvement in local churches. In fact, students are encouraged to invest and serve with a local church of their choice and attend services regularly. Students are also encouraged to develop a life of devotion and pursuit of God through practicing spiritual disciplines, engaging in support or accountability groups and serving others in the local community or around the world.

Student Government and Student Organized Programming

Vanguard University endorses and practices self-government by students. The Student Government Association (SGA) works within the larger context of the University community, its values, and objectives. Specifically, student government is a means to promote spiritual and academic vitality and growth. The SGA serves as a liaison between students, administration, and faculty, providing a means for discussion and solution of student issues. Additional, SGA also empowers its leaders to plan a number of large campus, student-led events. The Student Senate and Programming Board is a part of the Office of Student Engagement (OSE), is advised by the Associate Dean of Students and reports to the Vice President for Student Affairs.

The Programming Board is an organization designed to promote various student activities. Board membership represents the several departments of student activity. The Programming Board plans and promotes student activities, provides leadership training opportunities, and encourages a healthy, active student culture.

All members of the student body are members of their respective class organizations. Each class organizes, elects its own officers, and functions under the direction of the SGA. In addition to these, there are many co-curricular organizations, activities on campus, and numerous student clubs. For information about student club formation contact the Associate Dean of Students at ext. 5253.

Student Publications

The Vanguard Voice is a student publication of campus news and information of interest to the University community. Students who are interested in journalism

and are enrolling for the journalism course are afforded excellent opportunities for development by joining the newspaper staff. The Vanguard Voice is a part of the Communication department in Academic Affairs.

Campus Recreation and Intramural Sports

Recreational and intramural opportunities are offered through VU Rec, which is a division of the Office of Student Engagement. VU Rec seeks to provide the Vanguard community with competitive and non-competitive opportunities that promote physical activity, personal development, and ultimately a healthy and balanced lifestyle. There are five intramural sports played each year, coed softball, coed indoor soccer, coed volleyball, men's/women's flag football, and men's/women's basketball. Various other tournaments and recreational outings are planned throughout the year. VU Rec also oversees the weight room hours for general student use along with open recreation time in the gymnasium. For more information regarding intramurals and recreations please contact Jon Krapivkin, the Coordinator of Intramural and Recreational Programs at jon.krapivkin@vanguard.edu or visit the VU Rec website at http://www.vanguard.edu/studentlife/home/vurec/.

Theatre Arts

Vanguard is NAST (National Association of Schools of Theatre) accredited. The Department produces five main stage shows plus a Senior Showcase by our graduating seniors each year. Majors are also involved as actors and writers for VU's annual Ten Playwriting Showcase. Musical Theatre Concentration majors have the opportunity to audition for the Cabaret Ensemble, an outreach PR team. Popular Demand, the sketch comedy-improv team, performs between productions. The Department is also active in the annual Kennedy Center American College Theatre Festival. The American Coast Theater Company (ACTC) operates in the summer on-campus as VU's resident professional theatre company, offering professional internships to our students. Students also assist in operating the American Coast Children's Theatre. Majors can also participate in the Department's weekly Theatre Chapel where they can lead worship and get involved in Bible study and group discussions. The Theatre Arts degree offers concentrations in Musical Theatre, Performance/Directing, or Technical/Design. Students can pursue a Liberal Arts degree with an emphasis in Theatre Arts. A Theatre minor is also available.

Forensics (Speech and Debate) (Currently suspended)

Vanguard University participates in state and national forensic competition. Each year students have qualified for the national tournament. Students may compete in the categories of parliamentary debate, expository speaking, impromptu speaking, extemporaneous speaking, oral interpretation, drama interpretation, poetry interpretation, prose interpretation, communication analysis, persuasive speaking, and other related events.

Musical Organizations and Events

The NASM-accredited Music Department at Vanguard University sponsors many musical organizations on campus including the University Concert Choir, University Women's Chorus, Vanguard Singers and Band, University Orchestra, Jazz Ensemble, Concert Band, Guitar Ensemble, Chamber Music, and Barbershop and Beautyshop Quartets. Most of these performing ensembles represent the university at churches, schools, conferences, and conventions; travel on out-of-state and international tours; and make professional recordings. Recent tours and opportunities have included Carnegie Hall and Lincoln Center in New York City, Europe, Argentina, and China. Membership in these musical ministry organizations is open to all undergraduate and graduate students by audition and interview.

The Department also presents two major concerts each year—at Christmas and in the spring semester. Various musical groups on campus participate in these two presentations. Concerts, recitals, and special events are offered regularly on campus by faculty, students, and guest artists.

General Expectations of the Vanguard Community

Voluntary Commitment

These expectations apply to each student while he or she is enrolled in a University program or residing in University approved housing. Each student is expected to exercise restraint in these matters even when he or she is not under direct University jurisdiction. These rules apply to on and off campus behavior and for the whole academic year, from the beginning of the fall semester or as soon as a student moves into on-campus housing or participates in university activities, until the completion of the spring semester including all vacation periods (Thanksgiving, Christmas, Spring break, etc.). The same expectations apply for all summer programs, such as summer courses, outreach trips, summer housing, etc.

Compliance with the Law

As Christians and members of society, all students are expected to comply with local, state, and federal laws when enrolled in a VU academic program, living in University housing, or engaged in any University sponsored activity. Students should expect the University to cooperate with law enforcement agencies and to initiate disciplinary proceedings when violations of such laws occur, if the infraction also violated VU behavioral and community standards. Students arrested or charged with a crime while enrolled or residing at VU must report this information to the Vice President for Student Affairs within 72 hours.

Church Attendance

Even though Vanguard seeks to be a Christian community, it is not, nor can it substitute for, the Church. Therefore, students are encouraged to identify with a local church of their choice and to attend church services regularly.

Biblical standards

Students shall not participate in or associate with practices known to be morally wrong by Biblical standards.

Appearance

It is necessary to maintain some minimal regulation consistent with respect for one another and in conformity with civic health and safety codes. Students may be shoeless on lawns or in residence halls, but not in the Library, classrooms, administrative offices, or the Café. Swim wear is limited to water and shirts are to be worn in public settings. Students' casual and formal attire should reflect good taste and modesty.

Knowing Presence Contribution

Students may be held accountable for an incident if they directly participated in a violation. Students must refrain from being in an environment in which other students are violating community standards (such as consuming alcohol) or local, state, and federal laws.

Attitudes

Guard against attitudes such as greed, jealousy, pride, bitterness, needless anger, an unforgiving spirit, harmful discrimination and prejudice such as that based on race, sex, or socioeconomic status.

Spiritual and Social Expectations

Vanguard University is a Christian academic community that encourages individual integrity and responsibility in accordance with a biblical understanding of Christian discipleship and its social and ethical implications. The Vanguard Community understands the primary call of the Christian faith—as expressed by Jesus—to seek to love God with our whole being and to love our neighbor as ourselves. Men and women who enter this community are expected to pursue this call through the cultivation of a virtuous character, developing intellectual and constructive participation in the life of the university.

Undergraduate students will abide by basic community standards consistent with a virtuous Christian life as well as other rules appropriate to the university's aims and goals. The university recognizes that a student's personal commitments and

lifestyle may differ from these standards; however, every student is expected to comply with these community standards while they are enrolled. These requirements include, but are not limited to the following:

- Abstaining from any practices that violate the biblical standard for Christian living: such as drunkenness, gluttony, stealing, causing dissention amongst community members, slanderous or profane language, dishonesty, occult practices, premarital sex, adultery, the use of pornography, and other sexual sins.
- Refraining from the possession or use of alcoholic beverages, all forms of tobacco, non-medical narcotics, and hallucinogenic drugs (including marijuana).
- Using discretion and restraint in conduct relating to the media, arts, internet, language, social dancing, as well as organizations with which one associates.

By enrolling at VU students accept the above statement of responsibilities.

Student Handbook

A copy of the Student Handbook of campus and resident guidelines is available on-line at http://www.vanguard.edu/studentlife/student-handbook/. Students are expected to be familiar with its contents and to conduct themselves in accordance with its provisions. The university reserves the right to make changes and periodic updates to the handbook at any time.

INTERCOLLEGIATE ATHLETICS

Mission: The Intercollegiate Athletic Program is dedicated to the holistic growth and development of all student athletes, teaching them to lead Christ-centered lives on and off the field of competition. The program encourages a high standard of academic and athletic excellence that embraces character building. Along with the specific-sports instruction, the department seeks significance by providing the student athlete with the knowledge to impact his/her world through a lifetime of service to Christ.

Vanguard University participates in intercollegiate athletic programs that include competition in eleven sports. Women's sports include: soccer, track and field, cross-country, basketball, softball and volleyball. Men's sports include: soccer, track and field, cross-country, basketball and baseball. The Athletic Department is affiliated with the Golden State Athletic Conference (GSAC) and the National Association of Intercollegiate Athletics (NAIA).

The Vanguard University Athletic Department is one of the Champions of Character Program Centers endorsed by the NAIA. The program center is founded on the five core values of respect, responsibility, integrity, servant leadership and sportsmanship. One goal of the program center is to provide application models for coaches, student athletes, fans, parents, and game officials: application models that can be taught in practice and modeled in competition. These models enable coaches and athletic personnel to intentionally teach and build teams of character.

Vanguard University has coaches that are certified Champions of Character instructors plus student athletes trained, engaged, and equipped to provide character base presentations for any school, team, youth organization, or business organization in the community.

ACADEMIC INFORMATION

DEGREES GRANTED

The University offers the Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Master of Arts, Master of Science, and Master of Theological Studies degrees.

THE COLLEGE:

A Bachelor of Arts Degree with a major in:

- Accounting
- Biological Sciences
- Business Administration
- Communication: concentrations in Communication Studies and Cinema Arts
- English: emphases in Literature and Textual Analysis, and Writing
- General Music: emphases in Music Ministry and Applied Music
- History/Political Science
- Liberal Studies: emphases in Anthropology, Biological Science, Communication, English Literature, English Writing, History/Political Science, Kinesiology, Mathematics, Music, Physical Science, Psychology, Sociology, and Theatre Arts
- Marketing
- Psychology
- Religion: concentrations in Biblical Studies, Christian Formation and Discipleship Studies, General Christian Studies, Intercultural Studies, Pastoral Leadership Studies, and Youth Leadership Studies
- Sociology
- Theatre Arts: concentrations in Performance/Directing, Technical/Design, and Musical Theatre
- Worship Studies: emphases in Art, Cinema Arts, Communication, Theatre Arts and Worship Leadership.

A Bachelor of Music Degree with a major in:

- Performance: concentrations in Guitar, Instrument, Piano and Voice
- Composition
- Music Education
- Church Music
- Jazz Studies

A Bachelor of Science Degree with a major in:

- Biochemistry
- Biology: emphases in Botany and Ecology, Education, Neuroscience and Pre-Medical Studies
- Chemistry
- Kinesiology: concentrations in Health and Human Performance, and Pre-Health Professions
- Mathematics

A Bachelor of Science in Nursing Degree
(Pending full Board of Registered Nursing approval)

SCHOOL FOR GRADUATE AND PROFESSIONAL STUDIES:

An Associate of Arts Degree in Early Childhood Education

A Bachelor of Arts Degree with a major in:

- Business: concentration in Information Technology
- Business: concentration in Organizational Management
- Early Childhood Education
- Psychology: concentration in Human Development
- Religion: concentration in Ministry and Leadership

A Bachelor of Science in Nursing Degree

Graduate Program in Clinical Psychology:
A Master of Science Degree in Clinical Psychology

Graduate Program in Education:
A Master of Arts Degree in Education

Graduate Program in Nursing:
A Master of Science Degree in Nursing

Graduate Program in Organizational Psychology:
A Master of Science Degree in Organizational Psychology

Graduate Programs in Religion:
A Master of Arts Degree in Leadership Studies
A Master of Theological Studies Degree

Definition of Degree Nomenclature

Degree: the degree and level (e.g., B.A., B.S.).

Major: the academic field of specialized study offered by an undergraduate academic department; a major has an academic evaluation, appears on the academic transcript and on the diploma (e.g., Communication).

Concentration: a curriculum that concentrates on a particular recognized field of study within a major; a concentration has an academic evaluation, and appears on the academic transcript, but not on the diploma (e.g., Religion: Biblical Studies).

Emphasis: a curriculum that emphasizes a limited number of distinct courses within a major but which are not sufficient in depth or scope to qualify as a specialized concentration in an academic field of study; an emphasis may have no academic evaluation and does not appear on the academic transcript or on the diploma (e.g., Liberal Studies).

Course Numbering

Course numbers are assigned as follows:

90-99:	Considered college preparatory and are not accepted toward Bachelor degrees.
100-199:	Freshman level – lower division
200-299:	Sophomore level – lower division (Freshmen are admitted to this level of courses provided prerequisites have been met.)
300-499:	Upper division (Sophomores who have their advisor's consent and have met prescribed prerequisites are admitted to this level.)
500-599:	Graduate level (These courses may also be offered at the undergraduate level for qualified students.)
600-799:	Graduate level only
1000-2999:	Undergrad level professional development (not degree applicable)
3000-4999:	Undergrad level continuing education (not degree applicable)
5000-8999:	Graduate level professional development (not degree applicable)
9000-9999:	Graduate level continuing education (not degree applicable)

Enrollment Status Definitions

Full-time:	Undergraduate* – 12 units Graduate – 9 units
Three-Quarter-time:	Undergraduate* – 9 units Graduate – 7 units
Half-time:	Undergraduate* – 6 units Graduate – 5 units

*Includes all students taking undergraduate level courses regardless of the delivery system (e.g. online, seated) or type of program (traditional or professional studies). Also includes students pursuing their teaching credential, though coursework will count toward the MA degree.

ACADEMIC SUPPORT SERVICES

Academic Resource Center

Mission: The Academic Resource Center (ARC) recognizes the unique characteristics of each student and seeks to provide an atmosphere of inclusion and understanding that support your academic growth and personal development. We help empower students to meet three goals: remain enrolled and progress in a program of study, flourish academically, and persist to graduation. We do this by collaborating with and supporting academic departments and university offices to provide programs that fulfill our university commitment to student success and retention.

CORE 101C, College Learning Concepts

The College Learning Concepts course is semester-long course designed to provide students an opportunity to identify their individual learning styles and to develop effective individualized study and test-taking strategies. Students are provided with an introduction, regular classroom reinforcement, and application of skills necessary for success in college level course work.

The Office of Disability and Academic Services

Mission: The mission of The Office of Disability and Academic Services is to promote student success at all achievement levels. To improve academic performance, we offer support to students through study and learning skills development. Through a variety of learning strategies utilized in small group and individual sessions, students will learn valuable skills such as time management, note and test taking strategies, and personal learning styles. In addition, The Office of Disability and Academic Services provides reasonable academic accommodations for students with disabilities.

Academic Services

Learning Styles	Time Management
Reading	Note Taking
Test Taking	Reducing Test Anxiety

Academic Accommodations

The Office of Disability and Academic Services provides reasonable accommodations for students who need assistance with learning, and for students with disabilities. Reasonable accommodations are established through an interactive process between you, your professor(s) and Disability and Academic Services. If you have a temporary or permanent disability that requires accommodations (this can include but not limited to; attention-related, learning, mental health, vision, hearing, physical or other health impairments), please contact The Office of Disability and Academic Services at 714-619-6550 or disabilityservices@vanguard.edu.

Tutorial and Math Learning Centers

Students may request peer tutoring through the Tutorial Office located in Scott 295 (714) 619-6479, or online at http://www.vanguard.edu/services/request-tutoring/. Tutoring is course specific, and is free of charge. Peer tutors can be requested for most CORE requirements. Students should allow up to two weeks to be assigned a tutor. Additional tutorial assistance in preparing and editing written assignments and research papers is available through the Writing Center located on the second floor of the Heath Academic Center.

The O. Cope Budge Library

Mission: The O. Cope Budge Library acquires, manages, and promotes the use of information resources in a user-centered environment. The library links students, faculty, and staff to an increasingly global body of knowledge. The library faculty teach critical thinking skills in the research process, and promote the ethical use and evaluation of information resources. The library faculty and staff promote personal enrichment, foster multicultural appreciation, and encourage lifelong learning. Through its personnel, resources, and services, the library supports the student learning outcomes, goals, and curriculum of Vanguard University.

The library was constructed in 1963, and expanded in 1985, to house a growing collection of educational resource literature. The collection presently consists of more than 200,000 volumes and includes print periodical titles and more than

100,000 electronic books attached to VANCAT, the library's catalog. Also included in the library holdings are music cd's, microforms, and more than 1,700 dvds. The library houses various special collections: The Pentecostal Collection, a Rare Book Collection, the Elizabeth D. Leonard Women's Studies Collection, a Nursing Collection, the Margarita Lima Spanish Collection, the Morris Pike Drama Collection, and the Curriculum and Children's Literature Collection.

Faculty Librarians teach more than 80 instruction classes annually. They not only explain how to use the electronic and print resources in Vanguard's library, but also teach students how to create effective search strategies and to evaluate the online information that the searches produce. They specifically target each professor's course requirements and design class procedures so that they undergird the focus of each course. Many of the instruction classes are integrated into the Core Curriculum, beginning with the Cornerstone course and ending with different academic Capstone courses. The library subscribes to approximately 100 databases, which provide full-text access to peer reviewed and scholarly journals, electronic books, newspapers, dissertations, other periodical resources, as well as audio and video content. The library web page serves as the portal for these resources, which are accessible to all students, faculty and staff from on and off campus.

Library services include individualized research help from faculty librarians, interlibrary loans that facilitate access to materials nationwide and course reserves for many courses. In addition to its collections, the library has group and individual study areas, and a computer lab. Adaptive technology, fee based photocopying, a scanner, printers, and a microform reader help to facilitate resource usage. The library is also a gathering place to host special events and partners with academic departments for special presentations.

In addition the library houses the university archives, which holds a collection of yearbooks, catalogs, promotional materials, student handbooks, various SCC and VU memorabilia, as well as historical minutes, memos and publications from all departments within the university.

Faculty librarians, well-qualified staff, and many student assistants provide customer oriented service within the library 90 hours per week. During the pre-finals week and finals week hours are extended.

The Writing Center

Mission: The Writing Center exists to serve Vanguard University's student writers across the curriculum on the undergraduate and graduate levels by providing informed reading and feedback as well as instruction for specific writing weaknesses. Committed to integrating faith and learning in a culturally diverse, Christ-centered collaborative environment, the Writing Center endeavors to assist students with improving their writing skills in concert with their critical command of content and rhetorical structure.

The Vanguard Writing Center is committed to helping undergraduate and graduate student writers across the curriculum. Students from any major may bring writing projects (from shorter expository essays to longer research papers) to a Writing Center appointment and receive informed, thorough feedback from a peer consultant, with special attention given to the author's concerns and the parameters of the specific assignment. The Writing Center is committed to assisting students from all disciplines in a collaborative, Christ-centered environment, and we value students' learning differences and diverse voices. We can help students at any stage of the writing process, including: organizing notes, developing outlines, revising thesis statements, improving organization, or assisting with final editing.

Located on the second floor of the Scott Building, in the Academic Resource Center, the Writing Center houses a specialized library of contemporary literature and reference books for the edification of the Vanguard community.

Information Technology

Mission: The Information Technology (IT) department is a service-oriented office dedicated to providing technical resources and assistance to the VU community. The IT department impacts the future growth and progress of the institution by maintaining and upgrading current technological resources as well as introducing new technology and training to advance learning, instruction, and productivity.

The IT Department maintains a sophisticated campus network infrastructure with a gigabit fiber optic backbone and wireless capability throughout the resident and non-resident areas of the campus. All dorm rooms are equipped with one data port (additional ethernet switch for additional ports are available for check out in the IT department —PERSONAL ROUTERS AND WIRELESS ROUTERS ARE NOT PERMITTED). In order for students to access the VU network from their dorm room, they must provide their own personal computer, including a professionally installed wireless card or an Ethernet card and a CAT5 Ethernet cable. Detailed packets with instructions outlining how to configure personal systems to connect to the VU network are provided.

The campus phone system is also maintained by the IT Department. With the growing use of cell phones, most students do not want a room phone. For this reason, phones are not provided to each dorm room, however, campus security phones are provided on each floor.

Every student will receive a login to the campus network. A Vanguard University e-mail address will also be issued to each student. By enrolling at Vanguard, students agree to be bound by the IT *"Acceptable Use Policy"* and *"Student Guidelines for Computer Usage"* as outlined in the Student Handbook. Failure to comply with these standards may result in the loss of campus network computing privileges. Serious cases of misuse will be investigated by the IT Department and turned over to the Dean of Students for further action.

Students who have questions or need assistance with any of the above items may contact the IT Help Desk at (714) 619-6500 or by e-mail at HelpDesk@vanguard.edu. Additional information, updates, and instructions are available on the Vanguard IT Website at http://www.vanguard.edu/it/.

ACADEMIC POLICIES

OFFICE OF THE REGISTRAR

Judy K. Hamilton, M.A., Registrar

Mission: The Office of the Registrar provides quality service to the Vanguard community and supports the university mission through implementing academic policy, providing precise reporting, and maintaining accurate academic and institutional records.

The following academic policies are specific to the traditional undergraduate programs of the University. For graduate program information, see the Graduate Studies section of this catalog; for Professional Studies program information, see the Professional Studies section.

Academic Calendar

Vanguard University operates on a two-semester academic calendar system.

Fall Semester—The semester normally is scheduled from late August to the Christmas Holiday. A normal load for this session is twelve to eighteen units.

Spring Semester—The semester normally is scheduled from early January to early May. A normal load for this session is twelve to eighteen units.

Summer Sessions—The Summer term, which normally is scheduled from mid-May through early July, is generally divided into three sessions.

Registration

Registration dates are specified on the calendar at the beginning of this catalog. A student may register for a course or courses after the cutoff date given, but for no more than the number of units equal to the number of full weeks remaining in the semester (including the week of final examinations), and with the permission of the instructor(s) involved and Dean of the College.

Students will receive credit only for those courses in which they are formally registered. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the Office of Accounting Operations. Late fees may be charged to students who do not complete the registration process by the published deadlines.

Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Registrar. Further, the University reserves the right to cancel any scheduled course in which the enrollment is less than ten.

Student Academic Load in the College

A normal academic load is from twelve to eighteen units per semester. Students taking less than twelve units are considered part-time. Students who are employed for more than three hours of work daily may find that twelve units is a sufficient load. Students contemplating participation in Commencement with provisional honors should consider carefully the paragraph on “Honors” that appears later in this section.

Students who wish to register for more than eighteen units must have a cumulative “B” average and must secure advance written approval from the Department Chair of their major. Ideally, a student should budget two hours of preparation for each class hour.

The following persons must maintain twelve or more units per semester: international students possessing a student visa (F-1 status), Social Security dependents, students receiving Cal Grants, students who participate in intercollegiate athletics, and students whose extra-curricular programs dictate.

Special Class Enrollment Options

Conference Courses—Junior or Senior students, who for good reason cannot enroll in a listed catalog course when it is regularly scheduled, may request to take a conference course. To have a conference course approved, a student must (1) receive permission from the instructor offering the course, the appropriate

department Chair, and the Registrar's Office; and (2) pay a fee in addition to the regular tuition. No more than four conference courses may be credited toward graduation.

Individual Studies Courses—Junior or Senior students with at least a 3.0 grade point average may pursue specifically designed courses of individualized study within their major for up to three units per semester and for a total of twelve units applicable to graduation. Such courses are initiated by the student, who must secure an appropriate sponsoring faculty member to supervise and evaluate the project. A written prospectus of the nature of the proposed study, its objectives, resources, procedures, requirements, and basis for evaluation—as devised by the instructor or by the student in consultation with the instructor—must be submitted to the appropriate department Chair and Registrar's Office for approval. Individual studies carry an additional fee beyond regular tuition.

Pass/Fail Courses—Outstanding seniors and juniors may enroll for one course each semester on a Pass/Fail basis. A maximum of two courses taken on a Pass/Fail basis may be credited toward graduation. The request for such a grade must be made at the time of registration. These courses may not be used to meet core, major, or professional requirements with one exception: With the permission of the Dean of the College, seniors maintaining a GPA of at least 3.25 may use an upper division course to meet a core curriculum requirement. A grade of "C" must be earned in order to be granted a "Pass" grade for the course. A grade of "C-" or below will result in an "F" grade recorded on the transcript. A grade of "P" does not affect the grade point average, but a grade of "F" does. If an "A" grade is earned, it will be recorded on the transcript.

Residence Courses—Residence courses are those taken during regularly scheduled sessions on the VU campus as distinct from extension, online, or other special courses.

Cross Registration between Traditional Undergraduate (TUG) Degree Programs and Professional Studies (PS) Degree Programs in the School for Graduate and Professional Studies (SGPS)

Students enrolled in a Traditional Undergraduate (TUG) degree program may enroll concurrently in classes in Professional Studies (PS) degree programs according to the following criteria:

1. Students are considered on a case-by-case basis and will be assessed as to fit for the PS program.
2. Students must obtain "cross-registration" approval from the (a) Professional Studies programs office; (b) the appropriate PS Program Chair; (c) the student's TUG Academic Advisor; and (d) the Office of Accounting Operations. Approval may be granted in highly unusual circumstances, such as a course is needed by a senior level student for graduation in his/her final semester.
3. Students must possess a cumulative GPA of 3.0 or higher and have at least 88 cumulative units (i.e., senior status) to be eligible to take both Major and general education courses. Students who have not achieved senior status may request to cross-register, however, they must have a minimum cumulative GPA of 3.33*.
4. Students may not cross-register for more than six cumulative units*.
5. Students will be enrolled in PS Degree Programs as "student-at-large" (not eligible for Financial Aid).
6. Students will pay the prevailing PS tuition rate.
7. Students wishing to cross-register in PS Degree Programs should request a cross-registration application form from the Graduate and Professional Studies Admissions Office.
8. Additional signatures may be necessary for students who wish to have PS courses satisfy major and/or core curriculum requirements. Consultation with the Department Chair (major requirement) or the Core Curriculum Chair (Core requirement) is recommended prior to registration.

**Students receiving veteran's benefits are exempted from GPA, class level, and maximum units allowed requirements. See numbers 3 and 4 above.*

PS Degree Program students at VU may enroll concurrently in classes in VU's TUG Degree Programs according to the following criteria:

1. Students are considered on a case-by-case basis.
2. Students must obtain cross-registration approval by the Dean of the College (TUG).
3. Students will be enrolled in the College as "student-at-large" (not eligible for Financial Aid).
4. Students will pay the prevailing traditional undergraduate tuition rate.
5. Students wishing to cross-register in traditional coursework should request a cross-registration application form from the Undergraduate Admissions Office.

Study Abroad Courses

Academic credit for college-sponsored study trips conforms to WSCUC guidelines. One unit hour is granted for each week of study, with an additional unit hour possible if academically warranted. Students should consult with their academic *advisor*, department chair, and study abroad personnel for counsel on either Vanguard or off-campus study abroad programs. Please see the "Off-Campus Study Programs" section of this Catalog for more detailed information on study abroad programs offered through VU. Students wishing to study abroad through an institution other than Vanguard should contact the Office of Global Education and Outreach for appropriate paperwork and approval.

Veterans Benefits

See Veterans Benefits section in University Policies.

Credit by Testing and Extension

Vanguard University grants a maximum of twenty-four units from Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (I.B.), other testing organizations, or from non-VU extension and correspondence programs. VU grants credit to students who receive a grade of "3" or higher on tests administered in the AP program of the College Board unless otherwise indicated by the appropriate department. Credit for exams taken through CLEP will be awarded based on recommendations by CLEP and the appropriate department. Typically a minimum score of 50 is required. VU grants credit to students who receive a score of "4" or higher on the higher-level exams in the I.B. program. Work taken through any regionally accredited extension, online, or correspondence program may be recognized for fulfilling graduation requirements. Go to http://www.vanguard.edu/registrar/undergraduate-transfer/ for more detailed information.

Change of Class Schedule

Students are responsible for the individual program they select upon registration. Changes may be made online during designated Online Registration time periods, and thereafter must be made by the filing of an add/drop form in the Office of the Registrar. A class dropped during the first two full weeks of the semester is not entered on the transcript; however, one dropped subsequently up to the end of the eighth full week will appear on the transcript with a grade of "W." Classes dropped after the eighth week will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP"; however, the student must be earning a minimum grade of "C" in the course to warrant a "WP."

All classes added after the second full week of classes must be approved by the instructor and the Dean.

For those courses that are offered on an unusual calendar, withdrawals received in the Office of the Registrar during regular business hours prior to the end of the first eighth of the total number of class hour sessions offered in the course will have no entry made on the transcript; a grade of "W" will be issued for withdrawals received between one eighth and one half of the total number of class hour sessions; withdrawals received in the Office of the Registrar during regular business hours in the final half of the class will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

Leave of Absence Policy

Students taking a leave of absence are not regarded as having permanently

withdrawn from the University and need not apply for readmission through the Admissions Office. There are four types of Leaves: Academic, Medical, Compassionate, and Military. A Leave of Absence is not intended for students wishing to withdraw during the current semester (see Medical Compassionate, and Military Leave sections for exceptions), and does not apply to those who wish to attend another institution or take a semester off.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Academic Leave of Absence Policy

An academic leave of absence is designed for students who wish to participate in an off campus internship, practicum, or study abroad program in which academic credit is not being awarded through Vanguard. The policy does not apply to those students who wish to attend another institution or simply take a semester off. An academic leave of absence is typically for one semester, but may be given for up to one academic year. To qualify students must be in good academic standing, and apply in advance of the time period they wish to be on leave. A request for an academic leave of absence may be made with the Office of the Registrar.

Medical Leave of Absence Policy

The University recognizes that students may experience a physical or mental health medical situation that significantly limits their ability to function successfully or safely in their role as students. In such situations, students should consider requesting a medical leave, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with the opportunity to achieve their academic and co-curricular goals.

A request for a medical leave of absence must be made with the Disability Services Office. Each medical leave request is individualized, and handled on a case-by-case basis, based on the needs of the student. Upon exit and reinstatement to the University, the student must have adequate medical documentation from a licensed health care or mental health care provider. A medical leave can be granted for up to two consecutive semesters.

Compassionate Leave of Absence Policy

A compassionate leave of absence request may be made and considered for compelling reasons for students who find it necessary to interrupt their studies temporarily. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse, financial or academic difficulties, or other situations that may prevent the student from continuing in classes. A request for a compassionate leave of absence must be made with the Disability Services Office. Each compassionate leave request is individualized, and handled on a case-by-case basis, based on the needs of the student.

Military Leave of Absence Policy

Military Leave is available for Veteran students who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two consecutive semesters. Veteran students on military leave are not regarded as having permanently withdrawn and need not apply for readmission. Military leave forms can be obtained from the Veterans Resource Center.

Withdrawal from the University

The University desires to establish a clear process for students who choose to withdraw from the University. In order to do so, the student must complete the following steps:

1. Contact the Office of the Registrar and complete an online exit interview.

2. Upon completion of the online exit interview, obtain and fill out an Application for Withdrawal. Obtain the signatures required.

3. Return the Application to the Office of the Registrar for processing and withdrawal from the University will be finalized.

Upon complying with this procedure, the student is then entitled to a refund in keeping with the refund policy found in the Financial Information section of this catalog.

Grading System

Grade	Significance	Grade Points
A	Exceptional	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	0.00
W	Withdrawal	Not Applicable
WP	Withdrawal Passing	Not Applicable
WF	Withdrawal Failure	0.00
CR	Credit	Not Applicable
I	Incomplete	Not Applicable
P	Pass (Granted for "C" or higher)	Not Applicable
AU	Audit	Not Applicable

A grade point is a numerical value assigned to a letter grade. Each unit with a grade of "A" is assigned four grade points. Each unit with a grade of "B" is assigned three grade points, et cetera. Thus, for example, a three-unit course with a grade of B is assigned a total of nine grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of units attempted for which grade points are assigned.

The term "current grade point average" refers to the GPA earned in the last session of enrollment. The term "cumulative grade point average," on the other hand, refers to the average of the total of grade points accumulated divided by the total of all units earned with letter grades. The cumulative GPA is calculated and then entered on the transcript of the student's academic record at the end of each session or semester. While courses are transferred from other colleges, grade point averages are determined only on the basis of courses completed at VU.

Incomplete Grades

Faculty may assign a grade of "I" (Incomplete) to students when they warrant additional time to complete coursework due to situations beyond their control (i.e. serious illness, accident, or death of a family member). They may only be awarded when the student's grade would have otherwise been an "F". Incomplete work must be made up no later than six calendar weeks following the last day of the term (or other academic session). If the work is not made up by this time a grade of "F" will automatically be assigned. Extensions to the six week limitation are made only with the approval of the Dean of the College. Instructors are under no obligation to assign an Incomplete grade or to administer a make-up exam.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Course Repeat Policy

Academic courses offered at VUSC are not repeatable unless specifically noted in the catalog. Those students who wish to retake a course due to a low or failing grade are permitted to register again for the same course during any given semester. All grades will appear on the student's permanent academic record (transcript). When a course is repeated, all grades will remain on the transcript, but only the higher grade is computed in the grade point average. In the case that the grades are the same, only the most recent grade will be included in the G.P.A.

Class Attendance

Regular and punctual class attendance is expected and is essential to optimum academic achievement. Students in lower division classes are given an "F" for any course in which they have been absent more than one-fifth of the scheduled class meetings. Attendance requirements in upper division classes are established by each instructor.

Absences occasioned by participation in a college-approved activity (e.g. field trips, athletic contests) are governed by the following:

1. Students are responsible for initiating the process of makeup work. Work must be submitted when due whether or not the student is present.
2. Scheduled events (games, concerts, tournaments) constitute an excuse to miss class; however, practices do not.
3. Students should clear their class schedules with coaches or directors before registering for classes to minimize potential conflicts.
4. Missed classes for authorized events will count toward the one-fifth absence allowance. Student athletes and others affected by excused absences should be particularly careful not to miss other class sessions for unauthorized reasons.
5. Students shall not be penalized for missing class for authorized college activities by loss of attendance points. On the rare occasion it would be impossible to make up a missed class or lab; the student should miss the activity and not be penalized by the coach or director.

Class Standing

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of college-level units (transferred to VU and institutional) in keeping with the following chart:

Freshman	0-26
Sophomore	27-56
Junior	57-87
Senior	88 +

Academic Probation

"Academic probation" is a term used to designate a period of close academic supervision, generally including reduced allowable activities, imposed to improve unsatisfactory academic performance. Students on academic probation may not register for more than twelve units excluding physical activity courses during the probation period. Such students shall not hold a student body office and must curtail extracurricular work and activities as recommended by their faculty advisor. In certain cases, eligibility for participation in intercollegiate sports may be forfeited.

A student's official transcript may reflect academic probation following any full semester in which a student's current or cumulative grade point average (GPA) drops below a "C" average (2.0). This academic standing will remain in place unless the student receives a change of grade bringing both their current and cumulative GPA above 2.0 prior to the end of the withdrawal period of the following semester.

Academic probation will continue for the student until the current and cumulative GPAs are raised to 2.0 or higher.

Academic Disqualification

A student is academically disqualified when there are two consecutive semesters of current or cumulative GPA below "C" (2.0). Students academically disqualified are precluded from further enrollment. In certain situations (explained in the letter informing the student of disqualification) students may appeal for re-entry. Appeals begin with the Dean of the College.

Honors

The Academic Honors list, produced following the end of each semester, honors all degree-seeking students with twelve or more units who have earned a GPA of 3.5 or above for that semester.

Students who have completed, by the end of the Fall semester, no less than 36 units (bearing letter grades) at Vanguard may be eligible to participate with provisional honors in the Commencement ceremonies ahead of actual completion

of all courses required for graduation. The deadline for having honors designated at the Commencement Ceremonies is the end of the Fall semester. Any grades and/or grade changes subsequently affecting the GPA will not be indicated for Commencement, but will be reflected in the honors posted with the degree on the transcript and diploma. Students official honors will be based upon their GPA at the completion of all coursework required for graduation and will be indicated on the permanent transcript and on the diploma. Students must complete a minimum of 45 units at Vanguard to have honors recorded on their transcript and diploma. Students who have maintained a cumulative GPA of 3.500—3.699 will graduate cum laude. Those achieving a cumulative GPA of 3.700—3.899 will graduate magna cum laude, and those achieving an average of 3.900 and above will graduate summa cum laude.

Student Honor Societies

Student honor societies exist to recognize superior academic performance, provide academic enrichment to the Vanguard community, and to provide opportunity for students to gain greater exposure to academic disciplines. Undergraduate students may be accepted into the University's chapter of the following honor societies:

Alpha Kappa Delta	Sociology
Lambda Alpha	Anthropology
Lambda Pi Eta	Communication
Phi Alpha Theta	History
Pi Sigma Alpha	Political Science
Psi Chi	Psychology
Sigma Beta Delta	Business
Sigma Tau Delta	English
Sigma Theta Tau	Nursing

Degree Requirements

Candidates for the Bachelor of Arts, Music, or Science degrees in the University's traditional undergraduate programs must meet the following requirements:

1. A minimum of 124 units and a cumulative grade point average of 2.0. A minimum of forty units must be upper division work, and twenty-four units must be taken at VU.
2. A minimum of twenty-four of the last thirty units must be earned at VU. Veterans and active duty military are exempt from this requirement.
3. A major in a department must be completed as prescribed by the catalog. At least one-half of the major must be completed at VU.
4. A minor in a department or subject is optional. If a minor is not declared, a student will complete the required units for graduation by taking elective courses.
5. Students must complete the core curriculum program of fifty-two – fifty-four units.
6. An Application for Graduation must be filed in the Office of the Registrar. See "Application to Graduate" for more information.

Application to Graduate

Students nearing completion of all requirements for their degree must submit an Application for Graduation no later than the second week of the semester in which they intend to complete. The Application should be submitted to the department of their major who will then forward it on to the Office of the Registrar. A late fee may be assessed to Applications received after this time. The Application will be reviewed by the Office of the Registrar and the student will be notified of their clearance to graduate and participate in Commencement ceremonies.

Commencement Participation

Traditional undergraduate students may only participate in Commencement ceremonies in May if they have no more than 4 units outstanding to complete their degree. These units must be completed in the Summer immediately following the Commencement ceremonies in which they participate. Successful completion of off-campus testing for academic credit, such as CLEP, must be verified prior to the beginning of spring semester to be considered for the May ceremony.

A Second Bachelor's Degree

A second Bachelor's degree may be awarded to a student who applies providing a minimum of thirty units beyond the units required for the first Bachelor's is achieved. A second Bachelor's degree may be pursued concurrently with the first one providing no units are applied to both degrees (with the exception of Core Curriculum courses), including the total number of units needed for the first degree (124 minimum). The second Bachelor's must be in a major significantly different from the first Bachelor's, and a minimum grade point average of 2.0 must be maintained. Requirements for both degrees must be fully satisfied. No more than six units may be transferred toward the second degree's major—no more than six units may be lower division. A student desiring to be considered for a second Bachelor's must be enrolled at VU in the final semester in which graduation requirements are to be met and an "Application for Graduation" must be submitted to the Office of the Registrar no later than the second week of the semester in which graduation is anticipated.

Students may complete a second major at VU and have the second major indicated on the transcript and diploma; however, only those students who have achieved a second Bachelor's degree will be awarded a second diploma and be permitted to participate in the commencement ceremonies for a second time.

Interdisciplinary Studies

The Liberal Studies major is an interdisciplinary program which provides an opportunity for students to seek a broad liberal arts education rather than to concentrate in a single academic discipline.

The Liberal Studies major is the approved academic program for those seeking a California Multiple/Single Subject Teaching Credential. Those students seeking a teaching credential should consult the Graduate Program in Education, Department of Liberal Studies, for specific requirements.

Declaring a Major

All students are urged to declare a major no later than the end of their third full semester of work. Students may be aided in this determination by consulting with departments of interest or an Undeclared Advisor. Formal declaration of a major or a change of major is made by filing a "Change or Declaration of Major" form in the Office of the Registrar.

Declaring a Minor

A minor consists on average of twenty units in a single subject area. Students cannot receive minors in the same department as their major. A student who desires a departmental minor should consult the appropriate department. Minors are not formally declared in the Office of the Registrar until the student applies to graduate.

Appeals Procedure

A student seeking a variance from any stated academic policy should consult with the department of the course/policy in questions. Academic Policy Exception Request forms are available online or in the Office of the Registrar. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the university.

CLASSROOM CONDUCT

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Students are expected to conduct themselves in a manner that is respectful of all others and does not disrupt the learning experience of others. Should an instructor determine that a student's conduct is disruptive, the instructor may impose the student's immediate removal from the classroom. The student may be referred for disciplinary action. The student may appeal to the Department Chair, and, if necessary, to the Dean of the College, and finally to the Provost.

ACADEMIC INTEGRITY AND DISHONESTY POLICY

[Adapted (with permission: 6.13.2006) from the Westmont College Plagiarism Policy]

Vanguard University is a community of Christian scholars. When students join our college community, they are expected, as apprentice scholars, to search for truth with integrity and accuracy. This quest requires humility about our abilities, respect for the ideas of others, and originality in our thinking. Since Vanguard University is a Christian community, the integrity of our scholarship is rooted in the integrity of our faith. We seek to be followers of Christ in the classroom, in the library, and at the privacy of our computers.

Academic dishonesty is considered a serious breach of trust within the Vanguard community, as it both violates the regard for truth essential to genuine learning and Christian consistency, and disadvantages those students who do their work with integrity. It demonstrates a deep disrespect for fellow students, the faculty, the University, and one's own commitment to the integrity that should mark the life of the practicing Christian. Academic dishonesty may consist of **plagiarism**, **cheating**, or **falsification**.

I. PLAGIARISM

Students have a responsibility to understand plagiarism and to learn how to avoid it. They should refuse to allow fellow students "to borrow" or to use an assignment without proper citation, encourage fellow students to do their own work, and refrain from completing assignments for their fellow students. If a student helps another plagiarize in these or other ways, he or she is equally guilty of academic dishonesty.

A. Definitions

To plagiarize is to present someone else's work—his or her words, line of thought, or organizational structure—as our own. This occurs when sources are not cited properly, or when permission is not obtained from the original author to use his or her work. By not acknowledging the sources that are used in our work, we are wrongfully taking material that is not our own. Plagiarism is thus an insidious and disruptive form of dishonesty. It violates relationships with known classmates and professors, and it violates the legal rights of people we may never meet. Another person's "work" can take many forms: printed or electronic copies of computer programs, musical compositions, drawings, paintings, oral presentations, papers, essays, articles or chapters, statistical data, tables or figures, etc. In short, *if any information that can be considered the intellectual property of another is used without acknowledging the original source properly, this is plagiarism.*

At Vanguard University, we define three levels of plagiarism:

1. **Minimal plagiarism** includes, but is not limited to, doing any of the following without attribution:
   a. inserting verbatim phrases of 2-3 distinctive words;
   b. substituting synonyms into the original sentence rather than rewriting the complete sentence;
   c. reordering the clauses of a sentence;
   d. imitating the sentence, paragraph, or organizational structure, or writing style of a source;
   e. using a source's line of logic, thesis or ideas.

2. **Substantial plagiarism** includes, but is not limited to, doing any of the following without attribution:
   a. inserting verbatim sentences or longer passages from a source;
   b. combining paraphrasing with verbatim sentences to create a paragraph or more of text;
   c. repeatedly and pervasively engaging in minimal plagiarism.

3. **Complete plagiarism** includes, but is not limited to, doing any of the following without attribution:
   a. submitting or presenting someone's complete published or unpublished work (paper, article, or chapter);
   b. submitting another student's work for an assignment, with or without that person's knowledge or consent;

c. using information from a file of old assignments;
d. downloading a term paper from a web site;
e. buying a term paper from a mail order company or web site;
f. reusing or modifying previously submitted work (e.g., from another course) for a present assignment without obtaining prior approval from the instructors involved.

B. Consequences

Minimal plagiarism. When instances of minimal plagiarism are detected, the instructor can use these situations as an educational opportunity to discuss with the student the nature of plagiarism and the values of a scholarly, Christian community. At the professor's discretion, assignments may be rewritten and resubmitted, with or without a grade penalty. Repeated instances of minimal plagiarism may, at the professor's discretion, be treated as substantial plagiarism.

Substantial plagiarism. For a first offense, the student typically receives a failing grade on the assignment that has been plagiarized, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a second offense, the student typically receives a failing grade in the course, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a third offense, the student typically is recommended for expulsion from the University. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

Complete plagiarism. For a first offense, the student typically receives a failing grade in the course, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a second offense, the student typically is recommended for expulsion from the University. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

II. CHEATING

Cheating is obtaining or helping another to obtain credit for work accomplished by deceptive means. Cheating includes, but is not limited to:

a. talking or communicating through signals with another student during a quiz or exam;
b. using unauthorized materials such as electronic devices or cheat sheets to obtain information for a quiz or exam;
c. copying or sharing information during a quiz or exam;
d. taking, using, sharing or posting an exam or answers to a quiz or exam (before, during or after the quiz or exam);
e. leaving during a quiz or exam in order to obtain information;
f. claiming credit for work not accomplished personally;
g. giving false data about the procedure used to take a quiz or exam or complete an assignment.

III. FALSIFICATION

Falsification is the alteration of information, documents, or other evidence in order to mislead. Examples of this form of academic dishonesty include but are not limited to:

a. fabrication or falsification of data, analysis, citations or other information for assignments, exams, speeches or any other academic work;
b. forgery or unauthorized alteration of official documents, credentials, or signatures;
c. misrepresentation of one's academic accomplishments, experiences, credentials, or expertise;
d. withholding information related to admission, transfer credits, disciplinary actions, financial aid, or academic status;
e. submitting the same work in more than one class without the authorization of the instructors.

Consequences for cheating and falsification

1. If a student has been dishonest in any way in completing an academic assignment, the student typically receives a failing grade in the exercise and a Report of Academic Dishonesty is submitted to the Office of the Associate Provost/Dean of the College.

2. The above is understood to be a minimal degree of discipline. A faculty member may, if he or she has announced the policy, give the student an F in the course for any type of academic dishonesty.
3. A second violation or instance of dishonesty in the same or different course may result in expulsion from the university.

4. A student who feels that he or she has been unfairly accused or unjustly treated may appeal to an ad hoc committee comprised of the Associate Provost/Dean of the College, the Chair of the Department of the student's major, and an additional resident faculty member of the student's choosing. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

DIVERSITY/MULTICULTURAL EXPOSURE COURSE REQUIREMENT

It is the desire of the University to increase student understanding of the world's diversity as an essential component of the educational process. Thus, the diversity/multicultural exposure course requirement in the curriculum aims to increase awareness of the richness and variety of contributions to society, culture, and knowledge. Diversity/multicultural exposure courses thus consider: (1) the concerns and contributions of women and people of diverse backgrounds (as defined by race, gender, ethnicity, physical ability, generation, religion, or national origins), and (2) a need for cooperation within a complex and increasingly interdependent global community. Furthermore, as a community of Christians, (3) equipping all students to demonstrate the Christian ethic of love by embracing reconciliation, promoting social justice, and carrying out transformative and redemptive actions in the name of Jesus Christ.

Learning Outcomes:

The university expects its students to excel in four diversity learning outcomes:

- Knowledge: Demonstrates knowledge of multiple cultural perspectives and global experiences by articulating the value of diversity through reports, presentations, examinations, field-work, and discipline-appropriate projects.
- Self-Examination: Examines one's own attitudes, values, and assumptions and examines their impact. Evaluates one's own attitudes, assumptions, and behavior towards diversity concerns and issues by recognizing, examining, and challenging underlying assumptions and prejudices through coursework such as self-reflective essays, reading responses, and journal entries, with the recognition that such work is a life-long endeavor.
- Personal Engagement: Engages others with civility, empathy, honesty and responsibility with awareness of equity issues such as power dynamics and social privilege in these interactions. Demonstrates respectful and appropriate behavior when interacting with people of different genders, generation, religion, ethnicity, race, national origin, socioeconomic status, and ability by developing sensitivity to equity issues (such as power dynamics and social privilege) through field experience, research, and analytical reading and writing.
- Social Engagement: Challenges past, present and future discrimination and privilege of individuals, societies, groups and institutions. Identifies and begins to seek out transformative and redemptive opportunities in the church, in society, and in the evolving realities of global change through academic, co-curricular, internship, and vocational opportunities.

Broad Scope and Flexibility

The diversity/multicultural exposure requirement can be fulfilled with either:

- Three (3) units of Diversity Focused (DF) courses, or
- Twelve (12) units of Diversity Enhanced (DE) courses.

Diversity Focused (DF) courses are wholly centered on matters related to either gender, race, ethnicity, religion, lifestyle, and/or global perspectives. The subject matter is identified in the syllabus as such, and the course title often reflects the content as "diversity focused."

Diversity Enhanced (DE) courses devote at least one-quarter of their content and time to diversity topics.

The requirement guarantees that every student who takes at least one DF, or a series of DE courses, will have exposure(s) that promote(s) greater understanding of some aspect of the many cultural, gender, or other diversities which characterize the modern world.

The following are approved Diversity Focused (DF) courses:*

ANTH 102C	Introduction to Cultural Anthropology (3 units)
ANTH/HIST 317	Modern China (3 units)
ANTH/SOC 320	Social and Culture Cultural Change (3 units)
ANTH 222	Ethnographic Perspectives (3 units)
ANTH/SOC 343	Class, Race, Ethnicity, and Gender (3 units)
ANTH 358	World Religions (3 units)
ANTH 440	Culture, Personality, and the Individual (3 units)
ANTH 450	Anthropology Teaching Internship (1-4 units)
ANTH/ENGL/SPAN 453	Language, Culture, and Linguistics (3 units)
ANTH 460A	Field Practicum/Fieldwork (2 units)
ANTH 480	Individual Studies (1-3 units)
COMM 318	Nonverbal Communication (3 units)
COMM 345	Intercultural Communication (3 units)
COMM 374	Gender Communication (3 units)
COMM 376	Interracial Communication (3 units)
COMM 448	Ethnography of Communication (3 units)
COMM 467	Culture and Rhetoric of Pentecostalism (3 units)
EDUC 315	Teaching in a Multicultural Setting (3 units)
ENGL 433	Survey of World Literature (3 units)
ENGL 444	Culture Focus (3 units)
HIST 203C	World Civilizations I (3 units)
HIST 204C	World Civilizations II (3 units)
HIST 356	History and Geography of California (3 units)
HIST 360	Women in American History (3 units)
ICST 102	Introduction to Intercultural Studies (2 units)
ICST 345	Intercultural Communication in Ministry (3 units)
KINE/SOC 258	Sociology of Sports and Human Movement (3 units)
MUSC 253	Music in Global Cultures (2 units)
MUSC 327	Music History and Literature III (3 units)
OT 425	Special Topic: Women in the Books of Samuel (3 units)
OT 430	Special Topic: Women in Early Israel (3 units)
PLST/THEO 432	Women in Ministry (3 units)
PSYC 331	Diversity Issues in the Helping Professions (3 units)
PSYC/SOC 335	Social and Psychological Aspects of Aging (3 units)
PSYC 352	Culture and Psychology (3 units)
SOC 100C	Introduction to Sociology (3 units)
SOC/ANTH 334	Gender, Culture, and Society (3 units)
SPAN 330	Literature of Latin America (3 units)
SPAN 365	Curso Panorámico de Latinoamérica (3 units)
SPAN 464	Religion and Culture in Latin Amer (3 units)
WMST 110	Introduction to Women's Studies (2 units)
WMST 212	Ensure Justice Conference in Women's Studies (1 unit)
WMST 345	Human Trafficking (3 units)
WMST 370	Topics in Women's Studies (1-3 units)
WMST 410	Research in Women's Studies (3 units)

The following are approved Diversity Enhanced (DE) courses:*

ENGL 230C	Literary Perspectives (3 units)
ENGL 309	Survey of American Literature (3 units)
KINE 231	Global Games and Recreation Activities (2 units)

*Some special topic or seminar courses (291, 292, 293, 470 and 490) may fulfill the diversity/multicultural exposure course requirement. Consult the Office of the Registrar regarding fulfillment of this requirement with other courses than those listed above.

OFF CAMPUS STUDY PROGRAMS

Vanguard University is committed to cultivating Spirit-empowered leaders with significant cross-cultural experience. Toward that end, the university provides local and global outreach opportunities as well as off campus study programs for academic credit, both international and domestic.

VANGUARD UNIVERSITY PROGRAMS

VISA (VANGUARD INTERCULTURAL STUDIES ABROAD): COSTA RICA :
Vanguard Intercultural Studies Abroad (VISA) is a comprehensive program available to Religion majors (and qualifying Religion minors) with junior and senior status. The three-month program in San Jose, Costa Rica, includes 15 units of coursework, including language study, plus a three-unit on-field practicum. For program details see Department of Religion.

VU Italia :
A one-month, multi-disciplinary summer program in Italy. Students earn up to 9 units of academic credit. For program schedule and details see the Office of Global Education and Outreach

Vanguard Sundance Film Festival (Park City, Utah)
For program description see the Department of Communication section of the Catalog.

Center for Holy Land Studies Tour
A 5-week journey through the Holy Lands in partnership with the Assemblies of God Theological Seminary. Students earn 3 units of academic credit.

AFFILIATED SEMESTER PROGRAMS

Vanguard University maintains partnerships with a number of external study abroad programs as well as the Council for Christian Colleges and Universities' Best Semester programs. For more information about these opportunities see the Office of Global Education and Outreach.

Council for Christian Colleges and Universities Study Programs

The Council for Christian Colleges and Universities (CCCU), an association of more than 100 member institutions in North America and more than 70 affiliates in 23 countries, offers a number of semester and Summer programs to students of its member institutions. Students of Vanguard University are eligible to participate in any of the study programs offered by the CCCU (see below). These interdisciplinary learning opportunities are available to students with Junior or Senior standing. Students generally take at least 16 units during their semester abroad and should consult with their academic advisors to see how the off campus study coursework fits with their academic program. Listed below are the courses available in each of the CCCU programs. For more detailed information about any of these programs visit the CCCU website at http://www.bestsemester.com/.

Washington D.C. American Studies Program (ASP) Courses (15 units)
Students can take the following courses during a semester-in-residence in Washington, D.C. (for a total of 15 units). ASP courses satisfy upper division History and Political Science major requirements and possibly other major requirements—consult your academic advisor.

Required courses (9 units):
AS 450 • American Studies Internship (8 units)
AS 461 • Professional Development Practicum (1 unit)

Choose one track:
Public Policy (6 units):
AS 431 • Public Policy Analysis Field Seminar (3 units)
AS 436 • Advocacy and Diplomacy Field Seminar (3 units)
Strategic Communication 6 units):
AS 442 • Case Studies in Strategic Communication (3 units)
AS 448 • Advocacy and Development (3 units)

AS 431 • Public Policy Analysis Field Seminar (3 units)
Students directly engage Washington, D.C.-based leaders and leading institutions that have a stake in a program-selected public policy debate. Students write a

Group Policy Report (GPR) analyzing competing economic, humanitarian and rule-of-law/national security priorities in the selected debate. The GPR is supported by field-based research which includes participation in at least 6 one-hour meetings with policy experts and 2-3 team interviews with policy professionals. In writing a Public Policy Ethics Plan, each student explains the role biblical ideas and theological traditions play in (a.) how they came to understand the policy issue as a public justice issue, (b.) how they chose among competing policy prescriptions, and, by extension, (c.) what they believe about the proper role of government in society.

AS 436 • Advocacy and Diplomacy Field Seminar (3 units)
Each student writes an Individual Advocacy Case Study analyzing a policy advocacy campaign led by a national political actor. The advocacy campaign is focused on a well-defined domestic or foreign policy or program. Students are encouraged to select a case related to their internship. The study is supported by a lecture series of Washington, D.C.-based policy advocacy, diplomacy, and lobbying professionals. Each student presents their IACS to a Washington, D.C.-based policy professional who works directly on the issue.

AS 442 • Case Studies in Strategic Communication (3 units)
Students design two case studies, both supported by Washington, D.C.-based fieldwork and original research. They learn how to directly engage world-class organizations and communication professionals to design original case studies for the purpose of highlighting best practices in formative research, strategic planning, message formation and storytelling, tactics and contingency planning, and outcomes-based measurement and evaluation.

AS 448 • Advocacy and Development (3 units)
Students work collaboratively in small teams for a real-world client to research and propose a communications plan in fulfillment of the client's project proposal. This exercise in persuasive communication seeks to build constituent commitment to the client's mission, strategic initiatives, and fundraising activities. Consequently, communication objectives aim to achieve clearly specified and measurable educational, advocacy, and revenue goals. In a separate assignment, students reference their client work experience, as well as their case study work, to explain how biblical teachings inform our assumptions about, and practice of, strategic communication, documenting ethical challenges and 'faithful practice' strategies they discovered at each step in the strategic communication process.

AS 450 • American Studies Internship (8 units)
Provides an opportunity to work as an intern in a professional setting, to reflect substantively upon workplace experiences, to connect those experiences to classroom themes and discussions, and to acquire the skill set and competencies needed to pursue a professional career in service to God's kingdom.

AS 461 • Professional Development Practicum (1 unit)
Students will join a leadership community bound by a shared commitment to learn how to translate their campus convictions into real-world application. This practicum will help them know what it takes to lead institutions against the injustices facing the nation and world.

AS 470 • Special Topics: (1-3 units)
Special topic course in American politics on location in Washington, D.C. May be repeated for credit.

Australia Studies Center Courses (16 units)
Culture Emphasis (8 units)

Discipline Emphasis (8 units)
Or
Practicum (8 units)

Costa Rica/Latin American Studies Program Courses (16-18 units)
Required courses (13-15 units):
Concentration: Choose one: (3 units)
- Latin American Studies
- Advanced Language and Literature
- International Business

Los Angeles Film Studies Center Courses (LAFSC) (16 units)
Because VU is a participant in LAFSC, students attending VU can take the following courses during a semester-in-residence in Burbank, CA.

LA 350 • Hollywood Production Workshop (4 credits)
Students work collaboratively in groups to create a festival-ready piece, including all the legal documentation and rights to enable the finished production to qualify for festival submission. The course offers students the opportunity to make a motion picture production using Hollywood locations, resources and protocol. Students participate in a competitive vetting process of scripts, pitches and meetings, much like the process of the professional industry. This course operates as a community-building experience in which all students participate in at least one key role in the production process. The course also offers small group tutorials for each student's production position. The workshop environment is specifically designed to meet the needs of both novice and experienced students. The major emphases of the course are the importance of each contribution to a production, the process of production and effective production management. This course complements the more specialized, skill-focused elective courses and is taught by professional, experienced Christian filmmakers with credits in the Hollywood industry.

LA 366 • Faith and Artistic Development in Film (3 credits)
A class that explores the connection between the eye, the heart and the hand, this course focuses on the integration of faith and learning as well as developing the necessary skills for analysis of the culture of Hollywood. The first section of the class emphasizes the eye: discovering your own identity, looking at film’s historical impact, spiritual impact, audience trends, the auteur movement, and vision in film, as well as providing a basis for heart preparation for production. The second section of the course emphasizes the heart: ethics, relationships and communication, passion and art. The last section of the course emphasizes the hand, exploring the collaborative process in Hollywood Production Workshop and Motion Picture Production: roles and aspects of production, the production process, relationships on set, and communication. All students participate in a team-taught lecture seminar led by the faculty of The Los Angeles Film Studies Center.

LA 325 • Internship: Inside Hollywood (6 credits)
Students participate in an internship experience in some aspect of the Hollywood entertainment industry. These are nonpaying positions primarily in an office setting such as development companies, agencies, management companies, post-production facilities, etc. Students work 20 to 24 hours a week, spread over a three day schedule and accumulate 200-250 hours for the semester. Orientation to the internship includes an overview of the creative and operational aspects of the Hollywood entertainment business, including the Christian's role working therein. The internships do not include positions on actual filmmaking locations. Instead, students work in offices as support personnel to producers, writers, directors, agents, post-production personnel and others involved in the total process of producing and distributing a major motion picture. LAFSC provides interns to many of the major companies within Hollywood.

LA 344 • Narrative Storytelling (3 credits)
Concentrating on the art form of narrative storytelling, the course places special emphasis on the visual aspect of the discipline. Two tracks are offered in the course. The Structural track covers topics ranging from the history of story in culture and film to the mechanics of story creation to the development of story-writing skills. Instruction in the Technical Story track focuses on advanced methods of cinematography and post-production and how those techniques can be used to improve visual storytelling. After the core instructional period in each track, students from both tracks are reunited and will have the opportunity to hone their narrative analysis skills, participate in workshop style labs and make two short films that demonstrate their ability to utilize storytelling theory on screen.

LA 372 • Professional Acting for the Camera (3 units)
This is an advanced workshop in the practice and process of acting for the camera aimed at students who have a desire to pursue acting as a career. Instruction includes an overview of current camera acting techniques and thorough discussion of the art of acting. The class primarily consists of acting scene work with all scenes being filmed and critiqued on the big screen. Students will also be required to pursue roles in student and independent films. Several class sessions throughout the course will be devoted to the business of acting for film and television in the

Hollywood entertainment industry with an emphasis given to developing the materials and relationships necessary for a successful career.

LA 374 • Professional Screenwriting (3 credits)
This is a course in contemporary screenwriting, including an understanding of dramatic structure, character and dialogue development, and the writing process. Students complete a full-length screenplay for a feature film or "movie-of-the-week." Whether novice or advanced, students are expected to develop and improve their skills. Emphasis is given to the role of Christian faith and values as they relate to script content. The course is taught by a working, credited Christian screenwriter.

LA 388 • Independent Study (3 credits)
This course may be elected by special request and arrangement. In order to be considered, students submit a portfolio and a project proposal. Students with approved projects will be appointed a mentor who is a professional in the Hollywood industry. Projects could include further development of a portfolio or reel, critical research or a senior thesis project.

Please Note: The Independent study option is not guaranteed and is intended for students with experience in a specific area of cinema or those needing to complete a senior project for graduation. The number of independent studies offered each semester will be determined by LAFSC faculty, the availability of a suitable mentor and approval from your school's film/communications department head.

Middle East Studies Program Courses (15-18 units)

MESP 400 • Intro to Arabic Language
MESP 405 • Islamic Thought and Practice
MESP 410 • Conflict and Change in the Middle East
MESP 415 • Peoples and Culture in the Middle East

Nashville Contemporary Music Center Courses (16 units)

Required courses (7 units):
CMC 400 • Faith, Music, and Culture
CMC 405 • Inside the Music Industry
CMC 410 • Practicum: “CMC Tour”
Choose one track:
Artist Track (9 units):
CMC 415 • Essentials of Song Writing
CMC 420 • Studio Recording
CMC 425 • Performance
Business Track (9 units):
CMC 431 • Strategic Management
CMC 436 • Music Business Survey
CMC 441 • Advanced Media Marketing
Technical Track (9 units):
CMC 446 • Advanced Studio Recording
CMC 449 • Audio Engineering
CMC 453 • Concert Production

Northern Ireland (15-16 units)

Required Course (3 units)
Electives (12-13 units)

Oxford Summer Program Courses (6 units)

OSP 400 • Lecture Series –The Christian Tradition in the British Isles (required)
OSP 470 • Topical Seminar (Choose two courses)

The Scholar’s Semester in Oxford Courses (17 units)

OHP 410 • Primary Tutorial
OHP 415 • Secondary Tutorial
OHP 425 • Undergraduate Research Seminar
OHP 430 • Selected Topics in British Culture

Uganda Studies Program Courses (13-16 units)

Required course: (4 units)

USP 400 • Faith and Action in the Ugandan Context (4 units)

Emphasis: Choose one (9-12 units)

- General Studies Emphasis
- Global Health
- Social Work Emphasis

Electives:

USP 470 • Electives

Additional Study Abroad Opportunities

In addition to the off-campus programs offered by Vanguard University and its affiliates, students can study abroad in programs offered by external organizations. Students should obtain a Study Abroad Packet from the Office of Global Education and Outreach and consult with their academic advisors to see how any program they are considering fits with their academic program.

THE CORE CURRICULUM

Mission: The mission of the core curriculum is to provide an integrative four-year learning experience for all matriculants. The cornerstone course starting the freshman year lays out a framework for new students to help them understand the concept of a liberal arts education and the role of a Christian university in integrating faith and learning. Along with the senior capstone course, it provides a vehicle for pre- and post-testing to assess intellectual growth, value strengthening, and spiritual development. The capstone course stimulates a summative integration of the student's faith with the discipline's intellectual material. The core challenges students to examine and develop their beliefs and strengthen their intellectual skills. Its goal is that Vanguard graduates will bear a distinctive stamp reflective of their common experience.

Rationale for the Core Curriculum

The College is committed to a broad education in the liberal arts, an objective requiring study in a variety of academic disciplines that is fulfilled in part by its core curriculum in general education. The core curriculum is designed to fulfill the following student learning outcomes:

Student Learning Outcomes:

1. Integration of Faith and Learning: Students will develop and articulate a Biblical worldview informed by a Pentecostal perspective, integrating faith with learning.
2. Cultural Competency and Citizenship: Students will understand and practice effective local, national and global citizenship and demonstrate appreciation of diverse psychological, social, historical and artistic aspects of culture.
3. Communication: Students will demonstrate effective, college-level written and oral communication skills.
4. Critical Thinking: Students will develop and apply qualitative and quantitative critical thinking skills.

5. Holistic Living: Students will appreciate and demonstrate a holistic view of health and living.
6. Information Competency: Students will demonstrate foundational technology skills that allow one to locate and evaluate the integrity of information, and to understand the ethical uses of information.

By establishing links between different disciplines, relating the past to the present, and increasing awareness of contemporary challenges, the core curriculum classes should open new vistas for all students and encourage a lifelong pursuit of knowledge.

Core Curriculum Course Requirements

Year by Year — 52-54 units

Freshmen — 24 or 26 units

ENGL 120C	Persuasive Writing	3 units
KINE 145C	Lifetime Fitness and Wellness (Lecture)	1 unit
KINE 146C	Lifetime Fitness and Wellness (Activity)	1 unit
NT 101C	New Testament Survey	3 units
Take the appropriate course:		1 or 3 units
CORE 100C	Cornerstone	1 unit
CORE 101C	College Learning Concepts	3 units
Choose 1 of the following courses:[1]		3 units
MATH 145C	Data Analysis	
MATH 168C[2]	Biostatistics	
MATH/PSYC/ SOC 265C[3]	Introduction to Statistics	
BUSN 165C[4]	Business Statistics	
Choose 1 of the following courses:[5]		3 units
THEO 101C	Foundations of Christian Life	
THEO 103C	Introduction to Theology	
Choose 1 of the following courses:		3 units
HIST 156C	United States History	
POLS 155C	United States Government	
Choose 2 of the following 3 courses:		6 units
ANTH 102C	Introduction to Cultural Anthropology	
PSYC 103C	General Psychology	
SOC 100C	Introduction to Sociology	

Sophomores — 22 units

COMM 201C	Speech Composition and Presentation	3 units
ENGL 220C[6]	Researched Writing	3 units
NSCI 210C/CL[7]	The Empirical World or other lab science[8]	4 units
OT 201C	Old Testament Survey	3 units
Choose 1 of the following courses:		3 units
ENGL 230C[9]	Literary Perspectives	
ENGL 433[10]	Survey of World Literature	
Choose 1 of the following courses:		3 units
HIST 203C	World Civilization I	
HIST 204C	World Civilization II	
Choose 1 of the following courses:		3 units
ART 252C	History and Appreciation of Art	
FINA 215C	Introduction to the Arts	
MUJZ 355C	Jazz Music History	
MUSC 202C[11]	Introduction to Music	
THEA 102C[12]	Introduction to Acting	
THEA 200C[12]	Introduction to Theatre	
THEA 202C	History of Theatre I	
THEA 204C	History of Theatre II	

Juniors — 3 units

THEO 300C	Developing a Christian World View	3 units

Seniors		**3 units**
CHIS 400C	Christian Heritage	3 units
Capstone course taken within major.[13]	Units counted in major.	3 units

[1] Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

[2] Students majoring in Biology or Chemistry must take MATH 168C to fulfill the core curriculum requirement in mathematics.

[3] Students majoring in Anthropology, Communication, Kinesiology, Psychology, or Sociology must take MATH/PSYC/SOC 265C to fulfill the core curriculum requirement in mathematics. Kinesiology majors may also take MATH 168C to fulfill the requirement.

[4] Students majoring in Business must take BUSN 165C or MATH 265C to fulfill the core curriculum requirement in mathematics.

[5] Students majoring in Religion (any concentration) must take THEO 103C to fulfill the core curriculum requirement in theology.

[6] Students in the following majors may satisfy ENGL 220C with the courses prescribed below:

History and Political Science:	HIST/POLS 262
Liberal Studies:	EDUC 220C
Psychology:	PSYC 220C

[7] Students majoring in Biology, Chemistry, Kinesiology or Liberal Studies are exempt from taking NSCI 210C/CL.

[8] Lab sciences that satisfy this requirement:

BIOL 111C/CL	Principles of Biology	4 units
BIOL 204C/CL	Human Anatomy	4 units
BIOL 210C/CL	Fundamentals of Biology	4 units
CHEM112C/CL	Fundamentals/Gen, Organic & Biochemistry	4 units
PSCI 130C/CL	General Physics I	4 units
PSCI 215C/CL	Fundamentals of Earth Science	4 units
PSCI 216C/CL	Fundamentals of Physical Science	4 units
PSCI 223C/CL	Mechanics and Heat	4 units

[9] Students majoring in English are exempt from taking the core curriculum requirement in English.

[10] ENGL 433 is not recommended to fulfill the core curriculum requirement in literature for non-English majors or students with a limited background in literature.

[11] Music majors may not take MUSC 202C to fulfill the core curriculum requirement in fine arts.

[12] Theatre majors may not take THEA 102C or THEA 200C to fulfill the core curriculum requirement in fine arts.

[13] The units for the Capstone Course are integrated into the student's major requirements.

CORE CURRICULUM COURSES

FRESHMAN LEVEL

ANTH 102C • Introduction to Cultural Anthropology (3 units)
The study of culture emphasizing culture's origins and processes. Concepts and theories about culture that apply to life in both developing and developed societies with the aim of solving human problems. Lab fee.

BUSN 165C • Business Statistics (3 units)
Prerequisite: BUSN 120. Emphasizes the use of statistics in making business decisions. Utilizes business cases to explore data collection and presentation, descriptive measures, probability, discrete and normal distributions, sampling, hypothesis testing, analysis of variance, chi square, regression, and correlation. Required for business majors. Satisfies the core curriculum math requirement.

CORE 100C • Cornerstone (1 unit)
This course is open to Freshmen only. Introduction to university life and learning, and to the academic and social skills needed for success. May include social outings, community service component, and is to be taken in conjunction with an approved freshman-level course that will apply some of the course lessons. A failing grade must be made up prior to advancement to the Sophomore level.

CORE 101C • College Learning Concepts (3 units)
A survey of college-level learning resources and techniques designed to increase learning power. An emphasis is placed upon time management and organizational

skills, reading comprehension, note taking, test taking, writing and library research, stress management, and career planning.

CORE 205 • Cornerstone Mentoring (1 unit)
Prerequisite: Consent of the instructor. Cornerstone Mentoring provides the student with the opportunity to assist freshmen students during their Cornerstone course in gaining academic and social skills. Regular hours each week for classes and/or meetings are established at the beginning of the semester. This course may be repeated with consent of the instructor.

ENGL 120C • Persuasive Writing (3 units)
Exposition and argument at the college level. The course emphasizes writing, revising and editing, reading, research skills, and mechanics. Course must be passed with a "C" (not "C-") or better to enroll in ENGL 220C. Students with a Verbal SAT score of 570 or higher or an ACT score of 28 or higher may place out of this course into ENGL 220C.

KINE 145C • Lifetime Fitness and Wellness – Lecture/Lab (1 unit)
Students will gain an understanding of physical conditioning and wellness pertaining to the five components of health-related fitness. Students will develop an understanding of lifestyle related diseases and behavior modification techniques. In addition, there will be opportunities to participate in a variety of movement experiences and assessment laboratories related to fitness. It is recommended to take both lecture and activity within the same academic year.

KINE 146C • Lifetime Fitness and Wellness - Activity (1 unit)
Course may include any of the following topics: conditioning, exercise and nutrition, weight lifting, creative aerobics, badminton, beginning/intermediate tennis, racquetball, bowling, golf, bicycling, disk activities, volleyball, basketball, soccer, softball, baseball, beginning/advanced taekwondo, surfing, hip-hop/funk, swing dance, core strengthening, kickboxing or other special topics of physical activity. Activity course meets the core activity requirement. Activity course may also be repeated for elective credit. Lab fee for some courses.

HIST 156C • United States History (3 units)
A study of the United States from colonial times to the present, seeking to help the student develop an understanding of the growth of the institutions and culture of the nation, and gain insight into the similarities and differences of people of different times, classes, and ethnicity.

MATH 145C • Data Analysis (3 units)
Prerequisite: Two years of high school math (including algebra) or consent of the instructor. The use of mathematics as a thinking and problem-solving tool, emphasizing data interpretation, graphs, tables, statistical arguments, probability, statistics, and the use and misuse of numbers. Spreadsheet applications include variables, conditionals, and statistical functions. Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

MATH 168C • Biostatistics (3 units)
Prerequisite: Two years of high school algebra. This course is designed to cover areas of statistics relevant to experimental scientific investigation including sampling theory, basic variance statistics, linear, non-linear and multiple regressions with a comparison of measures of best fit, and basic statistical hypothesis testing. Advanced topics of curve fitting via parameter optimization in three or more dimensions, weighted curve fitting, ANOVA, and factor analysis will be introduced. This course will use Microsoft Excel exclusively. Course content will meet the basic needs of both biology and mathematics students.

NT 101C • New Testament Survey (3 units)
Prerequisite to all upper division courses in New Testament. A close study of the New Testament text, examining the foundations of Christianity within its historical contexts, and presenting the principles and tools of interpretation.

POLS 155C • United States Government (3 units)
Designed to acquaint the student with the United States political system, including constitutional developments of the United States and of California, and stimulate reflection on the intersection of Christianity and citizenship.

PSYC 103C • General Psychology (3 units)
Prerequisite to all other psychology courses. This course explores the fundamental issues of psychology, including research in psychology, biological influences on development and behavior, learning and memory, motivation, personality, psychological disorders, psychological interventions, and social behavior.

SOC 100C • Introduction to Sociology (3 units)
An introduction to the study of society, considering the fundamental concepts of sociology in each of three great areas: social structure, social processes, and social problems. Sociology deals with the way individuals, groups, and institutions are related to one another.

THEA 102C • Introduction to Acting (3 units)
Introduces students to the art and craft of creating believable characters for the stage using various theatre games and improvisations leading into scene work and monologues. Also covered is the history of contemporary styles. The course is specifically designed for majors with a Technical/Design concentration, minors, and non-majors who wish to gain skills in speaking in front of large groups. This course satisfies the Fine Arts Core Curriculum requirement for non-majors. Lab Fee.

THEO 101C • Foundations of Christian Life (3 units)
An introduction to Christian faith and life, embracing the primary theological tenets and fundamental values that empower a Christian to address contemporary cultural issues, seek integrity in personal behavior, and respond to the great commission to reach the world.

THEO 103C • Introduction to Theology (3 units)
An introductory study of the subject matter and scope of Christian theology. Examination is made of philosophical presuppositions, definition is sought for theological terms, and articulation of theological concepts is encouraged. Particular attention is given to the doctrinal tenets of the Assemblies of God. Students majoring in Religion (any concentration) must take THEO 103C to fulfill the core curriculum requirement in theology.

SOPHOMORE LEVEL

ART 252C • History and Appreciation of Art (3 units)
A survey of painting, sculpture, and architecture beginning with the Renaissance and concluding with Modern Art. Illustrated lectures, reading, and study of current exhibitions. Field trip fee.

COMM 201C • Speech Composition and Presentation (3 units)
This course is designed to provide the student with a general working knowledge of the fundamentals of speech communication. General requirements for speech preparation, composition and presentation will be covered. A foundation will be established upon which further speech development may transpire. Lab fee.

ENGL 220C • Researched Writing (3 units)
Prerequisites: ENGL 120C and, when required, a passing grade in ENGL 112. Interpretive and analytic writing, including several problem-solving research-based papers investigating topics related to class themes. The course emphasizes writing, revising and editing, reading, analytical skills, and computer technology (word processing, Internet research) and reinforces those skills learned in ENGL 120C. Taught in the computer lab. Must be passed with a "C" (not "C-") or better to fulfill the core curriculum requirement. Students may receive credit for English 220C by taking research and writing courses offered by departments other than English that meet standards set and approved by the Core Curriculum Committee.

ENGL 230C • Literary Perspectives (3 units)
Introduces the student to a variety of literary genres as well as diverse authors, cultures, and experiences. Students engage in classroom discussion, write papers, and take a variety of quizzes and exams. This course is designed for non-English majors and is not to be taken by English majors as a substitute for ENGL 240C.

FINA 215C • Introduction to the Arts (3 units)
A study of the stylistic character, interrelationship and cultural significance of music, painting, sculpture, and architecture from antiquity to the present. A course fee covers the expense of field trips to art museums and concerts.

HIST 203C, 204C • World Civilizations I, II (3, 3 units)
Emphasizes the development of the basic ideas, institutions, individuals, and the outstanding cultural, economic, political, and social movements that have shaped humanity from ancient times. The course divides in 1648. Students may take either course to fulfill the core curriculum requirement.

MATH/PSYC/SOC 265C • Introduction to Statistical Methods (3 units)
A course in basic statistical concepts and methods of collecting, summarizing, presenting, and interpreting data in the behavioral sciences, including descriptive statistics (use of graphs and charts), normal distribution curve, measures of central tendency, deviation and dispersion, hypothesis testing, statistical fallacies, correlation, and topics in probability. Students majoring in Anthropology, Psychology, or Sociology must take MATH/PSYC/SOC 265C to fulfill the core curriculum requirement in mathematics. Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

MUSC 202C • Introduction to Music (3 units)
A liberal arts course designed to develop a knowledge of music from the listener's point of view. Introduction to the materials and forms of music and the periods of music history. Music majors may not take this course to fulfill the Fine Arts Core Curriculum requirement. Lab fee.

MUJZ 355C • Jazz Music History (3 units)
A study of the evolution of American jazz music from its roots in Africa to the present day. Presents development of various musical styles, forms, improvisations, significant musical concepts and major figures from the past, present and future of jazz and commercial music. Includes an introduction to world music elements. This course satisfies the Core Curriculum Fine Arts requirement. Lab fee provides for concert tickets.

NSCI 210C • The Empirical World (3 units)
Prerequisite: Sophomore standing. Co-requisite: NSCI 210CL. A course in the natural and physical sciences emphasizing man's relationship to the physical world. Relevant topics from physics, chemistry, earth science, and biology will be explored. The course will focus on contemporary issues such as the ecological, economic and human health impacts of air and water pollution, global climate change, ozone depletion, hazardous and solid waste, alternative energy resources, soil, resource depletion, biotechnology, diet and food safety. Completion of accompanying lab (NSCI 210CL) is required to satisfy the core curriculum requirement in natural science.

NSCI 210CL • The Empirical World Laboratory (1 unit)
Prerequisite: Sophomore standing. Co-requisite: NSCI 210C. A laboratory course in the natural and physical sciences to accompany NSCI 210C emphasizing the process of problem solving using the scientific method. All laboratory experiences are under the direct supervision of the faculty and are designed to give the student hands-on experience in the study of our natural and physical environment. Where possible the laboratory experiments will be coordinated with the material being covered in lecture. The laboratory experience may include supervised field trips. Lab fee.

OT 201C • Old Testament Survey (3 units)
Prerequisite to all upper division courses in Old Testament. An introductory study of the literature of the Old Testament, with a view toward appreciation of its content and historical development, with emphasis on theological themes such as creation, election, and redemption.

THEA 200C • Introduction to the Theater (3 units)
An introduction to the study of theatre with focus on forms, genres, performance space, and the artistic principles of production, as well as the technical aspects. Selected readings, discussions, attendance at plays, and critiques of performances are required. Theatre majors may not take THEA 200C to fulfill the core curriculum requirement in fine arts.

THEA 202C • History of Theatre I (3 units)
An intensive study of theatre history – its literature, practitioners, and environs – from the Ancient Greeks through the French Neo-classical period. Readings, discussions, attendance at plays, and critiques of performances are required. This course fulfills the Fine Arts core curriculum requirement. Lab fee.

THEA 204C • History of Theatre II (3 units)
An intensive study of theatre history – its literature, practitioners, and environs – from the Restoration to modern. Readings, discussions, attendance at plays, and critiques of performances are required. This course fulfills the Fine Arts core curriculum requirement. Lab fee.

JUNIOR LEVEL

THEO 300C • Developing a Christian World View (3 units)
This course surveys the history of philosophical worldviews and life narratives as a background for understanding the challenges involved in developing a theology and ethic accountable to the biblical witness but contextual in a given culture. Theological currents leading to postmodernity will be explored through the lens provided by the questions and encounters that emerge from both western and non-western Christian perspectives.

SENIOR LEVEL

CHIS 400C • Christian Heritage (3 units)
This course explores our Christian heritage, showing how the community of believers has evolved over time, from the timeless creeds developed in the early Christian era, to the split between Rome and Eastern Orthodoxy, to the Protestant Reformation and the proliferation of denominations down to the twentieth century. The recent period highlights the rise of Pentecostalism and its place in the past century, the increasingly global sweep of the Church, and the relative decline of the European role in Christianity. The last section deals with the challenges and prospects of the twenty-first century and the roles available to our students.

Capstone Course (variable units) (Prefix will reflect major field)

A capstone course within the major is to encourage active reflection on the undergraduate journey and solidify the integration of faith and learning. Includes the writing of an integrative personal philosophy paper and capstone assessments of academic achievement that, paired with cornerstone assessments, will provide tangible, measurable evidence of growth during the Vanguard years.

- Accounting, Business Administration; and Marketing— BUSN 455C: Business Policy and Strategy
  (4 units)
- Business, Professional Studies — BUOM 456C: Business Strategy (3 units)
- Biology— BIOL 499C: Capstone Seminar in Biology (2 units) and BIOL 485: Undergraduate Biological Research (1-4 units)
- Chemistry— CHEM 499C: Capstone Seminar in Chemistry
  (2 units) and CHEM 475: Intro to Chemical Research (1-2 units)
- Communication— COMM 464C: Media Criticism (3 units)
- Cultural Anthropology— ANTH 499C: Anthropology Senior Seminar (3 units)
- English— ENGL 499C: Capstone Seminar in English (3 units)
- General Music— MUSC/PLST 406C: Music and Worship (3 units); Music Ministry Emphasis: MUSC/PLST 406C: Music and Worship (3 units); Applied Music Emphasis: MUSC 491C: Research and Recital (1 unit)
- History and Political Science— HIST 485C: Historiography
  (3 units)
- Kinesiology: KINE 450C: Capstone Senior Project (3 units)
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- Liberal Studies— EDUC 499C: Senior Capstone Seminar (3 units)
- Mathematics— MATH 499C: Capstone Seminar in Mathematics
  (3 units)
- Music: General Music— MUSC/PLST 406C: Music and Worship (3 units); Music; Music Ministry Emphasis: MUSC/PLST 406C: Music and Worship (3 units); Applied Music Emphasis: MUSC 491C: Research and Recital (1 unit); Performance and Jazz Studies — MUPF 491C: Senior Recital and Research (2 units); Music Education and Church Music: MUSC 491C:

Research and Recital (2 units); Composition: MUTC 491C: Research and Recital in Composition (2 units); Worship Studies — MUSC 498C: Final Presentation for Worship Studies (2 units)

- Nursing — NURS 430 Leadership/Management in Professional Nursing (4 units)
- Psychology— PSYC 477C Psychology and Christianity (3 units)
- Psychology, Professional Studies — PSYD 460 Field Practicum (3 units)
- Religion— THEO 499C: Theology and Ministry in a Post-Christian Context (3 units)
- Sociology— SOC 490C: Senior Seminar (3 units)
- Theatre Major — THEA 450: Theatre Internship (2 units) and THEA 495C: Senior Project (2 units)
- Worship Studies--MUSC 498C: Final Presentation for Worship Studies (2 units)

THE COLLEGE

Michael D. Wilson, Ph.D., Associate Provost and Dean of the College

The College offers undergraduate programs to traditional (residential and commuter) undergraduate students in classroom-based, on-line, and blended formats during a two-semester academic year and in Summer sessions. The College is committed to providing students with a broad education in the liberal arts—an objective requiring study in a variety of academic disciplines—and expertise in an academic major in the arts, communication, the humanities mathematics, the sciences, or the social sciences. This education supports Vanguard University's mission to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit-empowered life of Christ-centered leadership and service. Emphasis is placed on the application of an academic discipline to an integrated Christian faith and life as it is lived in vocation, service, and graduate studies.

Majors housed in the College are:

- Accounting
- Biology
- Biochemistry
- Biological Sciences
- Business Administration
- Chemistry
- Communication
- Cultural Anthropology
- English
- General Music (Bachelor of Arts)
- History and Political Science
- Kinesiology
- Liberal Studies
- Marketing
- Mathematics
- Music (Bachelor of Music)
- Nursing (Pending full approval)
- Psychology
- Religion
- Sociology
- Theatre Arts
- Worship Studies

Majors typically have several options for minors, concentrations and emphases, described below and in each section pertaining to the respective department. The College also offers minors in Art, Pre-Law and Women's Studies, and pre-professional preparation in the natural sciences. A petition for an academic minor must be filed with the appropriate academic department.

Courses in art and Spanish are also taught as part of the Arts and Sciences curriculum.

MINORS IN THE COLLEGE

Minors can be taken in most academic programs. In addition, interdisciplinary minors are described below and in the sections of the catalog describing the academic departments where such minors are administered, as follows:

Art Minor – Department of Music
Pre-Law Minor – Department of History and Political Science
Women's Studies Minor – Department of Anthropology and Sociology

Art Minor

Students in other academic majors can complete a minor in art. Courses in Special Topics in Art can be taken to complete the 20 credit requirement to fulfill the minor. A list of proposed courses must be filed with the minor application.

Pre-Law Studies Minor

The Pre-Law Studies minor is an interdisciplinary course of study designed to provide students a theoretical and practical introduction to the study of the law and society. The minor includes course work in law, political science, sociology, business, history, and communication. It is strongly recommended that students take advantage of the interdisciplinary nature of the minor and select electives from a variety of academic disciplines.

The minor requires a total of 21 units. Courses should cover a minimum of three disciplines. In addition, a maximum of nine units may be used from the units used to complete the requirements of a major.

BUSN 316	Legal Aspects of the Business Process	3 units
BUSN 317	Legal & Ethical Environment of Business	3 units
COMM 444	Argumentation and Debate	3 units
COMM 445	Persuasion	3 units
ENGL 375	Modern Grammar & Advanced Composition	3 units
POLS 155C	U.S. Government	3 units
POLS 303, 313 323, or 333	Classical, American, Christian or Modern Political Thought	3 units
POLS 370	Constitutional Law	3 units
POLS 446	Public Policy Issues	3 units
SOC 305	Criminology & the Criminal Justice System	3 units
SOC 345/PSYC 344	Family Violence	3 units
SOC 362	Juvenile Delinquency & Justice	3 units
SOC 367	Sociology of Corrections	3 units
SOC 373	Deviant Behavior	3 units

Other courses may be approved on a case-by-case basis by the Pre-Law Advisor.

Women's Studies Minor

The minor in Women's Studies is intended to be an interdisciplinary course of study administered by the Department of Anthropology and Sociology. The minor is designed to provide students a theoretical and practical overview of the study of women and women's issues in society from the perspective of various disciplines.

The minor requires a total of 21 units: six required units of study and 15 elective units. A minimum of 12 elective units must be distinct and different from the requirements of the student's major to complete the Women's Studies Minor.

Required courses:		**6 units**
WMST 110	Introduction to Women's Studies	2 units
WMST 212	Ensure Justice Conference in Women's Studies	1 unit
WMST 410	Research in Women's Studies	3 units

Electives **15 units**

Select two of the following courses:

ANTH/SOC 334	Gender, Culture, and Society	3 units
COMM 374	Gender Communications	3 units
HIST 360	Women in American History	3 units
OT 425	Women in Books of Samuel	3 units
OT 430	Women in Early Israel	3 units
PLST/THEO 432	Women in Ministry	3 units

Select two of the following courses:

PSYC/SOC 335	Social & Psychological Aspects of Aging	3 units
SOC 332	Marriage and the Family	3 units
SOC 345/PSYC 344	Family Violence	3 units
SOC/ANTH 343	Class, Race, Ethnicity and Gender	3 units
ANTH/SOC/ PSYC 346	Human Sexuality	3 units

Select one of the following courses:

WMST 345	Human Trafficking	3 units
WMST 420	Country Study Abroad	3 units
WMST 430	Commercial Sexual Exploitation of Children	3 units
WMST 435	Human Trafficking Aftercare	3 units
WMST 440	Ethics and Human Trafficking	3 units
WMST 450	GCWJ Internship	3 units

Other pertinent courses may be considered on a case-by-case basis.

PRE-PROFESSIONAL PREPARATION IN THE COLLEGE

Pre-Professional Preparation in the Natural Sciences

Students desiring a major, pre-professional curriculum, or a constructed minor in one of the disciplines of natural science should consult with a representative of the appropriate department for advisement regarding minimal requirements for their objectives in that area of study. In addition, students must consult with a departmental representative before registering for an upper division laboratory science. Auditing laboratory science courses requires departmental approval.

Science, Teaching/Coaching of Physical Education or Mathematics Teacher Education

Students desiring to enter a career in secondary school teaching should consult with an academic advisor in Liberal Studies and the appropriate department. The academic advisor will provide a complete list of the requirements for teacher certification in the student's selected field. Certain courses are required for teaching, and a wide spectrum of courses are necessary covering diverse areas within discipline(s) chosen.

Graduate School Preparation in the Sciences or Mathematics

Students who desire to enter graduate school in the fields of sciences or mathematics need to consult with their academic advisor for counsel regarding requirements and the proper sequence of courses. It is advisable for such students to obtain catalogs from graduate schools of their choice and consider carefully the undergraduate prerequisites listed in them. Most graduate schools require prospective students to take the Graduate Record Examination (GRE), which is normally taken in the Fall of the senior year or the Spring of the junior year. Some graduate schools require only the basic or generalized GRE while others require that applicants also take the advanced subject area exam. It is imperative that students be aware of the requirements and application deadlines of the graduate school of their choice.

Pre-Medical, and Pre-Health Professions Preparation

Medical, dental, and other professional graduate schools seek students with broad education in both liberal arts and in the natural sciences. Recommended majors for pre-medical, pre-veterinary, or pre-dental training are either biology or chemistry. In pursuing either of these majors, the student should complete mathematics through calculus, one year of calculus-based physics, one year sequence of comparative anatomy/embryology and vertebrate physiology, cell biology, histology, microbiology, genetics, and a sequence of chemistry courses up to and including advanced biochemistry. Most medical and dental school applicants complete a baccalaureate degree program prior to beginning their medical training. Normally, the Medical College Admission Test (MCAT) or Dental Aptitude Test (DAT), or other tests required for entrance into professional graduate school is taken during the sixth semester of undergraduate work. The MCAT exam emphasizes critical thinking and writing skills, in addition to factual knowledge. The successful completion of our course program and the knowledge gained will be (1) decidedly helpful in achieving requisite MCAT and DAT scores, and (2) essential in providing an adequate background for medical and dental studies.

Pre-Health Professions require a core and additional work in a concentration. For Pre-Health Professions descriptions (Chiropractic, Nursing, and Physical Therapy), see relevant catalog section under the Kinesiology Department.

For additional preparatory subjects on other professional school entrance examinations, the prospective applicant should consult the catalogs of the schools of interest. It is important also to work with the chair of the Pre-Medical Committee for assistance in planning the total program.

General Courses in The College

Art Courses

ART 252C • History and Appreciation of Art (3 units)
A survey of painting, sculpture, and architecture beginning with the Renaissance and concluding with Modern Art. Illustrated lectures, reading, and study of current exhibitions. Field trip fee.

ART/THEA 256 • Drawing and Rendering (2-3 units)
Students will learn the basic artistic techniques involved in sketching, drawing and rendering. Training will include use of varied media, perspective and architectural rendering, as well as human anatomy.

ART 275 • Drawing and Painting (3 units)
Study, evaluation, and creative use of concepts and materials of drawing and painting. Emphasis on problems in using line, color, mass, value, and texture. Lab fee.

ART 290 • Art Practice (1 unit)
Practical workshops are primarily laboratory yet include illustration, demonstration, and lecture to support the techniques being applied by the student. The offerings are unique to the professor and may include drawing (with various media), watercolor, oil, and/or acrylic painting. Permission of the instructor required. May be repeated for credit to a limit of eight units.

ART 291, 292, 293 • Special Topic (1, 2 or 3 units)
Focus upon an artist, genre, technique, or artistic movement.

ART 330 • Art Techniques for Teachers (3 units)
Art experiences for all grades. Understanding and creative use of materials, tools, ideas, and their sources as they apply to elementary education. Approximately one hour of lecture followed by two hours of laboratory projects. Lab fee.

FINA 215C • Introduction to the Arts (3 units)
A study of the stylistic character, interrelationship and cultural significance of music, painting, sculpture and architecture from antiquity to the present. A course fee covers the expense of field trips to art museums and concerts. Lab Fee.

Core Courses

CORE 100C • Cornerstone (1 unit)
This course is open to Freshmen only. Introduction to university life and learning, and to the academic and social skills needed for success. May include social outings, community service component, and is to be taken in conjunction with an approved freshman-level course that will apply some of the course lessons. A failing grade must be made up prior to advancement to the Sophomore level.

CORE 101C • College Learning Concepts (3 units)
A survey of college-level learning resources and techniques designed to increase learning power. An emphasis is placed upon time management and organizational skills, reading comprehension, note taking, test taking, writing and library research, stress management, and career planning.

CORE 205 • Cornerstone Mentoring (1 unit)
Prerequisite: Consent of the instructor. Cornerstone Mentoring provides the student with the opportunity to assist freshmen students during their Cornerstone course in gaining academic and social skills. Regular hours each week for classes and/or meetings are established at the beginning of the semester. This course may be repeated with consent of the instructor.

Humanities Courses

HUMA 201 • Beginning American Sign Language I (3 units)
A study of the fundamentals of American Sign Language through the development of vocabulary, grammar, and syntax. American Sign Language is a visual/gestural language used by the majority of the Deaf in the United States. Cultural aspects of the Deaf Community will also be introduced through the course.

HUMA 202 • Beginning American Sign Language II (3 units)
A continued study of the fundamentals of American Sign Language through the development of vocabulary, grammar, and syntax. American Sign Language is a visual/gestural language used by the majority of the Deaf in the United States. Cultural aspects of the Deaf Community will also be introduced through the course.

HUMA 291, 292, 293, 294 • Special Topics (1, 2, 3, 4 units)
Study of special topic focusing on culture, language, civilization or literature. May be repeated for credit.

NATURAL SCIENCE COURSES

NSCI 210C • The Empirical World (3 units)
Prerequisite: Sophomore standing. Co-requisite: NSCI 210CL. A course in the natural and physical sciences emphasizing man's relationship to the physical world. Relevant topics from physics, chemistry, earth science, and biology will be explored. The course will focus on contemporary issues such as the ecological, economic and human health impacts of air and water pollution, global climate change, ozone depletion, hazardous and solid waste, alternative energy resources, soil, resource depletion, biotechnology, diet and food safety. Completion of accompanying lab (NSCI 210CL) is required to satisfy the core curriculum requirement in natural science.

NSCI 210CL • The Empirical World Laboratory (1 unit)
Prerequisite: Sophomore standing. Co-requisite: NSCI 210C. A laboratory course in the natural and physical sciences to accompany NSCI 210C emphasizing the process of problem solving using the scientific method. All laboratory experiences are under the direct supervision of the faculty and are designed to give the student hands-on experience in the study of our natural and physical environment. Where possible the laboratory experiments will be coordinated with the material being covered in lecture. The laboratory experience may include supervised field trips. Lab fee.

NSCI/ANTH/SOC 429 • Health, Disease, and Globalization: Foundations of Epidemiology (3 units)
Prerequisites: ANTH 102C and/or ANTH 320 ; NSCI 210C or KINE 145C or BIOL 204C are helpful but not required. Check with instructor if necessary. This course surveys elements of health and disease, investigates their sociocultural contexts in light of increasing globalization and environmental pressures. It uses the principles and techniques of epidemiology to understand both the biology and contexts of diseases, human cultural diversity with regards to beliefs and attitudes, practices that affect health and illness, as well as health-seeking or health-thwarting behaviors. The relationship of human behaviors, ecological conditions, mental and ideological states as these impact health and illness are explored. Transmissible and chronic diseases are both covered.

SOCIAL SCIENCE COURSES

SOCS/BUSN 215 • Principles of Economics (Macro) (3 units)
Prerequisites: BUSN 165C or MATH 145C, 265C or college algebra. An introduction to the principles of economic analysis, economic institutions, and issues of public policy.

SOCS/BUSN 216 • Principles of Economics (Micro) (3 units)
Prerequisites: BUSN 165C or MATH 145C, 265C or college algebra. An introduction to the economics of private enterprise and resource allocation, including demand, supply, and elasticity; cost of production; price and output determination under various market structures; and pricing and employment resources.

SOCS 364C • Intermediate Statistical Methods (3 units)
Prerequisite: SOCS/MATH/PSYC 265C or consent of the instructor. This course is designed to provide a review of fundamental descriptive and inferential procedures as well as a survey of more advanced procedures (including multiple regression, factorial analysis of variance, and a variety of non-parametric tests).

SOCS 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. A special topic in the social sciences. May be repeated for credit.

SOCS 490 • Social Science Seminar (3 units)
Prerequisite: Consent of the instructor. A topical seminar related to a significant and relevant area of a student's major. May be repeated for credit.

WOMEN'S STUDIES COURSES

WMST 110 • Introduction to Women's Studies (2 units)
An introductory course to the study of women and contemporary gender issues in society. This course will focus on such issues as the necessity for the study of women, gender as a cultural construct, theological interpretations of gender, and gender as perceived in history and literature. This course is part of the core requirement for a minor in Women's Studies.

WMST 212 • Ensure Justice Conference in Women's Studies (1 unit)
Students are required to attend one conference sponsored by the Global Center for Women and Justice. A faculty member in the discipline covered by the conference theme will determine course work. May be repeated for credit.

WMST 345 • Human Trafficking (3 units)
This courses addresses trafficking based on the U.S. State Department model of Prevention, Protection, and Prosecution. Explores how trafficking happens, why it happens, and what can be done about it. For students interested in combatting human trafficking, this course offers a better understanding of professional career choices, as well as volunteer opportunities. The course includes guest speakers with in-depth knowledge and experience in the field from law enforcement and victim services. Counts as elective toward Women's Studies Minor.

WMST 410 • Research in Women's Studies (3 units)
Prerequisites: WMST 110 and WMST 212. This course is designed to assist the student in integrating the multi-faceted aspects of women's issues into a final paper. Working in cooperation with the professor, the student will design and methodically research and write a major paper that reflects an advanced understanding of women in the context of the chosen subject area. Papers from this class will be presented in a public colloquium toward the end of the semester and submitted for publication.

WMST 420 • Country Study Abroad: [Topical Area] (3 units)
Country study abroad opportunities provide intensive examinations of human trafficking in specific countries. The course requires a brief survey of the region with a focus on contemporary human trafficking and slavery as well as a review of relevant causes of exploitation specific to nations. Course work will be completed online and with in-country practicum designed to reinforce learning objectives. This course may be repeated for credit in new contexts. Additional fees will be required.

WMST 430 • Commercial Sexual Exploitation of Children (3 units)
This course is an introduction to the study of Commercial Sexual Exploitation of Children. The course will be organized around Prevention, Early Intervention, and Recovery. Theories of child development, prevention, violence, trauma, stages of change and resiliency will be useful to individuals who plan careers in areas such as elementary and secondary education, social services, child welfare, and juvenile justice. A primary focus of this course will be to identify strategies for early intervention with at risk and vulnerable youth.

WMST 435 • Human Trafficking Aftercare (3 units)
Human Trafficking Aftercare is designed to help students examine the complex causes and holistic effects of human trafficking. In light of best practices, this course seeks to equip students with the knowledge needed to understand the holistic needs of human trafficking survivors as they begin their aftercare and restoration process. It will consider physical, psychological, social and spiritual needs in relation to culture, society, and trauma. This course will help students engage in best practices and tools used by leading practitioners in order to best serve and walk alongside human trafficking survivors as they move from crisis to self-sufficiency to thriving.

WMST 440 • Ethics and Human Trafficking (3 units)
This course will investigate ethical decision-making using the victim-centered, trauma-informed approach to human trafficking as a context. The course will explore how efforts to protect victims, prevent victimization, investigate and prosecute human traffickers and collaborate in multi-disciplinary task forces can be enhanced by recognizing significant ethical dilemmas occurring in the justice

and victim services systems and addressing them directly, consistently and pragmatically. Students will learn how to identify ethical dilemmas and be provided with and apply ethical decision-making models in the context of biblical ethics and Christian virtues perspectives. Students will improve their ability to initially meet victims, perpetrators, colleagues and impacted agencies from their unique value systems, motivations and patterns of thinking and behaving.

WMST 450 • GCWJ Internship (1-3 units)
Prerequisite: Need to be on WMST Minor track. Students select an internship from the repertoire of projects the Global Center for Women and Justice is currently working on. Students may alternatively choose an externship with one of GCWJ's partner organizations. Students earn one course of credit for every 30 hours of interning. Course credit also requires short readings and reflection papers. May be repeated once.

WMST 452 • Women's Studies Teaching Internship (1-3 units)
Prerequisites: WMST 110. Open to juniors or seniors with a grade point average of 3.0 or above with the permission of the instructor. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern will assist the instructor in course-related activities. May be repeated for a maximum of 3 units.

WMST 455 • Research Assistantship (1-3 units)
Prerequisites: WMST 110 and consent of the instructor. Open to juniors and seniors and requires the consent of the professor serving as the principal investigator of a research process. The undergraduate research assistantship engages students in original research projects of the faculty or student's own design. Its aim is to apply those skills learned in prior research design and methodology coursework and/or expand on these as appropriate to the student's skill set. The student assistant will be assigned to work on various steps of the research process from the formulation of the problem through the analysis of the data and preparation of the research report in written and/or oral formats. A research agenda will be developed with each student, which then becomes the guide for the class. Students will meet with instructor weekly to discuss findings and progress. May be repeated for credit up to 6 units.

WMST 470 • Special Topics (3 units)
Prerequisite: WMST 110. This course concentrates on a particular issue relevant to Women's Studies students such as gender theory, gender pedagogy, women's health, women and patriarchy, women in business, or motherhood. May be repeated for credit as new course topics are developed.

DEPARTMENT OF ANTHROPOLOGY AND SOCIOLOGY

Mission: The mission of the Department of Anthropology and Sociology is to equip the next generation of scholar-practitioners to be professionally competent social scientists who are devoted to the public good.

We are a community of learners dedicated to comprehending the cultural and social dimensions of human existence. The program is based on a collaborative learning model wherein faculty and students work together to systematically study human cultural diversity and to analyze the complex relationship that exists between human beings and the social processes and the institutions they create. We offer students rigorous preparation in social science theory and method and provide regular opportunities for field research with the aim of developing their capacity to apply social science to problem-solving in diverse professional contexts. Our faculty work closely with their students to help them discover their vocation and strengthen their engagement with and in Jesus' kingdom. Finally, we strive to cultivate in our students a moral vision of professional life so that they remain committed to advancing public good in the vocations they pursue as Vanguard alumni.

The undergraduate Anthropology and Sociology Program offers degrees in the following majors: Cultural Anthropology and Sociology. Students are responsible to meet the prerequisite requirements of any course in which they enroll. Majors must achieve a minimum grade of C in all upper division anthropology and sociology courses required for the major.

The Department of Anthropology and Sociology also administers the Women's Studies Minor.

Student Learning Outcomes

- Cultivate a sociological and anthropological imagination
- Understand the role of theory and its application in social scientific research
- Utilize diverse quantitative and qualitative research methods
- Communicate sociological and anthropological knowledge to diverse audiences
- Apply social science research in solving social problems and strengthening human well-being
- Learn how to live and work anthropologically and sociologically as an apprentice of Jesus.

CULTURAL ANTHROPOLOGY MAJOR

(CURRENTLY NOT ACCEPTING NEW MAJORS)

Mission: The cultural anthropology major enables students to understand culture, its nature, function, diversity, and shaping effects on human nature and societies. Its faculty of Christian scholars address applications of this knowledge to the solution of human problems as well as the delivery of the Gospel message. The major prepares students for applied work upon graduation, or the competent pursuit of advanced study in one of the many specializations of the discipline, such as linguistic, educational, development, medical, business, and cognitive.

Cultural Anthropology Major

Core Requirements — 46 units

Lower Division		**18 units**
ANTH 102C	Introduction to Cultural Anthropology	3 units
SOC 100C	Introduction to Sociology	3 units
ANTH 222	Ethnographic Perspectives	3 units

ANTH 252	Applied Anthropology	3 units
ANTH 253	Language in Cultural Context	3 units
SOC 265C	Introduction to Statistical Methods	3 units
Upper Division		**22 units**
ANTH 320	Social and Cultural Change	3 units
ANTH 354	Anthropological Theory	3 units
ANTH 369	Research Design and Methods	3 units
ANTH 369L	Research Design and Methods Lab	1 unit
ANTH 440	Culture, Personality, and the Individual	3 units
ANTH 460A†	Field Practicum/Fieldwork	3 units
ANTH 460B†	Fieldwork and Presentation	3 units
ANTH 499C	Anthropology Senior Seminar	3 units
Electives		**6 units**
ANTH 317	Modern China	3 units
ANTH 334	Gender, Culture, and Society	3 units
ANTH 339	Area Studies: Topical Area	3 units
ANTH 343	Class, Race, Ethnicity, and Gender	3 units
ANTH 346	Human Sexuality	3 units
ANTH 358	World Religions	3 units
ANTH 374	Dynamics of Organizations	3 units
ANTH 422	Social Entrepreneurship	3 units
ANTH 429	Health, Disease, and Globalization: Foundations of Epidemiology	3 units
ANTH 442	Globalization and Development	3 units
ANTH 450	Teaching Internship in Anthropology	1-3 units
ANTH 453	Language, Culture, and Linguistics	3 units
ANTH 455	Research Assistantship in Anthropology	1-4 units
ANTH 465	Transforming Communities Seminar	3 units
ANTH 470	Special Topics in Anthropology	1-3 units
ANTH 480	Individual Studies in Anthropology	1-3 units
ANTH 490	Seminar	1-3 units

†Students in Cultural Anthropology undertake a senior year original field research project which consists of two practica: Field Practicum A, where students complete the design of a project and begin field data collection; and Field Practicum B, where students analyze, interpret, and write up their finds. Anthropology students are required to present their work in a student conference or professional setting.

Cultural Anthropology (General) Minor 21 units

ANTH 102C	Introduction to Cultural Anthropology	3 units
ANTH 253	Language in Cultural Context	3 units
Electives in Anthropology		15 units

Cultural Anthropology Minor for Intercultural Studies 21 units

(For the full requirements of the Religion Major with a concentration in Intercultural and Urban Studies, see the Department of Religion section of this catalog.)

ANTH 102C	Introduction to Cultural Anthropology	3 units
ANTH 253	Language in Cultural Context	3 units
ANTH 320	Social and Cultural Change	3 units
ANTH 322	Ethnographic Perspectives	3 units
ANTH 358	World Religions	3 units
Electives in Anthropology		6 units

ANTHROPOLOGY COURSES

ANTH 102C • Introduction to Cultural Anthropology (3 units)
The study of culture emphasizing culture's origins and processes. Concepts and theories about culture that apply to life in both developing and developed societies with the aim of solving human problems.

ANTH 222 • Ethnographic Perspectives (3 units)
Prerequisite: ANTH 102C. Examines family life, religious belief, social and economic organization, politics and genders from a detailed, cross-cultural perspective. Ethnographic case studies provide in-depth comparisons of the cultural practices and beliefs of non-Western peoples with the cultural traditions of Westerners. Course will stress appreciation for and comprehension of ethnography as both a research method and genre of writing.

ANTH 252 • Applied Anthropology (3 units)
The class emphasizes understanding the full spectrum of applications in anthropology and anthropological practice, including work in government, industry, business, non-profit organizations, development work, health practice, and missiology. Students will develop career plans and research applications suitable to their interests.

ANTH 253 • Language in Cultural Context (3 units)
Prerequisite: ANTH 102C. This course surveys the acquisition and use of language as part of the enculturation process; the relationship of language to culture and their reciprocal influences; language usage; and the nature of language systems through an appreciation of anthropological linguistics.

ANTH 270 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. A study of a special topic in Anthropology. May be repeated for credit.

ANTH 317/HIST 317 • Modern China (3 units)
A study of the political and social history of China from the mid-nineteenth century, when European aggression forced China on a path to modernization, to the present.

ANTH/SOC 320 • Social and Cultural Change (3 units)
Prerequisite: ANTH 102C; SOC 100C recommended. The study of change, its processes and consequences in non-Western and contemporary societies. Special emphasis will be given to cross-cultural change involving migrants, minorities, religious contacts, as well as change at the personal level.

ANTH/SOC 334 • Gender, Culture, and Society (3 units)
Prerequisites: SOC 100C or ANTH 102C. Gender as a social construction with powerful consequences is explored in this course along with those cultural values and ideologies which perpetuate the discourse of differences. Contemporary studies of gender cross-culturally will enable an appreciation of the broad diversity in the application of gender constructs and their resultant cultural effects.

ANTH/HIST 339 • Area Studies: [Topical Area] (3 units)
Prerequisite: ANTH 102C. Area Studies is an intensive examination of specific regions of the world. Each course gives a brief survey of the region with attention to cultural history, ethnicity, family structure, political organization, technology, social structure, ethnopsychology, economics and ideologies present within the region. Issues of cultural difference and commonality, regional minority sub-cultural groups, and the role that this region plays within "global" culture are also addressed. (This course may be repeated for credit.)
Areas of study in the rotation may include: Latin America, Pacific Rim, Japan, Middle East, Oceania, East Asia, South East Asia, China, Korea, Northern Africa, Sub-Sahara Africa, Eastern Europe, Western Europe, North America, and North America Diaspora.

ANTH/SOC 343 • Class, Race, Ethnicity and Gender (3 units)
Prerequisite: ANTH 102C or SOC 100C. This course focuses on the distribution of power and resources across racial and ethnic/cultural groups, class structure, and gender. Phenomenological, institutional, and structural aspects of prejudice and discrimination are examined using the matrix of domination (the intersection of attributes related to class, race, ethnicity and gender) to explore the life experiences of individuals.

ANTH/SOC/PSYC 346 • Human Sexuality (3 units)
Prerequisite: SOC 100C or PSYC 103C (preferably both), and junior or senior standing. Human Sexuality provides an overview of human sexual anatomy, physiology, gender identity, sex role development and expression, modes of sexual expression, sexual deviation, the meaning of sexuality within relationships, and ethical considerations.

ANTH 354 • Anthropological Theory (3 units)
Prerequisites: ANTH 102C and ANTH 253. An overview of the early history and major theoretical schools in anthropology. Addresses recent trends in discourse, postmodernism, local culture knowledge, and action oriented anthropology.

ANTH 358 • World Religions (3 units)
Prerequisite: ANTH 102C or SOC 100C. A comparison of the major non-Christian religions, with emphasis on their cultural origins, elements, forms, and symbols, and the role of religion as an institution in such societies.

ANTH 368 • Anthropological Data Analysis (3 units)
Prerequisites: SOC 265C, ANTH 102C, ANTH 253, ANTH 354, and ANTH 365. Course consists of an overview of major data analysis software used in anthropological research, including both quantitative software packages, and in-depth data analysis.

ANTH/SOC 369 • Research Design and Methods (3 units)
Prerequisites: SOC 265C; ANTH 354 or SOC 365. Examines the major qualitative and quantitative research methods used in applied Anthropology and Sociology. Particular emphasis will be given to design, preparation, and process of applied social research. Introduces students to various methods including unobtrusive observation, structured and unstructured interviewing, and survey research.

ANTH/SOC 369L • Research Design and Methods Lab (1 unit)
Co-requisite: ANTH/SOC 369 Research Design and Methods. Introduces students to computer software utilized by social researchers to compile, manage and analyze data as a product of research.

ANTH/SOC 374 • Dynamics of Organizations (3 units)
Prerequisite: ANTH 102C, SOC 100C or PSYC 103C. An exploration of the dynamics of organizations including theoretical perspectives of formal and complex organizations. Students survey and investigate the internal processes, relationships and interactions that are embedded into the explicit structural forms of organizations and the tacit deep structure of meanings that people use to negotiate their lives through these systems. This sense-making process is further expressed in linkages to the external environment and strategic recommendations that connects to the organizational culture.

ANTH/SOC 422 • Social Entrepreneurship (3 units)
This course invites students to learn how innovative organizations tackle some of our world's most difficult problems by applying the principles of social entrepreneurship. Students identify and discover their own personal values and calling to better understand where to best have impact. The course is designed to provide students with a broad perspective of how different types of organizations attempt to change the world for good. It also challenges students to think critically about how faith plays a critical role in bringing about lasting change.

ANTH/SOC/NSCI 429 • Health, Disease, and Globalization: Foundations of Epidemiology (3 units)
Prerequisites: ANTH 102C and/or ANTH 320 ; NSCI 210C or KINE 145C or BIOL 204C are helpful but not required. Check with instructor if necessary. This course surveys elements of health and disease and investigates their sociocultural contexts in light of increasing globalization and environmental pressures. It uses the principles and techniques of epidemiology to understand both the biology and contexts of diseases, human cultural diversity with regards to beliefs and attitudes, practices that affect health and illness, as well as health-seeking or health-thwarting behaviors. The relationship of human behaviors, ecological conditions, mental and ideological states as these impact health and illness are explored. Transmissible and chronic diseases are both covered.

ANTH 440 • Culture, Personality, and the Individual (3 units)
Prerequisites: ANTH 102C. PSYC 103C and PSYC 320 or PSYC 345 recommended. Western conceptions of the person and the self-concept are reassessed in light of cross-cultural studies and the contributions of anthropologists. The course is oriented to broaden a student's understanding of how personality is formed and how cultural ideas about the person influence personal and interpersonal dynamics. The course is practical for those intending to work cross-culturally, in counseling, business applications, development, social work or ministry.

ANTH/SOC 442 • Globalization and Development (3 units)
Prerequisite: ANTH 102C; ANTH 320 recommended. Course considers anthropological approaches to the analysis of economic development and change, with special attention given to contemporary development concerns as perceived at the local level. The organization of large- and small-scale development organizations, including non-government organizations, in non-Western settings will also be examined. Class is also designed to meet the needs of students interested in participating in both overseas and domestic community/organizations/economic development.

ANTH 450 • Anthropology Teaching Internship (1-3 units)
Open to juniors or seniors with a grade point average of 3.0 or above with the permission of the instructor. Students may be a teaching intern for classes they have previously taken. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern will assist the instructor in course-related activities. May be repeated for a maximum of six units.

ANTH/ENGL/SPAN 453 • Language, Culture, and Linguistics (3 units)
Prerequisite: ANTH 102C. This course surveys the acquisition and use of language within a cultural context. It examines the relationship of language to culture, language acquisition, and language analysis or linguistics, emphasizing the utility of such knowledge for educators. Stress is given to understanding language's reciprocal relation with culture, the nature of language systems, and linguistic analysis to enable educators a better comprehension of second language acquisition within learning environments.

ANTH 455 • Research Assistantship (1-4 units)
The undergraduate research assistantship engages students in original research projects of the faculty or student's own design. Its aim is to apply those skills learned in prior research design and methodology coursework and/or expand on these as appropriate to the student's skill set. A research agenda will be developed with each student, which then becomes the guide for the class. May be repeated for credit.

ANTH 460A • Field Practicum/Fieldwork (3 units)
Prerequisites: ANTH 354, ANTH 369, ANTH 369L and Junior or Senior standing. This course is part one of a two-part course (ANTH 460A and ANTH 460B) that requires students to design and conduct a year-long ethnographic field project that is based on the student's research proposal. Includes both an in-class and field component. Course instructor manages the course requirements and responsibilities, which may include: a research paper, weekly journals, and various written assignments. The course requires weekly interaction between professor and student. A minimum of ten hours of field experience will be required for each credit hour.

ANTH 460B • Fieldwork and Presentation (3 units)
Prerequisite: ANTH 460A. This course is part two of a two-part course (ANTH 460A and ANTH 460B) that requires students to complete a year-long ethnographic field project, and to analyze research findings and present them in a professional setting. Includes both an in-class and field component. Course instructor manages the course requirements and responsibilities, which may include: a research paper, weekly journals, and various written assignments. The course requires weekly interaction between professor and student. A minimum of twenty hours of field experience will be required for each credit hour.

ANTH/SOC 465 • Transforming Communities Seminar (3 units)
An exploration of the role of local churches in developing sustainable solutions to poverty. The course reviews the history of faith-based efforts to strengthen human well-being in Latin America and El Salvador. Students will also identify and evaluate the characteristics of successful partnerships between churches and other local private and public institutions, and NGOs. A significant component of the class will consist of spending time with local churches that are engaged in poverty alleviation work.

ANTH 470 • Special Topics in Anthropology (1-3 units)
Study of a special topic in one of the fields of anthropology. May be repeated for credit.

ANTH 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

ANTH 490 • Seminar (1-3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in anthropology of particular relevance to upper division cultural anthropology majors. May be repeated for credit.

ANTH 499C • Anthropology Senior Seminar (3 units)
Prerequisite: Senior standing. This course fulfills the Core Curriculum Capstone requirement for Anthropology majors. This course is designed to serve as a rite-of-passage for graduating seniors. It is a seminar-style course that requires students to reflect comprehensively on their professional development and formation as anthropologists and disciples of Jesus.

SOCIOLOGY MAJOR

Mission: *The sociology major seeks to equip student scholars with the theoretical, methodological, substantive and practical tools necessary to investigate, understand and engage contemporary and future social life.*

Sociology Major Core Requirements — 46 units

Lower Division		**9 units**
SOC 100C	Introduction to Sociology	3 units
ANTH 102C	Introduction to Cultural Anthropology	3 units
SOC 265C	Introduction to Statistical Methods	3 units
Upper Division		**19 units**
SOC 332	Marriage and the Family	3 units
SOC 343	Class, Race, Ethnicity and Gender	3 units
SOC 365	Sociological Theory	3 units
SOC 369	Research Design and Methods	3 units
SOC 369L	Research Design and Methods Lab	1 unit
SOC 460A*†	Field Practicum	3-4 units
SOC 462A*†	Research Practicum	3-4 units
SOC 490C	Senior Seminar	3 units

*Need to take SOC 460A OR SOC 462A.

Electives		**18 units**
SOC 230	Social Problems	3 units
SOC 258	Sociology of Sports and Human Movement	3 units
SOC 305	Criminology and the Criminal Justice System	3 units
SOC 310	Introduction to Social Work	3 units
SOC 320	Social and Cultural Change	3 units
SOC 324	Social Psychology	3 units
SOC 334	Gender, Culture, and Society	3 units
SOC 345	Family Violence	3 units
SOC 346	Human Sexuality	3 units
SOC 349	Religion and Society	3 units
SOC 352	Urban Sociology	3 units
SOC 355	Survey of Human Services	3 units
SOC 362	Juvenile Delinquency and Justice	3 units
SOC 367	Sociology of Corrections	3 units
SOC 373	Deviant Behavior	3 units
SOC 376	Immigration and Diversity	3 units
SOC 374	Dynamics of Organizations	3 units
SOC 422	Social Entrepreneurship	3 units
SOC 429	Health, Disease, and Globalization: Foundations of Epidemiology	3 units
SOC 430	Religion and Human Rights in the World	3 units
SOC 440	Clinical Sociology	3 units
SOC 442	Globalization and Development	3 units
SOC 450	Teaching Internship in Sociology	1-3 units
SOC 455	Sociology Research Assistantship	1-3 units
SOC 460B	Field Practicum	1-4 units
SOC 462B	Research Practicum	1-4 units

SOC 465	Transforming Communities Seminar	3 units
SOC 470	Special Topics in Sociology	1-3 units
SOC 480	Individual Studies in Sociology	1-3 units

†Students in Sociology undertake a senior project either through Research Practicums or Field Practicums. Students in Research Practicum will conduct empirical studies and will present the findings in professional or student conference contexts. Students in Field Practicum will have guided exposure to networking and hands-on internship experience. Students completing Field Practicum are encouraged to participate in poster sessions at the Department's annual Undergraduate Colloquium.

An exit interview and exam are required of all graduating seniors. The exit exam is designed to assess the mastery of concepts, principles and knowledge expected of students at the conclusion of the sociology major.

Sociology Minor 21 units

SOC 100C	Introduction to Sociology	3 units
SOC 332	Marriage and the Family	3 units
SOC 343	Class, Race, Ethnicity and Gender	3 units
Electives in Sociology		12 units

NOTE: At least half of all units must be taken at Vanguard University. In completing the requirements for the minor, a minimum of 12 units must be distinct and different from the units used to complete the requirements of a major. Any units above this minimum requirement which can be used to satisfy both the requirements for the minor and for the major may be double counted.

SOCIOLOGY COURSES

SOC 100C • Introduction to Sociology (3 units)
An introduction to the study of society, considering the fundamental concepts of sociology in each of three great areas: social structure, social processes, and social problems. Sociology deals with the way individuals, groups, and institutions are related to one another.

SOC 230 • Social Problems (3 units)
Prerequisite: SOC 100C or ANTH 102C. A selective sociological analysis of major problems confronting American society, discussion of individual and social disorganization, poverty, urbanization, deviancy, effects of mass media, and other issues.

SOC/KINE 258 • Sociology of Sports and Human Movement (3 units)
This class will examine the historical and contemporary interpretations of the role of play, games, sports, dance, fitness, and recreation in a variety of cultures. This class will also address sociocultural issues such as gender, socioeconomic status, race and ethnicity in sport. This course is only offered odd years in the Fall.

SOC/MATH/PSYC 265C • Introduction to Statistical Methods (3 units)
A course in basic statistical concepts and methods of collecting, summarizing, presenting, and interpreting data in the behavioral sciences; including descriptive statistics (use of graphs and charts), normal distribution curve, measures of central tendency, deviation and dispersion, hypothesis testing, statistical fallacies, correlation, and topics in probability. Students majoring in Accounting, Anthropology, Psychology, or Sociology must take MATH/PSYC/SOC 265C to fulfill the core curriculum requirement in mathematics. Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

SOC 291, 292, 293 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in Sociology. May be repeated for credit.

SOC 305 • Criminology and the Criminal Justice System (3 units)
Prerequisite: ANTH 102C or SOC 100C. This is a survey course that introduces students to the motivations for criminal behavior and societal responses to them. Law, crime, and crime control will be presented as social phenomena that can be adequately understood only in terms of larger social and cultural contexts.

SOC 310 • Introduction to Social Work (3 units)
Prerequisites: SOC-100C or PSYC-103C. This course will introduce students to the profession of social work across a variety of contexts. Special attention will be given to the values supporting social work, areas/fields of practice, and the social functions filled by social workers.

SOC/ANTH 320 • Social and Cultural Change (3 units)
Prerequisite: ANTH 102C; SOC 100C recommended. The study of change, its processes and consequences in non-Western and contemporary societies. Special emphasis will be given to cross-cultural change involving migrants, minorities, religious contacts, as well as change at the personal level.

SOC/PSYC 324 • Social Psychology (3 units)
Prerequisite: SOC 100C or PSYC 103C. An examination of interpersonal behavior as it is influenced by social processes, culture, face-to-face interactions, and personality characteristics; including interpersonal and group behavior in relationship to social values, norms, attitudes, roles, and social needs.

SOC 332 • Marriage and the Family (3 units)
Prerequisite: SOC 100C or PSYC 103C. The institutions of marriage and the family are explored from the sociological perspective which emphasizes the influence of societal norms on human behavior and social structures. Commonly held conceptions of traditional marital forms and alternative forms of cohabitation both historical and modern are examined using the analytical tools of social science theory, research methods, and statistics.

SOC/ANTH 334 • Gender, Culture, and Society (3 units)
Prerequisites: SOC 100C or ANTH 102C. Gender as a social construction with powerful consequences is explored in this course along with those cultural values and ideologies which perpetuate the discourse of differences. Contemporary studies of gender cross-culturally will enable an appreciation of the broad diversity in the application of gender constructs and their resultant cultural effects.

SOC/ANTH 343 • Class, Race, Ethnicity and Gender (3 units)
Prerequisite: SOC 100C or ANTH 102C. This course focuses on the distribution of power and resources across racial and ethnic/cultural groups, class structure, and gender. Phenomenological, institutional, and structural aspects of prejudice and discrimination are examined using the matrix of domination (the intersection of attributes related to class, race, ethnicity and gender) to explore the life experiences of individuals.

SOC 345/PSYC 344 • Family Violence (3 units)
Prerequisite: SOC 100C, PSYC 103C or consent of instructor. Investigates the identification, causes, and prevention of all types of intrafamily abuse: child, spouse, sibling, and parent. Explores theories and research findings for practical application. Studies the sociocultural contexts in which abuse and violence occur. For students whose careers will bring contact with victims and/or perpetrators of family violence.

SOC/ANTH/PSYC 346 • Human Sexuality (3 units)
Prerequisite: SOC 100C or PSYC 103C (preferably both), and junior or senior standing. Human Sexuality provides an overview of human sexual anatomy, physiology, gender identity, sex role development and expression, modes of sexual expression, sexual deviation, the meaning of sexuality within relationships, and ethical considerations.

SOC 349 • Religion and Society (3 units)
Prerequisite: SOC 100C or ANTH 102C. The social structural approach to the study of religion, with particular emphasis on American society. Examines personal religious experience and expressions, structural forms, systemic relationships between religious systems and other social subsystems.
SOC 352 • Urban Sociology (3 units)
Prerequisite: ANTH 102C or SOC 100C. A study of urban life with emphasis on its organization, unique functions, and problems.

SOC 355/PSYC 355 • Survey of Human Services (3 units)
Prerequisite: SOC 100C or PSYC 103C. Survey of Human Services explores the ways in which care is provided for the whole individual, surveying community

resources and developing an understanding of the ways in which human services are carried out in various settings. Ethical issues and the significance of a Christian worldview in human services are also examined.

SOC 362 • Juvenile Delinquency and Justice (3 units)
Prerequisite: SOC 100C, PSYC 103C or permission of instructor. The causes of juvenile delinquency are reviewed from a broad social systems perspective. Delinquent crimes, gang activity and violence are studied, as is the system of juvenile justice. Course is designed for those who will be working with juveniles.

SOC 365 • Sociological Theory (3 units)
Prerequisite: SOC 100C. An introduction to the theorists and theoretical models which result from examination and analysis of our empirical world of social relations, social structures, and social institutions.

SOC 367 • Sociology of Corrections (3 units)
Prerequisite: SOC 100C or consent of the instructor. Provides an overview of modern adult corrections: specifically, probation, parole, incarceration, community-based corrections, and prevention programs. Includes survey of history, application and theory of punishment philosophies and practices. Studies contemporary correctional policies, practices, and issues.

SOC/ANTH 369 • Research Design and Methods (3 units)
Prerequisites: SOC 265C; ANTH 354 or SOC 365. Examines the major qualitative and quantitative research methods used in applied Anthropology and Sociology. Particular emphasis will be given to design, preparation, and process of applied social research. Introduces students to various methods including unobtrusive observation, structured and unstructured interviewing, and survey research.

SOC/ANTH 369L • Research Design and Methods Lab (1 unit)
Co-requisite: ANTH/SOC 369 Research Design and Methods. Introduces students to computer software utilized by social researchers to compile, manage and analyze data as a product of research.

SOC 373 • Deviant Behavior (3 units)
Explores how societies decide what behaviors are deviant, how they attempt to prevent and/or correct deviance and the consequences to the offenders and the social structures in which they occur. Emphasis is given to research that describes deviance, theories which explain the social conditions contributing to the emergence and perpetuation of deviance, and the analysis of society's programmed efforts to resolve the problems deviance produces.

SOC/ANTH 374 • Dynamics of Organizations (3 units)
Prerequisites: ANTH 102C, SOC 100C or PSYC 103C. An exploration of the dynamics of organizations including theoretical perspectives of formal and complex organizations. Students survey and investigate the internal processes, relationships and interactions that are embedded into the explicit structural forms of organizations and the tacit deep structure of meanings that people use to negotiate their lives through these systems. This sense-making process is further expressed in linkages to the external environment and strategic recommendations that connects to the organizational culture.

SOC 376 • Immigration and Diversity (3 units)
Prerequisite: SOC-100C. This course will discuss topics of immigration and demographic change as interconnected social phenomena and will explore different generational cohorts as social forces that contribute to suburbanization, American consumerism, the birth and rebirth of social movements and various subcultures.

SOC/ANTH 422 • Social Entrepreneurship (3 units)
This course invites students to learn how innovative organizations tackle some of our world's most difficult problems by applying the principles of social entrepreneurship. Students identify and discover their own personal values and calling to better understand where to best have impact. The course is designed to provide students with a broad perspective of how different types of organizations attempt to change the world for good. It also challenges students to think critically about how faith plays a critical role in bringing about lasting change.

SOC/ANTH/NSCI 429 • Health, Disease, and Globalization: Foundations of Epidemiology (3 units)
Prerequisites: ANTH 102C and/or ANTH 320 ; NSCI 210C or KINE 145C or BIOL 204C are helpful but not required. Check with instructor if necessary. This course surveys elements of health and disease and investigates their sociocultural contexts in light of increasing globalization and environmental pressures. It uses the principles and techniques of epidemiology to understand both the biology and contexts of diseases, human cultural diversity with regards to beliefs and attitudes, practices that affect health and illness, and health-seeking or health-thwarting behaviors. The relationship of human behaviors, ecological conditions, mental and ideological states as these impact health and illness are explored. Transmissible and chronic diseases are both covered.

SOC 430 • Religion and Human Rights in the World (3 units)
Prerequisite: SOC 100C or ANTH 102C or consent of the instructor. Examines how religion intertwines with human rights practices in a given country. As the most basic of human rights, religion is an important component in answering the question of how a nation honors or violates the human rights of its citizens.

SOC/ANTH 442 • Globalization and Development (3 units)
Prerequisite: ANTH 102C; ANTH 320 recommended. Course considers anthropological approaches to the analysis of economic development and change, with special attention given to contemporary development concerns as perceived at the local level. The organization of large- and small-scale development organizations, including non-government organizations, in non-Western settings will also be examined. Class is also designed to meet the needs of students interested in participating in both overseas and domestic community/organizations/economic development.

SOC 450 • Sociology Teaching Internship (1-3 units)
Open to juniors or seniors with a grade point average of 3.0 or above with the permission of the instructor. Students may be a teaching intern for classes they have previously taken. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern will assist the instructor in course-related activities. May be repeated for a maximum of six units.

SOC 455 • Sociology Research Assistantship (1-3 units)
Prerequisites: SOC 100C, SOC/MATH/PSYC 265C, and SOC 369. Open to juniors and seniors and requires the consent of the professor serving as the principal investigator of a research process. The student assistant will be assigned to work on various steps of the research process from the formulation of the problem through the analysis of the data and preparation of the research report in written and/or oral formats. May be repeated for a maximum of six units.

SOC 460A • Field Practicum (3-4 units)
Prerequisite: SOC 369/369L or permission of instructor. Field experience in a social service agency such as an outpatient health facility, a community organization, or a social program. This course is controlled by the instructor and all field sites must be approved by the professor. The course instructor and the university manage the course requirements and responsibilities, which may include: a research paper, weekly journals, and various written assignments. The course requires weekly interaction between professor and student, as well as training and preparation that are comparable with other courses within the major. Thirty hours of field experience will be required for each credit hour. Students must take SOC 460A or SOC 462A as a major upper division requirement. May be repeated as SOC 460B for 1-4 units in a subsequent semester.

SOC 460B • Field Practicum (1-4 units)
Prerequisite: SOC 460A. This course offers the student the opportunity to continue their Field Practicum begun in SOC 460A for one additional semester. Thirty hours of field experience will be required for each credit hour.

SOC 462A • Research Practicum (3-4 units)
Prerequisites: SOC 365 and SOC 369. This course provides an in-depth research experience. Students work closely with a faculty mentor at all levels of the research process—from the development of a conceptual framework and articulation of the research question to the creation of the research instrument and collection of data. Students will be introduced to SPSS (a data analysis program for Social Sciences) and will have the opportunity to present their findings in a number of settings. Thirty hours of research experience will be required for each credit hour. Must take SOC 460A or SOC 462A as a major upper division

requirement. May be repeated as SOC 462B for 1-4 units in a subsequent semester.

SOC 462B • Research Practicum (1-4 units)
Prerequisite: SOC 462A. This course offers the student the opportunity to continue their research experience begun in SOC 462A for one additional semester. Thirty hours of research experience will be required for each credit hour.

SOC/ANTH 465 • Transforming Communities Seminar (3 units)
An exploration of the role of local churches in developing sustainable solutions to poverty. The course reviews the history of faith-based efforts to strengthen human well-being in Latin America and El Salvador. Students will also identify and evaluate the characteristics of successful partnerships between churches and other local private and public institutions, and NGOs. A significant component of the class will consist of spending time with local churches that are engaged in poverty alleviation work.

SOC 470 • Special Topics (1-3 units)
Prerequisite: SOC 100C and sophomore level and above. Study of a special topic in one of the fields of sociology. May be repeated for credit. Special topic courses are developed by faculty according to student interest and are offered periodically.

SOC 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

SOC 490C • Senior Seminar (3 units)
This course is designed to serve as a rite of passage for graduating seniors. It particularly is intended to assist the student in integrating the multifaceted aspects of their educational experience with their short- and long-term life goals. This course fulfills the Core Curriculum Capstone requirement for Sociology majors.

Women's Studies Minor

The minor in Women's Studies is intended to be an interdisciplinary course of study administered by the Department of Anthropology and Sociology. The minor is designed to provide students a theoretical and practical overview of the study of women and women's issues in society from the perspective of various disciplines.

The minor requires a total of 21 units: six required units of study and 15 elective units. A minimum of 12 elective units must be distinct and different from the requirements of the student's major to complete the Women's Studies Minor.

Required courses:		**6 units**
WMST 110	Introduction to Women's Studies	2 units
WMST 212	Ensure Justice Conference in Women's Studies	1 unit
WMST 410	Research in Women's Studies	3 units

Electives **15 units**

Select two of the following courses:

ANTH/SOC 334	Gender, Culture, and Society	3 units
COMM 374	Gender Communications	3 units
HIST 360	Women in American History	3 units
OT 425	Women in Books of Samuel	3 units
OT 430	Women in Early Israel	3 units
PLST/THEO 432	Women in Ministry	3 units

Select two of the following courses:

PSYC/SOC 335	Social & Psychological Aspects of Aging	3 units
SOC 332	Marriage and the Family	3 units
SOC 345/PSYC 344	Family Violence	3 units
SOC/ANTH 343	Class, Race, Ethnicity and Gender	3 units
ANTH/SOC/ PSYC 346	Human Sexuality	3 units

Select one of the following courses:

WMST 345	Human Trafficking	3 units
WMST 420	Country Study Abroad	3 units
WMST 430	Commercial Sexual Exploitation of Children	3 units
WMST 435	Human Trafficking Aftercare	3 units
WMST 440	Ethics and Human Trafficking	3 units
WMST 450	GCWJ Internship	3 units

Other pertinent courses may be considered on a case-by-case basis.

Anti-Human Trafficking Certificate

A 12 unit Anti-Human Trafficking Certificate includes four courses. Completion of this study will build a foundation for field practitioners and the certificate will establish a baseline of expected knowledge among professionals.

Required courses:		**12 Units**
WMST 345	Human Trafficking	3 units
WMST 430	Commercial Sexual Exploitation of Children	3 units
WMST 435	Human Trafficking Aftercare	3 units
WMST 440	Ethics and Human Trafficking	3 units

WOMEN'S STUDIES COURSES

WMST 110 • Introduction to Women's Studies (2 units)

An introductory course to the study of women and contemporary gender issues in society. This course will focus on such issues as the necessity for the study of women, gender as a cultural construct, theological interpretations of gender, and gender as perceived in history and literature. This course is part of the core requirement for a minor in Women's Studies.

WMST 212 • Ensure Justice Conference in Women's Studies (1 unit)

Students are required to attend one conference sponsored by the Global Center for Women and Justice. A faculty member in the discipline covered by the conference theme will determine course work. May be repeated for credit.

WMST 345 • Human Trafficking (3 units)

This courses addresses trafficking based on the U.S. State Department model of Prevention, Protection, and Prosecution. Explores how trafficking happens, why it happens, and what can be done about it. For students interested in combatting human trafficking, this course offers a better understanding of professional career choices, as well as volunteer opportunities. The course includes guest speakers with in-depth knowledge and experience in the field from law enforcement and victim services. Counts as elective toward Women's Studies Minor.

WMST 410 • Research in Women's Studies (3 units)

Prerequisites: WMST 110 and WMST 212. This course is designed to assist the student in integrating the multi-faceted aspects of women's issues into a final paper. Working in cooperation with the professor, the student will design and methodically research and write a major paper that reflects an advanced understanding of women in the context of the chosen subject area. Papers from this class will be presented in a public colloquium toward the end of the semester and submitted for publication.

WMST 420 • Country Study Abroad: [Topical Area] (3 units)

Country study abroad opportunities provide intensive examinations of human trafficking in specific countries. The course requires a brief survey of the region with a focus on contemporary human trafficking and slavery as well as a review of relevant causes of exploitation specific to nations. Course work will be completed online and with in-country practicum designed to reinforce learning objectives. This course may be repeated for credit in new contexts. Additional fees will be required.

WMST 430 • Commercial Sexual Exploitation of Children (3 units)

This course is an introduction to the study of Commercial Sexual Exploitation of Children. The course will be organized around Prevention, Early Intervention, and Recovery. Theories of child development, prevention, violence, trauma, stages of change and resiliency will be useful to individuals who plan careers in areas such as elementary and secondary education, social services, child welfare, and juvenile justice. A primary focus of this course will be to identify strategies for early intervention with at risk and vulnerable youth.

WMST 435 • Human Trafficking Aftercare (3 units)
Human Trafficking Aftercare is designed to help students examine the complex causes and holistic effects of human trafficking. In light of best practices, this course seeks to equip students with the knowledge needed to understand the holistic needs of human trafficking survivors as they begin their aftercare and restoration process. It will consider physical, psychological, social and spiritual needs in relation to culture, society, and trauma. This course will help students engage in best practices and tools used by leading practitioners in order to best serve and walk alongside human trafficking survivors as they move from crisis to self-sufficiency to thriving.

WMST 440 • Ethics and Human Trafficking (3 units)
This course will investigate ethical decision-making using the victim-centered, trauma-informed approach to human trafficking as a context. The course will explore how efforts to protect victims, prevent victimization, investigate and prosecute human traffickers and collaborate in multi-disciplinary task forces can be enhanced by recognizing significant ethical dilemmas occurring in the justice and victim services systems and addressing them directly, consistently and pragmatically. Students will learn how to identify ethical dilemmas and be provided with and apply ethical decision-making models in the context of biblical ethics and Christian virtues perspectives. Students will improve their ability to initially meet victims, perpetrators, colleagues and impacted agencies from their unique value systems, motivations and patterns of thinking and behaving.

WMST 450 • GCWJ Internship (1-3 units)
Prerequisite: Need to be on WMST Minor track. Students select an internship from the repertoire of projects the Global Center for Women and Justice is currently working on. Students may alternatively choose an externship with one of GCWJ's partner organizations. Students earn one course of credit for every 30 hours of interning. Course credit also requires short readings and reflection papers. May be repeated once.

WMST 452 • Women's Studies Teaching Internship (1-3 units)
Prerequisites: WMST 110. Open to juniors or seniors with a grade point average of 3.0 or above with the permission of the instructor. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern will assist the instructor in course-related activities. May be repeated for a maximum of 3 units.

WMST 455 • Research Assistantship (1-3 units)
Prerequisites: WMST 110 and consent of the instructor. Open to juniors and seniors and requires the consent of the professor serving as the principal investigator of a research process. The undergraduate research assistantship engages students in original research projects of the faculty or student's own design. Its aim is to apply those skills learned in prior research design and methodology coursework and/or expand on these as appropriate to the student's skill set. The student assistant will be assigned to work on various steps of the research process from the formulation of the problem through the analysis of the data and preparation of the research report in written and/or oral formats. A research agenda will be developed with each student, which then becomes the guide for the class. Students will meet with instructor weekly to discuss findings and progress. May be repeated for credit up to 6 units.

WMST 470 • Special Topics (3 units)
Prerequisite: WMST 110. This course concentrates on a particular issue relevant to Women's Studies students such as gender theory, gender pedagogy, women's health, women and patriarchy, women in business, or motherhood. May be repeated for credit as new course topics are developed.

DEPARTMENT OF BIOLOGY

Mission: The Biology Department seeks to provide training in a Christian environment needed to prepare students for careers in elementary and secondary education, provide the background in biology necessary for other areas of study such as biochemistry and the exercise sciences, prepare students for professional programs in areas such as medicine and other health professions, and to prepare students to enter graduate studies in the biological sciences and to enter positions in industry.

There are two degrees available within the Biology Department: a Bachelor of Science (B.S.) in biology and a Bachelor of Arts (B.A.) in biological sciences. The B.S. program provides undergraduate preparation for technical employment, post-baccalaureate study in graduate school, professions such as medicine, and other health professions, and for work in natural resource management. A Biology major considering graduate or professional school should confer with a Biology advisor to plan a program to meet the student's needs for entrance into such a school or profession. In addition, it is strongly recommended that the student meet with the Pre-Med advisor to make sure that the student is aware of the additional requirements imposed by the Pre-Med Committee.

The Bachelor of Arts in biological sciences provides an introduction to the discipline and an opportunity to integrate the study of biology with another field. This program is designed to provide greater flexibility than the B.S. in meeting broad student interests which include pursuing a double major or preparation for a post-graduate physician assistant and nursing programs.

Biology (B.S.) 81-83 units

Students seeking the B.S. in biology must complete core requirements in both the major and related disciplines, and elective courses beyond these requirements.

Biology Core Curriculum Major Requirements		**28-30 units**
BIOL 111C/CL	Principles of Biology I	4 units
BIOL 112/L	Principles of Biology II	4 units
BIOL 220/L	Cell Biology	4 units
BIOL 309/L	Microbiology	4 units
BIOL 311/L	Genetics	4 units
BIOL 485	Undergraduate Biological Research	2-4 units
or BIOL 488	Biology Senior Project	
BIOL 499C	Capstone Seminar in Biology	2 units
Choose one of the following Ecology Focus courses:		
BIOL 315/L	General Ecology	4 units
BIOL 345C	Mountain Field Biology	4 units
BIOL 346C	Desert Field Ecology	4 units
BIOL 348C	Coastal Ecology	4 units

Related Discipline Core Requirements		**37 units**
CHEM 120/L/R	General Chemistry I	5 units
CHEM 121/L/R	General Chemistry II	5 units
CHEM 304	Organic Chemistry I	3 units
CHEM 304L	Organic Chemistry Techniques I	1 unit
CHEM 305	Organic Chemistry II	3 units
CHEM 305L	Organic Chemistry Techniques II	1 unit
PSCI 223C/CL	Mechanics and Heat/Lab	4 units
PSCI 225/L	Electricity, Magnetism, Sound and Light/Lab	4 units
MATH 168C	Biostatistics	3 units
MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units

Students must complete an additional 16 units in biology or biochemistry. It is strongly recommended that pre-medical and pre-dental students emphasize electives that prepare them for their graduate studies. Students interested in teaching should also complete BIOL 212, BIOL 214, and BIOL 455.

Electives		**16 units**
BIOL 302/L	Comparative Vertebrate Anatomy	4 units
BIOL 305/L	Physiology of Vertebrates	4 units

BIOL 315/L	General Ecology	4 units
BIOL 325	History and Philosophy of Science	3 units
BIOL 335	Biology of Cancer	3 units
BIOL 345C	Mountain Field Biology	4 units
BIOL346C	Desert Field Ecology	4 units
BIOL 348C	Coastal Ecology	4 units
BIOL 402/L	Histology	4 units
BIOL 432/L	Neuroscience	4 units
BIOL 440/L	Molecular Biology	4 units
BIOL 451/L	Immunology	4 units
BIOL 455	Biology Teaching Internship	1-3 units
BIOL 462	Advanced Topics in Plant Biology	3 units
BIOL 485	Undergraduate Biological Research	1-4 units
CHEM 430/L	Biochemistry	4 units
CHEM 435	Advanced Biochemistry	3 units

Biological Sciences (B.A.) 77-79 units

Students seeking the B.A. in biology must complete core requirements in both the major and in related disciplines, and elective courses beyond these requirements.

Biology Core Curriculum Major Requirements		**28-30 units**
BIOL 111C/CL	Principles of Biology I	4 units
BIOL 112/L	Principles of Biology II	4 units
BIOL 220/L	Cell Biology	4 units
BIOL 309/L	Microbiology	4 units
BIOL 311/L	Genetics	4 units
BIOL 485	Undergraduate Biological Research	2-4 units
or BIOL 488	Biology Senior Project	
BIOL 499C	Capstone Seminar in Biology	2 units

Choose one of the following Ecology Focus courses:

BIOL 315/L	General Ecology	4 units
BIOL 345C	Mountain Field Biology	4units
BIOL 346C	Desert Field Ecology	4 units
BIOL 348C	Coastal Ecology	4 units

Related Discipline Core Requirements		**29 units**
CHEM 120/L/R	General Chemistry I	5 units
CHEM 121/L/R	General Chemistry II	5 units
CHEM 304	Organic Chemistry I	3 units
CHEM 304L	Organic Chemistry Techniques I	1 unit
PSCI 223C/CL	Mechanics and Heat	4 units
or PSCI 130C/CL	General Physics I	
PSCI 225/L	Electricity, Magnetism, Sound and Light	4 units
or PSCI 131/L	General Physics II	
MATH 168C	Biostatistics	3 units
MATH 180	Calculus I	4 units

Students must complete an additional 20 elective units in biology or chemistry. Students should select electives that will prepare them for their careers in graduate studies.

Electives		**20 units**
BIOL 212	Teaching Biology I	2 units
BIOL 214	Teaching Biology II	2 units
BIOL 302/L	Comparative Vertebrate Anatomy	4 units
or BIOL 204C/CL	Human Anatomy	4 units
BIOL 305/L	Physiology of Vertebrates	4 units
or BIOL 304/L	Human Physiology	4 units
BIOL 315/L	General Ecology	4 units
BIOL 325	History and Philosophy of Science	3 units
BIOL 335	Biology of Cancer	3 units
BIOL 345C	Mountain Field Biology	4units
BIOL 346C	Desert Field Ecology	4 units
BIOL 348C	Coastal Ecology	4 units
BIOL 402/L	Histology	4 units
BIOL 432/L	Neuroscience	4 units
BIOL 440/L	Molecular Biology	4 units
BIOL 455	Biology Teaching Internship	1-3 units
BIOL 462	Advanced Topics in Plant Biology	3 units
BIOL 485	Undergraduate Biological Research	1-4 units
CHEM 305/L	Organic Chemistry II	4 units

CHEM 430/L	Biochemistry	4 units
CHEM 435	Advanced Biochemistry	3 units
ANTH/SOC/ NSCI 429	Health, Disease, and Globalization: Foundations of Epidemiology	3 units

Biology Minor 20 units

A minor in Biology is comprised of 20 units of any Biology (BIOL) courses with a minimum of 12 units taken at Vanguard.

BIOLOGY COURSES

BIOL 111C • Principles of Biology I (3 units)
Co-requisite: BIOL111CL. An introductory course for the biological sciences which covers the scientific method, basic biological chemistry, cell structure and function, metabolism and energy transformation, evolution, classification, and other related topics. *This course fulfills the core curriculum lecture requirement in natural sciences;* ***however, this course is designed for Biology majors.***

BIOL 111CL • Principles of Biology I Laboratory (1 unit)
Co-requisite: BIOL111C. Topics in this course are designed to complement lectures presented in BIOL111C. Students will conduct a broad survey of investigations selected to optimize their understanding of basic laboratory techniques and biological principles including microscopy, chromatography, colorimetry and DNA analysis. Lab and field trip fee. *This course fulfills the core curriculum laboratory requirement in natural sciences;* ***however, this course is designed for Biology majors***

BIOL 112 • Principles of Biology II (3 units)
Prerequisite: BIOL 111C and BIOL 111CL or equivalent. Co-requisite: BIOL112L. An introductory course for the biological sciences which covers the kingdoms of living organisms, plant and animal physiology, population genetics, biodiversity, ecology, and other related topics.

BIOL 112L • Principles of Biology II Laboratory (1 unit)
Co-requisite: BIOL 112. Topics in this course are designed to complement lectures presented in BIOL112. Students will conduct a broad survey of investigations selected to optimize the understanding of basic laboratory techniques and biological principles including field trips, dissection, collections, ecosystem classification and evaluation. Lab and field trip fee.

BIOL 204C • Human Anatomy (3 units)
Co-requisite: BIOL204CL. Introductory study of the gross physical structure, cellular makeup and physiological function of elements within the nine major organ systems. Lecture three hours. *This course fulfills the core curriculum lecture requirement in natural sciences;* ***however, this course is designed for Biology majors***

BIOL 204CL • Human Anatomy Laboratory (1 unit)
Co-requisite: BIOL204C. Laboratory study introducing the primary functional and supportive components within the skeletal, muscular, digestive, urinary, nervous, respiratory, reproductive, and cardiovascular systems. Laboratory three hours. Lab fee. *This course fulfills the core curriculum laboratory requirement in natural sciences;* ***however, this course is designed for Biology majors***

BIOL 210C • Fundamentals of Biology (3 units)
Co-requisite: BIOL 210CL. An introduction to the structures and functions of the major plant and animal groups. Focus is directed toward biological principles and problems facing humans in dynamic ecosystems. Lecture three hours. *This course fulfills the core curriculum lecture requirement in natural sciences;* ***however, this course is deseigned for non-science majors.***

BIOL 210CL • Fundamentals of Biology Laboratory (1 unit)
Co-requisite: BIOL 210C. Introduction to biological laboratory procedures. Laboratory exercises in molecular biology, metabolism and physiology, structure, ecology, and taxonomic groups. Laboratory **three** hours. Lab fee. *This course fulfills the core curriculum laboratory requirement in natural sciences;* ***however, this course is deseigned for non-science majors.***

BIOL 212, 214 • Teaching Biology I, II (1 unit each)
Prerequisites: BIOL 112 and BIOL 220. The study of important biological principles within the context of designing, implementing and evaluating research experiments. Particular attention is focused on safety issues during both planning and executing experimental studies. Laboratory three hours. Mandatory visits to a local 6-12th grade biology class three hours. Two semester sequence. Lab fee.

BIOL 220 • Cell Biology (3 units)
Prerequisite: BIOL 112. Co-requisite: BIOL 220L. This course provides an introduction to the fundamental principles of biology that center on the cell. Focus will be placed on cellular structure and function, fundamental metabolism, and molecular genetics. Lecture three hours.

BIOL 220L • Cell Biology Laboratory (1 unit)
Prerequisite: BIOL 112L. Co-requisite: BIOL 220. This course provides a working understanding of basic principles paramount to the study of biological sciences. Students will have a fundamental understanding of the scientific method, the cell, celular structure, cellular respiration, DNA processes, protein synthesis, cellular reproduction, and genetics. This course prepares the student to think critically and analyze data. Laboratory three hours. Lab fee.

BIOL 291, 292, 293, 294 • Special Topic (1-4 units)
Study of a special topic in life science. May be repeated for credit. Lab fee.

BIOL 302 • Comparative Vertebrate Anatomy (3 units)
Prerequisite: BIOL 112. Co-requisite BIOL 302L. Study of the similarities and differences in the structure and function of chordates (fish, amphibians, reptiles, birds, mammals) in both ancient and modern forms, with particular emphasis on human organ systems. Embryological development and features are integrated into the discussion of each organ system. Lecture three hours. Offered in alternate years.

BIOL 302L • Comparative Vertebrate Anatomy Laboratory (1 unit)
Prerequisite: BIOL 112L. Co-requisite: BIOL 302. Study of the essential embryological and morphological features of representative chordates (fish, amphibians, reptiles, birds, mammals), with particular emphasis given to human organ systems. Laboratory exercises incorporate dissection on preserved specimens. Laboratory three hours. Lab fee. Offered in alternate years.

BIOL 304 • Human Physiology (3 units)
Prerequisite: BIOL 111C, 210, or BIOL 204C, or other college biology course with consent of the instructor. Co-requisite: BIOL 304L. This course will investigate the fundamental physiological processes in humans using a systems approach to study integrated functions. It will explore the functions of the human body emphasizing homeostasis at biochemical, cellular, organ, and system levels. The systems studies will include nervous, cardiovascular, respiratory, renal, gastrointestinal, endocrine, and reproductive. Lecture three hours.

BIOL 304L • Human Physiology Laboratory (1 unit)
Co-requisite: BIOL304. This course is designed to complement BIOL 304 investigating fundamental physiological processes in humans. The systems studied will include nervous, cardiovascular, respiratory, renal, gastrointestinal, endocrine, and reproductive. Laboratory three hours. Lab fee.

BIOL 305 • Physiology of Vertebrates (3 units)
Prerequisites: BIOL 112 and BIOL 220. Co-requisite: BIOL 305L. Principles of animal physiology with emphasis on vertebrates. Lecture three hours. Offered in alternate years.

BIOL 305L • Physiology of Vertebrates Laboratory (1 unit)
Prerequisites: BIOL 112L and BIOL 220L. Co-requisite: BIOL 305. Laboratory course examining the principles of animal physiology with emphasis on vertebrates. Laboratory three hours. Lab fee. Offered in alternate years.

BIOL 309 • Microbiology (3 units)
Prerequisites: One year of biology and at least one semester of chemistry. Co-requisite: BIOL 309L. Biology of micro-organisms: their occurrence, and importance to humans. Topics will include microbial cell structure and function, metabolism, microbial genetics, and the role of micro-organisms in disease and immunity. Lecture three hours.

BIOL 309L • Microbiology Laboratory (1 unit)
Prerequisites: One year of biology and at least one semester of chemistry. Co-requisite: BIOL 309. Laboratory three hours. Lab fee.

BIOL 311 • Genetics (3 units)
Prerequisites: BIOL 220 and BIOL 220L. Co-requisite: Biology 311L. A study of the principles and the physical basis of heredity, biochemical aspects of gene actions, and social implications of heredity. Lecture three hours. Offered in alternate years.

BIOL 311L • Genetics Laboratory (1 unit)
Prerequisites: One year of biology and at least one semester of chemistry. Co-requisite: Biology 311. Laboratory three hours. Lab fee. Offered in alternate years.

BIOL 315 • General Ecology (3 units)
Prerequisite: BIOL 112. Co-requisite: Biology 315L. An introduction to the interactions between organisms and their physical and biological environment. Important factors and processes influencing organisms within both terrestrial and aquatic ecosystems will be studied. Lecture three hours.

BIOL 315L • Ecology Field and Laboratory Practicum (1 unit)
Prerequisite: BIOL 112L. Co-requisite: Biology 315. This class provides hands-on experiences in the laboratory and in the field, enhances the student's understanding of basic environmental science and ecological concepts presented in BIOL 315. The laboratory experiments are oriented towards demonstrated basic principles of ecology and mastering modern research and field techniques. The individual exercises from an excellent notebook on current protocols used in ecology. Occasional field sampling will be required. Three hours of lab per week. Lab fee.

BIOL 325/CHEM 325 • History and Philosophy of Science (3 units)
Prerequisite: BIOL 112, CHEM 121, PSCI 223C, 225. Survey of scientific theories, principles, concepts, individual contributions, and controversial ideas from earliest recorded history to present. Emphasis is placed on critically examining patterns and potential interrelationships and evaluating novel synthesis. Lecture three hours.

BIOL 335 • Biology of Cancer (3 units)
Prerequisites: BIOL 112, BIOL 220, BIOL 210C, CHEM 112C or consent of the instructor. This course is designed to study cancer from both a cellular and a clinical perspective. Characteristics of aberrant cell growth, proliferation and metastasis will be studied with a focus on the genetic charges that occur in cancer cells. Clinical aspects of cancer that will be discussed will include the classification, carcinogenesis, epidemiology, prevention and treatment of cancer. Lecture 3 hours.

BIOL 345C • Mountain Field Biology (4 units)
A study of biota and communities of the mountains and factors affecting distributions, reproductions, and physiology of plant and animal life. A significant component of the course focuses on geology and the geological forces involved in mountain and land formation. Lab fee. Much of the course consists of a 2-week field trip through the Sierra Nevada's typically during May. Lab and field trip fee. Lab fee covers lab project materials, food, transportation, and accommodations during the two-week long trip. Any special diet or physical accommodations must be approved by the instructor prior to enrollment. *This course fulfills the core curriculum lecture and lab science requirement in natural sciences.*

BIOL 346C • Desert Field Ecology (4 units)
A study of biota and communities of desert environments and factors affecting distributions, reproduction, and physiology of plant and animal life. A significant component of the course focuses on geology and the geological forces involved in mountain and land formation. One week of the course consists of a field trip through the arid regions of Southern California typically during spring break. Course will fulfill CORE Curriculum science requirement. Lab fee. Lab fee will cover lab project materials, food, transportation, and accommodations during the two-week long trip. Any special diet or physical accommodations must be approved by the instructor prior to enrollment. *This course fulfills the core curriculum lecture and lab science requirement in natural sciences.*

BIOL 348C • Coastal Ecology (4 units)
Coastal Ecology examines the ecological processes at the interface between land and sea in order to provide an understanding of the coastal environment, how

terrestrial and marine systems are intricately connected, and how human activities can impact both. Much of the course consists of local field trips in coastal and marine environments and in particular a week-long field trip usually during spring break. Course will fulfill CORE Curriculum science requirement. Lab fee. Lab fee covers lab project materials, food, transportation, and accommodations during the week- long trip. Any special diet or physical accommodations must be approved by the instructor prior to enrollment. *This course fulfills the core curriculum lecture and lab science requirement in natural sciences.*

BIOL 402 • Histology (3 units)
Prerequisite: BIOL 220. Co-requisite: BIOL 402L. Study of the cells and tissues comprising each human organ system. Discussion focuses on structural and functional components in both intracellular and extracellular compartments, and cellular interaction within and among different organ systems. Lecture three hours. Offered in alternate years.

BIOL 402L • Histology Laboratory (1 unit)
Prerequisite: BIOL 220L. Co-requisite BIOL 402. Laboratory study of the cells and tissues comprising each human organ system. Particular emphasis is placed upon learning to identify the features making each tissue and organ unique. Laboratory three hours. Lab fee. Offered in alternate years.

BIOL 432 • Neuroscience (3 units)
Prerequisites: BIOL 220 and [BIOL 204C, BIOL 304, or BIOL 305], or consent of the instructor. Co-requisite: 432L. The study of the nervous system from the cellular physiology of the neuron to complex structure and function of the central nervous system. Emphasis will be given to the cellular neurophysiology and neuroanatomy. This course will give an excellent foundation for understanding the brain and the nervous system. Students will critically read and discuss the scientific literature and learn to critically evaluate experimental neuroscience. Lecture three hours.

BIOL 432L • Neuroscience Laboratory (1 unit)
Prerequisites: BIOL 220L and [BIOL 204CL, BIOL 304L, or BIOL 305L], or consent of the instructor. Co-requisite: BIOL 432. Laboratory course designed to complement BIOL 432. Laboratory three hours. Lab fee.

BIOL 440 • Molecular Biology (3 units)
Prerequisite: BIOL 220. Co-requisite: BIOL 440L. The study of the genome in prokaryotes and eukaryotes. Introduction to and an analysis of modern molecular biology techniques are presented including: replication, transcription, translation, genetic engineering, cloning, gene expression, sequencing and genetic analysis. Lecture three hours. Offered in alternate years.

BIOL 440L • Techniques in Molecular Biology (1 unit)
Prerequisite: BIOL 220L. Co-requisite: BIOL 440. The study of the genome in prokaryotes and eukaryotes. Introduction to and an analysis of modern molecular biology techniques are presented including: genetic engineering, cloning, gene expression, sequencing and genetic analysis. This course prepares the student to develop the following critical skills: independent thinking, lab management, record keeping, and project development. Laboratory three hours. Lab fee. Offered in alternate years.

BIOL 451 • Immunology (3 units)
Prerequisites: BIOL 220 and BIOL 220L. Co-requisite: BIOL 451L. The study of molecular and cell biology of specific and nonspecific immune responses in mammals, with special emphasis on human immune systems. Reviews experimental support for current immunological theories. Roles of immunology in human health and disease will be studied.

BIOL 451L • Immunology Laboratory (1 unit)
Prerequisites: BIOL 220 and BIOL 220L. Co-requisite: BIOL 451. A laboratory course designed to introduce students to current clinical and research procedures in immunology. Includes techniques, such as ELISA, Immunoprecipitation, cell culture techniques, T cell activation, Western blot, and blood cells recognition. These techniques are utilized in biological, biochemical research and clinical laboratory. Lab fee.

BIOL 455 • Biology Teaching Internship (1-3 units)
Prerequisite: Sophomore standing with GPA of 3.0 or above and the approval of the Department Chair. The student will meet for regular hours each week for classes and/or meetings that are established at the beginning of the semester with the supervising professor. The intern assists an instructor in planning and conducting lecture and/or laboratory sessions and with other assigned teaching related duties. This course may be taken for 1-3 units per semester. One unit consists of a minimum of 45 contact hours. May be repeated for a maximum of six units.

BIOL 462 • Advanced Topics in Plant Biology (3 units)
Prerequisites: BIOL 112/L. An advanced study of botany and plant biology. The topics may include the study of the systematics of vascular plants, the propagation of plants, the enthnobotanical contributions to plant biology, the genetic relationships between related species, or the geographic patterns of species distribution. Lecture three hours. Offered in alternate years.

BIOL 470 • Special Topics (1-4 units)
Prerequisite: Consent of the instructor. Study a special topic in life science. May be repeated for credit. May have lab and field trip fees in some cases.

BIOL 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit. May have lab fee and field trip fee in some cases.

BIOL 485 • Undergraduate Biological Research (1-4 units)
Prerequisite: BIOL 112/L. This course provides the student with an empirically-based research experience in the biological sciences. Emphasis will be placed on project management, safety, instrumentation, solution preparation, and research documentation skills. This course is a variable credit course. Two credits are recommended for all biology majors. It is expected that a research report be completed at the conclusion of the research project and an oral presentation of results in BIOL 499C. Scheduling will be arranged by student and professor. Summer session is the most advantageous time to begin an undergraduate research project. For every 1 credit of BIOL 485 registered, the student will engage in 45-60 hours of research for the semester.

BIOL 488 • Biology Senior Project (2 units)
Prerequisite: Instructor consent. An advanced course providing the opportunity for a student to create a novel and independent intellectual work by comparing, contrasting and synthesizing recent research and his/her cumulative knowledge and understanding in the biological sciences. The precise nature, scope and format of the project must be developed and approved under the guidance of the instructor and in collaboration with the student's academic advisor. Senior projects are typically initiated in the Fall. The project results must also be presented in BIOL 499C. Lab fee.

BIOL 499C • Capstone Seminar in Biology (2 units)
Prerequisite: Senior standing or departmental approval and BIOL 485 or BIOL 488. This course includes analysis and evaluation of current research in biology and the integration of faith and learning in the biological sciences. An oral presentation of BIOL 485 or BIOL 488 is required. In-class presentations by faculty and guests are a part of the course. This course fulfills the Core Curriculum Capstone requirement for Biology majors.

AU SABLE COURSES

Au Sable Institute of Environmental Studies courses that are approved for biology credit include the following courses. This is not a complete list. Registration for Au Sable courses requires the permission of a Vanguard/Au Sable faculty representative.

ENVS 302 • Limnology (4 units)
Prerequisites: one year of biology and one year of general chemistry. Studies lakes and streams; applications to planning and management; introduces limnology; investigates representative lakes and streams of the region. Summer Session II.

ENVS 321 • Animal Ecology (4 units)
Prerequisite: one year of introductory science. Studies interrelationships between animals and their biotic and physical environments; emphasizes behavioral aspects. Fieldwork on ecology of northern Michigan fauna from a stewardship perspective. Summer Session I.

ENVS 471 • Conservation Biology (4 units)
Studies principles of conservation biology; applications to sustainable human society and biospheric integrity. Develops a stewardship perspective rooted in biological principles and directed at conservation of plant and animal species, biotic communities, ecosystems and human society. Summer Session I.

ENVS 477 • Plant Ecology (4 units)
Interrelationships between plants and their physical and biotic environments; plant-animal interactions; plant community compositions and development; and modern methods of ordination and quantitative analysis with applications to conservation and stewardship. Summer Session I.

Other Au Sable courses have Departmental approval for credit for Science majors, Liberal Studies majors, or lab science credit. The cost of tuition per unit for Au Sable is the same as Vanguard University units. Registration and tuition payments are arranged for and paid through Vanguard University. See the Department Chair in Biology for more information regarding approved courses and the Au Sable program.

DEPARTMENT OF BUSINESS AND MANAGEMENT

Mission: The Department of Business and Management is dedicated to equipping Business students to respond ethically, think critically, communicate effectively, and perform with excellence as Christians in a changing world.

The undergraduate Business and Management Program offers degrees in the following majors: Accounting, Business Administration, and Marketing. Coursework in all majors is viewed from a global perspective and includes the undergraduate Business and Management Core Requirements and additional units in the specific major as listed below. Students are responsible to meet prerequisite requirements of any course in which they enroll. Students must achieve a minimum grade of "C" in all business courses required for undergraduate Business, Accounting, and Marketing majors and Business minors in the Department of Business and Management.

Students may complete a second major in the Department of Business and Management and have the second major indicated on their transcript; however any courses taken to fulfill major requirements beyond the Business and Management Core may not be counted toward both majors.

Business and Management Core Requirements for all Majors — 42 units

Lower Division		**22 units**
BUSN 114	Introduction to Business	3 units
MATH 116	College Algebra	3 units
or MATH 170	Pre-Calculus	
BUSN 125	Computer Applications	3 units
BUSN 165C	Business Statistics	3 units
or MATH 265C	Intro to Statistics or its equivalent*	
BUSN 215	Principles of Economics (Macro)	3 units
BUSN 216	Principles of Economics (Micro)	3 units

ACCT 225	Principles of Financial Accounting	4 units

*This course fulfills the MATH requirement for the University CORE Curriculum. However, it does not replace MATH 116 or MATH 170.

Upper Division		**20 units**
BUSN 316	Legal Aspects of the Business Process	3 units
or BUSN 317	Legal/Ethical Environment of Business	
ACCT 321	Accounting and Finance for Decision Making	4 units
MNGT 325	Management Theory and Practice	3 units
FINC 335	Corporate Finance	3 units
MRKT 360	Principles of Marketing	3 units
BUSN 455C	Business Policy and Strategy (Capstone Course)	4 units

ACCOUNTING MAJOR

In addition to the Business and Management Core Requirements for an Accounting Major, students must successfully complete the following courses:

Accounting Major Requirements 18 units

ACCT 324	Intermediate Accounting I	3 units
ACCT 325	Intermediate Accounting II	3 units
ACCT 427	Auditing	3 units
ACCT 428	Advanced Accounting	3 units
ACCT 440	Federal Taxation – Individual	3 units
ACCT 442	Federal Taxation – Corporate	3 units

BUSINESS ADMINISTRATION MAJOR

In addition to the Business and Management Core Requirements for a Business Administration Major, students must successfully complete the following courses:

Business Administration Major Requirements 18 units

Upper Division	**12 units**
FINC or ACCT	3 units
MNGT	3 units
MRKT	3 units
ACCT/BUSN/FINC/MNGT/MRKT	3 units

Upper and/or Lower Division	**6 units**
Department of Business and Management courses	6 units

(Non-Department of Business and Management courses require prior approval of the Chair of the Department of Business and Management.)

MARKETING MAJOR

In addition to the Business and Management Core Requirements for a Marketing Major, students must successfully complete the following courses:

Marketing Major Requirements 18 units

MRKT 365	Marketing Research	3 units
MRKT 366	Sales and Sales Management	3 units
MRKT 369	Consumer Behavior	3 units
MRKT 464	Strategic Marketing	3 units
COMM 378	Public Relations: Corp. Comm., Info. Mgt.	3 units

Upper Division	3 **units**
Department of Business and Management courses	3 units

(Students may take (specified intra-disciplinary) courses to fulfill these requirements, requiring prior approval of the Chair of the Department of Business and Management).

Business Minor 22 units

Students in other academic majors outside of the Department of Business and Management may petition to minor in business. Students are to design a business curriculum which must be pre-approved by the Chair of the Department of Business and Management.

BUSN 114	Introduction to Business	3 units
MATH 116	College Algebra	3 units
or MATH 170	Pre-Calculus	
BUSN 165C	Business Statistics	3 units
or MATH 265C	Intro to Statistics or its equivalent*	3 units
ACCT 225	Principles of Financial Accounting	4 units
MNGT 325	Management Theory and Practice	3 units
MRKT 360	Principles of Marketing	3 units
ELECTIVES	3 units must be Upper Division	3 units

ACCOUNTING COURSES

ACCT 225 • Principles of Financial Accounting (4 units)

Prerequisite: Successful completion of Math 116 or Math 170 and BUSN 165C or PSYC 265C or its equivalent. This course develops students' understanding and application of financial accounting concepts, the accounting cycle processes and documents, and United States accounting and external financial reporting standards. The course emphasizes understanding the financial statements: balance sheet, income statement, statement of retained earnings, and statement of cash flows. The course prepares students for financial analysis; ethical decision making, understanding fraud in the workplace and internal control.

ACCT 321 • Accounting and Finance for Decision Making (4 units)

Prerequisite: ACCT 225. This course examines managerial decision-making based on common accounting and financial models and analysis. The course topics include management's responsibility to stakeholders, how costs behave, cost-volume-profit analysis, activity based costing, budgeting, standard costing, performance measurements, and financial analysis. The course continues to develop students' understanding of annual reports and financial statement analysis within the entity's industry.

ACCT 324 • Intermediate Accounting I (3 units)

Prerequisite: ACCT 225 with a "C" or better. Studies accounting and reporting of complex business operating activities and financing activities according to generally accepted accounting principles in the United States. Compares United States accounting standards to international accounting standards. Topics include revenue recognition, inventory valuation, and debt and equity financing.

ACCT 325 • Intermediate Accounting II (3 units)

Prerequisite: ACCT 324 with a "C" or better. Continues to study accounting and reporting of complex business activities and transactions. The focus is on the investing activities of business and financial reporting. Topics include investments, leases, earnings per share, and analysis of financial statements. The content includes the study of accounting and reporting standards in the United States with comparisons to international accounting standards.

ACCT 427 • Auditing (3 units)

Prerequisite: ACCT 325 with a "C" or better. Studies how to conduct external audits or become internal financial managers of organizations that are audited. United States auditing standards are studied and compared to international standards. Course topics include generally accepted auditing standards, fraudulent financial reporting and audit failure, effective internal control procedures, and the influence of the Securities and Exchange Commission on oversight of the accounting profession.

ACCT 428 • Advanced Accounting (3 units)
Prerequisite: ACCT 325 with a "C" or better. The course covers complex accounting and reporting for corporate and non-corporate entities, for profit and not-for-profit entities. It compares and contrasts accounting and financial reporting for partnerships, for-profit complex corporate entities, state and local governments, health and welfare organizations, and government and non-government universities.

ACCT 440 • Federal Taxation – Individual (3 units)
Prerequisite: ACCT 325 with a "C" or better. The course covers federal income taxation as it applies to individuals. This is an introduction to the federal tax model and how to apply it to the components of taxable income, tax credits, and types of taxes.

ACCT 442 • Federal Taxation – Corporate (3 units)
Prerequisite: ACCT 440 with a "C" or better. The subject matter of this course is federal income taxation as it applies to partnerships, fiduciaries and corporations. It builds on the federal tax model presented in ACCT 440, emphasizing concepts about issues specific to corporations.

ACCT 490 • Seminar (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Mutual investigation of one topic in accounting of particular relevance to upper division majors. May be repeated for credit provided topics are dissimilar.

BUSINESS ADMINISTRATION COURSES

BUSN 104 • Introduction to Business Writing (1 unit)
An introduction to various forms of written workplace communications and strategies for a variety of business situations requiring written communication, including email, memorandums, meeting minutes, business letters, and employee reviews. Topics include context, purpose, audience, style, organization, format, grammar, analyzing data, addressing diverse concerns, presenting information, technology options, results, and strategies for effectively writing typical workplace messages. Also includes a brief introduction to academic case writing.

BUSN 106 • Introduction to Ethical Reasoning for Business (1 unit)
This course focuses on ethical issues in the marketplace. It will provide an opportunity for students to experience theoretical and practical problems of moral conduct in the field of business. The course emphasizes both the philosophical foundations of ethical conduct and the practical problems encountered in the day-to-day conduct of business affairs. Several major ethical theories are reviewed with special attention given to understanding a Christian approach to business. Students are asked to examine and integrate personal values and faith commitments through readings and other supporting materials. Questions such as, "Can business 'do good' and 'do well'?" and "Are business ethics a viable goal or an unachievable ideal?" will be addressed.

BUSN 108 • Introduction to Oral Business Communications (1 unit)
This course is designed to introduce the student to communication concepts, theories, and skills which people use in professional settings. Topics include: informative and persuasive presentations – individually and as a group, leading and participating in meetings, business terminology, etc. The course is practical in nature, as such, in time students will develop their oral competence through hands-on exercises, presentations, and case studies. Methods for organizing ideas, analyzing data, formatting information, understanding audience needs, and developing a professional communication style are covered.

BUSN 114 • Introduction to Business (3 units)
A basic survey of the scope, function, and organization of modern business.

BUSN 125 • Computer Applications (3 units)
This course introduces students to math concepts and computer applications that will be used throughout their business coursework. Computer applications will be learned through completion of projects using word processing, spreadsheets, database, and presentation software applications.

BUSN 165C • Business Statistics (3 units)
Prerequisite: Successful completion of Math 116 or Math 170. Emphasizes the use of statistics in making business decisions. Utilizes business cases to explore data collection and presentation, descriptive measures, probability, discrete and normal

distributions, sampling, hypothesis testing, analysis of variance, chi square, regression, and correlation. Required for business majors. Satisfies the core curriculum math requirement.

BUSN/SOCS 215 • Principles of Economics I (Macro) (3 units)
Prerequisite: Successful completion of Math 116 or Math 170 and BUSN 165C or PSYC 265C or its equivalent. An introduction to the principles of economic analysis, economic institutions, and issues of public policy.

BUSN/SOCS 216 • Principles of Economics II (Micro) (3 units)
Prerequisite: Successful completion of Math 116 or Math 170 and BUSN 165C or PSYC 265C or its equivalent. . An introduction to the economics of private enterprise and resource allocation, including demand, supply, and elasticity; cost of production; price and output determination under various market structures; and pricing and employment resources.

BUSN 291, 292, 293 • Special Topic (1, 2, 3 units)
Prerequisite: Permission of instructor and Chair may be required. Study of a special topic in business. May be repeated for credit provided topics are dissimilar.

BUSN 316 • Legal Aspects of the Business Process (3 units)
An examination of law and its development, courts and procedures, and basic legal principles as they relate primarily to business ethics, business crimes, product and service liability, warranty, business organization and operation, insurance, and property.

BUSN 317 • Legal and Ethical Environment of Business (3 units)
Explores the historical, philosophical, and religious bases of legal systems, the ethical posture of law as related to the moral dimensions of an economic complex, and the policies and implementation procedures of federal, state, and local regulatory bodies.

BUSN 344 • Business Communications (3 units)
Prerequisite: ENGL 120C. This experiential course develops students' ability to effectively communicate in the business world. Refining students' business writing and communication skills will be done through focusing on personal branding, job search and interview processes, and business presentation and writing.

BUSN 432 • Enactus (1-3 units)
Prerequisite: Permission of the instructor. An experiential learning course that gives students practical experience in setting up business-related educational programs that serve the community. Students develop project concepts and proposals, and manage the implementation of approved plans. Budgets are established and managed. Results are evaluated and presented. May be repeated for a maximum of 6 units applicable toward graduation. A maximum of 9 combined units credit for BUSN 432, BUSN 450, and BUSN 451 apply to graduation. May not be enrolled in more than 6 units per semester between BUSN 432, BUSN 450, and BUSN 451.

BUSN 435 • Business Ethics (3 units)
Prerequisites: MNGT 325. Presumes that humans are moral beings facing a variety of moral decisions on a daily basis. Therefore, business, like all social activities, can and does function ethically when moral prerequisites are fulfilled. The course examines the subject from Judeo-Christian ethics paradigm perspective, using cases to study the phenomenon in the business environment.

BUSN 450 • Business Intern Program (1-3 units)
Prerequisite: Open to juniors and seniors. This course may be taken for a maximum of 3 units in one semester. A maximum of 6 combined units credit for BUSN 450 and BUSN 451 apply to graduation. A maximum of 9 combined units credit for BUSN 432, BUSN 450, and BUSN 451 apply to graduation. May not be enrolled in more than 6 units per semester between BUSN 432, BUSN 450, and BUSN 451. This course is designed with the purpose of promoting early entry into the workplace for the student through part-time employment. This course requires actual work experience be sought in a business firm providing an opportunity to

integrate classroom teaching in practical application under the direct supervision of the assigned instructor.

BUSN 451 • Business Teaching Intern (1-3 units)
Prerequisites: Open to juniors and seniors. Approval of the Chair of the Department of Business and Management. This course may be taken for a maximum of 3 units in one semester. A maximum of 6 combined units credit for BUSN 450 and BUSN 451 apply to graduation. A maximum of 9 combined units credit for BUSN 432, BUSN 450, and BUSN 451 apply to graduation. May not be enrolled in more than 6 units per semester between BUSN 432, BUSN 450, and BUSN 451. Assists instructor in preparing coursework, study sessions, and/or planning division events. Regular hours each week for classes, meetings, assistance to instructors.

BUSN 455C • Business Policy and Strategy (4 units)
Prerequisites: All major requirements. Designed to allow the business major the opportunity of integrating the knowledge obtained from accounting, economics, finance, marketing, and organizational management into coherent analytic skills demonstrated through analyzing case studies and engaging in simulations approximating real world business situations. This course fulfills the Core Curriculum Capstone requirement for Business and Management majors.

BUSN 470 • Special Topics (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Study of a special topic in business. May be repeated for credit provided topics are dissimilar.

BUSN 480 • Individual Studies (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. May be repeated for credit provided topics are dissimilar.

BUSN 490 • Seminar (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Mutual investigation of one topic in business of particular relevance to upper division majors. May be repeated for credit provided topics are dissimilar.

FINANCE COURSES

FINC 320 • Personal Financial Management (3 units)
Personal management of budgets, bank accounts, loans, credit buying, insurance, real estate, security buying, and investments, providing students with effective management guidelines to manage their own personal financial affairs.

FINC 332 • Money and Banking (3 units)
Prerequisite: FINC 335 Nature and functions of money and its relation to prices; the monetary system of the United States; and functions of banks, bank credit, foreign exchange, and monetary control.

FINC 335 • Corporate Finance (3 units)
Prerequisite: ACCT 225. This course is designed to provide the student with an overview of the financial principles and techniques related to financial management within a business enterprise. The course will introduce tools for financial decision making, policy making, and analysis. Areas studied will include financial statement analysis, asset valuation methods, capital budgeting, cost of capital, and capital asset pricing model.

FINC 340 • Real Estate Finance (3 units)
Prerequisite: FINC 335. Overview of real estate principles, practices, and investment decisions. Topics include equity investment, finance, legal aspects, property development, real estate market analysis, and valuation.

FINC 405 • Investments (3 units)
Prerequisite: FINC 335. This course is designed to provide an overview of security valuation and trading methods; technical and fundamental analysis; portfolio theory, analysis, and allocation; and real estate principles and investment decisions.

FINC 421 • International Trade and Finance (3 units)
Prerequisite: FINC 335. Integrates various aspects of the financial control system of the international firm utilizing case study analysis. Attention will be given to the application of complex problem solving and model building in dealing with financial and economic forecasting for the firm and the global economy.

FINC 440 • Entrepreneurship: Formation of New Ventures (3 units)
Prerequisites: FINC 335 and MRKT 360. The theory and practice of new venture development. Studies business opportunities from the point of view of the entrepreneur/manager rather than passive investor. Topics include strategic management, venture capital, and writing business plans.

FINC 490 • Seminar (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Mutual investigation of one topic in finance of particular relevance to upper division majors. May be repeated for credit provided topics are dissimilar.

MANAGEMENT COURSES

MNGT 325 • Management Theory and Practice (3 units)
Prerequisite: BUSN 114. An exploration of managerial and leadership roles as they relate to pursuing organizational goals in an efficient and effective capacity. Focuses on the four functions of managing organizations: planning, organizing, leading and controlling.

MNGT 330 • Nonprofit Management (3 units)
Prerequisite: MNGT 325. Integrates research, theory, and application into an overview of the management of nonprofit organizations, including the scope and structure of the nonprofit sector, fundraising and earned income strategies, nonprofit lobbying and advocacy, managing international and global organizations, and social entrepreneurship.

MNGT 342 • Human Resource Management (3 units)
Prerequisite: MNGT 325. Designed to address how organizations can gain a sustainable, competitive advantage through people. This course focuses on recruiting, selecting, and training a diverse workforce; appraising and improving performance; managing compensation and benefits; and enhancing employee-management relations in a global economy.

MNGT 346 • Organizational Behavior (3 units)
Prerequisite: MNGT 325. Integrates the psychological and sociological aspects of human behavior as they relate to management of domestic and global organizations. Focus is on individual, group, and organizational behavior. Topics include communication, motivation, group dynamics, leadership, power, reward systems, organizational structure, and managing conflict and change.

MNGT 347 • Leadership and Quality Management (3 units)
Prerequisite: MNGT 325. Explores the multifaceted world of leadership problem-solving and operations management together with their contemporary application. It focuses on the ongoing developments of analytical and strategic thinking and its relevance from a Quality Management perspective.

MNGT 420 • International Management (3 units)
Prerequisite: MNGT 325. Focuses on the management of international enterprises. Topics include globalization and worldwide developments; the political, legal, and technological environment; international strategic management; and communication, motivation, and leadership across cultures.

MNGT 452 • Summer Study Tours (1-8 units)
Prerequisite: Permission of the instructor. Occasional Summer trips to international sites. Will include some coursework along with travel and tour. Units are computed according to the duration of the tour and the hours of instruction, 1 unit per week of travel.

MNGT 457 • Semester Study Abroad (Not to exceed 16 units)
Prerequisite: Approval of the Chair.

MNGT 470 • Special Topics (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Study of a special topic in one of the fields of management. May be repeated for credit provided topics are dissimilar.

MNGT 490 • Seminar (1-3 units)
Prerequisite: Permission of instructor and Chair may be required. Mutual investigation of one topic in management of particular relevance to upper division majors. May be repeated for credit provided topics are dissimilar.

MARKETING COURSES

MRKT 322 • Direct and Interactive Marketing (3 units)
Prerequisite: MRKT 360; MRKT 369 recommended. Principles and strategies for direct and Internet marketing. Includes study of techniques and methodology for maximizing effectiveness of programs. Integrated with overall marketing plan development.

MRKT 360 • Principles of Marketing (3 units)
Prerequisite: Successful completion of Math 116 or Math 170 and BUSN 165C or PSYC 265C or its equivalent; ACCT 225, BUSN 215 and BUSN 216 recommended. Studies marketing and marketing strategy from a managerial approach. It explores placing products and services in markets at a fair price while meeting customer expectations. The course builds upon the classical “four Ps” theory, and examines marketing’s contemporary ideas and practices.

MRKT 362 • Advertising and Promotion (3 units)
Prerequisite: MRKT 360; MRKT 369 recommended. Advertising and promotion principles and concepts. Includes practical application of textbook learning. Creative development of TV, radio and print advertising, and consumer promotions. Development of advertising, media, and promotion plans.

MRKT 365 • Marketing Research (3 units)
Prerequisite: MRKT 360; MATH 265C recommended. Develops the skills needed to conduct and apply research for marketing decision making. Problem formulation, secondary data, primary research, and fundamentals of analysis are covered.

MRKT 366 • Sales and Sales Management (3 units)
Prerequisite: MRKT 360 and MNGT 325. Probes and identifies responses and conduct of potential consumers to the various stimuli generated in the media.

MRKT 367 • Multinational Marketing (3 units)
Prerequisite: MRKT 360. Models for delivery of international promotions are studied with an emphasis upon cross-cultural considerations and complications.

MRKT 368 • Retailing and Merchandising (3 units)
Prerequisite: MRKT 360; MRKT 369 recommended. Focuses upon those distribution channels, promotional techniques, and customer relations unique to the retail industry. Special emphasis is directed toward individual development of marketing plans.

MRKT 369 • Consumer Behavior (3 units)
Prerequisite: MRKT 360. Provides a usable understanding of current consumer behavior concepts and develops a background of knowledge that will enable the individual to apply these principles in marketing.

MRKT 464 • Strategic Marketing (3 units)
Prerequisite: ACCT 321 or FINC 335, MNGT 325, BUSN 316 or 317, MRKT 360 with a “C” or better. This course expands on a foundation related to the primary components of marketing including: market segmentation, research produce/service, branding, price, marketing communication, and market channel strategies. The course offers a case study approach with large and small group discussion and presentations. A mix of global, e-based, profit, non-profit, goods and services related organizations are studied. The primary focus is on application of concepts learned and stimulation of critical thinking skills such as analysis, synthesis, and evaluation.

MRKT 470 • Special Topics (1-3 units)
Prerequisite: MRKT 360 and a minimum GPA of 2.5 in marketing courses. Permission of instructor and Chair may be required. Study of a special topic in one of the fields of marketing. May be repeated for credit provided topics are dissimilar.

MRKT 490 • Seminar (1-3 units)
Prerequisite: MRKT 360 and a minimum GPA of 2.5 in marketing courses. Permission of instructor and Chair may be required. Mutual investigation of one topic in marketing or particular relevance to upper division majors. May be repeated for credit provided topics are dissimilar.

DEPARTMENT OF CHEMISTRY

Mission: The Chemistry Department seeks to provide the training and Christian environment to prepare students for careers in elementary and secondary education, to provide the background in chemistry necessary for other areas of study such as biology and to prepare students for professional programs in such areas as dentistry, pharmacy, optometry, medicine, veterinary medicine, nursing, and physical therapy, and to prepare students for graduate studies in chemistry.

The Chemistry Department houses both chemistry and physics disciplines as a part of the College and serves not only chemistry but also other allied disciplines within the undergraduate program. There are two degrees available within the Chemistry Department: a Bachelor of Science (B.S.) in Chemistry and a Bachelor of Science (B.S.) in Biochemistry.

The B.S. program provides undergraduate preparation for technical employment or post-baccalaureate study in graduate school or for professions such as medicine, and other health professions and natural resource management. A Chemistry major considering graduate or professional school should confer with a Chemistry advisor to plan a program to meet the student's needs and assure entrance into such a school.

Student Learning Outcomes

VUSC Chemistry graduates should have:

1. Demonstrated an *understanding of the major concepts, theories, and experimental evidence* of and the *ability to solve problems* in : Analytical Chemistry, Biological Chemistry, General Chemistry, Organic Chemistry, and Physical Chemistry.
2. Demonstrated *competence in practical laboratory-based aspects of chemistry*, including: basic laboratory skills, selection and use of modern instruments, proper standardization and calibration practices, and computer-based data acquisition.
3. Developed *critical thinking skills and problem-solving* approaches *using scientific methods* to: identify the relevant factors which define problems,

develop and evaluate methods, employ appropriate statistical analysis and instrumentation, and draw reasonable conclusions.

4. Identified the principles in the American Chemical Society Ethics Code, *recognized ethical components in complex situations*, designed solutions appropriate to professional standards, and *practiced science in a safe manner*.
5. Demonstrated comprehension of chemical literature and the ability to *communicate professionally about chemistry* through writing in an accepted scientific format and orally in a public venue.
6. Acquired familiarity with the process of chemical research through the formal *participation in an undergraduate research project* that involved: project management, methods development, data analysis, and written contribution to the discipline in the form of a presentation or publication.

Students must fulfill the core requirements and the requirements for one of the two specific degrees offered.

Chemistry Major Requirements 69-70 units

Lower Division Chemistry Core Courses		**30 units**
CHEM 120*	General Chemistry I	3 units
CHEM 120L	General Chemistry I Laboratory	1 unit
CHEM 120R	General Chemistry I Recitation	1 unit
CHEM 121	General Chemistry II	3 units
CHEM 121L	General Chemistry II Laboratory	1 unit
CHEM 121R	General Chemistry II Recitation	1 unit
CHEM 252	Analytical Chemistry	3 units
CHEM 252L	Analytical Chemistry Techniques	1 unit
MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units
PSCI 223C	Mechanics and Heat	3 units
PSCI 223CL	Mechanics and Heat Laboratory	1 unit
PSCI 225	Electricity, Magnetism, Sound and Light	3 units
PSCI 225L	Electricity, Magnetism, Sound and Light Lab	1 unit

* See CHEM 120 course description for prerequisites.

Upper Division Chemistry Core Courses		**30 units**
CHEM 304	Organic Chemistry I	3 units
CHEM 304L	Organic Chemistry Techniques I	1 unit
CHEM 304R	Organic Chemistry I Recitation	1 unit
CHEM 305	Organic Chemistry II	3 units
CHEM 305L	Organic Chemistry Techniques II	1 unit
CHEM 305R	Organic Chemistry II Recitation	1 unit
CHEM 430	Biochemistry	3 units
CHEM 430L	Experimental Techniques in Biochemistry	1 unit
CHEM 440	Instrumental Analysis	2 units
CHEM 440L	Instrumental Analysis Lab Techniques	2 units
CHEM 456	Physical Chemistry: Thermodynamics	2 units
CHEM 456L	Physical Chemistry Techniques	2 units
CHEM 457	Physical Chemistry: Kinetics	2 units
CHEM 458	Physical Chemistry: Quantum Mechanics	2 units
CHEM 485	Undergraduate Research	2 units
CHEM 499C	Capstone Seminar in Chemistry	2 units

Upper Division Chemistry Electives		**9-10 units**
Select one course from the following:		
CHEM 435	Advanced Biochemistry	3 units
CHEM 442	Advanced Organic Chemistry	3 units
CHEM 470	Special Topics in Chemistry	3 units
And select two courses from the following:		
MATH 207	Computer Programming	3 units
MATH 281	Multivariable Calculus	4 units
MATH 300	Linear Algebra	3 units
MATH 310	Differential Equations	3 units
MATH 365	Probability and Statistics	3 units
MATH 390	Numerical Analysis	3 units
PSCI 227	Modern Physics	3 units

Biochemistry Major Requirements 72 units

Lower Division Biochemistry Core Courses		**34 units**
BIOL 111C	Principles of Biology I	3 units
BIOL 111CL	Principles of Biology I Lab	1 unit
CHEM 120	General Chemistry I	3 units
CHEM 120L	General Chemistry I Lab	1 unit
CHEM 120R	General Chemistry I Recitation	1 unit
CHEM 121	General Chemistry II	3 units
CHEM 121L	General Chemistry II Lab	1 unit
CHEM 121R	General Chemistry II Recitation	1 unit
CHEM 252	Analytical Chemistry	3 units
CHEM 252L	Analytical Chemistry Techniques	1 unit
MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units
PSCI 223C	Mechanics and Heat	3 units
PSCI 223CL	Mechanics and Heat Laboratory	1 unit
PSCI 223CR	Mechanics and Heat Recitation	1 unit
PSCI 225	Electricity, Magnetism, Sound and Light	3 units
PSCI 225L	Electricity, Magnetism, Sound and Light Lab	1 unit
PSCI 225R	Electricity, Magnet., Sound & Light Recitation	1 unit

Upper Division Biochemistry Core Classes		**30 units**
CHEM 304	Organic Chemistry I	3 units
CHEM 304L	Organic Chemistry Techniques I	1 unit
CHEM 304R	Organic Chemistry I Recitation	1 unit
CHEM 305	Organic Chemistry II	3 units
CHEM 305L	Organic Chemistry Techniques II	1 unit
CHEM 305R	Organic Chemistry II Recitation	1 unit
CHEM 430	Biochemistry	3 units
CHEM 430L	Experimental Techniques in Biochemistry	1 unit
CHEM 435	Advanced Biochemistry	3 units
CHEM 440	Instrumental Analysis	2 units
CHEM 440L	Instrumental Analysis Lab Techniques	2 units
CHEM 456	Physical Chemistry: Thermodynamics	2 units
CHEM 456L	Physical Chemistry Techniques	1 unit
CHEM 457	Physical Chemistry: Kinetics	2 units
CHEM 485	Undergraduate Research	2 units
CHEM 499C	Capstone Seminar in Chemistry	2 units
Upper Division Biochemistry Electives		**8 units**

Select two lecture/lab combinations from the following:

BIOL 220	Cell Biology	3 units
BIOL 220L	Cell Biology Lab	1 unit
BIOL 311	Genetics	3 units
BIOL 311L	Genetics Lab	1 unit
BIOL 440	Molecular Biology	3 units
BIOL 440L	Techniques in Molecular Biology	1 unit

Requirements for a California-Certified Teaching Credential in Chemistry (5 additional units)

In addition to the Bachelor of Science in Chemistry, in which the student must choose Modern Physics as an elective, the student must take the following:

CHEM 212	Teaching Chemistry I	1 unit
CHEM 214	Teaching Chemistry II	1 unit
CHEM 325	History and Philosophy of Science	3 units
EDUC 315	Teaching in a Multicultural Setting	3 units

Chemistry Minor Requirements		**24 Units**
CHEM 120	General Chemistry I	3 units
CHEM 120L	General Chemistry I Lab	1 unit
CHEM 120R	General Chemistry I Recitation	1 unit
CHEM 121	General Chemistry II	3 units
CHEM 121L	General Chemistry II Lab	1 unit
CHEM 121R	General Chemistry II Recitation	1 unit
CHEM 304	Organic Chemistry I	3 units
CHEM 304L	Organic Chemistry Techniques I	1 unit
CHEM 304R	Organic Chemistry I Recitation	1 unit
CHEM 305	Organic Chemistry II	3 units
CHEM 305L	Organic Chemistry Techniques II	1 unit
CHEM 305R	Organic Chemistry II Recitation	1 unit

In addition to General and Organic Chemistry, Chemistry minors are exposed to one more sub-discipline of chemistry. Each sub-discipline consists of a Lecture and Lab combination. The student may elect to complete a Lecture/Lecture combination in the Biochemistry and Physical Chemistry sub-disciplines or take a full year of biochemistry lecture instead of the usual Lecture/Lab combination. The following are the minor requirements:

CHEM 252	Analytical Chemistry	3 units
CHEM 252L	Analytical Chemistry Techniques	1 unit
CHEM 430	Biochemistry	3 units
CHEM 430L	Experimental Techniques in Biochemistry	1 unit
OR CHEM 435	Advanced Biochemistry	3 units
CHEM 440	Instrumental Analysis	2 units
CHEM 440L	Instrumental Analysis Lab Techniques	2 units
CHEM 456	Physical Chemistry: Thermodynamics	2 units
CHEM 457	Physical Chemistry: Kinetics	2 units
CHEM 456L	Physical Chemistry Techniques	2 units
OR CHEM 458	Physical Chemistry: Quantum Mechanics	2 units

CHEMISTRY COURSES

CHEM 112C • Fundamentals of General, Organic and Biochemistry I (3 units)
Prerequisite: One year of high school algebra. An introduction to the study of matter and properties. The course surveys in one semester chemical topics such as: atomic theory, periodic trends, measurements and stoichiometry, chemical reactions, reduction and oxidation chemistry, chemical equilibrium, nuclear chemistry and acids and bases. This course is designed for students who need a refresher in general chemistry. It also serves as an excellent introductory course for students in the health sciences or as a general science for non-majors. Course fulfills Core education laboratory science requirement. Lecture three hours.

CHEM 112CL • Fundamentals of General, Organic and Biochemistry I Laboratory (1 unit)
Co-requisite: CHEM 112C. A complementary laboratory course to CHEM 112C emphasizing the study of matter and properties. This hands-on course teaches basic techniques used in the chemistry lab. Sample experiments include: separation of compounds, chemical precipitation reactions, oxidation-reduction reactions, household chemical qualitative analysis. Laboratory three hours. Lab fee.

CHEM 113 • Fundamentals of General, Organic and Biochemistry II (3 units)
Prerequisite: CHEM 112C or permission of instructor. A continuation of the study of matter and its properties. This course explores the following areas of chemistry: Organic Chemistry and Biochemistry. Topics such as: organic functional groups, basic organic reactions, biomolecular structure, metabolism, protein synthesis, and instrumentation will be covered. This course is designed for students in the health sciences, liberal studies, or as a general science for non-majors. Lecture three hours.

CHEM 113L • Fundamentals of General, Organic and Biochemistry II Laboratory (1 unit)
Prerequisite: CHEM 112CL or permission of instructor. A complementary laboratory course for CHEM 113. This course implements the following experiments: organic synthesis of aspirin or other analgesic, synthesis of esters, separation of compounds using chromatographic techniques, synthesis of organic dyes, combustion of carbohydrates, analysis of proteins and DNA. This course is designed for students in the health sciences, liberal studies, or as a general science for non-majors. Laboratory three hours. Lab fee.

CHEM 120 • General Chemistry I (3 units)
Prerequisite: CHEM 112C or passing score on the Chemistry Placement Exam. Co-requisite: CHEM 120L/R. Fundamental concepts including chemical reactions, stoichiometry, atomic structure, chemical bonding, changes in state, and the periodic table. Should students not be prepared to succeed in chemistry, it is recommended that students enroll in CHEM 112C/CL. After successful completion of CHEM 112C/CL, the student can re-enter. Three hours lecture per week.

CHEM 120L • General Chemistry I Laboratory (1 unit)
Prerequisite: CHEM 112CL. Co-requisite: CHEM 120/R. Students will learn introductory laboratory techniques such as observation, measurement, separations, and identification of reactions. Experiments will involve concepts including: atomic structure, chemical bonding, changes in state, periodic table, oxidation, kinetics, equilibrium, thermodynamics, and electrochemistry. One 4-hour laboratory session per week. Lab fee.

CHEM 120R • General Chemistry I Recitation (1 unit)
Pre-requisite: CHEM 112C or passing score on chemistry assessment exam. Co-requisite: CHEM 120/L. Recitation section to accompany CHEM 120. This course develops problem solving skills of students studying the fundamental concepts presented in CHEM 120 including: chemical reactions, stoichiometry, atomic structure, chemical bonding, changes in state, and the periodic table. One hour recitation session per week; credit/fail course.

CHEM 121 • General Chemistry II (3 units)
Prerequisite: CHEM 120. Co-requisite: CHEM 121L/R. Fundamental concepts including kinetics, equilibrium, thermodynamics, and electrochemistry. Special topics will include nuclear chemistry, transition metal periodicity and coordination compounds. Three hours lecture per week.

CHEM 121L • General Chemistry II Laboratory (1 unit)
Prerequisite: CHEM 120L. Co-requisite: CHEM 121/R. Students will continue their introduction to laboratory techniques including gravimetric and volumetric analysis, neutralization, and catalysis. Experiments will involve the concepts including: atomic structure, chemical bonding, changes in state, periodic table, oxidation, kinetics, equilibrium, thermodynamics, and electrochemistry. One 4-hour laboratory session per week. Lab fee.

CHEM 121R • General Chemistry II Recitation (1 unit)
Prerequisite: CHEM 120R. Co-requisite: CHEM 121/L.
Recitation section to accompany CHEM 121. This course develops problem solving skills of students studying the fundamental concepts presented in CHEM 121 including: Fundamental concepts including kinetics, equilibrium, thermodynamics, and electrochemistry. Special topics will include nuclear chemistry, transition metal periodicity and coordination compounds. One hour recitation session per week; credit/fail course.

CHEM 212, 214 • Teaching Chemistry I, II (1 unit each)
Prerequisite: CHEM 121; Co-requisite: EDUC 315. This course will cover the design of chemistry laboratory experiments to demonstrate and foster the understanding of important chemical principles. Students will both design experiments and analyze experiments from a standard experimental text to determine which principles the experiment is designed to demonstrate. Particular attention will be paid to issues of safety both in the execution of an experiment and in the determination of its suitability for student involvement. In addition to three hours of lab per week, three mandatory visitations to a 6th-12th grade chemistry class per semester (at a public school) will be required. The students will provide oral and written reports on their experiences in the field visitations. Two semester sequence. Lab fee.

CHEM 252 • Analytical Chemistry (3 units)
Prerequisites: CHEM 120. Co-requisite: CHEM 252L. The theory of and techniques for calculations pertaining to classical gravimetric and volumetric methods, theory and techniques of separation, and an introduction to instrumental methods. Three hours lecture per week. Offered in alternate years.

CHEM 252L • Analytical Chemistry Techniques (1 unit)
Prerequisites: CHEM 120L. Co-requisite: CHEM 252. Laboratory experiments in classical gravimetric and volumetric methods, techniques of separation, and an introduction to instrumental methods. One four-hour laboratory session per week. Lab fee. Offered in alternate years.

CHEM 304 • Organic Chemistry I (3 units)
Prerequisites: CHEM 121. Co-requisite: CHEM 304L and CHEM 304R. This course is designed to introduce students to organic chemistry. The following topics will be covered: bonding and atomic theory, nomenclature, stereochemistry, functional groups, substitution reactions, elimination reactions, and both electrophilic addition and aromatic substitution reactions. Students will develop a mastery of organic functional groups and nomenclature, an understanding of basic organic reaction mechanisms, a familiarity with common organic reactions, and an

appreciation for the importance of organic chemistry in other disciplines. The student will be prepared to continue their education in organic chemistry in the sequential course (CHEM 305). Three hours of lecture per week.

CHEM 304L • Organic Chemistry Techniques I (1 unit)
Prerequisites: CHEM 121L. Co-requisite: CHEM 304 and CHEM 304R. This is the complementary laboratory course for CHEM 304. This course is designed to develop basic skills and techniques for practical application of the general principles of organic chemistry. The development of a safe approach to lab experimentation will be stressed. Four-hour laboratory session per week. Lab fee.

CHEM 304R • Organic Chemistry I Recitation (1 unit)
Co-requisite: CHEM 304. This course includes a survey of chemical literature and methods of its use with emphasis on locating specific chemical information in primary and secondary literature. Significant time will be devoted to problem solving in Organic Chemistry 1 topics in a cooperative group setting. One hour of lecture and one hour of online work per week; credit/fail course.

CHEM 305 • Organic Chemistry II (3 units)
Prerequisite: CHEM 304/L. Co-requisite: CHEM 305L and CHEM 305R. This course is designed as a continuation of the study of organic chemistry. Students will be introduced to various topics in organic chemistry including: organic oxidations and reductions, carbonyl chemistry, amines, carboxylic acids and their derivatives, organic mechanisms and various biological molecules and building blocks. Three hours of lecture per week.

CHEM 305L • Organic Chemistry Techniques II (1 unit)
Prerequisites: CHEM 304/L. Co-requisite: CHEM 305 and CHEM 305R. This is the complementary laboratory course for CHEM 305. This course is designed to develop basic skills and techniques for practical application of the general principles of organic chemistry including identification of unknowns and multi-step synthesis. The development of a safe approach to lab experimentation will be stressed. Four-hour laboratory session per week. Lab fee.

CHEM 305R • Organic Chemistry II Recitation (1 unit)
Co-requisite: CHEM 305. This course introduces basic spectropscopic techniques of organic chemistry and biochemistry: IR, 1D and 2D NMR spectrometry, and MS with some discussion of UV/visible spectrophotometry. Multi-spectral identification of organic compounds is emphasized. Significant time will be devoted to problem solving in Organic Chemistry II topics in a cooperative group setting. One hour of lecture and one hour of online work per week; credit/fail course.

CHEM 309 • Literature to Spectroscopy (2 units)
Prerequisite: Transfer of CHEM 304 and 305. This course is designed for transfer students who have previously taken Organic Chemistry 1 and 2 at other institutions. This course introduces basic spectroscopic techniques of organic chemistry and biochemistry: IR, 1D and 2D NMR spectrometry, and MS with some discussion of UV/visible spectrophotometry. Collection and multi-spectral identification of organic compounds is emphasized. Additionally this course includes a survey of chemical literature and methods of its use with emphasis on locating specific chemical information in primary and secondary literature. One hour of lecture and two hours of lab per week. Lab Fee.

CHEM/BIOL 325 • History and Philosophy of Science (3 units)
Prerequisites: BIOL 121 or BIOL 131; CHEM 121; and PSCI 223C, PSCI 225, or equivalent. Study of selected topics in the history and philosophy of science and the application of these principles in analyzing contemporary scientific trends. Especially recommended for liberal studies majors and those planning to teach physical or biological sciences in secondary schools. Three hours of lecture per week.

CHEM 430 • Biochemistry (3 units)
Prerequisite: CHEM 305/L. Co-requisite: CHEM 430L. This course covers topics at the interface of chemistry and biology with a focus on problems where chemistry has made a particularly strong contribution to the understanding of biological system mechanisms. The chemical reactions important to biology – and the enzymes that catalyze these reactions – are discussed in an integrated format. Topics include: the chemistry and biosynthesis of carbohydrates, proteins and

nucleic acids; protein folding; enzyme catalysis; bioenergetics; key reactions of synthesis and catabolism; and chemical aspects of signal transduction. An appreciation for the increasing importance of biochemistry in the chemical sciences will be cultivated. Three hours of lecture per week. Offered in alternate years.

CHEM 430L • Experimental Techniques in Biochemistry (1 unit)
Prerequisite: CHEM 305/L. Co-requisite: CHEM 430. This is the complementary laboratory course for CHEM 430. This course is designed to enhance the basic skills and techniques learned in the previous foundational experimental chemistry courses. This course focuses on modern biochemical techniques including the operation of chromatographic and spectroscopic instruments used in the practical application biological chemistry. The development of a safe approach to lab experimentation will be stressed. Four-hour laboratory session per week. Lab fee. Offered in alternate years.

CHEM 435 • Advanced Biochemistry (3 units)
Prerequisite: CHEM 430. Advanced Biochemistry provides an in depth view of biosynthesis, the biochemistry of muscle action, hormones and their function, active transport, organ interrelationship in metabolism, oncology, the structure of genetic material and replication and expression of DNA. Other topics of interest may be covered. Three hours of lecture per week. Offered in alternate years. Two hours of lecture plus an additional ~6 hours of online assignments per week.

CHEM 440 • Instrumental Analysis (2 units)
Prerequisite: CHEM 252. An introduction to modern instrumental chemical analysis. The course will span theory of operation, instrument design and methodology, and applications of instrumental techniques. Electrochemical methods including potentiometry, voltammetry, and coulometry; spectroscopic methods including infrared, UV-Vis, and NMR; chromatographic methods including gas, liquid and thin layer; and thermal methods of analysis and kinetic methods of analysis will be covered.

CHEM 440L • Instrumental Analysis Lab Techniques (2 units)
Prerequisite: CHEM 252L. Corequisite: CHEM 440. Introduces students to the major concepts of instrumental analysis and to some of the instrumental techniques most commonly used in analytical and bioanalytical chemistry. It emphasizes the use of modern, commercial instrumentation to perform quantitative and qualitative analyses of the physical properties and chemical composition of samples. Laboratory Course for 8 hours. Lab fee.

CHEM 442 • Advanced Organic Chemistry (3 units)
Prerequisite: CHEM 305. Advanced Organic Chemistry is designed to provide a bridge between introductory organic chemistry and graduate courses. The class format will involve problem solving and discussion, culminating in a term paper in which the student proposed an original synthesis. Emphasis is placed on nomenclature, stereochemistry, functional group transformations, multistep syntheses, reaction mechanisms, aromaticity, pericyclic reactions, and various physical influences on organic reactions.

CHEM 455 • Chemistry Teaching Internship (1-3 units)
Prerequisite: Sophomore standing with GPA of 3.0 or above with approval of the department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern assists an instructor in planning and conducting a course, recitation and/or laboratory sessions. This course may be taken for 1-3 units per semester. May be repeated for a maximum of six units.

CHEM 456 • Physical Chemistry: Thermodynamics (2 units)
Prerequisites: CHEM 121, MATH 181; MATH 281 preferred. Laws, principles and concepts of chemistry concerning the properties of gases, the laws of thermodynamics, the theory and equations of phase changes in both pure and mixed substances, chemical equilibrium, equilibrium electrochemistry. Two hours lecture per week. Offered in alternate years.

CHEM 456L • Physical Chemistry Techniques (1-2 units)
Prerequisite: CHEM 252/L. When taken for one unit, experiments involving the properties of gases, the laws of thermodynamics, the theory and equations of phase changes in both pure and mixed substances, chemical equilibrium, equilibrium

electrochemistry, molecular motion and diffusion, and both classical and molecular chemical kinetics. When taken for two units, additional experiments involving: quantum properties of atoms and molecules; electrical properties of atoms and molecules; rotational, vibrational, and electronic spectroscopy; statistical-mechanical analysis of the thermodynamic and phase change properties of atoms and molecules; and the physical chemistry of macromolecules. Formal journal-style reporting required. Four to eight hours laboratory per week. Lab fee per unit. Alternate years.

CHEM 457 • Physical Chemistry: Kinetics (2 units)
Prerequisites: CHEM 121, MATH 181, MATH 281 preferred. Laws, principles and concepts of chemistry concerning molecular motion and diffusion, both classical and molecular chemical kinetics, and introductory statistical mechanics. Two hours lecture per week. Offered in alternate years.

CHEM 458 • Physical Chemistry: Quantum Mechanics (2 units)
Prerequisites: CHEM 457, MATH 281. Laws, principles, and concepts of chemistry concerning: quantum mechanics; quantum properties of atoms and molecules; symmetry of molecules; rotational, vibrational, electronic, and magnetic (nuclear) spectroscopy and introductory statistical mechanics. Two hours lecture per week. Offered in alternate years.

CHEM 470 • Special Topics (1-4 units)
Prerequisite: Consent of the instructor. Study in a special topic in chemistry. May be repeated for credit. May have a lab fee. Topics may include advanced inorganic chemistry, rates and mechanisms in organic chemistry, synthetic methods in organic chemistry, or other advanced topics.

CHEM 485 • Undergraduate Research (1-4 units)
Prerequisite: Consent of the instructor. Problems in advanced laboratory research with emphasis on research techniques. Research is carried out under the supervision of the instructor with weekly conferences to discuss results and direction. Emphasis will be placed on project management, safety, instrumentation, solution preparation, and research documentation skills. A written proposal and report emphasizing the literature background of the problem and the experimental results are required. The results of the research project will also be presented in an oral format in CHEM 499C. This course is a variable credit course. At least two units are required for all chemistry and biochemistry majors. A minimum of 50 of laboratory work is required per unit. May be repeated. Lab fee.

CHEM 499C • Capstone Seminar in Chemistry (2 units)
Prerequisite: Senior standing or departmental approval. This course includes a senior thesis covering an approved research topic, analysis and evaluation of current research in chemistry, and the integration of faith and the chemical sciences. An oral presentation of the senior thesis in a classroom setting is required. In-class presentations by faculty and guests are part of the course. Laboratory research in an on-campus research program or an approved off-campus research program may be required for the senior thesis. This course fulfills the Core Curriculum Capstone requirement for Chemistry majors.

PHYSICAL SCIENCE COURSES

PSCI 130C • General Physics I (3 units)
Prerequisite: MATH 117 or MATH 170. Co-requisite: PSCI 130CL/CR. This is a trigonometry based course in mechanics and heat. Topics include kinematics, Newton's Laws, rotational motion, fluid mechanics, and laws of thermodynamics. Three hours of lecture. This course fulfills the core curriculum lecture requirement in natural sciences.

PSCI 130CL • General Physics I Laboratory (1 unit)
Prerequisite: MATH 117 or MATH 170. Co-requisite: PSCI 130C. Laboratory experiments will demonstrate principles studied during lecture sessions. These experiments demonstrate principles in the areas of rotational motion, momentum, fluid mechanics, heat transfer, friction and conservation of mechanical energy. This course fulfills the core curriculum laboratory requirement in the natural sciences. Laboratory three hours. Lab fee.

PSCI 130CR • General Physics I Recitation (1 unit)
Co-requisite: PSCI 130C. This course reinforces the basic tenets of physics introduced in the lecture course. This course encourages practical and analytical thinking about kinematics, Newton's Laws, rotational motion, fluid mechanics, and laws of thermodynamics. One hour problem-solving session per week; credit/fail course.

PSCI 131 • General Physics II (3 units)
Prerequisite: PSCI 130C. Co-requisite: PSCI 131L/R. This is a trigonometry based course in electricity, magnetism, sound and light. Topics include mechanical waves, sound, Coulomb's Law, electrostatics, electric circuits, introductory electronics, magnetic fields, induction, wave mechanics, geometrical optics, interference, diffraction and polarization. Three hours of lecture. This course fulfills the core curriculum lecture requirement in natural science.

PSCI 131L • General Physics II Laboratory (1 unit)
Prerequisite: PSCI 130CL. Co-requisite: PSCI 131. Laboratory experiments will demonstrate principles studied during lecture sessions. These experiments demonstrate principles in the areas of electrical current, electrical potential, electrical circuits, magnetic fields, optics, wave motion, and optics. This course fulfills the core curriculum laboratory requirement in the natural sciences. Laboratory three hours. Lab fee.

PSCI 131R • General Physics II Recitation (1 unit)
Co-requisite: PSCI 131. This course reinforces the basic tenets of physics introduced in the lecture course. This course encourages practical and analytical thinking about mechanical waves, sound, Coulomb's Law, electrostatics, electric circuits, introductory electronics, magnetic fields, induction, wave mechanics, geometrical optics, interference, diffraction, and polarization. One hour problem-solving session per week; credit/fail course.

PSCI 215C • Fundamentals of Earth Science (3 units)
Prerequisite: One year high school chemistry, biology or physics. Earth Science including physical and historical geology, oceanography, and descriptive astronomy; economic, social, and philosophical aspects of the subject matter. A three-day field trip is required. This course is recommended for Liberal Studies majors. Lecture three hours each week. This course fulfills the core curriculum lecture requirement in the natural sciences. Fee for the field trip for those not concurrently enrolled in PSCI 215CL.

PSCI 215CL • Earth Science Laboratory (1 unit)
Co-requisite: PSCI 215C. Classification of rocks, visiting various geological sites, use of topographic and geological maps, oceanographic sampling and techniques, climactic patterns, meteorological measurements, and the use of an astronomical telescope. This course fulfills the core curriculum laboratory requirement in the natural sciences. Lab and field trip fee.

PSCI 216C • Fundamentals of Physical Science (3 units)
Prerequisites: Three years of high school mathematics. Co-requisite: PSCI 216CL. This course in physical science considers topics in physics, chemistry, and astronomy that are conceptual in nature with minimal reliance on the quantitative rules of mathematics as a tool for understanding. A strong emphasis is placed on proper use of vocabulary words to understand and explain topics in the fields of mechanics, properties or matter, heat, sound, electricity and magnetism, and light. This course fulfills the core curriculum lecture requirement in the natural sciences. Lecture three hours per week.

PSCI 216CL • Physical Science Laboratory (1 unit)
Co-requisite: PSCI 216C. An introduction to laboratory practice and procedure in physical science, and exercises in mechanics, properties of matter, heat, sound, electricity and magnetism, and light. This course fulfills the core curriculum laboratory requirement in the natural sciences. Laboratory fee.

PSCI 223C • Mechanics and Heat (3 units)
Prerequisite: MATH 180. Co-requisite: PSCI 223CL/CR. Kinematics, Newton's Laws, rotational motion, fluid mechanics, and laws of thermodynamics. Three hours of lecture.

PSCI 223CL • Mechanics and Heat Laboratory (1 unit)
Prerequisite: MATH 180. Co-requisite: PSCI 223C. Laboratory experiments will demonstrate principles studied during lecture sessions. These experiments demonstrate principles in the areas of rotational motion, momentum, fluid mechanics, heat transfer, friction and conservation of mechanical energy. Laboratory three hours. Lab fee.

PSCI 223CR • Mechanics and Heat Recitation (1 unit)
Co-requisite: PSCI 223C. This course reinforces the basic tenets of physics introduced in the lecture course. This course encourages practical and analytical thinking about kinematics, Newton's Laws, rotational motion, fluid mechanics, and laws of thermodynamics. One hour problem-solving session per week; credit/fail course.

PSCI 225 • Electricity, Magnetism, Sound and Light (3 units)
Prerequisite: PSCI 223C, MATH 181. Co-requisite: PSCI 225L/R. Mechanical waves, sound, Coulomb's Law, electrostatics, electric circuits, introductory electronics, magnetic fields, induction, wave mechanics, geometrical optics, interference, diffraction and polarization. Three hours of lecture.

PSCI 225L • Electricity, Magnetism, Sound and Light Laboratory (1 unit)
Prerequisites: PSCI 223C and MATH 181. Co-requisite: PSCI 225. Laboratory experiments will demonstrate principles studied during lecture sessions. These experiments demonstrate principles in the areas of electrical current, electrical potential, electrical circuits, magnetic fields, optics, wave motion, and optics. Laboratory three hours. Lab fee.

PSCI 225R • Electricity, Magnetism, Sound and Light Recitation (1 unit)
Co-requisite: PSCI 225. This course reinforces the basic tenets of physics introduced in the lecture course. This course encourages practical and analytical thinking about mechanical waves, sound, Coulomb's Law, electrostatics, electric circuits, introductory electronics, magnetic fields, induction, wave mechanics, geometrical optics, interference, diffraction, and polarization. One hour problem-solving session per week; credit/fail course.

PSCI 227 • Modern Physics (3 units)
Prerequisite: PSCI 223C and PSCI 225. Relativity, photoelectric effect, quantum theory, Bohr model of the atom, photons and matter waves, atoms, nuclear physics, energy from the nucleus, quarks, leptons, and cosmology.

PSCI 291, 292, 293, 294 • Special Topics (1, 2, 3-4 units)
Study of a special topic in physical science. May be repeated for credit. May have a lab fee.

PSCI 470 • Special Topic (1-4 units)
Prerequisite: Consent of the instructor. Special topics in physical science. May be repeated for credit. May have a lab fee.

DEPARTMENT OF COMMUNICATION

Mission:

1. *Create an environment in which the student can study the principles and concepts of Communication within the context of exploring and deepening their Christian faith commitment.*
2. *Give the student an understanding of the foundational theoretical principles of Communication that in turn will have professional, social, interpersonal and general pragmatic utility.*
3. *Provide the student with a basic understanding of the depth and breadth of the discipline, and ensure they have the necessary intellectually sophisticated skills to think critically, creatively and analytically about the field.*
4. *Provide resources such as faculty mentors, guest lecturers, and technology that will deepen the students' appreciation for and knowledge of the discipline as well enriching the academic life of the university as a whole.*
5. *Impart the student with the knowledge and ability to find and utilize educational resources within and beyond the University walls to further expand knowledge after graduation*.

The communication major is divided into two concentrations: the Communication Major with a Concentration in Communication Studies and the Communication Major with a Concentration in Cinema Arts.

Students must achieve a minimum grade of C in all Communication courses required for undergraduate majors and minors in the Department of Communication.

COMMUNICATION MAJOR WITH A CONCENTRATION IN COMMUNICATION STUDIES

The Concentration in Communication Studies has two areas of emphasis that students can choose to pursue: Public Relations or Interpersonal/Intercultural Communication.
In addition to the two emphases, two opportunities also exist in the communication studies concentration. The first is the Forensics program which competes nationally in speech and debate competitions (program currently suspended). Second, students may choose to write for the student newspaper.

The Department of Communication is a participant in the National Communication Association's Lambda Pi Eta student honor society, National Religious Broadcasters, the Council of Christian Colleges and Universities and the L.A. Film Studies Center. The latter program allows students to live in residence for a semester, take classes, and actively participate with professionals through internships.

Note: Students are personally responsible to meet the prerequisite requirements of any course in which they are enrolled.

All Communication majors or any student enrolled in 6 or more units of communication will be assessed a special fee each semester.

Communication Studies Concentration

Lower Division Communication Core — 15 units

MATH/PSYC/ SOC 265C	Introduction to Statistical Methods	3 units
COMM 212	History of Communication Studies	3 units
COMM 220	Elements of Storytelling	3 units
COMM 258	Christianity/Artistic Culture	3 units
COMM 273	Visual Technology	3 units
COMM 290	Introduction to Interpersonal Communication	3 units

Upper Division Communication Core — 10 units

COMM 305	Communication Theory and Research	3 units
COMM 413	Preparing for Post Graduation	1 unit
COMM 450	Internship	3 units
COMM 464C	Media Criticism	3 units

Communication Practicum — 3 units

*COMM 115/315	Intercollegiate Forensics: Individual	1 unit
*COMM 116/316	Intercollegiate Forensics: Debate	1 unit
COMM 319	Publications: Newspaper	1-3 units
COMM 406	Event Management	1 unit
COMM 455	Communication Teaching Internship	1-3 units

** Program currently suspended*

Interpersonal/Intercultural Communication Emphasis — 18 units

COMM 333	Small Group Leadership	3 units
COMM 345	Intercultural Communication	3 units
COMM 364	Organizational Communication	3 units
COMM 402	Family Communication	3 units
COMM 445	Persuasion	3 units
COMM 452	Advanced Interpersonal Communication	3 units

Interpersonal/Intercultural Communication Emphasis Electives — 9-10 units

(choose 9-10 units)

COMM 309	Graphic Design	4 units
COMM 314	Mythology in Film	3 units
COMM 317	Creative Process	3 units
COMM 318	Nonverbal Communication	3 units
COMM 359	Discussions in Cinema	3 units
COMM 362	Contemporary Issues in Public Discourse	3 units
COMM 374	Gender Communication	3 units
COMM 376	Interracial Communication	3 units
COMM 378	Public Relations: Corp. Comm., Info. Mgt.	3 units
COMM 380	Public Relations: Corp. Comm., Proj. and Campaigns	3 units
COMM 448	Ethnography of Communication	3 units
COMM 467	Culture and Rhetoric of Pentecostalism	3 units
COMM 470	Special Topic	1-4 units

Public Relations Emphasis — 18 units

COMM 317	Creative Process	3 units
COMM 333	Small Group Leadership	3 units
COMM 364	Organizational Communication	3 units
COMM 378	Public Relations: Corp. Comm., Info. Mgt.	3 units
COMM 380	Public Relations: Corp. Comm., Proj. and Campaigns	3 units
COMM 445	Persuasion	3 units

Public Relations Emphasis Electives — 9-10 units

(choose 9-10 units)

COMM 309	Graphic Design	4 units
COMM 314	Mythology in Film	3 units
COMM 318	Nonverbal Communication	3 units
COMM 345	Intercultural Communication	3 units
COMM 359	Discussions in Cinema	3 units
COMM 362	Contemporary Issues in Public Discourse	3 units
COMM 374	Gender Communication	3 units
COMM 376	Interracial Communication	3 units
COMM 402	Family Communication	3 units
COMM 448	Ethnography of Communication	3 units
COMM 452	Advanced Interpersonal Communication	3 units
COMM 467	Culture and Rhetoric of Pentecostalism	3 units
COMM 470	Special Topic	1-4 units
MRKT 360	Principles of Marketing	3 units
MRKT 362	Advertising and Promotion	3 units
MRKT 369	Consumer Behavior	3 units

COMMUNICATION MAJOR WITH A CONCENTRATION IN CINEMA ARTS

***Departmental Policy:** More and more students are entering the University with significant knowledge of graphic design applications and camera equipment. Students may want to jump-start their coursework, getting into advanced coursework upon entrance. Students who wish to opt-out of these core courses, (Elements of Storytelling, Visual Technology and Foundations of Video and Audio Production) must meet with a professor in the department to discuss previous experience and may be required to take and pass online testing for each course and must take other courses to fill these core units. These students are still required to earn 124 units to graduate.

Cinema Arts Concentration

Lower Division Communication Core — 15 units

MATH/PSYC/ SOC 265C	Introduction to Statistical Methods	3 units
COMM 220	Elements of Storytelling	3 units
COMM 258	Christianity/Artistic Culture	3 units
COMM 273	Visual Technology	3 units
COMM 290	Introduction to Interpersonal Communication	3 units

Upper Division Communication Core — 7 units

COMM 413	Preparing for Post Graduation	1 unit
COMM 450	Internship	3 units
COMM 464C	Media Criticism	3 units

Cinema Arts Concentration Requirements — 32 units

COMM 125	Intro to Filmmaking	1 unit
COMM 222	Digital Photography	3 units
COMM 229	Foundations of Video and Audio Production	3 units
COMM 246	American Cinema History	3 units
COMM 303	Audio Techniques	3 units
COMM 306	Screenwriting Fundamentals	3 units
COMM 327	Directing	3 units
COMM 353	Cinematography	3 units
COMM 361	Non-Linear Editing	3 units
COMM 369	Short Film Production	4 units
COMM 495	Senior Project (A or D)	3 units

Cinema Arts Concentration Electives — 9-10 units

(choose a minimum of 9-10 units)

COMM 309	Graphic Design	4 units
COMM 314	Mythology in Film	3 units
COMM 317	Creative Process—Theory and Practice	3 units
COMM 339	Producing for Television and Film	3 units
COMM 359	Discussions in Cinema	3 units
COMM 365	Sound Design	3 units
COMM 373	Documentary Film Production	4 units
COMM 375	Television Studio Production	4 units
COMM 382	Cinema Technology Series (repeatable)	1-2 units
COMM 406	Event Management	1 unit
COMM 426	Advanced Screenwriting Workshop	3 units
COMM 449	Special Effects and Motion Graphics	4 units
COMM 461	Advanced Cinematography	4 units
COMM 470	Special Topic	1-4 units
COMM 472	Advanced Non-Linear Editing	4 units
COMM 478	Filmmaker Series (repeatable)	1-3 units
COMM 483	The Recording Studio in Production	4 units

A portfolio is required of all graduating Cinema Arts seniors. Students are required to submit a portfolio of work which can be the best of their class projects, contain work made outside of the class, at internships, jobs or apprenticeships.

Communication Minor 21 units

In order for students to receive a general Communication Minor with no emphasis, students must complete 21 units in Communication course work at Vanguard University that is:

1. Offered by the Communication Department and taught by a faculty member within the Communication Department.
2. At least 10 of the 21 required units must be upper division courses (300/400 level).
3. COMM 201C Speech Comp/Presentation does not count towards the minor.
4. No more than 4 units in Forensics and Newspaper allowed towards minor.
5. Students must achieve a minimum grade of C in all Communication courses.

COMMUNICATION COURSES

COMM 115 • Intercollegiate Forensics: Individual (1 unit)

(Program Currently Suspended)

Prerequisite: Permission of Instructor. As part of the forensics (speech and debate) team this course offers training and experience in individual events for the purpose of intercollegiate competition. More hours are required than listed in catalog. May be repeated up to four units.

COMM 116 • Intercollegiate Forensics: Debate (1 unit)

(Program Currently Suspended)

Prerequisite: Permission of Instructor. As part of the forensics (speech and debate) team this course offers training and experience in parliamentary debate for the purpose of intercollegiate competition. More hours are required than listed in the catalog. May be repeated up to four units.

COMM 125 • Intro to Filmmaking (1 unit)

An introduction to basic filmmaking terminology, processes, equipment, and roles. This course will largely take place online through guided reading, videos and interactive assignments. The course will also include an in-person, hands-on workshop that will introduce students to the facilities, resources and guidelines for making films at Vanguard.

COMM 201C • Speech Composition and Presentation (3 units)

This course is designed to provide the student with a general working knowledge of the fundamentals of speech communication. General requirements for speech preparation, composition and presentation will be covered. A foundation will be established upon which further speech development may transpire. Lab fee.

COMM 212 • History of Communication Studies (3 units)

A historical and interdisciplinary analysis of the development of communication and arts theories, concepts and practices from the classical rhetorical tradition to the present.

COMM 220 • Elements of Storytelling (3 units)

An introduction to story structure, this course focuses on envisioning story ideas and developing those ideas into written formats for the screen and other mediums.

COMM 222 • Photography (3 units)

Prerequisite: Communication major or Permission of instructor. Students will gain an understanding of composition and aesthetics as well as technical aspects of photography in the digital world. Lab Fee.

COMM 229 • Foundations of Audio and Video Production (3 units)

Prerequisites: COMM 273. An introduction to pre-production, crew responsibilities, equipment rental, single camera operation, basic non-linear editing, field recording, and post-production sound. This class includes lectures, screenings, and hands-on assignments. Lab Fee.

COMM 246 • American Cinema History (3 units)

This foundational course in Cinema Arts follows the journey of American cinema from its beginning to present day while highlighting major events in the history of American cinema.

COMM 258 • Christianity/Artistic Culture (3 units)
Combines film screening, critical analysis and theory to enable students to examine morality, ethics and screen portrayals pertaining to Christianity, gender, and ethnicity. The aim is to motivate students toward personal accountability and responsibility, as well as creative refinement and sophistication when producing media content.

COMM 259 • Journalism and Broadcast News: Golden Age to Modern Industry (3 units)
An in depth, historical study and analysis of journalism from its advent to today's media culture. Focuses include interview technique, story development, and editing as well as ethics and expectations in the industry.

COMM 273 • Visual Technology (3 units)
An introduction to the technological necessities of the Communication major. This course equips the student for future communication classes regardless of concentration or emphasis. Lab Fee.

COMM 290 • Introduction to Interpersonal Communication (3 units)
The primary elements of the communication process as it occurs between two persons in everyday settings. Among the topics considered are: language and meaning, nonverbal communication, person perception, and self-concept. This course does not fulfill a core curriculum requirement.

COMM 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in communication. May be repeated for credit.

COMM 303 • Audio Techniques (3 units)
Prerequisite: COMM 229. Working primarily with AVID Pro Tools, this course will introduce and further your understanding within the realm of digital recording, editing, mixing, and file management in a digital workstation environment. Upon completion of this course you will gain practical understanding in the multi-faceted world of digital audio recording, including pre-production, recording, and editing. The skills will be acquired and sharpened through class lectures, demonstrations, hands-on experience, reading, assignments, examinations, and individual lab projects.

COMM 305 • Communication Theory and Research (3 units)
Prerequisite: MATH/PSYC/SOC 265C. Survey of classical and contemporary theories of communication. Special emphasis is placed upon reading, understanding, and conducting communication research.

COMM 306 • Screenwriting Fundamentals (3 units)
Prerequisite: COMM 220. The course will serve as an introduction to the art and craft of screenwriting. Students will learn proper screenplay format, story structure, plot, characterization and other important elements of narrative storytelling. The course focuses on the short form and students will be required to write three, complete and polished short screenplays, utilizing the above skills.

COMM 309 • Graphic Design (4 units)
Prerequisite: COMM 273. This course will serve as an introduction to the theory and practice of graphic design. Students will learn the basic principles and elements of graphic design, the history of graphic design, form/symbol development, typography, identity design and page layout. Provides practical experience in essential studio techniques and technology, critiques and group discussions. The creative design process and problem-solving skills are emphasized throughout the course. Lab Fee.

COMM 314 • Mythology in Film (3 units)
Prerequisite: COMM 220. Students will gain an understanding of how ancient mythology from the Greeks and Romans provides a vast set of stories, themes, and symbols encountered time and time again in film.

COMM 315 • Intercollegiate Forensics: Individual (1 unit)
(Program Currently Suspended)
Prerequisite: Permission of Instructor. As part of the forensics (speech and debate) team this course offers training and experience in individual events for the purpose of intercollegiate competition. More hours are required than listed in catalog. May be repeated up to four units

COMM 316 • Intercollegiate Forensics: Debate (1 unit)
(Program Currently Suspended)
Prerequisite: Permission of Instructor. As part of the forensics (speech and debate) team this course offers training and experience in parliamentary debate for the purpose of intercollegiate competition. More hours are required than listed in the catalog. May be repeated up to four units.

COMM 317 • Creative Process—Theory and Practice (3 units)
This course will consider the theory and practice of creative communication. It will focus on creative problem-solving strategies and on sharpening communication skills to stimulate higher levels of creativity.

COMM 318 • Nonverbal Communication (3 units)
This course will serve as an introduction to nonverbal communication in everyday interaction. That includes the scholarship and research supporting our understanding of nonverbal communication to improve the student's knowledge as a communication expert. Aspects of body movement, facial expressions, eye behavior, physical appearance, voice, touch, space, smell, time and environmental features will be examined. Emphasis will also be placed on the intercultural dimension of nonverbal communication.

COMM/ENGL 319 • Publications: Newspaper (1 unit)
Prerequisite: ENGL 235 or Permission of the Instructor. Members of the class constitute the editorial staff of the college newspaper. Class meets weekly for critique on news reporting, writing, editing, makeup, and production of the campus newspaper. May be repeated for a maximum of six units.

COMM/ENGL 320 • Journalism Principles (3 units)
Prerequisite: ENGL 120C. Fundamentals of writing and publication, including editing and administration, news gathering, feature writing, editorials, advertising, and the problems of publishing.

COMM 327 • Directing (3 units)
Prerequisite: COMM 229. An in-depth study of the professional craft of directing. This course offers insights into the development of an actor's vocabulary, script analysis, handling pressure on-set, conflict management, communicating a vision, and trusting your filmmaking intuition.

COMM 333 • Small Group Leadership (3 units)
Study of the research into and theory of small group dynamics, particularly leadership. Exercises in problem solving in small groups. Study of conflict management.

COMM 339 • Producing for Television and Film (3 units)
Prerequisite: COMM 229. Exploration of the role of the independent producer and how a concept is taken through the steps of development, financing, scheduling, production, marketing, and distribution.

COMM 345 • Intercultural Communication (3 units)
The process of communication as it applies to cross-cultural situations, i.e., where the respective participants in the process are members of distinctly separate cultural groups and situations specific to such communicative settings and proposed solutions to those problems.

COMM 353 • Cinematography (3 units)
Prerequisite: COMM 229. Hands-on training in the art of cinematography and in the use of trending digital video equipment. Lab Fee.

COMM 359 • Discussions in Cinema (3 units)
Prerequisites: COMM 220, and COMM 246 or COMM 212. A forum in which thematic studies and discussions are based on outside screenings of topical films.

COMM 361 • Non-Linear Editing (3 units)
Prerequisite: COMM 229. This course offers a comprehensive approach to the theory and practice of digital, non-linear editing. The course will begin with the basic fundamentals of editing technique and progress through the foundations of non-linear editing using industry standard NLE software. Lab Fee.

COMM 362 • Contemporary Issues in Public Discourse: Religious, Political and Social Issues Communication (3 units)
Critical analysis of the rhetorical nature of various forms of religious political and social issues communication found in contemporary American society. Topics include: Current evangelistic movements, religious personalities, political communication in modern presidential administrations, political personalities, abortion, and euthanasia rhetoric.

COMM 364 • Organizational Communication (3 units)
This course examines the inter-relationships between management and communication theories. The microsystems and macrosystems within an organization are emphasized in terms of intrapersonal, interpersonal, small group and organizational communication theories.

COMM 365 • Sound Design (3 units)
Prerequisites: COMM 229. This course is an exploration into the orchestration of the diegetic and non-diegetic sound elements created for a film.

COMM 367 • Broadcast news (4 units)
Prerequisite: COMM 229. An in depth, historical study of journalism, broadcast news, sportscasting, and the TV news industry with practical application in field reporting and production.

COMM 369 • Short Film Production (4 units)
Prerequisite: COMM 229. This course provides student experience with the entirety of the filmmaking process through short exercises in the field, culminating with an individually directed short film. Lab Fee.

COMM 373 • Documentary Film Production (4 units)
Prerequisite: COMM 220 and COMM 229. Students will learn fundamentals in the art of documentary film production including camera frame choices, the interview process, and choosing subjects wisely. Students will take projects through production and into post-production adding lower thirds and learning documentary editing technique. Lab Fee.

COMM 374 • Gender Communication (3 units)
This course examines the connections between language use and gender. Current research will be studied and topics may include: Conversational interactions, power, inequality and public versus private language use.

COMM 375 • Television Studio Production (4 units)
Prerequisite: COMM 229. Students will learn the history of televised media. Using concepts from this foundational knowledge, students will work together to produce a 30 minute studio drama or news program for broadcast. Lab Fee.

COMM 376 • Interracial Communication (3 units)
Surveys how race influences the communication process. This course deals with major issues of race and ethnic relations and how each affects interracial communication are considered. Major theories of interracial communication, the universal human processes which contribute to racial differences, and the practical approaches to communicating more effectively with persons from the other and same races.

COMM 378 • Public Relations: Corporate Communication, Information Management (3 units)
This course examines the management and control of information within a corporate body. Students will deal with single concepts, such as shaping and producing highly focused advertisement, press releases, fact sheets, backgrounders, etc. Students will be expected to create and present detailed approximations of final, printed projects sufficiently clear and detailed as to convince a client of the viability of the various solutions.

COMM 382 • Cinema Technology Series (1-2 units)
Prerequisite: COMM 273. This course focuses on specific technical skills for filmmaking. Students may ask their advisor for the topic of the course during registration for each semester it is offered. May be repeated for a maximum of 4 units. Lab Fee.

COMM 380 • Public Relations: Corporate Communication, Projects and Campaigns (3 units)
Prerequisite: COMM 378. This course examines corporate projects and campaigns. Students will deal with complex issues and the development of crisis management responses, delta management, downsizing, marketing strategies, new product roll-outs, and customer-employee communication.

COMM 402 • Family Communication (3 units)
Prerequisite: COMM 290. This course is designed to provide the student with an upper division, theoretically founded knowledge of family communication. Through the use of the text, lecture, library research and occasional film viewings we will undertake the study of the ways, the hows and the ways of family communication.

COMM 406 • Event Management (1 unit)
Prerequisite: Permission of Instructor. This course is a practicum that gives students hands-on experience planning, promoting, and staging a live event. Students work as part of a team to theme, market, budget, schedule, and coordinate the Vanguard University Film Festival.

COMM 413 • Preparing for Post Graduation (1 unit)
Prerequisite: Permission of Instructor. This course enables students in any undergraduate major to determine actionable and measurable goals to achieve success after graduation. Topics include: networking, job hunting, personal finances, and long-term planning. The course is a hybrid of self-guided online workshops and face-to-face small group discussion.

COMM 426 • Advanced Screenwriting Workshop (3 units)
Prerequisite: COMM 306. Building upon the fundamentals learned in Writing the Short Screenplay, the focus will be on long form screenwriting. Students will learn the proper story structure for feature screenplays and how they are written. Over the course of the semester, students will write the first act (22-30 pages) of a feature screenplay. Special emphasis will be laced on class discussion and feedback on student work.

COMM 444 • Argumentation and Debate (3 units)
Study of the theory and principles of argumentation and debate. Analysis of lines of argumentation found in the contemporary social, political, and religious scenes. Study of techniques of debating.

COMM 445 • Persuasion (3 units)
Study of the research and theory of persuasion. Presentation of several persuasive speeches.

COMM 448 • Ethnography of Communication (3 units)
This course is designed to introduce students to the techniques, theories, and debates concerning ethnographic fieldwork and its application to the field of communication studies.

COMM 449 • Special Effects and Motion Graphics (4 units)
Prerequisite: COMM 361. Students will learn the process of compositing video material, working with mattes, rotoscoping, motion tracking, color matching, and keying techniques for special effects in film and digital media. Lab fee.

COMM 450 • Internship (1-3 units)
Must have consent of instructor and Department chair. Must be a communication major. Students may seek a position which relates to their major with a cooperating business in the communication industry. Students are required to work fifty hours for each academic unit hour received. A weekly report to the supervising professor is required. May be repeated for a maximum of six units.

COMM 452 • Advanced Interpersonal Communication (3 units)
This course examines the pragmatic and research approaches to the study of interpersonal communication.

COMM 455 • Communication Teaching Internship (1-6 units)
Prerequisite: Open to juniors or seniors with a G.P.A. of 3.0 or above. Must be a communication major. Must have the consent of the instructor and the Department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The teaching intern helps an instructor in planning and conducting a course and/or research session. This course may be taken for 1-3 units per semester. May be repeated for a maximum of six units.

COMM 461 • Advanced Cinematography (4 units)
Prerequisites: COMM 369 and COMM 353. This advanced course in cinematography continues to provide technical and artistic information with an emphasis on narrative filmmaking. Students will sharpen their skills in camera operation and shot composition through aesthetic and hands-on coursework. Lab Fee.

COMM 464C • Media Criticism (3 units)
Prerequisite: COMM 305. This course is designed to provide students with a basic understanding of the nature and function of media criticism; survey of approaches, theories, and the systems of rhetorical analysis from classical to contemporary models. Practice in critical appraisal of various types of media communication.

COMM 467 • Culture and Rhetoric of Pentecostalism (3 units)
This course will look at the evolution of Pentecostal rhetoric from its inception to the present day along with its various forms and themes. Several key Pentecostal rhetorics throughout the history of the movement will be discussed and studied in depth. It will also consider Pentecostalism as a cultural phenomenon, and survey the various cultural manifestations and expressions of the movement both in the United States and around the world.

COMM 469 • Broadcast News Production (4 units)
Prerequisites: COMM 229 and COMM 367. A hands-on, practical application of field reporting and production, TV news/journalist script writing, producing, on-air talent experience and live 3-camera studio production. Class culminates with the production of three episodes of a news-magazine format, live studio show.

COMM 470 • Special Topics (1-4 units)
Prerequisite: Consent of the instructor. Study of a special topic in the areas of Communication Studies and TV and Film. May be repeated for credit. May include a lab requirement and lab fee.

COMM 472 • Advanced Non-Linear Editing (4 units)
Prerequisite: COMM 361. Students learn advanced editing techniques including an in-depth look at special effects within the non-linear editing software. Lab Fee.

COMM 478 • Film Studies Series (1-3 units)
Prerequisite: A forum and lecture series focusing on topics in film studies, such as the work of important directors, producers, and screenwriters, genre studies, critical ideas in film theory, and world cinema. May be repeated for a maximum of six units.

COMM 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and Department chair. May be repeated for credit.

COMM 483 • The Recording Studio in Production (4 units)
Prerequisite: COMM 229. Hands-on-training in recording studio operation and production technique for film and digital media.

COMM 495A • Senior Project: Film (3 units)
Prerequisite: Senior standing and approval of professor. The student writes, directs, or serves in a production role (cinematographer, editor, production sound, sound designer), on a faculty approved film, video, documentary animation, or commercial project bringing it to final form for festival distribution. Lab fee.

COMM 495D • Senior Project: Script or Publication (3 units)
Prerequisite: COMM 426 OR COMM 306. Senior standing and approval of professor. The student creates a three-act polished screenplay or publication for distribution. Lab fee.

Vanguard Sundance Program

The Sundance Film Festival, held in Park City, Utah, is the leading U.S. venue for independent film premieres. Attending the festival allows an immersive plunge into the art and commerce of the Entertainment Industry. The Vanguard Sundance Program takes place during the second week of the Sundance Film Festival at the end of January. Although the actual festival is in the Spring, students must register for the program as a Fall semester course as there is assigned course preparation leading to the festival. Students will be expected to read texts prior to attending the festival and will have written assignments during and after the festival experience. The festival will serve as a laboratory in which students attend screenings, discussions, and seminars.

As a part of the program, Vanguard has teamed up with the Windrider Forum. This partnership allows students from Vanguard to meet up with students from other Christian universities and seminaries to have discussions with filmmakers currently screening films at Sundance.

The Vanguard Sundance Program accepts up to 12 Communication students each year. Eight of these students will be honored with significant funding toward attending the program. If selected as one of the eight honored applicants, the Communication Department will cover housing, 10 film tickets, shuttle from and to the airport, Windrider Forum fees, and Sundance Film Festival credentials. Students will be expected to cover transportation to the festival, meals, and any additional films.

A panel of faculty members from the Communication Department will determine those accepted into the program. Decisions will be made based on academic standing and essay responses. The department may also accept up to four private pay students in addition to the funded eight.

COMM 486 • Vanguard Sundance (3 units)
The Sundance Film Festival is the leading venue for independent film premieres. It is an immersive plunge into the art and commerce of the Entertainment Industry. This program takes place in Park City, Utah during the second week of the Sundance Film Fest. The festival will serve as a laboratory as students attend screenings, discussions, and seminars.

Los Angeles Film Studies Center (LAFSC) Courses

Because VU is a participant in LAFSC, students attending VU can take the following courses during a semester-in-residence in Burbank, CA.

LA 350 • Hollywood Production Workshop (4 credits)
Students work collaboratively in groups to create a festival-ready piece, including all the legal documentation and rights to enable the finished production to qualify for festival submission. The course offers students the opportunity to make a motion picture production using Hollywood locations, resources and protocol. Students participate in a competitive vetting process of scripts, pitches and meetings, much like the process of the professional industry. This course operates as a community-building experience in which all students participate in at least one key role in the production process. The course also offers small group tutorials for each student's production position. The workshop environment is specifically designed to meet the needs of both novice and experienced students. The major emphases of the course are the importance of each contribution to a production, the process of production and effective production management. This course complements the more specialized, skill-focused elective courses and is taught by professional, experienced Christian filmmakers with credits in the Hollywood industry.

LA 366 • Faith and Artistic Development in Film (3 credits)
A class that explores the connection between the eye, the heart and the hand, this course focuses on the integration of faith and learning as well as developing the necessary skills for analysis of the culture of Hollywood. The first section of the class emphasizes the eye: discovering your own identity, looking at film’s historical impact, spiritual impact, audience trends, the auteur movement, and vision in film, as well as providing a basis for heart preparation for production. The second section of the course emphasizes the heart: ethics, relationships and communication, passion and art. The last section of the course emphasizes the hand, exploring the collaborative process in Hollywood Production Workshop and Motion Picture Production: roles and aspects of production, the production

process, relationships on set, and communication. All students participate in a team-taught lecture seminar led by the faculty of The Los Angeles Film Studies Center.

LA 325 • Internship: Inside Hollywood (6 credits)
Students participate in an internship experience in some aspect of the Hollywood entertainment industry. These are nonpaying positions primarily in an office setting such as development companies, agencies, management companies, post-production facilities, etc. Students work 20 to 24 hours a week, spread over a three day schedule and accumulate 200-250 hours for the semester. Orientation to the internship includes an overview of the creative and operational aspects of the Hollywood entertainment business, including the Christian's role working therein. The internships do not include positions on actual filmmaking locations. Instead, students work in offices as support personnel to producers, writers, directors, agents, post-production personnel and others involved in the total process of producing and distributing a major motion picture. LAFSC provides interns to many of the major companies within Hollywood.

LA 344 • Narrative Storytelling (3 credits)
Concentrating on the art form of narrative storytelling, the course places special emphasis on the visual aspect of the discipline. Two tracks are offered in the course. The Structural track covers topics ranging from the history of story in culture and film to the mechanics of story creation to the development of story-writing skills. Instruction in the Technical Story track focuses on advanced methods of cinematography and post-production and how those techniques can be used to improve visual storytelling. After the core instructional period in each track, students from both tracks are reunited and will have the opportunity to hone their narrative analysis skills, participate in workshop style labs and make two short films that demonstrate their ability to utilize storytelling theory on screen.

LA 372 • Professional Acting for the Camera (3 units)
This is an advanced workshop in the practice and process of acting for the camera aimed at students who have a desire to pursue acting as a career. Instruction includes an overview of current camera acting techniques and thorough discussion of the art of acting. The class primarily consists of acting scene work with all scenes being filmed and critiqued on the big screen. Students will also be required to pursue roles in student and independent films. Several class sessions throughout the course will be devoted to the business of acting for film and television in the Hollywood entertainment industry with an emphasis given to developing the materials and relationships necessary for a successful career.

LA 374 • Professional Screenwriting (3 credits)
This is a course in contemporary screenwriting, including an understanding of dramatic structure, character and dialogue development, and the writing process. Students complete a full-length screenplay for a feature film or "movie-of-the-week." Whether novice or advanced, students are expected to develop and improve their skills. Emphasis is given to the role of Christian faith and values as they relate to script content. The course is taught by a working, credited Christian screenwriter.

LA 388 • Independent Study (3 credits)
This course may be elected by special request and arrangement. In order to be considered, students submit a portfolio and a project proposal. Students with approved projects will be appointed a mentor who is a professional in the Hollywood industry. Projects could include further development of a portfolio or reel, critical research or a senior thesis project.

Please Note: The Independent study option is not guaranteed and is intended for students with experience in a specific area of cinema or those needing to complete a senior project for graduation. The number of independent studies offered each semester will be determined by LAFSC faculty, the availability of a suitable mentor and approval from your school's film/communications department head.

DEPARTMENT OF ENGLISH

Mission: The English Department facilitates the rigorous study of literature and writing through Christian perspectives on ethics, imagination, diversity, and truth; informed analysis of creative literature, and advanced strategies and techniques of written communication, rhetorical analysis, aesthetic appreciation, and literary theory. The English Department promotes spiritual development through the integration of faith and learning.

English majors may choose one of two emphases within the major: literature and textual analysis or writing. The English curriculum provides a single-subject matter program approved by the California Commission on Teacher Credentialing. A minor in English is also offered.

ENGLISH MAJOR

Core Requirements 33 to 35 units

ENGL 240C	Foundations of Literary Study	3 units
ENGL 260	Survey of British Literature I	3 units
ENGL 262	Survey of British Literature II	3 units
ENGL 309	Survey of American Literature	3 units
ENGL 375	Modern Grammar and Advanced Composition	3 units
ENGL 433	Survey of World Literature	3 units
ENGL 455	Shakespeare	3 units
ENGL 465	Theory and Criticism of Literature	3 units
ENGL 499C	Capstone Seminar in English	3 units

Foreign Language (2 semesters of the same foreign language) 6-8 units

In addition to the English Major Core Requirements, each student is required to take 12 additional units of upper division courses to be chosen from the English Department curriculum, according to the generalist requirements or one of the two emphases within the major.

Literature and Textual Analysis Emphasis Requirements 12 units

Choose 12 units from the following courses:

ENGL 325	Period Focus	3 units
ENGL 335	Genre Focus	3 units
ENGL 340	Children's Literature	3 units
ENGL 360	Dramatic Literature: Script Analysis	3 units
ENGL 425	Author Focus	3 units
ENGL 444	Culture Focus	3 units
ENGL 464	Thematic Focus	3 units
ENGL 486	Advanced Research Methods	3 units

Writing Emphasis Requirements 12 units

Choose 12 units from the following courses:

ENGL 235	Journalism Principles	3 units
ENGL/COMM 319	Publishing: Newspaper	1-3 units
ENGL 350	Creative Writing	3 units
ENGL 428	Travel Writing	3 units
ENGL 437	Advanced Journalism	3 units
ENGL 438	Creative Writing Workshop	3 units
ENGL 442	Playwriting	3 units
ENGL 443	Creative Nonfiction	3 units
ENGL 451	Writing Internship	1-3 units
ENGL 453	Language, Culture and Linguistics	3 units
ENGL 458	Digital Writing and Design	3 units

Single Subject Teaching Requirements 12 units

Building on the common courses and seminars, these students are also required take ENGL 315 Teaching English in a Multicultural Setting and ENGL 453 Language, Culture, and Linguistics. Students should choose nine upper-division units of an emphasis from the English curriculum according to the CTC approved subject matter program, available in the English Department.

Generalist Requirements 12 units

Beyond the common courses and seminars, the student should choose twelve units from the English curriculum according to his/her interests. Consultation with one's academic advisor is recommended.

English Minor

The English minor consists of 21 units in English. Students may choose courses according to their interest. ENGL 120C and ENGL 220C do not count towards the minor.

ENGLISH COURSES

ENGL 112 • Foundations of College Writing (3 units)
Foundations for exposition and argument at the college level. This course offers instruction in the fundamental skills of college writing with a focus on reading, critical thinking, grammar, spelling, punctuation, and paragraph writing. The course emphasizes developing these skills through reading, writing, revision and editing, research, and mechanics. Students who pass the class with a "C" may enroll in ENGL 120C. Students who pass the class with a "B" or better may enroll in ENGL-220C.

ENGL 120C • Persuasive Writing (3 units)
Exposition and argument at the college level. The course emphasizes writing, revising and editing, reading, research skills, and mechanics. Course must be passed with a "C" (not "C-") or better to enroll in ENGL 220C. Students with a Verbal SAT score of 570 or higher or an ACT score of 28 or higher may place out of this course into ENGL 220C.

ENGL 220C • Researched Writing (3 units)
Prerequisites: ENGL 120C and, when required, a passing grade in ENGL 112. Interpretive and analytic writing, including several problem-solving research-based papers investigating topics related to class themes. The course emphasizes writing, revising and editing, reading, analytical skills, and computer technology (word processing, Internet research) and reinforces those skills learned in ENGL 120C. Taught in the computer lab. Must be passed with a "C" (not "C-") or better to fulfill the core curriculum requirement. Students may receive credit for English 220C by taking research and writing courses offered by departments other than English that meet standards set and approved by the Core Curriculum Committee.

ENGL 230C • Literary Perspectives (3 units)
Introduces the student to a variety of literary genres as well as diverse authors, cultures, and experiences. This course also covers the tools and concepts necessary to the understanding and interpretation of literature. Students engage in classroom discussion, write papers, and take a variety of quizzes and exams. This course is designed for non-English majors and is not to be taken by English majors as a substitute for ENGL 240C.

ENGL/COMM 235 • Journalism Principles (3 units)
Prerequisite: ENGL 120C. Fundamentals of writing and publication, including editing and administration. News gathering, feature writing, editorials, advertising, and the problems of publishing.

ENGL 240C • Foundations of Literary Study (3 units)
Prerequisite: ENGL 120C or consent of instructor. Introductory course for the English major covering the tools and concepts necessary to the understanding and interpretation of literature. This course is a prerequisite for all upper division courses in English and must be taken prior to or concurrent with the other courses in the major. All English majors are required to take ENGL 240C as a substitution for ENGL 230C the core curriculum requirement in literature.

ENGL 260 • Survey of British Literature I (3 units)
A historical survey of English prose, poetry, and drama, from Beowulf to the Neo-Classic period. This course involves classroom discussion, quizzes, texts, papers,

and group presentations using computer aided support and other graphics to illustrate results of library research on each group's assigned author or topic.

ENGL 262 • Survey of British Literature II (3 units)
A historical survey of English prose, poetry, and drama, from the Romantic period to the present. This course involves classroom discussion, quizzes, texts, papers, and group presentations using computer aided support and other graphics to illustrate results of library research on each group's assigned author or topic. Non-English majors may receive credit for English 230C by taking this course as a substitute.

ENGL 309 • Survey of American Literature (3 units)
Prerequisite: ENGL 240C or consent of instructor. A historical survey of American prose and poetry from the pre-Colonial period to the present. This course fulfills the departmental requirement for American literature. This course does not fulfill a core curriculum requirement.

ENGL/EDUC 315 • Teaching English in a Multicultural Setting (3 units)
Prerequisite: ENGL 240C. Students seeking to complete the subject matter program in English must take this class as part of that program to ensure that they are integrating literary content with their pedagogical experience. This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on the major professional organizations and educational research related to the philosophical, historical, and demographic developments of American education. Students will complete a 30 hour field work component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. This course is a prerequisite requirement for the Multiple and Single Subject Credential programs. Lab fee.

ENGL 315L • Teaching English in a Multicultural Setting Lab (1 unit)
Prerequisite: ENGL 230 or ENGL 240. Co-requisite: ENGL 315. Students seeking to complete the subject matter program in English must take this lab as a co-requisite to ENGL 315 Teaching English in a Multicultural Setting to ensure that they are integrating literacy content with their pedagogical experience. The lab focuses on specific pedagogical tasks and observations designed to orient the student toward teaching English at the junior high and high school levels. Students should plan on meeting with the lab instructor several times during the semester and will complete at least five assignment online.

COMM/ENGL 319 • Publications: Newspaper (1 unit)
Prerequisite: ENGL 235 or Permission of the Instructor. Members of the class constitute the editorial staff of the college newspaper. Class meets weekly for critique on news reporting, writing, editing, makeup, and production of the campus newspaper. May be repeated for a maximum of six units.

ENGL 325 • Period Focus (3 units)
Prerequisite: ENGL 240C. The study of the literary output of a particular period. The period will vary according to the instructor, but the class might cover the literature of Romanticism, Modernism, the Medieval period, the Eighteenth Century, or the Latin American Boom. May be repeated for credit.

ENGL 335 • Genre Focus (3 units)
Prerequisite: ENGL 240C. The study of the development and variations of a particular literary form. The genre will vary according to the instructor, but the class might cover the novel, short story, poetry, or autobiography. May be repeated for credit.

ENGL 340 • Children’s Literature (3 units)
Prerequisite: ENGL 220C or equivalent. Reading and evaluating literature written especially for children and young adults—includes a historical as well as a genre approach.

ENGL 350 • Creative Writing (3 units)
Prerequisite: ENGL 220C or consent of the instructor. Students learn and implement the basic techniques and theory specific to the three genres: fiction, poetry, and drama. Lecture and workshop combined.

ENGL/THEA 360 • Dramatic Literature: Script Analysis (3 units)
Prerequisite: ENGL 240C. This course introduces the student to history's most influential stage and screen plays giving the student skills with which to analyze critically the script in order to understand the work of each playwright. Lab fee.

ENGL 375 • Modern Grammar and Advanced Composition (3 units)
Prerequisite: ENGL 220C and ENGL 240C or consent of instructor. This course is designed to acquaint students with a wide range of classical and contemporary strategies for writing purposeful and persuasive prose. It also equips students with options for writing the formal essay, articles, and the personal essay. A study of modern English usage in syntax, form, and composition is covered. Students refine their ability to use correct style and grammar in a wide variety of contexts, including oral presentations.

ENGL/THEO 389 • C.S. Lewis Seminar I (3 units)
Prerequisite: THEO 103C. A study, through reading and discussion, of selected writings of C.S. Lewis to promote the student's insight into and appreciation for biblical truths, and to encourage personal spiritual growth.

ENGL 425 • Author Focus (3 units)
Prerequisite: ENGL 240C. The intensive study of the literary achievement of a single author. Content will vary according to instructor, but might include Margaret Atwood, Jorge Luis Borges, William Faulkner, James Joyce, C. S. Lewis, Clarice Lispector, John Milton, Toni Morrison, J. R. R. Tolkien, or Mark Twain. May be repeated for credit.

ENGL 428 • Travel Writing (3 units)
Prerequisite: ENGL 220C. This course is designed to introduce the creative writer to the genre of travel writing. Students will develop and apply critical vocabulary through in-class discussion and critique, and submit at least one piece of writing for professional publication.

ENGL 433 • Survey of World Literature (3 units)
Prerequisite: ENGL 240C or consent of instructor. An examination of the contours of international literature, including classical Western mythology plus European, African, Asian, and Latin American literature from antiquity up to the present. This course fulfills the departmental requirement for world literature. Non-English majors may receive credit for English 230C by taking this course as a substitute.

ENGL 437 • Advanced Journalism (3 units)
Prerequisite: ENGL 235. Students will study advanced issues and theories of journalism, learning to tell stories that increase public understanding and awareness. Topics will include: long-form multimedia story-telling, law and public policy, global media, and alternative journalism.

ENGL 438 • Creative Writing Workshop (3 units)
Prerequisite: ENGL 220C. The theory and practice of writing a particular literary genre. Genre will vary according to the instructor, but might include screenwriting, poetry, or the short story. May be repeated for credit.

ENGL/THEA 442 • Playwriting (3 units)
Prerequisite: ENGL 220C. Development of scriptwriting techniques as applied to stage and film. The student will be required to develop and write a one-act stage or screen play. Lab fee.

ENGL 444 • Culture Focus (3 units)
Prerequisite: ENGL 240C. The specialized study of the creative expression of a particular cultural group, including written, oral, visual, musical, and performative creative traditions. Content will vary according to instructor, but might include Women writers, African American literature, Asian American, Native American literature, or the literature of Ireland, with commensurate critical approaches. May be repeated for credit.

ENGL 443 • Creative Nonfiction (3 units)
Prerequisite: ENGL 220C. This is a course for writers who have a committed interest in creative non-fiction, such as personal essay, literary journalism, science writing, memoir, and other non-fiction genres, and are comfortable writing longer works of prose. Students will work cooperatively to share and improve each other's work in a workshop setting.

ENGL 450 • Internship: Teaching English (1-3 units)
Prerequisite: ENGL 240C. Open to seniors with a grade point average of 3.0 or above. The student selects and attends the sessions of English 120C, 220C or 230C course; meets with the instructor to prepare for class sessions; teaches a few sessions; discusses in retrospect the conduct of the class; agrees upon criteria for grading papers and other evaluation of students. May be repeated for a maximum of six units with a different instructor or a different course.

ENGL 451 • Writing Internship (1-3 units)
Prerequisite: ENGL 240C and sophomore, junior, or senior status and a grade point average of 3.0 or higher. Must have consent of a supervising full-time English faculty member. Actual work experience in a business firm, academic program, publishing industry, or other professional setting as a writer, providing an opportunity for the practical application of student writing, editing, or multimedia skills under direct supervision. Reports to the supervising professor are required. Students are required to work fifty hours for each academic unit hour received. May be repeated to a maximum of six units.

ENGL/ANTH/SPAN 453 • Language, Culture, and Linguistics (3 units)
Prerequisite: ANTH 102C. A survey of the acquisition and use of language within a cultural context. It examines the relationship of language to culture, language acquisition, and language analysis or linguistics, emphasizing the utility of such knowledge for educators. Stress is given to understanding language's reciprocal relation with culture, the nature of language systems, and linguistic analysis to enable educators a better comprehension of second language acquisition within learning environments.

ENGL/THEA 455 • Shakespeare (3 units)
Prerequisite: ENGL 240C. Reading Shakespeare's major works of drama and poetry within the historical and cultural context of the Renaissance.

ENGL 458 • Digital Writing and Design (3 units)
Prerequisite ENGL 220C. In this course, students will prepare for the types of digital writing and design required in today's job market and learn to use digital tools to write for diverse audiences on various platforms. Students will produce resumes, personal websites, and online portfolios to showcase their academic and professional experiences, and they will collaborate on contemporary professional writing projects such as social media campaigns, content marketing, and visual data creation.

ENGL 464 • Thematic Focus (3 units)
Prerequisite: ENGL 240C. The in-depth comparative study of a particular literary theme or topic from several perspectives. Texts may be chosen from a variety of genres including prose, poetry, drama, and theory; they may also come from differing cultures and periods. Content will vary according to instructor but might include Christianity, translation studies, deconstruction, or feminist thought.

ENGL 465 • Theory and Criticism of Literature (3 units)
Prerequisite: ENGL 240C or consent of instructor. A historical survey of literary theory from the time of Plato to the contemporary era. Various writing projects are designed to assist students in their development as scholarly researchers. This course fulfills the departmental requirement for literary theory.

ENGL 470 • Special Topics (1-3 units)
Prerequisite: ENGL 240C and consent of the instructor. Study of a special topic, focusing upon a literary period, genre, and/or author(s). May be repeated for credit.

ENGL 480 • Individual Studies (1-3 units)
Prerequisites: ENGL 240C and junior or senior status with a 3.0 GPA; consent of the instructor and department chair. May be repeated for credit.

ENGL 486 • Advanced Research Methods (3 units)
Prerequisite: ENGL 240C. Students will develop advanced techniques in literary research including computerized research, textual analysis, scholarly methodology and bibliography.

ENGL/THEO 489 • C.S. Lewis Seminar II (3 units)
Prerequisite: ENGL 389 or consent of the instructor. Further study of the writings of C.S. Lewis emphasizing his articulation and defense of the Christian faith.

ENGL 499C • Capstone Seminar in English (3 units)
This course is designed to serve as a rite of passage for graduating seniors. It particularly is intended to assist the student in integrating the multifaceted aspects of their educational experience with their short- and long-term life goals. Students serve as the editorial board for the university's literary journal. This course fulfills the Core Curriculum Capstone requirement for English majors.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

Mission: The Department of History and Political Science engages students with these two disciplines in the context of a Christian worldview. Students will become familiar with the cultural, political, economic, social, and religious development of world civilizations. This familiarity will enhance their ability to understand and evaluate the historical origins of contemporary society and culture as well as the political processes of human social institutions. Serious engagement with a body of literature and schools of thought will deepen students' appreciation for the past, serve as a gateway to the present, and provide the intellectual tools for further study.

Student Learning Outcomes

History & Political Science graduates should be able to:

1. Describe the cultural, political, economic, social and religious development of world civilizations.
2. Analyze the historical origins of contemporary society and culture.
3. Explain the political processes of human social institutions.
4. Engage the literature and schools of thought of the two disciplines.
5. Engage the two disciplines in the context of a Christian worldview.
6. Demonstrate the ability to put their thoughts into solid, well-written, well-documented prose.

HISTORY/POLITICAL SCIENCE MAJOR

Core Requirements 57 units*

(*9 of the 57 units count toward Core Curriculum)

Survey of the Field		**18 units**
HIST 156C	United States History	3 units
HIST 203C	World Civilizations I	3 units
HIST 204C	World Civilizations II	3 units
POLS 155C	United States Government	3 units

HIST/POLS 262*	Research Methods in History and Political Science	3 units
SOCS 215	Principles of Economics (Macroeconomics)	3 units

*Satisfies ENGL 220C Core Curriculum requirement. If ENGL 220C was taken before a HPS major was declared, it will be an acceptable substitution.

Electives: Upper division U.S. History and Political Science† 9 units

Choose 9 units from the following courses:

HIST 310	History of Baseball	3 units
HIST 350	United States Military History	3 units
HIST 356	History and Geography of California	3 units
HIST 360	Women in American History	3 units
HIST 363	America from Colony to Nation	3 units
HIST 370	Wars of America	3 units
HIST 373	The Good Old Days: The United States 1945-1963	3 units
HIST 374	Contemporary American History: U.S. since 1963	3 units
CHIS 420	History of Pentecostalism	3 units
HIST 425	Topics in American Religious History	3 units
HIST 450*	History Teaching Internship	1-3 units
HIST 454*	History Internship	1-3 units
HIST 457*	Research Assistantship	1-3 units
HIST 469	Special Topics: U.S.	3 units
POLS 303	Classical Political Thought	3 units
POLS 313	American Political Thought	3 units
POLS 345	United States Foreign Policy	3 units
POLS 360	American Politics and Elections	3 units
POLS 370	Constitutional Law	3 units
POLS 446	Public Policy Issues	3 units
POLS 450*	Political Science Teaching Internship	1-3 units
POLS 454*	Political Science Internship	1-3 units
POLS 456	United States Congress	3 units
POLS 457*	Research Assistantship	1-3 units
POLS 469	Special Topics: U.S.	3 units
POLS 472	United States Presidency	3 units

*Maximum six hours count toward the 36-hours content requirement.

Electives: Upper division non-U.S. History and Political Science† 9 units

Choose 9 units from the following courses (at least 3 units must be non-Western: HIST 317, HIST 319, HIST 325, HIST 339, HIST 340, POLS 303, or POLS 460.)

HIST 302	Twentieth Century Europe	3 units
HIST 305	Church History	3 units
HIST 317	Modern China	3 units
HIST 319	Imperial China	3 units
HIST 322	History of England	3 units
HIST 339	Area Studies: Topical Area	3 units
CHIS 340	Late Roman and Byzantine Empires	3 units
HIST 345	The Birth of Modern Europe	3 units
HIST 346	Ancient Greece and Rome	3 units
HIST 450*	History Teaching Internship	1-3 units
HIST 451	Renaissance and Reformation	3 units
HIST 454*	History Internship	1-3 units
HIST 457*	Research Assistantship	1-3 units
HIST 470	Special Topics: Non-U.S.	3 units
POLS 303	Classical Political Thought	3 units
POLS 323	Christian Political Thought	3 units
POLS 333	Modern Political Thought	3 units
POLS 438	Comparative Politics	3 units
POLS 450*	Political Science Teaching Internship	1-3 units
POLS 454*	Political Science Internship	1-3 units
POLS 457*	Research Assistantship	1-3 units
POLS 470	Special Topics: Non-U.S.	3 units
POLS 482	International Politics	3 units

*Maximum six hours count toward the 36-hours content requirement.

Electives: Upper division History or Political Science† 18 units

Choose 18 units from the courses listed above (unrestricted).

† Note: A minimum of 6 units in History and 6 units in Political Science must be part of the upper division electives.

Capstone Course		**3 units**
HIST 485C	Historiography	3 units

An exit interview is required of all graduating seniors.

History and Political Science Minor

A minor in History and Political Science may be obtained by taking 21 units of History and Political Science, 12 of which must be taken at Vanguard.

HISTORY COURSES

HIST 156C • United States History (3 units)
A study of the United States from colonial times to the present, seeking to help the student develop an understanding of the growth of the institutions and culture of the nation, and gain insight into the similarities and differences of people of different times, classes, and ethnicity. Strongly recommended as a prerequisite for upper division U.S. History courses.

HIST 203C, 204C • World Civilizations I, II (3, 3 units)
Emphasizes the development of the basic ideas, institutions, individuals, and the outstanding cultural, economic, political, and social movements that have shaped humanity from ancient times. The course divides in 1648. Students may take either course to fulfill the core curriculum requirement. Strongly recommended as a prerequisite for upper division non-U.S. History courses. May be taken as an honors course.

HIST/POLS 262 • Research Methods in History and Political Science (3 units)
Prerequisite: ENGL 120C and, when required, a passing grade in ENGL 112. Writing intensive class which will teach students proper research techniques and the different aspects of History and Political Science scholarship. Class will focus on how to write a major research paper, book reviews, and other scholarly works. Prerequisite for upper-division History and Political Science courses. Satisfies ENGL 220C requirement. Students are expected to take HIST/POLS 262, but if ENGL 220C was taken before a History & Political Science major was declared, it will be an acceptable substitution. Must be passed with a "C" (not a "C-") or better to fulfill the core curriculum requirement.

HIST 302 • Twentieth-Century Europe (3 units)
The history of Europe in the twentieth century and beyond, including political, military, economic, religious, social, and intellectual aspects.

HIST 310 • History of Baseball (3 units)
A study of America's national pastime from its mythical beginnings to its 21st-century role in American society. Includes political, sociological, economic, literary, and statistical elements.

HIST 316/EDUC 315 • Teaching History in a Multicultural Setting (3 units)
Students seeking to complete the subject matter program in Social Science must take this class as part of that program to ensure that they are integrating historical content with their pedagogical experience. This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on the major professional organizations and educational research related to the philosophical, historical, and demographic developments of American education. Students will complete a 30-hour field work component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. This course is a prerequisite requirement for the Single Subject Credential program Lab fee.

HIST/ANTH 317 • Modern China (3 units)
A study of the political and social history of China from the mid-nineteenth century, when European aggression forced China on a path to modernization, to the present.

HIST 319 • Imperial China (3 units)
A study of the political and social history of China from earliest times until the mid-nineteenth century.

HIST 322 • History of England (3 units)
A study of English history from the advent of the Tudors until the present, emphasizing the development of ideas and significant political, social, and economic institutions.

HIST/ANTH 339 • Area Studies: [Topical Area] (3 units)
Area Studies is an intensive examination of specific regions of the world. Each course gives a brief survey of the region with attention to cultural history, ethnicity, family structure, political organization, technology, social structure, ethnopsychology, economics and ideologies present within the region. Issues of cultural difference and commonality, regional minority sub-cultural groups, and the role that this region plays within "global" culture are also addressed. (This course may be repeated for credit.)

Areas of study in the rotation may include: Latin America, Pacific Rim, Japan, Middle East, Oceania, East Asia, South East Asia, China, Korea, Northern Africa, Sub-Sahara Africa, Eastern Europe, Western Europe, North America, and North America Diaspora.

CHIS 340 • Late Roman and Byzantine Empires (3 units)
Beginning in the late third century, this course covers the major people, places, events, and movements of the Roman Empire until its destruction by the Ottoman Turks in 1453. Emphasizes the life and beliefs of the Orthodox Church and its relationship to Western Christianity. This course is housed in the Department of Religion and is accepted as a HIST upper division elective for the History/ Political Science major.

HIST 345 • The Birth of Modern Europe (3 units)
Traces the development of ideas and events in Europe that shattered the old order and created modernity. Major topics include the Scientific Revolution and Enlightenment, liberal political revolutions, the industrial revolution, nationalism, and imperialism.

HIST 346 • Ancient Greece and Rome (3 units)
Neolithic background of Greece; Minoan and Mycenaean civilizations; the rise of city states, and classical Greek civilization to the Macedonian conquest of Alexander the Great. The life of post-Alexander Greek states and their collapse in the face of Roman growth. Roman civilization from republic to empire concluding with the collapse of their rule in 476 A.D. Latin culture, politics, and the growth of Christianity will be studied.

HIST 350 • United States Military History (3 units)
Traces the course of American military developments from the Revolution to the present, focusing on wars and with a special emphasis on Christian perspectives.

HIST 356 • History and Geography of California (3 units)
A study of California from pre-Spanish times to the present, with emphasis on political, economic, and social developments and on its physical, political, and human geography.

HIST 360 • Women in American History (3 units)
A survey of the role of women in the development of the nation, including the lives of average women and a look at some of the pioneers who reshaped attitudes about women's proper sphere.

HIST 363 • America from Colony to Nation (3 units)
The history of the thirteen English colonies in America from their beginnings through the American revolution and ending with the conclusion of the War of 1812. This seminar class will focus on specific topics such as the growth of slavery, religion, politics, and Revolutionary War, and the constitutional debates.

HIST 370 • Wars of America (3 units)
Examines the Civil War, World War II or the Vietnam War in depth. May be repeated for credit.

HIST 373 • The Good Old Days: The United States, 1945-1963 (3 units)
Explores political, social, economic, and cultural developments in the days of the high Cold War.

HIST 374 • Contemporary American History: The United States Since 1963 (3 units)
Traces the loss of consensus through the sixties, Vietnam, Watergate, the end of the Cold War, and beyond.

CHIS 420 • History of Pentecostalism (3 units)
Antecedents, Wesleyan and nineteenth-century holiness backgrounds; origin, development, and varieties of traditional Pentecostalism; some attention to the neo-Pentecostal or charismatic movement. Course may include field trips to significant Southern California sites. This course is housed in the Department of Religion and is accepted as a HIST upper division elective for the History/ Political Science major.

HIST 425 • Topics in American Religious History (3 units)
The class will focus on one topic particular to American religious history and study it in detail. The topics could include: women in American religious history, new religions and cults, evangelical Christian culture in America, specific religious groups such as the Puritans or evangelicals.

HIST 450 • History Teaching Internship (1-3 units)
Prerequisite: Junior or senior standing with GPA of 3.0 or above with approval of the department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern assists an instructor in planning and conducting a course and/or laboratory session. Maximum of three units. (Maximum units for HIST/POLS 450, 454, and 457.)

HIST 451 • Renaissance and Reformation (3 units)
The transition from medieval to modern civilization, emphasizing those forces and persons that brought about change in Europe's intellectual and religious outlook. This course is housed in the Department of Religion and is accepted as a HIST upper division elective for the History/ Political Science major.

HIST/POLS 454 • History/Political Science Internship (1-3 units)
Prerequisite: Consent of the department chair. Internship with VU, local museum, archives, government office, or political campaign. Maximum of three units. (Maximum of six units for HIST/POLS 450, 454, and 457.)

HIST 457 • Research Assistantship (1-3 units)
Prerequisite: Consent of the instructor. Advanced work in research in History in an on-going project with the cooperation and supervision of a faculty member. Students will meet with instructor weekly to discuss findings and progress. Maximum three units. (Maximum six units of HIST/POLS 450, 454 and 457.)

HIST 469 • Special Topics: U.S. (1-3 units)
Experimental or occasional courses not offered on a regular basis. May be repeated for credit.

HIST 470 • Special Topics: Non-U.S.(1-3 units)
Experimental or occasional courses not offered on a regular basis. May be repeated for credit.

HIST 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

HIST 485C • Historiography (3 units)
A capstone course that traces the evolution of historical theory, interpretation, and practice. Seminar format. Includes focus on integration of faith and learning within the discipline. Culminates with students developing their own philosophies of history. This course fulfills the Core Curriculum Capstone requirement for History majors.

POLITICAL SCIENCE COURSES

POLS 155C • United States Government (3 units)
Designed to acquaint the student with the United States political system, including constitutional developments of the United States and of California, and stimulate reflection on the intersection of Christianity and citizenship. Strongly recommended as a prerequisite for upper-division U.S. Government classes.

POLS/HIST 262 • Research Methods in History and Political Science (3 units)
Prerequisite: ENGL 120C and, when required, a passing grade in ENGL 112. Writing intensive class which will teach students proper research techniques and the different aspects of History and Political Science scholarship. Class will focus on how to write a major research paper, book reviews, and other scholarly works. Prerequisite for upper-division History and Political Science courses. Satisfies ENGL 220C requirement. Students are expected to take HIST/POLS 262, but if ENGL 220C was taken before a History & Political Science major was declared, it will be an acceptable substitution. Must be passed with a "C" (not a "C-") or better to fulfill the core curriculum requirement.

POLS 303 • Classical Political Thought (3 units)
This course is devoted to classical questions on the relationship between "the city and man," expressed in the ancient texts of Plato, Aristotle, and Augustine. Students will explore the themes of the good life and the best regime, the relationship between justice and corruption, and the role of politics in the pursuit of human happiness.

POLS 313 • American Political Thought (3 units)
This class is a study of political philosophy from the time of the American founding to the 1960s. Students examine the works of Thomas Jefferson, James Madison, and Abraham Lincoln, as well as the defenders of laissez-faire capitalism, American socialism and nationalism, and the supporters and critics of American democracy in the twentieth century.

POLS 323 • Christian Political Thought (3 units)
This class is a study of the complex relationship between church and state, the Kingdom of Heaven as it relates to earthly kingdoms, and what civil law means in light of grace, as understood by major Christian philosophers in church history. Students examine scripture, as well as the writings of Augustine, Thomas Aquinas, Martin Luther, John Calvin, the American Puritans, and contemporary thinkers.

POLS 333 • Modern Political Thought (3 units)
This class is a study of the origins of the state, human rights, personal liberty, and the idea of progress. Students examine primary texts in political philosophy, including Thomas Hobbes, John Locke, Edmund Burke, and John Stuart Mill, in order to become familiar with the development of modernity and how it shapes our own outlook on politics, morality and faith.

POLS 345 • United States Foreign Policy (3 units)
Principles, practice, and ethical issues of United States foreign policymaking. Particular emphasis on the policymaking process.

POLS 360 • American Politics and Elections (3 units)
This course is devoted to the institutions, practices, and history of how Americans choose their presidents and other representatives. Students examine voting behavior, the nomination process, and the cultural, social, and economic impact of campaigns, as well as controversies surrounding campaign finance, polling, and the media. Offered fall in even-numbered years, with focus more on the presidential races in presidential election years.

POLS 370 • Constitutional Law (3 units)
This course is devoted to the U.S. Supreme Court. We will examine the Court as an institution, its historical development, and the way it works today. We will meet particular justices throughout the Court's history, and examine their roles and judicial philosophies. The class will then study the Court's most important rulings, and consider how they shaped the power of the federal government, its relationship with the states, as well as its protection of civil rights and liberties, and the shape of our national life.

POLS 438 • Comparative Politics (3 units)
Comparative politics is the study of political systems around the world. Students will examine the theoretical background of various regime types, the history of modern nation-states, and survey a variety of existing political systems. Students will consider the difference between autocracy and democracy, the causes of poverty and development, and the consequences of the way power is distributed and checked within any society.

POLS 446 • Public Policy Issues (3 units)
A conclusion to the institutions classes (Congress, the Presidency and Constitutional Law), this course is a study of major laws and their effect on society, with particular attention devoted to immigration, poverty, education and healthcare. Throughout, students will consider the cost-benefit analysis, public administration, policy assessment, and the various views about concepts of the public good.

POLS 450 • Political Science Teaching Internship (1-3 units)
Prerequisite: Junior or senior standing with GPA of 3.0 or above with approval of the department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The intern assists an instructor in planning and conducting a course and/or laboratory session. Maximum of three units. (Maximum units for HIST/POLS 450, 454, and 457.)

POLS/HIST 454 • History/Political Science Internship (1-3 units)
Prerequisite: Consent of the department chair. Internship with VU, local museum, archives, government office, or political campaign. Maximum three units. (Maximum six units of HIST/POLS 450, 454 and 457.)

POLS 456 • United States Congress (3 units)
Explores the development and operation of Congress as an institution. It also explores the nature of the members and their behavior in office. Important and timely issues relating to Congress will also be explored.

POLS 457 • Research Assistantship (1-3 units)
Prerequisite: Consent of the instructor. Advanced work in research in Political Science in an on-going project with the cooperation and supervision of a faculty member. Students will meet with instructor weekly to discuss findings and progress. Maximum three units. (Maximum six units of HIST/POLS 450, 454 and 457.)

POLS 469 • Special Topics: U.S. (1-3 units)
Experimental or occasional courses not offered on a regular basis. May be repeated for credit.

POLS 470 • Special Topics: Non-U.S. (1-3 units)
Experimental or occasional courses not offered on a regular basis. May be repeated for credit.

POLS 472 • United States Presidency (3 units)
Explores the historical development and operation of the Presidency as an institution. The performance of individual presidents and issues such as presidential elections, rhetoric, war powers, secrecy, and executive-congressional relations will also be addressed.

POLS 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

POLS 482 • International Politics (3 units)
Examination of the concepts and principles of the international political system.

AMERICAN STUDIES PROGRAM (ASP) COURSES

Because VU is a member of the Council of Christian Colleges and Universities, students attending VU can take the following ASP courses during a semester-in-residence in Washington, D.C. (for a total of 15 units). ASP courses satisfy upper division History and Political Science major requirements and possibly other major requirements—consult your academic advisor.

Required courses (9 units):
AS 450 • American Studies Internship (8 units)
AS 461 • Professional Development Practicum (1 unit)

Choose one track:
Public Policy (6 units):
AS 431 • Public Policy Analysis Field Seminar (3 units)
AS 436 • Advocacy and Diplomacy Field Seminar (3 units)
Strategic Communication 6 units):
AS 442 • Case Studies in Strategic Communication (3 units)
AS 448 • Advocacy and Development (3 units)

AS 431 • Public Policy Analysis Field Seminar (3 units)
Students directly engage Washington, D.C.-based leaders and leading institutions that have a stake in a program-selected public policy debate. Students write a Group Policy Report (GPR) analyzing competing economic, humanitarian and rule-of-law/national security priorities in the selected debate. The GPR is supported by field-based research which includes participation in at least 6 one-hour meetings with policy experts and 2-3 team interviews with policy professionals. In writing a Public Policy Ethics Plan, each student explains the role biblical ideas and theological traditions play in (a.) how they came to understand the policy issue as a public justice issue, (b.) how they chose among competing policy prescriptions, and, by extension, (c.) what they believe about the proper role of government in society.

AS 436 • Advocacy and Diplomacy Field Seminar (3 units)
Each student writes an Individual Advocacy Case Study analyzing a policy advocacy campaign led by a national political actor. The advocacy campaign is focused on a well-defined domestic or foreign policy or program. Students are encouraged to select a case related to their internship. The study is supported by a lecture series of Washington, D.C.-based policy advocacy, diplomacy, and lobbying professionals. Each student presents their IACS to a Washington, D.C.-based policy professional who works directly on the issue.

AS 442 • Case Studies in Strategic Communication (3 units)
Students design two case studies, both supported by Washington, D.C.-based fieldwork and original research. They learn how to directly engage world-class organizations and communication professionals to design original case studies for the purpose of highlighting best practices in formative research, strategic planning, message formation and storytelling, tactics and contingency planning, and outcomes-based measurement and evaluation.

AS 448 • Advocacy and Development (3 units)
Students work collaboratively in small teams for a real-world client to research and propose a communications plan in fulfillment of the client's project proposal. This exercise in persuasive communication seeks to build constituent commitment to the client's mission, strategic initiatives, and fundraising activities. Consequently, communication objectives aim to achieve clearly specified and measurable educational, advocacy, and revenue goals. In a separate assignment, students reference their client work experience, as well as their case study work, to explain how biblical teachings inform our assumptions about, and practice of, strategic communication, documenting ethical challenges and 'faithful practice' strategies they discovered at each step in the strategic communication process.

AS 450 • American Studies Internship (8 units)
Provides an opportunity to work as an intern in a professional setting, to reflect substantively upon workplace experiences, to connect those experiences to classroom themes and discussions, and to acquire the skill set and competencies needed to pursue a professional career in service to God's kingdom.

AS 461 • Professional Development Practicum (1 unit)
Students will join a leadership community bound by a shared commitment to learn how to translate their campus convictions into real-world application. This practicum will help them know what it takes to lead institutions against the injustices facing the nation and world.

AS 470 • Special Topics: (1-3 units)
Special topic course in American politics on location in Washington, D.C. May be repeated for credit.

Pre-Law Studies Minor

The Pre-Law Studies minor is an interdisciplinary course of study designed to provide students a theoretical and practical introduction to the study of the law and society. The minor includes course work in law, political science, sociology, business, history, and communication. It is strongly recommended that students take advantage of the interdisciplinary nature of the minor and select electives from a variety of academic disciplines.

The minor requires a total of 21 units. Courses should cover a minimum of three disciplines. In addition, a maximum of nine units may be used from the units used to complete the requirements of a major.

Choose 21 units from the following:

BUSN 316	Legal Aspects of the Business Process	3 units
BUSN 317	Legal & Ethical Environment of Business	3 units
COMM 444	Argumentation and Debate	3 units
COMM 445	Persuasion	3 units
ENGL 375	Modern Grammar & Advanced Composition	3 units
POLS 155C	U.S. Government	3 units
POLS 303, 313 323, or 333	Classical, American, Christian or Modern Political Thought	3 units
POLS 370	Constitutional Law	3 units
POLS 446	Public Policy Issues	3 units
SOC 305	Criminology & the Criminal Justice System	3 units
SOC 345/PSYC 344	Family Violence	3 units
SOC 362	Juvenile Delinquency & Justice	3 units
SOC 367	Sociology of Corrections	3 units
SOC 373	Deviant Behavior	3 units

Other courses may be approved on a case-by-case basis by the Pre-Law Advisor.

DEPARTMENT OF KINESIOLOGY

Mission: The mission of the Department of Kinesiology is to equip students to become leaders capable of impacting their world for Christ. The program seeks to prepare competent professionals through personalized education in the classroom, research, and field-based experiences. The goal of the department is to develop independent, critical thinkers who possess an interdisciplinary education with an in-depth understanding of kinesiology.

PROGRAM STUDENT LEARNING OUTCOMES: Graduates from the Department of Kinesiology will be prepared to meet the following learning outcomes:

1. The identification of critical issues relevant to the field of Kinesiology and the ability to use both oral and written communication in both academic and professional settings.
2. The ability to administer assessments and interpret movement and performance data from lab, clinical, and field experiences to create effective, scientifically based physical activity and sport programs that address individual, community, and societal needs.
3. The ability to think critically through the acquisition, analysis and interpretation of data, and the evaluation and application of current research literature.
4. The ability to demonstrate relevant, marketable knowledge, skills, and dispositions to successfully enter the work force, graduate programs, and the lifelong learning process.

KINESIOLOGY MAJOR

The major consists of a common core with two concentrations available: Health and Human Performance and Pre-Health Professions.

Kinesiology Core Courses — 49 units

BIOL 204C/CL*	Human Anatomy	4 units
BIOL 304/L	Human Physiology	4 units
MATH 168C*	Biostatistics	3 units
or MATH 265C*	Introduction to Statistical Methods	3 units
KINE 150	Biophysical Foundations of Kinesiology	3 units
KINE 150L	Biophysical Foundations of Kinesiology: Lab	1 unit
KINE 185	Psychological and Sociocultural Foundations of Kinesiology	3 units
KINE 218	Injury Recognition and Management	3 units
KINE 221	Movement Anatomy	3 units
KINE 242	Motor Behavior Across the Lifespan	3 units
KINE 323	Physiology of Exercise	4 units
KINE 329	Fitness Assessment & Exercise Prescription	3 units
KINE 333	Principles of Nutrition and Metabolism	3 units
KINE 350	Internship (based on 3 credit hours)	1-5 units
KINE 421	Biomechanics	3 units
KINE 440	Research and Statistics in Kinesiology	3 units
KINE 450C	Capstone Kinesiology Senior Project	3 units

*Fulfills VU core curriculum requirement.

Health and Human Performance — 21 units

KINE 293	Special Topic: Health Fitness Mgmt	3 units
KINE 293	Special Topic: Optimizing Health in Diverse Populations	3 units
KINE 345	Sports Nutrition	3 units
KINE 395	ECG and Exercise Testing	3 units
KINE 430	Principles of Strength and Conditioning	3 units
KINE 470	Special Topics: Obesity, Weight Management and Exercise Psychology	3 units
KNIE 470	Special Topics: Advanced Exercise Testing and Prescription	3 units

Pre-Health Professions — 21-24 units

BIOL 111C/CL	Principles of Biology	4 units
CHEM 120/L/R**	General Chemistry I	5 units
CHEM 121/L/R	General Chemistry II	5 units
or		
CHEM 112C/CL	Fundamentals/Gen, Organic, Biochemistry I	4 units
CHEM 113/L	Fundamentals/Gen, Organic, Biochemistry II	4 units
Choose 1 course from the following:		
MATH 170	Precalculus	3 units
MATH 180	Calculus I	4 units
KINE 235	Medical Terminology	3 units
KINE 260	Principles of Therapeutic Rehabilitation	3 units

Additional Courses/Electives to be based on post-graduation plans.

Suggested Electives:

KINE 314A	Upper Extremity Assessment	3 units
KINE 314B	Lower Extremity Assessment	3 units
KINE 380	Rehabilitation Techniques	3 units
KINE 273	Special Topics: Foundations of Public Heath in Kinesiology	3 units
KINE 273	Special Topics: Motor Development and Fitness for Individuals with Disabilities	3 units
KINE 422	Ethics in Health Care	3 units
KINE 470	Special Topics: Principles and Applications Of Exercise Rehabilitation	3 units
PSCI 130C/CL	General Physics I	4 units
PSCI 131/L	General Physics II	4 units
BIOL	Electives in Biology	
CHEM	Electives in Chemistry	
PSYC	Electives in Psychology	

Minor in Kinesiology

Required Courses **22-units**

KINE 150	Biophysical Foundations of Kinesiology	3 units
KINE 150L	Biophysical Foundations of Kinesiology: Lab	1 unit
KINE 185	Psychological and Sociocultural Foundations of Kinesiology	3 units
KINE 242	Motor Behavior Across the Lifespan	3 units

Choose 4 additional courses from other KINE offerings (determine by post-graduation plans; some courses may require pre-requisites); courses will be approved by the Kinesiology Department Chair.

KINESIOLOGY COURSES

KINE 110 • Fundamentals of Dance (1 unit)
This course is an activity course designed to expose the student to a variety of dance forms including ballroom dance, ballet, jazz, country, line, and folk dance. This course does not fulfill the lifetime fitness activity requirement.

KINE 118 • Skill Development in Gymnastics/Swimming (1 unit)
This course is designed for the KINE major pursuing a teaching credential in physical education. This course focuses on skill development and skill assessment in gymnastics and swimming. This course does not fulfill the lifetime fitness activity requirement. Lab fee.

KINE 127 • Skill Development in Basketball/Volleyball (1 unit)
This course is designed for the KINE major pursuing a teaching credential in physical education. This course focuses on skill development and skill assessment in basketball and volleyball. This course does not fulfill the lifetime fitness activity requirement.

KINE 128 • Skill Development in Soccer/Softball (1 unit)
This course is designed for the KINE major pursuing a teaching credential in physical education. This course focuses on skill development and skill assessment in soccer and softball. This course does not fulfill the lifetime fitness activity requirement.

KINE 129 • Skill Development in Tennis/Badminton (1 unit)
This course is designed for the KINE major pursuing a teaching credential in physical education. This course focuses on skill development and skill assessment in tennis and badminton. This course does not fulfill the lifetime fitness activity requirement.

THEA/KINE 133 • Musical Theatre Dance I (1 unit)
An introduction to dance for musical theatre. Dance styles covered will include tap, jazz, and musical theatre movement. This course fulfills the KINE 146C Activity Core Curriculum requirement.

KINE/THEA 135 • Beginning Theatre Movement (2 units)
An introduction to the study of stage movement. Includes exercises and techniques to insure flexibility, meaningful aesthetic stage movement and physicality utilizing the Laban and Alexander techniques.

KINE 145C • Lifetime Fitness and Wellness – Lecture/Lab (1 unit)
Students will gain an understanding of physical conditioning and wellness pertaining to the five components of health-related fitness. Students will develop an understanding of lifestyle related diseases and behavior modification techniques. In addition, there will be opportunities to participate in a variety of movement experiences and assessment laboratories related to fitness. It is recommended to take both lecture and activity within the same academic year.

KINE 146C • Lifetime Fitness and Wellness Activity (1 unit)
Course may include any of the following topics: conditioning, exercise and nutrition, weight lifting, creative aerobics, badminton, beginning/intermediate tennis, racquetball, bowling, golf, bicycling, disk activities, volleyball, basketball, soccer, softball, baseball, beginning/advanced taekwondo, surfing, hip-hop/funk, swing dance, core strengthening, kickboxing or other special topics of physical activity. Activity course meets the core activity requirement. Activity course may also be repeated for elective credit. Lab fee for some courses.

KINE 150 • Biophysical Foundations of Kinesiology (3 units)
Co-requisite: KINE 150L. Biophysical Foundations of Kinesiology is intended for entry-level students with an interest in human movement and physical activity. It provides a rigorous introduction to the biophysical foundations of kinesiology including applications of basic science to professional and clinical settings. Students will become familiar with the field of kinesiology, and how this field may serve as preparation for a wide range of professional pursuits, including post-graduate occupations, professional programs of study in medicine and allied health fields, and as a basis for kinesiology research careers. Key concepts concerning the anatomical, mechanical, physiological, and neurological basis of human movement will be taught.

KINE 150L • Biophysical Foundations of Kinesiology Lab (1 unit)
Co-requisite: KINE 150. Biophysical Foundations of Kinesiology is intended for entry-level students with an interest in human movement and physical activity. The course focuses on laboratory experiences within each area; the anatomical; mechanical, physiological, and neurological basis of human movement. Lab Fee.

KINE 160-178 • Intercollegiate Athletics (1 unit)
This course provides college credit for participating in intercollegiate athletics and the responsibilities that come with being a Vanguard University student athlete. Substitution of this class for the University's activity requirement is not permitted. No more than 4 hours of KINE 160-178 can be counted toward the degree.

KINE 176 • Intercollegiate Athletics: Champions of Character (1 unit)
This course is based upon the NAIA Champions of Character Program and is designed to assist the student-athlete in developing skills in the areas of academics, personal growth, career choice, and commitment to service. This course will help enhance the student-athlete's transition into Vanguard University Athletics and increase their understanding of the responsibilities of being a student-athlete. Enrollment is limited to members of athletic teams and is intended to be taken during the athlete's first semester at the University. Substitution of this class for the University's activity requirement is not permitted.

KINE 183 • Foundations of Kinesiology (3 units)
This course serves as a base for all kinesiology courses. Units will include historical development, philosophical implications, physical fitness, scientific bases of movement, and educational values of kinesiology and career path options.

KINE 185 • Psychological and Sociocultural Foundations of Kinesiology (3 units)
This course is intended for entry level students with an interest in human movement and physical activity. The focus of this course is on exploring the sociological and psychological perspectives of participation in physical activity across the lifespan.

KINE 215 • Responding to Emergencies (2 units)
An advanced First Aid class with an in-depth introduction to responding to a variety of emergency situations. It will provide the student with a complete understanding and knowledge of not only the skills and actions in an emergency situation, but also the physiology, reasoning, and knowledge behind the skills. ARC certification is obtained with the completion of this course. Lab Fee.

KINE 216 • Advanced Medical Care of the Professional Rescuer (1 unit)
The purpose of this course is to provide the student with an opportunity to become proficient in advanced emergency care including the utilization of an automated external defibrillator, EpiPen, asthma inhaler, bag-valve mask for oxygen administration, and instruction in cardiopulmonary resuscitation for the professional rescuer. Lab fee.

KINE 217 • Outdoor Recreational Experience (1 unit)
This course encourages the student to identify and demonstrate an understanding of the value, meaning, and benefits of outdoor recreation and to explore a variety of outdoor adventure experiences. Lab fee.

KINE 218 • Injury Recognition and Management
This course is lecture/lab based and will build on the student's background in human anatomy. Areas of focus include injury recognition, signs and symptoms of injuries specific to body parts, prevention and treatment of orthopedic injuries, wound management, splinting, and supportive taping techniques. Lab fee.

KINE 221 • Movement Anatomy (3 units)
Prerequisite: KINE 150 and KINE 150L or BIOL 204. This course is a study of the structure of the human body with particular emphasis on the skeletal and muscular systems and their function in the mechanics of human movement.

KINE 231 • Global Games and Recreation Activities (3 units)
This class will provide students with an exposure to games, sports, and recreational activities from cultures around the world. The student will also be exposed to a variety of teaching methodologies including peer instruction and demonstration, cooperative learning groups, and participation in activities. This course is only offered even years in the Fall.

KINE 235 • Medical Terminology (3 units)
This course introduces the student to the basic rules for interpreting, constructing, and spelling medical terms. Topics include structure; recognition; analysis; definitions; spelling; pronunciation, and a combination of medical terms from prefixes, suffixes, roots, and combining forms. The course is organized by body systems with an emphasis on anatomy and physiology, pathological conditions, and diagnostic treatments and procedures.

KINE/SOC 258 • Sociology of Sports and Human Movement (3 units)
This class will examine the historical and contemporary interpretations of the role of play, games, sports, dance, fitness, and recreation in a variety of cultures. This class will also address sociocultural issues such as gender, socioeconomic status, race and ethnicity in sport.

KINE 242 • Motor Behavior Across the Lifespan (3 units)
Prerequisite: KINE 150 and KINE 150L or instructor permission. This class will examine the basic principles of motor learning, motor control and motor development as they relate to human voluntary movement. Applications of principles through observations and assessment of motor behavior, from learning to performance, as well as motor development through the lifespan will be covered.

KINE 260 • Principles of Therapeutic Rehabilitation (3 units)
This class will examine how to assist a patient in healing from acute injuries by reducing swelling and pain, improving range of motion, strength and balance. Fundamentals of healing chronic injuries will also be incorporated. This course will include the physiological basis of using basic therapeutic modalities. This course will also include applied learning and techniques. Prerequisite: KINE 218 Injury Recognition and Management

KINE 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in kinesiology. May be repeated for credit.

KINE 314A • Upper Extremity Assessment (2 units)
Prerequisites: KINE 218. This course is a combination of lecture and hands-on lab. It will build on the student's prior knowledge of anatomy and injury recognition. The focus of this course is to assist the student in developing a systematic, thorough method of injury assessment including the development of a medical history, palpitation points, range of motion tests, manual muscle tests, neurological tests, and special tests, This course will focus on the assessment of the head, cervical and thoracic spine, shoulder, elbow, wrist, and hand.

KINE 314B • Lower Extremity Assessment (2 units)
Prerequisites: KINE 218. This course is a combination of lecture and hands-on lab. It will build on the student's prior knowledge of anatomy and injury recognition. The focus of this course is to assist the student in developing a systematic, thorough method of injury assessment including the development of a medical history, palpitation points, range of motion tests, manual muscle tests, neurological tests, and special tests, The area of focus is the development of a systematic method of injury assessment. This course will focus on the assessment of the lumbar spine, hip and pelvis, knee, lower leg, ankle, and foot.

KINE 321 • Principles of Coaching (3 units)
Analysis of the art of coaching, studying: motivation, communication, discipline, morale, and personality traits of individuals, and organizational and administrative procedures involved in scheduling, equipment purchasing and maintenance, and public relations.

KINE 322 • Measurement in Physical Education and Recreation (3 units)
Incorporates methods of lecture, laboratory, and field experiences in the construction, administration, and application of fitness and motor skills tests used in sports and physical education. Issues of grading and evaluation are also addressed using elementary statistics methods utilizing SPSS-PC and Excel.

KINE 323 • Physiology of Exercise (4 units)
Prerequisite: BIOL 304. A study of the effects of exercise upon the systems and organs of the body. Analysis of these systems and how maximum efficiency in physical performance is achieved. Lecture three hours, laboratory three hours. Lab fee.

KINE 325 • Motor Learning and Human Performance (3 units)
This class explores the processes involved in the acquisition of motor actions. Emphasis is placed on how teachers can apply theoretical concepts to more effectively structure lessons. This course is only offered odd years in the Spring.

KINE 329 • Fitness Assessment & Exercise Prescription (3 units)
Prerequisite: KINE 150 and KINE 150L or sophomore status. This course is designed to provide the student with the theoretical background and practical experience necessary for the safe and scientific evaluation of physical fitness, particularly as it relates to health and disease and the development of programs for remediation, maintenance and enhancement of motor and health related qualities. Lab fee.

KINE 333 • Principles of Nutrition and Metabolism (3 units)
Prerequisite: BIOL 304. Introduction to metabolism of protein, fat and carbohydrate; the biological role of vitamins and minerals; nutrient requirements during the life cycle; assessment of dietary intake and nutritional status. The course also discusses the biochemical role of nutrients in maintaining health, and the effects of over- and under-nutrition on disease pathogenesis. The students will also gain an understanding of how nutrition is linked to physical activity and sport performance.

KINE 335 • Growth and Motor Development (3 units)
This course investigates theories of motor development of children, especially K-6. Special emphasis is placed upon sequential motor development patterns, the needs, interests, and abilities of the child in relation to physical, social, cognitive, and emotional domains. In addition, life-span motor development is discussed throughout the course which includes the changes that happen with aging.

KINE/THEA 338 • Stage Combat (2 units)
This course introduces basic stage techniques with unarmed combat including falls, rolls, chokes, punches and kicks, advancing to broad sword combat using scenes from classical or contemporary works, and applying these techniques with special attention to safety. Lab fee. Satisfies the Core Curriculum's Lifetime Fitness and Wellness (Activity) unit.

KINE 343 • Leadership and Management of Kinesiology Programs (3 units)
This course focuses on the organization, administration, and management of programs within the field of Kinesiology (including physical education, intramural, interscholastic, intercollegiate athletics, athletic training, private sport and fitness, as well as recreation) programs/departments. Course content will emphasize (a) organization and leadership theory and practice, particularly as they relate to policy, politics, and power, (b) the practicalities of program development, management and supervision (i.e. communication, human resources, public relations, financial management, budgeting and purchasing, facilities, and equipment), and (c) issues of law, risk management, professionalism, ethics and philosophy as they relate to the field.

KINE 345 • Sport Nutrition (3 units)
Prerequisite: KINE 333. This course is designed to address high level sport nutritional issues and, lend understanding to the physiological aspects and lifestyle

practices of athletes involved in high-level human performance. Students will be introduced to the field of sports nutrition and the principles of ergogenic aids. The metabolism of nutrients will be emphasized as they pertain to athletic performance, and students will be familiarized with the nutritional practices that optimize athletic performance. In addition, body composition changes desirable to achieve optimal competitive efforts will be discussed.

KINE 350 • Kinesiology Internship (1-5 units)
Prerequisites: Sixteen upper division units and permission of the instructor. This course provides the student with opportunities to demonstrate competencies developed in previous courses by working in an agency under the supervision of a qualified practitioner. For every 1 credit of KINE 350 registered, the student will engage in 5 hours of internship.

KINE 356 • Team and Individual/Dual Sports Analysis (3 units)
This course will introduce the instructional process of analyzing and sequencing skill components and performance techniques found within team and individual/dual sports. The course is designed to allow the student to engage in individual and cooperative teaching experiences that utilize multiple instructional strategies. Sport skills addressed may include basketball, volleyball, soccer, flag football, softball, tennis, golf, swimming, track and field.

KINE 380 • Rehabilitation Techniques (3 units)
Prerequisite: KINE 260. This course is designed to meet the needs of students pursuing careers in physical therapy and athletic training. It is a beginning rehabilitation course for the purpose of instruction in the functional stages of rehabilitation along with teaching the student a variety of rehabilitation techniques specific to each body segment. The course will include lab sessions in rehabilitation techniques.

KINE 385 • Therapeutic Modalities (2 units)
A two-unit upper division course providing the student with information in the physics of modalities. The course will also instruct the student in the purpose, set-up, use, and contraindications of therapeutic modalities.

KINE 395 • ECG and Exercise Testing (3 units)
Prerequisite: BIOL 304. The course is designed to teach the students how to read and interpret an electrocardiogram as well as conduct and evaluate graded exercise tests. This course has great practical application for students who seek to pursue careers that involve exercise stress tests, especially cardiac rehabilitation. Lab fee.

KINE 410 • Health Education (3 units)
The course will cover personal and community health problems, including discussions of hygiene, nutrition, and exercise as they relate to total fitness. The responsibilities of the teacher concerning current health problems, particularly family health, and the effects of narcotics and alcohol on the human body will be emphasized. (Meets the state's requirement for a Professional Clear Credential.)

KINE 421 • Biomechanics (3 units)
Prerequisite: KINE 221. Provide students with an understanding of mechanical principles of movement and their application to performance. Qualitative and quantitative analyses of movement will be utilized.

KINE 422 • Ethics in Health Care (3 units)
This course will introduce the student to the principles of medical ethics for the purpose of preparing the student for the difficult and controversial issues they will have to face in the allied health field. This class will enable the student to understand, consider, and place in the context the critical social, ethical, legal, and regulatory issues in the health care system.

KINE 430 • Principles of Strength and Conditioning (3 units)
Recommended: KINE 323, KINE 329; Required: Junior or Senior standing. This course takes a multi-faceted approach to the science of strength training. Topics to be covered include: exercise physiological concepts and applications, testing and evaluation, beginning and advanced flexibility and exercise techniques, program design, periodization, aerobic and anaerobic training considerations, nutrition, performance enhancing substances, exercise prescription for the athlete, and organization and administration of an exercise facility. This course will also provide an opportunity for the student to develop sport specific programs. Ultimately this course should prepare the student to successfully pass the National

Strength and Conditioning Associations' exam for the Certified Strength and Conditioning Specialist credential (CSCS).

KINE 433 • Physical Education for Secondary Schools (3 units)
Recommended: KINE 325 and KINE 335. Provides the student with instruction and experience in teaching physical education to the secondary student. Through observation, research, and class lecture/discussion, the students will be equipped to develop and teach physical education curriculum. This course introduces principles that focus on the development of physical, social, emotional, and mental skills for the secondary student.

KINE 435 • Physical Education for Elementary Schools (3 units)
Recommended: KINE 325 and KINE 335. This course is designed to teach the student how to incorporate the components of movement, dance, fundamental movement patterns, fitness activities, and social skills into an educational movement program for children, specifically K-6.

KINE 440 • Research and Statistics in Kinesiology (3 units)
Prerequisite: MATH 168C or 265C. The students are introduced to research design and methods as well as basic statistical procedures for analyzing data. The concepts learned in class are integrated into a data-based kinesiology research project.

KINE 443/PSYC 443 • Sport Psychology (3 units)
Prerequisite: PSYC 103C. This course is designed to introduce students to the psychological aspects of sport and physical activity. From the sport perspective, emphasis will be placed on mental preparation of teams and individuals for competition. From the exercise perspective, group dynamics, motivation and exercise adherence will be covered.

KINE 450C • Capstone Kinesiology Senior Project (3 units)
Prerequisite: Must be a senior within the KINE department. This course is designed to integrate the student's faith with their profession. The student will have opportunities to engage other professionals within the field of Kinesiology through guest speakers, and will be given the opportunity to reflect on their own faith journey. Students will also be required to complete a senior research project on the topic of their choice with instructor guidance and permission.

KINE 451 • Adapted Physical Activity, Recreation, and Sport (3 units)
Principles and procedures in selecting and sequencing learning activities of school age children with disabilities that require special physical programs or adapted activities in the regular program.

KINE 455 • Kinesiology Teaching Internship (1-3 units)
Prerequisite: Junior or Senior standing with G.P.A. of 3.0 or above and approval of the department chair. The student will meet regular hours each week for classes and/or meetings that are established at the beginning of the semester with the supervising professor. The intern assists an instructor in planning and conducting a course and/or laboratory sessions. Course can be repeated for a maximum total of 3 units. One unit constitutes 45 contact hours.

KINE 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study in a special topic in the field of kinesiology. May be repeated for credit.

KINE 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

DEPARTMENT OF LIBERAL STUDIES

Mission: The mission of the Department of Liberal Studies is to provide undergraduate students with a broad liberal arts education within the context of a Christian worldview in a multicultural setting. The Liberal Studies major is designed to challenge students to integrate the different academic disciplines and to bring about wholeness of the mind, emotions, and character.

The Liberal Studies major allows students a broad selection of courses in core subject areas. It is the university-approved academic program for those seeking preparation to become an elementary school teacher. The Commission-approved program ensures that students' completion of coursework will satisfy the subject matter requirement necessary to earn a teaching credential. (*contingent upon program approval in June 2017*)

Liberal Studies is also an excellent choice for those planning on entering graduate school. Examples of students who should consider the major are those planning on law school, seminary, elementary education, or a public service career.

LIBERAL STUDIES MAJOR REQUIREMENTS

The Liberal Studies program that is outlined below incorporates current core curriculum courses as well as additional content specific courses to meet the California Teaching Credential expectations for a Liberal Studies major. The student wanting to teach in an elementary school will take the following courses.

English: Language, Literature, and Composition		**a minimum of 18 units**
ENGL 120C	Persuasive Writing	3 units
COMM 201C	Speech Composition and Presentation	3 units
EDUC 220C	Researched Writing for Liberal Studies Majors	3 units
ENGL 230C	Literary Perspectives	3 units
ENGL 340	Children's Literature	3 units
ENGL 453	Language, Culture, and Linguistics	3 units

Mathematics/Computer Science		**a minimum of 9 units**
MATH 145C	Data Analysis	3 units
MATH 120	Math for Elementary Teachers	3 units
EDUC 330	Integrating Technology into Classroom Teaching	3 units

Science – 2 labs required		**a minimum of 11 units**
PSCI	Earth Science Course *(i.e., PSCI 215C, 215CL)*	3-4 units
BIOL	Life Science Course	3-4 units
PSCI/CHEM	Physical Science Course *(i.e., CHEM 112C, 112CL or PSCI 216C, 216CL)*	3-4 units

Philosophy and Religion		**a minimum of 18 units**
NT 101C	New Testament Survey	3 units
OT 201C	Old Testament Survey	3 units
THEO 101C or THEO 103C	Foundations of Christian Life Introduction to Theology	3 units
THEO 300C	Developing a Christian World View	3 units
CHIS 400C	Christian Heritage	3 units
PHIL 201	Introduction to Philosophy	3 units

Visual and Performing Arts		**a minimum of 9 units**
ART 252C or FINA 215C or THEA 102C or THEA 200C or THEA 202C or THEA 204C	History and Appreciation of Art Introduction to the Arts Introduction to Acting Introduction to Theatre History of Theatre I History of Theatre II	3 units
ART 330	Art Techniques for Teachers	3 units
MUSC 202C	Introduction to Music	3 units
MUSC 337B	Music for Elementary Schools	3 units

Social Science		**a minimum of 18 units**
ANTH 102C	Introduction to Cultural Anthropology	3 units
HIST 156C	United States History	3 units

HIST 203C	World Civilizations I	3 units
or HIST 204C	World Civilizations II	
HIST 356	History and Geography of California	3 units
POLS 155C	United States Government	3 units
(A requirement for obtaining a California Teaching Credential)		
SOCS/BUSN 215	Economics (Macro)	3 units

Physical Education **a minimum of 5 units**

KINE 145C	Lifetime Fitness and Wellness – Lecture/Lab	1 unit
KINE 146C	Lifetime Fitness and Wellness – Activity	1 unit
	(or any KINE 146C one-unit activity course)	
KINE 435	Physical Educ. for Elementary Schools	3 units

Human Development **a minimum of 6 units**

PSYC 103C	General Psychology	3 units
PSYC 320	Developmental Psychology	3 units

Professional Requirements and Prerequisites a minimum of 10 or 12* units

CORE 100C	Cornerstone (Required for Freshmen)*	1 unit
or CORE 101C	College Learning Concepts	3 units
EDUC 100	Introduction to Education	3 units
EDUC 315	Teaching in a Multicultural Setting	3 units
EDUC 499C	Senior Capstone Seminar	3 units

Areas of Emphasis **a minimum of 12 units**

Students must choose an emphasis from one of the following areas: Biological Science, Communication, English Literature, English Writing, History/Political Science, Kinesiology (PE), Mathematics, Music, Physical Science, Psychology, Sociology, Special Education, and Theatre Arts. As a capstone experience to the emphasis, each senior Liberal Studies student will participate in a portfolio/performance/ demonstration assessment. Contact the Liberal Studies Department for details.

Electives **a minimum of 8 or 9 units**

Recommended electives:

EDUC 305	Tutoring in an Urban Setting	1-3 units
EDUC 441	Philosophy of the Christian School	1 unit

EDUCATION COURSES

EDUC 100 • Introduction to Education (3 units)
This course explores the role of education and teaching in modern American Society. Current political and social issues and their impact on schools will be addressed. Career opportunities and expectations for teachers will be discussed. Students will be encouraged to assess and reflect upon their own educational experiences, skills, and learning styles as they interact with current practitioners and education literature. Students will complete a 15-hour fieldwork component. May not be taken concurrently with EDUC 315. Must be passed with a "C" (not "C-") or better to fulfill the Liberal Studies major requirement.

EDUC 220C • Researched Writing for Liberal Studies Majors (3 units)
This course serves as an introduction to topics and issues in the field of education for Liberal Studies majors. Students will be guided in thinking about and moving toward their future role as a teacher. Students will be taught how to read and comprehend research in education and to write research papers from a place of understanding the context, process, and audience for research writing. This course focuses on the process of writing in APA style. Must be passed with a "C" (not "C-") or better to fulfill the core curriculum requirement.

EDUC 291, 292, 293 • Special Topic (1-3 units)
Study of a special topic in Liberal Studies. May be repeated for credits.

EDUC 305 • Tutoring in an Urban Setting (1-3 units)
Directed tutoring of elementary and secondary students in selected tutorial centers/schools located in urban settings. Enrollees must complete 30 hours of supervised tutoring in an approved urban tutorial center or school site for each unit. Written critical incident reports will be required. Limited enrollment by permission only. See the Chair of the Department of Liberal Studies for further information.

EDUC 315/ENGL 315/HIST 316/MATH 315/MUSC 311 • Teaching in a Multicultural Setting (3 units)
Prerequisite: EDUC 100. This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on educational research and the philosophical, historical, and demographic developments of American education. Students will complete a 30-hour fieldwork component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. Must be a Junior or Senior to register. May not be taken concurrently with EDUC 100.

EDUC 330 • Integrating Technology into Classroom Teaching (3 units)
A study of the nature and use of technology in the educational process. An emphasis is placed on both teachers and students utilizing a variety of technology to enhance a content standards based curriculum. Topics studied include: computers, interactive white boards, scanners, digital cameras, PDA's, digital projection, software, word processing, PowerPoint, and other technology that assists educators or is currently used with students in K-12 classrooms. This course meets the Level One technology standards for a California teaching credential.

EDUC/CFST 441 • Philosophy of the Christian School (1 unit)
A study of the philosophy of Christian education with an emphasis on its comparison to that used in public, pluralistic education. Also an introduction to the goals, founding, function, and organizational structure of pre-, elementary, and secondary schools. (Meets ACSI credential requirement.)

EDUC 455 • Teaching Assistantship in Education (1-3 units)
Prerequisite: EDUC 315. This course will give the student opportunity for working as a teaching assistant in a local school. Included will be direct instruction of individuals and small groups. With permission of the supervising teacher, the student may conduct some whole-class instruction. Limited enrollment by permission only. See the Chair of the Department of Liberal Studies for further information.

EDUC 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor and department chair. Study of a special topic dealing with education. May be repeated for credit.

EDUC 480 • Individual Studies (1-3 units)
Prerequisite: EDUC 315 and consent of the instructor and department chair. May be repeated for credit.

EDUC 490 • Seminar in Education (1-3 units)
Prerequisite: EDUC 315 and consent of the instructor and department chair. Mutual investigation of one topic in education studies of particular relevance to upper division liberal studies majors. May be repeated for credit.

EDUC 499C • Senior Capstone Seminar (3 units)
Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. Students will address the integration of faith and learning and identify how this integration has deepened their understanding of each subject area. They will also demonstrate their competence in each of the major multiple subject matter areas by substantiating how their life, academic and fieldwork experiences have prepared them to understand each area.

Single Subject Matter Programs

The Single Subject Matter Programs allow students to complete their subject matter competence through undergraduate coursework, in preparation for pursuing a teaching credential. Students interested in obtaining a teaching credential after completion of their bachelor's degree should speak to their academic advisor to be

placed on the teaching track or emphasis in their degree program. Each of the single subject programs listed below has the approval of the California Commission on Teacher Credentialing (CCTC) for those seeking a California Single Subject Teaching Credential in that specific subject area. (Students should refer to the Graduate Program in Education for specific information about completing a teaching credential.)

English

The English program that is outlined below incorporates content specific courses to meet the California Teaching Credential English subject matter.

Special Core Curriculum Requirements		**12 units**
ENGL 120C	Persuasive Writing	3 units
ENGL 220C	Researched Writing	3 units
POLS 155C	U.S. Government	3 units
COMM 201C	Speech Composition and Presentation	3 units

English Major Requirements		**33 units**
ENGL 240C	Foundations of Literary Study	3 units
ENGL 260	Survey of British Literature I	3 units
ENGL 262	Survey of British Literature II	3 units
ENGL 309	Survey of American Literature	3 units
ENGL 315	Teaching English in a Multicultural Setting	3 units
ENGL 375	Modern Grammar and Advanced Composition	3 units
ENGL 433	Survey of World Literature	3 units
ENGL 453	Language, Culture and Linguistics	3 units
ENGL 455	Shakespeare	3 units
ENGL 465	Theory and Criticism of Literature	3 units
ENGL 499C	Capstone Seminar in English	3 units
Foreign Language (2 semesters of the same foreign language)		**6-8 units**

Choose 3 classes in the domain of literature & textual analysis:		**9 units**
ENGL 325	Period Focus	3 units
ENGL 335	Genre Focus	3 units
ENGL 360	Dramatic Literature: Script Analysis	3 units
ENGL 425	Author Focus	3 units
ENGL 444	Culture Focus	3 units
ENGL 464	Thematic Focus	3 units

OR

Choose 3 classes in the domain of Composition and Rhetoric:		**9 units**
ENGL 210	Technical Writing	3 units
ENGL 320	Journalism Principles	3 units
ENGL 350	Creative Writing	3 units
ENGL 438	Creative Writing Workshop	3 units
ENGL 442	Playwriting	3 units
ENGL 451	Writing Internship	3 units
ENGL 486	Advanced Research Methods	3 units

Mathematics

The Mathematics program that is outlined below incorporates content specific courses to meet the California Teaching Credential Mathematics subject matter.

Mathematics Major Requirements		**62 Units**
Lower Division		**18 units**
MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units
MATH 207	Computer Programming	3 units
MATH 281	Multivariable Calculus	4 units
MATH 285	Introduction to Advanced Mathematics	3 units
Upper Division		**18 units**
MATH 300	Linear Algebra	3 units
MATH 310	Differential Equations	3 units
MATH 365	Probability and Statistics	3 units
MATH 380	Elementary Analysis I	3 units
MATH 390	Numerical Analysis	3 units
MATH 499C	Capstone Seminar in Mathematics	3 units

Mathematics Electives		**15 units**
Required courses for completion of the single subject matter program.		
MATH 315	Teaching and Tutoring	3 units
MATH 330	Number Theory	3 units
MATH 370	History of Mathematics	3 units
MATH 410	Abstract Algebra	3 units
MATH 420	Higher Geometry	3 units

Non-Mathematics Requirements		**11 units**
PHIL 201	Introduction to Philosophy	3 units
or PHIL 210	Critical Thinking	
PSCI 223C/CL	Mechanics and Heat, lab	4 units
PSCI 225/L	Electricity, Magnetism, Sound and Light, lab	4 units

Additional Courses Required For Credentialing

ANTH/ENGL 453	Language, Culture and Linguistics	3 units
POLS 155C	U.S. Government	3 units

Music

The Music Education (Pre-Teacher Certification) program that is outlined below incorporates content specific courses to meet the California Teaching Credential Music subject matter.

Core Requirements 49 units

Musicianship Requirements 34 units

MUSC 131	Music Theory I	3 units
MUSC 132	Aural Theory I	1 unit
MUSC 136	Music Theory II	3 units
MUSC 137	Aural Theory II	1 unit
MUSC 228	Introduction to Music Technology	1 unit
MUSC 231	Music Theory III	3 units
MUSC 232	Aural Theory III	1 unit
MUSC 236	Music Theory IV	3 units
MUSC 237	Aural Theory IV	1 unit
MUSC 253	Music in Global Cultures	2 units
MUSC 273	Introduction to Conducting	1 unit
MUSC 325	Music History and Literature I	3 units
MUSC 326	Music History and Literature II	3 units
MUSC 327	Music History and Literature III	2 units
Choose based on private instruction:		2 units
MUSC 373	Choral Conducting (2 units)	
MUSC 374	Instrumental Conducting (2 units)	
Choose:		2 units
MUSC 301	Counterpoint (2 units)	
MUSC 403	Instrumental Arranging (2 units)	

Performance Requirements 15 units

MUSC 105A	Class Piano I	1 unit
MUSC 105B	Class Piano II	1 unit
MUSC 145A	Class Piano III	1 unit
MUSC 145B	Class Piano IV	1 unit
MUSC 205A	Class Piano V: Keyboard Improvisation	1 unit
or completion of Piano Proficiency		

Piano candidates must have passed Piano Proficiency to apply to the Bachelor of Music degree program.

Large Ensemble		8 units
MUSC 221, 240, 241, 250 (1 unit)		
MUSC 321, 340, 341, 350 (1 unit)		
Applied Instruction		2 units
MUSI 201	Vocal (1 unit)	
MUSI 211	Piano (1 unit)	
MUSI 221	Guitar (1 unit)	
MUSI 231	Organ (1 unit)	
MUSI 291	Instrument (1 unit)	
MUSI 200/400	Recital Attendance	0 units
	(Co-requisite with Applied Instruction)	

Music Education (Pre-Teacher Certification) 40 additional units

Music Education students are advised to take U.S. Government (POLS 155C) in lieu of U.S. History (HIST 156C) and Lang., Culture, and Linguistics (ANTH 453) (Pre-Req.: Intro to Anthro) for entrance into the Vanguard University Credentialing program.

Students must take Instrumental Arranging (MUSC 403) in the Music Core.

Small Ensemble (1 unit)		2 units
MUSC 108	Beginning Guitar Class (waived for guitarists)	1 unit
MUSC 111	Beginning Voice Class (waived for vocalists)	1 unit
MUSC 201	Introduction to Music Education	2 units
MUSC 270	Introduction to Jazz Improvisation	2 units
MUSC 311	Teaching Music in a Multicultural Setting	3 units
MUSC 312	Woodwind Techniques	1 unit
MUSC 313	Brass Techniques	1 unit
Choose alternate Conducting course not previously taken		2 units
MUSC 333	String Techniques	1 unit
MUSC 334	Percussion Techniques	1 unit
MUSC 337A	Music for Elementary Schools	3 units
MUSC 338	Secondary Instr. Music Methods and Lit.	2 units
MUSC 339	Secondary Vocal Music Methods and Lit.	2 units
MUSC 410	Choral Arranging	2 units
Applied Instruction (4 units lower/ 8 units upper)		12 units
MUSI 202/402	Vocal (2 unit)	
MUSI 212/412	Piano (2 unit)	
MUSI 222/422	Guitar (2 unit)	
MUSI 232/432	Organ (2 unit)	
MUSI 292/492	Instrument (2 unit)	
MUSI 200/400	Recital Attendance (Co-requisite with Applied Instruction)	0 unit
MUSC 491C	Research and Recital	2 units

Students failing the teaching project portion of MUSC 491C will be required to enroll and take the course again.

DEPARTMENT OF MATHEMATICS

Mission: Students of mathematics receive rigorous training in a Christian environment to prepare them for careers in elementary education, secondary education, or for graduate studies in mathematics. The department also provides background courses in mathematics necessary for other areas of study such as physics, chemistry, biology, or kinesiology. We emphasize both pure and applied mathematics. The fundamental theories and principles of mathematics are taught as well as their applications. This program is accredited by the California Commission on Teacher Credentialing (CTC).

MATHEMATICS MAJOR

Mathematics Readiness Examination (MRE): A two-hour examination will be given to new students during registration. Passing this examination qualifies the student for Precalculus (MATH 170) or higher. Students that fail the examination must take College Algebra (MATH 116).

Mathematics Education Emphasis Courses

This option is for students preparing to teach mathematics at the secondary school level. The Bachelor of Science in Mathematics degree with this option is approved by the California Commission on Teacher Credentialing. Completion of this option will satisfy the subject matter requirement for the Single Subject Teaching Credential in Mathematics. Graduates must then enroll in the credential program at Vanguard University or some other accredited college or university to complete subject requirements for the California Clear Teaching Credential in Mathematics (see the Graduate Program in Education for these requirements). Students under this option must include MATH 315, MATH 330, MATH 370, MATH 410 and MATH 420 as a part of their degree program. They should also take ANTH/ENGL 453 and POLS 155C (see below).

Mathematics Major Requirements 62 units

Lower Division		**21 units**
MATH 168C	Biostatistics	3 units
MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units
MATH 207	Computer Programming	3 units
MATH 281	Multivariable Calculus	4 units
MATH 285	Introduction to Advanced Mathematics	3 units
Upper Division		**21 units**
MATH 300	Linear Algebra	3 units
MATH 310	Differential Equations	3 units
MATH 330	Number Theory	3 units
MATH 365	Probability and Statistics	3 units
MATH 380	Elementary Analysis I	3 units
MATH 410	Abstract Algebra	3 units
MATH 499C	Capstone Seminar in Mathematics	3 units
Electives		**9 units**

Choose 9 units from the following courses:

MATH 311	Advanced Differential Equations	3 units
MATH 315	Teaching and Tutoring	3 units
MATH 370	History of Mathematics	3 units
MATH 371	Combinatorics	3 units
MATH 375	Discrete Mathematics	3 units
MATH 381	Elementary Analysis II	3 units
MATH 390	Numerical Analysis	3 units
MATH 420	Higher Geometry	3 units
MATH 455	Mathematics Teaching Internship	1-3 units
MATH 470	Special Topic	1-3 units
MATH 480	Individual Studies	1-3 units

Non-Mathematics Requirements		**11 units**
PHIL 201	Introduction to Philosophy	3 units
or PHIL 210	Critical Thinking	
PSCI 223C/CL	Mechanics and Heat	4 units
PSCI 225/L	Electricity, Magnetism, Sound and Light	4 units

Additional Courses Required For Credentialing

ANTH/ENGL 453	Language, Culture and Linguistics	3 units
POLS 155C	U.S. Government	3 units

Mathematics Minor 21 units

MATH 180	Calculus I	4 units
MATH 181	Calculus II	4 units
MATH 168C	Biostatistics	3 units
or MATH 265C	Introduction to Statistical Methods	
MATH 281	Multivariable Calculus	4 units
MATH 285	Introduction to Advanced Mathematics	3 units

Choose 3 units from the following courses:

MATH 300	Linear Algebra	3 units
MATH 330	Number Theory	3 units
MATH 365	Probability and Statistics	3 units

Any changes to this standard minor program must be approved by your college supervisor and by the Chair for the Department of Mathematics.

MATHEMATICS COURSES

MATH 104 • Mathematics for Liberal Arts Students (3 units)

Prerequisite: Two years of high school math or consent of the instructor. A non-technical course emphasizing the ideas and concepts of mathematics. Algebra, number theory, set theory, geometry, statistics, probability, and analysis of the ideas and methods involved.

MATH 116 • College Algebra (3 units)

Prerequisite: Two years of high school algebra and pass the Mathematics Readiness Examination (MRE) at level one or consent of the instructor. Sets and real numbers, linear equations and inequalities, polynomials, functions, graphing linear and polynomial functions, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series.

MATH 117 • College Trigonometry (3 units)
Prerequisite: Two years of high school algebra and pass the Mathematics Readiness Examination (MRE) at level 2 or consent of instructor. Complex numbers, trigonometric functions and applications.

MATH 120 • Mathematics for Elementary Teachers (3 units)
Prerequisite: MATH 145C or consent of the instructor. Introductory set theory, problem solving, basic algorithms, elementary number theory, geometry and coordinate geometry. Emphasis will be on the structural and logical foundations of mathematics.

MATH 145C • Data Analysis (3 units)
Prerequisite: Two years of high school math (including algebra) or consent of the instructor. The use of mathematics as a thinking and problem-solving tool, emphasizing data interpretation, graphs, tables, statistical arguments, probability, statistics, and the use and misuse of numbers. Spreadsheet applications include variables, conditionals, and statistical functions. Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

MATH 168C • Biostatistics (3 units)
Prerequisite: Two years of high school algebra. This course is designed to cover areas of statistics relevant to experimental scientific investigation including sampling theory, basic variance statistics, linear, non-linear and multiple regressions with a comparison of measures of best fit, and basic statistical hypothesis testing. Advanced topics of curve fitting via parameter optimization in three or more dimensions, weighted curve fitting, ANOVA, and factor analysis will be introduced. This course will use Microsoft Excel exclusively. Course content will meet the basic needs of both biology and mathematics students.

MATH 170 • Precalculus (3 units)
Prerequisite: Pass the Mathematics Readiness Examination at level 3 or consent of the instructor. Equations and inequalities; systems of linear equations: functions, graphs, exponential, logarithmic, and trigonometric functions and their limits; polynomial and rational functions; analytic geometry.

MATH 180 • Calculus I (4 units)
Prerequisite: Pass the Mathematics Readiness Examination at level 4, or MATH 170, or consent of the instructor. Graphing of functions, logarithmic functions and their inverses; limit of functions and derivatives; rules of differentiation and their application; definite and indefinite integrals.

MATH 181 • Calculus II (4 units)
Prerequisite: MATH 180 or consent of the instructor. Application of integration for volumes, work and areas; advanced techniques of integration; advanced application of integration; first order differential equations; parametric equations and polar coordinates; infinite sequences and series.

MATH/CAPL 207 • Computer Programming (3 units)
Prerequisite: Sophomore standing. Open to all majors, this course offers the basic concepts of programming, problem solving, programming logic, as well as the design techniques. Programming language is chosen from languages such as Visual Basic, C++ and MatLab. Special fee for computer lab use.

MATH/ENGL 210 • Technical Writing (3 units)
Prerequisite: ENGL 120C and ENGL 220C. Expository writing on technical subjects dealt with in industry, science, and education. Long and short forms including reports, proposals, journal articles, and research papers.

MATH/PSYC/SOC 265C • Introduction to Statistical Methods (3 units)
A course in basic statistical concepts and methods of collecting, summarizing, presenting, and interpreting data in the behavioral sciences, including descriptive statistics (use of graphs and charts), normal distribution curve, measures of central tendency, deviation and dispersion, hypothesis testing, statistical fallacies, correlation, and topics in probability. Students majoring in Anthropology, Psychology, or Sociology must take MATH /PSYC/SOC 265C to fulfill the core curriculum requirement in mathematics. Students majoring in Mathematics are exempt from taking the core curriculum requirement in mathematics.

MATH 281 • Multivariable Calculus (4 units)
Prerequisite: MATH 181 or consent of the instructor. Vectors and geometry of space including cylindrical and spherical coordinates; vector functions and space curves with vector calculus, partial derivatives with directional derivatives and applications; multiple integrals with various coordinate systems with application; and second-order differential equations.

MATH 285 • Introduction to Advanced Mathematics (3 units)
Prerequisite: MATH 180 or consent of the instructor. A course for both mathematics and mathematics education majors. Covers the fundamentals of axiomatic proof theory including laws of inference, set theory, induction, cardinality, relations and functions.

MATH 291, 292, 293, 294 • Special Topics (1-4 units)
Prerequisite: Consent of the instructor. Study of a special topic in mathematics. May be repeated for credit.

MATH 300 • Linear Algebra (3 units)
Prerequisite: MATH 285. Systems of linear equations, vector spaces, linear mappings, matrices and matrix algebra, eigenvectors and eigenvalues, Cayley-Hamilton theorem, quadratic forms, and applications.

MATH 310 • Differential Equations (3 units)
Prerequisite: MATH 281 and MATH 300 or consent of the instructor. Methods of solution of ordinary differential equations and applications.

MATH 311 • Advanced Differential Equations (3 units)
Prerequisite: MATH 310. Topics in both ordinary and partial differential equations. Existence-uniqueness theorems, Laplace and Poisson equations, difference equations, nonlinear differential equations, first and second order equations, characteristics, Cauchy problems, introduction to boundary and initial value problems and their applications.

MATH 315 • Teaching and Tutoring (3 units)
Prerequisite: Sophomore or junior standing. This course is designed to give the student introductory experiences in both tutoring and planning classroom observations. These early field experiences will link together mathematical content along with classroom management and interaction with students from diverse populations represented in the California public schools. Lab fee.

MATH 330 • Number Theory (3 units)
Prerequisite: MATH 285 or consent of the instructor. Divisibility properties of integers, prime numbers, the Euclidean algorithm, the unique factorization theorem, congruences, Fermat's theorem, Wilson's theorem, Diophantine equations, number-theoretic functions, and the quadratic reciprocity theorem.

MATH 365 • Probability and Statistics (3 units)
Prerequisite: MATH 281 and MATH 285. Frequency interpretation of probability, axioms of probability theory, discrete probability and combinatorics, random variables, distribution and density functions, sampling theory and limit theorems.

MATH 370 • History of Mathematics (3 units)
Prerequisite: MATH 180 or consent of the instructor. An introduction to the history of mathematics from ancient times to the twentieth century, with applications to elementary mathematics through calculus.

MATH 371 • Combinatorics (3 units)
Prerequisite: MATH 281 and MATH 285. Analysis of discrete structures and relations; proofs of existence and methods of enumeration. Permutations and combinations. The binomial coefficients, the inclusion-exclusion principle, recurrence relation, generating functions, the marriage theorem, and combinatorial designs.

MATH 375 • Discrete Mathematics (3 units)
Prerequisite: MATH 181 and MATH 285. This course is designed to study graph theory including networks, voting systems including game theory and fair apportionment, and patterns.

MATH 380 • Elementary Analysis I (3 units)
Prerequisite: MATH 281 and MATH 285 or consent of the instructor. Rigorous analysis of the calculus and its foundations. Continuous and differentiable functions, and topological properties of the real number line.

MATH 381 • Elementary Analysis II (3 units)
Prerequisite: MATH 380. Riemann integration, sequences of functions, metric spaces, introduction to calculus of several variables. Emphasis is placed on writing mathematical proofs.

MATH 390 • Numerical Analysis (3 units)
Prerequisite: MATH 281 or equivalent. Numerical solution of algebraic equations. Approximate numerical solutions of systems of linear and nonlinear equations, interpolation theory, numerical differentiation and integration, and numerical solution of ordinary differential equations.

MATH 410 • Abstract Algebra (3 units)
Prerequisites: MATH 300 and MATH 330 or consent of the instructor. An introduction to modern ideas of algebra, set theory, groups, rings, and fields.

MATH 420 • Higher Geometry (3 units)
Prerequisite: MATH 285. Euclidean geometry from an advanced standpoint, and topics in non-Euclidean geometry.

MATH 455 • Mathematics Teaching Internship (1-3 units)
Prerequisite: Junior or senior standing with a GPA of 3.0 or above. Must have the consent of the instructor and department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester with the supervising instructor. The intern assists an instructor in planning and conducting a course, recitation and/or laboratory session. This course may be taken for 1-3 units per semester. May be repeated for a maximum of six units.

MATH 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study in a special topic in mathematics. May be repeated for credit.

MATH 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

MATH 499C • Capstone Seminar in Mathematics (3 units)
Prerequisite: Mathematics major with senior standing or consent of the instructor. This course gives each student the opportunity to investigate particular topics in mathematics through research and present their findings to the other members of the class. Each student will investigate the role of the Christian church and its adherents in formulating and promoting discoveries in mathematics. This course fulfills the Core Curriculum Capstone requirement for Mathematics majors.

DEPARTMENT OF MUSIC

Mission: The Department of Music seeks to facilitate an environment of musical creativity, expressive performance, and contextualized music education with a Christ-centered and Spirit-empowered perspective and worldview.

The Department of Music offers a Bachelor of Arts in General Music (with optional emphases in Music Ministry or Applied Music); a Bachelor of Arts in Worship Studies with emphases in Art, Cinema Arts, Communication, Theatre Arts or Worship Leadership; the professional degree, Bachelor of Music: Performance (concentrations in: Voice, Piano, Guitar and Instrumental) Composition, Pre-Teacher Certification, Church Music and Jazz Studies; and a Music Minor.

Elaboration on the following materials can be found in the Music Handbook.

Student Learning Outcomes

I. MUSIC LITERACY: Demonstrate command of skills required for comprehensive musicianship including sight singing, ear training, functional keyboard, music technology, and analysis. (BA, BM)

II. MUSIC HISTORY: Working knowledge and practical understanding of the history of music and musical styles. Primarily based on the Western Art, European-centered tradition. (BA, BM)

III. PERFORMANCE:
1. Demonstrate technical mastery on a primary instrument performing standard repertoire. (BA)
2. Demonstrate master of leading a team in worship
3. Demonstrates performance mastery on their performance instrument to the highest possible level. (BM)

IV. FAITH & LEARNING:
1. Articulate the student's spiritual journey over their years at VU and how it relates to the music major journey. (BA, BM)

Music Audition

- All students desiring to earn a Music degree must contact the Department of Music to audition on their primary instrument.
- Students will be required to take a Theory Placement Exam and a Piano Placement Exam, regardless of experience or college courses previously taken.
- Students will be placed in a large ensemble depending on abilities and ensemble needs.

Theory Assessment

- Students must show theory proficiency by taking a Theory assessment prior to enrolling in Harmony and Form I (MUSC 128).
- Basic Musicianship I (MUSC101) and/or Basic Musicianship II (MUSC106) may be required to prepare the student for Harmony and Form I (MUSC 128).
- BM candidates should expect to take longer than 4 years to graduate. Please be advised students continuing beyond 4 years maybe ineligible to receive institutional aid.
- Failure to pass Basic Musicianship I (MUSC 101), Basic Musicianship II (MUSC 106) and/or Private Music Instruction will result in being dropped from declared degree program, including a Music Minor.

Piano Proficiency

- Basic piano proficiency skills are required of all music majors for graduation.
- The final exam given in each class piano represents certain sections of the piano proficiency exam. Students who do not pass the final exam will be required to repeat that course until that requirement is passed, preventing them from proceeding to the next piano course.
- Students must pass the class piano sequence or piano proficiency exam prior to applying for:
    - **General Music-Applied Music Emphasis** - Research and Recital (MUSC 491C)
    - **Worship Studies -** Final Presentation for Worship Studies (MUSC 498C)

- **Bachelor of Music** – Senior Recital and Research (MUPF 491C), Research and Recital in Composition (MUTC 491C) or Research and Recital (MUSC 491C).

- The sections of the piano proficiency exam may be taken at one time or in sections.

Applied Instruction – Primary Instrument

- All Music Majors must select one primary instrument for an area of study (voice, piano, guitar, organ, string, woodwind, brass, or percussion).
- Students are required to enroll in consecutive semesters of study in the same performance medium.
- Beginning Guitar Class (MUSC 108) or Beginning Voice Class (MUSC 111) may be required to satisfy the first semester of Basic/Applied Instruction, depending on the audition.
- Participation and earning credit in studio class, department recitals, and performance before a jury at the end of the semester are required in each applied music course.

Basic Instruction – Secondary Instrument

- Students may elect to take piano as their secondary instrument only if their piano proficiency exam is satisfied.

BACHELOR OF ARTS IN GENERAL MUSIC

The General Music degree offers a student competency in basic musicianship that will serve them in a variety of liberal arts pursuits. This degree allows the student to choose 20 interdisciplinary electives or choose an elective emphasis (music ministry or applied music).

Core Requirements 52 units

Musicianship Requirements		**31 units**
MUSC 128	Harmony and Form I	3 units
MUSC 129	Musicianship I	1 unit
MUSC 133	Harmony and Form II	3 units
MUSC 134	Musicianship II	1 unit
MUSC 228	Introduction to Music Technology	1 unit
MUSC 225	Music Form and Literature I	3 units
MUSC 226	Musicianship III	1 unit
MUSC 273	Introduction to Conducting	1 unit
Choose from the following:		6 units
MUSC 253	Music in Global Cultures (2 units)	
MUSC 325	Music History and Literature I (3 units)	
MUSC 326	Music History and Literature II (3 units)	
MUSC 327	Music History and Literature III (2 units)	
Choose 6 upper division music units of the following:		6 units
Theory, History, Literature or Pedagogy – See course descriptions and/or advisor.		
Choose according to applied instrument:		2 units
MUSC 373	Choral Conducting (2 units)	
MUSC 374	Instrumental Conducting (2 units)	
MUSC 406C	Music and Worship	3 units
Performance Requirements		**21 units**
MUSC 105A	Class Piano I	1 unit
MUSC 105B	Class Piano II	1 unit
MUSC 145A	Class Piano III	1 unit
MUSC 145B	Class Piano IV	1 unit
MUSC 205A	Class Piano V: Keyboard Improvisation	1 unit
Or completion of Piano Proficiency Exam		
Large Ensemble	MUSC 221, 240, 241, 250 (1 unit) MUSC 321, 340, 341, 350 (1 unit)	8 units
Applied Instruction		6 units
MUSC 108	Beginning Guitar Class (1 unit)	
MUSC 111	Beginning Voice Class (1 unit)	
MUSI 201/401	Voice (1 unit)	
MUSI 211/411	Piano (1 unit)	
MUSI 221/421	Guitar (1 unit)	

MUSI 231/431	Organ (1 unit)	
MUSI 291/491	Instrument (1 unit)	
MUSI 200	Recital Attendance (Co-requisite with Applied Instruction)	0 units

Secondary Instrument 2 units

MUSI 101/301	Voice (1 unit)	
MUSI 111/311	Piano (1 unit)	
MUSI 121/321	Guitar (1 unit)	
MUSI 131/331	Organ (1 unit)	
MUSI 191/391	Instrument (1 unit)	

General Music Elective Emphases

Courses taken in the music major core do not meet emphasis requirements.
In addition to the General Music Core Curriculum above, students may select the Music Ministry or Applied Studies emphasis.

Music Ministry Emphasis 13 units

Choose alternate Conducting course not previously taken		2 units
MUSC 408	Music Ministry Administration	3 units
MUSC 410	Choral Arranging	2 units
MUSC 450	Music Ministry Internship (1 unit)	2 units
MUSC 453	Choral Methods and Literature	2 units

Choose a Pedagogy course in Applied area of study: 2 units
- Voice – MUSC 420 Vocal Pedagogy (2 units)
- Piano – MUSC 351 Piano Pedagogy I (2 units)
- Guitar – MUSC 358 Guitar Pedagogy (2 units)
- Instrument – MUSC 382 Instrumental Pedagogy (2 units)

Applied Music Emphasis 10 units

	Upper Division Applied Lessons (1 unit) Same instrument as Music Core	2 units
MUSI 400	Recital Attendance (2 semesters)	0 unit

Small Ensemble 2 units

Choose a Literature course in Applied area of study 2 units
- Voice – MUSC 424 – Song Literature (2 units)
- Piano – MUSC 426 – Piano Literature I (2 units)
- Guitar – MUSC 355 – Guitar Literature (2 units)
- Instrument – MUSC 384 – Instrumental Literature (2 units)

Choose a Pedagogy course in Applied area of study 2 units
- Voice – MUSC 420 – Vocal Pedagogy (2 units)
- Piano – MUSC 351 – Piano Pedagogy I (2 units)
- Guitar – MUSC 358 – Guitar Pedagogy (2 units)
- Instrument – MUSC 382 – Instrumental Pedagogy (2 units)

MUSC 491C	Research and Recital	2 units

BACHELOR OF ARTS IN WORSHIP STUDIES

The Bachelor of Arts in Worship Studies is a multi-faceted program designed to equip pastoral musicians with broad and relevant experiences for leading worship in our contemporary culture. The program prepares students for various ministry roles in the local church with available emphases in Art, Cinema Arts, Communication, Theatre Arts and Worship Leadership.

Student Learning Outcomes

I. Demonstrate the ability to plan and lead creative, inductive services of worship for the contemporary church.
II. Articulate a theology of worship and personal philosophy of worship.
III. Articulate the value of historical and sacramental worship to the contemporary church.

Core Requirements 58-59 units

Musicianship Requirements 31-32 units

MUSC 128	Harmony and Form I	3 units
MUSC 129	Musicianship I	1 unit
MUSC 133	Harmony and Form II	3 units
MUSC 134	Musicianship II	1 unit
MUSC 228	Introduction to Music Technology	1 unit
MUSC 273	Introduction to Conducting	1 unit
Choose:		2-3 units
MUSC 231	Music Form and Literature I (3 units)	
MUJZ 236	Jazz Theory (2 units)	
Choose:		3 units
MUSC 253	Music in Global Cultures (2 units)	
MUSC 325	Music History and Literature I (3 units)	
MUSC 326	Music History and Literature II (3 units)	
MUSC 327	Music History and Literature III (2 units)	
MUSC 309	Foundations of Worship	3 units
Choose based on private instruction:		2 units
MUSC 373	Choral Conducting (2 units)	
MUSC 374	Instrumental Conducting (2 units)	
MUSC 408	Music Ministry Administration	3 units
MUSC 411	Creative Worship in the Cont. Church	2 units
MUSC 450	Music Ministry Internship (1 unit)	2 units
MUSC 498C	Final Presentation for Worship Studies	2 units
MUSC 499	Faith, Life, and Worship Arts, with Seminar	2 units

Performance Requirements 15 units

MUSC 105A	ǂClass Piano I	1 unit
MUSC 105B	ǂClass Piano II	1 unit
MUSC 145A	ǂClass Piano III	1 unit

Or completion of Piano Proficiency Exam

ǂ If the main Applied instrument is piano, two units of basic instruction in voice is required as substitution for Class Piano I, II, and III.

Large Ensemble		6 units
MUSC 221, 240, 241, 250 (1 unit)		
MUSC 321, 340, 341, 350 (1 unit)		

If the main Applied instrument is guitar, 1 semester of Worship Guitar Practicum (MUSC460) is required.

Applied Instruction		6 units
MUSC 108	Beginning Guitar Class (1 unit)	
MUSC 111	Beginning Voice Class (1 unit)	
MUSI 201/401	Vocal (1 unit)	
MUSI 211/411	Piano (1 unit)	
MUSI 221/421	Guitar (1 unit)	
MUSI 231/431	Organ (1 unit)	
MUSI 291/491	Instrument (1 unit)	
MUSI 200	Recital Attendance	0 units
	(Co-requisite with Applied Instruction)	

Cross Disciplines Requirements 12 units

CFST 101	Introduction to Formation/Discipleship	2 units
BINT 270	Research Methods/Study of Scripture	3 units
COMM 273	Visual Technology	3 units
PLST 310	Introduction to Christian Leadership	2 units
PLST 314	Introduction to Preaching and Teaching	2 units

Emphasis – Choose One:

In addition to the core curriculum above, students will select either the Art, Cinema Arts, Communication, Theatre Arts, or Worship Leadership emphasis. Courses taken in the music major core do not meet emphasis requirements. It is the student's responsibility to meet prerequisites for each course.

Art Emphasis 10 units

ART 252C	History and Appreciation of Art	3 units
COMM 222	Digital Photography	4 units
Choose:		3 units
ART 256	Drawing and Rendering (3 units)	
ART 275	Drawing and Painting (3 units)	

Cinema Arts Emphasis — 9-11 units

Choose two:		6-7 units
COMM 220	Elements of Storytelling (3 units)	
COMM 229	Digital Audio Principles (4 units)	
COMM 258	Christianity in the Artistic Culture (3 units)	
COMM 317	Creative Process (3 units)	
COMM 333	Small Group Leadership (3 units)	
Choose one:		3-4 units
COMM 246	American Cinema History (3 units)	
COMM 309	Graphic Design (4 units)	
COMM 327	Directing for Film and Digital Media (3 units)	
COMM 353	Cinematography (4 units)	
COMM 365	Sound Design (4 units)	
COMM 361	Non-Linear Editing (4 units)	

Communication Emphasis — 10 units

COMM 222	Digital Photography	4 units
COMM 333	Small Group Leadership	3 units
Choose:		3 units
ENGL/THEA 360	Dramatic Literature: Script Analysis (3 units)	
COMM 220	Elements of Storytelling (3 units)	
COMM 317	Creative Process (3 units)	

Theatre Arts Emphasis — 10 units

THEA 102C	Introduction to Acting	3 units
THEA 132A	Theatrical Performance I	1 unit
THEA 350	Stage Management	3 units
Choose:		1 unit
THEA 206	Crew (1 unit)	
MUSC 347	Opera Scenes (1 unit)	
Choose:		2 units
THEA 106	Beginning Set Construction (1 unit)	
THEA 110	Beginning Costume Construction (1 unit)	
THEA 323	Sound Design (2-3 units)	

Worship Leadership Emphasis — 10 units

MUSC 205A	Class Piano V	1 unit
Or completion of Piano Proficiency		
Choose alternate Conducting course not previously taken		2 units
MUSC 451	Worship Leader Internship (1 unit) (This in addition to MUSC450)	2 units
PLST 420	Disciplines of the Spiritual Life	3 units
Choose:		2 units
ICST 272	Theology of Church Mission (2 units)	
ICST 285	Theo. and Worldview in a Multi. Society (2 units)	
PLST 312	Introduction to Pastoral Care (2 units)	

BACHELOR OF MUSIC – PROFESSIONAL DEGREE

The Bachelor of Music degree is a professional degree preparing and equipping students for graduate programs or a career in music. Entrance into the Bachelor of Music degree is by audition only.

Students wishing to earn a Bachelor of Music degree must submit the "Intent to Apply" form by the last Friday of the fall semester. Candidates may submit the semester of Harmony and Form I and Musicianship I (MUSC 128/129). Candidates submitting after their freshman year should expect to take longer than 4 years to graduate. Transfer students will be considered on a case by case basis. Pre-Teacher Certification candidates must be enrolled in Introduction to Music Education, (MUSC 201) and Composition candidates in Introduction to Composition (MUSC 238) in the following Spring of application in order apply for the Bachelor of Music.

Students must have earned and maintain a GPA of 2.5. Failing Recital Attendance, MUSI 200, is not acceptable and will be cause for B.M. probation. These academic requirements must be maintained to continue in the Bachelor of Music degree plan. Students must complete their piano proficiency prior to their Senior Pre-Recital Hearing.

Student Learning Outcome

I. DIVERSE CULTURES: develop an understanding and apply global perspectives and current trends to their acquired knowledge and skills in performance, composition, education, jazz studies and church music.

Core Requirements 49 units

Musicianship Requirements 34 units

MUSC 128	Harmony and Form I	3 units
MUSC 129	Musicianship I	1 unit
MUSC 133	Harmony and Form II	3 units
MUSC 134	Musicianship II	1 unit
MUSC 228	Introduction to Music Technology	1 unit
MUSC 225	Music Form and Literature I	3 units
MUSC 226	Musicianship III	1 unit
MUSC 336	Music Form and Literature III	3 units
MUSC 234	Musicianship IV	1 unit
MUSC 273	Introduction to Conducting	1 unit

The fine arts requirement for Bachelor of Music candidates is satisfied by completing the following music history sequence (MUSC 253, MUSC 325, MUSC 326, MUSC 327). Candidates for Jazz Studies must take MUJZ 355C in lieu of MUSC 325.

MUSC 253	Music in Global Cultures	2 units
MUSC 325	Music History and Literature I	3 units
MUSC 326	Music History and Literature II	3 units
MUSC 327	Music History and Literature III	2 units
Choose based on private instruction:		2 units
MUSC 373	Choral Conducting (2 units)	
MUSC 374	Instrumental Conducting (2 units)	
MUSC 233	Music Form and Literature II	2 units
Choose:		2 units
MUSC 301	Counterpoint (2 units)	
MUSC 403	Instrumental Arranging (2 units)	

Performance Requirements 15 units

MUSC 105A	Class Piano I	1 unit
MUSC 105B	Class Piano II	1 unit
MUSC 145A	Class Piano III	1 unit
MUSC 145B	Class Piano IV	1 unit
MUSC 205A	Class Piano V: Keyboard Improvisation	1 unit

or completion of Piano Proficiency

Piano candidates must have passed Piano Proficiency to apply to the Bachelor of Music degree program.

Large Ensemble		8 units
MUSC 221, 240, 241, 250 (1 unit)		
MUSC 321, 340, 341, 350 (1 unit)		
Applied Instruction		2 units
MUSI 201	Vocal (1 unit)	
MUSI 211	Piano (1 unit)	
MUSI 221	Guitar (1 unit)	
MUSI 231	Organ (1 unit)	
MUSI 291	Instrument (1 unit)	
MUSI 200	Recital Attendance (Co-requisite with Applied Instruction)	0 units

Performance

Performance is designed for the student desiring rigorous performance and academic training as part of their undergraduate experience by combining the core music curriculum with specialty courses within the student's chosen field. Degrees will be awarded as Bachelor of Music in Performance with a Concentration in "field of study".

Student Learning Outcomes

I. PEDAGOGICAL TECHNIQUES: Demonstrate an understanding of teaching approaches in their concentration area.

II. LITERATURE: Demonstrate further understanding of genres, repertoire and composers pertaining to the specific instrument.

Concentration in Voice 31-37 additional units

MUSC 255	Foreign Language Diction I	2 units
MUSC 256	Foreign Language Diction II	2 units
MUSC 347	Opera Scenes (1 unit)	2-4 units
MUSC 420	Vocal Pedagogy	2 units
MUSC 424	Song Literature	2 units
MUPF 202	Lower Div. Vocal Performance (2 units)	4 units
MUPF 402	Upper Div. Vocal Performance (2 units)	8 units
MUSI 200	Recital Attendance	0 unit
	(Co-requisite with Applied Instruction)	
MUPF 391	Junior Recital and Research	1 unit
MUPF 491C	Senior Recital and Research	2 units
Foreign Language		6-10 units

Preferably French, Italian or German. Proficiency may be satisfied by one of the following: 1) Four years of study at the secondary level, 2) Completion of one full year of the college sequence level (6-10 units), 3) Passing a language proficiency exam.

Concentration in Piano 35 additional units

Choose 2 Upper Division Music Units		2 units
MUSC 246	Keyboard Sight Reading	1 unit
MUSC 345	Chamber Music Consortium (1 unit)	4 units
MUSC 351	Piano Pedagogy I	2 units
MUSC 353	Piano Pedagogy II	2 units
MUSC 383	Accompanying	2 units
MUSC 426	Piano Literature I	2 units
MUSC 428	Piano Literature II	2 units
MUSC 462	Music and Business	3 units
MUPF 212	Lower Div. Piano Performance (2 units)	4 units
MUPF 412	Upper Div. Piano Performance (2 units)	8 units
MUSI 200/400	Recital Attendance	0 unit
	(Co-requisite with Applied Instruction)	
MUPF 391	Junior Recital and Research	1 unit
MUPF 491C	Senior Recital and Research	2 units

Concentration in Guitar 30 additional units

Secondary Ensemble (Advisor Approval) (1 unit)		4 units
MUSC 208	Fretboard Techniques	2 units
MUSC 270	Into. To Jazz Improvisation	2 units
MUSC 355	Guitar Literature	2 units
MUSC 358	Guitar Pedagogy	2 units
MUSC 462	Music and Business	3 units
MUPF 222	Lower Div. Guitar Performance (2 units)	4 units
MUPF 422	Upper Div. Guitar Performance (2 units)	8 units
MUSI 200	Recital Attendance	0 unit
	(Co-requisite with Applied Instruction)	
MUPF 391	Junior Recital and Research	1 unit
MUPF 491C	Senior Recital and Research	2 units

Concentration in Instrument 30 additional units

Secondary Ensemble – specific to instrument		6 units
MUSC 382	Instrumental Pedagogy	2 units
MUSC 384	Instrumental Literature	2 units
MUSC 462	Music and Business	3 units
Choose 2 Upper Division Music Units		2 units
MUPF 292	Lower Div. Instrument Performance (2 units)	4 units
MUPF 492	Upper Div. Instrument Performance (2 units)	8 units
MUSI 200/400	Recital Attendance	0 units
	(Co-requisite with Applied Instruction)	
MUPF 391	Junior Recital and Research	1 unit
MUPF 491C	Senior Recital and Research	2 units

Composition 31 additional units

Composition aims to advance the technical, creative, and intuitive skills of young composers in support of the creation of unique, original works for a wide variety of musical settings: acoustic and technological. Our program endeavors to ground young composers in an understanding of the historical, cultural, spiritual and conceptual basis for the creation of modern music.

Student Learning Outcome

I. CREATIVE EXPRESSION: Demonstrate music creativity through traditionally notated scores in a variety of vocal and instrumental genres

Small Ensemble	(See Ensemble Requirement Grid, Advisor Approval)	1 unit
MUSC 238	Introduction to Composition	1 unit
Choose alternative from what was taken in Music Core:		2 units
MUSC 301	Counterpoint (2 units)	
MUSC 403	Instrumental Arranging (2 units)	
Choose 2 outside of applied instrument of study:		2 units
MUSC 108	Beginning Guitar Class (1 unit)	
MUSC 111	Beginning Voice Class (1 unit)	
MUSC 312	Woodwind Techniques (1 unit)	
MUSC 313	Brass Techniques (1 unit)	
MUSC 333	String Techniques (1 unit)	
MUSC 334	Percussion Techniques (1 unit)	

Choose alternate Conducting course not previously taken		2 units
MUSC 410	Choral Arranging	2 units
	Lower Division Applied Lessons (1 unit)	2 units
	Upper Division Applied Lessons (1 unit)	4 units
MUSI 200/400	Recital Attendance (Co-requisite with MUTC Instruction)	0 unit
MUTC 202	Lower Div. Composition Performance (2 units)	4 units
MUTC 402	Upper Div. Composition Performance (2 units)	8 units
MUTC 349	Advanced Music Technology	1 unit
MUTC 491C	Research and Recital in Composition	2 units

Pre-Teacher Certification 40 additional units

Single Subject Matter Preparation Programs approved by the California Commission on Teacher Credentialing (CCTC) are alternatives to the subject matter examinations and act as appropriate subject matter preparation for the Single Subject Teaching Credential. The Vanguard University Single Subject Matter Preparation Program in Music has been approved by CCTC. Students interested in obtaining a teaching credential after completion of their Bachelor of Music Pre-Teacher Certification degree will need to apply for entrance into a credential program. Students should refer to the Graduate Program in Education at Vanguard University or other institutions for specific information concerning completing a teaching credential.

Pre-Teacher Certification students are advised to take US Government (POLS 155C) in lieu of US History (HIST 156C) and Lang., Culture, and Linguistics (ANTH 453) (Pre-Req.: Intro to Anthro) for entrance into the Vanguard University Credentialing program.

Student Learning Outcomes

I. Articulate the value of music in a society, music in the school classroom, and articulate a personal philosophy of music education that serves as catalyst in developing musical awareness, musicianship, and performance skills.

II. Analyze, provide advice, recommendations, and suggestions to further musical growth in an individual or group based upon an understanding of learning theory and developmental growth of school age students.

Students must take Instrumental Arranging (MUSC 403) in the Music Core.

Small Ensemble (1 unit)		2 units
MUSC 108	Beginning Guitar Class (waived for guitarists)	1 unit
MUSC 111	Beginning Voice Class (waived for vocalists)	1 unit
MUSC 201	Introduction to Music Education	2 units
MUSC 270	Introduction to Jazz Improvisation	2 units
MUSC 311	Teaching Music in a Multicultural Setting	3 units
MUSC 312	Woodwind Techniques	1 unit
MUSC 313	Brass Techniques	1 unit
Choose alternate Conducting course not previously taken		2 units
MUSC 333	String Techniques	1 unit
MUSC 334	Percussion Techniques	1 unit
MUSC 337A	Music for Elementary Schools	3 units

MUSC 338	Secondary Instr. Music Methods and Lit.	2 units
MUSC 339	Secondary Vocal Music Methods and Lit.	2 units
MUSC 410	Choral Arranging	2 units
Applied Instruction (4 units lower/ 8 units upper)		12 units
MUSI 202/402	Vocal (2 unit)	
MUSI 212/412	Piano (2 unit)	
MUSI 222/422	Guitar (2 unit)	
MUSI 232/432	Organ (2 unit)	
MUSI 292/492	Instrument (2 unit)	
MUSI 200	Recital Attendance	0 unit
	(Co-requisite with Applied Instruction)	
MUSC 491C	Research and Recital	2 units

Students failing the teaching project portion of MUSC 491C will be required to enroll and take the course again.

Church Music 34 additional units

The Church Music degree is designed to equip the church musician with the knowledge and skills necessary to plan and present music for worship within an historical context, to lead congregational song at the highest level, to develop a graded choral and instrumental program, and to administrate a large church music program.

Student Learning Outcome

I. Demonstrate knowledge and skills in planning music for worship, lead congregational song, develop a graded choral and instrumental program, and administrate a large church music program.

MUSC 255	Foreign Language Diction I	2 units
MUSC 309	Foundations of Worship	3 units
Choose alternate Conducting course not previously taken		2 units
MUSC 385	Congregational Song	2 units
MUSC 408	Music Ministry Administration	3 units
MUSC 410	Choral Arranging	2 units
MUSC 411	Creative Worship in the Cont. Church	2 units
MUSC 450	Music Ministry Internship (1 unit each)	2 units
MUSC 453	Choral Methods and Literature	2 units
	Lower Division Basic Lessons	2 units
	Vocalists choose Guitar or Instrument	
	Instrumentalist choose Voice (1 unit)	
	or units in Production (Opera Scenes, Musical Theatre, VSB)	
Applied Instruction (4 units lower/ 6 units upper)		10 units
MUSI 202/402	Vocal (2 unit)	
MUSI 212/412	Piano (2 unit)	
MUSI 222/422	Guitar (2 unit)	
MUSI 232/432	Organ (2 unit)	
MUSI 292/492	Instrument (2 unit)	
MUSI 200	Recital Attendance	0 unit
	(Co-requisite with Applied Instruction)	
MUSC 491C	Research and Recital	2 units

Students failing the practicum project portion of MUSC 491C will be required to enroll and take the course again.

Jazz Studies 34 additional units

The Jazz Studies program is designed for the student seeking a professional career in jazz and related areas of contemporary music. The objective is to develop the talents of the creative jazz artist and provide adaptable skills required for the successful, well-rounded musician.

Student Learning Outcomes

I. PEDAGOGICAL TECHNIQUES: Demonstrate an understanding of teaching approaches in their concentration area.
II. LITERATURE: Demonstrate further understanding of repertoire and composers pertaining to jazz.
III. Demonstrate the language of jazz improvisation, compose and realize the student's own composition, and arrange a work created by one of the "great jazz musicians" of the 20th Century

OMIT from Music Core:		5 units
MUSC 301 or MUSC 403 (2 units)		
MUSC 325 (3 units)		
Jazz Study Large Ensemble (units counted in Core)		
MUSC 223	Jazz Ensemble –Lower Division (2 units)	
MUSC 323	Jazz Ensemble - Upper Division (4 units)	
Courses to take in Jazz Studies:		
Small Ensemble (Jazz Combo or Varied Instrument Quartets) (1 unit)		4 units
MUSC 238	Introduction to Composition	1 unit
MUSC 270	Introduction to Jazz Improvisation	2 units
MUSC 462	Music and Business	3 units
MUJZ 236	Jazz Theory	2 units
MUJZ 336	Advanced Jazz Theory	2 units
MUJZ 345	Jazz and Commercial Music Arranging	2 units
MUJZ 355C	Jazz Music History	3 units
MUJZ 370	Jazz Improvisation Styles and Analysis	2 units
MUJZ 437	Jazz Pedagogy and Literature	3 units
MUPF 292	Lower Div. Instrument Performance (2 units)	4 units
MUPF 492	Upper Div. Instrument Performance (2 units)	8 units
MUSI 200	Recital Attendance (Co-requisite with Applied Instruction)	0 unit
MUPF 391	Junior Recital and Research	1 unit
MUPF 491C	Senior Recital and Research	2 units

Music Minor — 25 units

MUSC 105A	Class Piano I	1 unit
MUSC 105B	Class Piano II	1 unit
or completion of Piano Proficiency		
MUSC 128	Harmony and Form I	3 units
MUSC 129	Musicianship I	1 unit
MUSC 133	Harmony and Form II	3 units
MUSC 273	Introduction to Conducting	1 unit
MUSC 406C	Music and Worship	3 units
Choose:		
MUSC 134	Musicianship II (1 unit)	1 unit
MUSC 238	Introduction to Composition (1 unit)	
MUSC 228	Introduction to Music Technology (1 unit)	
MUJZ 236	Jazz Theory (2 units)	
Choose:		2-3 units
MUSC 253	Music in Global Cultures (2 units)	
MUSC 325	Music History and Literature I (3 units)	
MUSC 326	Music History and Literature II (3 units)	
MUSC 327	Music History and Literature III (2 units)	
Large Ensemble		4 units
MUSC 221, 240, 241, 250, 223 and/or		
MUSC 321, 340, 341, 350, 323 (1 unit)		
Applied Instruction (MUSI)		4 units
MUSI 201/401	Vocal (1 unit)	
MUSI 211/411	Piano (1 unit)	
MUSI 221/421	Guitar (1 unit)	
MUSI 231/431	Organ (1 unit)	
MUSI 291/491	Instrument (1 unit)	
MUSI 200	Recital Attendance (Co-requisite with Applied Instruction)	0 unit

Primary and Secondary Ensemble Requirements

INSTRUMENT (B.A. & B.M. Applied Instrument)	PRIMARY Large Ensemble	SECONDARY Small Ensemble
Flute	Orchestra	Concert Band, Chamber Music, Flute Ensemble
Oboe	Orchestra	Concert Band Chamber Music
English Horn	Orchestra	Concert Band Chamber Music
Clarinet	Orchestra	Concert Band Chamber Music
Bassoon	Orchestra	Concert Band Chamber Music

INSTRUMENT (B.A. & B.M. Applied Instrument)	PRIMARY Large Ensemble	SECONDARY Small Ensemble
French Horn	Orchestra	Concert Band Chamber Music
Trumpet	Orchestra (Jazz Ensemble for Jazz Studies)	Concert Band Jazz Ensemble Jazz Combo
Trombone	Orchestra (Jazz Ensemble for Jazz Studies)	Concert Band Jazz Ensemble Jazz Combo
Tuba	Orchestra	Concert Band
Percussion	Orchestra (Jazz Ensemble for Jazz Studies)	Percussion Ensemble Concert Band Jazz Ensemble Jazz Combo
Piano	Orchestra, Jazz Ensemble, Concert Choir, Women's Chorus	Chamber Music
Harp	Orchestra	Chamber Music
Violin, Viola, Cello	Orchestra	Chamber Music
Double Bass (Electric Guitar)	Orchestra (Jazz Ensemble for Jazz Studies)	Concert Band Jazz Ensemble
Saxophone	Orchestra, Jazz Ensemble	Concert Band/ Combo Saxophone Quartet
Guitar (Jazz Guitar)	Guitar Ensemble (Jazz Ensemble for Jazz Studies)	Guitar Quartet, VSB, Chamber Music, Jazz Combo Worship Guitar Practicum (B.A.)
Voice	Concert choir, Women's Chorus	Opera Scenes / Chamber Music

MUSIC COURSES

MUSC 101 • Basic Musicianship I (2 units)
Designed for non-majors, music minors and prospective majors with no prior experience reading music. This course explores the basic elements of reading, writing, and hearing music. Students must receive a grade of "C-" or higher to advance to Basic Musicianship II (MUSC 106). This course does not count towards the music major/minor requirements.

MUSC 105A • Class Piano I (1 unit)
Techniques of performance, note reading, and basic musicianship in successive levels. Open to all students. Class meets two hours per week. Lab fee. Offered Fall only.

MUSC 105B • Class Piano II (1 unit)
Prerequisite: Class Piano I (MUSC 105A) or placement by examination. Techniques of performance, note reading, and basic musicianship in successive levels. The grade of "C-" or higher satisfies the Music Minor piano proficiency requirement. Class meets two hours per week. Lab fee. Offered Spring only.

MUSC 106 • Basic Musicianship II (2 units)
Prerequisite: Basic Musicianship I (MUSC 101) or placement examination. Designed for music major and minors as a preparatory course for the music theory sequence. This course explores the basic elements of historical musical style including major and minor scale construction, keys, intervals, notation, terms, time signatures, chord and melody construction, harmonic analysis, melody harmonization, including sight-singing and ear-training. Students must receive a grade of "C-" or higher to advance to Music Theory I (MUSC 131). This course does not count toward the music major/minor requirements.

MUSC 108 • Beginning Guitar Class (1 unit)
Group guitar instruction open to all students, no previous experience necessary. Basic and intermediate guitar techniques, such as: tuning, major and minor open chords, chord charts, note reading and tablature, basic strumming patterns, basic finger picking, major, minor and pentatonic scales, and basic theory. This course is required of all Music Majors, Worship Studies and Music Minors studying guitar

as their applied instrument. Music students wishing to be exempt must pass the guitar placement requirement. Class meets two hours each week. Lab fee.

MUSC 111 • Beginning Voice Class (1 unit)
Group instruction in the fundamentals of singing. Class meets two hours each week. Lab fee.

MUSC 124 • Jazz Combo (1 unit)
Study and performance of jazz combo literature. Meets two hours each week. Open to all students by audition. Does not meet the music major ensemble requirement.

MUSC 128 • Harmony and Form I (3 units)
Introduction to diatonic harmony and analysis of music. Introduction to musical form: phrases, periods and cadences. Offered Fall only.

MUSC 129 • Musicianship I (1 unit)
Prerequisite: MUSC 106 or placement by examination. Co-requisite: MUSC 128. This course is designed to develop skills in sight singing, rhythm performance, rhythmic and harmonic dictation using simple diatonic melodies and harmony. Class meets two hours per week. Offered Fall only.

MUSC 133 • Harmony and Form II (3 units)
Continuation of diatonic harmony and analysis of music. Introduction to chromatic harmony and modulation to nearly-related keys. Introduction to binary and ternary forms. Offered Spring only.

MUSC 126 • Musicianship II (1 unit)
Prerequisite: MUSC 129 or placement by examination. Co-requisite: MUSC 133. This course is a continuation of MUSC 129 in the development of sight singing and dictation skills. Class meets two hours per week. Offered Spring only.

MUSC 145A • Class Piano III (1 unit)
Prerequisite: Class Piano II (MUSC 105B) or placement by examination. Techniques of performance, note reading, and basic musicianship in successive levels with specific emphasis on passing a piano proficiency exam section. Class meets two hours per week. Lab fee. Offered Fall only.

MUSC 145B • Class Piano IV (1 unit)
Prerequisite: Class Piano III (MUSC 145A) or placement by examination. Techniques of performance, note reading, and basic musicianship in successive levels with specific emphasis on passing a piano proficiency exam section. Class meets two hours per week. Lab fee. Offered Spring only.

MUSC 201 • Introduction to Music Education (2 units)
An overview of the music teaching profession and its philosophical and practical application for K-12 schools. This course is required for the application for the Bachelor of Music with a major in Music Education degree. Offered Spring only.

MUSC 202C • Introduction to Music (3 units)
A liberal arts course designed to develop knowledge of music from the listener's point of view. This objective is accomplished by introducing the materials and forms of music and the periods of music history. This course satisfies the core curriculum Fine Arts requirement. No previous musical background is necessary. The lab fee provides concert tickets.

MUSC 205A • Class Piano V: Keyboard Improvisation (1 unit)
Prerequisite: Class Piano IV (MUSC 145B) or placement by examination. The identification of foundational concepts and principles of improvisation. Emphasis on a variety of styles including worship, jazz, gospel, and pop. With specific emphasis on passing a piano proficiency exam section. Class meets two hours per week. Lab fee. Offered Fall only.

MUSC 208 • Fretboard Techniques (1 unit)
Group guitar instruction open to all students with previous experience studying the guitar. Direct application of diatonic and chromatic harmony as they are relevant to the guitar fretboard, such as: chord voicing and positioning, scale proficiency, sight-reading in all positions, chord chart and lead sheet reading, progression and melody transposition, arranging and improvisation. Students will also create a resume and develop networking techniques. Music students wishing to be exempt from the course must pass the guitar proficiency exam. Class meets two hours each week.

MUSC 219 • Vanguard Singers and Band (1 unit)
Pre-requisite: Audition. A music ministry group whose primary function is to represent the University at local churches, schools and conventions. Includes frequent weekend performances and an annual extended Summer tour. Study and performance of sacred choral literature of all styles with an emphasis on contemporary Christian music. Meets three hours each week. Open to members of the Concert Choir, Women's Chorus, or Concert Orchestra by audition and interview. Lab fee.

MUSC 221 • Guitar Ensemble (1 unit)
Study and performance of guitar ensemble literature from all musical periods. Meets two hours each week. Open to all students by audition. Meets the guitar music major ensemble requirement.

MUSC 222 • Percussion Ensemble (1 unit)
Study and performance of percussion ensemble literature from all musical periods. Meets two hours each week. Open to all students by audition. Offered upon demand. Does not meet the music major ensemble requirement.

MUSC 223 • Jazz Ensemble (1 unit)
Study and performance of jazz and big band literature. Performs at special concerts on and off campus; provides music at athletic events and other university functions. Meets three hours each week. Meets the BM Jazz Studies large ensemble requirement. Open to all students by audition.

MUSC 228 • Introduction to Music Technology (1 unit)
Prerequisite: Music Theory I (MUSC 131) or permission of instructor. This course is designed for music majors and non-majors with little or no experience in music technology. Students will receive hands-on training in the basics of software sequencing, editing and mixing, as well as notation. Top industry standard DAW (Digital Audio Workstation) and notation software are used. Lab fee.

MUSC 225 • Music Form and Literature I (3 units)
Study of music from the Baroque and Classical periods with an emphasis on harmony and form. Introduction to canon, fugue, and larger formal procedures, including concerto and sonata forms. Offered Fall only.

MUSC 226 • Musicianship III (1 unit)
Prerequisite: MUSC 134 or placement by examination. Co-requisite: MUSC 225. This course is designed to develop advanced skills in sight singing, rhythm performance, rhythmic and harmonic dictation using complex diatonic and chromatic melodies and harmony. Class meets two hours per week. Offered Fall only.

MUSC 233 • Music Form and Literature II (3 units)
Study of music from the nineteenth century with an emphasis on harmony and form. Study of expanded sonata form, advanced chromatic harmony and extended tertian harmony. Offered Spring only.

MUSC 234 • Musicianship IV (1 unit)
Prerequisite: MUSC 226 or placement by examination. Co-requisite: MUSC 233. This course is a continuation of MUSC 226 in the development of advanced sight singing and dictation skills. Class meets two hours per week. Offered Spring only.

MUSC 238 • Introduction to Composition (1 unit)
Prerequisite: Music Theory I (MUSC 131). This course is designed to provide opportunity for developing basic skills in the manipulation of musical materials in tonal, modal and post-tonal contexts. Original work modeled on analysis of representation scores, traditional and contemporary styles. Emphasis placed on composition for piano and solo voice/instrument with piano accompaniment. Students will have the opportunity to present a work at the Composition Recital. Lab fee. Offered Spring only.

MUSC 240 • University Orchestra (1 unit)
Instrumental ensemble for the study and performance of orchestral literature, including classics, spirituals, hymn/anthem arrangements and contemporary Christian music. Performs at special concerts on and off campus; provides accompaniment for the University Concert Choir, including annual Spring tour.

Meets three hours weekly. Open to all undergraduate and graduate students by audition and interview. Meets the music major ensemble requirement.

MUSC 241 • Women's Chorus (1 unit)
The study, rehearsal, and performance of SSA (A) choral literature representative of all periods of music, including standard classical repertoire, spirituals, folk songs, hymn/anthem arrangements, and contemporary music. Outside ministry opportunities involve representing Vanguard University performing church and school concerts, including a week-long tour. Meets three hours weekly. Meets the ensemble requirement for music majors and minors and is an elective course. Open to all women, undergraduate and graduate students, by audition and interview.

MUSC 244 • Concert Band (1 unit)
The Vanguard University Concert Band is a winds and percussion ensemble based on traditional concert band instrumentation. The University Concert Band performs large ensemble works and focuses on providing members with a variety of repertoire, including standard for the ensemble, popular works, new music, and non-traditional collaborations. This ensemble also provides music education majors with exposure to music and teaching techniques applicable to their future careers. Open to all students, alumni, and community members by audition. Concerts for the University Concert Band are on campus and at a variety of off-campus venues. Does not meet the music major ensemble requirement. Meets the secondary small ensemble requirement.

MUSC 246 • Keyboard Sight Reading (1 unit)
Prerequisite: Consent of instructor. The examination and development of sight reading procedures and skills. Emphasis on ability to read with musical understanding and adequate fluency at first sight.

MUSC 250 • Concert Choir (1 unit)
The study and performance of major choral literature representative of all periods of music, including standard classical repertoire, spirituals, folk songs, hymn/anthem arrangements, and contemporary Christian music. Frequent church and school concerts (up to two per month), with Spring public relations tour. Meets three hours weekly. Meets the ensemble requirement for music majors and minors and is an elective course. Open to all undergraduate and graduate students by audition and interview.

MUSC 253 • Music in Global Cultures (2 units)
A survey of music and literature primarily focusing on music in global cultures. Offered Fall only. Lab fee.

MUSC 255 • Foreign Language Diction I (2 units)
Designed for voice majors. Study and practice of English and Latin pronunciation. Offered Fall of odd years.

MUSC 256 • Foreign Language Diction II (2 units)
Designed for voice majors. The course includes the analysis, study and practice of German and French diction. Students learn and apply the International Phonetic Alphabet and its symbols to the transcription and reading of foreign language text. Offered Spring of even years.

MUSC 267A • Woodwind Ensemble - Sax (1 unit)
Study and performance of woodwind literature from all musical periods. Meets two hours each week. Open to all students by audition. Offered upon demand. Does not meet the music major ensemble requirement.

MUSC 267C • Guitar Quartet (1 unit)
Prerequisite: Faculty approval. Study and performance of woodwind literature from all musical periods. Meets two hours each week. Open to all students by audition. Offered upon demand. Does not meet the music major ensemble requirement.

MUSC 270 • Introduction to Jazz Improvisation (2 units)
Prerequisite: Faculty approval. Basic techniques in improvisation, beginning with simple question and answer phrases and progressing to extended solos. Development of modal and ii-V-I chord progressions through instrumental performance. Offered Fall only.

MUSC 273 • Introduction to Conducting (1 unit)
Prerequisite: Theory I (MUSC 131) . An introduction to conducting patterns and techniques, with an emphasis on providing experience in conducting hymns and songs for worship. Focus will be on providing basics in leading the choral and instrumental rehearsal.

MUSC 291, 292, 293 • Special Topics (1-3 units)
Prerequisite: Consent of Instructor. Study of a special topic in music. May be repeated for credit.
MUSC 301 • Counterpoint (2 units)
Prerequisite: MUSC 236. The study and writing of traditional contrapuntal forms in two, three and four parts, including two-part inventions, canons and fugues. Offered Fall only.

MUSC 309 • Foundations of Worship (3 units)
Biblical and historical survey of worship. Theological survey in the Bible will include key worship passages, biblical models of worship and their contemporary counterparts and applications. Historical survey of worship including the practices of the Early Church through the twentieth century. Offered the Fall of even years.

MUSC 311/EDUC 315 • Teaching Music in a Multicultural Setting (3 Units)
Prerequisites: one or more of the following (Co-requisites) Music for Elementary Schools (MUSC 337), Secondary Instrumental Music Methods and Literature (MUSC 338) or Secondary Vocal Music Methods and Literature (MUSC 339). Students seeking to complete the subject matter program in Music must take this class as part of that program to ensure that they are integrating historical content with their pedagogical experience. This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on the major professional organizations and educational research related to the philosophical, historical, and demographic developments of American education. Students will complete a 30 hour field work component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. This course is a prerequisite requirement for the Multiple and Single Subject Credential programs. Lab Fee.

MUSC 312 • Woodwind Techniques (1 unit)
Elementary instruction on woodwinds focusing on: tone production, techniques, and care of the instruments. An introduction to the teaching of the woodwind instruments. Offered Fall of even years. Lab fee.

MUSC 313 • Brass Techniques (1 unit)
Elementary instruction in brass instruments: tone production, techniques, and care of the instruments. This course is an introduction to the teaching of the brass instruments. Offered Spring of even years. Lab fee.

MUSC 319 • Vanguard Singers and Band (1 unit)
Refer to MUSC 219 • Vanguard Singers and Band

MUSC 321 • Guitar Ensemble (1 unit)
Refer to MUSC 221 • Guitar Ensemble

MUSC 322 • Percussion Ensemble (1 unit)
Refer to MUSC 222 • Percussion Ensemble

MUSC 323 • Jazz Ensemble (1 unit)
Refer to MUSC 223 • Jazz Ensemble

MUSC 325 • Music History and Literature I (3 units)
Prerequisite: Bachelor of Music candidates or FINA 215C or consent of instructor. A survey of music history and literature from ancient times through the Baroque era (1750). Offered Fall only. Lab fee.

MUSC 326 • Music History and Literature II (3 units)
Prerequisite: Bachelor of Music candidates or FINA 215C or consent of instructor. A survey of music history from the Classical and Romantic eras (1750 – 1900). Offered Spring only. Lab fee

MUSC 327 • Music History and Literature III (2 units)
Prerequisites: Bachelor of Music candidates or FINA 215C or consent of instructor. A survey of music history primarily focusing on the music of the twentieth century. Offered Fall only. Lab fee.

MUSC 336 • Music Form and Literature III (2 units)
Study of music in the twentieth century, with an emphasis on post-tonal harmonic and motivic analysis, set theory, serialism, texture and timbre. Study of the application of formal procedures to post-tonal music. (Fall)

MUSC 333 • String Techniques (1 unit)
Elementary instruction in strings: tone production, techniques, and care of the instruments. This course is an introduction to the teaching of strings. Offered Fall of odd years. Lab fee.

MUSC 334 • Percussion Techniques (1 unit)
Elementary instruction in percussion: techniques and care of the instruments. This course is an introduction to the teaching of percussion. Offered Spring of odd years. Lab fee.

MUSC 337A • Music for Elementary Schools (Music Majors/Minors) (3 units)
The course looks at purpose, curriculum, and methods of music education in the elementary school. There will be a survey of materials with consideration of their appropriateness in a sequential program of musical growth. Lab teaching required.

MUSC 337B • Music for Elementary Schools (3 units)
(Liberal Studies/non-music majors)
This course looks at purpose, curriculum, and methods of music education in the elementary school. There will be a survey of materials with consideration of their appropriateness in a sequential program of musical growth.

MUSC 338 • Secondary Instrumental Music Methods and Literature (2 units)
The course examines the purposes, curriculum, and methods of instrumental music education for secondary school. Study will relate to school instrumental organization, lesson plan development, and techniques of marching band development. Emphasis will be placed on the study of appropriate repertoire and materials available to establish a competitive school music program. Lab teaching required. Offered Fall of odd years.

MUSC 339 • Secondary Vocal Music Methods and Literature (2 units)
This course exams the purposes, curriculum, and methods of vocal music education in the secondary school, relating to school choral organization, the changing adolescent voice, and appropriate repertoire and materials. Lab teaching required. Offered Fall of even years.

MUSC 340 • University Orchestra (1 unit)
Refer to MUSC 240 • University Orchestra

MUSC 341 • Women's Chorus (1 unit)
Refer to MUSC 241 • Women's Chorus

MUSC 344 • Concert Band (1 unit)
The Vanguard University Concert Band is a winds and percussion ensemble based on traditional concert band instrumentation. The University Concert Band performs large ensemble works and focuses on providing members with a variety of repertoire, including standard for the ensemble, popular works, new music, and non-traditional collaborations. This ensemble also provides music education majors with exposure to music and teaching techniques applicable to their future careers. Open to all students, alumni, and community members by audition. Concerts for the University Concert Band are on campus and at a variety of off-campus venues. Does not meet the music major ensemble requirement. Meets the secondary small ensemble requirement.

MUSC 345 • Chamber Music Consortium (1 unit)
Prerequisite: By audition and consent of instructor. Study and performance of repertoire for various mixed-ensembles, instrumental and/or vocal. Students will

be assigned one or more compositions from various genres which will be studied in depth through weekly rehearsals and coaching sessions. All work will culminate in a final concert.

MUSC 347 • Opera Scenes (1 unit)
Prerequisite: By audition and consent of instructor. Preparation, study, and performance of operatic works and excerpts, culminating in a final, public performance. As an extension of the private studio, this course encourages students to take their performance to the next level by studying character development and stage movement as it relates to their individual scenes. Course may be repeated for credit. Offered Fall only. Lab fee.

MUSC 350 • Concert Choir (1 unit)
Refer to MUSC 250 • Concert Choir

MUSC 351 • Piano Pedagogy I (2 units)
Prerequisite: Six semesters of private piano at the college level or consent of the instructor. Survey of teaching methods and materials for beginning students. Study of learning styles, private studio procedures, and lesson planning. Includes observation of private and class piano and supervised experience teaching private lessons at the elementary level. Offered upon demand.

MUSC 353 • Piano Pedagogy II (2 units)
Prerequisite: Piano Pedagogy I or consent of the instructor. A continued study of methods and materials used in teaching intermediate level students. Includes observation of private and class piano and supervised experience teaching class piano. Offered upon demand.

MUSC 355 • Guitar Literature (2 units)
This course is the study of stylistic development in concert guitar literature, including solo, chamber and concerto repertoire from the 16th to 21st centuries. Offered Fall of odd years.

MUSC 358 • Guitar Pedagogy (2 units)
Prerequisite: Fretboard Techniques (MUSC 208). This course is designed to examine the historic and contemporary materials and techniques available for effectively teaching the guitar to students at all levels. The course surveys a wide range of method and studies, and examines the effectiveness of various pedagogical approaches to technique and interpretive analysis. Offered Spring of odd years.

MUSC 367A • Woodwind Ensemble - Sax (1 unit)
Refer to MUSC 267A • Woodwind Ensemble - Sax

MUSC 367C • Guitar Quartet (1 unit)
Refer to MUSC 267C • Guitar Quartet

MUSC 373 • Choral Conducting (2 units)
Prerequisite: Introduction to Conducting (MUSC 273). Practical experience in conducting techniques emphasizing the fundamentals and art of choral conducting and expressive gestures. Topics to be addressed include: advanced conducting patterns, gestural technique and cues, repertoire for both school and church and choral rehearsal methods and procedures. Offered Fall only.

MUSC 374 • Instrumental Conducting (2 units)
Prerequisite: Introduction to Conducting (MUSC 273). Practical experience in conducting techniques emphasizing orchestra and band music. Experience in preparing and presenting orchestral/band scores as well as advanced instrumental score preparation, rehearsal methods and baton technique. Offered Spring only. Lab fee.

MUSC 382 • Instrumental Pedagogy (2 units)
This course is designed for students to analyze applied studio teaching techniques in order to effectively teach instruments at all levels. Learning styles, private studio procedures, and lesson planning through analysis of various method books and materials are examined. Included observation of private studio instruction and supervised experience teaching private lessons. Offered upon demand.

MUSC 383 • Accompanying (2 units)
Prerequisite: 4 semesters of Applied piano or instructor' approval. Study of the art of collaborative piano. Discussion of styles and performance of vocal and instrumental literature. Student will be assigned to accompany applied music lessons. Offered upon demand.

MUSC 384 • Instrumental Literature (2 units)
This course is designed for students to gain a comprehensive knowledge of the solo repertoire written for the studied instrument. Includes stylistic development in concert literature, including solo, chamber and concerto repertoire from the 16th to 21st centuries. Offered upon demand.

MUSC 385 • Congregational Song (2 units)
The study of congregational music used in corporate worship, including hymns, choruses and scripture songs. The course includes the historical development of hymns and the analysis of the literary, scriptural and theological content of congregational song. Offered upon demand.

MUSC 403• Instrumental Arranging (2 units)
A study of the instruments of the orchestra, scoring for various combinations and for full orchestra. Offered Fall only.

MUSC 406C • Music and Worship (3 units)
Prerequisite: Junior or Senior standing. An overview of the biblical foundations and historical developments of worship, which provide precedent for worship in the contemporary church. From this foundation, practical guidelines for effective biblical worship design and church music leadership will be explored. Students will develop a philosophy of worship as well as a personal reflection upon the developing synthesis of faith and their craft or area of study while at VUSC. This course fulfills the Core Curriculum Capstone requirement for Bachelor of Arts General Music majors. Offered Spring only.

MUSC 408 • Music Ministry Administration (3 units)
Prerequisite: Junior or Senior standing or Permission of Instructor. Practical elements of worship ministry, including leadership qualities, functioning on a church staff, designing and leading biblical worship, and effective leadership as a pastoral musician. Offered Fall of even years. Lab fee.

MUSC 410 • Choral Arranging (2 units)
Arranging for choral ensembles with and without instrumental accompaniment in a variety of styles, including traditional, popular, and jazz. Offered Spring only.

MUSC 411 • Creative Worship in the Contemporary Church (2 units)
Prerequisite: MUSC 309. This course is designed to teach how to craft a theologically relevant service; overseeing the sound and media; clarifying the role of visuals; building the team and managing rehearsals; working with the band; relating to pastor. Emphasis on skill development and student projects. Offered Spring of odd years.

MUSC 420 • Vocal Pedagogy (2 units)
Prerequisites: Six semesters of private voice instruction at college level or instructor's approval. Scientific exploration into the workings of the vocal mechanism and the technique of vocal production. A survey of common vocal faults, corrective exercises and an overview of various vocal styles will be included. Under supervision of voice faculty, students will be required to teach a private voice student (basic instruction or non-college student), 30 minutes per week for six weeks towards the end of semester. Offered Spring of odd years.

MUSC 424 • Song Literature (2 units)
Prerequisite: Music History and Literature I and II (MUSC 325 and MUSC 326). A survey of song literature and performance practice for the solo voice from the Baroque to the Twenty-first century. Analysis of scores through recordings and live performances. Offered Fall of even years.

MUSC 426 • Piano Literature I (2 units)
Prerequisite: Six semesters of Applied piano or instructor's approval. Survey of standard keyboard repertoire, styles, historical development and performance practices, Baroque to the present. Offered upon demand.

MUSC 428 • Piano Literature II (2 units)
Prerequisite: Piano Literature I (MUSC 426) or instructor's approval. The study of solo piano literature and its historical styles, genres and performance practices with emphasis on composers' influences achieved through lecture, discussion, analysis and performance. Offered upon demand.

MUSC 450 • Music Ministry Internship (1 unit)
Prerequisite: Junior or Senior standing. Student is responsible to make arrangements and receive faculty approval of an internship site. Course approval notification will be submitted to the academic advisor prior to registration. Participation in an in-church experience for planning, leading, and evaluating corporate worship. Particulars should give the student concrete experience in the student's major area of emphasis. Offered on a credit/fail basis only.

MUSC 451 • Worship Leader Internship (1 unit)
Prerequisite: Junior or Senior standing. Student is responsible to make arrangements and receive faculty approval of an internship site at which the student will work a minimum of ten hours per week. Course approval notification will be submitted to the academic advisor prior to registration. Participation in an in-church experience for planning, leading, and evaluating corporate worship, particularly in the area of music and the arts. Offered on a credit/fail basis only.

MUSC 453 • Choral Methods and Literature (2 units)
Prerequisite: Conducting (MUSC 331A). This course explores repertoire, as well as organization and administration of a choral program. Emphasis will be placed on choral time, blend, balance and intonation. Offered upon demand.

MUSC 460 • Worship Guitar Practicum (1 unit)
Practical guitar and instrumental leadership skills for worship. Primarily a performance course, but fundamental theory and philosophy will be explored as it pertains to the relevant playing styles. Lab fee.

MUSC 462 • Music and Business (3 units)
A study of the business aspects of the music industry including topics such as identification of the management team, the recording industry, songwriting and music publishing, touring, music merchandising and motion picture music. Offered Fall of even years.

MUSC 470 • Special Topic (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in music. May be repeated for credit.

MUSC 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. Open to qualified upper division students. May be repeated for credit.

MUSC 491C • Research and Recital (2 units)
Prerequisites: Music Department approval and minimum jury level 3 on primary instrument. Co-requisite: Enrollment in MUSI 402,412,422,492. Preparation and presentation of representative works on the primary instrument in a thirty minute solo recital. Also, includes independent research project specific to area of study and a reflection paper discussing the synthesis of faith and music within the academic journey. Final grade is given by a committee of the Department of Music faculty. This course fulfills the Core Curriculum Capstone requirement for the Bachelor of Arts in General Music with an emphasis in Applied Music and Bachelor of Music in Church Music and Music Education. Lab fee.

MUSC 498C • Final Presentation for Worship Studies (2 units)
Prerequisites: Worship Studies majors in final semester of church internship, having completed six consecutive semesters of applied music instruction, or by permission. Proposal for presentation must be submitted to the advisor the first month of the semester. Students may choose from a variety of presentation styles, including but not limited to 20-30 minute formal recital, film or media presentation, planning and leadership of service of worship music, coordination of worship art exhibit. Students will be required to submit a reflection on the project and a reflection paper discussing the synthesis of faith and music with the

academic journey. This course fulfills the Core Capstone requirement for the Bachelor of Arts in Worship Studies. Lab fee.

MUSC 499 • Faith, Life, and Worship Arts, with Seminar (2 units)
This seminar course addresses issues related to obtaining a position and working within the context of a changing church organism. Topics vary, but will consistently address the resume and audition package, interviewing for a position, as well as the actuality of merging new ideas or technology (often conference content) with the real situation of a home church. Offered Spring of even years.

PRIVATE INSTRUCTION APPLIED COURSES

MUSI 200• Recital Attendance (0 unit)
Co-requisite: Basic Instruction. Techniques of artistic performance explored through demonstrations, master classes, and recitals presented by selected students from music majors, faculty and guest artists. Recital and performance attendance required. Offered on a Credit/Fail basis only. Music Majors should register for Section 01. Music Minors should register for Section 02. Participants should register for Section 03.

MUSI 101 • Basic Voice Instruction – ½ hour (1 unit)
MUSI 111 • Basic Piano Instruction – ½ hour (1 unit)
MUSI 121 • Basic Guitar Instruction – ½ hour (1 unit)
MUSI 131 • Basic Organ Instruction – ½ hour (1 unit)
MUSI 191 • Basic Instrument Instruction – ½ hour (1 unit)

MUSI 102 • Basic Voice Instruction – 1 hour (1 unit)
MUSI 112 • Basic Piano Instruction – 1 hour (1 unit)
MUSI 122 • Basic Guitar Instruction – 1 hour (1 unit)
MUSI 132 • Basic Organ Instruction – 1 hour (1 unit)
MUSI 192 • Basic Instrument Instruction – 1 hour (1 unit)

Co-requisite: Recital Attendance (MUSI 200). Private instruction open to all students offering studies in the basics of the specific instrument technique. Material of increasing difficulty as student develops. Minimum 3 hours practice per week. Private instruction and practice fee.

MUSI 200 • Recital Attendance (0 unit)
Co-requisite: Lower Division Applied Instruction. Techniques of artistic performance explored through demonstrations, master classes, and recitals presented by selected students from music majors, faculty and guest artists. Recital and performance attendance required. Offered on a Credit/Fail basis only. Music Majors should register for Section 01. Music Minors should register for Section 02. Participants should register for Section 03.

MUSI 201 • Applied Voice Instruction – ½ hour (1 unit)
MUSI 211 • Applied Piano Instruction – ½ hour (1 unit)
MUSI 221 • Applied Guitar Instruction – ½ hour (1 unit)
MUSI 231 • Applied Organ Instruction – ½ hour (1 unit)
MUSI 291 • Applied Instrument Instruction – ½ hour (1 unit)

MUSI 202 • Applied Voice Instruction – 1 hour (2 units)
MUSI 212 • Applied Piano Instruction – 1 hour (2 units)
MUSI 222 • Applied Guitar Instruction – 1 hour (2 units)
MUSI 232 • Applied Organ Instruction – 1 hour (2 units)
MUSI 292 • Applied Instrument Instruction – 1 hour (2 units)
Co-requisite: Recital Attendance (MUSI 200). Private instruction for Music Majors and Minors offered with material and performance of increasing difficulty as student develops. Minimum 3-6 hours practice per week. Private instruction and practice fee.

MUSI 300 • Recital Attendance (0 unit)
Co-requisite: Upper Division Basic Instruction. Refer to MUSI 200-• Recital Attendance

MUSI 301 • Basic Voice Instruction – ½ hour (1 unit)
MUSI 311 • Basic Piano Instruction – ½ hour (1 unit)
MUSI 321 • Basic Guitar Instruction – ½ hour (1 unit)
MUSI 331 • Basic Organ Instruction – ½ hour (1 unit)
MUSI 391 • Basic Instrument Instruction – ½ hour (1 unit)

MUSI 302 • Basic Voice Instruction – 1 hour (1 unit)
MUSI 312 • Basic Piano Instruction – 1 hour (1 unit)
MUSI 322 • Basic Guitar Instruction – 1 hour (1 unit)
MUSI 332 • Basic Organ Instruction – 1 hour (1 unit)
MUSI 392 • Basic Instrument Instruction – 1 hour (1 unit)
Co-requisite: Recital Attendance (MUSI 200). Private instruction open to all students offering studies in the basics of the specific instrument technique. Material of increasing difficulty as student develops. Minimum 3 hours practice per week. Private instruction and practice fee.

MUSI 200 • Recital Attendance (0 unit)
Co-requisite: Upper Division Applied Instruction. Refer to MUSI 200 • Recital Attendance

MUSI 401 • Applied Voice Instruction – ½ hour (1 unit)
MUSI 411 • Applied Piano Instruction – ½ hour (1 unit)
MUSI 421 • Applied Guitar Instruction – ½ hour (1 unit)
MUSI 431 • Applied Organ Instruction – ½ hour (1 unit)
MUSI 491 • Applied Instrument Instruction – ½ hour (1 unit)
MUSI 402 • Applied Voice Instruction – 1 hour (2 units)
MUSI 412 • Applied Piano Instruction – 1 hour (2 units)
MUSI 422 • Applied Guitar Instruction – 1 hour (2 units)
MUSI 432 • Applied Organ Instruction – 1 hour (2 units)
MUSI 492 • Applied Instrument Instruction – 1 hour (2 units)
Co-requisite: Recital Attendance (MUSI 200). Private instruction for Music Majors and Minors offered with material and performance of increasing difficulty as student develops. Minimum 3-6 hours practice per week. Private instruction and practice fee.

PRIVATE INSTRUCTION PERFORMANCE COURSES

MUPF 202 • Performance Voice Instruction – 1 hour (2 units)
MUPF 212 • Performance Piano Instruction – 1 hour (2 units)
MUPF 222 • Performance Guitar Instruction – 1 hour (2 units)
MUPF 232 • Performance Organ Instruction – 1 hour (2 units)
MUPF 292 • Performance Instrument Instruction – 1 hour (2 units)
Prerequisite: Acceptance into the Bachelor of Music with a major in a Performance degree plan. Co-requisite: Recital Attendance (MUSI 200). Hour private instruction. In consultation with instructor, minimum 5 practice hours required per week. Private instruction and practice fee.

MUPF 391 • Junior Recital and Research (1 unit)
Music Department approval and minimum jury level 3 on primary instrument. Co-requisite: MUPF 402, 412, 422, 432 or 492. For Bachelor of Music degree candidates with a major in performance. Preparation and presentation of representative works on the primary instrument in a thirty-minute solo recital. Also includes independent research culminating in detailed program notes. Final grade is given by a committee of the Department of Music faculty. Lab fee.

MUPF 402 • Performance Voice Instruction – 1 hour (2 units)
MUPF 412 • Performance Piano Instruction – 1 hour (2 units)
MUPF 422 • Performance Guitar Instruction – 1 hour (2 units)
MUPF 432 • Performance Organ Instruction – 1 hour (2 units)
MUPF 492 • Performance Instrument Instruction – 1 hour (2 units)
Prerequisite: Acceptance into the Bachelor of Music with a major in a Performance degree plan. Co-requisite: Recital Attendance (MUSI 400). Hour private instruction. In consultation with instructor, minimum 5 practice hours required per week. Private instruction and practice fee.

MUPF 491C • Senior Recital and Research (2 units)
Prerequisites: Music Department approval after attaining a minimum of level 4 in the Performance Applied instruction. Co-requisite: MUPF 402, 412, 422, 432 or 492. For Bachelor of Music degree candidates with a major in performance. Preparation and presentation of representative works on the primary instrument in a forty-five-minute solo recital. Also includes independent research culminating in detailed program notes, a research paper on a special topic related to the recital program and a reflection paper discussing the synthesis of faith and music within the academic journey. Final grade is given by a committee of the Department of Music faculty. This course fulfills the Core Curriculum Capstone requirements for the Bachelor of Music in Performance and Jazz Studies degrees. Lab fee.

APPLIED COMPOSITION COURSES

MUTC 201 • Composition Instruction – ½ hour (1 unit)
Prerequisite: Introduction to Music Technology (MUSC 228) and Introduction to Composition (MUSC 238). Co-requisite: Recital Attendance (MUSI 200). Private composition study designed to develop skills, experience and fluency in the manipulation of musical materials in tonal, modal and post-tonal contexts. Original work inspired by the study and analysis of representative scores, traditional and contemporary styles. Students are required to have at least one piece performed each semester on the scheduled composition recital. A minimum of five hours per week additional preparation time is required. Lab fee.

MUTC 202 • Composition Instruction –1 hour (2 unit)
Prerequisite: Introduction to Music Technology (MUSC 228) and Introduction to Composition (MUSC 238). Co-requisite: Recital Attendance (MUSI 200). Private composition study designed to develop skills, experience and fluency in the manipulation of musical materials in tonal, modal and post-tonal contexts. Original work inspired by the study and analysis of representative scores, traditional and contemporary styles. Students are required to have at least one piece performed each semester on the scheduled composition recital. A minimum of five hours per week additional preparation time is required. Lab fee.

MUTC 349 • Advanced Music Technology (1 unit)
Prerequisite: Introduction to Music Technology (MUSC 228) or instructor consent. Advanced sequencing techniques, orchestral and commercial music simulation, advanced editing and automated mixing, virtual instrument editing and advanced music notation and arranging. Also includes an introduction to synchronization using SMPTE time code and QuickTime video for film-scoring projects. Top industry standard DAW (Digital Audio Workstation) and notation software are used. Lab fee.

MUTC 401 • Composition Instruction – ½ hour (1 unit)
Prerequisite: Introduction to Music Technology (MUSC 228) and Introduction to Composition (MUSC 238). Co-requisite: Recital Attendance (MUSI 200). Private composition study designed to develop skills, experience and fluency in the manipulation of musical materials in tonal, modal and post-tonal contexts. Original work inspired by the study and analysis of representative scores, traditional and contemporary styles. Students are required to have at least one piece performed each semester on the scheduled composition recital. A minimum of five hours per week additional preparation time is required. Lab fee.

MUTC 402 • Composition Instruction –1 hour (2 unit)
Prerequisite: Introduction to Music Technology (MUSC 228) and Introduction to Composition (MUSC 238). Co-requisite: Recital Attendance (MUSI 200). Private composition study designed to develop skills, experience and fluency in the manipulation of musical materials in tonal, modal and post-tonal contexts. Original work inspired by the study and analysis of representative scores, traditional and contemporary styles. Students are required to have at least one piece performed each semester on the scheduled composition recital. A minimum of five hours per week additional preparation time is required. Lab fee.

MUTC 491C • Research and Recital in Composition (2 units)
Prerequisites: Bachelor of Music Composition majors and Music Department approval. Co-requisite: MUTC 402. The Senior Recital in applied composition is a presentation (at least thirty minutes of music) of compositions for different media written during residency, with the student participating as performer or conductor in at least one piece. Also includes independent research culminating in detailed program notes, a research paper on a special topic related to the recital program and a reflection paper discussing the synthesis of faith and music within the academic journey. Final grade is given by a committee of the Department of Music faculty. This course fulfills the Core Curriculum Capstone requirement for Bachelor of Music in Composition candidates. Lab fee.

JAZZ STUDIES COURSES

MUJZ 236 • Jazz Theory (2 units)
Prerequisite: Theory Placement. The study of basic concepts of jazz melody, harmony, rhythm and form. Includes the study of jazz notation, chord progressions, chord voicing, chord relationships, voice-leading, jazz harmonization, chord-scale relationships, improvisational devices, and song forms. Offered Fall of even years.

MUJZ 336 • Advanced Jazz Theory (2 units)
Prerequisite: Jazz Theory (MUJZ 236). The study of advanced concepts of jazz melody, harmony, and form. Analysis of music by jazz masters such as Thad Jones, Bob Brookmeyer, Bob Mintzer, Thelonious Monk, Duke Ellington, and John Coltrane. Includes introduction to many great improvisers through analysis and performance of solo transcriptions and composition in representative styles. Offered Spring of odd years.

MUJZ 345 • Jazz and Commercial Music Arranging (2 units)
Scoring for the jazz and commercial music idioms. Writing for small group and full jazz ensemble. Use of existing melody and applying it to various sized ensembles studied. The study of ranges of instruments and vocals found within jazz and commercial music genres. Offered Spring of even years.

MUJZ 355C • Jazz Music History (3 units)
A study of the evolution of American jazz music from its roots in Africa to the present day. Presents development of various musical styles, forms, improvisations, significant musical concepts and major figures from the past, present and future of jazz and commercial music. Includes an introduction to world music elements. This course satisfies the Core Curriculum Fine Arts requirement. Lab fee provides for concert tickets.

MUJZ 370 • Jazz Improvisation Styles and Analysis (2 units)
A study of the evolution of American jazz music from its roots in Africa to the present day. Presents development of various musical styles, forms, improvisations, significant musical concepts and major figures from the past, present and future of jazz and commercial music. Includes an introduction to world music elements. Attendance of 3 concerts required. This course satisfies the Core Curriculum Fine Arts requirement. Offered Spring of even years. Lab fee.

MUJZ 437 • Jazz Pedagogy and Literature (3 units)
Prerequisite: Jazz and Commercial Arranging (MUJZ 345) and Jazz Music History (MUJZ 355C). Organization and management of school jazz programs. Course addresses rehearsal techniques, improvisation, repertoire and conducting. Offered upon demand.

NURSING PROGRAM

(PENDING FULL APPROVAL BY THE BOARD OF REGISTERED NURSING)

Mission: Providing quality undergraduate and graduate nursing programs that promote academic excellence while integrating the values of truth, virtue, and service.

The Bachelor of Science in Nursing (BSN) program offers a faith-based curriculum that provides a solid foundation in liberal education and nursing science, the cornerstone for the practice and education of nurses. Throughout the program, graduates are prepared to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Upon successful completion of NCLEX-RN and the BSN degree, the graduate will apply for and be issued a California nursing license [pending Board of Registered Nursing (BRN) clearance]. The graduate RN may then enter professional positions in a variety of healthcare settings with patients of all ages and diverse populations. Baccalaureate graduates are prepared to practice as a generalist across the lifespan and may work as a RN in a variety of community-based and acute care settings.

Please note that this program will be offered pending approval from the BRN (application is in process). Students will be admitted to Pre-nursing Lower Division coursework and will apply in year two for progression to Upper Division Nursing Courses.

Student Learning Outcomes

1. Critical Thinking/Clinical Reasoning/Clinical Judgment: Use a systematic approach in assessing, planning, testing, and evaluating innovative and evidence-based solutions to patient care problems across a variety of healthcare settings.
2. Integration of Faith and Learning: Develop and articulate an understanding of a Biblical worldview in integrating values of truth, virtue, and service in personal and professional life and in providing Christ-centered leadership and service.
3. Ethical Practice: Demonstrate behaviors that integrate altruism, autonomy, integrity, social justice, and respect for diversity and human dignity across the lifespan.
4. Holistic Learning: Demonstrate responsibility and accountability for self and nursing practice, engagement in life-long learning, and ongoing professional growth.
5. Communication: Use communication theories and techniques to promote communication and collaborative relationships with intra-professional healthcare team members, individuals, families, groups, and communities.
6. Professional Excellence: Use a problem solving approach in evaluating patient health status and in advocating for the patient and family, anticipating and reducing risk, and improving health outcomes.
7. Cultural Competency and Citizenship: Apply cultural competence theory in the care of diverse individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
8. Information and Technology: Demonstrate technology skills in locating, retrieving, applying, and evaluating the integrity of information while using information responsibly and ethically.
9. Leadership and Patient Safety: Apply leadership concepts, skills, decision making, and problem solving in the provision and oversight of nursing practice, and in advocating for equitable health care.

Admission Requirements

Requirements for entrance to the BSN Program are:

- A minimum grade point average (GPA) of 3.0 on a 4.0 scale.
- Completion of the Application for Admission, Prelicensure Program.
- Official transcripts from each college/university, school of nursing attended.
- A 250 word Statement of Purpose
- Evidence of all required immunizations and report of a current physical exam (within one year of program application).
- Clear criminal background check (contracted by University).
- A copy of a basic life support certification (BLS).
- An interview with the Admissions Committee.
- Screening exam - the Test of Essential Academic Skills (TEAS)

Course Repetition

Students enrolled in the BSN Program cannot repeat any more than 2 nursing major courses related to course failure or withdrawal. Any deviation from this

policy requires Program Committee approval with a petition submitted to the Program Director.

Malpractice Insurance

Each student must have basic malpractice insurance before the beginning of the third year and fourth year prior to enrollment in any Nursing clinical course.

BACHELOR OF SCIENCE IN NURSING MAJOR REQUIREMENTS 85 Units

Related Discipline Core Requirements		**26 units**
BIOL 111C/CL*	Principles of Biology	4 units
BIOL 204C/CL	Human Anatomy	4 units
PSYC 103C*	Introduction to Psychology	3 units
CHEM 113 C/L	Fundamentals of General, Organic and Biochemistry II	4 units
BIOL 304C/CL	Human Physiology	4 units
BIOL 309C/CL	Microbiology & Lab	4 units
MATH 235*	Statistics for the Health Professions	3 units

*Course fulfills Core requirements

Upper Division		**59 units**
NRS 302A	Fundamentals of Nursing Theory and Practice	2 units
NRS 365A	Integrated Pathophysiology and Pharmacology	2 units
NRS 350	Nursing Care of the Adult I	6 units
NRS 360	Psychiatric and Mental Health Nursing	4 units
NRS 355	Physical Assessment	3 units
NRS 302B	Fundamentals of Nursing Theory and Practice	2 units
NRS 365B	Integrated Pathophysiology and Pharmacology	2 units
NRS 370	Nursing Care of the Adult II	6 units
NRS 375	Maternity and Women's Health	4 units
NRS 400	Nursing Care of the Critically Ill Adult	6 units
NRS 420	Nursing Care of the Child and Adolescent	4 units
NRS 460	Leadership and Management	3 units
NRS 465	Research and Evidence-Based Practice	3 units
NRS 468	Community Public Health Nursing	5 units
NRS 475	Clinical Nursing Preceptorship	4 units
NRS 380	Nursing Faithfully	3 units

Elective (1-4 units), may be taken twice.

NRS 385	Specialty Residency Elective	1-4 units

NURSING COURSE DESCRIPTIONS

NRS 302A • Fundaments of Nursing Theory and Practice (2 units: 1-unit lecture/1-unit lab). This course introduces the student to the history and theories of professional nursing practice. The roles of the nurse as provider of care; designer, manager and coordinator of care; and member of the profession are explored. Basic nursing skills are introduced with an emphasis on patient activities of daily living, therapeutic communication, patient safety, and documentation. The associated lab (45 hours) allows the student to practice fundamental skills in a simulated patient care environment.

NRS 302B • Fundaments of Nursing Theory and Practice (2 units: 1-unit lecture/1-unit lab). This course builds upon evidence-based concepts, knowledge, and skills introduced in NRS 302 A. Using the nursing process, the student will assess alterations in health and illness, and intervene with appropriate nursing care. The lab portion of the course (45 hours) provides the opportunity for the student to master fundamental nursing care and basic nursing skills in a simulated patient care environment.

NRS 350 • Nursing Care of the Adult and Older Adult I (6 units: 3 units lecture/ 3 units lab). This course focuses on evidence-based concepts, clinical experiences, and applying the nursing process in the provision of optimal care for the adult and older adult patient. An emphasis is placed on the care of the adult and older adult with acute and chronic health problems across a variety of practice settings. Students will have opportunity to learn and practice skills associated with moderately complex health needs. Concurrent clinical experiences (135 hours) will be spent in simulated, community-based, and acute care environments.

NRS 355 • Physical Assessment (3 Units: 2 units lecture/1 unit lab). This course provides the opportunity to learn and practice skills necessary to perform a complete and age appropriate health assessment. Emphasis is placed on assessing physical, emotional, spiritual, social, and cultural needs of the patient. The nursing process will be used in prioritizing patient health care needs. The integration of disease prevention, health promotion, and risk assessment is introduced. Course format consists of 2 hours of lecture and 3 hours of lab per week in a simulated patient care environment.

NRS 360 • Psychiatric and Mental Health Nursing (4 Units: 2 units lecture/2 units lab). This course provides evidence-based concepts and clinical experiences related to providing care for the client with psychiatric and mental health disorders. Relevant nursing and interdisciplinary theories will be integrated into the nursing care of diverse individuals, families, groups, and communities with mental illness. Holistic approaches to care and therapeutic communication will be explored. Concurrent clinical experiences (90 hours) will be spent in simulated, community-based, and acute care settings.

NRS 365A• Integrated Pathophysiology and Pharmacology (2 Units). This course presents pathophysiology, using a systems approach, as applied to current nursing practice. Pharmacological principles such as pharmacokinetics, pharmacotherapeutics, contraindications, adverse effects and drug interactions, and nursing implications will be presented. Major drug classifications will be explored in conjunction with the pathophysiological process.

NRS 365B • Integrated Pathophysiology and Pharmacology (2 Units). This course builds upon content learned in NRS 365 A. Using a system's approach, a continuation of pathophysiological principles is provided and applied to current nursing practice. Pharmacological principles and the major drug classifications will be further explored in conjunction with the pathophysiological process.

NRS 370 • Nursing Care of the Adult II (6 Units: 3 units lecture/3 units lab). This course provides classroom and clinical experiences in optimally caring for the adult and older adult patient, while building upon evidence-based concepts learned in NRS 350 Nursing Care of the Adult I. The nursing process will be applied to clients experiencing acute and chronic medical-surgical disease processes. Focuses on concepts related to the physical, emotional, spiritual, social, and cultural needs of the patient and family. Concurrent clinical experiences (135 hours) will be spent in simulated, community-based, and acute care environments.

NRS 375 • Maternity and Women's Health (4 Units: 2 units lecture/2 units lab). This course provides evidence-based concepts and clinical experiences in the care and management of women's health and illness across the lifespan. Focus is on family-centered care, teamwork and collaboration, patient safety, and quality improvement in caring for women and their newborns. Concurrent clinical experiences (90 hours) will be spent in simulated, community-based, and acute care environments.

NRS 380 • Nursing Faithfully Elective (2 Units). This course offers an introduction to Christian nursing in the context of the mission of Vanguard University. Topics will include the history of Christian nursing, application of Christian values to healthcare, and the provision of spiritual care to patients and their families. Local field activities will facilitate the opportunity to minister to diverse populations.

NRS 385 • Specialty Residency Elective (1-4 units/45-180 hours). This variable unit course provides additional clinical experience for the student in a nursing specialty area. The student will work under the supervision of a registered nurse preceptor in providing direct patient care. Clinical hours are determined by the number of selected units for the course. Course may be repeated once for a maximum of 8 units.

NRS 400 • Nursing Care of the Critically Ill Adult and Older Adult (6 units: 3 units theory/3 units lab). This course provides evidence-based concepts and clinical experiences in caring for the critically and emergently ill adult and older adult. The nursing process will be applied in the care of patients with multi-system organ disease, complex disease states, and trauma. The student will examine the role of the nurse as a member of the interdisciplinary team and aspects of caring for patients at end-of-life. Concurrent clinical experiences (135 hours) will be spent in simulated and acute care settings.

NRS 420 • Nursing Care of the Child and Adolescent (4 units: 2 units lecture/2 units lab). This course provides evidence-based concepts and clinical experiences in caring for the infant, child, and adolescent experiencing acute and chronic illness. Issues of child abuse and neglect will be explored. The nursing process is integrated in providing age-appropriate care and advocating for infants, children, adolescents, and families. Focuses on collaboration with the child, family, and other members of the health care team in promoting health and adaptation to illness. Concurrent clinical experiences (90 hours) will be spent in simulated, community-based, and acute care environments.

NRS 460 • Leadership and Management (3 Units: 2 units lecture/1 unit lab). This course explores theories of leadership/management. Emphasizes the importance of accountability, advocacy, communication, inter-professional collaboration in the leadership role, as well as the importance of promoting optimal patient care outcomes. Clinical experiences (45 hours) are with a nurse leader and assignments will be based on concepts presented in the lecture portion of the course.

NRS 465 • Nursing Research and Evidence-Based Practice (3 units lecture). This course examines sources of evidence, scientific inquiry, and data collection processes related to nursing research, theory development, and evidence-based practice. Students will critically appraise quantitative and qualitative research and learn how these findings are relevant to ensuring optimal patient care outcomes. The course also includes an introduction to data entry and analysis and the role that informatics plays in nursing research.

NRS 468 • Community Health Nursing and Clinical Studies (5 units: 2 units theory/3 units lab). This course provides evidence-based concepts and clinical experiences in the provision of nursing care to individuals, families, and populations in the community setting. Issues such as child abuse and family violence will be explored. Ninety (90) hours of clinical practice in public/community health settings are required to successfully complete this course. The remainder of the required child abuse content for the Public Health Nurse certificate (PHN) is included (5 hours). Two additional hours of child abuse content are covered in NRS 455 Nursing Care of the Child and Adolescent. This course qualifies the BSN graduate for Public Health Nursing certification.

NRS 475 • Clinical Nursing Preceptorship (4 Units: 1-unit seminar/3 units lab). This capstone course focuses on the clinical application of evidence-based concepts of nursing and related coursework in the care of selected populations. A one-unit weekly seminar will provide the opportunity for guided discussions and debriefing with faculty and peers. This clinical experience (135 hours) will further expose students to the complexities of multiple nursing roles.

DEPARTMENT OF PSYCHOLOGY

Mission: The Department of Psychology seeks to enhance students' understanding of human nature. Proceeding from a Christian understanding of humans created in the image of God, the psychology major explores multiple perspectives of human nature, including cognitive, behavioral, biological, social-cultural, and spiritual. All students learn the skills necessary to conduct research and to evaluate carefully others' research, with the goal of increasing students' understanding of human nature. Students interested in counseling are introduced to basic theories and methods relevant to providing counseling services. The psychology major prepares students either to secure employment immediately following graduation or to continue on to pursue advanced study in psychology or counseling at the graduate level.

Both a major and a minor in Psychology are offered through the undergraduate Psychology Department.

Psychology Major Core Requirements 49 units

Survey of the Field **12 units**

PSYC 103C	Introduction to Psychology*	3 units
PSYC 320	Developmental Psychology	3 units
PSYC 332	Abnormal Psychology	3 units
PSYC 345	Theories of Personality	3 units

Research Component **10 units**

PSYC 220C	Researched Writing for Psychology Majors*	3 units
or ENGL 220C	Researched Writing	
PSYC 265C	Introduction to Statistical Methods*	3 units
PSYC 381	Research Methods in Psychology	4 units

Psychological Perspectives **15 units**

Cognitive:	PSYC 449: Cognitive Psychology	3 units
Behavioral:	PSYC 350: Principles of Behavior	4 units
	or PSYC 420: Behavior Modification	3 units
Biological:	PSYC 340: Biological Psychology	3 units
Sociocultural:	PSYC 324: Social Psychology	3 units
Spiritual:	PSYC 477C: Psychology and Christianity	3 units

Application **3 or more units**

PSYC 460	Field Practicum	3 units minimum
or both		
PSYC 474	Psychological Research I	
and PSYC 475	Psychological Research II (with permission of the instructor)	8 units
or		
PSYC 482	Research in Neuroscience	4 units

Upper Division Electives **9 units**

Three courses from the following list are commonly used to fulfill this requirement:

PSYC 321	Adolescent Psychology	3 units
PSYC 324	Social Psychology	3 units
PSYC 331**	Diversity in the Helping Professions	3 units
PSYC 335	Social and Psychological Aspects of Aging	3 units
PSYC 338	Child Psychology	3 units
PSYC 346	Human Sexuality	3 units
PSYC 351	Principles of Behavior	4 units
PSYC 352	Culture and Psychology	3 units
PSYC 355	Survey of Human Services	3 units
PSYC 374	Introduction to Industrial/Organizational Psychology	3 units
PSYC 373	Psychology of the Family	3 units
PSYC 383	Addiction Studies	3 units
PSYC 420	Behavior Modification	3 units
PSYC 434	Group Dynamics	3 units
PSYC 443	Sport Psychology	3 units
PSYC 450	Psychology Teaching Internship	3 units
PSYC 460	Field Practicum	3 units

PSYC 462**	Counseling Theories	3 units
PSYC 463**	Counseling Methods	3 units
PSYC 470	Special Topics	3 units
PSYC 474	Psychological Research I	4 units
PSYC 475	Psychological Research II	4 units

*Course fulfills Core requirements

** Students considering graduate work in counseling psychology or clinical psychology are strongly encouraged to take the indicated courses.

An exit survey and Major Field Test are required of all graduating seniors. The Major Field Test is an objective, end-of-program test designed to assess the mastery of concepts, principles, and knowledge expected of students at the conclusion of the psychology major.

Psychology Minor — 21 units

PSYC 103C	Introduction to Psychology	3 units
PSYC 320	Developmental Psychology	3 units
PSYC 332	Abnormal Psychology	3 units
PSYC 265C	Intro to Statistical Methods	3 units
Electives in Psychology		9 units

Twelve of the 21 units must be taken at Vanguard University.

PSYCHOLOGY COURSES

PSYC 103C • Introduction to Psychology (3 units)
Prerequisite to all other psychology courses. This course explores the fundamental issues of psychology, including research in psychology, biological influences on development and behavior, learning and memory, motivation, personality, psychological disorders, psychological interventions, and social behavior.

PSYC 220C • Researched Writing for Psychology Majors (3 units)
Prerequisites: PSYC 103C, ENGL120C, and declared psychology major.
This course focuses on the process of writing in APA style. Students will be taught how to read and comprehend research in psychology and to write research papers from a place of understanding the context, process, and audience for research writing. This course also serves as an introduction to the major, informing students of scholastic expectations and of opportunities within their undergraduate experience. Additionally, students will be guided in thinking about and moving toward future educational and career pursuits. Must be passed with a "C" (not "C-") or better to fulfill the core curriculum requirement. Prerequisite for Research Methods. Satisfies ENGL 220C core requirement.

PSYC/MATH/SOC 265C • Introduction to Statistical Methods (3 units)
A course in basic statistical concepts and methods of collecting, summarizing, presenting, and interpreting data in the behavioral sciences, including descriptive statistics (use of graphs and charts), normal distribution curve, measures of central tendency, deviation and dispersion, hypothesis testing, statistical fallacies, correlation, and topics in probability. Students majoring in Accounting, Anthropology, Psychology, Social Sciences, or Sociology must take PSYC/MATH/SOC 265C to fulfill the core curriculum requirement in mathematics.

PSYC 291, 292, 293 • Special Topic (1, 2, 3 units)
A lower division study of a special topic in psychology and may be repeated for credit.

PSYC 320 • Developmental Psychology (3 units)
Prerequisite: PSYC 103C. An exploration of human development through the biological, behavioral, cognitive, sociocultural, and spiritual perspectives in a lifespan approach (from conception through death). The course is recommended early in the major and is a prerequisite for other psychology courses.

PSYC 321 • Adolescent Psychology (3 units)
Prerequisite: PSYC 103C. A study of the period of life from puberty to the emergence from the teens, emphasizing the physical, mental, emotional, social, spiritual, and personality development of the individual. Diversity issues are considered.

PSYC/SOC 324 • Social Psychology (3 units)
Prerequisites: PSYC 103C or SOC 100C. An examination of interpersonal behavior as it is influenced by social processes, culture, face-to-face interactions, and personality characteristics. Among the topics covered are interpersonal and group behavior in relationship to social values, diversity issues, norms, attitudes, roles, and social needs.

PSYC 331 • Diversity in the Helping Professions (3 units)
Prerequisite: PSYC 103C. Exposes students to the psychological literature relevant to becoming more culturally sensitive to diverse ethnic populations and other forms of diversity. It addresses the unique changes required to the traditional psychological counseling theories and counseling practices that are associated with helping individuals from diverse backgrounds. The course is applicable to students who intend to work with, minister to, or do clinical counseling with people of diverse ethnic and cultural backgrounds. Lab fee.

PSYC 332 • Abnormal Psychology (3 units)
Prerequisites: PSYC 103C and PSYC 320. A study of sociocultural, spiritual, emotional, cognitive, and behavioral deviations with regard to description, patterns of development, measurement, and treatment methods.

PSYC 335 • Social and Psychological Aspects of Aging (3 units)
Prerequisite: PSYC 103C or SOC 100C. An interdisciplinary and cross-cultural perspective on human aging. The physiology of aging and its psychological ramifications are explored, as is the sociology and spirituality of the older adult in contemporary society.

PSYC 338 • Child Psychology (3 units)
Prerequisite: PSYC 103C, PSYC 320, PSYC 332. A study of the period of life from early childhood until puberty from a developmental psychopathology perspective. The course provides an overview of psychological disorders of childhood and an introduction to their clinical treatment.

PSYC 340 • Biological Psychology (3 units)
Prerequisite: PSYC 103C. This course is an introduction to the concepts of biological psychology. Beginning with a basic understanding of brain structures, students will gain an understanding of how brain structure relates to brain function and to behavior. Topics covered include brain structure, neuronal communication, drugs and hormonal influences on the brain, visual sensation and perception, sleep and waking states, sexual behavior, brain lateralization, language, and psychological disorders.

PSYC 344/SOC 345 • Family Violence (3 units)
Prerequisite: PSYC 103C or SOC 100C. Investigates the identification, causes, and prevention of all types of intrafamily abuse: child, spouse, sibling, and parent. Explores theories and research findings for practical application. Studies the sociocultural contexts in which abuse and violence occur.

PSYC 345 • Theories of Personality (3 units)
Prerequisites: PSYC 103C and PSYC 320. A review and critical evaluation of the major personality theories and their supporting evidence.

PSYC/ANTH/SOC 346 • Human Sexuality (3 units)
Prerequisites: SOC 100C or PSYC 103C (preferably both), completion of NSCI 210/L Empirical World or other lab science, and junior or senior standing. Six units of upper division psychology or sociology recommended. An overview of human sexual anatomy, physiology, gender identity, sex role development and expression, modes of sexual expression, sexual deviation, the meaning of sexuality within relationships, and ethical consideration.

PSYC 351 • Principles of Behavior (4 units)
Prerequisites: PSYC 103C and declared psychology major. This course introduces students to the principles of classical and operant conditioning that can be applied to clinical, counseling, child, sports, and organizational psychology. Examination of these principles and their role in substance abuse, behavioral addictions, autism, phobias, sexual behavior, developmental disabilities, behavioral medicine, animal training, and everyday life will be included. Students will participate in hands-on exercises with rodents to illustrate operant conditioning principles of behavior. Lab fee.

PSYC 352 • Culture and Psychology (3 units)
Prerequisite: PSYC 103C. Culture and Psychology will cover the nature of culture and its applications to understanding human functioning. Students will examine cultural influences on thought, emotion, behavior, and relationships through exploring their own and other domestic and international cultures.

PSYC 355/SOC 355 • Survey of Human Services (3 units)
Prerequisite: PSYC 103C or SOC 100C. Survey of Human Services explores the ways in which care is provided for the whole individual, surveying community resources and developing an understanding of the ways in which human services are carried out in various settings. Ethical issues and the significance of a Christian worldview in human services are also examined.

PSYC 373 • Psychology of the Family (3 units)
Prerequisite: PSYC 103C. Psychology of the Family explores the institution of the family from a multigenerational developmental perspective. Psychological, socio-cultural, and spiritual perspectives are also explored. Students will be introduced to family systems theory as a method of understanding family dynamics and to theoretical orientations of family therapy.

PSYC 374 • Introduction to Industrial/Organizational Psychology (3 units)
Prerequisite: PSYC 103C. Psychology of Work examines the role of psychology in enhancing well-being and productivity of working individuals and performance of organizations that employ them. Issues concerning both individual and group functioning are discussed: employee selection, matching jobs and individuals, training, performance evaluation, productive and counterproductive behavior in organizations, stress, leadership and organizational development. Furthermore, all of these issues are considered in the context of multilevel cultural influences, from organizational cultures to demands due to globalization.

PSYC 381 • Research Methods in Psychology (4 units)
Prerequisites: PSYC 103C, PSYC 220C or ENGL 220C, and PSYC/SOCS/MATH 265C. An introduction to qualitative and quantitative research methods in psychology, including experimental, quasi-experimental, and correlation approaches. Students will learn to think critically about research, assessing threats to internal and external validity. Students will consider ethical issues in research and will learn to design and conduct research, including searching the literature, using SPSS to analyze data, and writing formal research reports using APA style .

PSYC 383 • Addiction Studies (3 units)
Prerequisite: PSYC 103C. This course will examine the psychological, social, and biological aspects of illicit drug use, alcoholism, compulsive gambling, over eating, and other addictions. The course will also explore drug prevention and treatment from the perspective of the Christian faith.

PSYC 420 • Behavior Modification (3 units)
Prerequisite: PSYC 103C. An examination of the applications of cognitive and learning theories to a broad range of problems and settings, including child rearing, education, psychotherapy, and industrial settings. Integration of theological aspects of therapy is also addressed.

PSYC 434 • Group Dynamics (3 units)
Prerequisite: PSYC 103C and consent of the instructor. Group Dynamics explores the various stages of groups, including pre-group assessment and screening of group members, group development, the initial stage, the transition stage, the working stage, and the final stage of groups. Students will be introduced to different types of groups. Ethical and multicultural issues as they apply to groups are examined. This course incorporates experiential learning processes where students learn about group processes through participation in an ongoing class experiential group. Each student will attend one group meeting of an ongoing secular group in the community and one group meeting of an ongoing Christian group in the community. Students taking this class are asked to be committed to group participation.

PSYC 440 • History and Systems of Psychology (3 units)
Prerequisites: PSYC 103C and PSYC 320. A survey of the origin, development and decline of each major school of psychology from the ancient period to modern times, giving attention to the social and intellectual milieu from which the new approaches to the scientific study of humans emerged.

PSYC/KINE 443 • Sport Psychology (3 units)
Prerequisite: PSYC 103C. This course is designed to introduce students to the psychological aspects of sport and physical activity. From the sport perspective, emphasis will be placed on mental preparation of teams and individuals for competition. From the exercise perspective, group dynamics, motivation and exercise adherence will be covered.

PSYC 449 • Cognitive Psychology (3 units)
Prerequisite: PSYC 103C. Addresses the study of human cognitive processes including perception, memory, problem solving, thinking, and hemispheric specialization. Cognitive aspects of psychological and learning disorders are also addressed.

PSYC 450 • Psychology Teaching Internship (1-4 units)
Prerequisites: Consent of the instructor and department chair. Regular hours each week for classes and/or meetings are established at the beginning of the semester. Psychology Teaching Internship provides the student with the opportunity to assist an instructor in planning and conducting a course and/or laboratory sessions. The course may be repeated for a maximum of eight units.

PSYC 460 • Field Practicum (1-4 units)
Prerequisite: PSYC 103C, PSYC 320, and PSYC 332. Field experience in a social service agency such as an outpatient health facility, a community organization, or a social program. The course can be taken from 1-4 units and may be repeated for credit. Thirty hours of field experience will be required for each credit hour. This course is controlled by the instructor and all field sites must be approved by the professor. The course instructor and the university manage the course requirements and responsibilities, which may include: a research paper, weekly journals, and various written assignments. The course requires weekly interaction between professor and student, as well as training and preparation that are comparable with other courses within the major. May be repeated for credit.

PSYC 462 • Counseling Theories (3 units)
Prerequisites: PSYC 103C, PSYC 320, and PSYC 332. An examination of the personhood of the counselor, the major theoretical counseling models, and the dynamics of effective behavioral change. The integration of biblical principles in counseling theories is introduced.

PSYC 463 • Counseling Methods (3 units)
Prerequisites: PSYC 103C, PSYC 320, and PSYC 332. The Counseling Methods course is an introduction to basic skills used in the helping professions including interviewing, listening skills, and basic therapeutic techniques as applied to adults, children, and families. The course also covers the personal life of the counselor and the process of professional development. In addition, students will be introduced to a range of special topics which may include, but are not limited to, grief, trauma, positive psychology and art therapy.

PSYC 470 • Special Topics (3 units)
Prerequisite: PSYC 103C and consent of the instructor. An upper division study of a special topic in psychology. May be repeated for credit.

PSYC 474 • Psychological Research I (4 units)
Prerequisites: PSYC/SOCS/MATH 265C and consent of the instructor. An examination of problems in advanced research and assessment, with an emphasis on research techniques. Research is carried out under the supervision of the instructor with weekly conferences to discuss results and direction. Offered in the Fall semester.

PSYC 475 • Psychological Research II (4 units)
Prerequisite: PSYC 474. Psychological research and assessment conducted in PSYC 474 will culminate in a written paper. The APA-formatted paper will include literature review, methodology, results, and discussion. The research paper or poster will be submitted for presentation at either an undergraduate or professional conference. Offered in the Spring semester.

PSYC 477C • Psychology and Christianity (3 units)
Prerequisite: Senior standing, declared psychology major. An examination of human nature from the perspectives of psychology and Christian belief. Among the topics covered are the relationship between mind, body, and soul; the nature of human freedom; Christian prayer; conversion; and the relationships between people's attitudes and their behavior. This course fulfills the Core Curriculum Capstone requirement for Psychology majors.

PSYC 480 • Individual Studies (1-3 units)
Prerequisite: PSYC 103C and consent of the instructor and department chair. This course is open to qualified upper division students who wish to engage in an individually tailored program of study. May be repeated for credit.

PSYC 482 • Research in Neuroscience (4 units)
Prerequisite: PSYC 103C, Junior or Senior standing, and declared Psychology major. This course provides students with an empirically-based research experience in the area of behavioral neuroscience. Students will be using an animal model of addiction and/or PTSD to study the neural mechanisms behind learning and memory. Students will gain a basic understanding of proper research methodology, memory consolidation, reconsolidation, conditioned place preference paradigm, brain anatomy, and pharmacology. Students will have hands-on experience learning various techniques, including stereotaxic surgery, animal handling and injection, behavioral analysis, and proper documentation. It is expected that a research report and an oral presentation of the results will be given at the conclusion of the course. Lab fee.

PSYC 485 • Experimental Psychological Research (1-2 units)
Prerequisite: PSYC 340, PSYC 381 and consent of the instructor. This course provides the student with an empirically-based research experience in psychology. Emphasis will be placed on experimental design and development, animal handling, instrumentation, behavioral and statistical analysis, and research documentation skills. It is expected that a research report be completed at the conclusion of the research project along with an oral presentation of results.

PSYC 490 • Seminar (3 units)
Prerequisite: PSYC 103C and declared psychology major. Seminar investigates topics of particular relevance to upper division psychology students. Professional development and career issues such as vita preparation and interview protocol are addressed. May be repeated for credit.

DEPARTMENT OF RELIGION

Mission: The Department of Religion is a learning community committed to the church and to the academy, dedicated to the study of Scripture, theology, mission, leadership, and spirituality for the purpose of transforming individuals, relationships and communities.

The Department of Religion houses both the Biblical Studies and Leadership Studies disciplines as part of the College, and serves both undergraduate and graduate programs within Professional Studies. The curriculum for the religion major is administered through concentrations in Biblical Studies, Christian Formation and Discipleship, Intercultural Studies, Pastoral Leadership Studies, and Youth Leadership Studies. In addition, an option in General Christian Studies allows students to choose any religion electives for the major without having to select a particular concentration.

All Religion majors are expected to make satisfactory academic progress toward graduation. In addition to the requirements established by the university, the Department of Religion requires that all of its majors maintain a minimum G.P.A. of 2.0 in all major course work as part of their minimum requirement for graduation.

Religion Major Core Requirements 38 units

BINT 270	Research Methods for the Study of Scripture	3 units
BLAN 101	Introduction to Biblical Languages	3 units
ICST 272	A Theology of Church Mission	2 units
ICST 288	Theology in an Intercultural Context	3 units
NT 462	Selected Themes in New Testament Theology	3 units
OT 472	Selected Themes in Old Testament Theology	3 units
PHIL 201	Introduction to Philosophy	3 units
PLST 310	Introduction to Christian Leadership	2 units
PLST 312	Introduction to Pastoral Care	2 units
PLST 314	Introduction to Preaching and Teaching	2 units
PLST 420	Disciplines of the Spiritual Life	3 units
THEO 318	Systematic Theology I	3 units
THEO 320	Systematic Theology II	3 units
THEO 499C	Theology and Ministry in a Post-Christian Context	3 units

Note: The configuration of these core requirements is built upon the core curriculum courses in Religion (see Core Curriculum section of this catalog).

Biblical Studies Concentration Requirements 29 units

Choose one of the following sets (8 units):

BLAN 201	Beginning Greek I	4 units
BLAN 202	Beginning Greek II	4 units
OR		
BLAN 204	Beginning Hebrew I	4 units
BLAN 205	Beginning Hebrew II	4 units
Upper Division OT/NT/BINT Electives		6 units
CHIS Elective		3 units
Upper Division NT Elective		3 units
Upper Division OT Elective		3 units
Upper Division PHIL/THEO Elective		6 units

Christian Formation and Discipleship Studies Concentration Requirements 32 units

CFST 101	Introduction to Christian Formation and Discipleship	2 units
ICST 102	Introduction to Intercultural Studies	2 units

Choose two of the following courses (4 units):

CFST 322	Christian Formation of Children	2 units
YLST 324	Introduction to Youth Ministry	2 units
CFST 326	Adult Formation and Discipleship	2 units
PLST 430	Management in Christian Organizations	3 units
PLST 461	Integrative Field Studies	3 units
Upper Division OT/NT/BINT Elective		3 units
CHIS Elective		3 units
Upper Division NT Elective		3 units
Upper Division OT Elective		3 units

Upper Division PHIL/THEO Electives		6 units

Intercultural Studies Concentration Requirements 32 units

ICST 102	Introduction to Intercultural Studies	2 units
ANTH 320	Culture Change	3 units
or any ICST Elective		
ICST 345	Intercultural Communication	3 units
PLST 461	Integrative Field Studies	3 units
ICST 485	Current Issues in Mission Studies	3 units
Upper Division OT/NT/BINT Elective		3 units
CHIS Elective		3 units
Upper Division NT Elective		3 units
Upper Division OT Elective		3 units
Upper Division PHIL/THEO Electives		6 units

ANTH 102C is recommended as the social science elective in the core curriculum. One course in a biblical language and PLST 460 are recommended as electives. Religion majors with a concentration in Intercultural Studies can also minor in Cultural Anthropology. Please see appropriate catalog section under the Anthropology major.

Pastoral Leadership Studies Concentration Requirements 32 units

ICST 102	Introduction to Intercultural Studies	2 units
PLST 425	Narrative and Expository Preaching	3 units
PLST 430	Management in Christian Organizations	3 units
PLST 440	Pastoral Care and Counseling	3 units
PLST 461	Integrative Field Studies	3 units
Upper Division OT/NT/BINT Elective		3 units
CHIS Elective		3 units
Upper Division NT Elective		3 units
Upper Division OT Elective		3 units
Upper Division PHIL/THEO Electives		6 units

Youth Leadership Studies Concentration Requirements 34 units

ICST 102	Introduction to Intercultural Studies	2 units
YLST 324	Introduction to Youth Ministry	2 units
PLST 425	Narrative and Expository Preaching	3 units
PLST 430	Management in Christian Organizations	3 units
PSYC 320	Developmental Psychology	3 units
or any YLST Elective		
PLST 461	Integrative Field Studies	3 units
Upper Division BINT/NT/OT Elective		3 units
CHIS Elective		3 units
Upper Division NT Elective		3 units
Upper Division OT Elective		3 units
Upper Division PHIL/THEO Electives		6 units

General Christian Studies Concentration Requirements 32 units

Religion Electives	14 units
Upper Division OT/NT/BINT Elective	3 units
CHIS Elective 3 units	
Upper Division NT Elective	3 units
Upper Division OT Elective	3 units
Upper Division PHIL/THEO Electives	6 units

Religion Minor

Students in other majors can earn a minor in Religion (no emphasis) by completing a minimum of 20 units of course work that is housed within the Department of Religion.

Religion courses taken as part of the university core curriculum requirement may be applied to meet minor requirements. Transfer units from other institutions are not accepted toward the Religion minor.

Ministerial Credentials

Students who plan to apply for ministerial credentials should consult the chair of the Department of Religion for pertinent information and the necessary application forms. Denominational Polity (PLST 449) is recommended as one unit toward fulfilling the pastoral ministries requirement in the programs of those students planning to apply for ministerial credentials with the Assemblies of God.

Ministerial Internship Programs and Practica

The Department of Religion is committed to provide field education experiences that integrate conceptual aspects of ministry with the practice of ministry in local churches, hospitals, mission opportunities, inner-city ministries, and other parachurch organizations. Goals for field education include spiritual formation, mentoring relationships, theological reflection, and specific training in ministry skills that provide the framework for such integration.

There are two academic programs designed to provide these integrative experiences:

1. PLST 450 Ministerial Internship Program (3-12 units) is a structured field experience designed for students who wish to have an in-depth exposure to the practice of ministry within a local church under the supervision of a pastor and religion faculty member.
2. PLST 460 Practicum (1-3 units) is intended for students who are currently involved in a particular ministry and wish to receive credit for guided reflection and supervision of that experience by the on-scene administrator and religion faculty member.

The deadline for admission in the Ministerial Internship Program for the Summer or Fall semester is April 15 of the preceding Spring semester. For the Spring semester, the deadline is November 15 of the preceding Fall semester. The deadline for a practicum is the first week of the semester. Application forms are available in the Department of Religion office.

Biblical Interpretation Courses

BINT 270 • Research Methods for the Study of Scripture (3 units)
Prerequisite: BLAN 101 and NT 101C. An introductory examination of biblical exposition for ministry which includes an understanding of the theological foundations for preaching, an acquaintance with the basic secondary materials used in biblical interpretation, and an overview of the procedures of biblical exegesis. Core requirement for the religion major offered every semester.

BINT 291, 292, 293 • Special Topics (1, 2, 3 units)
Prerequisite: Consent of the instructor. Study of a special topic in Biblical Interpretation. May be repeated for credit.

BINT 440 • New Testament Backgrounds (3 units)
Prerequisite: NT 101C. A study of the Greek, Roman, and Jewish backgrounds of the New Testament is made in order to give the New Testament student an understanding of the world of Jesus and the early church. Extensive readings in representative texts from the New Testament period, including the Dead Sea Scrolls.

BINT 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study in a special topic in the field of Biblical interpretation. May be repeated for credit.

BINT 476 • Old Testament Backgrounds (3 units)
Prerequisites: OT 201C, NT 101C, and one additional upper division course in Old Testament. An exploration of Egyptian, Babylonian, Assyrian, and Persian backgrounds to the Old Testament, designed to provide the student with an understanding of the Old Testament world.

BINT 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

BIBLICAL LANGUAGES COURSES

BLAN 101 • Introduction to Biblical Languages (3 units)
An introduction to the Greek and Hebrew languages which prepares students to do basic lexical and grammatical research in both print and digital media. Core requirement for the religion major and prerequisite to BINT 270. Offered every semester.

BLAN 201, 202 • Beginning Greek I, II (4, 4 units)
Prerequisite: BLAN 101 or permission of the instructor. A two-semester course of instruction in the grammar of the Greek New Testament. BLAN 201 or demonstrated proficiency serves as prerequisite to BLAN 202. By the end of the second semester the student should be translating portions of the Greek New Testament. Offered alternate years.

BLAN 204, 205 • Beginning Hebrew I, II (4, 4 units)
Prerequisite: BLAN 101 or permission of the instructor. Foundation in the basics of Hebrew morphology, vocabulary, and syntax. Exercises in reading, writing, and speaking. Three hours of lecture, two of laboratory per week. BLAN 204 or demonstrated proficiency serves as prerequisite to BLAN 205. Offered alternate years.

BLAN/NT 301, 302 • Intermediate Greek I, II (3, 3 units)
Prerequisites: BLAN 201, BLAN 202 or demonstrated proficiency. An advanced course in New Testament Greek. The student begins a translation and exegesis of the Gospel of John along with an intensive, systematic review of grammar and syntax from an advanced Greek grammar.

BLAN/OT 306, 307 • Intermediate Hebrew I, II (3, 3 units)
Prerequisites: BLAN 204, BLAN 205 or demonstrated proficiency. Review and consolidation of grammar and syntax. Extensive reading in the narrative portions of the Old Testament for style and vocabulary. Offered alternate years.

BLAN/NT 401, 402 • Advanced Greek I, II (2, 2 units)
Prerequisites: BLAN/NT 301, BLAN/NT 302 or demonstrated proficiency. Reading and exegesis of Greek New Testament passages, selected to acquaint the student with the distinctive styles of the various authors of the New Testament. Some reading in the Apostolic Fathers and the Septuagint is also included.

BLAN/OT 406, 407 • Advanced Hebrew I, II (2, 2 units)
Prerequisites: BLAN/OT 306, BLAN/OT 307 or demonstrated proficiency. Syntactical and exegetical analysis of selected portions from the Hebrew Old Testament. Offered on demand.

BLAN 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

CHRISTIAN FORMATION AND DISCIPLESHIP STUDIES COURSES

CFST 101 • Introduction to Christian Formation and Discipleship (2 units)
Recommended Prerequisite: NT 101C, OT 201C. An examination of the theology, philosophy and practice of spiritual formation and discipleship. Special attention will be given to the nature, processes, and goals of Christian formation ministries in the local church. Offered every fall.

CFST 291, 292, 293 • Special Topic (1, 2, 3 units)
Study in a special topic in philosophy. May be repeated for credit.

PSYC 320 • Developmental Psychology (3 units)
Prerequisite: PSYC 103C. Explores human development through the biological, behavioral, cognitive, sociocultural, and spiritual perspectives in a lifespan approach (from conception through death). This course is housed in the Department of Psychology and is accepted as a CFST upper division elective for the Religion major.

CFST 322 • Christian Formation of Children (2 units)
Recommended Prerequisite: CFST 101. A study of the developmental needs, skills, and abilities of children as they pertain to spiritual formation. Consideration will also be given to moral and value formation, socialization, and self-esteem development.

CFST 326 • Adult Formation and Discipleship (2 units)
Recommended Prerequisite: CFST 101. A study of the educational, discipleship, and developmental needs of adults pertinent to an effective formation ministry in the local church.

PSYC 359 • Educational Psychology (3 units)
Prerequisite: PSYC 103C. A study of the application of psychological theories and principles to education and teaching. Among the topics covered are learning, motivation, individual differences, classroom evaluation, and classroom control. This course is housed in the Department of Psychology and is accepted as a CFST upper division elective for the Religion major.

CFST 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study in a special topic in the field of Christian formation and discipleship. May be repeated for credit.

CFST 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and divisional chair. May be repeated for credit.

CHURCH HISTORY COURSES

CHIS 340 • Late Roman and Byzantine Empires (3 units)
Beginning in the late third century, this course covers the major people, places, events, and movements of the Roman Empire until its destruction by the Ottoman Turks in 1453. Emphasizes the life and beliefs of the Orthodox Church and its relationship to Western Christianity.

HIST 352 • American Religious History (3 units)
A study of religious groups, institutions, and major figures in relation to American culture, from Native American religion until today. Development of religious thought, and analysis of contemporary religious scene. This course is housed in the Department of History and Political Science and is accepted as a CHIS upper division elective for the Religion major.

HIST 365 • Ancient Church History (3 units)
A history of the Christian church from the time of Christ until the fall of the Roman Empire in the west in 476 AD. The class will study the religious world into which Christianity was born, the growth and theology of the early church, and its relationship to the larger Roman world. Students will learn about major leaders, events, and challenges that the early church faced. This course is housed in the Department of History and Political Science and is accepted as a CHIS upper division elective for the Religion major.

CHIS 400C • Christian Heritage (3 units)
This course explores our Christian heritage, showing how the community of believers has evolved over time, from the timeless creeds developed in the early Christian era, to the split between Rome and Eastern Orthodoxy, to the Protestant Reformation and the proliferation of denominations down to the twentieth century. The recent period highlights the rise of Pentecostalism and its place in the past century, the increasingly global sweep of the Church, and the relative decline of the European role in Christianity. The last section deals with the challenges and prospects of the twenty-first century and the roles available to our students.

HIST 425 • Topics in American Religious History (3 units)
The class will focus on one topic particular to American religious history and study it in detail. The topics could include: women in American religious history, new religions and cults, evangelical Christian culture in America, specific religious groups such as the Puritans or evangelicals. This course is housed in the Department of History and Political Science and is accepted as a CHIS upper division elective for the Religion major.

CHIS 420 • History of Pentecostalism (3 units)
Antecedents, Wesleyan and nineteenth-century holiness backgrounds; origin, development, and varieties of traditional Pentecostalism; some attention to the neo-Pentecostal or charismatic movement. Course may include field trips to significant southern California sites.

CHIS 451 • Renaissance and Reformation (3 units)
The transition from medieval to modern civilization, emphasizing those forces and persons which brought about change in Europe's intellectual and religious outlook.

CHIS 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in church history. May be repeated for credit.

CHIS 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

CHIS 490 • Seminar in Church History (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in church history of particular relevance to upper division religion majors. May be repeated for credit.

INTERCULTURAL STUDIES COURSES

ICST 102 • Introduction to Intercultural Studies (2 units)
Recommended Prerequisite: NT 101C and OT 201C. An introduction to the basic elements of intercultural communication and service. Course content will compare and contrast the cognitive processes, linguistic forms, and behavioral patterns within diverse cultural contexts. The student will integrate theory with practice in order to communicate effectively a holistic gospel.

ICST 272 • A Theology of Church Mission (2 units)
Prerequisite: : NT 101C and THEO 103C or THEO 101C. Various models of Christian mission from biblical, theological, and historical perspectives will be explored. This interdisciplinary study, integrating theology and praxis, is designed to move the student toward a responsible understanding of an integral proclamation of the kingdom of God in a diverse cultural milieu. Core requirement for the religion major offered every fall.

ICST 288 • Theology in an Intercultural Context (3 units)
Prerequisite: NT 101C and THEO 103C or THEO 101C. A study of worldview theories and concepts in the context of intercultural studies. Major worldviews are mapped out geographically in order to investigate transcultural universals and divergences. The relationship between worldviews and theology in formulating contextual understandings of ministry will be examined. Core requirement for the religion major offered every fall.

ICST 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in intercultural and urban studies. May be repeated for credit.

ICST 305 • Evangelism (3 units)
A study of the nature, scope and imperatives of evangelism in the church. Scriptural mandates and models for evangelism are examined, and personal skills in evangelism are developed.

ANTH/SOC 320 • Social and Culture Change (3 units)
Prerequisite: ANTH 102C; SOC 100C recommended. The study of change, its processes and consequences in non-Western and contemporary societies. Special emphasis will be given to cross-cultural change involving migrants, minorities, religious contacts, as well as change at the personal level. This course is housed in the Department of Anthropology and Sociology and is accepted as an ICST upper division elective for the Religion major.

ANTH 322 • Ethnographic Perspectives (3 units)
Prerequisite: ANTH 102C. Examines family life, religious belief, social and economic organization, politics and genders from a detailed, cross-cultural perspective. Ethnographic case studies provide in-depth comparisons of the cultural practices and beliefs of non-Western peoples with the cultural traditions of Westerners. Course will stress appreciation for and comprehension of ethnography as both a research method and genre of writing. This course is housed in the Department of Anthropology and Sociology and is accepted as an ICST upper division elective for the Religion major.

ANTH/HIST 339 • Area Studies: [Topical Area] (3 units)
Prerequisites: ANTH 102C. Area Studies is an intensive examination of specific regions of the world. Each course gives a brief survey of the region with attention to cultural history, ethnicity, family structure, political organization, technology, social structure, ethnopsychology, economics and ideologies present within the region. Issues of cultural difference and commonality, regional minority sub-cultural groups, and the role that this region plays within "global" culture are also addressed. (This course may be repeated for credit.) This course is housed in the Department of Anthropology and Sociology and is accepted as an ICST upper division elective for the Religion major.

ICST 345 • Intercultural Communication in Ministry (3 units)
Prerequisite: ICST 102. A study of the processes of communicating the gospel interculturally. Special attention is given to the development of attitudes and tools that will enable effective communication interculturally.

ANTH 358 • World Religions (3 units)
Prerequisite: ANTH 102C or SOC 100C. A comparison of the major non-Christian religions, with emphasis on their cultural origins, elements, forms, and symbols, and the role of religion as an institution in such societies. This course is housed in the Department of Anthropology and Sociology and is accepted as an ICST upper division elective for the Religion major.

ICST 450 • Intercultural Internship (3-12 units)
Intercultural Internship is designed to integrate conceptual aspects of ministry with in-depth exposure to the practice of ministry within specific intercultural contexts. The internship experience is intended for students who wish to receive credit for guided reflection and supervision of a missions oriented experience by the on-scene supervisor/missionary and religion faculty member. Specific internship modules may also be taken during two, three, or four semesters. A maximum number of twelve units may be taken for internship credit.

ICST 470 • Special Topics (3 units)
Prerequisite: Consent of the instructor. Study of a special topic in intercultural and urban studies. May be repeated for credit.

ICST 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

ICST 485 • Current Issues in Mission Studies (3 units)
Prerequisite: ICST 102. This course examines selected themes critical to effective Christian mission. Issues considered range from the ethics of evangelism and proselytism to the cultural dynamics of politics and economics. This course is required for students in the in the Intercultural Studies concentration.

ICST 490 • Seminar in Intercultural Ministry (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in intercultural and urban studies of particular relevance to upper division religion majors. May be repeated for credit.

NEW TESTAMENT COURSES

NT 101C • New Testament Survey (3 units)
Prerequisite to all upper division courses in New Testament. A close study of the New Testament text, examining the foundations of Christianity within its historical contexts, and presenting the principles and tools of interpretation.

NT 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic relating to the New Testament. May be repeated for credit.

NT/BLAN 301, 302 • Intermediate Greek I, II (3, 3 units)
Prerequisites: BLAN 201, BLAN 202 or demonstrated proficiency. An advanced course in New Testament Greek. The student begins a translation and exegesis of the Gospel of John along with an intensive, systematic review of grammar and syntax from an advanced Greek grammar.

NT 310 • The Parables of Jesus (3 units)
Prerequisite: NT 101C. This course aims to provide an introductory overview of the critical problems involved in interpreting the parables of Jesus, an understanding of the theological framework for interpreting the meaning of the parables, and an appreciation for the religious, social, and moral values expressed in the message of the parables.

NT 312 • Life of Jesus (3 units)
Prerequisite: NT 101C. A critical examination of the assumptions, history, methods, and conclusions of the so-called, "Quest of the Historical Jesus." We then interpret the data about Jesus against the history and culture of late Second Temple Judaism, followed by an examination of the meaning of Jesus' life and work.

NT 315 • The Gospel of Mark (3 units)
Prerequisite: NT 101C. A study of the background, theology, community and literary significance of the Markan traditions of Jesus.

NT 320 • Johannine Literature (3 units)
Prerequisite: NT 101C. The meaning and message of the Gospel of John and I, II, and III John, including introductory studies concerning authorship, date, location, and occasion for the writings. Involves detailed exegesis of segments of the literature with a focus upon the significance of its theological content.

NT 325 • Hebrews (3 units)
Prerequisite: NT 101C. Content and interpretation of this important Christological text, stressing Bible study methods and resources and giving attention to background considerations in the biblical history of Jewish worship.

NT 330 • General Epistles (3 units)
Prerequisite: NT 101C. James, I and II Peter, and Jude—their contents, interpretation, distinctive teachings, and significance to the canon of the New Testament.

NT 340 • The Acts of the Apostles (3 units)
Prerequisite: NT 101C. Exegesis of the Book of Acts with consideration of critical problems, alerting the student to basic issues in the history and theology of Luke-Acts and providing him or her with an outline of primitive church history.

NT 346-349 • Pauline Epistles (3 units)
Prerequisite: NT 101C. Studies of the critical issues and contents of the Pauline corpus in the contexts of the life of the apostle and of the developing New Testament church. The following courses will be scheduled: NT 346 Romans and Galatians; NT 347 Corinthian Letters; NT 348 Prison Epistles: Ephesians, Philippians, Colossians, Philemon; NT 349 Pastoral Epistles: I and II Timothy, and Titus.

NT/BLAN 401, 402 • Advanced Greek I, II (2, 2 units)
Prerequisites: NT/BLAN 301, NT/BLAN 302 or demonstrated proficiency. Reading and exegesis of Greek New Testament passages, selected to acquaint the student with the distinctive styles of the various authors of the New Testament. Some reading in the Apostolic Fathers and the Septuagint is also included.

NT/PLST 446 • Parables for Preaching (3 units)
Prerequisite: NT 101C. An examination of the interrelationship between the meaning of the parables as Jesus spoke them to his original hearers and the message of parables proclaimed in the church today.

NT 462 • Selected Themes in New Testament Theology (3 units)
Prerequisite: NT 101C, THEO 103C or THEO 101C. An advanced course for the study of important theological concepts of the New Testament. The focus will be twofold: the orthodox understanding of major doctrines in the light of their first-century environment, and the development of a basic methodology that will guide the student in the practice of theological interpretation of the New Testament. Core requirement for the religion major offered every spring.

NT 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in New Testament. May be repeated for credit.

NT 472 • Synoptic Gospels (3 units)
Prerequisites: NT 101C. The study of the history and nature of the Synoptic Problem and the methods of Gospel research; and an overview of the content, characteristics, and theology of the first three Gospels.

NT 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

NT 490 • Seminar in New Testament (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in New Testament of particular relevance to upper division religion majors. May be repeated for credit.

OLD TESTAMENT COURSES

OT 201C • Old Testament Survey (3 units)
Prerequisite to all upper division courses in Old Testament. An introductory study of the literature of the Old Testament, with a view toward appreciation of its content and historical development, with emphasis on theological themes such as creation, election, and redemption.

OT 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic relating to the Old Testament. May be repeated for credit.

OT/BLAN 306, 307 • Intermediate Hebrew I, II (3, 3 units)
Prerequisites: BLAN 204, BLAN 205 or demonstrated proficiency. Review and consolidation of grammar and syntax. Extensive reading in the narrative portions of the Old Testament for style and vocabulary. Offered alternate years.

OT 310 • Psalms (3 units)
Prerequisite: OT 201C. A study of selected Psalms, especially noting the structure, language, meaning, authorship, and historic setting of each.

OT 320 • Wisdom Literature (3 units)
Prerequisite: OT 201C. A study of the wisdom literature of the Old Testament with attention to the characteristic features and forms of Hebrew poetry and the role of wisdom in Israel. This course may include any of the following books: Job, Proverbs, Ecclesiastes, and the Song of Solomon.

OT 330-334 • Prophetic Literature (3 units)
Prerequisite: OT 201C. Studies in the lives and literature of the Hebrew prophets. The following courses in the prophets will be scheduled: OT 330 Isaiah 1-39, OT 331 Isaiah 40-66, OT 332 Jeremiah, OT 333 Ezekiel, and OT 334 Minor Prophets.

OT 341-345 • Pentateuch (3 units)
Prerequisite: OT 201C. An examination of the historical and legal formulations in Genesis through Deuteronomy in light of recent archaeological finds and critical research. The following courses will be included: OT 341 Genesis, OT 342 Exodus, OT 343 Leviticus, OT 344 Numbers, and OT 345 Deuteronomy.

OT/BLAN 406, 407 • Advanced Hebrew I, II (2, 2 units)
Prerequisites: OT/BLAN 306, OT/BLAN 307 or demonstrated proficiency. Syntactical and exegetical analysis of selected portions from the Hebrew Old Testament. Offered on demand.

OT 425 • Women in the Books of Samuel (3 units)
Prerequisite: OT 201C. This course will examine the books of 1 and 2 Samuel with particular emphasis upon the female characters that occur within the narrative, and the concurrent development of David’s character as made evident in the biblical

text through his significant relationships with women. The course will provide significant opportunity for students to acquire and improve interpretive skills appropriate to the narrative form of biblical text. Special attention will be given to the important contributions of the David narrative to a theology of kingship and the ethics of power usage within community, major themes in the books of Samuel.

OT 430 • Women in Early Israel (3 units)
Prerequisite: OT 201C. This course will examine the role of women in early Israel and the theological significance of their inclusion in the biblical text. A major portion of the course will be devoted to the study of selected female characters occurring in the books of Genesis through Judges. The course will provide significant opportunity for students to acquire and improve interpretive skills appropriate to the narrative form of biblical text. Attention will also be given to relevant cultural realities of women in the ancient Near Eastern world.

OT 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in Old Testament. May be repeated for credit.

OT 472 • Selected Themes in Old Testament Theology (3 units)
Prerequisite: NT 101C, OT 201C and THEO 103C or THEO 101C. An exploration of the meaning of, and limits for, biblical theology, together with the works of certain prominent scholars in the area; and of selected motifs in the Old Testament. Core requirement for the religion major offered every fall.

OT 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

OT 490 • Seminar in Old Testament (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in Old Testament of particular relevance to upper division religion majors. May be repeated for credit.

PASTORAL LEADERSHIP STUDIES COURSES

PLST 291,292,293 • Special Topic (1, 2, 3 units)
Study of a special topic in pastoral leadership. May be repeated for credit.

PLST 310 • Introduction to Christian Leadership (2 units)
An introduction to a theology of leadership through the development of a healthy interior life; an understanding of a situational approach to leadership; and knowledge of the leader's role in the corporate vision, spirituality, and mission of the Christian community. Core requirement for the religion major offered every semester.

PLST 312 • Introduction to Pastoral Care (2 units)
Prerequisite: NT 101C, OT 201C, THEO 103C or THEO 101C. Permission of the instructor for non-majors. An introduction to a theology of care and counsel as a central focus of leadership—lay and vocational—in the mission and ministry of the Christian community. Core requirement for the religion major offered every spring.

PLST 314 • Introduction to Preaching and Teaching (2 units)
Prerequisite: NT 101C, OT 201C, THEO 103C or THEO 101C, and BINT 270. An introduction to the proclamation mission of communicating the gospel through teaching and preaching. Core requirement for the religion major offered every semester.

SOC 349 • Religion and Society (3 units)
Prerequisites: SOC 100C or ANTH 102C. The social structural approach to the study of religion, with particular emphasis on American society. Examines personal religious experience and expressions, structural forms, systemic relationships between religious systems and other social subsystems. This course is housed in the Department of Anthropology and Sociology and is accepted as a PLST upper division elective for the Religion major.

MUSC 406C • Music and Worship (3 units)
Prerequisite: Junior or Senior standing. An overview of the biblical foundations and historical developments of worship, which provide precedent for worship in the contemporary church. From this foundation, practical guidelines for effective biblical worship design and church music leadership will be explored. Students will develop a philosophy of worship as well as a personal reflection upon the developing synthesis of faith and their craft or area of study while at VUSC. This course fulfills the Core Curriculum Capstone requirement for Bachelor of Arts General Music majors. This course is housed in the Department of Music and is accepted as a PLST upper division elective for the Religion major.

PLST 420 • Disciplines of the Spiritual Life (3 units)
Prerequisite: NT 101C, OT 201C, and THEO 103C or THEO 101C. A study of the biblical and theological foundations of spirituality within the Pentecostal/charismatic tradition. The emphasis will be on building a functioning spiritual life by the exercise of spiritual disciplines such as prayer, worship, community, fasting, and other disciplines. Core requirement for the religion major offered every fall.

PLST 425 • Narrative and Expository Preaching (3 units)
Prerequisite: PLST 314. An examination of narrative and expository preaching methods as complementary styles of preaching to strengthen pulpit ministry.

PLST 430 • Management in Christian Organizations (3 units)
Prerequisite: PLST 310. Exploring effective management from a systems perspective that examines the internal processes of a learning organization as well as its relationship with the environment. Selected topics will also include recruitment and training of volunteers, conflict management, team building, planning and financial management, and legal issues.

PLST/THEO 432 • Women in Ministry (3 units)
An overview of the biblical and contemporary views on the leadership roles of women in the church, and the relevance of women in ministry for the modern church.

PLST 440 • Pastoral Care and Counseling (3 units)
Prerequisite: PLST 312. The application of counseling and guidance principles to the work of the pastor and other religious workers in the field of pastoral care, including the use of case studies in ministering to persons with illness, grief, home, youth, or other types of special problems.

PLST/NT 446 • Parables for Preaching (3 units)
Prerequisite: NT 101C. An examination of the interrelationship between the meaning of the parables as Jesus spoke them to his original hearers and the message of parables proclaimed in the church today.

PLST 449 • Denominational Polity (1 unit)
Guided reading and discussion of official district and national constitutions and bylaws, and research in denominational history and doctrine. Designed for students seeking ministerial credentials with the Assemblies of God.

PLST 450 • Ministerial Internship Program (3-12 units)
Prerequisites: Junior standing and admission by the Ministerial Internship Committee. The internship program is a full-time, one-semester course of intensive in-service ministerial training in an assigned church under the supervision of a pastor and religion faculty member. Specific internship modules may also be taken during two, three, or four semesters. A maximum number of twelve units may be taken for internship credit. Note: Application forms are available in the Department of Religion office.

PLST 460 • Practicum (1-3 units)
Prerequisite: Approval of the Department Chair. A learning experience which integrates classroom theory with practice through assigned responsibilities in local churches, hospitals, mission fields, or other appropriate institutions under supervision by both the on-scene administrator and the religion faculty member. May be repeated for credit. Note: Application forms are available in the Department of Religion office.

PLST 461 • Integrative Field Studies (3 units)
Prerequisite: PLST 310, PLST 312, and PLST 314. Highly Recommended: PLST 450 or PLST 460A course designed to integrate theory with guided field experience in the student's chosen field. The intent is to reflect theologically in a ministry setting with special attention given to examining one's spiritual gifts, calling, identity, and preparation.

PLST 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in pastoral leadership. May be repeated for credit.

PLST 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

PLST 490 • Seminar in Pastoral Ministries (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in pastoral leadership of particular relevance to upper division religion majors. May be repeated for credit.

PHILOSOPHY COURSES

PHIL 201 • Introduction to Philosophy (3 units)
Prerequisite: Sophomore status recommended. An introductory study which aims to provide a basic understanding of the nature and aims of philosophy, an acquaintance with some representative philosophical problems, an introduction to the methodology of philosophical inquiry, and a mastery of some of the terminology employed in philosophical discussion. This course does not fulfill a core curriculum requirement. Core requirement for the religion major offered every semester.

PHIL 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in philosophy. May be repeated for credit.

PHIL 430 • Ethics (3 units)
Prerequisite: PHIL 201. The course provides an introduction to a variety of ethical theories and systems in order to formulate alternative perspectives for ethical analysis and decision making.

PHIL/THEO 437 • Philosophy of Religion (3 units)
Prerequisite: PHIL 201. The course employs philosophical methodology to examine the problems of the nature, limits, and validity of religious knowledge; the meaning of religious language; and the origin and nature of evil. This course does not fulfill a core curriculum requirement.

PHIL/THEO 467 • Beauty and the Christian Life: Theology and Aesthetics (3 units)
Prerequisite: THEO 103C or THEO 101C. An exploration of the category of beauty as it is variously addressed within the Bible, historic and contemporary Christian theology, and philosophy. These sources will be considered so that students may begin developing their own constructive theology of beauty.

PHIL 470 • Special Topics (1, 3 units)
Prerequisite: Consent of the instructor. Study of a special topic in philosophy. May be repeated for credit.

THEOLOGY COURSES

THEO 101C • Foundations of Christian Life (3 units)
An introduction to Christian faith and life, embracing the primary theological tenets and fundamental values that empower a Christian to address contemporary cultural issues, seek integrity in personal behavior, and respond to the great commission to reach the world.

THEO 103C • Introduction to Theology (3 units)
An introductory study of the subject matter and scope of Christian theology. Examination is made of philosophical presuppositions, definition is sought for theological terms, and articulation of theological concepts is encouraged. Particular attention is given to the doctrinal tenets of the Assemblies of God. Students majoring in Religion (any concentration) must take THEO 103C to fulfill the core curriculum requirement in theology.

THEO 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in theology. May be repeated for credit.

THEO 300C • Developing a Christian World View (3 units)
This course surveys the history of philosophical worldviews and life narratives as a background for understanding the challenges involved in developing a theology and ethic accountable to the biblical witness but contextual in a given culture. Theological currents leading to postmodernity will be explored through the lens provided by the questions and encounters that emerge from both western and non-western Christian perspectives.

THEO 301 • Christian Ethics (3 units)
This course aims to investigate the moral implications of the Christian faith. Emphases will be placed on the theological nature of Christian ethical reflection, and the evaluation of specific moral issues from the vantage point of Christian faith.

THEO 318 • Systematic Theology I: Theology, Anthropology, Christology, Soteriology (3 units)
Prerequisite: NT 101C, OT 201C, THEO 103C or THEO 101C. Using Scripture and the church's historic theological wisdom, this course is a study of God's nature, the Trinity, creation, humankind as Imago Dei, the fall, Jesus Christ's person and salvific work, and the elements of salvation including justification, sanctification and glorification. Core requirement for the religion major offered every semester.

THEO 320 • Systematic Theology II: Pneumatology, Ecclesiology, Eschatology (3 units)
Prerequisite: NT 101C, OT 201C, THEO 103C or THEO 101C. Using Scripture and the church's historic theological wisdom this course is a study of the Holy Spirit's person, work, and gifts, the church's nature and vocation, and the last things, including the resurrection, final judgment, and new creation. Core requirement for the religion major offered every semester.

THEO 415 • Introduction to Narrative Theology (3 units)
This course explores the implications of storytelling and narrative as a way of thinking about — and engaging in – the theological task. It is the assumption of this course that the conceptual categories of narrative are irreducible to other forms of thought and that they therefore represent a domain of knowledge, which possesses its own independent validity. Put differently, the think in story. For this reason, interpretation, which is sensitive to narrative form, may help to expose that value. It is the purpose of this course to develop the sensitivities necessary to understand this important dimension of religious expression.

THEO/PLST 432 • Women in Ministry (3 units)
An overview of the biblical and contemporary views on the leadership roles of women in the church, and the relevance of women in ministry for the modern church.

THEO/PHIL 437 • Philosophy of Religion (3 units)
Prerequisite: PHIL 201. The course employs philosophical methodology to examine the problems of the nature, limits, and validity of religious knowledge; the meaning of religious language; and the origin and nature of evil.

THEO/PHIL 467 • Beauty and the Christian Life: Theology and Aesthetics (3 units)
Prerequisite: THEO 103C or THEO 101C. An exploration of the category of beauty as it is variously addressed within the Bible, historic and contemporary Christian theology, and philosophy. These sources will be considered so that students may begin developing their own constructive theology of beauty.

THEO 470 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in theology. May be repeated for credit.

THEO 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

THEO 490 • Seminar in Theology (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in theology of particular relevance to upper division religion majors. May be repeated for credit.

THEO 499C • Theology and Ministry in a Post-Christian Context (3 units)
Required of all religion majors during the senior year. This capstone course explores the changing role of pastoral, theological, and ethical reflection and practice in the contemporary context of shifting social realities. Particular attention is paid to the role of Pentecostalism within this matrix. Core requirement for the religion major offered every semester.

YOUTH LEADERSHIP STUDIES COURSES

YLST 291, 292, 293 • Special Topic (1, 2, 3 units)
Study of a special topic in youth leadership. May be repeated for credit.

PSYC 320 • Developmental Psychology (3 units)
Prerequisite: PSYC 103C. Explores human development through the biological, behavioral, cognitive, sociocultural, and spiritual perspectives in a lifespan approach (from conception through death). The course is recommended early in the major. This course is housed in the Department of Psychology and is accepted as a YLST upper division elective for the Religion major.

PSYC 321 • Adolescent Psychology (3 units)
Prerequisite: PSYC 103C. Studies the period of life from puberty to the emergence from the teens, emphasizing the physical, mental, emotional, social, spiritual, and personality development of the individual. Diversity issues are considered. This course is housed in the Department of Psychology and is accepted as a YLST upper division elective for the Religion major.

YLST 324 • Introduction to Youth Ministry (2 units)
A development of a theology and philosophy of youth ministry with attention given to the developmental needs of adolescents as well as the character and cultivation of the youth minister.

YLST/CFST 345 • Camp Leadership (3 units)
The study of the organization and direction of various camping and recreational situations. Leadership principles are integrated into a working model of recreation and camping for both Christian and secular fields of employment.

YLST/CFST/PLST 430 • Management in Christian Organizations (3 units)
Prerequisite: PLST 310. Exploring effective management from a systems perspective that examines the internal processes of a learning organization as well as its relationship with the environment. Selected topics will also include recruitment and training of volunteers, conflict management, team building, planning and financial management, and legal issues.

YLST 455 • Current Issues in Youth Ministry (3 units)
An exploration of adolescent development, culture, and socialization as an integration point for effective youth ministry. Discussion of current issues in youth ministry will serve to provide students with foundations necessary for contemporary youth ministry.

YLST 460 • Practicum (1-3 units)
Prerequisite: Approval of the Chair. A learning experience which integrates classroom theory with practice through assigned responsibilities in local churches, mission fields, or other appropriate ministries under supervision by both the on-scene administrator and the religion faculty member. May be repeated for credit. Note: Application forms are available in the Department of Religion office.

YLST 470 • Special Topic (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in youth leadership. May be repeated for credit.

YLST 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and the Chair. May be repeated for credit.

YLST 490 • Seminar in Youth Leadership Studies (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic in youth leadership studies of particular relevance to upper division religion majors. May be repeated for credit.

DEPARTMENT OF SPANISH

(MAJOR SUSPENDED FOR 2017-2018)

Mission: The Spanish Department prepares students educationally and spiritually as they seek to learn the language and understand the Spanish-speaking world, its culture, and literature. The Spanish major provides a liberal arts education which focuses broadly on the Spanish language and its use within a historical and contemporary perspective while addressing and integrating the issues of Christian faith.

Upon entering the program students will take a placement exam to determine their levels of competency in the Spanish language. The first year's work will be assigned based on the results of the exam. During the senior year, prospective graduates must pass an achievement and proficiency exam. The exam will cover areas of reading, speaking, writing, listening, literature, and culture.

Spanish majors are required to complete at least fifty-three units in the major; forty-five units will be in the Spanish language.

In addition to the Spanish major, both a Spanish minor and a concentration in Spanish for Liberal Studies majors are offered.

Spanish Major Core Requirements 53 units

Language Proficiency Core*		**16 units**
SPAN 203	Intermediate Spanish	4 units
SPAN 204	Intermediate Spanish II	4 units
SPAN 303	Advanced Spanish I	4 units
SPAN 304	Advanced Spanish II	4 units
SPAN 101*	Beginning Spanish	4 units
SPAN 102*	Beginning Spanish II	4 units

*SPAN 101 Beginning Spanish I (4 units) and SPAN 102 Beginning Spanish II (4 units) will also be required for those who enter without sufficient language fluency and/or background. The Director of the Spanish program will determine the entry level for language study.

Culture and Literature Preparation Core		**12 units**
SPAN 365	Curso Panorámico de Latinoamérica	
Or SPAN 366	Civilization and Culture of Spain	3 units
SPAN 453	Language, Culture and Linguistics	3 units
Any course in Latin American Literature		3 units
Any course in Spanish Literature		3 units

Capstone		**3 units**
SPAN 499	Capstone in Spanish	3 units

Culture and Language Participation and Application Core		**16 units**
SPAN 380	CINCEL Semester Abroad	1 unit
CINCEL Courses (See description below)		15 units

Upper Division Electives **6 units**

To complete the Spanish major, six additional units of upper division Spanish will be required. The six units may be chosen from any upper division courses offered in culture, language, civilization, or literature.

Summary of the Spanish Major Requirements

Language Proficiency Core	16 units
Culture and Literature Preparation Core	12 units
Capstone in Spanish	3 units
Culture and Language Participation and Application Core	16 units
Upper Division Electives	6 units

CINCEL

The CINCEL Program (Centro de Investigaciones Cultural y Estudios Lingüísticos) in San José, Costa Rica, in conjunction with Vanguard University, offers Vanguard students who are majoring in Spanish, and others, a total immersion experience in Spanish. Students must demonstrate commitment and interest in the Spanish language at Vanguard University before going to CINCEL.

Motivation will be as important as actual previous achievement, since the CINCEL staff are accustomed to working with students at all levels. The program features home-stay with select host families, and an academic program of courses. The program is for one semester (16 weeks, 16 units) during any one of CINCEL's trimesters, or a half semester (8 weeks, 8 units) available during the Summer trimester. For the purpose of assessment, students will take a proficiency test both before and following their CINCEL experience. Prerequisites: Upon approval of the Chair of the Vanguard University Spanish Department, students may apply CINCEL units toward their Vanguard University Major (8 or 16 units) or Minor (no more than 8 units). Students will receive no credit for CINCEL unless currently enrolled as full-time students at Vanguard University. Non-Spanish majors or minors may earn elective units providing they have previous clearance from their own department and the Spanish Department. Students must have completed the intermediate level (SPAN 203-204) or the equivalent.

CINCEL Courses (8, 16 units)

(Note: The lesser unit values refer to courses in the 8-week Summer trimester for students pursuing the Minor in Spanish).

SPAN 380	CINCEL Semester Abroad	1 unit
SPAN 382	Spanish Grammar, CINCEL	2, 5 units
SPAN 384	Spanish Conversation, CINCEL	2, 4 units
SPAN 386	Spanish Phonetics, CINCEL	2, 4 units
SPAN 388	Spanish Practicum, CINCEL	1, 2 units

Advanced students, if recommended by CINCEL, may take one or more of the following courses:

SPAN 481	Literature of Latin America, CINCEL	2 units
SPAN 483	Composition, CINCEL	2 units
SPAN 485	Translation, CINCEL	2 units

Additional Coursework at CINCEL

Any student desiring to take extra units of study while at CINCEL must receive written approval in advance from the Spanish Department, and have academic and financial registration completed for the units before going to CINCEL. To be counted as Spanish units, such extra units must be taught in Spanish with Spanish readings, and not novels in English translation, for example.

Spanish Minor

Twenty-one units in Spanish will comprise the minor. Courses should be chosen in consultation with an advisor in the Spanish Department. It is recommended that Spanish Minors complete eight units at CINCEL or another approved language immersion experience that entails college-level coursework. Spanish Minors are required to take the Spanish Placement Exam and complete at least 6 units of Spanish-language study (or the transfer unit equivalent). Approved Spanish Language transfer units, including AP Spanish units, may be accepted in lieu of the Spanish Placement Exam. Note: A score on the Spanish Placement Exam does not award units.

Spanish Major: Teaching Emphasis

Students desiring to complete the Spanish Subject Matter Program for a California Teaching Credential must complete the requirements for the Spanish major plus SPAN 315/EDUC 315.

CLEP

CLEP scores are considered general education. CLEP units will therefore be counted as lower division credit.

SPANISH COURSES

SPAN 101 • Beginning Spanish I (4 units)
An introductory course which begins the process of developing fluency in speaking, reading, writing, and listening.

SPAN 101A • Beginning Spanish (2 units)
Equivalent to the first half of SPAN 101, Beginning Spanish I.

SPAN 101B • Beginning Spanish (2 units)
Equivalent to the second half of SPAN 101, Beginning Spanish I. Prepares students for SPAN 102.

SPAN 102 • Beginning Spanish II (4 units)
Prerequisite: SPAN 101 or consent of the instructor. Continues to develop fluency in speaking, pronunciation, reading, writing, and listening.

SPAN 203 • Intermediate Spanish I (4 units)
For students who have completed SPAN 101 and 102 or equivalent. Continues to develop fluency in all areas at a more advanced level.

SPAN 204 • Intermediate Spanish II (4 units)
Prerequisite: SPAN 203 or consent of the instructor. Continuation of SPAN 203.

SPAN 291, 292, 293, 294 • Special Topics (1, 2, 3, 4 units)
Study of special topic focusing on Spanish culture, language, civilization, or literature. May be repeated for credit.

SPAN 303 • Advanced Spanish I (4 units)
Emphasizes advanced levels of the four skills (speaking, reading, writing, and listening). May be taken concurrently with other advanced Spanish courses. Includes selected readings/discussions from Spanish and Spanish American literature and culture.

SPAN 304 • Advanced Spanish II (4 units)
Prerequisite: SPAN 303 or consent of the instructor. Continuation of SPAN 303.

SPAN 315/EDUC 315 • Teaching Spanish in a Multicultural Setting (3 units)
Students seeking to complete the subject matter program in Spanish must take this class as part of that program to ensure that they are integrating Spanish content with their pedagogical experience. This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on the major professional organizations and educational research related to the philosophical, historical, and demographic developments of American education. Students will complete a 30 hour field work component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. This course is a prerequisite requirement for the Multiple and Single Subject Credential programs. Lab fee.

SPAN 330 • Literature of Latin America (3 units)
The study of past and present Latin American authors with emphasis on theme, background, heritage, and culture.

SPAN 335 • Spanish Conversation and Composition (3 units)
Review and practice of fundamentals of Spanish grammar. Practice in writing essays and summaries in Spanish. Further refinement of speaking and listening skills.

SPAN 345 • Spanish Tutorial (1 unit)
Fluent Spanish speakers will work with students taking SPAN 101 and SPAN 102 to correct pronunciation and accent. These tutors will work closely with teachers of the classes and will be assigned three to four students each semester to tutor. CR/NC, with permission of Spanish faculty advisor.

SPAN 365 • Curso Panorámico de Latinoamérica (3 units)
Prerequisite: Consent of the instructor. Portrays a brief historical view of Latin America through themes rather than pure history. Some topics will be explored more for the insights they offer into Hispanic culture, while others will be for the interest they might have for class members. The course is taught in Spanish.

SPAN 366 • Civilización y Cultura de España (3 units)
Survey of Spanish culture and civilization as revealed through history, literature, art, and other cultural indicators. It is recommended that this course be taken before or concurrently with SPAN 368: Introducción a la Literatura Española. Conducted in Spanish.

SPAN 368 • Introducción a la Literatura Española (3 units)
A survey of Spanish literature from its beginnings through the twentieth century, including an analysis of a selected major Spanish literary work. It is recommended that this course be taken after or concurrently with SPAN 366 Civilización y Cultura de España. Conducted in Spanish.

SPAN 375 • Spanish for Helping Professions (3 units)
A basic course for business, health services, education, and social work personnel. Includes useful, everyday phrases as well as words, questions, and sentences related to each profession.

SPAN 380 • CINCEL Semester Abroad (1 unit)
The CINCEL Program (Centro de Investigaciones Cultural y Estudios Lingüísticos) in San José, Costa Rica, in conjunction with Vanguard University, offers Vanguard students a total immersion experience in Spanish. The program is for one semester (16 weeks, 16 units) during any one of CINCEL's trimesters, or a half semester (8 weeks, 8 units) available during the Summer trimester.

SPAN 428 • Contemporary Issues in Latin American Countries (3 units)
Examines selected current strategic, political, and theological issues characteristic of Latin American religion and culture. These contemporary issues include areas such as research in Latin America South, a comparison of the Caribbean and Latin America, social movements, and the shifting roles of missionaries. Current issues such as politics, media, gender, and trends will be analyzed.

SPAN 382 • Spanish Grammar, CINCEL (2 or 5 units)
A study of the major challenges in Spanish grammar, including the verb system, areas of contrast with English, and lexical/semantic issues.

SPAN 384 • Spanish Conversation, CINCEL (2 or 4 units)
Intensive conversation with supportive written language practice. Emphasis is placed on vocabulary acquisition and idiomatic expressions.

SPAN 386 • Spanish Phonetics, CINCEL (2 or 4 units)
Study of the Spanish sound system, underlying concepts of Spanish speech production and applications to pronunciation.

SPAN 388 • Spanish Practicum, CINCEL (1 or 2 units)
Supervised field work in the Spanish-speaking community.

SPAN 452 • Summer Study Tours (1-6 units)
Prerequisite: Consent of the instructor. Occasional Summer trips to Spanish-speaking countries. These are intensive language programs that will include course work along with the travel and tour. Units are computed according to the duration of the tour, one unit per week. A maximum of six units applies toward graduation. These study trips cannot be used toward the fulfillment of the CINCEL language study requirement in Costa Rica.

SPAN/ANTH/ENGL 453 • Language, Culture, and Linguistics (3 units)
Prerequisite: ANTH 102C. This course surveys the acquisition and use of language within a cultural context. It examines the relationship of language to culture, language acquisition, and language analysis or linguistics, emphasizing the utility of such knowledge for educators. Stress is given to understanding language's reciprocal relation with culture, the nature of language systems, and linguistic analysis to enable educators a better comprehension of second language acquisition within learning environments.

SPAN 458 • La Lingüística Española (3 units)
Prerequisite: CINCEL and at least one other upper division course taught in Spanish. In-depth study of the Spanish sound system, phonology, morphology, dialectology, syntax, semantics, lexicon, and historical and modern contrastive analysis. Conducted in Spanish. Offered every other year. La Lingüística Española is required for the Subject Matter Program in Spanish.

SPAN 460 • Field Practicum (1-4 units)
Prerequisite: Span 304, junior or senior standing or consent of the instructor. Supervised field work of at least three hours per week among Spanish churches, schools, clinics, hospitals, businesses, etc. Students meet weekly with supervisors.

A log of personal experience is maintained. CR/NC, for Spanish majors only with permission of Spanish faculty advisor.

SPAN 464 • Religion and Culture in Latin America (3 units)
This course aims to investigate the dynamics of traditional and evangelical forms of religion in Latin America, including the milieu of popular culture and beliefs, the functions of the Catholic church, current movements within Catholicism, evangelical influences, and Pentecostal growth.

SPAN 470 • Special Topics (1-4 units)
Prerequisite: Consent of the instructor. Study of special topic focusing on Spanish culture, language, civilization, or literature. May be repeated for credit.

SPAN 480 • Individual Studies (1-4 units)
Prerequisite: Consent of the instructor and departmental chair. May be repeated for credit.

SPAN 481 • Literature of Latin America, CINCEL (2 units)
Study of Latin American literature and authors. Emphasis is placed on literary analysis.

SPAN 483 • Composition, CINCEL (2 units)
Study and practice of various writing techniques.

SPAN 485 • Translation, CINCEL (2 units)
Study and practice of translation and interpretation. Students experience a variety of situations in order to develop confidence and fluidity in interpretation.

SPAN 490 • Seminar (3 units)
Prerequisite: Consent of the instructor. Mutual investigation of one topic of particular relevance to upper division Spanish majors. May be repeated for credit.

SPAN 499C • Capstone in Spanish (3 units)
Students will integrate their faith, learning and experience, through the in-depth study of a selection of complete works of Spanish and Latin American Literature within the framework of a Christian world view, and service to the Spanish-speaking community.

DEPARTMENT OF THEATRE ARTS

Mission: The Department of Theatre Arts seeks to establish a Christ-centered, professional environment for artistic expression by developing the creative mind, body, and spirit of each student in the disciplines of: performance, directing, design, technical theatre, production, theatre management, script writing, theatre history, and dramatic literature. By imparting knowledge and allowing hands-on participation, the department is about preparing students to impact our world for God's glory.

The Department of Theatre Arts offers a Theatre Arts degree with the following concentrations: Performance/Directing, Technical/Design, or Musical Theatre. A Theatre Minor is also offered.

The Theatre degree requires a total of 124 units. This consists of 31 Theatre Core units, 30-31 Concentration units depending on concentration, 48-49 Core Curriculum units, and 13-15 elective units depending on concentration. Choosing from the lists of suggested electives provides a more intensive training experience. However, these units may be taken in any discipline. A Theatre minor requires 23 units. Please note that all Acting courses must be taken at Vanguard to fulfill Theatre major requirements. Acting courses taken at other institutions may transfer as electives.

NOTE: Students have three to four fewer Core Curriculum units to complete because Theatre History I or II/THEA 202C-204C fulfills the three unit University Fine Arts Core Curriculum requirement and Musical Theatre Dance I or II/THEA 133C-433C and Stage Combat/THEA 338C fulfill the one unit University Lifetime Fitness and Wellness Activity requirement. The total number of units required for graduation remains 124 units.

Theatre Arts Major Core Requirements 31 units

THEA 106	Beginning Set Construction	1 unit
or THEA 110	Beginning Costume Construction	
or THEA 116	Beginning Scenic Painting*	

THEA 200C	Introduction to Theatre	3 units
THEA 202C	History of Theatre I	3 units
THEA 204C	History of Theatre II	3 units
THEA 239	Makeup Design	3 units
THEA 306	Intermediate Set Construction	1 unit
or THEA 316	Intermediate Scenic Painting*	
or THEA 317	Intermediate Costume Construction	
THEA 309	Costume Design	3 units
THEA 315	Scenic Design	3 units
THEA 320	Lighting Design	3 units
THEA 324	Theory and Criticism	3 units
THEA 386	Junior Project	1 unit
THEA 450	Theatre Internship	2 units
THEA 495C	Senior Project	2 units

** Technical/Design concentration majors may not use Beginning and Intermediate Scenic Painting to fulfill these requirements.*

Performance/Directing Concentration 30 units

THEA 107	Acting I	3 units
THEA 126	Beginning Voice and Speech	2 units
THEA 132A/B, 232A/B	Theatrical Performance I, II	4 units
THEA 332A/B, 432A/B	Theatrical Performance III, IV	
THEA 135	Beginning Theatre Movement	2 units
THEA 207	Acting II	3 units
THEA 272	Playing Shakespeare	3 units
THEA 307	Acting III	3 units
THEA 310	Improvisation	2 units
or THEA 321	Acting/Directing for the Camera	
THEA/KINE 338C	Stage Combat	2 units
THEA 339	Industry Insiders	3 units
THEA 430	Directing for Theatre	3 units

Theatre Requirements 61 units

Suggested Electives 15 units minimum

THEA 108A/B, 208A/B	Theatrical Production I, II	1 unit
THEA 308A/B, 408A/B	Theatrical Production III, IV	
THEA 136A/B, 236 A/B	Private Acting Lessons I, II	1 unit
THEA 336 A/B, 436 A/B	Private Acting Lessons III, IV	
THEA 244	Beginning Musical Theatre Audition	3 units
THEA 252	Producing/Theatre Management	3 units
THEA 263	Prop Building/Design	3 units
THEA 310	Improvisation	2 units
or THEA 321	Acting/Directing for the Camera	
THEA 323	Sound Design	2 units
THEA 326	Intermediate Voice and Speech	2 units
THEA 335	Intermediate Theatre Movement	2 units
THEA 340	Period Styles for Theatre Design	3 units
THEA 343	Character Acting for Comedy	3 units
THEA 344	Intermediate Musical Theatre Audition	3 units
THEA 350	Stage Management	3 units
THEA 415	Career Directions and Your Daily Bread	3 units
THEA 426	Advanced Voice and Speech	2 units
THEA 428	Digital Design for Theatre	3 units
THEA 435	Advanced Theatre Movement	2 units
THEA 444	Advanced Musical Theatre Audition	3 units
THEA 451	Theatre Teaching Internship	1-2 units

Technical/Design Concentration 31 units

THEA 102C	Introduction to Acting	3 units
THEA 108A/B, 208A/B	Theatrical Production I, II	6 units
THEA 308A/B, 408A/B	Theatrical Production III, IV	
	(1 unit per production)	
THEA 116	Beginning Scenic Painting	1 unit
THEA 252	Producing/Theatre Management	3 units
THEA 256/ART 275	Drawing and Rendering	3 units
THEA316	Intermediate Scenic Painting	2 units
	(taken 2 times at 1 unit)	
THEA 323	Sound Design	2 units

THEA 340	Period Styles for Theatre Design	3 units
THEA 350	Stage Management	3 units
THEA 428	Digital Design for Theatre	3 units
THEA 472	Portfolio Preparation	2 units
Total Theatre Requirements		**62 units**

Suggested Electives		**13 units minimum**
THEA 126	Beginning Voice and Speech	2 units
THEA 132A/B, 232A/B	Theatrical Performance I, II	1 or 2 units
THEA 332A/B, 432A/B	Theatrical Performance III, IV	
	(1-2 units per role)	
THEA 135	Beginning Theatre Movement	2 units
THEA 244	Beginning Musical Theatre Audition	3 units
THEA 263	Prop Building/Design	3 units
THEA 272	Playing Shakespeare	3 units
THEA 326	Intermediate Voice and Speech	2 units
THEA 335	Intermediate Theatre Movement	2 units
THEA/KINE 338C	Stage Combat	2 units
THEA 344	Intermediate Musical Theatre Audition	3 units
THEA 415	Career Directions and Your Daily Bread	3 units
THEA 451	Theatre Teaching Internship	1-2 units

Musical Theatre Concentration 31 units

Musical Theatre Concentration majors are strongly encouraged to take private voice lessons through the Music Department.

MUSI 100	Recital Attendance	0 unit
MUSI 101	Basic Voice I	1 unit
THEA 107	Acting I	3 units
THEA 132A/B, 232A/B	Theatrical Performance I, II	4 units
THEA 332A/B, 432A/B	Theatrical Performance III, IV	
	(1-2 units per role)	
THEA/KINE 133C	Musical Theatre Dance I	1 unit
or THEA/KINE 433C	Musical Theatre Dace II	1 unit
THEA 134	Musical Literacy for Theatre	2 units
THEA 135	Beginning Theatre Movement	2 units
THEA 207	Acting II	3 units
THEA 220	Musical Theatre Vocal Technique	3 units
THEA 244	Beginning Musical Theatre Audition	3 units
THEA 307	Acting III	3 units
THEA 339	Industry Insiders	3 units
THEA 344	Intermediate Musical Theatre Audition	3 units
Total Theatre Requirements		**65 units**

Suggested Electives		**14 units minimum**
MUSC 105-245	Class Piano I-VIII	1 unit
THEA 125	Beginning Voice and Speech	2 units
THEA 136A/B, 236A/B	Private Acting Lessons I, II	1 unit
THEA 336A/B, 436A/B	Private Acting Lessons III, IV	
THEA 272	Playing Shakespeare	3 units
THEA 310	Improvisation	2 units
or THEA 321	Acting/Directing for the Camera	
THEA/KINE 338C	Stage Combat	2 units
THEA 343	Character Acting for Comedy	3 units
THEA 360	Dramatic Literature: Script Analysis	3 units
or THEA 442	Playwriting	
THEA 433C	Musical Theatre Dance II	1 unit
THEA 444	Advanced Musical Theatre Audition	3 units
THEA 451	Theatre Teaching Internship	1-2 units
THEA 103A/B, 203A/B	Private Dance Lessons I, II	1 unit
THEA 303A/B, 403A/B	Private Dance Lessons III, IV	
On the Campus of Orange Coast College		
DANCE A101	Modern Dance 1	1 unit
DANCE A102	Modern Dance 2	1 unit
DANCE A110	Ballet 1	1 unit
DANCE A120	Jazz Dance 1	1 unit
DANCE A121	Jazz Dance 2	1 unit
DANCE A125	Tap 1	1 unit
DANCE A126	Tap 2	1 unit
DANCE A143	Jazz Dance 3-4	1 unit

DANCE A144	Ballet 3-4	1 unit
DANCE A145	Modern Dance 3-4	1 unit
DANCE A146	Tap 3-4	1 unit
DANCE A162	Advanced Dance Composition	3 units

See Orange Coast College for Dance class descriptions. Dance classes may only be repeated as stated in the OCC catalog. http://www.orangecoastcollege.edu/academics/divisions/visual_arts/dance/Course+Descriptions.htm.

Theatre Minor Requirements 23 units

A minor in Theatre requires 23 units. Those wishing to minor in Theatre must meet with the department chair to plan the coursework. Coursework consists of courses from the theatre core, performance/directing concentration, and tech/directing concentration requirements.

THEATRE ARTS COURSES

THEA 102C • Introduction to Acting (3 units)
Introduces students to the art and craft of creating believable characters for the stage using various theatre games and improvisations leading into scene work and monologues. Also covered is the history of contemporary styles. The course is specifically designed for majors with a Technical/Design concentration, minors, and non-majors who wish to gain skills in speaking in front of large groups. This course satisfies the Fine Arts Core Curriculum requirement for non-majors. Lab Fee.

THEA 103A/B, 203A/B, 303A/B, 403A/B • Private Dance Lessons I, II, III, IV (1 unit)
This course provides private dance lessons for performers. The focus will be on improving basic skills and preparing students for dance auditions and show choreography. Each level may be repeated twice for credit. Lab fee.

THEA 106 • Beginning Set Construction (1 unit)
Participation in the construction and assembling of mainstage and/or showcase sets including painting and various techniques utilized in set design. Repeatable up to two units. Lab Fee.

THEA 107 • Acting I (3 units)
Theory and practice in the art of creating believable characters for stage, focusing on the Michael Chekhov method, with additional work in Stanislavski and Uta Hagen techniques covering observation, sensory awareness, applied imagination, ensemble work, theatre exercises, and scene work. This course is for declared Theatre majors. Those with a Technical/Design concentration, non-majors, and Theatre minors take THEA 102C: Introduction to Acting. All required acting courses must be taken in residence at Vanguard University and may not be transferred in. Lab Fee.

THEA 108A/B, 208A/B, 308A/B, 408A/B • Theatrical Production I, II, III, IV (1 unit)
Participation on a production team for mainstage shows/showcase week. Teams include, but are not limited to: sets, lighting, sound, costumes, makeup/hair, management, and front of house.

THEA 110 • Beginning Costume Construction (1 unit)
Participation in the construction of costumes and costume accessories for mainstage/showcase productions. Appropriate sewing and patterning techniques will be demonstrated and practiced. Lab fee.

THEA 116 • Beginning Scenic Painting (1 unit)
Participation in the painting of the sets for mainstage productions. Students will be introduced to a variety of painting techniques. In addition to the scheduled meeting time, an additional 3 hours per week of arranged lab is required. Repeatable up to 2 units. Lab fee.

THEA 126 • Beginning Voice and Speech (2 units)
Developing voice production and speech using techniques that allow the freeing of one's natural voice concentrating on breathing, relaxation, articulation, and language through the use of class exercises and monologues. Some dialect study.

THEA 132A/B, 232A/B, 332A/B, 432A/B • Theatrical Performance I, II, III, IV (0-2 units each)
Prerequisite: Audition. Majors and minors must enroll for one or two units at a time. The course requires participating in mainstage theatrical production including a thorough study of the play, the development of the character in rehearsal, and the performance of the role. Lab fee.

THEA/KINE 133C • Musical Theatre Dance I (1 unit)
An introduction to dance for musical theatre. Dance styles covered will include tap, jazz, and musical theatre movement. This course fulfills the KINE 146C Activity Core Curriculum requirement.

THEA 134 Musical Literacy for Theatre (2 units)
Prerequisite: Theatre Major or Minor. Instructs musical theatre students in the fundamental skills necessary for creating musical theatre competency including, but not limited to: finding their pitch, basic keyboard skills, sight singing, rhythm, and musical theatre song analysis and structure.

THEA 135 • Beginning Theatre Movement (2 units)
An introduction to the study of stage movement. Includes exercises and techniques to insure flexibility, meaningful aesthetic stage movement, and physicality utilizing the Laban and Alexander techniques.

THEA 136A/B, 236A/B, 336A/B,436A/B • Private Acting Lessons I, II, III, IV (1 unit each)
This course provides private acting lessons for pairs of performers. The focus will be on scene work and monologues. Each level may be repeated twice for credit. Lab fee.

THEA 200C • Introduction to Theatre (3 units)
An introduction to the study of theatre with focus on its history, forms, genres, performance space, and the artistic principles of production, as well as the technical aspects. Selected readings, discussions, attendance at plays, and critiques of performances are required. Theatre majors may not take THEA 200C to fulfill the Fine Arts core curriculum. Lab fee.

THEA 202C • History of Theatre I (3 units)
An intensive study of theatre history – its literature, practitioners, and environs – from the Ancient Greeks through the French Neo-classical period. Readings, discussions, attendance at plays, and critiques of performances are required. This course fulfills the Fine Arts core curriculum requirement. Lab fee.

THEA 204C • History of Theatre II (3 units)
An intensive study of theatre history – its literature, practitioners, and environs – from the Restoration to modern. Readings, discussions, attendance at plays, and critiques of performances are required. This course fulfills the Fine Arts core curriculum requirement. Lab fee.

THEA 207 • Acting II (3 units)
Prerequisite: THEA 107. An in-depth study of characterization utilizing the Stanislavski system, and Uta Hagen's and Sanford Meisner's techniques of acting. This course is for Theatre majors only. Theatre minors may enroll with permission of instructor. All required acting courses must be taken in residence at Vanguard University and may not be transferred in. Lab Fee.

THEA 220 • Musical Theatre Vocal Technique (3 units)
This course will cover a range of techniques used to develop the musical theatre voice. Areas included are breathing techniques and appropriate vocal exercises to increase range, enhance color, and enrich the beauty of the voice. Musical theatre repertoire will be used to explore aspects of the interaction of the vocal, physical, and mental aspects of performing in musicals. An emphasis will be placed on healthy and connected singing as well as performance techniques for musical theatre. Lab fee.

THEA 239 • Makeup Design (3 units)
An introduction to the techniques and application of makeup for stage, film, and television. Character analysis and design techniques are used to create old age, fantasy, and special effects makeup. Lab fee.

THEA 244 • Beginning Musical Theatre Audition (3 units)
An in-depth practicum class focusing on the preparation of audition pieces for musical theatre. Students will learn how to identify songs appropriate for their range and the production, and will study the techniques involved in song interpretation. Permission of instructor is required for non-Musical Theatre Concentration majors. Lab fee.

THEA 252 • Producing/Theatre Management (3 units)
The study of how to produce and manage a theatre company of various sizes from box office payroll to publicity and marketing. This class examines the business side of running a theatrical event including budgets and fundraising. Lab fee.

THEA 256 or ART 275 • Drawing and Rendering (2-3 units)
Students will learn the basic artistic techniques involved in sketching, drawing and rendering. Training will include use of varied media, perspective and architectural rendering, as well as human anatomy.

THEA 263 • Prop Building/Design (3 units)
Students will learn about the history and use of props in theatre. Emphasis will be placed on prop design materials and fabrication techniques. Lab fee.

THEA 272 • Playing Shakespeare (3 units)
Prerequisite: THEA 107. An intensive actor's workshop which covers textual analysis, speaking prose and verse, scene study, shaping speeches, and building a character from the works of William Shakespeare. All required acting courses must be taken in residence at Vanguard University and may not be transferred in.

THEA 291, 292, and 293 • Special Topics (1-3 units)
Study of a special topic in an area of theatre. Repeatable up to 9 units.

THEA 306 • Intermediate Set Construction (1 unit)
Participation in the construction and assembling of the mainstage and/or showcase sets including painting and various techniques used in set design. Repeatable up to two units. Lab fee.

THEA 307 • Acting III (3 units)
Prerequisite: THEA 207. This course involves creating original, personal work through devised and deconstructed techniques and incorporating improvisation, writing sketches, and acting techniques learned in Acting I and II. All required acting courses must be taken in residence at Vanguard University and may not be transferred in. Lab fee.

THEA 309 • Costume Design (3 units)
This course covers the elements of design, the design process, and the working environment of the costume designer. Projects include costume designs in various genres. Lab fee.

THEA 310 • Improvisation (2 units)
Problem-solving theatre games and exercises are explored so as to develop spontaneity and impulse in action to free the player’s imagination.

THEA 315 • Scenic Design (3 units)
A study of design theory and practicum as it pertains to the stage set using the techniques of drawing/drafting of ground plans and construction of models. The student is required to serve arranged lab hours as part of the scenic crew for one of the three mainstage productions within the Fall semester. Lab fee.

THEA 316 Intermediate Scenic Painting (1 unit)
Participation in the painting of the sets for mainstage productions. Students will be introduced to a variety of painting techniques. In addition to the scheduled meeting time, an additional 3 hours per week of arranged lab is required. Repeatable up to 2 units. Lab fee.

THEA 317 • Intermediate Costume Construction (1 unit)
The course consists of participation in the construction of costumes and costume

accessories for mainstage/showcase productions. Appropriate sewing and patterning techniques will be demonstrated and practiced. Lab fee.

THEA 320 • Lighting Design (3 units)
Introduction to the principles, theories, and equipment employed by the designer for the stage. Areas of investigation include history, technology, and script analysis. Detailed studio attention is given to the theory and practice of design for mainstage productions. The student is required to serve arranged lab hours as part of the lighting crew for one of the three mainstage productions within the Fall semester. Lab fee.

THEA 321 • Acting/Directing for the Camera (2 units)
Prerequisite: THEA 107. An introductory level class designed to familiarize students with the process of acting and directing for film or video using scenes from current stage and screen plays. Emphasis is on "single camera" situations. Lab fee.

THEA 323 • Sound Design (2 units)
The design and integration of live and recorded digital sound into production as indicated by directors' conceptualization approaches.

THEA 324 • Theory and Criticism (3 units)
Reading and analysis of theories and critical approaches to contemporary theatre: Stanislavski, Aristotle, Brecht, and others who have contributed to the form and idea of the modern theatre. Lab Fee.

THEA 326 • Intermediate Voice and Speech for the Actor (2 units)
Prerequisite: THEA 126. Continues developing voice production and speech using techniques that allow the freeing of one's natural voice, concentrating on breathing, relaxation, articulation, and language through the use of class exercises and monologues. Some dialect study.

THEA 335 • Intermediate Theatre Movement (2 units)
Prerequisite: THEA 235. A continuation of the study of stage movement. The course includes exercises and techniques to insure flexibility, meaningful aesthetic stage movement, and physicality utilizing the Laban and Alexander techniques.

THEA/KINE 338 • Stage Combat (2 units)
This course introduces basic stage techniques in unarmed combat including falls, rolls, chokes, punches and kicks, advancing to broad sword combat using scenes from classical or contemporary works, and applying these techniques with special attention to safety. Lab fee. Satisfies the Core Curriculum's Lifetime Fitness and Wellness (Activity) unit.

THEA 339 • Industry Insiders (3 units)
Prerequisite: Junior or Senior standing. Course focuses on the skill and materials necessary to find employment as a performer. Topics covered include auditioning, securing representation, finding a business manager, and getting the most useful headshots. Lab fee.

THEA 340 • Period Styles for Theatre Design (3 units)
A detailed study through slides, books, and field trips of architecture, interior design, furniture, and costume from ancient to modern times.

THEA 343 • Character Acting for Comedy (3 units)
Prerequisite: THEA 107. This course will focus on creating believable characters for comedy using applied imagination, ensemble work, improvisation games, and in-depth exploration of building and communicating a character. All required acting courses must be taken in residence at Vanguard University and may not be transferred in.

THEA 344 • Intermediate Musical Theatre Audition (3 units)
Prerequisite: THEA 244. A continuing in-depth practicum class focusing on the preparation of audition pieces for musical theatre. Students will explore a wider range of pieces to identify songs appropriate for their range and production requirements and will continue to study the techniques involved in song interpretation. Permission of instructor required for non-Musical Theatre Concentration Majors. Lab fee.

THEA 350 • Stage Management (3 units)
The study of how to become a successful stage manager. Students will learn organizational, interpersonal, and publicity skills. Students also will learn how to manage actors and scheduling, work with the directors, and oversee the production for stage as well as television/film. Lab fee.

THEA/ENGL 360 • Dramatic Literature: Script Analysis (3 units)
This course introduces the student to history's most influential stage and screen plays, giving the student skills with which to critically analyze scripts in order to understand the work of each playwright. Lab fee.

THEA 386 • Junior Project (1 unit)
Participation in production crew for mainstage show for one or more of the following production teams: set construction, costumes, makeup/hair, lighting, sound, house management, props, stage management, and assistant stage management. Repeatable up to four units.

THEA 415 • Career Directions and Your Daily Bread (3 units)
Exploration of techniques to market your skills, knowledge, and abilities to the entertainment business. Students will learn how to network, create a contact database, write a resume, and conduct a job search. Topics include: developing a career plan, the Christian in today's entertainment business, balancing work and life, and portfolio presentation techniques. Activities include: résumé critiques, mock job interviews, and research techniques. Lab fee.

THEA 426 • Advanced Voice and Speech (2 units)
Prerequisite: THEA 326. Continues developing voice production and speech using techniques that allow the freeing of one's natural voice, concentrating on breathing, relaxation, articulation, and language through the use of class exercises and monologues. Individual coaching and additional dialect study.

THEA 428 • Digital Design for Theatre (3 units)
Advanced theatre design and technical production through the use of various computer programs such as Vectorworks, Renderworks, and Painter to aid in drafting and rendering in the various technical disciplines: costume, scenic, lighting, and makeup design.

THEA 430 • Directing for Theatre (3 units)
Prerequisites: THEA 107, 207, 309, 315, and 320. Introduction to the techniques and fundamentals of stage directing using text, theory, and practicum while applying these approaches to student-directed one-acts. Lab fee.

THEA/KINE 433C • Musical Theatre Dance II (1 unit)
Instruction in dance for musical theatre. Dance styles covered will include tap, jazz, and musical theatre movement among others. This course fulfills the KINE 146C Activity Core Curriculum requirement.

THEA 435 • Advanced Theatre Movement (2 units)
Prerequisite: THEA 335. A continuation of the study of stage movement focusing on individual strengths and weaknesses. It will include exercises and techniques to insure flexibility, meaningful aesthetic stage movement, and physically utilizing the Laban, Alexander, and other techniques.

THEA 442/ENGL 442 • Playwriting (3 units)
Development of playwriting techniques as applied to the stage. The student will be required to develop and write a one-act stage play.

THEA 444 • Advanced Musical Theatre Audition (3 units)
Prerequisite: THEA 344. A continuing in-depth practicum class focusing on the preparation of audition pieces for musical theatre. Students will prepare a portfolio of pieces to use in professional auditions. Non-Musical Theatre Concentration Majors may only enroll with permission of instructor. Lab fee.

THEA 450 • Theatre Internship (1-2 units)
Prerequisite: This must be arranged the previous semester and must be approved by the student's advisor and the professor of record. Freshmen and Sophomores may not take this course without approval of the department chair. To fulfill the course requirements, the student is to serve a **minimum 150 hours for the 2 unit internship** with a department-approved professional theater. May be repeated up to 3 units. Theatre majors are required to take 2 units. An additional unit may be taken as an elective unit. Minimum hours required per unit will vary by internship and will be approved by the professor of record.

THEA 451 • Theatre Teaching Assistant (1-2 units)
Prerequisite: Junior standing with a GPA of 3.0 or above with approval of the department chair. Regular hours each week and/or meetings are established at the beginning of the semester. The intern assists an instructor in planning and conducting a course and/or laboratory sessions. This course may be repeated for a maximum of three units. This course does not fulfill the THEA 450 Theatre Internship requirement.

THEA/ENGL 455 • Shakespeare (3 units)
Reading Shakespeare's major works of drama and poetry within the historical and cultural context of the Renaissance.

THEA 470 • Special Topics (1–3 units)
Prerequisite: Consent of the instructor. Study of a special topic in the area of theatre. May be repeated for credit.

THEA 472 • Portfolio Preparation (2 units)
Prerequisite: Junior or Senior standing. Course focuses on the skills and materials necessary to create the type of portfolio required to find employment as a technician/designer. Topics covered include the different types of portfolios and knowing which one to use when, creating additional content, and how to integrate the Christian walk and faith with employment in the entertainment industry.

THEA 480 • Individual Studies (1-3 units)
Prerequisite: Consent of the instructor and department chair. May be repeated for credit.

THEA 495C • Senior Project (2 units)
The Senior Project demonstrates the student's proficiency in and ownership of the outcomes of the Theatre curriculum. The project is presented to the campus community on-site during the regular department production calendar and includes a journal of the process. Project areas include performance, directing, design, management, script writing, and producing. The student will submit a reflection paper on the integration of faith and theatre with their academic journey, including insights gained from the senior project. This course and paper fulfills the Vanguard University Capstone requirement. Project by approval of Senior Project Coordinator and Department Chair. Lab fee.

GRADUATE STUDIES

Mission: The Graduate Studies Programs at Vanguard University (VU) serve lifelong learners throughout their educational journey. The structure and format of the degree programs makes it possible and manageable for working adults to finish their educational goals without sacrificing their careers and important responsibilities while still accomplishing their educational aspirations.

The following sections apply to all graduate programs.

Student Learning Outcomes

1. Integration of Faith and Learning: Students will develop and articulate a Biblical worldview informed by a Pentecostal perspective, integrating faith with learning.
2. Cultural Competency and Citizenship: Students will understand and practice effective local, national and global citizenship and demonstrate appreciation of diverse psychological, social, historical and artistic aspects of culture.
3. Communication: Students will demonstrate effective, graduate-level written and oral communication skills.
4. Critical Thinking: Students will develop and apply qualitative and quantitative critical thinking skills.
5. Holistic Living: Students will appreciate and demonstrate a holistic view of health and living.
6. Information Competency: Students will demonstrate foundational technology skills that allow one to locate and evaluate the integrity of information, and to understand the ethical uses of information.

Diversity Learning Outcomes

The university expects its students to excel in four diversity learning outcomes:

- Knowledge: Demonstrates knowledge of multiple cultural perspectives and global experiences by articulating the value of diversity through reports, presentations, examinations, field-work, and discipline-appropriate projects.
- Self-Examination: Examines one's own attitudes, values, and assumptions and examines their impact. Evaluates one's own attitudes, assumptions, and behavior towards diversity concerns and issues by recognizing, examining, and challenging underlying assumptions and prejudices through coursework such as self-reflective essays, reading responses, and journal entries, with the recognition that such work is a life-long endeavor.
- Personal Engagement: Engages others with civility, empathy, honesty and responsibility with awareness of equity issues such as power dynamics and social privilege in these interactions. Demonstrates respectful and appropriate behavior when interacting with people of different genders, generation, ethnicity, race, national origin, socioeconomic status, and ability by developing sensitivity to equity issues (such as power dynamics and social privilege) through field experience, research, and analytical reading and writing.
- Social Engagement: Challenges past, present and future discrimination and privilege of individuals, societies, groups and institutions. Identifies and begins to seek out transformative and redemptive opportunities in the church, in society, and in the evolving realities of global change through academic, co-curricular, internship, and vocational opportunities.

ADMISSIONS INFORMATION

Applications and information about graduate program admission may be obtained from the Graduate and Nursing Admissions Office:

- Phone: (714) 966-5499 main or (877) 669-8872 toll free
- Email: admissions@vanguard.edu
- For deadlines and to apply: http://www.vanguard.edu/gpsadmissions/

When submitting an application, a non-refundable $45.00 application fee is required. Once all supporting information has been received and the application is complete, the full application will be reviewed. Finalists may be invited for an onsite or telephone interview. All applicants are evaluated without regard to race, gender, age, political affiliation, national origin or disabling conditions.

The completed application form, along with all supporting documents, should be submitted to the Graduate and Nursing Admissions Office.

Please contact Graduate and Nursing Studies Admissions directly or refer to the website for specifics regarding application deadlines and acceptance notification for both Fall and Spring admissions.

International Students

International students, whether on campus students or distant learning/online students, are required to complete the standard admissions process for acceptance by the University and additionally must fulfill the following requirements:

- Affidavit of Financial Support: Submit annual financial certification showing financial sponsorship for duration of planned study. Financial aid, with the exception of institutional talent scholarships, is not available for international students.
- All students need to be fluent in English to follow course lectures and complete their written assignments. The university might require documentation for fluency in English. Such tests as TOEFL and/or TSE might be required for international students whose first language is not English. A minimum score of 550 is normally expected on the written version, a minimum score of 213 is normally expected on the computerized version, and a minimum score of 80 is normally expected for the internet based version. A (slightly) lower score may be accepted if accompanied by documentation of a successful evaluation from an English as a Second Language program (ESL) here in the United States.
- Deposit: For Fall students, submit a check in US dollars to cover 70% of basic costs of first academic year before the I-20 form is issued. For Spring students, submit a check in US dollars to cover 100% of basic costs of the Spring semester before the I-20 form is issued.
- Appropriate Visa documentation: International student applying within the U.S. must submit copies of their visa, I-94, and if on a student visa, copies of their I-20 A-B Form.
- Student Visa: F-1 International students must maintain full time student status each semester for their program. Contact the degree program for more information about how many units are required for full time status.
- Non Student Visa: Those currently in the U.S. on a visa other than an F-1 student visa (M-1, J-1, R-1, etc.) may only attend as a part time student. Contact the degree program for more information about how many units are allowed for part time status.
- Transferring: To become eligible for transfer to VU from another American college, approval must be obtained from the previous school attended and the US Immigration and Naturalization Service.
- Transferring from another institution outside of the U.S.: Transferring any units from a university or seminary overseas, all transcripts must be submitted to an agency that evaluates transcripts. All transcripts should be an English translation, and must be notarized by the U.S. Consul or notary, or another authority.

ACADEMIC POLICIES

Registration

Registration dates are specified on the calendar at the beginning of this catalog. Students will receive credit only for those courses in which they are formally registered. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the Office of Accounting Operations. Late fees may be charged to students who do not complete the registration process prior to the published deadlines.

It is important to maintain active status in a degree program. To do this, the student will register for one or more courses or file a "leave of absence" for each inactive semester. If the student neglects to register or file, he or she will be required to apply for re-admission.

Students may register for courses up to two weeks after the start of a semester with the permission of the Program Director, student's academic advisor and professors. The University reserves the right to refuse late registrations.

Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Program Director. Further, the University reserves the right to cancel any scheduled course that has inadequate enrollment.

Change of Class Schedule

Students are responsible for the classes selected at registration. Changes may be made online during designated Online Registration time periods, and thereafter only by contacting the department and/or filing of an add/drop form in the Office of the Registrar. There is no automatic dropping of courses resulting from a student's failure to attend class sessions. Students who fail to withdraw officially will automatically be given a grade of "F" (failure) by the professor.

A class dropped during the first two full weeks of a semester is not entered on the transcript; however, one dropped subsequently up to the end of the eighth full week will appear on the transcript with a grade of "W." Classes dropped after the eighth week will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP"; however the student must be earning a minimum grade of "C+" in the course to warrant a "WP."

All classes added after the second full week of classes must be approved by the instructor and the Director.

For those courses that are offered on an unusual calendar, withdrawals received in the Office of the Registrar during regular business hours prior to the end of the first eighth of the total number of class hour sessions offered in the course will have no entry made on the transcript; a grade of "W" will be issued for withdrawals received between one eighth and one half of the total number of class hour sessions; withdrawals received in the Office of the Registrar during regular business hours in the final half of the class will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

For example:

Five to Seven Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop off record
After 2nd Class and Prior to 4th	"W" recorded (Withdrawal)
After 4th class meeting	"WF" recorded (Withdrawal Failing)

Eight to Ten Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop
After 2nd Class and Prior to 5th	"W" recorded (Withdrawal)
After 5th class meeting	"WF" recorded (Withdrawal Failing)

Credit Hour Policy

See Credit Hour Policy section in University Policies.

Special Class Enrollment Options

Conference Courses

Students, who for good reason cannot enroll in a listed catalog course when it is regularly scheduled, can request to take a conference course. To have a conference course approved, a student must (1) receive permission from the instructor offering the course, the appropriate Program Coordinator, the appropriate Department Chair, and the Registrar's office; and (2) pay a fee in addition to the regular tuition.

Individual Studies Courses

Students may pursue specifically designed courses of individualized study within their disciplines. Such courses are initiated by the student, who must secure an appropriate sponsoring faculty member to supervise and evaluate the student's work. All individual studies courses must have prior approval from the appropriate Program Coordinator, the appropriate Department Chair, and the Registrar's office. All individual studies courses carry an additional fee beyond the regular tuition.

Pass/Fail Courses

Students may not elect to take courses on a "pass/fail" or "credit/no credit" basis. "Pass" or "Credit" courses will be granted for specific courses designed by each graduate department. Students must have a minimum evaluation of a "B-" to earn the units.

Veterans Benefits

See Veterans Benefits section in University Policies.

Leave of Absence Policy

Students who find it necessary to interrupt the regular sequence of enrollment are expected to file notice of an official "Leave of Absence." Forms are obtained from the Program Office. Time spent on leave of absence is included in the time limit for graduate course work. Please see individual program sections for details on the time limit for course work.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Military Leave of Absence Policy

Military Leave is available for Veteran students who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two consecutive semesters. Veteran students on military leave are not regarded as having permanently withdrawn and need not apply for readmission. Military leave forms can be obtained from the Veterans Resource Center.

Withdrawal from the University

The University desires to establish a clear process for students who choose to withdraw from the University. In order to do so, the student must complete the following steps:

1. Schedule an exit interview with the Program.
2. Upon completion of the exit interview, student must complete an "Application for Withdrawal" form (provided at exit interview).
3. Return the application to the Office of the Registrar for processing and withdrawal from the University will be finalized.

Upon complying with this procedure, the student is then entitled to a refund in keeping with the refund policy found in the Financial Information section of this catalog.

Grading System

Grade	Significance	Grade Points
A	Superior	4.00
A-	Exceptional	3.67
B+	Very Good	3.33
B	Good	3.00
B-	Fair	2.67
C+	Unsatisfactory	2.33
C	Failing	2.00
C-	Failing	1.67
D+	Failing	1.33
D	Failing	1.00
D-	Failing	0.67
F	Failing	0.00
W	Withdrawal	Not Applicable
WP	Withdrawal Passing	Not Applicable
WF	Withdrawal Failing	0.00
CR	Credit	Not Applicable
I	Incomplete	Not Applicable
P	Pass	Not Applicable
AU	Audit	Not Applicable
CE	Continuous Enrollment	Not Applicable

A grade point is a numerical value assigned to a letter grade. Each unit of a grade of "A" is assigned four (4) grade points. Each unit of a grade of "B" is assigned three (3) grade points, et cetera. Thus, for example, a three unit course with a grade of B is assigned a total of nine (9) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits attempted for which grade points have been assigned.

The term "current grade point average" refers to the GPA earned in the last semester of enrollment. The term "cumulative grade point average," on the other hand, refers to the average of the total grade points accumulated divided by the total of all graduate credits attempted in the University. The cumulative GPA is calculated and entered on the transcript of the students' academic record at the end of each full semester. While courses may be transferred from other graduate institutions, grade point averages are determined only on the basis of courses completed at VU.

Incomplete Grades

An "Incomplete" grade is the way the institution agrees to respond to a student who has been prevented from completing some or all of the requirements in one or more courses due to circumstances which were beyond the student's ability to prevent or foresee, and who has requested additional time to complete the course requirements. It is the responsibility of the student to obtain a "Petition for Incomplete Grade in a Graduate Course" form from the program office and to contact the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an incomplete grade. Examples of acceptable grounds for granting an incomplete grade include: personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Course Repeat Policy

Academic courses offered at VUSC are not repeatable unless specifically noted in the catalog. Those students who wish to retake a course due to a low or failing grade are permitted to register again for the same course during any given semester. All grades will appear on the student's permanent academic record (transcript). When a course is repeated, all grades will remain on the transcript, but only the higher grade is computed in the grade point average. In the case that grades are the same, only the most recent grade will be included in the G.P.A.

Class Attendance

Regular and punctual class attendance is expected. Failure to attend may result in a lower or failing course grade. See the program sections and course syllabi for more information.

Academic Disqualification

Students academically disqualified (see program sections for information on student standing) will be dismissed from the program and are precluded from further enrollment. In certain situations (explained in the letter informing the student of disqualification) students may appeal for re-entry. Appeals begin with the Director of the Program.

Appeals Procedure

A student seeking a variance from any stated academic policy should consult with the department. Academic Policy Exception Request forms are available online or in the Office of the Registrar. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the university.

Application for Graduation

An application for graduation must be obtained from and filed with the Registrar's Office no later than the first week of the student's final semester in which the degree will be granted. Students who have filed an application for graduation and do not complete their requirements by the projected date of completion are required to file again in a later semester.

Awarding of Degree

Degrees are formally awarded at the end of the Fall, Spring and Summer terms. The degree is posted on the transcript as of the last day of the term in which the graduation requirements are met. Commencement exercises are held annually at the end of the Spring semester.

Release of Student Records

See Release of Student Records in University Policies.

GRADUATE PROGRAM IN CLINICAL PSYCHOLOGY

Mission: The Graduate Program in Clinical Psychology equips students to serve with excellence as Christian mental health professionals by providing the highest quality of rigorous academic training, guided professional development, and integrative faith based learning in a collaborative and supportive environment.

Academic Foundation

The academic foundation for the Graduate Program in Clinical Psychology is an intellectual understanding that God expects our best. Therefore, we strive to be consistent in the excellence and quality of the academic regime. Vanguard University is accredited by the WASC Senior College and University Commission (WSCUC).

Successful completion of the Master of Science in Clinical Psychology degree will prepare students for numerous options. The degree fulfills all academic requirements that are set forth by the California Board of Behavioral Sciences for licensure as a Marriage and Family Therapist (MFT) (Business and Professions Code of California Section 4980.36). The program also offers additional coursework for students interested in dual licensure as both an MFT and a Licensed Professional Clinical Counselor (LPCC). With this additional coursework, the degree also fulfills all academic requirements that are set forth by the California Board of Behavioral Sciences for both licenses (Business and Professions Code of California Section 4980.36 and 4999.33).

Students desiring the MFT license or dual licensure with LPCC must complete additional internship hours after graduation and successfully pass the state licensing exams.

The degree will also allow a competitive application to doctoral programs in clinical psychology, marriage and family therapy, counseling and education.

Theological Foundation

The theological foundation for the Graduate Program in Clinical Psychology is a Christian understanding of God, human nature, families, relationships, and God's redeeming compassion for humankind. The redeeming compassion of God infuses grace, hope and insight into the counseling encounter. Redemption signals the truth that people are capable of change through outside intervention if that assistance is accepted, internalized and experienced in their daily lives. Counseling is designed to tilt the scales in favor of a client experiencing the redemptive side of life despite the reality of human brokenness.

Professional Foundation

The professional foundation for the Graduate Program in Clinical Psychology is a practical understanding of the ethical, legal, economic and educational requirements necessary in order to pursue a clinical, counseling, or academic career. The graduate experience is designed not only to help students learn more about psychology in order to fulfill their desire to counsel people in need, but also to begin their own professional development. The curriculum is designed to enable students to work in secular as well as religious settings.

Program Learning Outcomes

Upon completion of this program, students will be able to:

1. Apply fundamental knowledge within the field of clinical psychology and psychotherapy to the treatment of individuals, families and groups.
2. Demonstrate and apply cultural competency and sensitivity in the psychotherapeutic process.
3. Demonstrate and apply the integration of faith in the psychotherapeutic process.
4. Demonstrate effective clinical techniques within a therapeutic relationship.
5. Demonstrate effective written and oral communication skills as it specifically pertains to the field of psychotherapy.
6. Develop the professional and personal qualities that are intimately related to effective psychotherapy. Including competence, acceptance, curiosity, caring, integrity, sensitivity, flexibility, insight, compassion, and personal presence.

ADMISSIONS INFORMATION

Application Process and Deadlines

Information about the application process and deadlines can be found in the Graduate Studies section of the catalog or online at http://www.vanguard.edu/gpsadmissions/.

Felony Implications

Note that licensing and certification agencies typically have regulations denying licensure or certification to anyone who has been convicted of a felony, most especially one which reflects an offense which would be a cause for disciplinary action if committed by one already holding the license. Please contact the licensing board in the state in which you plan to license for clarification of how a conviction may affect licensing. This clarification should be done before the application for admission to this program is submitted.

Admission Requirements

The admission packet contains detailed information on the following admission requirements:

- Completed Bachelor's degree from a regionally accredited college or university. (Applicants from an institution accredited by the American Association of Bible Colleges will be evaluated on an individual basis.)
- Application and Application Fee
- Three Letters of Recommendation and Reference Forms
- Official Transcripts
- Autobiographical Statement
- Statement of Faith
- Statement of Purpose
- Resume/Curriculum Vitae
- No minimum GPA is required, but 3.0 is preferred

The Graduate Record Exam (GRE) is not required for admission into the graduate program and is not considered in evaluating applications.

Prerequisites

Required prerequisite courses:

- Introduction to Statistics
- Psychopathology or Abnormal Psychology
- Developmental Psychology or Human Development
- Theories of Personality or Counseling Theories

Prerequisite courses for the Graduate Program in Clinical Psychology are selected to enable all students to enter with a similar foundational background and to have the best opportunity to succeed. Since information in the social sciences changes at a rapid pace, it is important for prerequisite courses to be based upon current knowledge. It is required that all prerequisite courses have been completed within the last seven years with a grade of B- or better.

Transfer of Credits

Students transferring from an accredited graduate program may transfer a maximum of six (6) semester unit hours when the courses transferred are equivalent and have direct applicability to the student's program design. A transfer request must be approved by the Director of the Graduate Program in Clinical Psychology prior to admission. This transfer policy applies only to students in Regular Standing at the time of their admission.

TUITION SCHOLARSHIPS

Grad Academic Scholarship

Available to graduate students who are enrolled at least half time demonstrating a 3.5 or higher GPA. If the Cumulative GPA is below all academic categories, the student will no longer be eligible for an academic award in subsequent years.

GRADUATE PSYCHOLOGY SERVICES

The Graduate Program in Clinical Psychology is housed in a facility designed exclusively for our graduate students and with graduate learning in mind. The building includes offices for the program administrative staff and faculty; comfortable classrooms appropriate for adult learners; state of the art child play therapy training room; adult therapy training room; live supervision rooms; a computer lab; and a student lounge.

Resources that are maintained within our facility and are available exclusively to our students include psychological assessment tools, videos, and a collection of psychology and counseling references including books and journals.

ACADEMIC POLICIES

Information about Academic Policies which apply to all graduate students can be found in the Graduate Studies section of the catalog. Information specific to students in the Graduate Clinical Psychology program can be found below.

For example:

Five to Seven Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop off record
After 2nd Class and Prior to 4th	"W" recorded (Withdrawal)
After 4th class meeting	"WF" recorded (Withdrawal Failing)

Eight to Ten Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop
After 2nd Class and Prior to 5th	"W" recorded (Withdrawal)
After 5th class meeting	"WF" recorded (Withdrawal Failing)

Course Registration and Schedule Changes

Please see the Graduate Studies section of the Catalog or information posted online for the policies and procedures concerning course registration.

Classification of Students

Regular Standing

Students who meet all of the requirements for entrance into the program and who are admitted without reservation, are granted Regular Standing in the Graduate Program in Clinical Psychology.

Provisional Standing

Students who intend to obtain a Master of Science degree in Clinical Psychology but have not met all of the admission requirements of the program may be eligible for admission as a student with Provisional Standing. Such admission is at the discretion of the Graduate Program in Clinical Psychology. Move to Regular Standing will be considered after all undergraduate course prerequisites are completed with a letter grade of "B" or better and/or after demonstrating the ability to do graduate level work by completing nine (9) units with a "B" or better letter grade in each course.

After successfully meeting the requirements for Regular Standing, students will be moved to Regular Standing. If they have failed to successfully meet the requirements, they will be recommended for dismissal.

Probationary Standing

Students are placed in Probationary Standing for academic and/or for professional/clinical reasons. Students may be in Probationary Standing for one semester only. If after one semester of Probationary Standing the student is not able to regain Regular Standing they may be dismissed from the graduate program. Students with Probationary Standing should meet with their faculty advisor regularly through the probationary semester.

Academic Probation

Students admitted to the graduate program with Regular Standing who later receive a cumulative or current grade point average below 3.0 will be changed to Probationary Standing. Students with such standing must obtain both a cumulative and current grade point average of 3.0 or greater the following semester. If after one semester of Probationary Standing the student is not able to obtain a grade point average of "B" or better (3.0) they will be recommended for dismissal. The likelihood of dismissal significantly increases if the student has received one or more grades of "C" or below.

Students on academic probation may not register for more than six units during the probation period. A student's official transcript may reflect academic probation following any full semester in which a student's current or cumulative grade point average drops below a "B" average (3.0). This academic standing will remain in place unless the student receives a change of grade prior to the end of the withdrawal period of the following semester.

Academic probation will continue for the student until the current and cumulative GPA's are raised to 3.0 or higher.

Professional/Clinical Probation

Students admitted to the graduate program with Regular Standing, who later do not maintain satisfactory clinical or professional performance in departmental or practicum related activities may be placed on Probationary Standing. The student must meet with their advisor to discuss the requirements necessary to achieve satisfactory clinical performance and to regain Regular Standing. For more information please see "Continuation in Program" in "Program Policies."
If satisfactory clinical performance cannot be achieved the student may be dismissed from the program.

Classification and Financial Aid

Regular Standing students may be eligible for full institutional or federal aid. Provisional and Probationary Standing students may be eligible for partial federal aid.

Grade Requirements

Since graduate courses generally require more time than undergraduate courses, students should enroll for a reasonable course load for each semester. Students in the Master of Science Degree program must maintain a cumulative grade point average of at least "B" (3.0) throughout the program. Failure to do so will result in being either placed on Probationary Standing or dismissed from the program.

Any grade below "B-" is below minimal performance (unsatisfactory) in the program and indicates that improvement is required in order to complete the M.S. degree. No more than one grade of "C+" may be applied toward the Master of Science in Clinical Psychology degree. Grades of "C" and below cannot be used

toward the Master of Science degree except by repeating the course with a satisfactory grade. For any course that does not meet minimal performance, students are required to repeat the course with a satisfactory grade as soon as the course is offered in subsequent terms. Should a student have more than one grade of C+, the program can decide which class(es) must be repeated. Students who receive a grade which is below a "B-" will be required to meet with the Director to determine whether or not they should continue in the program. A second course grade that is below a "B-" may result in being recommended for dismissal. If multiple courses are below minimal performance the student will be prohibited from registering for any other courses in the program until the courses are repeated with a satisfactory grade. A course cannot be repeated in the program more than twice.

Continuation in the Program

In addition to meeting academic standards for graduation, students are expected to meet generally accepted behavioral criteria for a mental health professional. Relevant areas include, but are not limited to, following appropriate ethical-legal standards, demonstrating reasonable maturity in professional interpersonal contacts, and remaining free of personal-emotional behaviors that could constitute a reasonable threat to the welfare of the public to be served. If a situation of concern arises in regards to these issues either in departmental or practicum related activities, the student will meet with the Program Director, Director of Clinical Training and the student's advisor to discuss the student's status in the program.

As a condition of the student's continuation in the program the department has the option to require the student to address these issues through personal therapy. If required, the student must see a licensed Psychologist, Marriage and Family Therapist, Professional Clinical Counselor, Clinical Social Worker or Psychiatrist. Upon agreement by the Director, Director of Clinical Training, the student's advisor and the student other options such as coaching, spiritual direction, and tutoring may be considered.

Students are required to demonstrate increasing competence and professional skill as well as compliance with ethical standards and legal mandates throughout clinical training. Progression in the program is granted based partly on satisfactory performance in clinical training. If satisfactory performance is not maintained students may be placed on Professional/Clinical Probation or dismissed from the program. In order to assess performance, evaluations of clinical activity may be obtained from clinical sites, professors, and others involved with the student's clinical training, and will be reviewed by the Director of Clinical Training. If in the opinion of the Director of Clinical Training, evaluations indicate that a student's clinical and/or professional activities have exposed, are exposing, or indicate future likelihood of exposing one or more clients to significant risk of harm, the student will immediately be dismissed from the program. When dismissal is considered, reasonable efforts will be made to obtain evaluations from clinical sites and to include those evaluations in the decision process. The student retains all rights of and access to appeal processes.

Student Status Change

Leave of Absence Policy

See Leave of Absence Policy in the Graduate Studies section.

Withdrawal from the Program

See Withdrawal From the University in the Graduate Studies section.

Re-admission

If a student applies for re-admission after withdrawing from the program, being dismissed or a leave of absence, that returning student is subject to any new or changed academic regulations and program requirements in effect at the time of their re-admission.

Students who have been absent from the Graduate Program in Clinical Psychology due to voluntary Leave of Absence or Withdrawal for less than two years must submit an Application for Re-admission to the Graduate Program in Clinical Psychology. Students who have been absent for more than two years must repeat the application process with Graduate Admissions.

A person who has been dismissed from the program may reapply to the program a minimum of two years after dismissal. The applicant must repeat the admissions

process with Graduate Admissions. An additional letter must be included with the application, which 1) addresses the causes for dismissal, 2) states the reasons for requesting re-admittance, and 3) includes any other information deemed relevant by the applicant. Additional information or documentation may be required if applicable. The application will be considered with the regular admissions pool.

PROGRAM POLICIES

Advising and Mentoring

Graduate students are assigned a faculty advisor who will assist them throughout their time in the program in academic, clinical and professional aspects of their education and serve as chair for Advancement to Candidacy and Exit Project committees. The academic advising process, which is done in conjunction with the Director, Program Office, and faculty advisor, will assist the student in the planning of academic curriculum. The mentoring process is highly valued and the mentoring relationship between students and faculty/staff is encouraged. It is anticipated that this relationship will be meaningful and beneficial as the graduate student is able to have one-to-one attention and interaction.

Student Load

Full-time. A full-time academic load at the graduate level is nine (9) unit hours or more per semester, pending specific program requirements. Students may not enroll for more than fifteen (15) unit hours in a regular semester without the approval of the Director of the Graduate Program in Clinical Psychology.

Part-time. Part-time schedules are available. A student's academic load may vary according to their specific progress and standing in the program. The Director may allow deviations to the anticipated unit load in consideration of specific needs of a student.

Personal Disclosure

Looking at one's personal information, history and relationships is an integral part of clinical training. Some disclosure of such information is required in the admission process, course work and/or other program related activities. The faculty and staff respect that process and will strive to keep such information confidential.

Vanguard Graduate Clinical Psychology Employees as Mandated Reporters for Child Abuse and Neglect

All Graduate Clinical Psychology employees of Vanguard University are mandated reporters for child abuse and neglect. If an employee has "reasonable suspicion" of abuse, a report will be made to the appropriate authorities.

Personal Therapy

It is anticipated that personal issues will arise for students in a graduate program in psychology and that it is of utmost importance for a future therapist to have been engaged in the therapeutic process as a client. Therefore, students are required to be involved in personal therapy concurrent with their course work. Prior to graduation students must complete 30 sessions of individual, couples, family and/or group therapy, and must begin those sessions within their first semester of the program.

- Therapists must be licensed as a Psychologist, Marriage and Family Therapist, Clinical Social Worker, or Professional Clinical Counselor.
- Only psychotherapy groups fulfill this requirement. Groups created for the purpose of being a psycho-educational, marriage/pre-marital, support group, 12 step programs, or other non-psychotherapy formats will not be accepted. If you have questions about the acceptability of a specific group, the program will be happy to assess the group prior to you beginning sessions and, if it meets the requirements, will give approval.
- Individual, couples and family sessions are to be at least 45 minutes in length; group therapy sessions are to be at least 90 minutes in length. Sessions which are longer in length will be considered as one session.
- No more than one session per day will be counted towards the requirement. Multiple sessions per week may be counted towards the requirement.

- Personal therapy requirement will be considered to be fulfilled when the student submits a completed and signed Personal Therapy Record form(s) which indicates the required number of therapy sessions have been completed.
- Therapy sessions must be in person. They may not be online, phone, etc.
- Therapy requirement may be fulfilled through multiple therapists.
- Therapy sessions must be accrued concurrent with enrollment in the program.
- Professors and other professionals involved with the graduate psychology program may not provide therapy for students.

Practicum Experience

Degree requirements include the placement in a clinical practicum site(s) and completion of 225 clinical hours with a minimum of 150 face-to-face client contact hours. In compliance with state requirements, students must be concurrently enrolled in a practicum course (PSYG626, PSYG726 or PSYG727) while gaining clinical hours. Hours of experience gained as a student may also be applied to licensing requirements for Marriage and Family Therapists in the state of California.

Students interested in licensure as an LPCC must complete a minimum of 280 hours of face-to-face supervised clinical experience counseling individuals, families, or groups. For LPCC licensure, hours of experienced gained as a student are not applied to licensing requirements.

Practicum hours can be used to meet both degree/MFT and LPCC requirements.

Advance to Candidacy

Degree bound students must officially be advanced to candidacy status prior to degree confirmation. Neither admission to the Master of Science program nor completion of required course work automatically advances a student to candidacy for the Master of Science Degree. Advancement to Candidacy occurs at the end of the semester in which all required course work has been completed or by permission of the committee.

To be eligible to apply for Advancement to Candidacy students must:

- Be a student in Regular Standing. If student previously had Provisional or Probationary Standing, all conditions or deficiencies which had led to such standing must have been rectified.
- Make application for Advancement to Candidacy during the semester the student is scheduled to advance. Forms for this purpose are available in the Program Office.
- Achieve a cumulative grade point average of 3.0 or higher on all graduate course work required for the degree, with no more than one “C+” grade.
- Be recommended for advancement by their faculty advisor.

The results from the Advance to Candidacy process will be used to determine whether the student displays:

1. Academic and professional ability in the program.
2. Preparation which constitutes a satisfactory foundation on which to complete the program.
3. Necessary research skills, professional attitudes, value priorities and qualities of mind to justify continuation of study toward the Master of Science degree.

Exit Project

In order to fulfill graduation requirements a student must successfully complete an exit project consisting of a case presentation. The Comprehensive Project course, along with the Program Director and/or student’s faculty advisor, will provide specific information about the project. Completion of the Comprehensive Project course will be during the semester in which the student intends to graduate. Under special circumstances other options for the project may be available with the approval of the Program Director.

Time Limit for Program Completion

All academic work for the Master of Science degree must be completed within five (5) years from the date of official admission into the Graduate Program in Clinical Psychology. Time spent on leave of absence is calculated into that five (5) year

limit. Any exceptions to the limit must be approved by the Director of the Graduate Program in Clinical Psychology.

GRADUATION REQUIREMENTS

Students pursuing the Master of Science degree in Clinical Psychology from Vanguard University are required to satisfy the following graduation requirements:

1. Successful completion of 60 semester units in Graduate Psychology with a minimum cumulative grade point average of "B" (3.0), and with no more than one (1) course grade of "C+" counting toward the degree.
2. A minimum residence of five academic semesters.
3. Successful completion of a minimum of 225 clinical hours at approved practicum placements with a minimum of 150 face-to-face client contact hours.
4. Advanced to Candidacy.
5. Completion of Exit Project.
6. Completion of personal therapy requirement.
7. The filing of all necessary forms in accordance with the timetable provided by the Graduate Program in Clinical Psychology.
8. Successful completion within the maximum allowed time limit of five (5) years of all degree requirements that were in effect at the time of student's entrance into the program.
9. Settlement of all financial obligations to Vanguard University.

If all coursework has been completed and graduation is pending completion of other graduation requirements, the student may be required to register for PSYG 799: Continuing Registration until all graduation requirements have been met.

LPCC Option

While not degree requirements, students interested in pursuing licensure as a LPCC must also complete:

7. Successful completion of an additional 5 semester units with a grade point average of "B" (3.0), and with no more than one (1) course grade of "C+" counting toward the degree.
8. Successful completion of a minimum of 280 face-to-face hours at approved practicum placements (practicum hours can be used to meet both degree/MFT and LPCC requirements).

GRADUATION COURSE REQUIREMENTS

Course Requirements 60 units*

PSYG 601	Clinical Foundations I	3 units
PSYG 603	Advanced Psychopathology	3 units
PSYG 604	Ethical and Legal Issues	3 units
PSYG 605	Family Psychotherapy	3 units
PSYG 613	Research Methodology	1 unit
PSYG 614	Advanced Developmental Psychology	3 units
PSYG 615	Child and Adolescent Psychotherapy	3 units
PSYG 616	Psychodynamic Theory and Treatment	3 units
PSYG 617	Cognitive-Behavioral Theory and Treatment	3 units
PSYG 618	Current Psychotherapy Topics	1 unit
PSYG 626	Professional Skills in Clinical Practice	3 units
PSYG 704	Addictive Behaviors	3 units
PSYG 710	Psychotherapy and Diversity	3 units
PSYG 711	Violence, Abuse and Trauma	2 units
PSYG 712	Psychology, Theology and Spirituality	3 units
PSYG 716	Couples Psychotherapy	3 units
PSYG 717	Group Psychotherapy	3 units
PSYG 720	Clinical Psychopharmacology	2 units
PSYG 724	Psychosocial Stressors and Mental Health	3 units
PSYG 725	Psychological Testing	3 units
PSYG 726	Case Conceptualization	3 units**
PSYG 765	Comprehensive Project	3 units

**An additional 1.5-3.5 units may be required if minimum levels of proficiency as determined by the Clinical Foundations course and Advance to Candidacy are not met.*

**Concurrent enrollment in a practicum course (PSYG626, PSYG726 or PSYG727) is required while gaining clinical hours, which may require additional units.*

**If all coursework has been completed and graduation is pending completion of other degree requirements, the student may be required to register for PSYG 799: Continuing Registration until all graduation requirements have been met.*

***Course offered for 1.5 units, must be taken twice.*

LPCC Option Course Requirements

Course Requirements 5 units*

PSYG 660	Career Development	3 units
PSYG 711	Violence, Abuse and Trauma	+1 unit
PSYG 720	Clinical Psychopharmacology	+1 unit

**In addition to degree course requirements.*

SAMPLE CURRICULUM SCHEDULES

Three Year Track

First Year

FALL SEMESTER	9 UNITS
Clinical Foundations I	3
Advanced Psychopathology	3
Ethical and Legal Issues	3

SPRING SEMESTER	9 UNITS
Family Psychotherapy	3
Child & Adol. Psychotherapy	3
Addictive Behaviors	3

SUMMER SEMESTER	5-6 UNITS
Psychotherapy and Diversity	3
Clinical Psychopharmacology	2-3

Second Year

FALL SEMESTER	9 UNITS
Advanced Developmental Psychology	3
Couples Psychotherapy	3
Psychology, Theology & Spirituality	3

SPRING SEMESTER	9 UNITS
Psychodynamic Theory & Trtmt	3
Professional Skills in Clin. Practice	3
Group Psychotherapy	3

SUMMER SEMESTER	3-7 UNITS
Violence, Abuse and Trauma	2-3
Research Methodology	1
Career Development (optional)	3

Third Year

FALL SEMESTER	8.5 UNITS
Cognitive-Behavioral Theory & Trtmt	3
Psychological Testing	3
Case Conceptualization	1.5
Current Psychotherapy Topics	1

SPRING SEMESTER	7.5 UNITS
Psychosocial Stressors/Mntl Hlth	3
Comprehensive Project	3
Case Conceptualization	1.5

Two Year Track

First Year

FALL SEMESTER	13 UNITS
Clinical Foundations I	3
Advanced Developmental Psychology	3
Advanced Psychopathology	3
Ethical and Legal Issues	3
Current Psychotherapy Topics	1

SPRING SEMESTER	13 UNITS
Family Psychotherapy	3
Child and Adol. Psychotherapy	3
Psychodynamic Theory & Trtmt	3
Professional Skills in Clin. Practice	3
Research Methodology	1

SUMMER SEMESTER	7-12 UNITS
Psychotherapy and Diversity	3
Clinical Psychopharmacology	2-3
Violence, Abuse and Trauma	2-3
Career Development (optional)	3

Second Year

FALL SEMESTER	13.5 UNITS
Cognitive-Behavioral Theory & Trtmt	3
Psychological Testing	3
Couples Psychotherapy	3
Psychology, Theology & Spirituality	3
Case Conceptualization	1.5

SPRING SEMESTER	13.5 UNITS
Addictive Behaviors	3
Psychosocial Stressors/Mntl Hlth	3
Group Psychotherapy	3
Comprehensive Project	3
Case Conceptualization	1.5

CLINICAL PSYCHOLOGY COURSES

PSYG 590 • Seminar (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in psychology. May be repeated for credit.

PSYG 601 • Clinical Foundations I (3 units)
Clinical and theoretical foundations of the field of clinical psychology are presented with an emphasis on Client-Centered therapy and the development of beginning level skills. Course includes supervised experience which will be used in assessing eligibility for trainee status.

PSYG 603 • Advanced Psychopathology (3 units)
Socio-cultural, spiritual, emotional, and behavioral deviations of human behavior in adults are explored. Child and adolescent psychopathology is introduced. Course emphasizes the DSM, etiology, differential diagnostic skills, evidence based treatment and an understanding of cultural differences in the expression and assessment of pathology.

PSYG 604 • Ethical and Legal Issues (3 units)
Exploration of the legal and ethical issues pertinent to the field of psychology. The roles and responsibilities of the practitioner are evaluated emphasizing the application of ethical standards to clinical work in varied settings.

PSYG 605 • Family Psychotherapy (3 units)
Examination of the intervention techniques, evidence based practices, and major theories of Marriage and Family Therapy. Application of each theory is evaluated for cultural appropriateness, legal and ethical considerations, working with the severely mentally ill and their families, and use within community mental health services.

PSYG 611 • Clinical Foundations II (1-3 units)
Prerequisite: PSYG 601. This class offers additional training of basic clinical skills with an emphasis on facilitating the capacity for empathic listening, reflection, and skills necessary for building, monitoring, and maintaining a therapeutic alliance.

PSYG 613 • Research Methodology (1 unit)
Overview of behavioral science statistics focusing on how to conduct research, to be an educated consumer of research and to apply research findings to clinical practice.

PSYG 614 • Advanced Developmental Psychology (3 units)
An in-depth exploration of human development through the neurobiological, behavioral, socio-cultural, cognitive, and spiritual perspectives with an emphasis on attachment and clinical application.

PSYG 615 • Child and Adolescent Psychotherapy (3 units)
The clinical application of theory, assessment and treatment for children and adolescents is examined. Legal and ethical concerns, therapeutic interventions, diversity, socio-economic factors and development are addressed.

PSYG 616 • Psychodynamic Theory and Treatment (3 units)
Prerequisites: PSYG 603 and PSYG 604. A study of the theories and processes of therapy based on the psychodynamic modality. Emphasis is placed on understanding a client's internal dynamics. Application is made in relation to theoretical and DSM diagnoses, assessment and treatment of individuals as well as an understanding how this approach can be utilized in multiple settings and with multiple populations.

PSYG 617 • Cognitive-Behavioral Theory and Treatment (3 units)
Prerequisites: PSYG 603 and PSYG 604. A study of the theories and processes of therapy based on the cognitive-behavioral modality. Focus is placed on how belief systems interface with behavior and emotion. Application is made in relation to theoretical diagnosis, assessment and treatment of individuals, particularly with anxiety based or related conditions.

PSYG 618 • Current Psychotherapy Topics (1-3 units)
Study of a current topic within the field of psychotherapy. May be repeated for credit.

PSYG 620 • Clinical and Professional Development (1-3 units)
Prerequisites: PSYG 626. This class offers additional training of clinical skills, psychopathology, diagnoses, legal and ethical issues, report writing, treatment planning, and case conceptualization.

PSYG 626 • Professional Skills in Clinical Practice (3 units)
Prerequisites: PSYG 601, PSYG 603, PSYG 604, and an additional three units from any course(s) in the Graduate Program in Clinical Psychology. Documentation, case report writing, and treatment planning are taught while students are concurrently placed in a field practicum. Students learn how to create professional documents for community mental health settings, legal systems and private practice while developing their clinical skills.

PSYG 650 • Teaching Assistantship (1-4 units)
Open to students with the approval of the instructor and director. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The student assists an instructor in planning and conducting a course. These credits do not count toward degree requirements.

PSYG 655 • Research Assistantship (1-4 units)
Open to students with the approval of the instructor and director. Regular hours each week for classes and/or meetings are established at the beginning of the semester. The student carries out supervised research activities. These credits do not count toward degree requirements.

PSYG 660 • Career Development (3 units)
A study of current theories and processes regarding career development including decision-making models; interrelationships between work, family and other factors; and multicultural considerations in career development. Application is made to clinical practice; how to assess interest and ability; and how to access occupational, educational, and professional resources.

PSYG 670 • Special Topics (1-3 units)
Prerequisite: Consent of the instructor. Study of a special topic in psychology. May be repeated for credit.

PSYG 704 • Addictive Behaviors (3 units)
Current theoretical and clinical approaches regarding the etiology, diagnosis, treatment, and prevention of the spectrum of addictive behaviors are taught, with an emphasis on alcohol and substance abuse.

PSYG 710 • Psychotherapy and Diversity (3 units)
Class focuses on developing the student’s sensitivity, increased self-awareness, understanding and respect for the diversity of human beings and examines how issues of diversity are related to the therapeutic process. Emphasis is placed on enhancing cultural competency.

PSYG 711 • Violence, Abuse and Trauma (2-3 units)
Theoretical, legal and ethical understanding of abuse, trauma and crisis is explored by examining prevention, intervention, assessment, treatment and clinical application. Child Abuse, Domestic Violence and Family Violence are emphasized.

PSYG 712 • Psychology, Theology and Spirituality (3 units)
Explores the integration of psychology, theology, and spiritual formation and how it affects the mental health of the client. Consideration given to the role of the therapist and the therapeutic relationship with an emphasis on the Christian faith.

PSYG 716 • Couples Psychotherapy (3 units)
Theories of couple therapy are examined, including evidence based practices, emotionally focused therapy, systems theory, couple assessment, and therapeutic interventions.

PSYG 717 • Group Psychotherapy (3 units)
A study of the theories and processes of therapy based on the group modality. Focus is placed on the concepts of the primary therapeutic factors, stages, interventions, critical incidents and diversity. Application is made to group dynamics and development of clinical skills.

PSYG 720 • Clinical Psychopharmacology (2-3 units)
Prerequisite: PSYG 603. Overview of current research and use of psychotropic medications for the spectrum of disorders as described in the DSM are presented. Ethical, legal, and scope of practice issues are included.

PSYG 724 • Psychosocial Stressors and Mental Health (3 units)
Prerequisites: PSYG 603 and PSYG 604. Examination of the unique theoretical and clinical components related to working with minors, the elderly, and issues related to pregnancy, death and dying. Students are trained to work within the public mental health system and with the severely mentally ill. Placement within the legal system, housing and healthcare alternatives will be explored.

PSYG 725 • Psychological Testing (3 units)
Prerequisites: PSYG 613, PSYG 626. Basic testing skills are developed and psychometric theory is emphasized. Students are trained in the administration, scoring, interpretation and application of resulting data. Culturally appropriate use of assessment tools is included.

PSYG 726 • Case Conceptualization (1.5 units)
Prerequisite: PSYG 626. In-depth processing of clinical casework with emphasis on case conceptualization, etiology, diagnosing both theoretically and according to the DSM, treatment planning and prognosis. Case management and use of supervision are discussed with emphasis on appropriate referrals. Concurrent field placement is required for this course.

PSYG 727 • Practicum (0.5-1.5 units)
Prerequisites: PSYG 626 and permission of the program. Practicum placement management and oversight. Concurrent field placement is required for this course.

PSYG 730 • Applied Methods and Analysis of Research (1-3 units)
This class applies knowledge of research design and statistics to psychosocial research. Actual research will be designed and carried out. These credits do not count toward degree requirements.

PSYG 765 • Comprehensive Project (3 units)
Prerequisites: Final semester or by permission of professor. This comprehensive class assists the student in the synthesis of knowledge gained over the span of the graduate program for the purpose of furthering professional identity and competency. This class is completed during the final semester of coursework. Exit Project is completed and field placement is required concurrently with this course.

PSYG 799 • Continuing Registration (1-4 units)
May be required for each semester in which the student is not enrolled in any program coursework. May be required until all graduation requirements have been met. Credit does not count toward Master's degree requirements. PSYG 799 will carry a grade of "CE" (continuing enrollment) until all course requirements are met, at which time the grade will be changed to "CR" (credit).

GRADUATE PROGRAM IN EDUCATION

Mission: Providing a supportive, reflective learning community in which teachers develop the professional relationships, skills, and knowledge base necessary to empower ALL students to reach their highest potential. This program integrates vibrant Christian faith with all facets of learning and life.

GRADUATE PROGRAM IN EDUCATION

Preliminary Multiple Subject Credential Program (Accelerated, 3 Semester)
Preliminary Single Subject Credential Program (Accelerated, 3 Semester)
M.A. in Education

- Option 1: Curriculum and Instruction (Preliminary Credential)
- Option 2: Christian Education Leadership with a Preliminary Credential
- Option 3: Christian Education Leadership
- Option 4: Teacher Leadership

ACCREDITATION

Vanguard University is accredited by the Western Senior College and University Commission (WSCUC). The University has approval from the California Commission on Teacher Credentialing for the offering of Multiple and Single Subject teaching credentials.

The credential program is subject to change as prescribed by the California Commission on Teacher Credentialing (CTC).
The Vanguard University Graduate Program in Education reserves the right to make necessary changes in procedures, polices, calendar, curriculum and costs.

INSTITUTIONAL AFFILIATIONS

Vanguard University is a member of the Association of Independent California Colleges and Universities (AICCU) and is one of 91 members of the Council for Christian Colleges and Universities (CCCU) which was founded in 1976 to serve and strengthen Christian liberal arts colleges and universities.

Through the Graduate Program in Education, Vanguard University is affiliated with the California Council on Teacher Education (CCTE), the Association of Christian Schools International (ASCI), Christian Educators Association International (CEAI), the California Association of Colleges of Teacher Education (CACTE), the State of California Association of Teacher Education (SCATE), the California Educational Placement Association (CEPA), and the Credential Counselors and Analysts of California (CCAC).

ACADEMIC POLICIES

REFER TO THE **GRADUATE STUDIES** SECTION OF THE CATALOG FOR ADDITIONAL INFORMATION.

Academic Advisors

The faculty cohort leaders and the student teaching coordinator serve as academic advisors for credential students. The MA Core faculty and the Program Coordinator serve as academic advisors for MA students. The advisors provide students with current information and recommended courses.

Admission Requirements

- A Bachelor's degree from a regionally accredited institution
- A graduate program application with corresponding fee
- Official transcripts of all undergraduate and graduate courses
- Three letters of recommendation addressing potential success in a teacher education program
- An interview and acceptance with Graduate Education personnel
- It is strongly recommended that students have taken a statistics course before beginning the MA Core component

California Preliminary Credential: A cumulative 2.7 GPA in undergraduate work is required for regular standing admission into the credential program.

- or -

Students with a 2.5-2.69 GPA may be admitted on a probationary status. The probationary student will be eligible for regular standing in the credential program upon completion of the following 3 conditions:

    - Student must complete an additional 6-15 units of post-baccalaureate course work with a minimum of 3.0 GPA. All course work must be pre-approved and completed at VU prior to enrolling in the EDUG 500 series.
    - Student must complete the first required 12 graduate units of the program with a 3.5 GPA or higher.
    - Student will meet with the Coordinator and/or Director for a progress evaluation conference.
- The B.A. grade point average requirement is waived for a candidate with a Master's degree from an accredited institution.
- Meeting the Basic Skills Requirement (BSR)
    - Verification of passing the CBEST (California Basic Educational Skills Test) by presenting the passing scores. The CBEST should be taken at least 6 months prior to submitting an application to the Graduate Program in Education.
    - Achieve Qualifying Score on SAT or ACT
        - SAT – Math – 550; Critical Reading – 500
        - ACT – Math – 23; English – 22
    - College Board Advanced Placement (AP) Examinations
        - Scores of 3 or above in one of the following: AP Calculus AB, AP Calculus BC or AP Statistics
        - Scores of 3 or above in one of the following: AP English Language and Composition or AP English Literature and Composition
- California Subject Examination for Teachers (CSET) verification of passing scores are due July 20 for fall or November 20 for spring in order to begin Early Supervised Fieldwork. The CSET should be taken at least 6 months prior to submitting an application to the Graduate Program in Education.

    - or -
- Verification of Subject Matter Waiver

M.A. in Education: A minimum 3.0 GPA in undergraduate work is required for regular standing.

- or –

A student with a 2.7-2.9 GPA in all undergraduate work is eligible for admission with provisional standing. The student is eligible for regular standing upon successful completion of the first required 12 graduate units of the program with a minimum of a 3.5 GPA or higher.

- or -

A student with a cumulative undergraduate GPA of 2.5-2.69 may be admitted with provisional standing on a probationary status. Upon completion of the following 3 conditions, the student will be eligible for regular standing:

- Complete an additional 6-15 units of post-baccalaureate course work with a 3.0 GPA or above. All course work must be pre-approved and completed at VU prior to enrolling in the EDUG 500 series.
- Student must complete the first required 12 graduate units of the program with a grade point average of 3.5 or higher.
- Student will meet with the M.A. cohort professor for a progress evaluation conference to determine continuation in the degree program.

- The grade point average requirement is waived for a candidate with a Master's degree from an accredited institution.

See Graduate Studies catalog section for:

Academic Classification of Students
Auditing
International Students
Change of Class Schedule
Grading System
Registration
Special Class Enrollment Options
Veteran's Benefits

PROGRAM POLICIES

Leave of Absence

Students who find it necessary to interrupt the regular sequence of enrollment are expected to file an official Leave of Absence form, which can be obtained from the Program Office. Time spent on leave of absence is included in the M.A.7-year time limit for graduate course work and 5-year time limit for credential course work. Credential students must enroll in EDUG 599♦ Continuous Registration: Teaching Credential and M.A. students must enroll in EDUG 699♦ Continuous Registration: Master's Study.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from their classes. If the leave is granted after 75% of the semester, the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of W will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a W is issued. Refunds, if any, will be granted based upon the University's refund policy.

Medical or Compassionate Leave of Absence Policy

A medical or compassionate leave of absence request may be made for students who find it necessary to interrupt their studies temporarily. A medical leave may be granted for physical or mental health situations that significantly limits a student's ability to function successfully or safely in their role as student. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse: financial or academic difficulties: or other situations that may prevent the student from continuing in classes. A request for absence must be made with the Disability Services Office. Each leave request is individualized, and handled on a case-by-case basis.

Military Leave of Absence Policy

See Military Leave of Absence Policy in Graduate Studies section.

Re-Entry from a Leave of Absence

Credential and/or M.A. students who have filed an official withdrawal or leave of absence must submit a Readmission Application when they are ready to resume enrollment. If the student's application is accepted, he/she will be held responsible for academic regulations and program requirements in effect at the time of the student's initial enrollment, excluding any changes required by CTC or legislative action. If the student's application is denied, he/she will be required to reapply through the Graduate and Professional Studies Admissions Office.

Readmission

Credential and/or M.A. students who have been absent from the program for one or more semesters, and did not file an official withdrawal form or leave of absence, are considered withdrawn from the program and must reapply through the Graduate and Professional Studies Admissions Office. Students applying for readmission will be placed in the catalog year in which they re-enter. Credential students are subject to any changes due to CTC and legislative action.

Student Academic Load

A full-time academic load at the graduate level is 5-12 unit hours or more per semester, depending on specific program requirements. Credential students seeking financial aid must be enrolled in a minimum of 6 units. Credential students may not enroll for more than 16 unit hours in a regular semester without the approval of the Director of the Graduate Program in Education. M.A. students seeking financial aid must be enrolled in a minimum of 5 units.

Course Numbering System

In order to interface with the undergraduate program, academic units at the graduate level are also measured in semester hours. The course numbering system is as follows:

500 level = credential and/or M.A. students
600 level = M.A. students only

Program Grade Requirements

Students must maintain a B (3.0) GPA. A D grade is not acceptable in any of the course work in the sequence. No more than one C grade will be acceptable in credential course work. Courses may not be taken on a pass/fail or credit/no credit basis, with the exception of student teaching. Credit will be granted for student teaching based on an overall evaluation of B- or better.

Students are expected to gauge the course load for each semester so they will achieve a minimum of a B grade in each course attempted. Any grade below B is considered below minimal performance and indicates improvement is needed if the student expects to complete the program. If the student receives a second grade that is below a B, he/she will be required to meet with the Director of the Graduate Program in Education to determine whether the student should continue in the credential or graduate program. All grades will remain on the permanent record of students.

Students accepted under provisional standing for the credential or degree program should carefully review the grade requirements for change of status for their specific program.

Incomplete Work

The institution grans an Incomplete grade when a student has been prevented from completing some or all of the requirements of a course due to circumstances which were beyond the student's ability to prevent or foresee, and who has requested additional time to complete the course requirements. It is the responsibility of the student to obtain a Petition for Incomplete Grade in a Graduate Course form from the Program office and to contact the course professor(s) as early as possible. The professor is under no obligation to assign an incomplete grade. Examples of acceptable grounds for granting an incomplete grade include: personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of F or a grade commensurate with the completed work up to that point.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Academic Deficiencies

If a student has provisional standing due to coursework deficiencies, s/he may still enroll in graduate classes. However, all deficiencies must be removed before completing 20 credit hours of graduate work and before making application for advancement to candidacy

Credential Candidate Dismissal

According to CTC regulations, the institution has an obligation to public schools to deny admission or to dismiss candidates who are unsuited to be teachers. The institution reviews each candidate's competence throughout the program, informs candidates of their strengths and weaknesses, provides opportunities for corrective learning, places marginal candidates on probation, dismisses candidates who are deemed unsuitable as teachers, and considers candidate appeals.

Time Limits

Credential Study: All work for the preliminary credential must be completed in 5 years. Time spent on leave of absence is included in the 5-year time limit for the credential. A credential student who interrupts the sequence of study may be subject to changes in requirements when returning, particularly for CTC credentialing modifications.

Master's Degree: All work for the Master's degree must be completed within 7 years from the time of official admission into the Graduate Program in Education.

Time spent on leave of absence is included in the 7-year time limit for the M.A. degree.

Transfer of Credits/Units

Students transferring from an accredited graduate program may transfer a maximum of 6 unit hours when the courses transferred are equivalent and have direct applicability to the students' program design. Only courses with a grade of B (3.0), or higher will be considered for transfer toward the M.A. degree. Units being considered for transfer must have been taken no more than 5 years before the time of admission. No transfer unit can be granted for course work used for a degree awarded by another institution. All core courses must be taken at VU. The Director of the Graduate Program in Education must approve all transfers of units prior to admission.

M. A. Graduation Requirements

- Be accepted into the Graduate Program in Education with regular standing by having all deficiencies, if any existed at the time of admission, removed.
- Make application for advancement to candidacy upon completion of EDUG 605, 606, and no less than 4 calendar months before the expected date of graduation.
- Achieve a cumulative grade point average of 3.0 or higher on all 500- and 600-level graduate course work required for the degree with no more than one (1) course grade of C. All M.A. Core courses must be completed with a grade of B- or above.
- The Graduate Education Committee will make the final decision on the application for candidacy by determining if:
- The student has demonstrated both academic and professional ability in the program.
- The student's preparation constitutes a satisfactory foundation from which to complete the program.
- The student has the necessary value priorities, research skills, professional attitudes, and qualities of mind to justify continuation of study toward the M.A. degree.
- The student has settled all financial obligations to the University.

Application for Graduation

An application for graduation must be filed with the Registrar's Office during the first week of the student's final semester in which the degree is granted. Students who have filed an application for graduation and do not complete their requirements by the projected date of completion for which they have filed are required to file again in a later semester. Failure to comply with these regulations will preclude the granting of the Master's degree. Degree bound students must be officially enrolled in EDUG 610 or EDUG 699 in the semester in which they intend to submit the Application for Graduation.

Commencement

Commencement exercises are held at the end of the Spring semester for students who wish to participate. Degrees are formally awarded at the end of the Fall, Spring and Summer sessions. The date of degree posted on the transcript is the last day of the semester or Summer session in which the graduation requirements were met.

California Preliminary Credential Program

The Graduate Program in Education offers a Preliminary Credential Program and a Master of Arts Program. Eligible students may apply their credential course work toward a subsequent Master of Arts in Education. Declaration of pursuing the M.A. in Education with a Preliminary Credential must be made upon application into the program; otherwise, the student must reapply to continue in the M.A. program.

Student Learning Objectives

- Candidates build on prior knowledge, life experiences and interests to engage and support all students in learning.
- Candidates create and maintain effective environments for learning by engaging all students in purposeful learning activities.
- Candidates possess a clear understanding of subject matter and organize instruction for student learning.

- Candidates plan instruction and design learning experiences for all students that draws on and values each student's background, prior knowledge and interests.
- Candidates assess student learning by establishing and clearly communicating learning goals for each student.
- Candidates reflect on their teaching practice and actively engage in planning their professional development.

Grade Requirements for Credential Course Work

See Program Grade Requirements

Commission on Teacher Credentialing (CTC)

Credential requirements may change at any time during a student's program based on changes of legislative action by the CTC. According to CTC regulations, the institution has an obligation to public schools to deny admission, and to dismiss candidates who are deemed unsuitable teachers.

Program Requirements

After acceptance into the credential program, the student must complete the following:

- Certificate of Clearance or Substitute Teaching Permit Verification: An application for fingerprint clearance must be submitted prior to beginning the 500-level courses. A fee is required for the Commission on Teacher Credentialing (CTC) Clearance.
- TB Test Clearance: Must be submitted 3 months prior to beginning the credential coursework.

Subject Matter Requirements for the California Preliminary Multiple or Single Subject Credential:

See Admission Requirements - A student who otherwise meets admission requirements may be considered for provisional standing to the Program on a case-by-case basis prior to passing the CSET exam. The student recognizes that the CSET must be passed before beginning Early Supervised Fieldwork semester. If the student does not provide evidence of passing the required tests by July 20 for fall semester or November 20 for spring semester, the student must enroll in the 3 semester credential plan.

MULTIPLE SUBJECT: ACCELERATED COURSEWORK REQUIRED FOR THE PRELIMINARY CREDENTIAL

1st Semester		15 units
EDUG 508	Language and Culture in Context*	2 units
EDUG 509	Foundations in Teaching for Multiple Subject	2 units
EDUG 519	English Language Arts in Elementary Classrooms	3 units
EDUG 523	Instructional Design & Subject Specific Pedagogy for Multiple Subject	4 units
EDUG 525	Early Supervised Fieldwork for Multiple Subject	4 units

2nd Semester		12 units
EDUG 537	Curriculum Unit Planning for Multiple Subject	2 units
EDUG 586	Clinical Practice Seminar for Multiple Subject	2 units
EDUG 587	Clinical Practice Fieldwork for Multiple Subject	8 units

MULTIPLE SUBJECT: 3 SEMESTER COURSEWORK REQUIRED FOR THE PRELIMINARY CREDENTIAL

1st Semester		7 units
EDUG 508	Language and Culture in Context*	2 units
EDUG 509	Foundations in Teaching for Multiple Subject	2 units
EDUG 519	English Language Arts in Elementary Classrooms	3 units

2nd Semester — 8 units

CSET must be passed to begin this semester.

EDUG 526	Instructional Design & Subject Specific Pedagogy for Multiple Subject	4 units
EDUG 525	Early Supervised Fieldwork for Multiple Subject	4 units

3rd Semester — 12 units

EDUG 537	Curriculum Unit Planning for Multiple Subject	2 units
EDUG 586	Clinical Practice Seminar for Multiple Subject	2 units
EDUG 587	Clinical Practice Fieldwork for Multiple Subject	8 units

*EDUG 508: Language and Culture in Context may be satisfied by the Undergraduate course – ENGL 453: Language, Culture and Linguistics.

SINGLE SUBJECT: ACCELERATED COURSEWORK REQUIRED FOR THE PRELIMINARY CREDENTIAL

1st Semester — 15 units

EDUG 508	Language and Culture in Context*	2 units
EDUG 524	Foundations in Teaching for Single Subject	2 units
EDUG 526	Instructional Design & Subject Specific Pedagogy for Single Subject	4 units
EDUG 544	Language Acquisition for the Secondary Student	1 unit
EDUG 548	Metacognition & Reading Strategies for Student Learning	1 unit
EDUG 551	Literacy in the Content Area	1 unit
EDUG 535	Early Supervised Fieldwork for Single Subject	4 units

2nd Semester — 12 units

EDUG 534	Curriculum Unit Planning for Single Subject	2 units
EDUG 588	Clinical Practice Seminar for Single Subject	2 units
EDUG 589	Clinical Practice Fieldwork for Single Subject	8 units

SINGLE SUBJECT: 3 SEMESTER COURSEWORK REQUIRED FOR THE PRELIMINARY CREDENTIAL

1st Semester — 7 units

EDUG 508	Language and Culture in Context*	2 units
EDUG 524	Foundations in Teaching for Single Subject	2 units
EDUG 544	Language Acquisition for the Secondary Student	1 unit
EDUG 548	Metacognition & Reading Strategies for Student Learning	1 unit
EDUG 551	Literacy in the Content Area	1 unit

2nd Semester — 8 units

EDUG 526	Instructional Design & Subject Specific Pedagogy for Single Subject	4 units
EDUG 535	Early Supervised Fieldwork for Single Subject	4 units

3rd Semester — 12 units

EDUG 534	Curriculum Unit Planning for Single Subject	2 units
EDUG 588	Clinical Practice Seminar for Single Subject	2 units
EDUG 589	Clinical Practice Fieldwork for Single Subject	8 units

*EDUG 508: Language and Culture in Context may be satisfied by the Undergraduate course – ENGL 453: Language, Culture and Linguistics.

Clinical Practice Fieldwork
Clinical Practice Fieldwork is a full day experience at a school site. Candidates will teach 5 days per week, 6 hours a day. Credential candidates must complete a continuous clinical practice experience in a multicultural, multilingual environment. All assignments must be completed under the supervision of a credentialed Master Teacher and in the subject matter area that will appear on the student's credential. A University Supervisor will be assigned to each Student Teacher for supervision and support. Student teaching is a full-time experience that requires focus and attention.

Clinical Practice placements will be made by the department in local partner schools to satisfy EL Authorization requirements. Candidates cannot be placed at a school(s) where their own children currently attend, or where their relatives are employed. Placement outside a 12-mile radius of the Vanguard University campus require a minimum payment of $150 to cover additional mileage for the University Supervisor. Students with 3 or more years of full-time continuous private or public school experience in the appropriate credential area may be eligible for a modification of the length of student teaching. See the Student Teaching Coordinator for additional information.

Additional Preliminary Credential Requirements:

- Reading Instruction Competence Assessment (RICA) is for Multiple Subject candidates only. All students pursuing a multiple subject teaching credential must pass the RICA exam prior to applying for the credential. This exam is normally taken after completion of the reading courses.
- TPA (Teacher Performance Assessment)
  Tasks 1 and 2 are taken during the Early Supervised Fieldwork semester.
  Tasks 3 and 4 are taken during the Clinical Practice Fieldwork semester.
  Passing of either TPA Task 1 or 2 is required in order to proceed to Clinical Practice Fieldwork.
- CPR
- U.S. Constitution: met by POLS 155C, equivalent or by test

See Student Teaching Coordinator for specific details.

CTC requirements for the Clear Credential

Following issuance of the Preliminary Credential, a candidate will complete the Clear Credential requirements through an induction program offered through the school district in which they are employed.

Master of Arts in Education

Student Learning Outcomes

- BECOME A TEACHER-RESEARCHER TO ENHANCE TEACHING PRACTICE
- Link theory and research to inform instruction and assessment
- Demonstrate a knowledge base of educational issues relevant to student learning
- Plan curriculum that aligns methods of assessment with standards to inform instruction
- Use multiple sources of data to assess student learning
- Use theory and research to inform both formative and summative assessment
- Demonstrate a collaborative work ethic to improve professional practice
- Communicate clearly through appropriate methods and media, while monitoring, analyzing and adjusting for diverse settings and context
- Engage in reflective practice that balances data driven decision making and human dynamics
- Demonstrate a holistic approach to student learning that integrates faith and learning
- Embrace God's calling to maximize personal teaching-leadership skills and to demonstrate the qualities of a constructive change agent in the educational community

Option 1: M.A. in Education – Concentration – Curriculum and Instruction (Preliminary Credential)

The Master of Arts in Education with the California Preliminary Credential is designed for students interested in pursuing a Preliminary Teaching Credential and applying their graduate course work toward the Master of Arts in Education degree. When candidates apply, they must declare their intentions to pursue the M.A. in Education..

Admission Requirements for the M.A., California Preliminary Credential Program
See Academic Policies, Admission Requirements

Program Requirements for M.A. Option 1 37 units

California Preliminary Credential 25 units

M.A. Core Requirements 12 units

Prerequisite: Christian Education Leadership series course work; California Preliminary Credential from Vanguard; consent of Director. Regular standing is required prior to enrolling in the M.A. Core.

EDUG 605	Current Issues in Education	2 units
EDUG 606	Introduction to Educational Research	4 units
EDUG 609	Curriculum Design and Teaching	2 units
EDUG 610	Assessment and Evaluation	4 units

EDUG 605 should be taken as the first course of the M.A. Core and may be taken concurrently with EDUG 606. EDUG 610 must be taken as the final course of the M.A. Core. EDUG 609 may be taken concurrently with EDUG 610.

Option 2: M.A. in Education - Concentration – Christian Education Leadership with a Preliminary Credential

The Master of Arts in Education with Preliminary Credential and with Concentration in Christian Education Leadership is intended for the individual who wants to combine a California Preliminary Multiple or Single Subject Credential with additional graduate training in Christian Leadership. This program includes 9 credits of graduate work from the Leadership Studies component of the M.A. program in Religion.

Admission Requirements for the M.A./Preliminary Credential Program
See Academic Policies, Admission Requirements

Program Requirements for M.A. Option 2 46 units

Prerequisite: Christian Education Leadership series course work; California Preliminary Credential from Vanguard; consent of Director. Regular standing is required prior to enrolling in the M.A. Core.

California Preliminary Credential 25 units

Christian Education Leadership Requirements 9 units

Chose 9 units from the following courses:

CLSG 606	Spiritual Formation	3 units
CLSG 632	Team Building and Conflict Management	3 units
CLSG 638	Leadership and Global Issues	3 units
CLSG 646	Leadership and Character Development	3 units
CLSG 720	Theology and Theory of Leadership	3 units

Other electives from the Graduate Religion Leadership courses, with approval.

M.A. Core Requirements 12 units

EDUG 605	Current Issues in Education	2 units
EDUG 606	Introduction to Educational Research	4 units
EDUG 609	Curriculum Design and Teaching	2 units
EDUG 610	Assessment and Evaluation	4 units

EDUG 605 must be taken as the first course of M.A. Core and may be taken concurrently with EDUG 606. EDUG 610 must be taken as the final course of the M.A. Core. EDUG 609 may be taken concurrently with EDUG 610.

Option 3: Master of Arts in Education – Concentration - Christian Education Leadership

The Master of Arts in Education with an concentration in Christian Education Leadership is intended for the individual who wants to pursue career advancement in private education and/or administration. The focus is to integrate professional training in curriculum and Christian Education Leadership for a Master of Arts degree. This program includes 9 credits of graduate work from the Leadership Studies component of the M.A. Program in Religion. Students in this program will not be eligible for a California teaching credential.

Admission Requirements for the M.A./Preliminary Credential Program
See Academic Policies, Admission Requirements

Program Requirements for M.A. Option 3 34 units

Curriculum Preparation 13 units

Meet with the Program Coordinator for sequencing of coursework. Choose Multiple or Single Subject courses.

Multiple Subject

EDUG 508	Language and Culture in Context	2 units
EDUG 509	Foundations in Teaching for Multiple Subject	2 units
EDUG 523	Instructional Design & Subject Specific Pedagogy for Multiple Subject	4 units
EDUG 537	Curriculum Unit Planning for Multiple Subject	2 units
EDUG 540	Cross-Cultural Studies for Educators	3 units

~or~

Single Subject

EDUG 508	Language and Culture in Context	2 units
EDUG 524	Foundations in Teaching for Single Subject	2 units
EDUG 526	Instructional Design & Subject-Specific Pedagogy for Single Subject	4 units
EDUG 534	Curriculum Unit Planning for Single Subject	2 units
EDUG 540	Cross-Cultural Studies for Educators	3 units

Christian Education Leadership Requirements 9 units

Chose 9 units from the following courses:

CLSG 606	Spiritual Formation	3 units
CLSG 632	Team Building and Conflict Management	3 units
CLSG 638	Leadership and Global Issues	3 units
CLSG 646	Leadership and Character Development	3 units
CLSG 720	Theology and Theory of Leadership	3 units

Other electives from the Graduate Religion Leadership courses, with approval.

M.A. Core Requirements 12 units

Prerequisite: completion of required Curriculum Preperation and Christian Education Leadership course work; consent of the Director. Regular standing required prior to enrolling in M.A. Core.

EDUG 605	Current Issues in Education	2 units
EDUG 606	Introduction to Educational Research	4 units
EDUG 609	Curriculum Design and Teaching	2 units
EDUG 610	Assessment and Evaluation	4 units

EDUG 605 must be taken as the first course of the M.A. Core and may be taken concurrently with EDUG 606. EDUG 610 must be taken as the final course of the M.A. Core. EDUG 609 may be taken concurrently with EDUG 610.

Optional: Candidate may be eligible for the Preliminary Multiple or Single Subject Credential by completing the credential requirements. Please see the Program Coordinator for an individualized plan. By adding these courses, the candidate ensures eligibility for a California teaching credential.

Option 4: Master of Arts in Education – Concentration - Teacher Leadership

The Master of Arts in Education with an concentration in Teacher Leadership is designed for fully credentialed teachers who wish to enhance their leadership abilities by pursuing an M.A. in Education. This M.A. in Education option allows teachers to transfer in up to 6 units of graduate level credit from another accredited institution of higher education.

Admission Requirements for the M.A./Preliminary Credential Program
See Academic Policies, Admission Requirements

Program Requirements for M.A. Option 4 30 units

M.A. Electives 6 units

Up to 6 units of graduate education study transferred in from another institution, or six units of graduate electives to be completed at Vanguard University.

M.A. Area of Concentration 12 units

Four courses in the Teacher Leadership Concentration

EDUG 611	Advanced Models of Teaching	3 units
EDUG 612	Theories of Learning and Teaching	3 units
EDUG 613	Spiritual Formation for Teachers	3 units
EDUG 614	Curriculum Leadership and Collaboration	3 units

M. A. Core 12 units

EDUG 605	Current Issues in Education	2 units
EDUG 606	Introduction to Educational Research	4 units
EDUG 609	Curriculum Design and Teaching	2 units
EDUG 610	Assessment and Evaluation	4 units

GRADUATE EDUCATION COURSE DESCRIPTIONS

EDUG 508 • Language and Culture in Context (2 units)
This course surveys the acquisition and use of first and second languages. It examines the relationship of language to culture, language acquisition, and language analysis or linguistics, emphasizing the utility of such knowledge for educators. Stress is given to understanding language's reciprocal relation with culture, the nature of language systems and linguistic analysis to enable educators a better comprehension of second language acquisition within learning environments. This course requirement can be fulfilled by ANTH/ENGL/SPAN 453: Language, Culture and Linguistics.

EDUG 509 • Foundations in Teaching Multiple Subject (2 units)
Teacher candidates analyze the philosophical and historical background of public education in California. Candidates acquire a range of positive behavioral supports for students with the basic knowledge, skills and strategies for engaging and supporting diverse learners, including students with special needs, English learners, Standard English Learners, and students with other learning needs in the least restrictive environment. Candidates develop a plan to establish an inclusive and culturally responsive learning environment.

EDUG 519 • English Language Arts in Elementary Classrooms (3 units)
This course covers theories, principles and instructional practices of reading/language arts instruction in the elementary classroom and includes: language acquisition; four communication skills of listening, speaking, reading and writing; diagnostic and early intervention techniques; and key themes of a balanced, comprehensive, instructional program. Specific content knowledge needed in preparation for RICA is aligned in this course.

EDUG 523 • Instructional Design & Subject-Specific Pedagogy for Multiple Subject (4 units)
In this course, candidates, strengthen their subject matter expertise and application by familiarizing themselves with subject matter content standards and appropriate pedagogical strategies for teaching specific subject matter disciplines (math, science, social studies, etc.). Working with the cohort faculty leader and expert practitioners, teacher candidates develop lessons for the diverse populations of students in today's classrooms using the Backward Design planning strategy that focuses on integrating subject-specific content standards, Common Core Literacy standards, and English Language Development standards. Candidates develop in-depth lesson plans utilizing Inductive, Deductive, and Cooperative methodologies.

EDUG 524 • Foundations in Teaching for Single Subject (2 units)
This course provides the philosophical and historical foundations of education. Teaching candidates begin the development of a reflective professional classroom philosophy. Candidates evaluate their philosophical bias related to the classroom and examine the professional and ethical behaviors, which contribute to teacher success in a school community. Additionally, this course prepares candidates with basic knowledge, skills and strategies for teaching diverse and special populations, including students with disabilities, students on behavior plans, and gifted and talented students in the general education classroom. Individuals become familiar with the cultural and individual diversity of the school community.

EDUG 525 • Early Supervised Fieldwork for Multiple Subject (4 units)
This early supervised field experience provides the candidate with an opportunity

to work directly with learners in a University assigned elementary classroom with a Master Teacher, 180 hours for the semester. Candidates observe and apply instructional strategies under the leadership of the Master Teacher to learn to manage and deliver instruction in the elementary classroom. Lab fees cover CEAI Insurance, Master Teacher, Subject Mentor and TPA fees.

EDUG 526 • Instructional Design & Subject-Specific Pedagogy for Single Subject (4 units)
In this course, candidates, strengthen their subject matter expertise and application by familiarizing themselves with subject matter content standards and appropriate pedagogical strategies for teaching specific subject matter disciplines (math, science, social studies, etc.). These strategies focus on the candidates' prospective subject-specific credential and the diverse populations of students in today's classrooms. Working with the cohort faculty leader and expert practitioners, teacher candidates develop lessons using the Backward Design planning strategy that focuses on integrating subject-specific content standards, Common Core Literacy standards, and English Language Development standards. Candidates develop in-depth lesson plans utilizing Inductive, Deductive, and Cooperative methodologies.

EDUG 534 • Curriculum Unit Planning for Single Subject (2 units)
This course helps candidates to connect the subject matter content and standards to appropriate performance tasks and instructional strategies, as they learn to plan curriculum units. Candidates learn to model and assist students to integrate technology and media into content-specific literacy when conducting research, producing and publishing writing, creating multimedia presentations, and interacting and collaborating with others in this and other disciplines. Through cooperative methods, candidates learn that after a discovery activity, students need the opportunity to independently apply their learning.

EDUG 535 • Early Supervised Fieldwork for Single Subject (4 units)
This early supervised field experience provides the candidate with an opportunity to work directly with learners in a University assigned secondary classroom with a Master Teacher for 180 hours for the semester. Candidates observe and apply instructional strategies under the leadership of the Master Teacher to learn to manage and deliver instruction in the secondary classroom. Lab fees cover CEAI Insurance, Master Teacher, Subject Mentor and TPA fees.

EDUG 537 • Curriculum Unit Planning for Multiple Subject (2 units)
Teacher candidates develop an interdisciplinary unit plan, integrating knowledge of subject-specific pedagogical skills including Health and Physical Education. Teacher candidates collect and analyze student assessment data from multiple measures and reflect on their teaching practices and level of subject matter and pedagogical knowledge to plan and implement instruction.

EDUG 540 • Cross-Cultural Studies for Educators (3 units)
This course explores the definition of culture, its mechanisms for adaptation, acculturation, and assimilation. This course fosters an appreciation of cultural diversity as a product of cross-cultural contact, raise issues for teaching within a multicultural classroom, and demonstrate appropriate responses, communication techniques and strategies suited to educating those with differing world view ideologies.

EDUG 541 • Philosophy of the Christian School (1 unit)
A study of the educational philosophy of evangelical schools. Major philosophies are discussed and related to teaching within the context of a Christian worldview. Distinctive of Christian philosophy is emphasized. This course meets the Association of Christian Schools International (ACSI) certification requirements for philosophy.

EDUG 544 • Language Acquisition for the Secondary Student (1 unit)
This course focuses on how to move middle and high school students who are non-English speakers into and through English language literacy. Teacher candidates read and discuss first and second language acquisition theories and the various programs appropriate for students at each level of fluency. By practicing methods of teaching English language development, teacher candidates engage in using strategies, techniques, and methods that have proved successful in fostering high achievement.

EDUG 545 • Specially Designed Academic Instruction in English/SDAIE for the Elementary Student (1 unit)
SDAIE methodology focuses on English language learners' academic learning skills for mastery of subject matter. Multiple subject teacher candidates learn how to use verbal communication, materials, and instructional strategies for academic proficiency in content areas. Special attention is given to use of SDAIE methodology in the teaching of specific subject-matter content standards.

EDUG 546 • Specially Designed Academic Instruction in English/SDAIE for the Secondary Student (1 unit)
Single subject candidates learn to adapt the curriculum for secondary students who are acquiring English. Information includes analyzing the subject matter to determine content knowledge and academic skills necessary for success, modifying the text for comprehension, adjusting assignments, and classroom discourse, and using visual aids and resources. Special attention is given to use of SDAIE methodology in the teaching of specific subject-matter content standards.

EDUG 548 • Metacognition and Reading Strategies for Student Learning (1 unit)
Single subject candidates focus on theories and methods which enhance learning across the curriculum for middle and high school students. The course assists candidates in developing teaching methods that ensure students are successfully comprehending course content, accessing long-term memory, taking effective notes, and communicating learning concepts. Candidates learn to teach to the strength of each personality type. Candidates also learn the basics of explicit reading instruction at the secondary level. Materials fee.

EDUG 551 • Literacy in the Content Area (1 unit)
Single subject candidates learn to write lesson plans for middle and high school students in their particular subject matter area integrating reading, writing, listening, speaking and thinking. Candidates explore the role of language fluency in comprehension and teach an integrated lesson which enhances content mastery.

EDUG 559 • Creating a Supportive and Healthy Environment for Student Learning (.5 units)
Prepares candidates with basic knowledge, skills and strategies for creating healthy and supportive learning environments in elementary and secondary schools. Candidates also revisit issues related to how personal, family, school, community and environmental factors are related to students' academic, physical, emotional and social well-being. Candidates learn about the effects of student health and safety on learning and review the legal responsibilities of teachers related to student health and safety.

EDUG 565 • Use of Technology in the Classroom (2 units)
A study of the nature and use of technology in the educational process. An emphasis is placed on Computer Assisted Instruction (CAI) and the selection of software with a hands-on approach to the use of word processing, spreadsheets, and other programs that are of assistance to educators or are currently used with students in K-12 classrooms. This course meets the CCTC standards for the level 1 technology requirement.

EDUG 570 • Special Topics (1-3 units)
Special topics in education: curriculum, assessment, instruction, community partnerships, classroom management and research.

EDUG 572 • Advanced Study of Teaching English Learners (2 units)
This course provides an advanced understanding of the candidate's role of teaching English Learners within the state of California. The course builds on the knowledge, skills, and abilities acquired during the professional teacher preparation program for the delivery of comprehensive, specialized instruction for English learners. Each candidate examines school organizational structures and resources designed to meet the needs of English learners, and demonstrates the ability to implement the instructional program for English Language Development. Each candidate demonstrates the ability to implement adopted instructional programs and the development of academic language, comprehension, and knowledge in the core academic curriculum that promote students' access and achievement in relation to state-adopted academic content standards and performance levels for students. Each candidate becomes familiar with local and

state-adopted assessments for English language proficiency, and how these instruments are used to measure student accomplishment and to place students and diagnose their needs. Each candidate uses knowledge of his/her students' backgrounds, experiences, family structures, cultures, and languages in planning instruction and supporting individual student learning. This course meets the CTC standards for the Professional Clear Credential requirement for SB 2042 preliminary credentials candidates who do not have access to a district induction program.

EDUG 573 • Advanced Study of Health for Educators (1 unit)
This course provides a basic understanding of the candidate's role in promoting personal, classroom, and school health and safety through appropriate prevention and intervention strategies. Candidates demonstrate an understanding of the relationship between student health and student learning, and develop competencies in detecting and handling the health problems of their students. Local and community resources to support student health are investigated. Candidates learn about character education and how to create an emotionally healthy classroom environment for learning. The California Health Framework grade level content, methods, and processes for teaching health education are studied. Candidates have opportunities to show evidence of selected Teacher Performance Expectations through class activities and assignments. California Ed Code and federal law relating to health, safety, and parents' rights are presented. This course meets the CTC standards for the Professional Clear Credential requirement for SB 2042 preliminary credential candidates who do not have access to a district induction program.

EDUG 574 • Advanced Study of Teaching Special Populations (2 units)
This course provides each candidate with the opportunity to deepen their knowledge, skills, and strategies for teaching special populations, including students with disabilities and gifted and talented students in the general classroom. Particular emphasis is given to creating a positive, inclusive climate of instruction for all special populations in the general classroom. This course meets the CTC standards for the Professional Clear Credential requirement for SB 2042 preliminary credentials candidates who do not have access to a district induction program.

EDUG 576 • Advanced Use of Technology to Support Student Learning (1 unit)
This course facilitates teachers' mastery and application of technology in the classroom, providing advanced tools for developing and revising standards-based lessons and units using technology. Teachers are introduced to the process of designing and planning lessons and units that integrate the key elements of content standards, activities, technology resources and assessments. This course meets the CTC standards for the Professional Clear Credential requirement for SB 2042 preliminary credentials candidates who do not have access to a district induction program.

EDUG 586 • Clinical Practice Seminar for Multiple Subject (2 units)
This seminar course includes reflection on advanced clinical practice experiences in elementary education and their connection with the Teaching Performance Expectations (TPE's). This course focuses on the connection between the community, family, school and classroom, and prepares candidates for the professional job market and continued professional growth and development.

EDUG 587 • Clinical Practice Fieldwork for Multiple Subject (8 units)
During clinical practice, credential candidates work directly with learners in a University assigned elementary classroom with a Master Teacher, five full days per week during the semester. Candidates experience the daily responsibilities of running a culturally and linguistically diverse classroom. Candidates practice under the expert monitoring of a Master Teacher with mentoring from a University Supervisor. Lab Fee.

EDUG 588 • Clinical Practice Seminar for Single Subject (2 units)
Clinical practice experiences are designed to provide the candidate with a developmental and sequential set of activities that are integrated with the coursework and extend the candidate's learning through application of theory to practice with secondary students in California public school classrooms. This seminar course enhances the teach-reflect-revise cycle by allowing candidates to reflect on lessons taught in clinical practice, collaborate with peers, and revise their instruction for improved student learning.

EDUG 589 • Clinical Practice Fieldwork for Single Subject (8 units)
During clinical practice fieldwork, credential candidates work directly with learners in a University assigned secondary classroom with a Master Teacher, 5 full days per week during the semester. Candidates experience the daily responsibilities of running a culturally and linguistically diverse classroom. Candidates practice under the expert monitoring of a Master Teacher with mentoring from a University Supervisor. Lab Fee.

EDUG 590 • Seminars in Education (1-6 units)
Mutual investigation of one topic in education of particular relevance to graduate students in education.

EDUG 591a • Pedagogical Reflection and Practice (1 unit)
In this course, teachers are introduced to job embedded learning and the plan-teach-reflect-apply cycle. While completing CFASST Events 1, 2, and 3, they will study the local context where they are teaching and begin the process of analyzing the impact of their teaching on student learning. This course is offered in the Fall semester for new teachers and trained support providers starting the induction experience.

EDUG 591b • Pedagogical Reflection and Practice (1 unit)
In this course, teachers develop and implement the Individual Induction Plan. Student work is also used to conduct an in-depth inquiry in entry-level, monitoring and summative assessment practices. Teachers enroll in this course during the second semester while completing CFASST Events 4-6.

EDUG 591c • Pedagogical Reflection and Practice (1 unit)
New teachers and support providers may obtain one unit of university credit for participating in 15 hours professional growth directly related to SB 2042 completion requirements and CFASST. These hours must be described in the district's state approved induction program. Teacher attendance and completion of all requirements must be verified by the local BTSA Induction Program to receive university credit.

EDUG 591d • Pedagogical Reflection and Practice (2 units)
This course includes an investigation of specific characteristics of the teachers' class, school, district and community that affect daily teaching. Students analyze the results of several assessments including literacy in primary language to discover the prior academic achievement of their students. This data will be used to develop short and long term instructional plans that are also guided by the California Content Standards and Frameworks. Students enroll in this course during the Fall semester of the second year of induction while completing CFASST 7, 8, and 9.

EDUG 591e • Pedagogical Reflection and Practice (2 units)
In this course teachers complete a self-assessment on their level of implementation of the California State Frameworks to assist them in reflecting on their teaching to date. They participate in the district's colloquium by sharing a selection of significant work with colleagues. This course is taken by teachers in their final semester of state approved induction and while completing CFASST 10, 11, and 12.

EDUG 591f • Pedagogical Reflection and Practice (2 units)
New teachers and support providers may obtain two units of university credit for participating in 30 hours of professional growth directly related to SB 2042 completion requirements and CFASST. These hours must be described in the district's state approved induction program. Teacher attendance and completion of all requirements must be verified by the local Induction Program to receive university credit.

EDUG 599 • Continuous Registration: Teaching Credential (1 unit)
Prerequisite: Admission to teaching credential program; completion of at least nine units of 500 level credential coursework. This unit does not count toward Master's degree or credential requirements. Fee is equivalent to one unit of Graduate Education tuition. Candidates who have not met all testing and/or other credential requirements to continue to Advanced Student Teaching are required to register for EDUG 599. During this semester, the candidate conferences with a faculty cohort leader and/or university supervisor. Continuous registration ends when the candidate is formally recommended for Advanced Student Teaching or withdraws from the

program. EDUG 599 carries a grade of CE (Continuing Enrollment) until are requirements are met, at which time the grade is changed to CR (Credit).

EDUG 605 • Current Issues in Education (2 units)
Prerequisites: Regular standing and consent of Director. An in-depth investigation of current problems and issues that affect education in America. Students will also study current trends in curriculum, teaching practice, and school organization and evaluate them in terms of the effectiveness of teaching and learning and the quality of life in the school community.

EDUG 606 • Introduction to Educational Research (4 units)
Prerequisites: EDUG 605 or concurrent enrollment. This course enables graduate students in education to become acquainted with literature on research methodologies, and to develop an understanding of such methodology in light of educational research. The goal is to become a critical reader of research reports, and a consumer and producer of research. To this end, a series of research assignments enable the student to apply his/her learning and to develop skills in interpreting research designs and research literature.

EDUG 609 • Curriculum Design and Teaching (2 units)
Prerequisites: EDUG 605 and consent of Director. This course provides students with the opportunity to examine historical, philosophical, and sociopolitical influences on the curriculum of American public schooling. Curriculum design, implementation and evaluation strategies are considered. The role of teachers and others in curriculum decision making are explored, particularly as it relates to educational change. Particular emphasis is given to state curriculum documents and curricular recommendations of professional associations.

EDUG 610 • Educational Assessment and Evaluation (4 units)
Prerequisites: EDUG 605, 606 and 609 (or concurrent enrollment with EDUG 609). This course focuses on qualitative and quantitative assessment instruments that are needed to evaluate the potential and progress of children throughout the instructional process. The course covers both individual and program evaluation methods (includes formal and informal methods of assessment).

EDUG 611 • Advanced Models of Teaching (3 units)
This course explores varied strategies of instruction, culminating in the identification and study of fifteen models of teaching. Students examine relationships among theories of learning and instruction, as well as various instructional alternatives.

EDUG 612 • Theories of Learning and Teaching (3 units)
This course examines principles of teaching that can be derived from psychological theories and research, including behavioral, cognitive, and social theories.

EDUG 613 • Spiritual Formation for Teachers (3 units)
This course provides teachers with the opportunity to explore the spiritual dimensions of teaching, drawing upon the history of Christian spiritual formation literature in relation to the calling to teach. Students read classics of Christian spirituality, examine writings about the teaching vocation, and connect the two through personal reflection on the spiritual dimensions of their own teaching experience.

EDUG 614 • Curriculum Leadership and Collaboration (3 units)
This course is about teacher learning, evaluating and organizing high quality professional development. Candidates study and practice high yield strategies for improving professional practice including peer coaching, collaboration, study groups and learning teams. Well-designed evaluations inform candidates about the effectiveness of professional development practices and guide the content, form and structure for creating teacher-led learning community. The literature on professional development and reviews of modern professional development programs along with practical guidance are covered in this course.

EDUG 670 • Special Topics (1-3 units)
Special topics in education; curriculum, assessment, instruction, community partnerships, classroom management and research.

EDUG 680 • Individual Studies (1-6 units)
An individual study initiated by the student who must develop a written prospectus of the proposed study and secure an appropriate sponsoring faculty member to supervise and evaluate the study. Up to a maximum of six credits of individual study may be applied toward degree requirements. Permission of the Director of the Graduate Program in Education.

EDUG 690 • Seminars in Education (1-6 units)
Mutual investigation of one topic in education of particular relevance to graduate students in education.

EDUG 699 • Continuous Registration: Master's Study (1 unit)
Prerequisite: EDUG 610 and advancement to candidacy. Continuation of independent project study. Credit does not count toward Master's degree requirements. (Fee equivalent to one-unit hour of tuition.) EDUG 699 carries a grade of CE (continuing enrollment) until all course requirements are met, at which time the grade is changed to CR (credit).

TEACHER ADVANCEMENT PROGRAM

Mission: Increasing teacher effectiveness by offering courses that build new knowledge and develop teaching skills.

The Graduate Program in Education's Teacher Advancement Program (TAP) courses are designed to provide current teachers with continuing education to increase their knowledge and effectiveness in the classroom. Vanguard University and TAP have partnered with College Credit Connection (CCC) to provide a wide variety of learning formats to teachers. The courses are graduate level and may be eligible for salary advancement units. The Teacher Advancement Program is a non-degree seeking program and courses may not transfer to another institution of higher education for credit. TAP's courses are offered through a variety of instructional formats and delivery methods, including videos and DVDs, traditional face-to-face, online platforms, post-conference and CEU practicum, and independent study. Face-to-face courses generally last from five to seven class periods and are offered in various locations throughout California. A wide range of topics and courses are available on the CCC website that offers various learning formats, course intervals, timing and delivery methods. Courses are taught by highly qualified instructors with educational and professional backgrounds in teaching and learning. Teachers who hold a bachelor's degree are eligible to enroll in TAP courses. Additional information about the TAP program can be found at http://www.CollegeCreditConnection.com.

Academic Calendar

The Teacher Advancement Program operates on a year round, three semester basis (Fall, Spring and Summer). Courses begin at various intervals throughout the year. Students may enroll at http://www.CollegeCreditConnection.com by following the Enroll link after choosing a course. Check the current course schedule reflects any pre-registration requirements.

The Teacher Advancement Program follows the same semester end dates as the traditional undergraduate college. TAP start dates for each semester always begin the following day after the end of each traditional undergraduate college semester.

TEACHER ADVANCEMENT PROGRAM ACADEMIC POLICIES

NON-DEGREE STUDENT Classification and Course Load

All TAP students are classified as non-degree students. They earn academic credit for work completed successfully, but are not considered degree-seeking students at Vanguard University. TAP courses are further classified as Professional Development courses. A student enrolled in at least six (6) units within a semester is considered half-time; a student enrolled in at least twelve (12) units within a semester is considered full-time.

Plagiarism

Webster's Dictionary defines plagiarism as the act of taking the writings of another person and passing them off as one's own. Plagiarism, cheating, or copying others work is a serious issue and will not be tolerated.

Plagiarism includes, but is not limited to, submitting two or more copies of the same research paper, which are used to fulfill the requirements for more than one class without the consent of the professor(s); copying text from a fellow student, utilizing prewritten articles and/or papers written by another individual; using someone else's words or ideas without crediting that person, with or without the permission of the original writer to use his/her ideas. All material borrowed verbatim must be put in quotation marks and credited appropriately, regardless of the source. Students are responsible for submitting their own work. Plagiarism and cheating can result in a failing grade for assignments and/or the entire class grade.

If students suspect that their work has been plagiarized by another student, they should immediately contact the instructor so action can be taken.

Course Attendance

Due to the content of TAP courses and the emphasis on participatory learning, students must show active participation (as defined in the syllabus). Students in the face-to-face learning format are expected to report to each class session and complete the work required. Attendance requirements for face-to-face classes are established by each instructor.

Incomplete Grades

Faculty may assign a grade of I (Incomplete) to students when they warrant additional time to complete coursework is warranted due to situations beyond their control (i.e. serious illness, accident, or death of a family member). If approved, incomplete work for TAP students must be completed no later than thirty (30) days following the final class session. If the incomplete work is not completed within the prescribed period of time, the student will automatically receive a failing grade and the grade will be placed on the permanent record of the student. Instructors are under no obligation to assign an incomplete grade or offer make up assignments. Request for exceptions or extensions to the thirty (30) day limitation must be submitted in writing to the CCC's Chief Academic Officer.

Note: An Incomplete is granted only for such circumstances as major personal or family crisis. Unacceptable reasons include: course load too heavy, previous incompletes, regular job or ministry responsibilities, difficulty with the English language, computer problems, etc.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeal Policy

A student wishing to contest a grade should first seek an explanation in writing from the course instructor assigning the grade. If the instructor is unable to provide supporting material related to the issued grade, or if a mutually acceptable resolution cannot be reached between the student and instructor, a written appeal may be made to the CCC Chief Academic Officer (CAO). The CAO will review the case and, if possible, discuss the issue with both the instructor and student. The CAO will make every effort to reach a mutually satisfactory resolution for the grade appeal by conferring with the student and instructor. Appeals must be initiated no later than thirty (30) days following the last day of the semester in which the grade was assigned.

Course Sections

A student may take up to four sections of the same course number for face-to-face courses designated ABCD. Students are responsible for knowing which section of

the course they are taking and to complete the Registration and Enrollment Agreement accordingly. Any mistakes on the student's transcript due to enrolling in the incorrect section will result in a corrected transcript at a cost assessed to the student.

For more information on course descriptions, please see the All Courses section at http://www.CollegeCreditConnection.com.

Transcripts

An unofficial transcript for each course completed will be emailed to students at the email address designated on their Registration and Enrollment Agreement. Students should allow 2-4 weeks after the class has ended to receive their official transcript. Students who currently owe tuition funds to Vanguard University and/or CCC will have a hold placed upon their transcripts until their account is settled. There may be additional processing time for students who pay their tuition by a personal or corporate check. For more information, please see the FAQ section at http://www.CollegeCreditConnection.com.

Students may request an Official Transcript through the Registrar's Office. There is a minimal fee per transcript. Allow 7 working days for processing. Transcripts may be ordered through the Registrar's Office by completing the Transcript Request Online Form at http://www.vanguard.edu/registrar/transcript/. Students requesting an Official Transcript earlier than the 2-4 week timeframe are recommended to contact the TAP office to ensure the complete recording of current courses and grades to their record. Re-sent official transcripts may be subject to an additional transcript fee.

Academic Disqualification

TAP students are subject to immediate academic disqualification if it has been determined that the student does not currently hold a minimum of a Bachelor of Arts degree with an accredited university.

Teacher Advancement Program Drop and Refund Policy

Drop Policy

TAP courses may be dropped by completing a Drop Form and contacting the CCC office with written intent to drop the course. Drop Forms are accessed at *http://www.CollegeCreditConnection.com*. Without written notice, the student will remain officially registered in the course listed on their enrollment agreement and will be financially and academically responsible for it. All drops will be processed using the date when the student's written notification is received by the CCC office.

Students who email their drop request are advised to make a copy of the email with date and time stamp as well as receiver confirmation (if possible). Students should also confirm with the CCC office on the following business day, via phone, that the email request to drop was received. If the written request to drop is made via mail, the student must ensure the request is mailed in enough time to reach the CCC office before the beginning course date. Neither Vanguard University nor CCC are responsible for drop requests sent via email that are not routed correctly and result in non-receipt of the request by the CCC office. For face-to face courses, students should also contact their course coordinator to notify them of their intent to drop a given course.

If a face-to-face class is currently in session, students must have the course coordinator sign the Drop Form and send it to the CCC Office. Students who have pre-registered for the class, may send the form to College Credit Connection, 2331 Honolulu Avenue, Suite H, Montrose, CA 91020. The form may also be faxed to: 818- 279-0567. Upon receipt, CCC will review and process any applicable refunds. For more information, please see the FAQ section at *http://www.CollegeCreditConnection.com*.

Non-Payment Policy

Students whose payment does not clear will be contacted by the CCC office to provide a new payment method. Acceptable payment methods are PayPal, electronic checks, money orders, and/or cashier's checks. All transcripts will be held for an account that has an outstanding balance. If a student fails to provide payment in a timely manner, CCC will turn the account over to a collection specialist, and the student will not be allowed to register for any additional course until the balance is paid in full.

Refund Policy

Tuition refunds may be issued for withdrawal/cancellation when a written notice is filed with the CCC office. Refunds will be based on the date of receipt by the CCC office according to the tuition refund schedule. For more information, please refer to the Refund Policy listed in the FAQ section at www.CollegeCreditConnection.com.

Refunds will be mailed within 30 days after CCC receives written notification of the cancellation. Once the student has notified CCC and has been advised in writing of the receipt of their notice, students may request their refunds from the CCC website.

If CCC or Vanguard University cancels or discontinues a course, a full refund of all charges will be applied. Material fees are non-refundable after the first class meeting.

GRADUATE PROGRAM IN NURSING

Mission: Equipping nurse leaders and educators for a life of leadership and service by providing a challenging program of study, guided professional development, and integrated faith based learning within a dynamic and supportive learning environment.

MASTER OF SCIENCE IN NURSING EDUCATIONAL LEADERSHIP

MSN Description

The purpose of the Master of Science in Nursing Degree is to offer a dual track program for the working, baccalaureate prepared nurse. Emphasis will focus on the development of both theoretical knowledge and practical skills in the areas of nursing/patient/staff education and leadership. In lieu of a thesis, the student will complete a faith-based thesis project that addresses a geographical health need. All courses are offered in an online or hybrid format except for practica. The Program consists of 40-42 units that can be completed in a minimum of six semesters.

Program Goals

1. Critical thinking
2. Cultivation of character
3. Development of professional skills
4. Life of compassionate nursing leadership
5. Enhancement of patient health in complex healthcare systems

Program Learning Outcomes

1. Advocate for health policy changes that enhance population health and promote professional nursing practice.
2. Select technology to provide and present health information to clients and students.
3. Conduct a comprehensive health assessment for culturally diverse individuals and selected aggregate(s).
4. Design a health care course or program.
5. Support legal and ethical guidelines in all aspects of nursing practice.
6. Develop a thesis project using research, critical thinking, and evidence-based practice skills.
7. Prepare to assume a senior leadership/management position and/or the role of educator in a health care agency or college setting.
8. Integrate faith and lifelong learning in personal and professional life.

APPLICATION INFORMATION

Applications and information about graduate program admission may be obtained from the Graduate and Nursing Admissions Office:

- Phone: (714) 966-5499 main or (877) 669-8872 toll free
- Email: admissions@vanguard.edu
- For deadlines and to apply: http://www.vanguard.edu/gpsadmissions/

Application Checklist

All application documents must be submitted in one envelope and sent to the Graduate and Professional Studies Admission Office at 55 Fair Drive, Costa Mesa, CA 92626.

You may also apply on-line and send the documents under separate cover:

1. $45 application fee
2. Completed admission application
3. Photograph of applicant (passport size or larger)
4. Two professional reference forms and letters
5. Official transcripts from all colleges and universities including nursing program
6. Copy of California Registered Nurse (RN) license. License must be current and clear.
7. Evidence of all required immunizations/titers and physical exam report
8. Copy of Basic Life Support (BLS) certificate.
9. Statement of Purpose (250 words)
10. Professional resume
11. Background check and immunization tracker system (contracted by the university)

Admission Requirements for MSN program

1. A clear and current license to practice as a RN in the State of California. A current copy of the license must be submitted in the admission packet.
2. An earned baccalaureate degree from an accredited college or university. The baccalaureate degree can be in Nursing or in another discipline.
3. One year of experience as a RN in the last 5 years.
4. A minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale in all baccalaureate course work.
5. Completion of a college level elementary statistics course.
6. Completion of the Vanguard University application to Graduate Nursing.
7. Official transcripts from each college/university, school of nursing attended.
8. Two professional letters of recommendation are required for MSN applicants except for prospective students who are graduates from the Vanguard RN to BSN program. For Vanguard graduates, only one letter of recommendation is required. No personal letters of recommendation will be accepted.
9. A copy of the candidate's professional resume.
10. A 250 word typed Statement of Purpose.
11. Evidence of all required immunizations and report of a current physical exam (within one year of program application).
12. A copy of a basic life support certification (BLS).
13. An interview with the MSN Coordinator or Director of Nursing.
14. All documents must be submitted in one envelope and sent to the Graduate Admission Office prior to scheduling an admission interview.
15. Background check and immunization tracker system

NOTE: Graduates of foreign schools must have their transcripts evaluated prior to the beginning of the admission process. A list of acceptable agencies can be obtained from the Vanguard University Registrar's Office. Candidates, for whom English is a second language, must also be evaluated via TOEFL.

Transfer of Credits

Students transferring from an accredited graduate program may transfer a maximum of six (6) semester unit hours when the courses transferred are equivalent and have direct applicability to the student's program design. A transfer request must be approved by the Director of the Nursing Program prior to admission.

Academic Policies

Credit Hour Policy

See Credit Hour Policy section in University Policies.

Academic Probation

Students admitted to the graduate program with Regular Standing who later receive a cumulative or current grade point average below 3.0 will be changed to Probationary Standing. Students with such standing must obtain both a cumulative and current grade point average of 3.0 or greater the following semester. If after one semester of Probationary Standing the student is not able to obtain a grade point average of a B (3.0) he/she may be dismissed from the graduate program. The likelihood of dismissal significantly increases if the student has received one or more grades of "C" or below.

Malpractice Insurance

Each student must have basic malpractice insurance ($1 million/$3 million) before the beginning of the first practicum. This will occur during the third semester of the MSN program. Malpractice insurance is renewed yearly.

Professional/Clinical Probation

Students admitted to the graduate program with Regular Standing, who later do not maintain satisfactory clinical or professional performance in departmental or practicum related activities, may be placed on Probationary Standing. The student must meet with their advisor to discuss the requirements necessary to achieve satisfactory clinical performance and to regain Regular Standing.

GRADING

Grading System

The Grading System is outlined in each MSN syllabus. The student is responsible for reviewing this information.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Incomplete Work

An "Incomplete" grade is the way the institution agrees to respond to a student who has been prevented from completing some or all of the requirements in one or more courses due to circumstances which were beyond the student's ability to prevent or foresee, and who has requested additional time to complete the course requirements. It is the responsibility of the student to obtain a "Petition for Incomplete Grade in a Graduate Course" form from the program office and to contact the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an incomplete grade. Examples of acceptable grounds for granting an incomplete grade include: personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".

Leave of Absence Policy

Students who find it necessary to interrupt the regular sequence of enrollment are required to file notice of an official leave of absence to ensure proper communication between the student and the Graduate Nursing Office. The forms for this purpose are available in the Graduate Nursing Office. Students taking a leave of absence are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Graduate Admissions Office. Time spent on leave of absence is counted in the five-year time limit for graduate course work. Students who interrupt their program and do not file a leave of absence will be required to reapply and will be subject to all new academic regulations in effect in the Catalog at the time enrollment is resumed. If the request for a leave of absence is denied, the student will be required to reapply.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester (or class) the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Medical Leave of Absence Policy

The University recognizes that students may experience a physical or mental health medical situation that significantly limits their ability to function successfully or safely in their role as students. In such situations, students should consider requesting a medical leave, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with the opportunity to achieve their academic and co-curricular goals.

A request for a medical leave of absence must be made with the Disability Services Office. Each medical leave request is individualized, and handled on a case-by-case basis, based on the needs of the student. Upon exit and reinstatement to the University, the student must have adequate medical documentation from a licensed health care or mental health care provider. A medical leave can be granted for up to two consecutive semesters.

Compassionate Leave of Absence Policy

A compassionate leave of absence request may be made and considered for compelling reasons for students who find it necessary to interrupt their studies temporarily. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse, financial or academic difficulties, or other situations that may prevent the student from continuing in classes. A request for a compassionate leave of absence must be made with the Disability Services Office. Each compassionate leave request is individualized, and handled on a case-by-case basis, based on the needs of the student.

Military Leave of Absence Policy

See Military Leave of Absence Policy in Graduate Studies section.

Student Load

A full time academic load at the graduate level is nine (9) unit hours or more per semester, pending specific program requirements**.**

Time Limit for Program Completion

All academic work for the Master of Science degree must be completed within five (5) years from the date of official admission into the Graduate program. Time spent on leave is calculated into that five (5) year limit. Any exceptions to the limit must be approved by the Director of the Program.

Graduation Requirements

Students pursuing the Master of Science in Nursing degree from Vanguard University are required to satisfy the following graduation requirements:

1. Successful completion of the 40-42 units of course work included in the MSN program. with a minimum grade of "B" (3.0) GPA in all required course work, and within the allowed five (5) years limit.
2. Completion of the thesis project.
3. Submission of the bound thesis project report and project defense.
4. Settlement of all financial obligations to Vanguard University.
5. Completion of all Vanguard University forms necessary for graduation.

Application for Graduation

An application for graduation must be obtained from and filed with the Registrar's Office during the first week of the student's final semester in which the degree will be granted. Students who have filed an application for graduation and do not complete their requirements by the projected date of completion are required to file again in a later semester.

MSN Curriculum Schedule

FIRST YEAR

First Semester		**6 units**
NURS 610	Theoretical Frameworks of Education	2 units
NURS 617	Use of Technology in Healthcare and Nursing Education	2 units
NURS 630	Curriculum and Program Development	2 units

Second Semester		**7 units**
NURS 516	Research Methodologies and Project Development I	3 units
NURS 620	Strategies for Effective Instructions	2 units
NURS 635	Class/Course Preparation, Planning and Competency Evaluations	2 units

Third Semester		**6 units**
CNSG 612	Health Assessment for the CNS	2 units
CNSG 617	Pathophysiology Concepts	2 units
CNSG 621	Pharmaco-therapeutics for the CNS	2 units

SECOND YEAR

Fourth Semester		**8 units**
NURS 501	Theoretical Frameworks of Leadership	2 units
NURS 625	Project Development II and Report	2 units
NURS 650	Education Practicum (55 hours practice and 5 hours seminar)	4 units
Fifth Semester		**6 units**
NURS 506	Diversity, Social and Global Issues in Health Promotion and Disease Prevention (online)	2 units
NURS 531	Assessing, Planning and Managing Budgets and Resources	2 units
NURS 536	Gerontology Care for Today and the Future	2 units
Sixth Semester		**7-9 units**
NURS 526	Policies Affecting Health Delivery and Fiscal Systems (online)	2 units
NURS 541	Management Practicum (55 hours practice and 5 hours seminar)	4 units
NURS 640	Project Implementation, Final Written Report and Defense (individual meetings with faculty and on campus seminars)	1-3 units

MSN Course Descriptions

CNSG 612 • Health Assessment for the CNS (2 units)
This advanced health assessment course focuses on the adult population spanning from young to older adults. It is designed to offer a comprehensive review of obtaining a complete health history and the physical assessment skills required for this patient population. An emphasis is placed on the relationship between physical assessment and health behaviors in conjunction with epidemiological, cultural, psychosocial, and spiritual needs of clients. Upon this foundation, the student will develop the necessary skills to assess and identify client problems and formulate appropriate and comprehensive plans of care.

CNSG 617 • Pathophysiology Concepts for the CNS (2 units)
This graduate level course covers advanced principles of physiology and pathophysiology that are applicable across the lifespan. In-depth examination of pathophysiologic mechanisms that are responsible for human illness and disease will be utilized as framework for discussing common complex health problems encountered within major body systems. Alterations will be examined beginning at the cellular level with analysis of human responses to disease processes. Discussion of assessment, diagnosis and evidence-based management utilized in treatment of these health problems will be included.

CNSG 621 • Pharmaco-therapeutics for the CNS (2 units)
This course is designed to prepare nurses for expert clinical practice using advanced theoretical and empirical knowledge of pharmacology that can be applied in the practice setting. The focus is on pharmacotherapeutics and pharmacokinetics including a discussion at the cellular response level. Content will provide the advanced practice nurse the competencies necessary to work with patients, healthcare professionals, and communities of interest to improve clinical care in a safe and cost-effective manner.

NURS 501 • Theoretical Frameworks of Leadership (2 units)
This course explores the theoretical underpinnings of leadership and management in nursing. Content includes leadership styles and attributes, interpersonal communications in effectively leading and collaborating with diverse populations, as well as, an explanation of the concept of "emotional intelligence." Building a dynamic team to improve optimal quality care will also be articulated. Responsibilities of managers, such as, organizational management, appropriate delegation of responsibilities, the art of supervision, coaching for success and collaboration will be analyzed. The role of ethics and the law will be discussed as they apply to equity and fair treatment of all in the workplace.

NURS 506 • Diversity, Social and Global issues in Health Promotion and Disease Prevention (2 units – online)
Students will have the opportunity to synthesize and analyze the impact of social and global issues on the perceptions of health; view of disease prevention and

health promotion among culturally and socially diverse patient/client and aggregate populations. Health issues that affect populations across the globe will be explored in order for nurses to effectively advocate for change.

NURS 516 • Research Methodologies and Project Development I (3 units)
Prerequisite: Statistics. This course is an exploration of both the research process and methodologies. The content includes both quantitative and qualitative designs. Emphasis will be placed on the first phase of the thesis project design and development. Students will have the opportunity to prepare the first three chapters of the project report.

NURS 526 • Policies Affecting Health Delivery and Fiscal Systems (2 units – online)
The impact that policies exert on health care delivery will be analyzed in addition to how regulatory processes are developed and impact nursing practice. Emphasis on identifying factors, such as, technology, federal, and local policies that influence development of and changes in health care systems. Students will have the opportunity to interpret various health policies and articulate how nurses can advocate for changes that enhance health. How policy-making proceeds will also be explored.

NURS 531 • Assessing, Planning, and Managing Budgets and Resources (2 units)
Utilizing methods to assess fiscal and resource requirements, planning budgets, and managing systems will be reviewed and analyzed. Methods and instruments available to efficiently allocate resources will be discussed as well as the design of plans that decrease duplication of ineffective strategies and services. Business principles will be identified as potential guidelines in managing nursing units and agencies.

NURS 536 • Gerontology Care for Today and the Future (2 units)
This course is designed to provide the graduate nursing student with a framework necessary to assess the health status of a growing gerontology population. Theories of aging, political, legal, and ethical dimensions affecting seniors, influences on disease prevention /health promotion, and care management will be explored and synthesized. Students will present the latest research data and the application to nursing practice.

NURS 541 • Management Practicum (4 units)
Prerequisite: NURS 501. During this course, each student will choose a setting in which he/she will complete 55 hours in a management /leadership position. Each student will work with a preceptor who occupies either a formal leadership or management position. During this practicum, students will apply knowledge that was learned in earlier coursework. Seminars (5 hours) will also be scheduled by the faculty of record in order to direct and support students in achieving personal as well as course objectives.

NURS 610 • Theoretical Frameworks of Education (2 units)
The goal of this course is to explore the theories of education, how a theoretical framework becomes the foundation for an effective teaching process, how to focus the educational offering on an aggregate (e.g. students, patients/families, staff, or other health care providers). There will be a review about how learning proceeds, and how educators successfully apply principles of andragogy in the teaching / learning setting. In addition, the students will have the opportunity to discuss the legal and ethical issues surrounding the educational settings in today's culture.

NURS 617 • Use of Technology in Healthcare and Nursing Education (2 units – online)
Students will explore the application of emerging technologies in the nurse's role as educator. The use of technology will also be analyzed in the effective promotion of optimal patient care outcomes. Utilizing various technologies, students will prepare a scholarly presentation on a topic related to the use of technology in healthcare or nursing education.

NURS 620 • Strategies for Effective Instruction (2 units)
In this course, effective teaching/learning modalities will be discussed and analyzed. Experiences with the patient simulators will provide opportunities to complete hands- on practice related to patient care. The course will assist students in assessing, planning, and implementing instructional sessions geared toward a particular aggregate while considering the learners age group, culture, readiness to learn, and barriers to learning.

NURS 625 • Project Development II and Report (2 units)
Prerequisite: NURS 516. This course constitutes the second phase of the thesis project preparation. The student will continue to develop the project and refine the project report. In addition, Phase II will prepare the student to implement the project.

NURS 630 • Curriculum and Program Development (2 units)
This course will provide guidelines in planning a patient teaching offering, an in-service, a course, or a complete curriculum. Discussion will surround the issues of planning a teaching event that focuses on the development of a presentation, description of the learning event, course objectives, content, resources/ audiovisuals, and evaluation plan.

NURS 635 • Class/ Course Preparation, Planning, and Competency Evaluation (2 units)
This course will assist the student to further refine the skills introduced in NURS 630. The students will articulate the process by which the learning needs and styles of an aggregate are assessed. Each student will then prepare and prepare a presentation with a chosen aggregate. In addition, the student will develop a brief evaluation instrument to analyze whether or not learning has occurred based on the stated objectives. The in-service or presentation will also be measured, via this evaluation, in terms of instructor effectiveness, content clarity, and relevance.

NURS 640 • Project Implementation, Final Written Report, and Defense (1-3 units)
Prerequisites: NURS 516 and NURS 625. Project implementation, the completed written report and the defense make up the final phase of this thesis project. Variable unit course. The students will have the opportunity to present a synopsis of the project to faculty and classmates. The on-line portion of the course will provide on-going support and assistance from the faculty of record. The seminars will serve as a format for debriefing and project defense presentations. The project must be completed during this course.

NURS 650 • Education Practicum (4 units)
Prerequisite: NURS 610. This course provides the graduate students with practical application of education theories in college settings. Each student will have the opportunity to choose a preceptor and a setting in which to complete the course successfully. Students will be able to build educator skills by collaborating with a master teacher in order to assess the learning needs of a group, prepare a lesson plan, or assist with syllabi revisions, and teach a portion of a course to nursing students. Seminars (5 Hours) will also be scheduled by the faculty of record in order to direct and support students in achieving personal as well as course objectives.

NURS 680 • Independent Study in Nursing (1-3 units)
This course is designed to assist students who wish to experience a more in-depth understanding of a specific subject or to complete a scholarly endeavor (practice, internship, meta-analysis). A faculty member will be assigned to the student (s) in order to assist and direct the student toward meeting course objectives. In collaboration with the faculty, the student will: 1. Identify area of interest through the statement of a problem or purpose; 2. Decide on a course of action by way of formulating goals and objectives; 3. Design a plan of action; and 4. Evaluate the plan once the objectives have been met.

POST-MASTER'S CLINICAL NURSE SPECIALIST CERTIFICATE

The purpose of the Post-Master's Clinical Nurse Specialist (CNS) Certificate is to prepare the graduate for the professional role of an Adult-Gerontology CNS. The Program consists of 20 units that can be completed in five semesters.

Application Information

Applicants for the CNS certificate option must have a completed master's degree in nursing. All other application and admission requirements and program policies are the same as indicated for the MSN program.

CNS Curriculum Schedule

FIRST YEAR		
First Semester		**4 units**
CNSG 612	Advanced Health Assessment for the CNS	2 units
CNSG 617	Pathophysiology Concepts for CNS Practice	2 units
Second Semester		**4 units**
CNSG 621	Pharmaco-therapeutics for CNS Practice	2 units
CNSG 624	Preparation for CNS Role as Leader, Educator, and Clinician	2 units
Third Semester		**4 units**
CNSG 627	Clinical Practicum I: Expert Clinical Practice and Education (minimum 167 hours of practice)	4 units
SECOND YEAR		
Fourth Semester		**4 units**
CNSG 622	Clinical Practicum II: Research Competency in CNS Role (minimum 167 hours of practice)	4 units
Fifth Semester		**4 units**
CNSG 637	Clinical Practicum III: Consultation and Clinical Leadership (minimum 167 hours of practice)	4 units

CNS COURSE DESCRIPTIONS

CNSG 612 • Health Assessment for the CNS (2 units)

This advanced health assessment course focuses on the adult population spanning from young to older adults. It is designed to offer a comprehensive review of obtaining a complete health history and the physical assessment skills required for this patient population. An emphasis is placed on the relationship between physical assessment and health behaviors in conjunction with epidemiological, cultural, psychosocial, and spiritual needs of clients. Upon this foundation, the student will develop the necessary skills to assess and identify client problems and formulate appropriate and comprehensive plans of care.

CNSG 617 • Pathophysiology Concepts for the CNS (2 units)

This graduate level course covers advanced principles of physiology and pathophysiology that are applicable across the lifespan. In-depth examination of pathophysiologic mechanisms that are responsible for human illness and disease will be utilized as framework for discussing common complex health problems encountered within major body systems. Alterations will be examined beginning at the cellular level with analysis of human responses to disease processes. Discussion of assessment, diagnosis and evidence-based management utilized in treatment of these health problems will be included.

CNSG 621 • Pharmaco-therapeutics for the CNS (2 units)

This course is designed to prepare nurses for expert clinical practice using advanced theoretical and empirical knowledge of pharmacology that can be applied in the practice setting. The focus is on pharmaco-therapeutics and pharmacokinetics including a discussion at the cellular response level. Content will provide the advanced practice nurse the competencies necessary to work with patients, healthcare professionals, and communities of interest to improve clinical care in a safe and cost-effective manner.

CNSG 624 • Preparation for the CNS Role as Leader, Educator, and Clinician (2 units)
This course introduces the student to a more comprehensive facet of roles assumed by the CNS. The content will include methods of educating patients and staff; methods of improving healthcare through quality improvement; management of employees; improvements in care via role modeling and staff coaching; and role of consultant to improve patient safety.

CNSG 627 • Clinical Practicum I: Expert Practice & Education (4 units)
There are five (5) required areas of competency that must be addressed for the CNS. These areas will be stressed in the Practica. They are: Expert clinical practice, education, research, consultation, and clinical leadership. The emphasis is on providing opportunities for the student to expand on existing nursing professional growth in order to promote the health and well-being of an identified aggregate. This course will include the Expert Clinical Practice and Education portion of the CA BRN requirements.*

CNSG 632 • Clinical Practicum II: Research Competency (4 units)
There are five (5) required areas of competency that must be successfully completed for the CNS certificate. These areas will be stressed in the Practica. They are: Expert clinical practice, education, research, consultation, and clinical leadership. The emphasis is on providing opportunities for the student to expand on existing nursing professional growth in order to promote the health and well-being of an identified aggregate. This course will include the Research Competency role for the CNS.*

CNSG 637 • Clinical Practicum III: Consultation & Clinical Leadership (4 units)
There are five (5) required areas of competency that must be successfully completed for the CNS certificate. These areas will be stressed in the Practica. They are: Expert clinical practice, education, research, consultation, and clinical leadership. The emphasis is on providing opportunities for the student to expand on existing nursing professional growth in order to promote the health and well-being of an identified aggregate. This course will include the Consultation and Clinical Leadership components of the CNS role.*

*Reference: Nursing Practice Act (1998). Clinical Nurse Specialists. Article 9, Chapter 6, Section 2838, Division 2 of the Business and Professional Code, 8.22.2-8.22.3. CNS regulations have been retrieved from the Nursing Practice Act (1998). For the Clinical Nurse Specialist. Article 9, Chapter 6, Section 2838, Division 2 of the Business and Professional Code, 8.22.2-8.22.3.

GRADUATE PROGRAM IN ORGANIZATIONAL PSYCHOLOGY

Mission: Preparing students for professional excellence, ethical leadership, and service to people and society through enhancing life in the workplace.

Enriching the workplace by scientifically integrating psychology and organizational life

ADMISSIONS CRITERIA

An earned baccalaureate degree from an accredited college or university is required. A major in Psychology is not required, however, there is a requirement of a minimum of four undergraduate psychology courses including General Psychology, Statistics, and Social Psychology, and one other relevant course (Industrial/Organizational Psychology, Research Methods, Psychological Testing, Theories of Personality, and Systems of Psychology are especially recommended). Comparable courses in relevant disciplines (e.g., Human Resources, Business, Sociology, and Communication) will be considered.

Prerequisite courses for the Master of Science in Organizational Psychology (MSOP) degree are selected to enable all students to enter with a similar foundational background and to have the best opportunity to succeed. Since information in the social sciences changes at a rapid pace, it is important for prerequisite courses to be based upon current knowledge. The Introduction to Statistics prerequisite must be completed within the past seven years with a grade of B or higher. It is expected that all other prerequisite courses have been completed with a grade of C or higher. Students receiving admission to graduate programs in psychology usually have an overall undergraduate grade point average of 3.0 or higher. Exceptions are considered on the case-by-case basis.

In the absence of perquisite coursework, competency might be demonstrated through the Psychology Graduate Record Examination taken within the last three years with a score of 520 or above. The Admissions Office will determine the date by which this exam must be completed.

ADMISSIONS REQUIREMENTS

Individuals interested in pursuing a Master of Science degree in Organization Psychology at Vanguard University should submit the following:

Application for Admission: http://www.vanguard.edu/sgps or request additional information:
Graduate and Nursing Admissions Office:

- Phone: (714) 966-5499 main or (877) 669-8872 toll free
- Email: admissions@vanguard.edu
- For deadlines and to apply: http://www.vanguard.edu/gpsadmissions/

Application Fee. A non-refundable application fee of $45.00 is required. Submit cash or check (made out to Vanguard University).

References. Download the paper version of the Master of Science in Organizational Psychology (MSOP) Reference. Each applicant is required to secure two professional references as part of the application process. Please print two copies of the PDF version, one for each reference. A separate letter should accompany each reference form.

Statement of Purpose (500 words). In a concise and articulate essay, describe your reasons, including vocational goals, for pursuing a graduate degree in Organizational Psychology at Vanguard.

Professional Resume. Please provide a detailed resume including all employment, training, education, and other relevant experience.

Official Transcripts. Please request official transcripts from all of the colleges you have attended (including colleges you attend for pre-requisite course work). Submit application and supporting documentation. The completed application form, along with all supporting documents, should be submitted to the Graduate and Professional Studies Admissions Office.

Once all supporting information has been received and the application is complete, the Graduate Program in Organizational Psychology will review each application. Finalists will be invited for an onsite or telephone/skype interview. All applicants are evaluated without regard to race, gender, age, political affiliation, national origin or disabling conditions.

Additional admission criteria for **MSOP: Change Leadership and Executive Applications** concentration include a minimum of 5 years' experience in Human Resources, consulting, organizational management, and other relevant professional and leadership roles that provide foundation for a quality intensive experience in a cohort of highly qualified professionals.

Transfer Policy

A student may transfer up to six units of graduate level course work that is comparable to required coursework within the program. In the event that comparable coursework has been completed at another regionally accredited institution, the student will not be required to complete the waived course(s) within the MSOP program.

Program Learning Outcomes

Graduates of the M.S. in Organizational Psychology program will develop advanced competencies in organizational science and practice and will be able to:

Core Knowledge of Human Behavior. Apply fundamental knowledge of psychology to understanding of human behavior in organizations.

Data, Critical Thinking, and Decisions. Apply graduate level research, critical thinking, and data analysis skills to organizational decision making.

Personnel Psychology and Decisions Proficiency. Demonstrate and apply knowledge in personnel domains, which include 1) ethical, legal, and professional contexts, 2) measurement of individual differences, 3) criterion theory and development, 4) job and task analysis, 5) employee selection, 6) performance appraisal, 7) training and development.

Organizational Psychology and Decisions Proficiency. Demonstrate and apply knowledge in organizational psychology domains, which include 1) work motivation, 2) leadership 3) team dynamics, 4) attitudes, 5) organizational change and development.

Integration of Faith and Learning. Integrate learning with personal faith walk.

Communication. Demonstrate written and oral communication skills appropriate for organizational professionals.

Cultural Competency. Apply understanding of cultural dynamics to local and global contexts.

Community Membership Expectations

Vanguard University selects students based on academic record, the admissions interview, work experience, references, and willingness to comply with the standards and values of the university. It is expected that each individual who joins the academic community of Vanguard University will deepen his or her ethical commitment and understanding, strengthen his or her intellectual and creative abilities, and participate constructively in the life of the university community.

Furthermore, Vanguard University community members are expected to commit to mutual respect for one another and will: (1) Treat all members of the community with the utmost regard, supporting and upholding the rights of others to a safe, collaborative, and collegial learning environment; (2) Foster collegial learning by participating in class as a supportive and cooperative community member; (3) Refrain from derogatory, disrespectful, or inflammatory comments regarding any member of the academic community; (4) Resolve any personal conflicts by first approaching the other party privately in accordance with professional protocol and the principles that are outlined in Matthew 18:15-17.

Students who choose to disregard these expectations may be removed from the program regardless of academic performance.

Graduation Requirements

Students pursuing the Master of Science degree in Organizational Psychology from Vanguard University are required to satisfy the following graduation requirements:

1. Successful completion of all required coursework with a minimum cumulative grade point average of "B" (3.0), and with no more than one (1) course grade of "C+" counting toward the degree.
2. A minimum residence of five academic terms.
3. Completion of Professional Development Project/Master's Project per the exit option selected.
4. The filing of all necessary forms in accordance with the timetable provided by program and university offices.
5. Successful completion within the maximum allowed time limit of three (3) years of all degree requirements that were in effect at the time of student's entrance into the program.
6. Settlement of all financial obligations to Vanguard University. If all coursework has been completed and graduation is pending completion of other graduation requirements, the student may be required to register for PSOG 799: Continuing Registration until all graduation requirements have been met.

Regular Standing

Students who intend to obtain a Master's degree and who have met all admission requirements are granted regular standing in the program. Only those students who have regular standing may become candidates for the Master's degree.

Provisional Standing

This classification is used for degree-seeking students who have their B.A. degree, but enter the program with academic deficiencies: They may lack some of the prerequisite undergraduate courses, their entering GPA is deficient, or their B.A. degree is from a non-regionally accredited institution.

Such admission is at the discretion of the Director of the Graduate Program in Organizational Psychology. Move to Regular Standing will be considered after all undergraduate course prerequisites are completed with a letter grade of "B" or better and/or after demonstrating the ability to do graduate level work by completing nine (9) units with a "B" or better letter grade in each course.

Academic Probation

Students admitted to the graduate program with Regular Standing who later receive a cumulative or current grade point average below 3.0 will be changed to Probationary Standing. Students with such standing must obtain both a cumulative and current grade point average of 3.0 or greater the following semester. If after one semester of Probationary Standing the student is not able to obtain a grade point average of a B (3.0) he/she may be dismissed from the graduate program.

Incomplete Work

An "Incomplete" grade is the way the institution agrees to respond to a student who has been prevented from completing some or all of the requirements in one or more courses due to circumstances which were beyond the student's ability to prevent or foresee, and who has requested additional time to complete the course requirements. It is the responsibility of the student to obtain a "Petition for Incomplete Grade in a Graduate Course" form from the program office and to contact the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an Incomplete grade. Examples of acceptable grounds for granting an incomplete grade include: personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is

due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".

Leave of Absence Policy

Students who find it necessary to interrupt the regular sequence of enrollment are required to file notice of an official leave of absence to ensure proper communication between the student and the Graduate Organizational Psychology Office. The forms for this purpose are available in the Organizational Psychology Office. Students taking a leave of absence are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Graduate Admissions Office. Time spent on leave of absence is counted in the five-year time limit for graduate course work. Students who interrupt their program and do not file a leave of absence will be required to reapply and will be subject to all new academic regulations in effect in the Catalog at the time enrollment is resumed. If the request for a leave of absence is denied, the student will be required to reapply.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester (or class) the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Medical Leave of Absence Policy

The University recognizes that students may experience a physical or mental health medical situation that significantly limits their ability to function successfully or safely in their role as students. In such situations, students should consider requesting a medical leave, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with the opportunity to achieve their academic and co-curricular goals.

A request for a medical leave of absence must be made with the Disability Services Office. Each medical leave request is individualized, and handled on a case-by-case basis, based on the needs of the student. Upon exit and reinstatement to the University, the student must have adequate medical documentation from a licensed health care or mental health care provider. A medical leave can be granted for up to two consecutive semesters.

Compassionate Leave of Absence Policy

A compassionate leave of absence request may be made and considered for compelling reasons for students who find it necessary to interrupt their studies temporarily. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse, financial or academic difficulties, or other situations that may prevent the student from continuing in classes. A request for a compassionate leave of absence must be made with the Disability Services Office. Each compassionate leave request is individualized, and handled on a case-by-case basis, based on the needs of the student.

Military Leave of Absence Policy

See Military Leave of Absence Policy in Graduate Studies section.

Advance to Candidacy

Degree bound students must officially be advanced to candidacy status prior to degree confirmation. Neither admission to the Master of Science program nor completion of required course work automatically advances a student to candidacy for the Master of Science Degree. Advancement to Candidacy occurs at the end of the first year of course work, upon successful completion of :

1. PSOG 555: Human Resource Management examination at 70% or higher.
2. Satisfactory completion of the Professional Development Project outline prior to Wk. 8 of PSOG 555as verified by the faculty project supervisor.
3. Submission of the Advancement to Candidacy form to MSOP office by Wk. 8 of PSOG 555.

To be eligible to apply for Advancement to Candidacy students must:

1. Be a student in Regular Standing. If student previously had Provisional or Probationary Standing, all conditions or deficiencies which had led to such standing must have been rectified.
2. Complete application for Advancement to Candidacy during the semester the student is scheduled to advance.
3. Achieve a cumulative grade point average of 3.0 or higher on all graduate course work required for the degree, with no more than one "C+" grade.
4. Be recommended for advancement by their faculty project supervisor.

The results from the Advance to Candidacy process will be used to determine whether the student displays:

1. Academic and professional competency in the program.
2. Preparation which constitutes a satisfactory foundation on which to complete the program.
3. A proposed course for professional development, which has sufficient merit to warrant approval.
4. Necessary research and analytical skills to justify continuation of study toward the Master of Science degree.

Application for Graduation

An application for graduation must be obtained from and filed with the program office during the first week of the student's final semester in which the degree will be granted. Students who have filed an application for graduation and do not complete their requirements by the projected date of completion are required to file again in a later semester.

Awarding of Degree

Degrees are formally awarded at the end of the Fall, Spring and Summer sessions. The degree is posted on the transcript as of the last day of the semester or Summer session in which the graduation requirements were met. Commencement exercises are held annually at the end of the Spring semester.

Credit Hour Policy

See Credit Hour Policy section in University Policies.

Adding or Dropping Courses

When circumstances necessitate changes in a course schedule, students are required to complete and file an Add/Drop form in the program office.
Classes that are dropped prior to the second class meeting will not be entered on the transcript. Classes that are dropped following the second meeting and prior to the fifth meeting will be appear on the transcript with a grade of "W". Classes dropped following the fifth meeting will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

The course professor(s) and program director must approve all courses added or dropped after the first day of the class. Seminar courses must be dropped prior to the beginning of the one-day seminar.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Class Attendance

Because of the nature of this program, class-time is often an experiential laboratory environment, where small group exercises and activities are designed to simulate common workplace scenarios. Students cannot participate if they are not present. Therefore, attendance is required for each in class and online sessions. Points for class participation are awarded for *full* engagement and participation. Making up class participation points is not possible if a student misses the session. However, if students know in advance that they will be unable to attend a particular session, the professor may allow substitute assignments on a case-by case basis, provided they are arranged *prior* to the missed class. Students missing

more that 20% of the class (including online class participation) will not be allowed to continue and will need to retake the course.

Program Schedule Format

This MSOP program consists of three 15-16 week terms per year. Each term will include two seven-week classes and one one-day seminar. Each three-unit course has seven four-hour class sessions, seven two-hour online assignment and discussion sessions, as well as individual instruction from the instructor on final assignments as needed.

The six one-unit, one-day seminars include eight hours of instruction time as well as an approximate six to eight hours of individualized instruction throughout the term for the student's professional development project.

Cohort Scheduling
In cohort education, students move through their curriculum as a group, which enhances camaraderie in the classroom.

Special cohorts may use unique intensified schedule formats. Intensives are courses offered in compacted blocks of time and supplemented by online work. Sometimes intensives are scheduled on weekends, and sometimes in week-long blocks. Change Leadership and Executive Applications concentration is offered in an intensive/executive format.

GRADUATION COURSE REQUIREMENTS

Course Requirements 42 units

PSOG 505	Introduction to Psychology and Behavior in Organizations.	3 units
PSOG 515	Applied Research and Critical Analysis	3 units
PSOG 525	Leadership and Character Development	3 units
PSOG 535	Statistics for Organizational Decision-Making	3 units
PSOG 545	Advanced Social Psychology	3 units
PSOG 555	Managing Human Resources	3 units
PSOG 605	Organizational Ethics and Justice	3 units
PSOG 615	Performance Management and Employee Engagement	3 units
PSOG 625	Psychology of Leadership and Motivation	3 units
PSOG 635	Diversity and the Organization	3 units
PSOG 655	Capstone: Organizational Systems, Development and Change	3 units
PSOG 720	Professional Development Workshop: (Multiple Topics, 6 workshops required)	1 unit

Select one of the following:

PSOG 650	Exit option: Master's Thesis	3 units
PSOG 652	Exit option: Applied Project	3 units

Optional Specialization (not required):

PSOG 654	Specialization: Intercultural Relations	2 units
PSOG 654	Specialization: Training and Development in Organizations	2 units

ORGANIZATIONAL PSYCHOLOGY COURSES

PSOG • 505 Introduction to Psychology and Behavior in Organizations (3 units)
Provides graduate level systematic overview of science and theory of psychology as relevant to workplace applications, core principles and subfields of organizational psychology, and the role of personal values and worldview in science and practice of organizational psychology.

PSOG • 515 Applied Research and Critical Analysis (3 units)
Focuses on development of students as competent consumers of information and foundational skills in conducting organizational inquiry to inform decision-making. Specific competencies include graduate-level skills in identifying, reading and summarizing quality research sources.

PSOG • 525 Leadership and Character Development (3 units)
Explores the interior life of the leader as a person in order to understand how character, spirituality and personal ethics of the leader influence interpersonal relationships and the public roles of leadership in the workplace.

PSOG • 535 Statistics for Organizational Decision-Making (3 units)
Focuses on the interpretation of descriptive and inferential statistics, reliability and validity of instruments, theoretical and methodological foundations of criterion development, and core considerations in development and interpretation of organizational surveys and in selecting research vendors and products.

PSOG • 545 Advanced Social Psychology (3 units)
Examines the effect of social influences upon the development of personality and behavior patterns. Topics include socialization, attitude formation and change, communication, propaganda, roles and stereotypes, leadership and collective behavior.

PSOG • 555 Managing Human Resources (3 units)
Examines the fundamentals of human resource management, including job assessment and analysis, strategic workforce planning, recruiting and onboarding, supervision and termination practices. Consideration will be given to current issues and employment law.

PSOG • 605 Organizational Ethics and Justice (3 units)
Provides a thought provoking study of the ethical theories involved in evaluating issues and decision making. To accomplish this, the course focuses on contemporary ethical issues relevant to leadership from a Christian foundation. The goal is to learn how to integrate ethical models with contemporary concerns of leadership.

PSOG • 615 Performance Management and Employee Engagement (3 units)
Applies motivation and attitude theories. Examines current topics in performance appraisal, including criterion development, rater training, appraisal effectiveness and feedback processes. A larger picture of performance management, attitudes, engagement and individual and organizational success is discussed in the context of current research and best practices.

PSOG • 625 Psychology of Leadership and Motivation (3 units)
Reviews theories and research on motivation, specifying both the intrinsic and extrinsic determinants of worker motivation. The leadership process and its relation to motivation, group performance, workplace attitudes and climate are also analyzed.

PSOG • 635 Diversity and the Organization (3 units)
Addresses the processes involved in creating and maintaining a knowledgeable environment that equips all organizational participants to attain their full potential in pursuit of the enterprise's objectives. It is an approach that recognizes that organizations are made up of unique and valuable individuals that carry out particular functions. As members of organizations, each contributes diversity to the success of the organizational diversity.

PSOG • 650 Exit option: Master's Thesis (3 units)
Allows students to demonstrate empirical competencies, as well as build a unique professional niche within Organizational Psychology. Suggested topics/areas of focus include Performance Evaluation, Motivation, Training and Development in Organizations, Intercultural Relations, Stress & Health, or other relevant topics reflective of Society for Industrial/Organizational Psychology (SIOP) competencies. Master's thesis will add generalizable knowledge to the field.

PSOG • 652 Exit option: Applied Project (3 units)
Allows students to demonstrate professional competencies, as well as build a unique professional niche within Organizational Psychology. Suggested topics/areas of focus include Performance Evaluation, Motivation, Training and Development in Organizations, Intercultural Relations, Stress & Health, or other relevant topics reflective of Society for Industrial/Organizational Psychology (SIOP) competencies. Applied Projects demonstrates substantial contribution to the practice of Organizational Psychology. Appropriate formats include internal or external consulting projects, development of training curricula, needs analysis or effectiveness evaluation studies, delivery and evaluation of organizational training, and other work products documenting professional competencies.

PSOG • 654 Specialization (2 units)
An optional course which allows students to build a unique professional niche within Organizational Psychology. That goal shall be accomplished through focused reading and reflection and submission of professional portfolio to consist of documents demonstrating a proficiency in selected areas of specialization

(personal professional philosophy, articles, conference presentations, and other documents reflecting professional competencies as relevant to specialization). Specialization Options: Intercultural Relations or Training and Development in Organizations

PSOG • 655 Capstone: Organizational Systems, Development and Change (3 units)
Examines the organization systematically to see how the whole is functioning, with the focus on how internal and external dynamics influence organizational productivity and health. Examines theories and research on change and organizational development within the context of the I-O specialist role as both change-agent and consultant. Topics include types of change, individual, group and organizational interventions, conflict management, team development, group decision making, and culture. This course also serves as a capstone/culminating experience of the MSOP program.

PSOG • 680 Independent Study. Course will allow students to develop knowledge and application skills tailored to their specific interests, career goals, and learning needs. Course emphases must align with one or more SIOP competencies (professional skills, research methods, human performance, individual assessment, etc.) Maximum number of units recommended per semester is 2. Maximum number of units allowed per year is 4. Maximum number that can count toward degree is 8. MSOP students in good standing can enroll in Independent Study only with permission of professor of record and program director.

PSOG • 720 Professional Development Workshops, 1-6 units (1 unit each)
Six 8-hour workshops are held (3 per year) that present current trends in the field while providing students hands-on support for their own professional development.

PSOG • 799 • Continued Registration: Master's Study (1 unit) Required for each semester subsequent to registration of PSOG 650 or PSOG 652 until completed. Must be enrolled in semester of completion. PSOG 799 credits do not count toward MSOP degree requirements.

GRADUATE PROGRAMS IN RELIGION

Mission: Providing a graduate level education that comprises a covenantal learning community within the academy that fosters the passionate teaching and learning of scriptures, theology, spirituality and leadership for the purpose of transforming individuals, relationships and communities around the globe.

ABBREVIATIONS USED IN THIS SECTION:

GPR — Graduate Programs in Religion
M.A.L.S. — Master of Arts in Leadership Studies
M.T.S. — Master of Theological Studies

HISTORY OF THE PROGRAM

For almost 100 years, Vanguard University of Southern California has been a leader in educational innovation within its denomination, and in fulfilling its founders' vision of training men and women for Christian ministry. From the very beginning, the program in religion has played a central role in the fulfillment of that mission. Our commitment to excellent theological education is rooted in that long legacy.

A major milestone was reached in 1983, when the University initiated its first graduate program leading to the Master of Arts (M.A.), an academic degree with a major in religion and concentrations in Biblical Studies and Leadership Studies. This program was well received, and in 1991, a three-year professional degree leading to a Master of Theological Studies (M.T.S.) was added.

Summary of Academic Programs

The Graduate Programs in Religion offers the following graduate degrees:

Master of Arts in Leadership Studies (M.A.L.S.)

The M.A.L.S. is an academic degree that emphasizes research competencies in the field of leadership studies. Admission requirements include a bachelor's degree in

any field from a regionally accredited institution. It is offered through various delivery systems including an online program (pending WSCUC approval).

Because of its unique emphasis on the social sciences, contemporary discussions of issues in Christian leadership, and the field of leadership studies generally, students often choose this degree as preparation for leadership in a variety of contexts, including congregational ministry, ministry in para-church settings, in missions, or in other contexts of leadership in Christian organizations. Other students find that the rigorous emphasis on research methodology is good preparation for doctoral level research in the field of leadership studies.

Depending upon which exit option a student selects, this program requires 42 units. If a student chooses a Directed Reading option, an additional 3 units are required.

Master of Theological Studies (M.T.S.)

The M.T.S. emphasizes professional competencies, and is designed for students who have limited undergraduate preparation in religious studies. The curriculum covers a range of theological disciplines, including biblical studies, theological studies, and leadership studies.

Many students are attracted by the unusual flexibility of this degree, which can be tailored to meet a variety of professional or educational interests.

This program requires 48 units of study, 16 courses, and the Integrative Seminar.

APPLICATION INFORMATION

Applications and information about graduate program admission may be obtained from the Graduate and Nursing Admissions Office:

- Phone: (714) 966-5499 main or (877) 669-8872 toll free
- Email: admissions@vanguard.edu
- For deadlines and to apply: http://www.vanguard.edu/gpsadmissions/

ACADEMIC POLICIES

Classification of Students

Regular Standing

Students who intend to obtain a Master's degree and who have met all admission requirements are granted regular standing in the GPR. Only those students who have regular standing may become candidates for the Master's degree.

Provisional Standing

This classification is used for degree-seeking students who have their B.A. degree, but enter the program with academic deficiencies: They may lack some of the prerequisite undergraduate courses, their entering GPA is deficient, or their B.A. degree is from a non-regionally accredited institution.

M.T.S and M.A.L.S. students accepted with provisional standing must complete the first 12 units of graduate level courses with grades of "B" (MALS) and "B-" (MTS) or above before receiving further consideration for regular standing in the GPR.

Students who qualify to move from provisional to regular standing should contact the GPR Office.

Student-at-Large Standing

Students who have earned a B.A. degree but who do not plan to earn the Master's degree may be granted special standing in the GPR. Students-at-Large may apply to the Graduate Admission Office for provisional standing in the degree program of their choice by completing an abbreviated application; however, the University and the GPR Office are not obligated to accept a student with special standing into regular degree standing.

Students who are currently in the senior year of their undergraduate studies and within 18 units of completing their Bachelor's degree program (including the VU general education religion requirements) may be granted Student-at-Large admission. Such students may enroll simultaneously in undergraduate and

graduate coursework while completing the requirements for the Bachelor's degree. When the Bachelor's degree is complete, students may apply for full admission into the Graduate Program. A maximum of sixteen (16) credit hours of graduate coursework may be applied toward the Master's degree requirements.
Students whose applications are in the process of approval may be allowed to matriculate temporarily as Students-at-Large. A maximum of two (2) courses taken in this way may be applied to the requirements of an academic degree.

An application form is available from the Graduate Admission Office for students applying for student-at-large standing.

Auditor Standing

Auditor standing is the classification for students who attend classes for personal enrichment rather than for academic credit, with no obligations to participate actively in the work. Audit courses do not earn units of credit. All students who audit any course will complete the audit form available in the Graduate Admission Office. Students who take audit courses exclusively and who are not enrolled in the degree program, will complete the application form. Audit students are welcome in any available course.

- Audited course are recorded on the student's transcript.
- Auditing Fee - The fee for auditing courses is one-half the rate of regular tuition.

International Students

International students are required to complete the admissions process for acceptance by the University and submit a Certification of Finances form to confirm sufficient financial resources to cover tuition and related expenses (fees, books, living expenses, and return fare home). Also, one year tuition, health insurance and fees must be deposited with the University before a Certificate of Eligibility (for non-immigrants "F-1" Student Status — form I-20) is issued. International students must maintain nine (9) graduate level credits of non-repeatable courses each semester and renew the I-20 forms annually for any travel outside of the United States.

In rare cases, international students may have difficulty obtaining documentation for their previous academic work. These students may be admitted to the program with the understanding that they cannot advance to candidacy until the proper documentation is either obtained or formally waived by action of the admissions committee.

All students need to be fluent in English to follow course lectures and complete their written assignments. The Graduate Admission Office might require documentation for fluency in English. Such tests as TOEFL and/or TSE might be required for international students whose first language is not English. A minimum score of 550 is normally expected on the written version and a minimum score of 79 is normally expected for the internet based version. A (slightly) lower score may be accepted if accompanied by documentation of a successful evaluation from an English as a Second Language program (ESL) here in the United States. Students who have not mastered English but are granted admission may need to enroll in English and composition classes and employ (at prevailing rates) an editor to assist in the completion of their written work.

Scheduling Patterns

Many graduate students are adult learners who work full time. Therefore, GPR Office makes every attempt to schedule courses at times that will facilitate progress in the degree program. Most graduate courses are scheduled one evening per week, in 4 hour blocks for 8 weeks plus one Saturday for 8 hours. The Semester schedule allows for two modules of 8 week sessions (two courses). Other courses are scheduled for several weekends during a given semester. In most cases, students should be able to carry a full load, and still limit travel time to and from class. The faculty and staff can help evaluate individual students' ability to handle a full-time course load.
The typical academic year is structured as follows**:**

Fall Semester

The Fall semester is generally scheduled from the last week of August through the second week of December. Full-time status is a minimum of nine (9) units.

Spring Semester

The Spring semester is generally scheduled from mid-January to early May. Full-time status is a minimum of nine (9) units.

Summer Sessions

Summer sessions are generally scheduled from mid-May through late August and are divided into two modules of eight-week sessions which make earning six (6) units during the Summer semester possible.

Traditional Schedule

The traditional schedule is organized in two semesters annually, Spring and Fall, as well as in Summer modules.

Cohort Scheduling

In cohort education, students move through their curriculum as a group, which enhances camaraderie in the classroom. Special ministry groups or cohorts use unique intensified schedule formats.

Intensives

Intensives are courses offered in compacted blocks of time. Sometimes intensives are scheduled on weekends, and sometimes in week-long blocks.

Credit Hour Policy

See Credit Hour Policy section in University Policies.

PROGRAM POLICIES

The following policies apply to all degrees offered in the Graduate Programs in Religion. Such policies govern the student's relationship to the University and to other students, and are intended to protect students against arbitrary or unfair treatment.

Appeal Procedures

If at any time a graduate student should disagree with a policy decision (or believe it is unfair, unclear or inaccurate), he or she is encouraged to express it to the Office of Graduate Programs in Religion. Every effort will be made to resolve the discrepancy. If the student is not satisfied, any formal decision made by the GPR Office may be appealed to the Provost. The decision of the Provost is final.

Academic Load

A full-time academic load at the graduate level is nine (9) units or more per semester. Taking more than nine (9) units per semester will require permission from the GPR Office.

Program Grade Requirements

M.A. Degree

In order to graduate, students must maintain a cumulative grade point average of at least "B" (3.0 on a 4.0 scale). No more than two (2) course grades of "C+" or "C" may count toward the Master's degree. Grades of "C-" and below cannot be used for credit toward the Master of Arts degree. Courses with a "C-" and below may be repeated to improve the grade. Grades of "C-" and below will remain on the student's permanent record.

M.T.S. Degree

In order to graduate, students must achieve a minimum grade point average of B- (2.67 on a 4.0 scale). No more than two (2) course grades of "C" or "C-" may count toward the Master's degree. Grades of "D" and below cannot be used for credit toward the M.T.S. degree. Courses with a "D" and below may be repeated to improve the grade. Grades of "D" and below will remain on the student's permanent record.

Incomplete Work

An "Incomplete" grade is the way the institution agrees to respond to a student who has been prevented from completing some or all of the requirements in one or more courses due to circumstances which were beyond the student's ability to prevent or foresee, and who has requested additional time to complete the course requirements. It is the responsibility of the student to obtain a "Petition for Incomplete Grade in a Graduate Course" form from the GPR Office and to contact

with the course professor(s) as early as possible. Petitions are approved by the professor. The professor is under no obligation to assign an Incomplete grade.

Examples of acceptable grounds for granting an incomplete grade include: personal or family illness of more than brief duration, serious personal or family crisis, or an unplanned increase in job responsibilities. Unacceptable grounds include heavy or difficult class load, heavy work schedule, or computer problems.

All incomplete work for full-semester courses (16 weeks) is due 6 weeks from the last day of that semester. Incomplete work for accelerated courses (5-8 weeks) is due 30 days from the last day of that module. Failure to complete and submit the required work on time will result in a grade of "F".

Incompletes in RELG coursework carry an alternate grade of "CE" (continued enrollment) and no credit is earned until all course requirements are satisfied, and the professor submits a grade change to CR (credit). Exceptions or extensions to this policy are made only with the approval of the Director and the course professor(s).

Academic Deficiencies

Students admitted with Provisional Standing due to a low GPA, must achieve a 2.67 cumulative GPA within the first 12 units of course work. Students who do not meet this requirement will not be eligible to register for courses.

Program Time Limits

All work for the Master's degrees will be completed within eight (8) years for the from the date of entrance as degree-seeking student.

If additional time is needed to complete the requirements, approval from the Director must be obtained by filing a General Petition.

Adding or Dropping Courses

When circumstances necessitate changes in a course schedule, students are required to complete and file an Add/Drop form in the GPR Office.

Classes that are offered throughout the entire semester and are dropped during the first two weeks of the semester are not entered on the transcript. Classes dropped subsequently and up to the end of the eighth week will appear on the transcript with a grade of "W." Classes dropped after the eighth week will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

Eight week classes that are dropped prior to the second class meeting will not be entered on the transcript. Classes that are dropped following the second meeting and prior to the fifth meeting will be appear on the transcript with a grade of "W". Classes dropped following the 6th meeting will receive a grade of "WF" unless the professor, aware of extenuating circumstances beyond the control of the student, is willing to grant a "WP."

The professor(s) and the student's academic advisor must approve all classes added after the first week of the class. Intensive courses and weekend only courses should be dropped by the end of the first day of classes for intensives, and by the end of the first weekend for weekend seminars.

Grade Change Policy

See Grade Change Policy in University Policies.

Grade Appeals

See Grade Appeals section in University Policies.

Leave of Absence Policy

Should personal matters prevent the student from taking any courses for up to one calendar year , he or she must complete a Leave of Absence form to maintain active standing in the program, and to avoid the inconvenience of readmission.

Even with one or more semesters on leave of absence, the limit of 8 years for the M.T.S. degrees still applies.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the

student is enrolled in. If the leave is granted after 75% of the semester (or class) the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

Medical Leave of Absence Policy

The University recognizes that students may experience a physical or mental health medical situation that significantly limits their ability to function successfully or safely in their role as students. In such situations, students should consider requesting a medical leave, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with the opportunity to achieve their academic and co-curricular goals.

A request for a medical leave of absence must be made with the Disability Services Office. Each medical leave request is individualized, and handled on a case-by-case basis, based on the needs of the student. Upon exit and reinstatement to the University, the student must have adequate medical documentation from a licensed health care or mental health care provider. A medical leave can be granted for up to two consecutive semesters.

Compassionate Leave of Absence Policy

A compassionate leave of absence request may be made and considered for compelling reasons for students who find it necessary to interrupt their studies temporarily. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse, financial or academic difficulties, or other situations that may prevent the student from continuing in classes. A request for a compassionate leave of absence must be made with the Disability Services Office. Each compassionate leave request is individualized, and handled on a case-by-case basis, based on the needs of the student

Military Leave of Absence Policy

See Military Leave of Absence Policy in Graduate Studies section.

Re-admission to the Program

If the student has been absent from the GPR for one or more semesters and does not have a current Leave of Absence form on file, he or she must submit an "Application for Re-admission" with the GPR Office. There is a fee for re-admission. Students must meet any new graduation requirements that have come into effect at the time of their re-admission. Students must also submit transcripts (if any) from other institutions while absent from VU.

GRADUATION REQUIREMENTS

Overview: To complete a graduate degree program, students will need to successfully complete the specified coursework, choose and complete an exit option, and apply for graduation. The graduation requirements for these steps are as follows:

STEP ONE: Coursework and Academic Standing

Successfully complete the core and elective courses for an approved program. "Successful completion" means achieving a minimum cumulative grade point average of 3.0 for the M.A. degree, or a grade point average of 2.67 for the M.T.S. degree. Also, no more than two course grades of C+ or C can count toward the M.A. degree, and no more than two course grades of C or C- can count toward the M.T.S. degree. Lastly, the student must have regular standing (rather than provisional), with all academic deficiencies resolved

STEP TWO: Choose Exit Option

The final stage of the degree program is the exit option, which allows the candidate to develop specialized expertise in an area of interest related to the academic program.

Students may complete the exit option in one of the following ways:

Option 1: RELG 693 Integrative Seminar (3 units)

Option 2: RELG 795 Directed Reading + RELG 791 Exit Option Design and Proposal (6 units)

Option 3: RELG 798 Master's Thesis + RELG 791 Exit Option Design and Proposal (6 units)

Students who choose Option 2 or Option 3, must obtain approval from appropriate faculty on the Exit Option Application and return it to the GPR Office by no later than the beginning of the semester in which the exit option will be completed.

Guidelines for Integrative Seminar

The Integrative Seminar option is available to students who are enrolled in the M.T.S. and M.A.L.S. programs. The Integrative Seminar is designed to help students reflect theologically on ministry experience by integrating what they have learned in graduate coursework with the practice of ministry.

To complete this exit option:

- Register in RELG 693 Integrative Seminar (3 units).

Guidelines for Directed Reading Option

In general, the directed reading option is an opportunity to explore a subject of interest. Research should be supported by at least 4,500 pages of scholarly reading, and the results are expressed by written critiques, oral or written examinations, annotated bibliographies, or other means that the student and faculty mentor have agreed on.

To complete this exit option:

1. Students should register for RELG 795 Directed Reading (3 units) AND RELG 791 Exit Option Design and Proposal: Leadership Studies (3 units)
2. Select a topic. The exit option design and proposal professor and/or academic advisor should be consulted as needed.
3. Select Faculty Committee Chair and begin to describe the research topic in prospectus form (as instructed in the exit option design and proposal course).
4. Select one other faculty reader after consulting with the Chair.
5. Complete the Exit Option Application and return it to the GPR Office.
6. Submit a copy of the approved prospectus with the GPR Office.
7. Submit the final draft of the synthesis paper to the Faculty reader and Chair. Deadlines for submission of the synthesis paper are available from the GPR Office.
8. Complete the directed reading in consultation with the Chair, and submit a copy of the final synthesis paper with the GPR Office.

Guidelines for Thesis

A thesis is an intensive study of a subject relevant to the student's concentration. The project options allow one to study/survey, and contribute to some aspect of ministerial studies. Research for any option will be guided by three professors and formally written and defended. The average size of a thesis is approximately 100 pages.

To Complete This Exit Option:

1. Register for RELG 798 Masters Thesis (3 units) AND 791 Exit Option Design and Proposal (3 units)
2. Select a topic. The research methodology professor and/or academic advisor should be consulted as needed.
3. Select a faculty committee chair and clarify the research topic in prospectus form (as instructed in the Exit Option Design and Proposal course).
4. Select a faculty committee in consultation with the committee chair. The committee must consist of at least three faculty members. In rare instances, students may request that scholars other than VU faculty be allowed to serve as readers on their thesis committee.
5. Complete the Exit Option Application and return it to the o GPR Office
6. File a copy of the approved prospectus with the GPR Office.
7. The completed thesis must be submitted at least three months prior to defense date. Deadlines for Defending the Thesis/Project are available from the GPR Office.
8. Defend the exit option when the committee agrees that it is complete enough to defend.

STEP THREE: Application for Graduation

Students must file an application for graduation with the GPR Office by no later than the beginning of the semester in which the degree will be granted, even if the student does not participate in the commencement ceremony. The Application for Graduation form is available in the GPR Office and the Registrar's Office. The degree is conferred on the last day of the semester in which the student has completed all degree program requirements as described above, and has satisfied the following requirements:

1. File all the necessary forms in accordance with the timetable provided by the GPR Office.
2. Successfully complete all degree requirements within the "maximum time" limits of eight (8) years.
3. If transferring any graduate coursework, submit official, original transcripts accompanied by proper certification from all transfer institutions.
4. Settle all financial obligations to the University.

Commencement

Consult the university calendar for the exact date and time.

Continuing Registration

Students who require more than one semester to complete the exit option must register for RELG 799 • Continued Registration: Master's Study (1) unit until the exit option is complete. A tuition fee for one (1) unit is required to maintain active standing in the program, to protect the thesis/project topic, to have access to library privileges, and accessible consultation with faculty.

ACADEMIC PROGRAMS

MASTER OF ARTS IN LEADERSHIP STUDIES (42 UNITS)

Mission

The purpose of the MA in Leadership Studies is to inspire transformational leaders to serve their organizations, churches, and nonprofits within the global community. Integrating best practices of real-world leadership with theology, culture, ethics, and spirituality, students engage in a learning community that develops critical thinking, energetic participation, and the cultivation of long-standing networks.

Program Learning Outcomes

- *Leadership practices:* Students will apply leadership principles and theory, theological reflection, and critical thinking skills in order to creatively impact organizations and their environments.
- *Intercultural competence:* Students will apply the intercultural and communication skills necessary to lead in partnership with people of other cultures and contexts.
- *Ethical decision making:* Students will analyze and apply tools of ethical reasoning and decision making to ethical dilemmas in specific contexts of leadership, life, and ministry.
- *Spirituality:* Students will formulate and present a theological framework of spirituality in relation to character development and the soul care of leadership.

Admission Requirements for the M.A.L.S.

A student seeking the M.A. Degree in Leadership Studies must meet the following admission requirements:

1. Completion of a Bachelor's degree from a regionally accredited college or university.
   Exceptions: Applicants from an institution accredited by the Association for Biblical Higher Education, or from other institutions not accredited by a

regional association, will be considered on an individual basis. If accepted, provisional standing will be applied. After completion of 12 units earning a grade of "B" or better in each course, the student may request transferring to regular standing.

Students in the senior year of their Bachelor's degree can still apply. If admitted, provisional standing is granted while finishing their Bachelor's degree.

2. A cumulative grade point average (GPA) of 3.0 or higher (on a four-point scale) in all Bachelor's work.

   Exception: If the GPA is below 3.0, the student's application may still be considered at the discretion of the Admissions Committee. If accepted, provisional status will be granted, requiring students to complete the first 12 units of graduate level courses with grades of "B" or above before receiving further consideration for regular standing in the GPR.

Transfer Credit

M.A.L.S. students may transfer a maximum of nine (9) units of coursework from an accredited graduate program when the coursework directly applies to their program design. Requests for transfer credit are to be submitted to the Registrar no later than the deadline for advancement to candidacy. Final decisions regarding transfer credit rests with the Registrar upon receipt of the recommendation of the Director. No courses with a grade lower than "B" (3.0) will be transferred toward the M.A. degree. No transfer credit can be granted for coursework used for a degree awarded by another institution. A minimum of 27 units at VU is required of all students in the M.A. degree program, or 30 units if the directed reading exit option is chosen. All core courses must be taken at VU.

The Academic Program of the M.A.L.S.

The curriculum is composed of 11 required Leadership courses (33 units), 6 one unit Special Topic Workshops (6 units), and 1-2 Exit Option courses (3-6 units) depending on the Exit Option type chosen. Students choosing the Integrative Seminar (3 units) as the Exit Option will complete a total of 42 units. Students choosing the Directed Reading (3 units) or the Master's Thesis (3 units) Exit Option instead of the Integrative Seminar will register in additional 3 units for the Exit Option Design and Proposal course, bringing the program total to 45 units.

Course Requirements **33 units**

The required courses develop a theological and theoretical framework for understanding leadership, mission and culture, and ethics in order to reflect theologically on what it means to be in authentic community and to examine the impact of mission in the community. The research course provides practical opportunity for students to learn how to conduct inquiry through a variety of methods that will be used in coursework and in the final exit option.

CLSG 601	History of Spirituality	3 units
CLSG 606	Spiritual Formation	3 units
CLSG 607	Spiritual Direction	3 units
CLSG 632	Team Development and Conflict Management	3 units
CLSG 638	Leadership and Global Issues	3 units
CLSG 642	Soul Care of Others	3 units
CLSG 646	Leadership and Character Development	3 units
CLSG 710	Mission and Culture in Theological Perspective	3 units
CLSG 715	The Church and Contemporary Moral Issues	3 units
CLSG 720	Theology and Theory of Leadership	3 units
RELG 788	Research Methodology: Leadership Studies	3 units

Special Topics **6 units**

CLSG 670	Special Topics: (Six 1 unit workshops)	6 units

Exit Option **3-6 units**

RELG 693	Integrative Seminar	3 units ***or***

RELG 791	Exit Option Design and Proposal	3 units ***and***
RELG 795	Directed Reading	3 units ***or***
RELG 791	Exit Option Design and Proposal	3 units ***and***
RELG 798	Master's Thesis	3 units

MASTER OF THEOLOGICAL STUDIES (48 UNITS)

Graduate students in this program benefit from a professional degree designed to prepare men and women for service in local church or para-church organizations. The M.T.S. program provides training for participants to reflect theologically on the role of the church in contemporary society and to develop skills necessary for effective ministry within local churches, mission agencies or para-church ministries. The courses in this program are designed to produce theological and research competencies in three major areas of study: Biblical Studies, Theological Studies, and Leadership Studies.

Objectives

The Biblical Studies objectives of the M.T.S. degree program focus on development of competency in the interpretation of Scripture. Students learn to:

- Gain exegetical skills in understanding the content of Scripture through its form, context, structure, and vocabulary;
- Identify the basic issues involved in exposition of Scripture including the cultural and historical background of the texts; and,
- Apply skills to use Scripture in a variety of life and church circumstances: polity, apologetics, homiletics, Christian ethics, doctrine and mission.

The Theological Studies objectives are to investigate the relationship between theological and ethical reflection. Students learn to:

- Examine the development of Christian life and thought in their historical contexts;
- Compare and evaluate prominent theological systems and movements in the twentieth century; and
- Discuss the major theological loci in sensitivity to biblical revelation, doctrinal developments in history, and contemporary contextual challenges.

The Leadership Studies objectives are to develop skills of ministry needed to facilitate the church's life as a fellowship of believers, as a worshipping community, as a prophetic witness and as an agent of redemption. Each student is encouraged to:

- Cultivate the dimensions of spirituality by exploring the disciplines of the spiritual life, the process of faith formation and the nature of ever-deepening moral life;
- Develop the leadership roles of the minister (clergy and lay leader) as preacher, educator, caregiver and administrator in the life of the local church or para-church ministry; and
- Examine the larger cultural and social environment in which the church carries out its global mission.

Admission Requirements for the M.T.S.

A student seeking the Master of Theological Studies Degree must meet the following admission requirements:

1. The completion of a Bachelor's degree from a regionally accredited college or university.

   Exceptions: Applicants from institutions that are accredited by the American Association of Bible Colleges, or from other institutions not accredited by a regional association, are considered on an individual basis. If accepted, provisional standing is applied. After completion of 12 units earning a grade of "B" or better in each course, the student may request transferring to regular standing.

   Students in the senior year of their Bachelor's degree can still apply. Such students may be admitted with provisional standing while finishing their Bachelor's degree.

2. A cumulative grade point average of 2.5 or higher (on a four-point scale) in all Bachelor's work.

   Exception: If the GPA is below 2.5, student applications may still be considered at the discretion of the Admissions Committee. If accepted, provisional standing is granted, requiring completion the first 12 units of graduate level courses with grades of "B" or above before receiving further consideration for regular standing in the GPR.

3. Prerequisites: Old Testament Survey and New Testament Survey. Students may submit portfolio for Faculty approval.

Transfer Credit

Students in the M.T.S. program may transfer a maximum of twelve (12) units of coursework from an accredited graduate program when the coursework applies directly to their program design. Requests for transfer credit are to be submitted to the Registrar no later than the deadline for advancement to candidacy. Final decisions on matters of transfer credit rest with the Registrar upon receipt of the recommendation of the Director. No course with a grade lower than "B-" (2.67) is considered in transfer toward the M.T.S. degree. No transfer credit can be granted for coursework used for a degree awarded by another institution. A minimum of 36 units at VU is required of all students in the M.T.S. degree program.

The Academic Program of the M.T.S.

This degree program requires 11 required courses (33 units), 4 elective courses (12 units) and the Exit Option Integrative Seminar (3 units). Students choosing the Directed Reading (3 units) or the Master's Thesis (3 units) Exit Option instead of the Integrative Seminar will register in additional 3 units for the Exit Option Design and Proposal course, which will be applied toward the 12 unit elective requirement. The program will consist of 48 total units.

Core Course Requirements 33 units

These core courses embody specific, foundational readings, dialogue and research/writing instruction for each of the three areas of the degree. Students gain familiarity with the scope of each academic discipline enabling them to proceed with the second level of the program. These courses also introduce the student to the books of the Old Testament and New Testament, to the study of Christian theology and ethics, to the distinctive features of a Pentecostal/Charismatic theology of church leadership and mission, including its biblical foundations and moral responsibilities, and principles of leadership which include sermon preparation, administration, pastoral care and counseling, intercultural and urban ministry, and spirituality.

THOG 508	Theological Studies	3 units
OTG 508	Old Testament Exegesis	3 units
NTG 508	New Testament Exegesis	3 units
CLSG 741	Biblical Exegesis and Expository Preaching	3 units
THOG 557	Historical Theology	3 units
THOG 640	Systematic Theology	3 units
OTG 640	Kingdom of God in the old Testament	3 units
NTG 542	Theology of Jesus in the New Testament	3 units
CLSG 715	Church and Contemporary Moral Issues	3 units
CLSG 720	Theology and Theory of Leadership	3 units
THOG 645	Theology and Ministry in a Post-Modern Context	3 units

Elective Course Requirements 12 units

The elective courses provide a broad base of interpretive skills in biblical interpretation, an understanding of Christian theology, and an introduction to the ministry and mission of the Christian church. The elective courses can be distributed between Biblical Studies, Theology and Leadership, or focused on any one of the three areas.

Biblical Studies Electives

Old Testament

OTG 503	Beginning Hebrew I	4 units
OTG 504	Beginning Hebrew II	4 units
OTG 631	Intermediate Hebrew I	3 units
OTG 632	Intermediate Hebrew II	3 units
OTG 574	Old Testament Ethics	3 units
OTG 670	Special Topics	1-3 units
OTG 680	Individual Study in Old Testament	3 units

New Testament

NTG 503	Beginning Greek I	4 units
NTG 504	Beginning Greek II	4 units
NTG 631	Intermediate Greek I	3 units
NTG 632	Intermediate Greek II	3 units

NTG 546	Parables of Teaching	3 units
NTG 555	New Testament Ethics	3 units
NTG 670	Special Topics	3 units
NTG 680	Individual Study in New Testament	3 units

Theology and Ethics

THOG 670	Special Topics	3 units
THOG 680	Individual Study in Theology and Ethics	3 units

Leadership Electives

CLSG 601	History of Spirituality	3 units
CLSG 606	Spiritual Formation	3 units
CLSG 607	Spiritual Direction	3 units
CLSG 624	Change and Strategic Planning	3 units
CLSG 632	Team Development and Conflict Management	3 units
CLSG 646	Leadership and Character Development	3 units
CLSG 710	Mission and Culture in Theological Perspective	3 units
CLSG 670	Special Topics	1-3 units
CLSG 680	Individual Studies	3 units
CLSG 690	Seminar in Leadership Studies	3 units

Field Education Electives

FERG 510	Field Education in Student Ministries	1-12 units
FERG 515	Field Education in Church Administration	1-12 units
FERG 520	Field Education in Worship Leadership	1-12 units
FERG 525	Field Education in Family Life and Small Group Ministries	1-12 units
FERG 530	Field Education in Pastoral Leadership Ministries	1-12 units

Exit Option		**3-6 units**
RELG 693	Integrative Seminar	3 units ***or***
RELG 791	Exit Option Design and Proposal	3 units ***and***
RELG 795	Directed Reading	3 units ***or***
RELG 791	Exit Option Design and Proposal	3 units ***and***
RELG 798	Master's Thesis	3 units

OLD TESTAMENT COURSE DESCRIPTIONS

500-Level Graduate Courses

OTG 503 • Beginning Hebrew I (4 units)
An introduction to Hebrew grammar, vocabulary and syntax for the graduate student. Offered alternate years.

OTG 504 • Beginning Hebrew II (4 units)
A continuation of Beginning Hebrew I. Offered alternate years.

OTG 508 • Old Testament Exegesis (3 units)
This course is designed to acquaint the student with some of the methodological, cultural, literary and theological issues that facilitate and condition the study of the Old Testament and that will lay a foundation for further work in that field. The final project will be an exegesis of a passage of Old Testament scripture.

OTG 574 • Old Testament Ethics (3 units)
The study of moral theology through a biblical theology of the created order. It is designed to explore the possibility of formulating a systematic approach to the norms for ethical conduct as they are set forth both in edict, institution and deed in the literature of the Old Testament. (M.T.S. must have OT Life and Literature or its equivalent.)

600-Level Graduate Only Courses

OTG 631 • Intermediate Hebrew I (3 units)
Further study of grammar and syntax including extensive exegesis of the narrative portions of the Old Testament. Offered alternate years.

OTG 632 • Intermediate Hebrew II (3 units)
A continuation of Intermediate Hebrew I. Offered alternate years.

OTG 640 • The Kingdom of God in the Old Testament (3 units)
This course will focus on the following aspects of kingdom theology in the Old Testament: The theology of the kingship of Yahweh; the theology of human kingship in ancient Israel as it was ideally conceived; the rise of the monarchy- the idealized Davidic kingship; the development of the monarchy as it actually materialized in Israel and in Judah and; the application of these theologies to life situations. Included will be a study of the theological values in the patriarchal journeys, together with the archeological backgrounds of the patriarchs; the contribution of genealogies; the competition from neighboring concepts of God and kingship, the people of Israel and their land.

OTG 670 • Special Topics (3 units)
Study in a special topic in Old Testament.

OTG 680 • Individual Study in Old Testament (3 units)
A study of a subject not addressed by a regular course that is initiated by the student through a written prospectus of the proposed study and the securing of an appropriate sponsoring faculty member to supervise and evaluate the study. Up to a maximum of four units may be applied toward the degree requirements.

OTG 690 • Seminar in Old Testament (3 units)
Mutual investigation of one topic in Old Testament of particular relevance to graduate students in religion.

700-Level Graduate Only Courses

OTG 725 • Current Issues in Old Testament Studies (3 units)
An investigation and evaluation of the basic critical problems of Old Testament interpretation which aims to acquaint the student with the more significant methodologies and personalities in contemporary scholarly studies.

New Testament Course Descriptions

500-Level Graduate Courses

NTG 503 • Beginning Greek I (4 units)
An introduction to Greek grammar, vocabulary and syntax for the graduate student. Offered alternate years.

NTG 504 • Beginning Greek II (4 units)
A continuation of Beginning Greek I.
NTG 508 • New Testament Exegesis (3 units)
This course surveys the basic issues in the interpretation of the New Testament and the academic disciplines that have been developed to address them. As such, it constitutes a basic introduction to exegetical method. The final project will be an exegesis of a passage of New Testament Scripture.

NTG 546 • Parables for Preaching (3 units)
An examination of the interrelationship between the meaning of the parables as Jesus spoke them to His original hearers and the message of parables proclaimed in the church today.

NTG 542 • Theology of Jesus in the New Testament (3 units)
A critical examination of the various interpretations of Jesus' nature and the nature of his work as they are found within the New Testament.

NTG 555 • New Testament Ethics (3 units)
This course is designed to acquaint students with the ethical teachings of the New Testament, and to probe the relevance of New Testament ethics for a contemporary personal and social ethic.

600-Level Graduate Only Courses
NTG 631 • Intermediate Greek I (3 units)
Further study of grammar and syntax, including extensive exegesis of selected Johannine and Pauline texts. Offered alternate years.

NTG 632 • Intermediate Greek II (3 units)
A continuation of Greek I. Offered alternate years.

NTG 670 • Special Topics (3 units)
Study in a special topic in New Testament.

NTG 680 • Individual Study in New Testament (3 units)
An individualized study initiated by the student who must develop a written prospectus of the proposed study and secure an appropriate sponsoring faculty member to supervise and evaluate the study. A maximum of four units may be applied toward the degree requirements.

NTG 690 • Seminar in New Testament (3 units)
Mutual investigation of one topic in New Testament of particular relevance to graduate students in religion.

700-Level Graduate Only Courses

NTG 710 • Current Issues in New Testament Studies (3 units)
An investigation and evaluation of the basic critical problems of New Testament interpretation which aims to acquaint the student with the more significant methodologies and personalities in contemporary scholarly studies.

THEOLOGY AND ETHICS COURSE DESCRIPTIONS

500-Level Graduate Courses

THOG 508 • Theological Studies (3 units)
This course is designed mainly to expose the student to the nature and task of theology, especially to the issue of theological method. Included in theological method will be how biblical themes are interpreted in light of tradition and social/cultural contexts. Also included will be an awareness of the major fields of theological study.

THOG 557 • Historical Theology (3 units)
An investigation of the system of doctrine of the Christian faith with attention to the lives of the framers of early Christian doctrine; exploration of the development of Christian theology and doctrine throughout the reformation period and the twentieth century. The development of theological themes during this modern period will be discussed against the background of major events in church history and will be evaluated in terms of its relevance for the current situation of the churches.

600-Level Graduate Courses

THOG 630 • Narrative Theology and Hermeneutics (3 units)
This course explores the implications of narrative as a way of engaging in the theological task. Particular attention is given to narrative biblical interpretation, theology, and preaching. In addition, students will become aware of the use of narrative in emerging theological voices in cultures outside the West (and minority cultures within the West), especially in Pentecostal contexts.

THOG 640 • Systematic Theology (3 units)
This course will introduce the student to the major loci of systematic theology, including such major topics as God, Christology, Pneumatology, Soteriology, Ecclesiology, and Eschatology. Each topic will be explored with the biblical witness, historical developments, and current issues in mind. The goal will be to provide the student with a broad basis for advanced graduate-level work in systematic theology.

THOG 645• Theology and Ministry in a Postmodern Context (3 units)
The cultural-linguistic turn, otherwise known as postmodernism, changes everything. This course aims to enable students to recognize the effect of post modernity on the twin tasks of doing theology and engaging in ministry. The goal will be to explore what it means to effectively contextualize the timeless message of God's work without accommodating it to the prevailing zeitgeist. Toward this end, students will evaluate various evangelical responses to postmodernism, explore what it means to do ministry in a missional rather than institutional manner, and examine the various ways in which evangelical churches have

endeavored to reinvent themselves so as to minister effectively (make disciples, image the kingdom of God) in a postmodern, post-Christian context.

THOG 670 • Special Topics (3 units)
Study in a special topic in theology and ethics.

THOG 680 • Individual Study (3 units)
An individualized study initiated by the student who must develop a written prospectus of the proposed study and secure an appropriate sponsoring faculty member to supervise and evaluate the study. Up to a maximum of three units may be applied toward the degree requirements.

LEADERSHIP STUDIES COURSE DESCRIPTIONS

600-Level Graduate Only Courses

CLSG 601 • History of Spirituality (3 units)
An exploration of Spirituality throughout church history that includes examples from Orthodox, Roman Catholic, Protestant (including Pentecostal) traditions.

CLSG 606 • Spiritual Formation (3 units)
An examination of the theological foundation for spiritual formation and an exploration of the spiritual practices as a means of grace for personal growth, communal spirituality, and faithful service.

CLSG 607 • Spiritual Direction (3 units)
The course introduces and develops foundational understandings and resources necessary to explore the practice of spiritual direction, and seeks to assist persons in discerning the ways that God is present and at work in their lives.

CLSG 624 • Change and Strategic Planning (3 units)
An examination of change within congregations and religious organizations with a view toward understanding systematically the relationship between the organization and its environment. Alternate strategic planning, problem solving and program evaluation models will be explored in light of intentional mission and ministry.

CLSG 632 • Team Development and Conflict Management (3 units)
An exploration of team development and conflict management in relation to leadership effectiveness with an emphasis on team dynamics, the nature of conflict, and strategies of assessment and intervention.

CLSG 638 • Leadership and Global Issues (3 units)
This course focuses on leadership in global and intercultural contexts with an emphasis on the interdisciplinary and interlocking themes of culture, theology and the church. The course explores dimensions of social and organizational identities and examines how cultural perspective impacts both theology and practice. Cultural competence across a range of domains equips leaders to be relevant and innovative in theological reflection and ministry practices.

CLSG 642 • Soul Care of Others (3 units)
A practical and theological exploration of the nature of the soul and of soul care, and the partnering relationship between pastoral care and other forms of counseling.

CLSG 646 • Leadership and Character Development (3 units)
This course examines how character development and spirituality can enable leaders to become more authentic in their working relationships and more effective as transformational leaders through their organizations.

CLSG 670 • Special Topics (1-3 units)
Study in a special topic in leadership studies.

CLSG 680 • Individual Study in Leadership Studies (3 units)
An individualized study initiated by the student who must develop a written prospectus of the proposed study and secure an appropriate sponsoring faculty member to supervise and evaluate the study. Up to a maximum of three units may be applied toward the degree requirements.

CLSG 690 • Seminar in Leadership Studies (3 units)
Mutual investigation of one topic in cross-cultural ministry of particular relevance to graduate students in leadership studies.

700-Level Graduate Only Courses

CLSG 710 • Mission and Culture in Theological Perspective (3 units)
This interdisciplinary study, integrating theology and praxis, seeks to develop a theology of mission based on the premise that the unifying theme of Scripture is embodied in the concept of the Kingdom of God introduced in the Old Testament, fulfilled in the ministry of Jesus Christ in the New Testament, and demonstrated to the world through the life and actions of a believing community empowered by the Holy Spirit.

CLSG 715 • The Church and Contemporary Moral Issues (3 units)
This course aims to develop a constructive Christian ethic as a basis from which to address the moral problems confronting leaders in the contemporary church. The course explores the relationship between theological reflection and ethical thinking and examines how cultural perspective and context impact ethical decision-making.

CLSG 720 • Theology and Theory of Leadership (3 units)
An examination of leadership, including theological and theoretical frameworks, that will enable students to assess their own mental models and inform their leadership practices in organizational settings.

FIELD EDUCATION COURSE DESCRIPTIONS

500-Level Graduate Only Courses

FERG 510 • Field Education in Student Ministries (1-12 units)
The course offers a supervised learning experience in a field based ministry setting. Students will be involved in a mentoring relationship with a leader engaged in student ministry as well as a faculty supervisor. Ministry development will be learned through constructing a theology of student ministries, combined with application of that theology through involvement in planning, administering and operating a student ministries program, regular mentoring sessions (both individual and group), reading an approved bibliography, writing reflective essays, and assessment of learning documented in a portfolio. A minimum of 125 hours of 'time on task' per 3 unit course is required. The course may be repeated for credit for a maximum of 12 units.

FERG 515 • Field Education in Church Administration (1-12 units)
The course offers a supervised learning experience in a field based ministry setting. Students will be involved in a mentoring relationship with a leader engaged in Church Administration Ministries as well as a faculty supervisor. Ministry development will be learned through constructing a theology of church administration, combined with application of that theology through involvement in planning, administering and operating a church administration program, regular mentoring sessions (both individual and group), reading an approved bibliography, writing reflective essays, and assessment of learning documented in a portfolio. A minimum of 125 hours of 'time on task' per 3 unit course is required. The course may be repeated for credit for a maximum of 12 units.

FERG 520 • Field Education in Worship Leadership (1-12 units)
The course offers a supervised learning experience in a field based ministry setting. Students will be involved in a mentoring relationship with a leader engaged in Worship Leadership Ministries as well as a faculty supervisor. Ministry development will be learned through constructing a theology of church administration, combined with application of that theology through involvement in planning, administering and operating a Worship Leadership program, regular mentoring sessions (both individual and group), reading an approved bibliography, writing reflective essays, and assessment of learning documented in a portfolio. A minimum of 125 hours of 'time on task' per 3 unit course is required. The course may be repeated for credit for a maximum of 12 units.

FERG 525 • Field Education in Family Life and Small Group Ministries (1-12 units)
The course offers a supervised learning experience in a field based ministry setting. Students will be involved in a mentoring relationship with a leader engaged in Family Life and Small Group Ministries as well as a faculty supervisor.

Ministry development will be learned through constructing a theology of Family Life and Small Group Ministries, combined with application of that theology through involvement in planning, administering and operating a Family Life and Small Group Ministries program, regular mentoring sessions (both individual and group), reading an approved bibliography, writing reflective essays, and assessment of learning documented in a portfolio. A minimum of 125 hours of 'time on task' per 3 unit course is required. The course may be repeated for credit for a maximum of 12 units.

FERG 530 • Field Education in Pastoral Leadership Ministries (1-12 units)
The course offers a supervised learning experience in a field based ministry setting. Students will be involved in a mentoring relationship with a leader engaged Pastoral Leadership Ministries as well as a faculty supervisor. Ministry development will be learned through constructing a theology of Pastoral Leadership, combined with application of that theology through involvement in planning, administering and operating a Pastoral Leadership program, regular mentoring sessions (both individual and group), reading an approved bibliography, writing reflective essays, and assessment of learning documented in a portfolio. A minimum of 125 hours of 'time on task' per 3 unit course is required. The course may be repeated for credit for a maximum of 12 units.

RELIGION COURSE DESCRIPTIONS

The following courses are offered on a CR/No Credit Basis.

600-Level Graduate Only Courses

RELG 693 • Integrative Seminar (3 units)
The Integrative Seminar is a classroom experience designed to help students reflect theologically on ministry experience by integrating what they have learned in graduate coursework with the practice of ministry.

RELG 694 • Field Education (3 units)
A field education experience with a qualified mentor approved by the Faculty Supervisor in Field Education. See the Graduate Religion Office for applications.

700-Level Graduate Only Courses

RELG 788 • Research Methodology: Leadership Studies (3 units)
An introduction to research and inquiry regarding leadership and religious organizations. Students will design and complete a mini research project that includes: a problem statement, definition of terms, limitations and delimitations, literature review, description of research method, collection of data, data analysis and interpretation of data. Required for all M.A. students, and M.T.S. students who have chosen the thesis, project or directed reading option in the field of Leadership Studies. May be used as one elective M.T.S. course.

RELG 791 • Exit Option Design and Proposal: Leadership Studies (3 units)
The development of appropriate thesis and directed reading topics in the field of Leadership Studies, and the description of these topics in a formal proposal format. Students will meet with selected faculty and other students enrolled in each semester to research proposals until approved by faculty. After approval of the research proposal, students will continue to meet in this seminar to report progress on their research exit options. Required for all M.A. students, and M.T.S. students who have chosen the thesis or directed reading option in the field of Leadership Studies. May be used as one elective M.T.S. course.

RELG 795 • Directed Reading (3 units)
The development of a problem statement necessary to conduct a literature search in a given area. Written critiques, a summary reflection paper and meetings between the student and the directed reading mentor monitor the student's progress and mastery of research topic.

RELG 798 • Master's Thesis (3 units)
The study of a well-defined problem that both emerges from and carries forward some existing body of knowledge or theory. Students who choose this research option, work with the guidance of a faculty committee.

RELG 799 • Continued Registration: Master's Study (1 unit)
Required for each semester subsequent to registration of RELG 790, 791, 795, 797, or 798 until completed. Must be enrolled in semester of completion. RELG 799 credits do not count toward M.A. or M.T.S. degree requirements.

PROFESSIONAL STUDIES

Mission: The Professional Studies Programs at Vanguard University serve life-long learners throughout their educational journey. The structure and format of the degree programs makes it possible and manageable for working adults to finish their educational goals without sacrificing their careers and important responsibilities while still accomplishing their educational aspirations.

GENERAL INFORMATION

In addition to graduate degrees, the School for Graduate and Professional Studies (SGPS) offers programs of study leading to a Bachelor of Arts degree in Business, with an emphasis in Organizational Management; Psychology with an emphasis in Human Development; and Religion, with an emphasis in Ministry and Leadership. The school also offers a Bachelor of Science in Nursing (BSN) degree for registered nurses (see RN to BSN major in this section for nursing specific prerequisites and admission requirements). An Associate of Arts, a Bachelor of Arts in Early Childhood Education and a Bachelor of Arts in Early Childhood Education with an emphasis in Special Education are offered online, as well as a Certificate in Early Childhood Education, and a Certificate in Transitional Kindergarten. The Department of Anthropology and Sociology also offers a Certificate in Anti-Human Trafficking through Professional Studies. All courses are offered either one night per week (6:00 p.m. to 10:00 p.m.) or online. Each course meets in accelerated 5 to 8-week formats and the on-campus courses generally meet once each week throughout the year. Small, dynamic classroom settings allow students the opportunity to share their personal and professional experiences in an academically stimulating environment of mutual respect, learning, and support whether on campus or online. Accomplished faculty bring both practical and academic acumen to the classroom. Moreover, each degree program has its own Student Success Coordinator. The Student Success Coordinator helps each student navigate through the various aspects of the university as well as assist each student in individual academic planning.

Academic Calendar

Professional Studies Programs operate on a year-round, semester basis. Courses begin at various intervals throughout the year. Upper division cohort groups are given a schedule which indicates the dates the group will meet over a given period of enrollment. Calendars are available through the Professional Studies office.

Degree Program Registration and Orientation Date

Orientations are held approximately one week prior to the start of new cohort groups (online for the ECE degree programs). New Student Orientations are structured to help begin the process of acclimation to the university and develop an understanding of available university resources.

Academic Policies

Please see the Academic Information section and the University Policies section of this catalog for expanded information on institutional policies.

ADMISSIONS INFORMATION

Admission Requirements

- Demonstrate proof of minimum full-time work experience requirement (depending on program)
  OR
  Obtain approval for admission from the appropriate Chair via petition
- Proof of High School graduation/GED
- Cumulative grade point average of 2.0 (on 4.0 scale) or better on all prior college work
- Completion of Application Process including forms, fees, assessments, references, transcripts (official transcripts are sealed by the Registrar at the requested university and must be received from each institution attended, regardless of academic performance or granting of credit) and official entrance interview
- ECE applicants must complete the online assessment on the website: “Am I Ready for Online Courses?”

- Unique admission requirements for the RN to BSN program are found in the Nursing Program Description.

Students wishing to take upper division courses must meet the 57 unit prerequisite. Exceptions for starting upper division coursework with fewer than 57 units must be approved by the Chair of the desired degree program.

All applicants meeting the above-stated admission requirements will be considered by the Admission Committee. During the admission process, students will be informed of remaining requirements accompanied by a recommendation as to how these requirements can be completed.

Application Process

The application process is as follows:

1. Complete and submit the Application for Admission, along with the non-refundable application fee of $45.00
2. Request Official Transcripts from each college or university previously attended, regardless of credit granted or academic performance. Check with the Registrar's Office from each institution for the appropriate transcript fee.
3. High School Completion. Final official high school transcript or diploma, GED certificate or transcript, transcript stating 2-year program completion and specifically Associate of Arts or Associate of Science, home school credential or transcript, or proof of passing both sections – English-language Arts and Mathematics – of the California Proficiency Examination (CHSPE).
4. Submit Reference/s as required by program.
5. Submit the required admissions essay(s) and/or petitions.
6. Complete any required assessments.
7. After all required documents are received, an admissions interview will be scheduled with the appropriate Admissions Counselor.

Application, Transcript Request, and Reference forms are available at http://www.vanguard.edu/sps/.
Completed application files are forwarded to the Admissions Committee for review. Students accepted into Vanguard will be notified of their acceptance status via letter. The Admission Deadline for each cohort/group is two (2) weeks prior to the orientation date.

Individualized Appointments

Prospective students are invited to meet with an Admissions Counselor to discuss their academic needs and develop educational plans. These appointments cover:

- An unofficial transcript evaluation
- The nature of the academic programs
- Beginning dates for groups
- Meeting the needs of the working professional
- Application procedures
- Questions and answers
- Financial matters, such as:
  - -Employer reimbursement
  - -Loans and grants
  - -Payment schedules

Office hours are Monday-Thursday: 8 a.m.-6:00 p.m. and F: 8 a.m.–5 p.m. (Pacific Time).

International Students

International students must complete the same admission process as other students and must submit:

On-Campus Students

- Financial Certification. Vanguard University does not offer financial aid to international students. Therefore, applicants must provide satisfactory evidence that adequate funds are available to meet the financial obligations required at the time of enrollment. A Financial Statement and Affidavit form must be filled out and must include bank statements that show sufficient funds available to cover one year of tuition and expenses. The bank statement must be in U.S. dollars. Forms related to this process are available in the Admissions Office.

- Deposit: 70% of annual direct cost for the first year of attendance is required before registering for classes.
- English Proficiency: TOEFL (Test of English as a Foreign Language) – all international students whose native language is other than English are required to present scores for the TOEFL, a minimum of 60 college units (taught in English) or SAT/ACT scores.
- Appropriate Visa documentation: International student applying within the U.S. must submit copies of their visa, I-94, and if on a student visa, copies of their I-20 A-B Form.
- Transferring from another institution within the U.S.: To become eligible for transfer to VU from another American college, approval must be obtained from the previous school attended and the U.S. Immigration and Naturalization Service.
- Transferring from another institution outside of the U.S.: Transferring any units from a university or seminary overseas, all transcripts must be submitted to an agency that evaluates transcripts. All transcripts should be an English translation, and must be notarized by the U.S. Consul or notary, or another authority.
- Student Visa: F-1 International students must sustain full-time student status, maintaining a minimum of twelve (12) units each semester.
- Non Student Visa: Those currently in the U.S. on a visa other than an F-1 student visa (M-1, J-1, R-1, etc.) may take a maximum of eleven (11) per semester, attending classes only part-time.

Distant Learning/Online Students

- Financial Certification. Vanguard University does not offer financial aid to international students. Therefore, applicants must provide satisfactory evidence that adequate funds are available to meet the financial obligations required at the time of enrollment. A Financial Statement and Affidavit form must be filled out and must include bank statements that show sufficient funds available to cover one year of tuition and expenses. The bank statement must be in U.S. dollars. Forms related to this process are available in the Admissions Office.
- English Proficiency: TOEFL (Test of English as a Foreign Language) – all international students whose native language is other than English are required to present scores for the TOEFL, a minimum of 60 college units (taught in English) or SAT/ACT scores.
- Deposit: 70% of annual direct cost for the first year of attendance is required before registering for classes.

Re-Admitting Students

Students wishing to return to a Professional Studies program after withdrawing, being academically disqualified, or taking a leave of absence of one semester or more must submit a Re-Admit Application and the $20.00 re-admit fee, along with official transcripts (sealed by the requested university) for any course work completed since leaving Vanguard. Students who apply for readmission will be reviewed by the Admissions Committee and the appropriate Chair. The decision to readmit a student is based upon their standing with the academic, financial and student life centers of the university. Upon notice of approval, the student may proceed with academic and financial registrations. Readmitted students may be subject to new degree requirements. Should a student be denied re-admission, the respective department Chair in conjunction with the Dean may place conditions on possible readmission.

Admission Status

Auditors

Students may attend class with no obligation to participate actively in the work. For such students, no examinations are given, no assignments are requested or marked; however, no credit may be obtained for such attendance. Auditors pay the auditing fee. A student must attend at least 50% of the class sessions in order to have the audited course recorded on the transcript.

Provisional Students

A limited number of students who have not met the admission requirements may be admitted as “Provisional” students. Students admitted provisionally are required to limit their course load to 9 units per term. In order to receive regular standing

classification and continue enrollment, provisional students must attain a 2.0 grade point average in their first term of no less than part-time (at least 6 units) enrollment. If the Provisional student fails to do so, they will be subject to Academic Disqualification. Provisional students will be eligible for limited financial aid (no institutional aid). Select provisional students may be accepted under specific circumstances set forth by the respective department Chair. These provisions are at the discretion of the Chair in conjunction with the Dean.

Regular-Standing Students

Students who have fully met all the requirements for admission and have been accepted are considered regular-standing students. Students may not exceed an enrollment maximum of 18 units per semester.

Non-Degree Students

Students who are allowed to attend Vanguard University without submitting the credentials required for admission with regular status. Abbreviated application forms are available online at http://www.vanguard.edu/sps/. Types of non-degree students include:

- Students taking Continuing Education Units. Units are not degree applicable.
- Students seeking Certificates. Certificate students may only take coursework that applies to the certificate they are pursuing.
- Students-at-Large. Students-at-Large earn academic credit for work completed successfully, but they are not considered degree-seeking students at Vanguard University. The Student-at-Large classification is possible only for those taking nine (9) units or less during any term. Students accepted as a Student-at-**L**arge are not eligible for financial aid unless they are enrolled in prerequisite courses for graduate school (except tuition remission) and have applied to a graduate program.

University Selection and Community Participation

The School for Graduate and Professional Studies at Vanguard University selects students based on academic record, the admissions interview, work experience, references, and willingness to comply with the standards and values of the university. It is expected that each individual who joins the academic community of Vanguard University will deepen his or her ethical commitment and understanding, strengthen his or her intellectual and creative abilities, and participate constructively in the life of the University community.

Furthermore, Vanguard University community members are expected to commit to mutual respect for one another and will: (1) Treat all members of the community with the utmost regard, supporting and upholding the rights of others to a safe, collaborative, and collegial learning environment; (2) Foster collegial learning by participating in class as a supportive and cooperative community member; (3) Refrain from derogatory, disrespectful, or inflammatory comments regarding any member of the academic community; (4) Resolve any personal conflicts by first approaching the other party privately in accordance with professional protocol and the principles that are outlined in Matthew 18:15-17.

Academic Credits

Credit is granted in semester units and each course is normally three to five units of credit.

Credit Hour Policy

Professional Studies Programs are delivered in an accelerated format. Accelerated means that each course contains the equivalency of forty hours of instruction; but compressed into five to eight weeks instead of the traditional fifteen weeks. This means that students essentially triple the pace of coursework, completing the same amount of work in one third of the time. This schedule is not for everyone. It is however, ideal for students who are highly motivated, self-directed, and extremely disciplined with their own time management. It is also expected that students will invest four hours outside of class for every contact hour.

(*See Credit Hour Policy under University Policies*)

Evaluation of Previous College Transcripts and Degree Progress

The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. An applicant who has attended any college or university must submit an official transcript from each institution, regardless of credit granted. The Office of the Registrar will produce all official degree evaluations. Evaluations are completed as new transcripts are received. Once students have received an updated official evaluation or viewed it on their MyVU portal, they may review and request clarification on anything they may find unclear or questionable. (Academic Evaluations produced by Admissions Counselors, Student Success Coordinators or other individuals should be considered advisory and unofficial.)

Credit by Examination (maximum: 24 units)

The University offers several means by which you might earn credit. These include:

- College Level Examination Program (CLEP)—a national set of exams on selected topics offered on a regular schedule.
- Advanced Placement (AP) Examinations—a national set of exams to substitute for specified VU courses.
- Defense Activity for Traditional Educational Support (DANTES)—introductory college-level courses in more than 50 disciplines designed to help military personnel complete college credits.

Degree Completion

Students are allowed twelve months after the end of their final upper division course to complete any outstanding general education or elective coursework needed to become a degree candidate (124 units). Students taking longer than 12 months will be required to complete any new upper division requirements in effect for their degree program. Students must complete the re-admission process after a withdrawal or a one term leave of absence.

Diplomas

Students completing the requirements will receive the Bachelor of Arts or Bachelor of Science Degree. Diplomas are printed on a monthly basis. Diplomas will not be issued to any student whose Vanguard account is not paid in full or whom Federal Perkins Loan is delinquent.

Prior Learning Assessment

The School for Graduate and Professional Studies will only consider a maximum of 30 units of university undergraduate credit for non-traditional schooling, work or other experiential learning. Neither SGPS nor any of its representatives has authority to grant or promise university credit for "prior learning." Credit for prior learning may not duplicate credit already awarded. Contact the SGPS Office for information on the-process for applying for prior learning assessment.

Academic Information

Academic Dishonesty

Academic dishonesty is considered serious breach of trust within the Vanguard community, as it both violates the regard for truth essential to genuine learning and Christian consistency, and disadvantages those students who do their work with integrity. It demonstrates a deep disrespect for fellow students, the faculty, the University, and one's own commitment to the integrity that should mark the life of the practicing Christian. Academic dishonesty may consist of plagiarism, cheating, or falsification. It is the prerogative and responsibility of the instructor to determine if academic dishonesty has occurred and the seriousness of the infraction. The Office of the Provost is to be notified of instances of academic dishonesty.

A student commits plagiarism if he/she submits as his/her own work:

- Part or all of an assignment copied from another person's assignment, notes or computer file.
- Part or all of an assignment copied or paraphrased from a book, magazine, pamphlet, or website.

- A sequence of ideas transferred from another source which the student has not digested, integrated and reorganized, and for which he/she fails to give proper acknowledgment.

A student is an accomplice in plagiarism if he/she:

- Allows his/her paper or other assignment, in outline or finished form, to be copied and submitted as the work of another.
- Lends his/her computer disk to another student or otherwise allows his/her computer files to be copied for the purposes of plagiarism.
- Prepares a written assignment for another student and allows it to be submitted as another's work.

Plagiarism, Cheating, and Falsification

Please refer to the Academic Integrity and Dishonesty Policy in University Policies.

Computer Usage: Student Guidelines

(Excerpted from the Vanguard University Student Handbook)

General Use Guidelines

As an educational institution, VU is firmly committed to the discovery of truth, the life of the mind, and the free interchange of ideas. The University recognizes that in order for the best learning to take place, students will be exposed to hostile, offensive, and even subversive ideas, so that the students can confront and wrestle with the whole range of ideas and philosophies in the intellectual marketplace. It is therefore the position of the University that students should use maturity and self-discipline in accessing potentially offensive material. At the same time, VU is more than just an educational institution: it is a spiritual community committed to nurturing its members, providing them with good values and an atmosphere as positive and wholesome as possible. The Information Technology (IT) Department, therefore reserves the right to regulate or prohibit the access (such as by way of the Internet) to obscene, pornographic, and unlawful materials and the distribution of such materials over the campus network. Students using University computing and network resources are required to use them in a manner consistent with the University's standard of conduct. The framework of responsible, considerate, and ethical behavior expected by the University extends to cover the use of campus facilities and network resources and networks throughout the world to which electronic access has been provided by the University. Computing and network resources and user accounts are owned by the University and are to be used for university-related activities only. Computer equipment and accounts at VU should be used for legitimate instructional, research, and administrative or other approved purposes. In addition to these guidelines members of the VU community are expected to abide by all other published technology use policies.

Student Computing and Network

VU makes available computing and network resources for use by the University's students. As a VU student, you have certain privileges. They include:

1. Use of Campus LAN and Wireless
2. E-mail
3. Use of Internet
4. Priority over non-VU users and/or guests when using campus computer labs
5. Use of computers and printers in the campus computer labs
6. Use of electronic library resources

Student Responsibilities

To protect the quality and reliability of computing and network resources students must observe the following responsibilities. The list is not comprehensive, but it includes some of the responsibilities which you accept when you choose to use the University's computing resources and/or network which the university provides:

1. Student use of the campus network, the Internet, and e-mail will be consistent with the mission and character of VU. VU's information technology resources may not be used for any unauthorized purposes or for any activity that is harmful, illegal, obscene, or harassing.
2. Applying for a user ID under false pretenses is prohibited. Once you have received a user ID for access to the VU network, e-mail and computer systems on that network, you are solely responsible for all actions taken while using that user ID.

3. Sharing or using another person's user ID, password or e-mail account is prohibited. Never leave your terminal or PC logged on and unattended for more than a few minutes. Never write down your user ID and password. Change passwords frequently.
4. You must not intentionally seek information about, browse, copy, or modify a file belonging to another person, whether at VU or elsewhere, unless you have been granted explicit permission by the owner of the file.
5. You are authorized to use only computer resources and information to which you have been granted access. If you encounter or observe a gap in system or network security, you should immediately report the gap to the manager of that system. Abuse of a discovered gap rather than reporting it can result in disciplinary action.
6. If you are not certain you have permission to copy, compile or manipulate software or data, assume that you do not have permission.
7. The University's policies on harassment apply equally to electronic displays and communications as they do to more traditional means of display and communication. You must not display or transmit images, sounds or messages that could create an atmosphere of discomfort or harassment for others.
8. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as printed documents.
9. You are not permitted to send spam e-mail to faculty or staff on campus. Email regarding official VU business or events must receive approval through the IT Department and be routed through the division or department sponsoring the event.
10. Use of your network folder is a privilege for academic purposes. You are expected to stay within the space limits posted in the main lab.
11. You must not degrade computing or network performance in any way that will prevent others from meeting their educational or university business goals. Academic work by students takes precedence over personal usage.
12. You must not create or willfully disseminate computer viruses. You should be sensitive to the ease of spreading viruses and should take steps to ensure your files are virus-free.
13. You must not install any additional software on VU computer equipment.
14. Equipment and supplies for VU labs should be treated with care. These items are purchased with student fees for lab use only. Anyone who abuses equipment or takes supplies from the labs will lose lab privileges and be charged the cost of repair or replacement. Anyone who steals equipment will be prosecuted under the law.
15. Members of the VU University Community are expected to observe federal, state and local laws which govern computer and telecommunications use, as well as the University's own regulations and policies as outlined in the Student Handbook.
16. Students are required to utilize their Vanguard email account for all university business including communicating with professors and staff.

Computer Dishonesty

Plagiarism

There are three forms of plagiarism involving the use of computers and electronic storage of text.

1. Printing two or more copies of the same research paper which are used to fulfill the requirements for more than one class without the consent of the professor(s). Some professors permit multiple submissions of papers, but others require that a paper be unique and original for each course. Submitting a paper previously used in another class, submitting a duplicate copy of a paper being used in another class or revising a paper used in an earlier class or used in another class during the same semester is unacceptable, unless you have obtained the express permission of your professor(s). If you are not sure about your professor's policy on the use of papers for more than one class, be sure to ask rather than turn in your work based upon an assumption of what will be accepted.
2. Using material from another student's paper. Block copying allows the transportation of whole sections or paragraphs of one paper to be merged into another paper. Plagiarism is the use of someone else's words or ideas without crediting that person, with or without the permission of the original writer to use his/her ideas. All material borrowed verbatim must be put in quotation marks and credited appropriately, regardless of the source. All ideas borrowed and turned into your own words must also be credited appropriately. You are prohibited from transporting whole sections of text

from one student's paper into another student's paper, regardless of how much revision is done to the copied material.

3. Two or more students handing in copies of the same research paper or assignment, with each student claiming individual credit for the work. To avoid the accusation of collaboration in plagiarism, a student should not lend his/her disks to another student, who might copy an assignment from the disk.

Violation of Copyright

Copyrighted programs and printed documentation may not be copied, distributed to others, or used on any machine outside of the computer labs, unless permitted under the terms of the software licenses between VU and the software manufacturers. Unauthorized copying is theft. Moreover, students with personal computers on campus are expected to not participate in software pirating or use pirated software.

Invasion of Privacy

The files and programs of other people are private property. It is unethical for you to read, alter, or copy such private programs or files, unless you have explicit permission to do so by the owner.

Disciplinary Procedures

If you violate any of the above guidelines, disciplinary action will be taken. The University reserves the right to monitor traffic on the network, including contents, and to examine files on the system which are connected to the network. Depending upon the seriousness of the offense, the following procedure will be followed:

1. You may be required to perform community service.
2. You may be required to pay a designated fine. If computer equipment is damaged, you will be required to pay for replacing the damaged equipment.
3. You may have your computer privileges temporarily or permanently revoked.
4. You may lose credit for the assignment, test, or even the entire course.
5. You may be dismissed from the University.
6. In serious cases, your name and a description of the violation(s) may be reported to the police. California Penal Code Section 502 makes certain computer abuses a crime, and penalties can range up to a $10,000 fine and up to three years in prison.

You may appeal any decision to the Student Conduct Committee.

Internet Material

All members of the VU community are encouraged to practice discretion and restraint in the materials that they access over the Internet. Obscene, pornographic, or unlawful materials accessed over the Internet are neither educationally nor spiritually purposeful and therefore should be avoided. Student use of the Internet is a privilege which can be revoked for cause.

COURSE ATTENDANCE

Due to the concentrated scheduling and the emphasis upon participatory learning, students need to be in attendance every week.

Students who miss more than one class meeting (or more than five class hours) in any given course will automatically receive a failing grade and need to retake the course to obtain a passing grade.

If an instructor deems that a student's second absence was under extremely unavoidable and unusual circumstances (i.e., an auto accident), the professor may file an academic petition on behalf of the student to the Dean. If the academic petition is approved, the student will be given a "W" (Withdrawal) in place of a failing grade. The student will still be required to retake the course.

Bar-From-Attendance

A student may be barred from attending classes for failure to: present official transcripts certifying previous institutional work, comply with admission requirements, respond to official notices, settle unresolved financial obligations when due, or comply with the community participation standards listed earlier.

Drop Policy

Students must notify their coordinator if they knowingly desire to drop a course (the course must be then taken at a later date). Dropping courses will have financial aid implications. Be sure to discuss the decision with your Student Success Coordinator and a Financial Aid Counselor. Veteran students should also consult with the University's Veterans Certifying Official prior to dropping a course.

Students absent from both week 1 and week 2 of class will be automatically dropped from the course with a full refund given.

* Note: All students attending at least one week of class will not be dropped automatically from class; therefore, the standard refund policy will be upheld.

Five to Seven Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop off record
After 2nd Class and Prior to 4th	"W" recorded (Withdrawal)
After 4th class meeting	"WF" recorded (Withdrawal Failing)

Eight to Ten Week Classes	**Academic Action**
Prior to 2nd Class Meeting	Complete drop
After 2nd Class and Prior to 5th	"W" recorded (Withdrawal)
After 5th class meeting	"WF" recorded (Withdrawal Failing)

(Refer to the Professional Studies Refund Schedule section for financial implications).

Students receiving a failing grade for a course must repeat the course again at their earliest convenience. The Student Success Coordinator will assist with the registration process for the repeated course. Prevailing tuition charges for the repeated course will be effective.

Non-Attendance Drop Policy (Online Courses)

Students who do not login to their online course by 11:59 P.M. (PST) of the second day of class, will be automatically dropped from the course with a full refund given. To remain in good academic standing, a written request to drop must be provided to the SGPS Office before the third week of class.

Standard Drop Policy (Online Courses)

Students must contact the SGPS Office in writing of their intention to drop. Unless written notification is received the student will remain officially registered in the class/classes listed on their registration form and will be financially and academically responsible. Only those courses specified in the drop request will be dropped. Students who have registered for more than one session will not be automatically dropped from the remaining sessions unless written notice is provided. If a student chooses to switch a class from one session to another, this is the same as dropping a class and the drop/refund policies will apply in this situation. The drop will be processed using the date the student's written notification is received by the SGPS Office.

Students who wish to drop must include the following information in their drop request: semester date and class/classes they wish to drop as well as their full name and contact information. Students who email their drop requests are advised to make a copy of the email with date and time stamp as well as receiver confirmation (if possible). Students should also confirm with their respective Student Success Coordinator the following VU work day, via phone, that the email request to drop was received. If the written request to drop is made via mail, the student must ensure the request is mailed in plenty of time for it to reach the Professional Studies office before the beginning of the course session. Vanguard University is not responsible for drop requests sent via email that are routed incorrectly and result in non-receipt of the request by the SGPS Office.

Five to Seven Week Classes	**Academic Action**
Prior to 11:59 P.M. (PT) on Sunday before Week 2	Complete drop off record
After 2nd class and prior to 11:59 P.M. (PT) on Sunday of Week 4	"W" recorded (Withdrawal)
After 11:59 P.M. (PT) on Sunday of Week 4	"WF" recorded (Withdrawal Failing)

Leave of Absence Policy

Students taking a leave of absence are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. There are four types of Leaves: Academic, Medical, Compassionate, and Military. A Leave of Absence is not intended for students wishing to withdraw during the current semester (see Medical Compassionate, and Military Leave sections for exceptions), and does not apply to those who wish to attend another institution or take a semester off.

If a leave is granted after 75% of a class has been completed the student may, with faculty approval, receive an Incomplete. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog. Courses that a student has registered for during the given term that have not yet begun will be completely dropped from the student's record.

Academic Leave of Absence Policy

An academic leave of absence is designed for students who wish to participate in an off campus internship, practicum, or study abroad program in which academic credit is not being awarded through Vanguard. The policy does not apply to those students who wish to attend another institution or simply take a semester off. An academic leave of absence is typically for one semester, but may be given for up to one academic year. To qualify students must be in good academic standing, and apply in advance of the time period they wish to be on leave. A request for an academic leave of absence may be made with the Office of the Registrar.

Medical Leave of Absence Policy

The University recognizes that students may experience a physical or mental health medical situation that significantly limits their ability to function successfully or safely in their role as students. In such situations, students should consider requesting a medical leave, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with the opportunity to achieve their academic and co-curricular goals.

A request for a medical leave of absence must be made with the Disability Services Office. Each medical leave request is individualized, and handled on a case-by-case basis, based on the needs of the student. Upon exit and reinstatement to the University, the student must have adequate medical documentation from a licensed health care or mental health care provider. A medical leave can be granted for up to two consecutive semesters.

Compassionate Leave of Absence Policy

A compassionate leave of absence request may be made and considered for compelling reasons for students who find it necessary to interrupt their studies temporarily. A compassionate leave may be taken for circumstances related to the care of a seriously ill parent, child or spouse, financial or academic difficulties, or other situations that may prevent the student from continuing in classes. A request for a compassionate leave of absence must be made with the Disability Services Office. Each compassionate leave request is individualized, and handled on a case-by-case basis, based on the needs of the student.

Military Leave of Absence Policy

Military Leave is available for Veteran students who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two consecutive semesters. Veteran students on military leave are not regarded as having permanently withdrawn and need not apply for readmission. Military leave forms can be obtained from the Veterans Resource Center.

Grade Appeals

See Grade Appeals section in University Policies.

Incompletes

Faculty may assign a grade of "I" (Incomplete) to students when they warrant additional time to complete coursework due to situations beyond their control (i.e. serious illness, accident, or death of a family member). They may only be awarded when the student's grade would have otherwise been an "F". Incomplete work must be made up no later than 30 days following the last day of class. If the work is not made up by this time a grade of "F" will automatically be assigned. Extensions to the 30 day limitation are made only with the approval of the Chair of the Program. Instructors are under no obligation to assign an Incomplete grade or to administer a make-up exam.

* Note: An Incomplete grade is granted only for such circumstances as major personal or family crisis. Unacceptable reasons include: course load too heavy, previous incompletes, regular job or ministry responsibilities, English language problems, computer problems, etc.

Grade Change Policy

Grades submitted by faculty to the Office of the Registrar are considered final. Students who believe a grade was assigned in error must contact the instructor of the course to review their records. Submission of a grade change to the Office of the Registrar can be made by the faculty member no later than two semesters following the term in which the grade was originally assigned. Requests for exceptions to this policy must be made to the Provost. Instructors are under no obligation to accept late or additional work.

Course Repeat Policy

- Academic courses offered at VUSC are not repeatable unless specifically noted in the catalog. Those students who wish to retake a course due to a low or failing grade are permitted to register again for the same course during any given semester. All grades will appear on the student's permanent academic record (transcript). When a course is repeated, all grades will remain on the transcript, but only the higher grade is computed in the grade point average. In the case that grades are the same, only the most recent grade will be included in the GPA. Courses may not be repeated more than once.

Grade Reports

Grades will be posted on each student's private page of the online portal to the VU database. If a printed grade report is required by the student, they may print it out from the portal or may request a copy from the Office of the Registrar. A semester grade report may be requested or a complete academic transcript. Grades will not be given over the telephone.

Grading System

Percentages	Letter Grade	Significance	Grade Point Average (GPA)
93-100%	A	Exceptional	4.00
90-92%	A-		3.67
87-89%	B+		3.33
83-86%	B	Good	3.00
80-82%	B-		2.67
77-79%	C+		2.33
73-76%	C *	Satisfactory	2.00
70-72%	C-		1.67
67-69%	D+		1.33
63-66%	D	Poor	1.00
60-62%	D-		0.67
0-59%	F	Failure	0.00
	WF	Withdrawal Failure	0.00
	W	Withdrawal	Not Applicable
	WP	Withdrawal Passing	Not Applicable
	CR	Credit	Not Applicable
	NC **	No Credit	Not Applicable
	I	Incomplete	Not Applicable
	P	Pass	Not Applicable
	AU	Audit	Not Applicable

* Students are required to receive a "C" or better in their upper division writing course MILD 364, PSYD 367 or BUOM 377 in order to fulfill writing requirements for graduation. A student receiving a C- or lower must retake and complete the upper division writing course with a C or better to be granted his/her

degree. NOTE: These upper division courses should be repeated as soon as possible.

** Only continuing education or professional development courses may be offered with Credit/ No Credit grading.

Graduation Requirements

To graduate with a Bachelor's Degree, students must:

1. Complete all coursework in prescribed major.
2. Complete 124 semester hours accepted by Vanguard University.
   A. At least one-half of the major units must be completed at Vanguard.
   B. At least 40 units of coursework must be upper division.
3. Have a cumulative grade point average of 2.0 or above for work taken at VU.
4. Complete the General Education Requirements (or transfer equivalents) as stated in the Official Evaluation provided by the Office of the Registrar.
5. Submit an application for graduation to the Office of the Registrar no later than the beginning of the term in which graduation is anticipated.

Commencement Participation

Students desiring to participate in commencement ceremonies in May should be aware that they will be approved to "walk" only if they have no more than three courses to be completed during the summer immediately following commencement. Successful completion of off-campus testing for academic credit, such as CLEP, must be verified prior to the beginning of spring semester to be considered for the May ceremony.

Honors

The Academic Honors list, produced at the end of each semester, honors all degree-seeking students with nine or more units who have earned a GPA of 3.5 or above for that semester.

Students must complete a minimum of 45 units at Vanguard to have honors recorded on their transcript and diploma. Students who have completed, by the end of the Fall semester, no fewer than 36 units (bearing letter grades) at Vanguard may be eligible to participate with provisional honors in the Commencement ceremonies ahead of actual completion of all courses required for graduation. Students' official honors, however, will be based upon their GPA at the completion of all coursework required for graduation and will be indicated on the permanent transcript and on the diploma. Students who have maintained a cumulative GPA of 3.500—3.699 will graduate cum laude. Those achieving a GPA of 3.700—3.899 will graduate magna cum laude. Those achieving a GPA of 3.900 and above will graduate summa cum laude.

Student Honor Societies

Student honor societies exist to recognize superior academic performance, provide academic enrichment to the Vanguard community, and to provide opportunity for students to gain greater exposure to academic disciplines. Undergraduate students in the Professional Studies programs may be accepted into the University's chapter of the following honor societies:

- Psi Chi - Psychology
- Sigma Beta Delta – Business
- Sigma Theta Tau – Nursing (chapter status beginning Dec. 2016)

Academic Probation

"Academic Probation" is a term used to designate a period of close academic supervision, generally including reduced allowable activities, imposed to improve unsatisfactory academic performance. Students on academic probation may not register for more than nine units during the probation period.

A student's official transcript may reflect academic probation following a full semester in which a student's current or cumulative grade point average drops below a "C" average (2.0). This academic standing will remain on the transcript unless the student receives a change of grade prior to the end of the following semester.

Academic probation will continue for the student until the current and cumulative GPA's are raised to 2.0.

Academic Disqualification

A student is subject to academic disqualification based on the guideline below.

- If after acquiring Probationary status the previous semester, the student earns a current GPA below "C" (2.0) in the subsequent semester.
- If after being accepted provisionally.

If the student's current GPA is "C" average (2.0) or higher, but the cumulative remains below a "C" average (2.0), the student will remain on Academic Probation status until both the current and cumulative GPA are above a "C" average (2.0).

A disqualified student must submit the following in order to be considered for re-admission into the university:

1. An application for Re-Admission
2. The Re-Admission Fee
3. A petition explaining the previous academic performance and outlining the steps that have been taken to improve future academic performance
4. Official transcripts for any coursework completed since being disqualified from VU
5. Any other required items

After all re-admission items have been received, the Admissions Committee will, in consultation with the Program Chair of the student's intended major, review the student's file and render an admissions decision. This decision will be communicated to the student via letter. Decisions may be appealed to the Dean and then to the Office of the Provost.

Students who have been readmitted to the program after a disqualification will be admitted on probation and will have their status reviewed at the end of the semester in which they return. Students who have achieved a current and cumulative 2.0 GPA or who have received a grade of "B" or better in each course taken during the probationary or disqualification term may enroll in the next term without petitioning. Students who have not met one of these criteria must submit a petition for further consideration of re-enrollment.

Note: Often registration for subsequent terms occurs before completed grades for the previous term are submitted by instructors. Students are advised that they may acquire Immediate Probation or Immediate Disqualification status from the previous term well after starting their new term. Students in jeopardy of Immediate Disqualification should register for the next term at their own risk. Should Immediate Disqualification occur the student will be dropped from all subsequent courses.

Student Records

Records submitted for the purpose of admission or for recording supplemental work become part of the student's permanent record file and may not be reclaimed or duplicated.

Transcript Requests

Student requests for transcripts of their course work may be made through the website of the Office of Registrar at http://www.vanguard.edu/registrar/transcript/. A fee for each transcript is required, payable at the time of request. All records are withheld from students who have any outstanding financial obligations to the University or have defaulted on a Federal Perkins Loan. Transcripts will be issued only after all financial obligations are settled with the University. Transcript orders are generally sent within 5-7 business days. A rush order will be processed within 24 hours for an extra fee. Transcripts issued contain only course work completed at Vanguard University.

Veterans Benefits

See Veterans Benefits section in University Policies.

Withdrawal from the University

The University desires to establish a clear process for students who choose to withdraw from the University. In order to do so, the student must complete the following steps:

1. Schedule an exit interview with their Student Success Coordinator.

2. Upon completion of the exit interview, student must complete an "Application for Withdrawal" form (provided at exit interview).

3. Return the application to the Office of the Registrar for processing and withdrawal from the University will be finalized.

Upon complying with this procedure, the student is then entitled to a refund in keeping with the refund policy found in the Professional Studies Programs Refund section of this catalog.

Writing Standards

Writing standards are introduced to all Professional Studies students in CORE 110: Vanguard Foundations of College Writing I. Students are expected to adhere to VU writing standards immediately.

At the very least, VU writing standards include:

- APA or MLA formats. These standards are further detailed in the writing courses for each major.
- Unless otherwise directed by the course instructor, all work submitted is to be typed and printed or submitted via learning management system.
- Title pages and plastic covers are not required unless requested by the course instructor.
- Only double spaced and typewritten work with a 10-12-point font will be accepted.
- Work should be submitted in black ink except when color graphs and documents are used.

Books and Materials

Books required for courses are available from the Vanguard University Bookstore on campus. Students may also order books online by accessing http://www.vanguard.bkstr.com. Student curriculum guides are accessed online at http://www.vanguard.edu/sps/curriculum.

COSTS AND PAYMENT POLICIES

Application Fee

Minimum Payment Due - on or before admission deadline:

- Payment of $45 Application Fee. (non-refundable)

Educational Expenses

Payment of educational costs must be considered well in advance of registration. The essential costs are published prior to each new year and are available to students and parents so that proper preparation may be made. Each student is responsible for keeping his or her student account current. For a complete list of tuition, fees, room and board charges (if applicable), please refer to the current course schedule. The University reserves the right to change tuition, fees, room and board charges (if applicable) without advance notice, should conditions so warrant.

Payment of Education Costs

Since the essential costs (tuition, fees, room, and board) are known in advance, students must make arrangements prior to registration to handle their account in accordance with university policies. The Vanguard University Financial Aid Office exists to assist the student in planning and procuring funds for educational costs. Students should pursue all forms of financial assistance through the Financial Aid Office.

Financial Registration

Financial Registration is when a student must finalize their payment arrangements for each semester once they have completed *academic registration*. This may include submitting necessary documents for financial registration purposes and selecting a semester payment option. **All students are responsible for completing Financial Registration by the published deadlines despite the receipt of an invoice, billing statement, or payment reminder.** Please refer to the Professional Studies online course schedules for deadline information.

Semester charges are payable on or before the published Financial Registration deadlines, as well as any previous semester balances. Financial aid from approved loans, scholarships, and other forms of student aid are permitted in order to reduce the total amount due. All such student aid is administered through the Financial Aid Office.

The University offers two semester payment options. Prior balances (all charges

related to a previous semester) must be paid in full. Semester payment arrangements must be made prior to the published Financial Registration deadline:

Option 1) Pay-In-Full: Pay the full amount referenced on your MyBill account by the published Financial Registration deadline.

Option 2) Semester Payment Plan: Pay your semester balance referenced on your MyBill account interest free in 4 monthly installments. Students must enroll in a semester payment plan by the published Financial Registration deadline at the beginning of each semester. There is an enrollment fee each semester with this payment option.

*All Vanguard students must complete a Financial Obligation Agreement with the Office of Accounting Operations by the published Financial Registration deadline. This document must be completed ANNUALLY.

Please visit the Student Account Center on http://www.vanguard.edu/services/student-center/ for more information regarding Financial Registration.

Bookstore Charges

Books, printed notes, and other supplies required for courses offered may be purchased by students from the Vanguard University Bookstore (see bookstore website at http://www.vanguard.bkstr.com). Purchases may be made with cash, check, or major credit cards. Students are unable to charge books and supplies to their student account.

Unfulfilled Financial Obligation

If a student does not meet their financial obligation to the University as agreed upon in the Financial Obligation Agreement, the Office of Accounting Operations will place a financial hold on the student's account restricting all future registration, transcripts, and diploma. If the account remains delinquent for more than 90 days, the student is subject to placement with a third party collection agency and possible submission to the Franchise Tax Board (FTB) for interagency intercept collection. If the account is placed with a collection agency, a 10% annual interest fee will be added to the account as well as negative marks on the student's credit report.

Transcripts

There is a minimal fee per transcript. For 24-hour service, additional fees may be charged. An official transcript will not be issued to, or on behalf of, any student who has an active financial hold on their account by the Office of Accounting Operations.

Diplomas

A Diploma will not be issued to, or on behalf of, any student who has an active financial hold on their account by the Office of Accounting Operations.

Employee reimbursement program (ERP)

This program is for students who receive tuition reimbursement from their employer. To qualify for this program your employer must agree to pay the university directly. Students must apply for ERP each semester if they want to receive the deferment. If students qualify, this program allows them to defer payment of the reimbursable portion of their tuition. Payment for the semester must be received in full no later than 4 weeks after the end of the semester. If payment is not received in accordance with this policy the student will be dropped from current semester without credit. This program is limited to reimbursable tuition costs only. Registration fees, course fees, student fees, and textbooks are the student's responsibility unless otherwise noted in the provided documentation from the employer. Students can obtain ERP documents by visiting the Office of Accounting Operations website: http://www.vanguard.edu/services/student-center/forms/

Refund Policies

The following refund policies apply to the Professional Studies programs. For traditional undergraduate and graduate refund policies, see the Undergraduate and Graduate catalog sections. For the Early Childhood Education refund policies, see the Early Childhood Education catalog sections.

Tuition Refunds

Tuition refunds will be generated for withdrawal from the University or course load reduction when an official withdrawal form or an official add/drop form is filed with the Registrar's Office. Refunds will be based on the date of receipt of the official forms by the Registrar's Office according to the following tuition refund schedule:

Five to Seven Week Classes		**Eight to Ten Week Classes**	
Prior to Week 2	100%	Prior to Week 2	100%
Prior to Week 3	50%	Prior to Week 4	50%
Prior to Week 4	25%	Prior to Week 5	25%
After Week 4	0%	After Week 5	0%

Five to Eight Week Classes (ONLINE)

Prior to 11:59 p.m. (PT) on Sunday of Week 2	100%
Prior to 11:59 p.m. (PT) on Sunday of Week 4	50%
Prior to 11:59 p.m. (PT) on Sunday of Week 5	25%
After 11:59 p.m. (PT) on Sunday of Week 5	0%

The refund schedules apply to all tuition, fees, room and board charges (if applicable). Students who withdraw or are expelled from the University may have their financial aid or a portion of their financial aid returned to the various aid programs. Any student who wishes to withdraw from the University must notify the SGPS Office or the Registrar's Office of their "intent to withdraw". The amount of financial aid returned for the student will be calculated based on this date. Federal aid will be returned based on the number of days the student attended/completed during the semester. State and institutional aid will be returned based on the refund percentage applied to the student's institutional charges. See the Financial Aid Office for specific calculations.

*Note: Students who are automatically dropped from courses will receive a full refund. Please see Drop Policy for more information.

Other Fees

All other fees are refundable based on the tuition refund schedule previously listed.

Student Account Credit Balances

Students who have a credit balance on their account are eligible to receive a credit balance disbursement/refund. The disbursement will automatically be processed unless the student has authorized a hold on the funds until the end of the award/loan period.

Students who are expecting a credit balance disbursement have the option of receiving their disbursement via ACH Direct Deposit, which allows Vanguard University to electronically transfer funds into the student's checking or savings account designated by the student, or via paper check mailed to the primary home address on file. For instructions on how to sign up for ACH Direct Deposit, please visit the Student Account Center and select "eRefund" (visit http://www.vanguard.edu/services/student-center/).

OFFICE OF ACCOUNTING OPERATIONS INFORMATION

Location:
1st Floor of the Scott Academic Center, Suite 131
Office Hours:
Monday- Friday, 8 a.m. to 5 p.m.

Cashier Hours:
Monday-Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 5 p.m.
24 hour online bill payment: MyBill
24 hour secured drop box

Contact Information:
Email: AccountsReceivable@vanguard.edu
Phone: (714) 966-5489
Fax: (714) 662-5233
Website: http://www.vanguard.edu/services/student-center/

FINANCIAL AID

See Financial Aid Office in the Financial Information section.

DEGREE PROGRAMS

On-Campus Instructional Courses

Courses are scheduled to meet the needs of working professionals. Courses are held from 6:00 p.m. to 10:00 p.m. one night per week, or fully online. Occasional Saturday meetings may be required. Students enrolled with a Major cohort receive a calendar for their cohort's entire program of study. This allows students to plan ahead. Students in General Education, Certificate Programs Associates' Degree and Special Interest classes may have various schedules from which to choose.

General Education Core and Elective Courses On-Campus and Online

General Education Core and Elective Courses are offered each semester through the School for Graduate and Professional Studies. Students should register at the designated/published registration times for semester courses. Notification of courses is made available each term. Prior term tuition and fee balances must be paid in full to register. Additional financial aid must be approved through the Financial Aid Office. Each course extends 5-8 weeks in length. Additional lab fees may also be required. Students enrolled in at least 6 units may be eligible for Financial Aid.

GENERAL EDUCATION AND ELECTIVE COURSE DESCRIPTIONS

ART 252 • History and Appreciation of Art (3 units)
A survey of painting, sculpture, and architecture beginning with the Renaissance and concluding with Modern Art. Illustrated lectures, reading, and study of current exhibitions. Field trip fees may apply. (meets Humanities/Fine Arts requirement)

BIOL 205 • Principles of Human Physiology (4 units)
Investigates the fundamental physiological processes in humans using a systems approach to student integrated functions. The course will explore the functions of the human body emphasizing homeostasis and integration at the biochemical, cellular, organ, and system levels. The systems studied will include nervous, cardiovascular, respiratory, renal, gastrointestinal, endocrine, reproductive, and immunity. Lab fee required. (meets Physiology requirement for RN to BSN students; meets Science/Lab requirement for all other students)

BIOL 208 • Biology of Nutrition (4 units)
The course emphasizes the biology of nutrition as applied to metabolic and physiologic principles underlying digestion and absorption of nutrients, chemical structure, and metabolism of nutrients, the biochemical role of nutrients in maintaining health, and the effects of over-and under-nutrition on health and on disease pathogenesis. The students will gain an understanding of the biology of macronutrients (carbohydrates, lipids, and proteins) and micronutrients (vitamins, minerals, and water). Weight management and dietary analysis will also be discussed. Laboratory activities provide real-world insight into the biology of nutrition and will assist students in understanding how proper nutrition can optimize body system functions. Lab fee required. (meets a Science/Lab requirement).

BIOL 209 • Principles of Microbiology (4 units)
Elementary microbiology for students interested in understanding characteristics and activities of microorganisms and their relation to health and disease. The structure, nutrition, growth, control mechanisms, and genetics of bacteria, viruses, fungi, and protozoa are explored. Special emphasis is given to infectious diseases and the organisms that cause these diseases. While the course is directed toward students interested in careers in diverse fields of allied health and nursing, qualified students in other programs may be admitted. Previous study in the biological and health sciences is strongly recommended. Lab fee required. (meets Microbiology requirement for RN to BSN students; meets Science/Lab requirement for all other students)

BIOL 234 • Principles of Neuroscience (4 units)
The course is an introduction to the human nervous system and how the brain processes sensory information, controls actions, and learns through experience and emotions. Each lesson provides a broad understanding of the fundamentals of brain structures and its role in behavior. The course also aims to introduce the student to brain science behind sensory development, language acquisition and learning.

BUOM 205 • Computer Applications (3 units)
This course introduces students to math concepts and computer applications that will be used throughout their business coursework. Computer applications will be learned through completion of projects using word processing, spreadsheets, database, and presentation software application.

BUOM/BUSN 440 • Entrepreneurship: Formation of New Ventures (3 units)
The theory and practice of new venture development. Studies business opportunities from the point of view of the entrepreneur/manager rather than passive investor. Topics include strategic management, venture capital, and writing business plans.

CHEM 210 • Integrated Chemistry (4 units)
This course is designed to give beginning students who have not had prior exposure to chemistry a basic overview in general, organic, biochemistry. The following topics will be surveyed: matter and energy, atomic theory, stoichiometry, nomenclature, the periodic table, atomic structure, gas, liquid and solid states, solutions, nuclear chemistry, functional groups, alkanes, alkenes, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids, lipids, carbohydrates, amino acids, proteins, nucleic acids, metabolism and respiration, photosynthesis, transcription, translation, kinetics and DNA replication. Upon completion of this integrated chemistry course, the student will have an understanding of basic principles paramount to the study of chemistry, a proficiency with stoichiometry (as it relates to the nursing discipline), writing and interpreting chemical formulas, nomenclature, and familiarity of the biochemical process of glycolysis, TCA cycle, photosynthesis, DNA replication, transcription and translation. In addition, the student should develop an appreciation for the importance of chemistry in other disciplines. Lab fee required. (meets Chemistry requirement for RN to BSN students; meets Science/Lab requirement for Professional Studies students)

COMM 201 • Speech Composition and Presentation (3 units)
This course is designed to provide the student with a general working knowledge of the fundamentals of speech communication. General requirements for speech preparation, composition and presentation will be covered. A foundation will be established upon which further speech development may transpire. Lab fee.

COMM 230 • Ethics in Film (3 units)
Through in-class screenings, intensive class discussion and related readings, this course will examine films whose themes strongly concern the depiction of ethical and moral choice. This course will discuss the ways in which filmmakers create meaningful ethical dilemmas; how the characters' choices are portrayed; and how these portrayals may influence our own formulation of value systems and ethical choices. (meets a Humanities/Fine Arts requirement)

COMM 290 • Introduction to Interpersonal Communication (3 units)
The primary elements of the communication process as it occurs between two persons in everyday settings. Among the topics considered are language and meaning, nonverbal communication, person perception, and self-concept. (meets Humanities/Fine Arts requirement)

CORE 110 • Vanguard Foundations of College Writing I (3 units)
Covers reading comprehension, technology and writing, and sentence-level (grammar) and paragraph-level issues. The course focuses on process-driven revision and peer collaboration while emphasizing critical thinking skills. This required course prepares Professional Studies and ECE students for college-level writing and studies. Students may petition to test out of this required course if they possess proficient college level writing ability. (Meets elective credit requirement only; not applicable to English Composition requirement. . Course must be passed with a "C" or better.)

ECED 109 • Infant/Toddler (3 units)
This course is an overview of the characteristic needs of infants and toddlers birth through age three. Appropriate learning environments and routine experiences will

be discussed. Social, cognitive, physical, and sensory motor behavior patterns will be applied in theory and through observation in relation to the environment. A focus on the development of curriculum in meeting the individual needs of the children and the role of the teacher in facilitating growth through play experiences will be emphasized. (meets elective credit requirement) *Only available online.

ECED 121 • Administration of Early Education Programs I (3 units)
Application of the basic principles for the establishment, operation, supervision and evaluation of a preschool/ daycare program will be examined. This includes an overview and history of ECE programs, philosophy development, licensing standards, and assessment of management techniques. Christian philosophy and development will be integrated. This meets the minimum licensing course requirement for operating a licensed daycare program. (meets elective credit requirement) *Only available online.

ECED 123 • Administration of Early Education Programs II (3 units)
Application of advanced principles for the ongoing operation, supervision and evaluation of a preschool/ daycare program will be examined. This includes an in-depth look into managing staff and personnel issues, along with public relations and board development. Parent partnership and operational policies will be discussed. Christian philosophy and development will be integrated. This meets the minimum licensing requirement for operating a licensed daycare program. (meets elective credit requirement) *Only available online.

ECED 139 • Adult Supervision and Mentoring (3 units)
This course will cover the methods and principles of supervising adults who are teachers, assistants, or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Though not required, ECED 101 and ECED 103 are recommended prior to taking this course. (meets elective credit requirement) *Only available online.

ECED 150 • Spiritual Formation of Young Children (3 units)
This course will further students' own understanding and personal journey of spiritual formation and how that relates to the spiritual transformation of young children. The process of how the inner life is formed in young children towards an intimate relationship with God will be discussed. Particular emphasis will be placed on relationship, experience, and practice of the spiritual disciplines that create the context for spiritual formation to occur. A systematic approach will be given that lays the foundation for regular practices in the classroom. The relationship between the church, home, and the early education program will be explored as the foundational environments where spiritual transformation is developed. *Only available online.

ECED 355 • Effective Christian-Based Learning Environments (3 units)
Elective option
This course will cover the principles that transform space into places that engage all domains of development for young children. Current knowledge and best practices will be discussed that relate to the environment of a Christ-centered early childhood classroom. Various learning materials for center-based instruction will be presented that support the program's outcomes across the developmental domains. Planning and preparation of the learning environment will be a part of this course, as well as teacher-child interactions that facilitate learning. Students will study space design and apply that knowledge in setting up spaces that foster optimum development. (meets elective credit requirement) *Only available online.

ECED 360 • Kingdom Education for Young Children (3 units) Elective option
This course will study Biblical passages that deal with educating children from both the Old Testament and the New Testament. Specific examples will be given of the type of instruction adults should pass onto the next generation and the unique perspective that Jesus had of the value of young children. Examples of children in the Bible that held important positions or displayed advanced maturity will be discussed. The course will include accounts from the field of supernatural experiences children have or maturity they show beyond their age. Students will explore the aspect of childlikeness that Jesus gave attention to in relationship to the kingdom of God. Supportive research will be included that discusses a child's position and participation in the kingdom through Biblical passages and supporting literature. Activities such as prayer, worship, evangelism, and prophetic ministry will be examined in relationship to a child's personal relationship with God and potential ministry to others. (meets elective credit requirement) *Only available online.

EDUC 100 • Introduction to Education (3 units)
This course explores the role of education and teaching in modern American Society. Current political and social issues and their impact on schools will be addressed. Career opportunities and expectations for teachers will be discussed. Students will be encouraged to assess and reflect upon their own educational experiences, skills, and learning styles as they interact with current practitioners and education literature.

EDUC 315 • Teaching in a Multicultural Setting (3 units)
This course provides the philosophical background and classroom experience necessary to introduce a person to the teaching profession in a public or private school in a multicultural environment. The purpose of the class is to assist the student to gain an understanding of the resources and challenges facing a teacher serving a linguistically and culturally diverse student population. Discussion will focus on the major professional organizations and educational research related to the philosophical, historical, and demographic developments of American education. Students will complete a fieldwork component to observe classroom management and organization, Specially Designed Academic Instruction Delivered in English (SDAIE) instructional practices, and the curricula of grades K-12. The role and function of Christian beliefs and values in the public school will be integrated throughout the course. This course is a prerequisite requirement for the Multiple and Single Subject Credential programs.

EDUC 350 • Comprehensive Seminar in English (3 units)
Prerequisites: Completion of all required English Composition GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the Reading, Language, and Literature standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the Reading, Language, and Literature standards, including Linguistics, Written and Non-written Communication, Language, Genres, and Interpretation of Texts.

EDUC 355 • Comprehensive Seminar in Mathematics (3 units)
Prerequisites: Completion of all required Math GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the Mathematics standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the Mathematics standards, including Number Sense, Algebra, Functions, Measurement, Geometry, Statistics, Data Analysis, and Probability.

EDUC 360 • Comprehensive Seminar in Social Science (3 units)
Prerequisites: Completion of all required Social Science GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the History and Social Science standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the History and Social Science standards, including California History and Geography, U.S. History, World History and Global Geography, Political Science and Government, Behavioral Sciences, and Economics.

EDUC 370 • Comprehensive Seminar in Human and Physical Development (3 units)
Prerequisites: Completion of all required Humanities/Fine Arts GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the Human Development and Physical Education standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the Human Development and Physical Education standards, including Social, Physical and Cognitive Development from Birth through Adolescence, and Physical Education Movement Skills, Knowledge, Self-Image, and Personal Development.

EDUC 375 • Comprehensive Seminar in Visual and Performing Arts (3 units)
Prerequisites: Completion of all required Humanities/Fine Arts GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the Visual and Performing Arts standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the Visual and Performing Arts standards, including Dance, Music, Theatre, and Visual Art.

EDUC 380 • Comprehensive Seminar in Science (3 units)
Prerequisites: Completion of all required Science GE courses (this course does not fulfill a GE requirement); passing of CBEST exam recommended. This course is a comprehensive overview covering the key concepts of the Science standards for prospective multiple subject elementary teachers. Students will investigate key ideas from the California Curriculum Frameworks and the California Student Academic Content Standards. They will identify the domains and content specifications for the Physical, Life and Earth Science standards, including Biology, Geology, Meteorology, Chemistry, Physics, and Astronomy.

ENGL 115 • Foundations of College Writing II (3 units)
Exposition and argument at the college level. The course emphasizes academic writing conventions through the writing process, mechanics, revising and editing, with a specific emphasis on critical thinking and logical argumentation. Course must be passed with a "C" or better to enroll in ENGL 220 (meets English Composition requirement)

ENGL 220 • Researched Writing (3 units)
Interpretive and analytic writing, including several problem-solving research-based essays investigating topics related to class themes. The course emphasizes writing, revising and editing, reading, analytical skills, and computer technology (word processing, Internet research) and reinforces those skills learned in ENGL 115. Must be passed with a "C" or better to fulfill the core curriculum requirement. (meets English Composition requirement)

ENGL 230 • Literary Perspectives (3 units)
Introduces the student to a variety of literary genres as well as diverse authors, cultures, and experiences. This course also covers the tools and concepts necessary to the understanding and interpretation of literature. Students engage in classroom discussion, write papers, and take a variety of quizzes and exams. (meets Humanities/Literature/Fine Arts requirement)

ENGL 340 • Children's Literature (3 units)
This course is designed to acquaint students with all major genres of children's literature as well as a variety of authors, illustrators and literary criticisms. Students will read and evaluate literature written especially for children with consideration of a moralistic viewpoint and biblical worldview. Course content emphasizes the selection and integration of valuable literature in the classroom and benchmarks learning through discussion, analysis, written essay and assignments. (meets Literature requirement for ECED majors only, meets Humanities/Fine Arts requirement for all other majors)

ENGL 350 • Creative Writing (3 units)
Prerequisite: ENGL 115 or equivalent. Students learn and implement the basic techniques and theory specific to the three genres: fiction, poetry, and drama. Lecture and workshop combined. (meets Humanities/Fine Arts requirement)

HIST 275 • Topics in American History (3 units)
A study of five periods in American history emphasizing the development of a distinctive American culture.(meets Social Science requirement)

HIST 356 • History and Geography of California (3 units)
A study of California from pre-Spanish times to the present, with emphasis on political, economic, and social developments and on its physical, political, and human geography. (meets Social Science requirement)

MATH 105 • Essential Mathematics (4 units)
This course prepares students to understand the essential mathematical concepts in number sense, elementary algebra, sets of numbers, problem solving, ratios, proportions, percentages, and graphing linear equations and inequalities. The

course is designed to introduce students to practical mathematical skills necessary for courses in business and statistics. Emphasis will be placed on the structural and logical foundations of business. (meets Elective requirement only; not applicable to Natural Science/Math requirement)

MATH 106 • Business Math (4 units)
This course applies the principles and practices of mathematics to everyday business problems and situations. The course prepares students to understand the mathematical and business concepts in problem solving, ratios and proportions, percentages, simple and compound interest, graphing linear functions, and inventory valuation. The course introduces students to common mathematical skills necessary for courses in business. (meets Natural Science/Math requirement)

MATH 109 • Mathematics for Statistics (4 units)
This course prepares students to understand the mathematical and statistical concepts in problem solving, critical thinking, ratios and proportions, algebraic equations, sets and logic, probability and statistics, including frequency of distribution, statistical graphs, measures of central tendency, and measure of position and dispersion. The course introduces students to common mathematical skills necessary for coursework in statistics. (meets Natural Science/Math requirement)

MNGT 425 • Career Transitions: Landing Your Ideal Job (0-3 units)
This course provides a comprehensive and strategic approach to the career search process. It follows a proven path of progressive steps to identify, plan, and achieve objectives in the chosen field. Included are approaches to connecting directly with hiring managers and demonstrating professional brand competence. The course provides students the tools needed to develop and promote individual competency that will set them apart from their competition. This course is offered Credit/Fail only.

MNGT 470 • Special Topics (1-3 units)
Study of a special topic in one of the fields of management. May be repeated for credit provided topics are dissimilar.

MUSC 202 • Introduction to Music (3 units)
A liberal arts course designed to develop a knowledge of music from the listener's point of view. Introduction to the materials and forms of music and the periods of music history. Lab fee. (meets Humanities/Fine Arts requirement)

NT 101 • New Testament Survey (3 units)
Prerequisite to all upper division courses in New Testament. A close study of the New Testament text, examining the foundations of Christianity within its historical contexts, and presenting the principles and tools of interpretation. (required for all Religion majors; meets Religion/Humanities requirement for all majors)

OT 201 • Old Testament Survey (3 units)
Prerequisite to all upper division courses in Old Testament. An introductory study of the literature of the Old Testament, with a view toward appreciation of its content and historical development, with emphasis on theological themes such as creation, election, and redemption. (required for all Religion majors; meets Religion/Humanities requirement for other majors).

PHIL 201 • Introduction to Philosophy (3 units)
Prerequisite: Sophomore status recommended. An introductory study which aims to provide a basic understanding of the nature and aims of philosophy, an acquaintance with some representative philosophical problems, an introduction to the methodology of philosophical inquiry, and a mastery of some of the terminology employed in philosophical discussion. (meets Humanities requirement).

POLS 155 • United States Government (3 units)
Designed to acquaint the student with the United States political system, including constitutional developments of the United States and of California, and stimulate reflection on the intersection of Christianity and citizenship. (meets Social Science requirement)

PSCI 215 • Fundamentals of Earth Science (4 units)
Prerequisite: One year of elementary algebra. Earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophical aspects of the subject matter. Lab fee. (meets Natural Science/Math requirement)

PSCI 216 • Fundamentals of Physical Science (4 units)
Prerequisite: Three years of high school mathematics. This course in physical science presents materials in physics, chemistry, and astronomy that are conceptual in nature with minimal reliance on the quantitative rules of mathematics as a tool for understanding. A strong emphasis is placed on proper use of vocabulary words to understand and explain topics in the fields of mechanics, properties of matter, heat, sound, electricity and magnetism, and light. Classroom demonstrations and videos are used to assist the student in learning the everyday principles of nature. Lab fee. (meets Natural Science/Math requirement)

PSYC 103 • Introduction to Psychology (3 units)
Prerequisite to all other psychology courses. This course explores the fundamental issues of psychology, including research in psychology, biological influences on development and behavior, learning and memory, motivation, personality, psychological disorders, psychological interventions, and social behavior. (meets Social Science requirement)

PSYD 220 • Human Growth and Development (3 units)
Prerequisite: PSYC 103C. An exploration of human development across the lifespan (from conception through death). Examines human development through the biological, behavioral, cognitive, sociocultural, and spiritual perspectives. (meets Social Science requirement)

PSYD 321 • Adolescent Psychology (3 units)
Prerequisite: PSYC 103C. A study of the period of life from puberty to the emergence from the teens, emphasizing the physical, mental, emotional, social, spiritual, and personality development of the individual. Diversity issues are considered. (meets Social Science requirement)

PSYD 352 • Industrial/Organizational Psychology (3 units)
Prerequisite: PSYC 103C. Investigate how general psychological knowledge from the areas of personality, assessment, cognitive, and social psychology can be applied and further developed in organizational contexts. Issues such as matching jobs and individuals, training, performance evaluation, stress, leadership, and development are discussed in the context of multilevel cultural influences, from organizational cultures to global business demands. (meets Social Science requirement)

PSYD 465 • Field Education for Psychology Majors (1-5 units)
Prerequisite: PSYD 460 Field Practicum (May be taken concurrently) and Consent of the Instructor. Students apply concepts learned in the major as a student intern/volunteer at a human services agency or research facility. This course allows students to earn credit for additional field experience beyond PSYD 460; 30 hours of field experience will be required for each credit hour. Students may register for from 1-5 units of credit.

SOC 100 • Introduction to Sociology (3 units)
An introduction to the study of society, considering the fundamental concepts of sociology in each of three great areas: social structure, social processes, and social problems. Sociology deals with the way individuals, groups, and institutions are related to one another. (meets Social Science requirement)

SOC 220 • Marriage and Family in a Social Context (3 units)
This course provides students with a sociological perspective of marriage and family living. Themes include: the social construction of gender and the consequences for relationships and social institutions; intimacy in family relationships; communication, conflict and stress in the family; the realities of parenting; integrating work and family life; separation divorce and remarriage; later life families. (meets Social Science requirement)

SPAN 101A • Beginning Spanish (2 units)
An introductory course which begins the process of developing grammar knowledge and fluency in speaking, reading, writing and listening. This course is a prerequisite for SPAN 101B. (meets Humanities requirement)

SPAN 101B • Beginning Spanish (2 units)
An introductory course which begins the process of developing grammar knowledge and fluency in speaking, reading, writing and listening. Prerequisite: SPAN 101A. (meets Humanities requirement)

THEA 200 • Introduction to Theatre (3 units)
An introduction to the study of theatre with focus on forms, genres, performance space, and the artistic principles of production, as well as the technical aspects. Selected readings, discussions, attendance at plays, and critiques of performances are required. Theatre majors may not take THEA 200C to fulfill the core curriculum requirement in fine arts. (meets Humanities/Fine Arts requirement)

THEA 208 • Playwriting (3 units)
Introduces the social and philosophical theories that surface within playwriting, closely examining several landmark stage plays, each representing the various attitudes and values of its day. Styles, structural techniques, characterization and post-modernism in playwriting are some of the topics to be examined. Students will work to develop their own writing voice and produce their own original, creative work. Lab fee. (meets Humanities/Fine Arts requirement)

THEO 101 • Foundations of Christian Life (3 units)
An introduction to Christian faith and life, embracing the primary theological tenets and fundamental values that empower a Christian to address contemporary cultural issues, seek integrity in personal behavior, and respond to the great commission to reach the world. (meets Religion/Humanities requirement)

THEO 103 • Introduction to Theology (3 units)
An introductory study of the subject matter and scope of Christian theology. Examination is made of philosophical presuppositions, definition is sought for theological terms, and articulation of theological concepts is encouraged. Particular attention is given to the doctrinal tenets of the Assemblies of God. (Required for all religion majors/meets Religion/Humanities for all majors)

NOTE: Courses numbered 291, 292, 293, or 294 are lower division special topic courses.

BUSINESS MAJOR WITH A CONCENTRATION IN ORGANIZATIONAL MANAGEMENT

Mission: The major in Business with a concentration in Organizational Management seeks to develop leaders who can think critically, communicate effectively, respond ethically, and lead confidently in a global marketplace. The program helps students increase their effectiveness as business professionals and provides excellent preparation for career advancement and the pursuit of a graduate degree.

Admission Requirements:

- See General Professional Studies Admission Requirements
- Demonstrate proof of at least 3 years of full-time work experience
- Completion of Application Process including forms, fees, two professional references, and a professional resume.

Degree Requirements:

General Education Core Requirements	**40 units**
Vanguard Foundations of College Writing I	3 units
English Composition*	6 units
Literature	3 units
Speech Composition and Presentation	3 units
Humanities/Fine Arts	3 units
Science (3) with Lab (1)	4 units
College Math*	3 units
Science or Math*	3 units
Religion	3 units
Social Sciences	9 units

*English Composition and Math courses must be passed with a "C" or better to fulfill the core curriculum requirement.

Major units in Degree Program	**54-57 units**
Electives	**27-30 units**
Total units for B.A. Degree	**124 units**

BUSINESS (ORGANIZATIONAL MANAGEMENT) COURSE DESCRIPTIONS

NOTE: Required courses which resulted in a grade of F must be repeated. See BUOM 377 for only exception. Courses can only be repeated once.

BUIS 457 • Management Information Systems (3 units)
Prerequisites: BUOM 377 and BUOM 378. Introduction to the Fundamentals of computing technology and the knowledge required to sufficiently understand the management of information systems in business organizations. (Formerly BUIS 456 Computing Fundamentals and MIS).

BUOM 205 • Computer Applications (3 units)
This course introduces students to advanced Microsoft Office Word and PowerPoint application and introductory Excel that will be used throughout their business coursework. Computer applications will be learned through completion of projects using word processing, spreadsheets, database, and presentation software applications.

BUOM 316 • Business Law (3 units)
Prerequisites: BUOM 377 and BUOM 378. This course explores the legal environment in which businesses operate. The focus is on the organization and operation of the American legal system, legal rules and ethical constraints that impact business, and the practical application of these rules and constraints to real-world situations. Topics include contracts, torts, agency, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities. (Formerly BUOM 315 Legal Aspects of the Business Process)

BUOM 361 • Organizational Communication (3 units)
Prerequisites: BUOM 377 and BUOM 378. An examination of the formal and informal functions of organizations, including an analysis of an agency or organization based upon a system's model. Students will analyze and solve

organizational problems using a step-by-step method. Effectiveness in personal and social relationships is also examined. Constructive feedback, dealing with anger and resolving conflict help each student develop a model for effective relationships. (Formerly BUOM 360 Organizational Concepts and Communication)

BUOM 372 • Organizational Behavior (3 units)
Study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups and individuals. (Formerly BUOM 371 Group and Organizational Behavior)

BUOM 377 • Business Writing (3 units)
Prerequisites: GE English Composition requirements completed. This course is designed to teach the student how to write and present strategically organized, grammatically correct, persuasive business communications. Attention is given to academic and professional writing styles and standards, communication theory for various forms of business writing, and means of efficient research. (Formerly BUOM 376 Business Writing for Professionals.) This course must be passed with a "C" or better to fulfill writing requirements for graduation. A student receiving a "C-" or lower must retake the course to earn the required grade for graduation.

BUOM 378 • Research Methods (3 units)
Prerequisite: BUOM 377 GE English Composition and GE math requirement completed. A course in conducting and applying research for managerial decision-making. Problem formulation, data collection, statistical analysis and interpretation of results are covered. (Formerly BUOM 375 Methods of Research and Analysis)

BUOM 456 • Business Strategy (3 units)
Prerequisite: All major requirements completed. Designed to allow the student the opportunity of integrating the knowledge obtained from accounting, economics, marketing, and organizational management into coherent analytical skills on case studies approximating real world business situations. (Formerly BUOM 455 Business Policy and Strategy)

BUOM 464 • Principles of Management (3 units)
Prerequisites: BUOM 377 and BUOM 378. An overview of management and how leadership forms an integral part of it along with planning, organizing, staffing, leading and controlling/evaluating. An examination of the field of management from the perspective of a manager wishing to be more effective. (Formerly BUOM 463 Principles of Management and Supervision)

BUOM 470 • Special Topics (1-3 units)
Prerequisite: Consent of the Instructor. Study of a special topic in business. May be repeated for credit.

BUOM 471 • Principles of Marketing (3 units)
Prerequisites: BUOM 377 and BUOM 378. An introduction to basic marketing theory and terminology. Students will analyze real-world cases exploring domestic and international marketing opportunities and problems, develop skills and confidence to identify and evaluate critical marketing data, and develop successful programs to solve business problems and capitalize on market opportunities. (Formerly BUOM 473 Marketing in a Global Economy).

BUOM 472 • Managerial Economics (3 units)
Prerequisites: BUOM 377 and BUOM 378. An examination of the principles of economics needed to be understood and utilized by managers and supervisors in all fields. The internalization of the U.S. economy and possible actions affecting economy in all organizations will be included.

BUOM 475 • Financial Accounting (3 units)
Prerequisite: BUOM 377 and BUOM 378. Involves the analysis, recording, and summarizing of accounting transactions on the accrual basis. Includes emphasis on accounting as an information system meeting the demands of users for decision-making.

BUOM 476 • Human Resource Management (3 units)
Prerequisite: BUOM 377 and BUOM 378. An exploration of the values and perceptions of selected groups affecting social and economic life through an analysis of policies and procedures relating to recruitment, selection, training,

development, and compensation of employees. Special attention is given to Equal Opportunity Employment and the Office of Safety and Health Administration legislation through a series of case studies and simulations.

BUOM 477 • Managing the Nonprofit Organization (3 units)
Prerequisites: BUOM 377 and BUOM 378. This course explores the special challenges of management of a nonprofit organization. Through cases, description, and theoretical analysis, students learn about the defining characteristics of the nonprofit sector, major differences between nonprofit and profit-making organizations, and government and business involvement with the nonprofit sector. Students acquire skills focused on governance, financing, and management of nonprofit organizations.

BUOM 478 • Organizational Ethics (3 units)
Prerequisite: BUOM 377 and BUOM 378. A study of ethical situations in organizations, accountability in government, respect for human rights, and responsibility for ethical and contemporary life choices. Ethical theories and personal values are examined through readings and analysis of situations in organizations.

BUOM 481 • Business Through the Eyes of Faith (3 units)
Prerequisite: BUOM 377 and BUOM 378. A study of the nature of business from the perspective of the Christian faith.

BUOM 482 • Managerial Accounting (3 units)
Prerequisite: BUOM 377 and BUOM 378. An overview of the financial tools available to the manager in decision making. Includes a study of income statements, balance sheets, cash flow projections, budgets, changes in financial position, and ratio analysis. Emphasis is on reading and understanding accounting documents rather than on their preparation.

BUOM 484 • Financial Management (3 units)
Prerequisites: BUOM 377, BUOM 378, BUOM 475, BUOM 482 and BUOM 472. This course enables professionals to apply financial management theory in real business situations ultimately aimed at actionable decision making. Topics include cash flow optimization, profit maximization, forecasting & budgeting, financial analysis, financing through debt or equity, valuation, and analyzing risk and return.

BUOM 485 • Strategic Marketing Management (3 units)
Prerequisites: BUOM 377, BUOM 378, BUOM 471, BUOM 475 and BUOM 482. This course takes a case study approach to the development of marketing strategy and plans. Group discussions, presentations, and written case analyses are used with emphasis on both quantitative and qualitative assessment of management issues. Focus is on critical thinking and application of concepts and techniques to problem identification, analysis, synthesis, and evaluation. It is recommended that students first complete college math and accounting. (Formerly BUOM 479 Marketing Strategies)

MNGT 425 • Career Transitions: Landing Your Ideal Job (0-3 units)
This course provides a comprehensive and strategic approach to the career search process. It follows a proven path of progressive steps to identify, plan, and achieve objectives in the chosen field. Included are approaches to connecting directly with hiring managers and demonstrating professional brand competence. The course provides students the tools needed to develop and promote individual competency that will set them apart from their competition. This course is offered Credit/Fail only.

EARLY CHILDHOOD EDUCATION MAJOR

Mission: The Mission of the Early Childhood Education Program at Vanguard University is to guide, mentor, and train highly qualified Early Childhood Educators to serve in private and public early learning centers. Our goal is to equip students with the professional and spiritual tools needed to live a Spirit-empowered life of Christ-centered leadership and service.

Early Childhood Education courses are taught online in an accelerated seven week format. Each semester consists of two seven-week sessions. Courses are taught by highly qualified instructors with educational and professional backgrounds in early childhood education. Christian philosophy and values are integrated throughout all classes. The early education classes at Vanguard University meet the formal requirements for Title 22 and Title V for the State of California. Additionally, they meet the formal educational training requirements for the Association of Christian Schools International (ACSI) Preschool Associate Credential (PAC), and Director's certificate.

BACHELOR'S DEGREE (BA)

Degree Requirements:

Total General Education Core Requirements	**40 units**
Vanguard Foundations of College Writing I	3 units
English Composition*	6 units
Literature	3 units
Humanities/Fine Arts	6 units
Science (3) with Lab (1)	4 units
College Math	3 units
Science or Math	3 units
Religion	3 units
Social Sciences	9 units
Total GE Electives	**29 units**
Total ECE Major Units (course descriptions follow)	**55 units**
Major required courses	37 units
Major elective courses	18 units
Total units for B.A. degree	**124 units**

*English Composition course must be passed with a "C" or better to fulfill the core curriculum requirement.

Special Education emphasis

ECE students may choose to obtain a special education emphasis in their degree program by completing the following courses as part of the major elective course requirement: ECED 420 Principles of Applied Behavior Analysis: Autism and ECED 425 Functional Assessment and Evaluation for Exceptional Learners.

BA DEGREE COURSE DESCRIPTIONS

ECED 100 • Cornerstone for ECE (3 units) • *Required*
This course provides an introduction to university life and online learning, and to the academic and social skills needed for success. Students will be introduced to the library and information literacy/research skills. The course management system and skills for successful online learning along with the integration of faith and learning through a Biblical worldview will be covered. Becoming a professional in the field of early education will be discussed. This course is required for all ECE degree-seeking students.

ECED 300 • Guiding the Young Child's Behavior (3 units) • *Required*
This course examines appropriate child guidance principles and practice. Positive teacher/child interactions along with guidance techniques will be examined. A Biblical emphasis will be placed on teaching self-regulation and self-control concepts that result in responsibility and ownership of behavior. Setting clear expectations and affirming positive behavior will be examined along with appropriate respect for authority and effective conflict resolution strategies. Classroom management techniques will be discussed. Parental involvement and school/family partnerships will be incorporated to serve children in their supporting environments.

ECED 305 • The Exceptional Child and the Inclusive Classroom (3 units) • *Required*
This course provides an overview of children with exceptional cognitive, physical, social, and/or emotional characteristics, including learning disabilities. Students will be introduced to special education laws and their implications for delivery systems, transition plans, and identification and placement procedures. Assessment and screening strategies will be discussed to meet the educational needs of all students. A Biblical perspective of serving all children will be a part of the course, including rationale and strategies for honoring young children and families.

ECED 306 • Exceptional Children: Teaching Language Arts, Math, and Science for Students with Severe Disabilities (3 units) • *Required*
This course is to equip early childhood educators with special need students to become 21st century educators and to demonstrate best practices in his or her classroom. This course covers, embedding instruction in inclusion classroom, teaching common core Language Arts, Math and Science, creating instructions and assessment.

ECED 315 • Math and Science for the Young Child (3 units) • *Required*
This course reviews developmental theory and research about science and math education in the early childhood years. Early childhood educators will investigate the interrelationship of math and science, and explore an organized, sequential approach to creating a developmentally appropriate math and science curriculum for preschool children. Concepts of God as the creator and master designer will be presented as children construct knowledge through a dynamic, interactive process that facilitates their development of working theories relating to math and science.

ECED 320 • Language and Literacy for Young Children (3 units) • *Required*
This course focuses on language and literacy development for young children. Students examine theories of language development, including theories of second language acquisition and the needs of English language learners. They also explore strategies for engaging children in integrated listening, speaking, reading, and writing experiences. Integration of content area standards and development of hands-on learning experiences are emphasized. Evaluation of God-honoring children's literature will be covered along with communicating with God through prayer. Additionally, developmentally effective assessments are discussed as a means of informing instruction.

ECED 327 • Creative Learning for the Young Child (3 units) • *Required*
This course introduces concepts related to creativity and its application across the curriculum, with emphasis on creativity in the arts including visual art, drama, music, movement and creative play. Topics include: the theoretical and Biblical basis for creativity; concepts of creativity and aesthetics; planning and implementing creative activities that are developmentally appropriate for young children; art media, methods and materials for creative activities; planning and preparation of art experiences; developmental stages in art; and fostering creativity across the curriculum.

ECED 330 • Early Foundations for Moral and Character Development (3 units) • *Elective*
This course examines the role of educators in developing moral and ethical behavior in young children. Character traits will be defined and identified that are reflective of a Spirit-filled classroom. Students will explore different theories of moral development and identify knowledge, skills, and dispositions that can be integrated into the life of the classroom. Biblical principles of moral development will be studied along with strategies that integrate these concepts into the curriculum content. Students will examine early education centers for moral and character development curriculum content and a strategic plan will be developed to enhance moral development. Students will be challenged to be an effective role model and will identify their own personal strengths and growth areas. Developmentally-effective methods of instruction will be discussed, including the use of a variety of hands-on materials to reinforce concrete learning.

ECED 338 • Advanced Administration of Early Childhood Education Programs (3 units) • *Elective*
This course provides instruction on the advanced skills needed to manage and lead in Early Childhood Education settings. Students will develop skills in personal and professional self-awareness, fiscal management, facilities management, family support and educational programming. Special emphasis will be placed on

management theory and decision making. Students will develop an understanding of their own leadership and management style.

ECED 340 • Transitional Kindergarten Programs (3 units) • *Elective*
This course examines transitional kindergarten programs in the private and public sector. An in-depth look at the developmental needs of 4-1/2- to 6-year-olds will be included. Aspects of current brain research on the connection of curriculum to targeted learning outcomes will be reviewed. Specific strategies for measuring developmental milestones for learning will be included, preparing early educators to adequately assess developmentally-effective progression. Aspects of creating effective transitions from preschool to kindergarten programs, including perceptions, expectations, and practices that build strong partnerships with families and elementary schools, will be covered. Appropriate levels of instruction and developmentally appropriate environments will be explored.

ECED 345 • Advancing Early Childhood Programs through Technology (3 units) • *Elective*
This course introduces the use of technology in the early education setting to enhance teaching, learning, and program support. Topics will include the use of technology in the classroom, the supportive use in administrative management, communication with families, teacher training, and marketing. Ethical issues surrounding the use of technology will be discussed along with the appropriate use of technology in the classroom. Upon completion, students should be able to apply technology-enhanced instruction, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

ECED 350 • Ministering to Parents and Families (3 units) • *Elective*
This course emphasizes the significance of parents and families as the basic unit of society according to God's design. Significant issues surrounding the health of the family unit will be discussed. Topics included in this course will focus on the well-being of individuals and society supported by strong family units. Various parenting styles will be examined for understanding the family dynamics. Students will learn how to minister effectively through the integration of faith practices, prayer, God's word, and Biblical insight that will support a strong home life for young children. The importance of instilling Biblically-based values in the home and the supportive role of early education programs in supporting children and their families will be examined, including family education and advocacy.

ECED 400 • Early Communication Skills and Literacy in Multilingual Communities (3 units) • *Required*
This course develops students' understanding of language development specific to the early years and the principles that govern this process. Language learning development will be studied as an important part of thinking and communicating as God's design for each child. Students will learn the distinct differences between language, competence, and performance as it relates to multicultural communities. The role of adults, peers, and siblings in fostering language development will be discussed. Students will explore specific strategies for working with multilingual families in meeting the functional needs of the child in the classroom setting to maximize language development. Delays in the language process will be reviewed along with the necessary resources to help serve children at risk.

ECED 405 • Advanced Curriculum Design and Development in Early Childhood Education (3 units) • *Required*
This course focuses on curriculum planning and design for programs that serve young children 0-8 years old. Issues and trends in curriculum development will be examined, along with the components of a philosophy of teaching and learning based on a school's foundational statements. The students will explore the sequenced components of a curriculum guide that support each learning domain, including student- based outcomes, goals, and benchmarks. Monthly and weekly guides along with lesson planning with be discussed and developed. The process of evaluating the planned instructional program will be covered as it relates to improving the curriculum and effectively achieving student learning outcomes. Learning outcomes will be integrated into this course as a foundation for curriculum development.

ECED 410 • Leadership and Advocacy in Early Childhood Education (3 units) • *Elective*
This course will focus on child and family advocacy, leadership, public policy, research, and advocacy initiatives in the field of early education. Students will analyze critical issues in early education from a Biblical-worldview and develop

strategies for articulating positions and becoming change agents. Students will develop and implement strategies for change. A professional code of ethics, integrating Biblical standards and principles, will be discussed.

ECED 420 • Principles of Applied Behavior Analysis: Autism (3 units) • *Elective*
This course is to introduce Behavioral Analysis in daily life and how the events in daily life affect autistic students' behavior. Students will learn how to apply behavioral principles to their classes and dealing with challenging behaviors, building positive relationship with their students' family and students. (*Requirement for Special Education emphasis)*

ECED 425 • Functional Assessment and Evaluation for Exceptional Learners (3 units) • *Elective*
This course covers how to collect and use educational data to assess diverse learning needs in multiple developmental aspects, educational planning and progress monitoring, instructional models, curricular access, mapping, and development. Various types and uses of assessments to identify needs of exceptional learners will be introduced. (*Requirement for Special Education emphasis)*

ECED 460 • Advanced Practicum I (3 units) • *Required*
This course is a supervised experience in working with young children in a classroom setting. The focus will be on the application of developmentally effective early childhood teaching theories, techniques, and skills. The emphasis will be on designing, implementing, and evaluating classroom experiences for young children. Observation and evaluation of classroom experiences, environmental design, classroom management, and parent communication will be emphasized to promote optimal development for young children. Biblical perspectives will be integrated throughout the course.

ECED 465 • Advanced Practicum II (3 units) • *Required*
The student will be evaluated by a mentor teacher in the classroom, as well as by the instructor and peers via video of the student in the classroom. This course will require an early childhood practicum. The practicum site and mentor teacher must be approved by the instructor during Advanced Practicum I. Advanced Practicum I is a prerequisite for Advanced Practicum II.

ECED 499 • Capstone for ECE BA Degree (4 units) • *Required*
This course will be the culmination of the students' coursework in early education for the baccalaureate degree. This course includes analysis and evaluation of current research in early education and the integration of faith and learning in the field. Students will demonstrate their competence and achievement of the program learning outcomes through the completion of the portfolio begun in the ECED 100 Cornerstone class, including personal reflections. Students will examine and evaluate their service learning experience from the Leadership and Advocacy class and analyze the issues related to teacher education, advocacy, policy, and working with families to further the spiritual and educational needs of young children. The next steps in professional development will be discussed and a plan for further growth as a professional in the early education field will be developed.

ASSOCIATE'S DEGREE (AA)

Degree Requirements:

Total General Education Core Requirements	**31 units**
Vanguard Foundations of College Writing I	3 units
English Composition*	6 units
Literature	3 units
Humanities/Fine Arts	6 units
Science (3) with Lab (1)	4 units
College Math	3 units
Science or Math	3 units
Social Sciences	3 units

*English Composition course must be passed with a "C" or better to fulfill the core curriculum requirement.

Major units in Degree Program	**33 units**
Total units for A.A. degree	**64 units**

AA Degree Course Descriptions

ECED 100 • Cornerstone for ECE AA Degree (3 units)
This course provides an introduction to university life and online learning, and to the academic and social skills needed for success. Students will be introduced to the library and information literacy/research skills. The course management system and skills for successful online learning along with the integration of faith and learning through a Biblical worldview will be covered. Becoming a professional in the field of early education will be discussed. This course is required for all ECE degree-seeking students.

ECED 101 • Child Growth and Development (3 units)
This course covers the study of social, emotional, intellectual, physical, creative, and spiritual areas of development from conception through middle childhood with an emphasis on the preschool years. Theories of development are studied along with the various stages of growth. These concepts will be presented from a Biblical perspective.

ECED 103 • Child, Family and Community/Socialization (3 units)
This course covers the study of how family, school, and community affect a child's development. An emphasis will be placed on the family unit and the parents' roles in being the primary educator of their child. Community resources are investigated and advocacy for children is explored.

ECED 106 • Introduction to Curriculum (3 units)
This class will provide an overview of the planning, preparation, and delivery of a developmentally appropriate curriculum for young children. The role of the teacher and the curriculum in supporting the development of the whole child will be analyzed. The class will cover the basic components and developmentally appropriate implementation of curriculum across content areas. Though not required, completion of ECED 101 Child Growth and Development is recommended.

ECED 108 • Principles and Practices of Teaching Young Children (3 units)
This course presents an overview of the historical development and philosophies of early education. Students will examine the relationship among developmental theory, philosophy, and practice in early education. Students will explore a wide range of early childhood curriculum models. The ecological contexts and relationships affecting young children's development will be analyzed. This course includes a review of teaching strategies supporting all children's development. Though not required, completion of ECED 101 is recommended.

ECED 126 • Teaching in a Diverse Society (3 units)
This course will examine current issues facing the early education professional in understanding diversity as it impacts the classroom. In many early childhood classrooms there has been an increase in the number of children with racial, ethnic, linguistic, and cultural diversity, as well as the numbers of children with disabilities or developmental delays. This diversity brings many challenges, as well as many opportunities to educators. Factors of working with and supporting diverse populations of young children and their families will be discussed including relevant teaching methods and materials.

ECED 132 • Early Education Practicum (3 units)
This course is designed for the student to demonstrate practical application of developmentally appropriate early childhood teaching techniques and skills. Emphasis will be on designing, implementing, and evaluating classroom experiences for young children. Observation and evaluation of classroom experiences, environmental design, classroom management, and parent communication will be emphasized to promote optimal development for young children. Biblical perspectives will be integrated throughout the course. Fieldwork will be completed in the student's own classroom or by approval of the instructor. Students will complete 50 hours in an early childhood setting. Students will videotape their teaching in order to be evaluated by the instructor and fellow classmates. Though not required, ECED 101 and ECED 106 are recommended prior to taking this course.

ECED 135 • Health, Safety and Nutrition for the Young Child (3 units)
This course presents healthy practices that promote safety, nutrition, and wellness for the young child. Strategies will be introduced that include families in developing health awareness. In addition, safety issues inclusive of disaster and emergency planning along with creating safe environments within an early education setting will be emphasized.

ECED 137 • Observation and Assessment (3 units)
This course will offer opportunities for students to develop in-depth knowledge and skills as early childhood professionals with a focus on research, policy, and best practices in early childhood assessment and to link assessment to curriculum planning and program evaluation. Focus will be on students acquiring knowledge about informal and formal developmental screening assessment instruments for young children, how to select and how to use the appropriate one to determine initial information that will facilitate individual learning environments and strategies. Though not required, completion of ECED 101 and ECED 106 are recommended.

ECED 150 • Spiritual Formation of Young Children (3 units)
This course will further students' own understanding and personal journey of spiritual formation and how that relates to the spiritual transformation of young children. The process of how the inner life is formed in young children towards an intimate relationship with God will be discussed. Particular emphasis will be placed on relationship, experience, and practice of the spiritual disciplines that create the context for spiritual formation to occur. A systematic approach will be given that lays the foundation for regular practices in the classroom. The relationship between the church, home, and the early education program will be explored as the foundational environments where spiritual transformation is developed.

ECED 299 • Capstone for ECE (3 units)
This course will provide students the opportunity to integrate theories of child development, a Biblical worldview of young children, and principles of effective practice as a culmination of their learning at the associate's degree-level. Students will engage in field experience through the implementation of a project that will exhibit an integration of faith and learning. The project will demonstrate an application of students' knowledge of Biblically-based early education to their practice. An analysis and evaluation of the students' educational experiences across the curriculum will be reviewed and the comprehensive portfolio of the students' work samples and reflections will demonstrate competence and achievement of program learning outcomes. The next steps in professional development will be discussed and a plan for further growth as a professional in the early education field will be developed.

CERTIFICATES

The Vanguard University Early Childhood Education program offers two certificate options: the Early Childhood Education Certificate and the Transitional Kindergarten Certificate.

Early Childhood Education students are from across the nation and world. It is the responsibility of the student to confirm with their local state licensing/accreditation agency which ECE courses will meet the formal training requirements of that area, prior to registering with Vanguard University.

Early Childhood Education Certificate

The Early Childhood Education certificate consists of 27 units. More than 15 units should be completed with Vanguard University in order to receive an Early Childhood Education Certificate Students who do not wish to pursue the Early Childhood Education certificate may still take individual courses.

Total Required Units		**27 units**
ECED 101	Child Growth and Development	3 units
ECED 103	Child, Family & Community and Socialization	3 units
ECED 106	Introduction to Curriculum	3 units
ECED 108	Principles and Practices of Teaching Young Children	3 units
ECED 126	Teaching in a Diverse Society	3 units
ECED 132	Early Education Practicum	3 units

ECED 135	Health, Safety and Nutrition for the Young Child	3 units
ECED 137	Observation and Assessment	3 units
ECED 150	Spiritual Formation for Young Children	3 units

Transitional Kindergarten Certificate

The Transitional Kindergarten certificate consists of 24 units. More than 15 units should be completed at Vanguard University in order to receive a Transitional Kindergarten Certificate.

Any credentialed teacher assigned to teach Transitional Kindergarten (TK), or a combination class of kindergarten and TK, after July 1, 2015, will have until August 1, 2020, to meet an additional educational requirement of at least 24 units in early childhood education or child development, or both. All of California's new TK teachers will need to meet this requirement. Although students who are not credentialed teachers could be enrolled in this program, this certificate alone does not qualify to teach TK.

Total Required Units 24 units

ECED 101	Child Growth and Development	3 units
ECED 103	Child, Family & Community and Socialization	3 units
ECED 106	Introduction to Curriculum	3 units
ECED 108	Principles and Practices of Teaching Young Children	3 units
ECED 126	Teaching in a Diverse Society	3 units
ECED 135	Health, Safety and Nutrition for the Young Child	3 units
ECED 137	Observation and Assessment	3 units
ECED 141	Introduction to Transitional Kindergarten Programs	3 units

Elective Courses

ECED 109	Infant/Toddler: Development	3 units
ECED 160	Infant /Toddler: Curriculum and Practicum	3 units
ECED 121	Administration of Early Education Programs I	3 units
ECED 123	Administration of Early Education Programs II	3 units
ECED 139	Adult Supervision and Mentoring	3 units

CERTIFICATE COURSE DESCRIPTIONS

CORE 110 • Vanguard Foundations of College Writing I (3 units)
Covers reading comprehension, technology and writing, and sentence-level (grammar) and paragraph-level issues. The course focuses on process-driven revision and peer collaboration while emphasizing critical thinking skills. This required course prepares Professional Studies and ECE students for college-level writing and studies. Students may petition to test out of this required course if they possess proficient college level writing ability. (Meets elective credit requirement only; not applicable to English Composition requirement)

ECED 101 • Child Growth and Development (3 units)
This course covers the study of social, emotional, intellectual, physical, creative, and spiritual areas of development from conception through middle childhood with an emphasis on the preschool years. Theories of development are studied along with the various stages of growth. These concepts will be presented from a Biblical perspective.

ECED 103 • Child, Family and Community/Socialization (3 units)
This course covers the study of how family, school, and community affect a child's development. An emphasis will be placed on the family unit and the parents' roles in being the primary educator of their child. Community resources are investigated and advocacy for children is explored.

ECED 106 • Introduction to Curriculum (3 units)
This class will provide an overview of the planning, preparation, and delivery of a developmentally appropriate curriculum for young children. The role of the teacher and the curriculum in supporting the development of the whole child will be analyzed. The class will cover the basic components and developmentally appropriate implementation of curriculum across content areas. Though not required, completion of ECED 101 Child Growth and Development is recommended.

ECED 108 • Principles and Practices of Teaching Young Children (3 units)
This course presents an overview of the historical development and philosophies of early education. Students will examine the relationship among developmental theory, philosophy, and practice in early education. Students will examine the relationship among developmental theory, philosophy, and practice in early education. Students will explore a wide range of early childhood curriculum models. The ecological contexts and relationships affecting young children's development will be analyzed. This course includes a review of teaching strategies supporting all children's development. Though not required, completion of ECED 101 is recommended.

ECED 109 • Infant/Toddler: Development (3 units)
This course is an overview of the characteristic needs of infants and toddlers birth through age three. Appropriate learning environments and routine experiences will be discussed. Social, cognitive, physical, and sensory motor behavior patterns will be applied in theory and through observation in relation to the environment. A focus on the development of curriculum in meeting the individual needs of the children and the role of the teacher in facilitating growth through play experiences will be emphasized.

ECED 121 • Administration of Early Education Programs I (3 units)
Application of the basic principles for the establishment, operation, supervision and evaluation of a preschool/ daycare program will be examined. This includes an overview and history of ECE programs, philosophy development, licensing standards, and assessment of management techniques. Christian philosophy and development will be integrated. This meets the minimum licensing course requirement for operating a licensed daycare program.

ECED 123 • Administration of Early Education Programs II (3 units)
This course presents an overview of the historical development and philosophies of early education. Students will examine the relationship among developmental theory, philosophy, and practice in early education with an emphasis on infant and toddler programs. Students will explore a wide range of early childhood curriculum models. The ecological contexts and relationships affecting young children's development will be analyzed. This course includes a review of teaching strategies supporting all children's development. Though not required, completion of ECED 101 Child Growth and Development is recommended.

ECED 132 • Early Education Practicum (3 units)
This course is designed for the student to demonstrate practical application of developmentally appropriate early childhood teaching techniques and skills. Emphasis will be on designing, implementing, and evaluating classroom experiences for young children. Observation and evaluation of classroom experiences, environmental design, classroom management, and parent communication will be emphasized to promote optimal development for young children. Biblical perspectives will be integrated throughout the course. Fieldwork will be completed in the student's own classroom or by approval of the instructor. Students will complete 60 hours in an early childhood setting. Students will videotape their teaching in order to be evaluated by the instructor and fellow classmates. Though not required, ECED 101 and ECED 106 are recommended prior to taking this course.

ECED 135 • Health, Safety and Nutrition for the Young Child (3 units)
This course presents healthy practices that promote safety, nutrition, and wellness for the young child. Strategies will be introduced that include families in developing health awareness. In addition, safety issues inclusive of disaster and emergency planning along with creating safe environments within an early education setting will be emphasized.

ECED 137 • Observation and Assessment (3 units)
This course will offer opportunities for students to develop in-depth knowledge and skills as early childhood professionals with a focus on research, policy, and best practices in early childhood assessment and to link assessment to curriculum planning and program evaluation. Focus will be on students acquiring knowledge about informal and formal developmental screening assessment instruments for young children, how to select and how to use the appropriate one to determine initial information that will facilitate individual learning environments and strategies. Though not required, completion of ECED 101 and ECED 106 are recommended.

ECED 139 • Adult Supervision and Mentoring (3 units)
This course will cover the methods and principles of supervising adults who are teachers, assistants, or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Though not required, ECED 101 and ECED 103 are recommended prior to taking this course.

ECED 141 • Introduction to Transitional Kindergarten Programs (3 units)
This course will explore how children develop between the ages of three and six and what programs are developmentally appropriate for this age group by examining principles and the best practices of early childhood education curriculum that promotes effective transition from preschool to kindergarten programs. Students will discuss different curricula and how to effectively integrate multiple content areas into one program. Current research on developmental milestones, preparing the classroom, and guiding children's social behavior will be reviewed and discussed. Students will examine how school goals have changed over time, and the importance of getting parents involved in the early childhood classroom. Students will their own integrated curriculum plan and understand how to assess young children using multiple measures.

ECED 150 • Spiritual Formation of Young Children (3 units)
This course will further students' own understanding and personal journey of spiritual formation and how that relates to the spiritual transformation of young children. The process of how the inner life is formed in young children towards an intimate relationship with God will be discussed. Particular emphasis will be placed on relationship, experience, and practice of the spiritual disciplines that create the context for spiritual formation to occur. A systematic approach will be given that lays the foundation for regular practices in the classroom. The relationship between the church, home, and the early education program will be explored as the foundational environments where spiritual transformation is developed.

ECED 160 • Infant/Toddler: Curriculum and Practicum (3 units)
This course is designed for the student to learn the uniqueness of infant and toddler curriculum and to demonstrate a practical application of developmentally appropriate infant & toddler teaching techniques and skills. Emphasis will be on designing, implementing, and evaluating classroom experiences for children 0 to 2 years old. Observation and evaluation of classroom experiences, environmental design, classroom management, and parent communication will also be emphasized to promote optimal development for young children. Biblical perspectives will be integrated throughout the course. Fieldwork will be completed in the student's own classroom or by approval of the instructor. Students will videotape their teaching in order to be evaluated by the instructor and fellow classmates. Though not required, ECED 101 Child, Growth, and Development and ECED 109 Infant/Toddler: Development are recommended prior to taking this course.

NURSING PROGRAM – RN TO BSN

Mission: Providing quality undergraduate and graduate nursing programs that promote academic excellence while integrating the values of truth, virtue, and service.

The RN to BSN program combines innovative curriculum, interdisciplinary teaching, and collaborative partnerships in a values-based baccalaureate program. The two-year course of study promotes critical inquiry, enhances the nurse's skill set, and prepares the nurse for leadership roles in the healthcare environment.

Admission Requirements

Preferred overall 3.0 GPA (out of 4.0) – official transcripts required for verification
Minimum grade of "C" (2.0) on all degree requirements course work
Minimum grade of "C" (2.0) on all nursing coursework, preferred GPA of 3.0
One professional letter of reference from a manager, supervisor, or faculty. Letters of reference from family members are not accepted.
Applicant's typed statement of purpose
Personal interview
Verification of valid California RN License or eligibility for licensure. License must be current and clear.
Verification of current certification in CPR
One year work experience recommended
Background check (contracted by the university)
Evidence of all required immunizations/titers and physical exam report

Dual Enrollment RN to BSN Option

The Dual Enrollment RN to BSN option is designed for students enrolled in a Community College who would like to begin working on their BSN while studying to obtain their RN license. All RN to BSN admission and curriculum requirements are applicable to the dual enrollment applicant except for RN licensure at admission. Verification of valid California RN licensure is required prior to NURS 420 • Community Health Nursing and Clinical Studies.

Degree Requirements

English Composition	**6 units**
Humanities/Fine Arts	**6 units**
Communications (3)	
Humanities (3)	
Science with lab	**16 units**
Human Anatomy (4)	
Physiology/Human Biology (4)	
Microbiology (4)	
Chemistry (4)	
Statistics	**3 units**
Philosophy/Religion	**3 units**
Social Sciences	**9 units**
Psychology (3)	
Sociology **or Cultural Anthropology** (3)	
Elective (3)	
Total General Education Units	**43 units**
Total Nursing Major Units (course descriptions follow)	**45 units***
Total Elective Units	**36 units**
Total units needed for BSN degree	**124 units**

*Course Repetition

Students enrolled in the RN to BSN Program cannot repeat any more than 2 nursing major courses related to course failure or withdrawal. Any deviation from this policy requires Program Committee approval with a petition submitted to the Chair of the RN to BSN Program.

Malpractice Insurance

Each student must have basic malpractice insurance before the beginning of the Community Health practicum. This will occur during the last semester of the program.

NURSING COURSE DESCRIPTIONS

MATH/NURS 235 • Statistics for the Health Professions (3 units)
Limited to those enrolled in Health Sciences. Meets statistics prerequisite for NURS 405. This course introduces the conceptual background of statistical techniques and reasoning with an emphasis on application relevant to identifying outcomes. Provides a framework for understanding and applying commonly used data analysis techniques in health science research. Includes selecting, applying, and interpreting univariate and bivariate statistical methods in answering research questions from a health science perspective.

NURS 305 • Nursing Theory and Professional Practice (4 units)
This course assists students with their transition into the role of a professional BSN prepared nurse. Special emphasis will be placed on the philosophy of baccalaureate nursing education and critical thinking skills. Discussion and comparison of concepts will be applied to the practice of professional nursing. Integration of theory into subsequent course work and professional practice will be explored.

NURS 310 • Information Technology in Nursing (4 units)
Students will be-introduced to computer applications in nursing and health care. They will develop computer literacy skills in the areas of information processing, computer technology, and issues related to privacy and confidentiality. Students are expected to share their findings with class members in presentation format. Computer laboratory experience will include an investigation of computer applications within nursing, focusing specifically on their use in nursing administration, research, clinical practice and education.

NURS 315 • Writing and Critical Analysis of Health Related Issues (4 units)
This course focuses on critical thinking and research writing relevant to learning and practice in nursing. Includes self-assessment, collaborative learning, problem solving approaches, and clinical decision making. Applies critical analysis to health-related issues. Proper APA format will be emphasized and required for all written work.

NURS 320 • Ethical Issues and Legal Aspects for Nursing and Healthcare (4 units)
This course introduces students to the analysis of ethical issues and dilemmas arising in nursing practice and healthcare systems. Emphasis is placed on values clarification, models for ethical decision making, consideration of relevant legal aspects, and related documents such as the Nursing Code of Ethics that guide professional practice. Woven throughout the ethical discussions is reference to the importance of Christian values and a Christian worldview in identifying and solving ethical issues that arise out of the practice of nursing.

NURS 325 • Multi-Dimensional Assessment (4 units)
The purpose of this course is to provide the student with the opportunity to be equipped with skills necessary to do a multi-dimensional health assessment of their identified client. Emphasis is placed on the concepts of bio-psycho-social, spiritual, cultural, and community health care needs in performing the holistic examination of the individual. Additional emphasis will include the client's health care needs, levels of prevention and growth and development of the individual across the lifespan. Two hours of the required Child Abuse content for the Public Health Nurse certificate (PHN) will be included in this course.

NURS 335 • Approaches to Health Promotion and Disease Prevention for Older Adults and their Families (4 units)
This course will assist students to develop the skills necessary to provide patient-centered care to older adults and their families. Discussions will focus on increasing respect and understanding about the complexities and variations of care in the geriatric population. Emphasis will be placed on both health promotion and disease prevention.

NURS 405 • Nursing Research and Seminar (4 units)
Prerequisite: Statistics. This course explores the historical, philosophical, and ethical aspects of nursing research. The relationship between nursing research and professional accountability is explored. An emphasis is placed on the principles and methods of research process with emphasis on evaluating research to determine significance and applicability to nursing practice. Students will apply concepts to a research project.

NURS 410 • Principles of Pathophysiology (4 units)
This course presents knowledge of pathophysiology, using a systems approach, as applied to current nursing practice. Selected major health problems, their pathophysiology and medical treatment are discussed. Topics from various scientific and clinical areas will be explored and coordinated with other courses in the nursing program.

NURS 415 • Sociocultural Contexts of Diversity (4 units)
This course examines how cultural, socioeconomic, religious, racial, generational, and lifestyle differences are experienced by members of society, and how these variables are related to health and disease. Also included is a concerted understanding of how cultural and social practices impact health both positively and negatively. This course is designed to help the student integrate diversity knowledge within the community health setting.

NURS 420 • Community Health Nursing and Clinical Studies (5 units) *
This course, through both classroom and clinical experience in community settings, will help the student develop skills in providing nursing care to individuals, families, and/or communities. Issues such as Child Abuse and family violence will be discussed. Ninety hours of clinical practice in public/community health settings are required to successfully complete this course. The remainder of the required Child Abuse content for the Public Health Nurse certificate (PHN) is included (5 hours). Two additional hours of Child Abuse content is covered in NURS 325 Multi-dimensional Assessment or NURS 420 Community Health.
**Note: There may be additional clinical/health requirements or updates that need to be submitted prior to beginning this course. All clinical/health requirements are to be uploaded in an immunization tracker system (contracted by the university).*

NURS 425 • Education Theory and Process of Teaching in Nursing (4 units)
This course explores education theory and skills in clinical teaching situations with emphasis on individuals, families, and groups. Content includes theories and principles of learning, teaching strategies and methodologies, teaching resources, assessment and evaluation of instruction.

NURS 430 • Leadership/Management in Professional Nursing (4 units)
This course explores theories of leadership/management, concepts of power, motivation, decision-making, change, budgeting and management skills related to the professional nursing role in the healthcare system.

NURS 470 Special Topics (1-4 units)
Prerequisite: Consent of the Instructor. Study of a special topic in Nursing. May be repeated for credit.

PSYCHOLOGY MAJOR WITH A CONCENTRATION IN HUMAN DEVELOPMENT

Mission: The major in Psychology with a concentration in Human Development seeks to enhance students' understanding of human nature with an emphasis on human development across the life span from both a secular world view as well as a Christian perspective. The program explores multiple perspectives of human nature, including cognitive, behavioral, biological, social-cultural, and spiritual. All students learn the skills necessary to conduct research and to carefully evaluate others' research. The Psychology program prepares students for employment, especially in human service agencies, or for graduate study.

Degree Requirements:

Total General Education Core Requirements	**43 units**
Vanguard Foundations of College Writing I	3 units
English Composition*	6 units
Literature	3 units
Humanities/Fine Arts	9 units
Science (3) with Lab (1)	4 units
College Math	3 units
Science or Math	3 units
New Testament Survey, Foundations of Christian Life, or Introduction to Theology	3 units
Social Sciences	9 units

*English Composition course must be passed with a "C" or better to fulfill the core curriculum requirement.

Major units in Degree Program	**51 units**
Electives	**30 units**
Total units for B.A. degree	**124 units**

PSYCHOLOGY (HUMAN DEVELOPMENT) COURSE DESCRIPTIONS

NOTE: Required courses which resulted in a grade of F must be repeated. See PSYD 367 for only exception.

PSYD 265 • Introduction to Statistical Methods (3 units)
A course in basic statistical concepts and methods of collecting, summarizing, presenting, and interpreting data in the behavioral sciences: including descriptive statistics (use of graphs and charts), normal distribution curve, measures of central tendency, deviation and dispersion, hypothesis testing, statistical fallacies, correlation and topics in probability. Students are advised to take Math 105 and Math 109 in preparation for this course.

PSYD 340 • Biological Psychology (3 units)
Prerequisite: PSYD 366, PSYD 367. A study of human behavior in terms of the nervous system and its control of the activity of the muscles, glands, and the biochemistry of the body, with special emphasis on perception, sensory and motor functions, motivation, emotion, learning, and memory. Neurological impairment and disorders are examined. (Replaces PSYD 439 Physiological Psychology and Cognition)

PSYD 366 • Survey of Human Behavior (3 units)
Surveys the fundamental concepts of human behavior and psychology from multiple perspectives, including biological processes in development and behavior, learning and memory, motivation, personality, psychological disorders, and social behavior.

PSYD 367 • Writing and Research Skills (3 units)
Prerequisite: GE English composition course requirements completed. PSYD 366. Designed to introduce students to the advanced skills needed for academic writing in the social sciences. Students will also be introduced to advanced academic research techniques.
*This course must be passed with a "C" or better to fulfill requirements for graduation. A student receiving a "C-" or lower must retake the course to earn the required grade for graduation.

PSYD 368 • Survey of Human Services (3 units)
Prerequisite: PSYD 366, PSYD 367. Explores the ways in which care is provided for the whole individual, surveying community resources and developing an understanding of the ways in which human services are carried out in various settings. Ethical issues in human services practice are also examined. Each student will identify an appropriate human service agency for a field practicum placement and will develop a plan to meet the requirements for Field Practicum.

PSYD 370 • Childhood and Adolescence (3 units)
Prerequisite: PSYD 366, PSYD 367. Examines the physical, cognitive, social, emotional and spiritual development from infancy through adolescence, utilizing current research and developmental theories. Variations in family life across cultures, parenting styles and the role of peer groups are also examined.

PSYD 372 • Adulthood and Aging (3 units)
Prerequisite: PSYD 366, PSYD 367. Examines the physical, cognitive, social and emotional adjustments of adult life from adulthood through death. Focuses on the process of development rising from physical aging, continuing socialization and environmental changes involved in these life phases.

PSYD 373 • Psychology of the Family (3 units)
Prerequisite: PSYD 366, PSYD 367. Explores the institution of the family from a multigenerational developmental perspective. Psychological, socio-cultural, and spiritual perspectives are also explored. Students will be introduced to family systems theory as a method of understanding family dynamics and to theoretical orientations of family therapy.

PSYD 375 • Understanding Research Design (3 units)
Prerequisite: PSYD 265, PSYD 366, PSYD 367. Provides an introduction to research design, including purposes and procedures of descriptive, quasi-experimental, and experimental research. Literature review strategies and writing of APA-style research papers will be covered.

PSYD 420 • Behavior Modification (3 units)
Prerequisite: PSYD 366, PSYD 367. Examines the applications of cognitive and learning theories to a broad range of problems and settings, including child rearing, education, psychotherapy, and industrial settings. Integration of theological aspects of therapy is also addressed.

PSYD 432 • Social and Cultural Psychology (3 units)
Prerequisite: PSYD 366, PSYD 367. Examines interpersonal behavior as it is influenced by social processes, culture, face-to-face interactions, and personality characteristics. Among the topics covered are interpersonal and group behavior in relationship to social values, diversity issues, norms, attitudes, roles, and social needs.

PSYD 434 • Group Dynamics (3 units)
Prerequisite: PSYD 366, PSYD 367. Introduces students to various types of groups used in clinical settings and to the theoretical orientations commonly utilized in group practice. The stages of group work, leadership skills, and work with special populations are explored. Students are introduced to ethical issues, and multicultural issues that apply to group work.

PSYD 436 • Abnormal Psychology (3 units)
Prerequisite: PSYD 366, PSYD 367, PSYD 370. Studies deviations in human behavior from socio-cultural, spiritual, emotional, cognitive and behavioral perspectives with regard to description, patterns of development, measurement, symptoms, systems of classification, and treatment methods.

PSYD 449 • Cognitive Psychology (3 units)
Prerequisite: PSYD 366, PSYD 367. Addresses the study of human cognitive processes including perception, memory, problem solving, thinking, and hemispheric specialization. Cognitive aspects of psychological and learning disorders are also addressed.

PSYD 460 • Field Practicum (3 units)
Prerequisite: PSYD 366, PSYD 367, PSYD 368, PSYD 370, PSYD 436, and senior standing. Students apply concepts learned in the major as a student

intern/volunteer at a human services agency or research facility. All practicum sites must be approved by the Field Practicum Coordinator for the PS Psychology major prior to beginning the practicum. Students accrue hours over the course of the program; hours must be completed by the start date of the course. Students will accrue a minimum of 90 hours for 3 units of course credit. Coursework includes a written and oral presentation.

PSYD 462 • Counseling Theories (3 units)
Prerequisite: PSYD 366, PSYD 367, PSYD 370, PSYD 436. Studies the various theoretical approaches to counseling, the personhood of the counselor, and ethical issues in clinical practice. Major counseling theories are introduced by covering key concepts, the nature of the therapeutic relationship, and techniques associated with each theory. The worldview underlying each theory is examined as it relates to a Christian worldview, and the integration of biblical principles in counseling theories is introduced.

PSYD 470 • Special Topics (1-3 units)
Prerequisite: Consent of the Instructor. Study of a special topic in psychology. May be repeated for credit.

PSYD 477 • Psychology and Christianity (3 units)
Prerequisite: PSYD 366, PSYD 367. Examines human nature from the perspective of psychology and Christian belief. The major approaches to the integration of psychology and Christianity will be examined, utilizing a range of issues such as the relationship between mind, body, and soul; the nature of human freedom; Christian prayer; conversion; the relationships between people's attitudes and their behavior; and contemporary Christian counseling and pastoral care.

RELIGION MAJOR WITH A CONCENTRATION IN MINISTRY AND LEADERSHIP

Mission: The Religion major with a concentration in Ministry and Leadership is designed for individuals who are involved in church or parachurch activities, and who wish to gain knowledge to improve themselves personally and professionally. Upon graduating, students will be prepared for graduate studies and/or to take a leadership role in their community.

Before beginning classes in the major, it is required of all Religion majors that they have completed the following courses; OT 201: Old Testament Survey, NT 101: New Testament Survey, and THEO 103: Introduction to Theology.

Note: Vanguard University offers online and hybrid courses at both the undergraduate and graduate levels. These courses contribute to the development of accessible degree completion options for the nontraditional student. Pending WSCUC approval, the SGPS Religion programs will be offered in an online learning format. Programs are expected for the Fall 2016 semester.

Degree Requirements:

Total General Education Core Requirements	**49 units**
Vanguard Foundations of College Writing I	3 units
English Composition*	6 units
Literature	3 units
Humanities/Fine Arts	6 units
Science (3) with Lab (1)	4 units
College Math	3 units
Science or Math	3 units
New Testament Survey	3 units
Old Testament Survey	3 units
Introduction to Theology	3 units
Social Sciences	12 units

*English Composition course must be passed with a "C" or better to fulfill the core curriculum requirement.

Major units in Degree Program	**51 units**
Electives	**24 units**
Total units for B.A. degree	**124 units**

Religion (Ministry and Leadership) Course Descriptions

NOTE: Required courses which resulted in a grade of F must be repeated. See MILD 364 for only exception.

MILD 305 • Church History (3 units)
The development of the Christian Church throughout its history as reflected in its life, thought, institutions, leaders, and literature.

MILD 364 • Critical Thinking and Writing for Ministry (3 units)
Prerequisite: GE English composition course requirements completed. This course is designed to teach the student to write well-stated, grammatically correct, thesis-driven essays. Attention is given to academic and professional writing styles, reasonable presentations, the elements of an argument, and means of efficient research. This course must be passed with a "C" or better to fulfill requirements for graduation. A student receiving a "C-" or lower must retake the course to earn the required grade for graduation.

MILD 365 • A Theology of Church Mission and Ministry (3 units)
A theological understanding of the ministry of the church and its mission to the world.

MILD 367 • Research Methods for the Study and Preaching of the Scripture (3 units)
An introduction to the basic secondary materials utilized in biblical interpretation, an overview of the procedures of biblical exegesis and an articulation of the steps involved in homiletic construction and delivery.

MILD 368 • Leadership in Christian Organizations (3 units)
Building effective ministry through the development of a healthy interior life, an understanding of a situational approach to leadership, and knowing the leader's role in the congregation's vision and mission.

MILD 369 • Research Methods for the Study of Christian Organizations (3 units)
An introduction to research methods used to study life and ministry of a local congregation, including research design, collection of data, data analysis, and interpretation of data.

MILD 422 • Conflict Management (3 units)
An examination of the nature and causes of conflict in the local church and religious organizations, and the principles of effective intervention strategies.

MILD 440 • Pastoral Care and Counseling (3 units)
Theological perspectives and psychological resources for care and counseling in the context of the local congregation.

MILD 450 • Ministerial Internship Program (3-12 units)
A learning experience integrating classroom theory with practical application through supervised service in a local church, hospital, mission field, or other appropriate setting. May be repeated up to a maximum of 12 units.

MILD 460 • Foundations of Christian Ethics (3 units)
An investigation of the moral implications of the Christian faith from a biblical and theological perspective.

MILD 461 • Theological Themes of the Old Testament (3 units)
A study of selected, major themes in the writings of the Old Testament.

MILD 462 • Management in Christian Organizations (3 units)
The principles of effective management as a learning organization in understanding the church's internal processes as well as its relationship with the environment.

MILD 463 • Theological Themes of the New Testament (3 units)
A study of selected, major themes in the writings of the New Testament.

MILD 464 • The Ministry of Preaching and Teaching (3 units)
Prerequisites: MILD 367. A study of the theology and practice of preaching and teaching.

MILD 466 • The Ministry of the Spirit in the Church (3 units)
A philosophical, historical and theological study of the third person of the Trinity. This course places special emphasis on the Spirit's empowerment for the church's mission and ministry.

MILD 468 • I Corinthians: The Church in an Urban Setting (3 units)
An exegesis of I Corinthians in the contexts of the life of the apostle Paul and the developing urban church.

MILD 470 • Special Topics (1-3 units)
Prerequisite: Consent of the Instructor. Study of a special topic in religion. May be repeated for credit.

MILD 472 • The New Testament and Contemporary Christian Issues (3 units)
Exegesis and discussion of selected New Testament passages relevant to a variety of personal issues and contemporary life, including sexual ethics, gender roles, Christian parenting, divorce and remarriage, wealth and possession, and the problems of evil, death and dying.

MILD 473 • Change Theory and Strategic Planning in Christian Organizations (3 units)
An approach to ministry planning in which change theory is integrated with the human and structural dynamics that influence the development of corporate vision and mission processes, goals, assessment, strategy, and evaluation.

PROFESSIONAL STUDIES MINORS

Guidelines for obtaining minors are indicated below. Students must meet with their Student Success Coordinator and complete the Minor Application Form to receive approval to pursue a minor. Students are reminded to inquire about Financial Aid availability, as courses above and beyond degree requirements may not be eligible for funding.

BUSINESS MINOR REQUIREMENTS

Twenty-one (21) units are required in accordance with the following guidelines. Courses should be chosen in consultation with the Student Success Coordinator for Business. Please refer to the course descriptions to see necessary prerequisites.

18 units of the following or course equivalent:

BUOM 377	Business Writing	3 units
BUOM 378	Research Methods	3 units
BUOM 478	Organizational Ethics	3 units
or BUOM 481	Business Through the Eyes of Faith	
BUOM 472	Managerial Economics	3 units
or BUOM 475	Financial Accounting	
or BUOM 482	Managerial Accounting	
BUOM 471	Principles of Marketing	3 units
BUOM 485	Strategic Marketing Management	3 units

3 units to be selected from the following or course equivalent:

BUOM 316	Business Law	3 units
or BUOM 476	Human Resource Management	
or BUOM 464	Principles of Management	

A minimum of 12 units must be taken at VU.

LIBERAL STUDIES MINOR REQUIREMENTS

The Liberal Studies minor is designed to provide preparation for Vanguard University's teaching credentialing program and to provide tools of preparation for the required, Commission-approved examination called the California Subject Examination for Teachings: Multiple Subjects (CSET). Students are required to pass the CSET prior to their semester of advanced student teaching in a credentialing program. (Students should refer to the Graduate Program in Education for further information about pursuing a teacher credential.)

Action taken by the California Commission on Teacher Credentialing (CCTC) to insure conformance with the California State Board of Education and Public Law 107-110, the No Child Left Behind Act (NCLB) requires that all teachers "new to the profession" who receive a Multiple Subject Teaching Credential or a Multiple Subject Intern Credential demonstrate subject matter competency by examination. There are three separate subtests to the Multiple Subject CSET exam: 1) Math and Science, 2) Social Studies and Language, and 3) Visual and Performing Arts, Humanities and Physical Education. Each subtest is composed of both multiple-choice and constructed-response questions. Each subtest is scored separately. To pass the CSET, one must pass each of the three subtests. The multiple subject CSET exam is offered in a computer-based format at testing locations Mondays through Saturdays by appointment year round. If one or more subtests are not passed, students may register for a retake of the subtest(s). Students intending to pursue teaching credentialing must also pass the California Basic Educational Skills Test (CBEST) exam prior to enrollment in a teaching credential program.

The seminar courses listed for the Liberal Studies minor are correlated with the CSET subtests listed above and are designed to guide students in their preparation for the CSET. Per the catalog course descriptions, a student must complete all General Education requirements in a given subject matter prior to enrolling in the correlating seminar course.

In order to apply for a minor in Liberal Studies, a student must provide proof he/she has taken the California Basic Educational Skills Test (CBEST). In order to be granted the minor, a student must provide proof that she/he has passed the CBEST.

The following courses are required to meet the 21 unit requisite. A minimum of 12 units must be taken at VU.

EDUC 315	Teaching in a Multicultural Setting	3 units
EDUC 350	Comprehensive Seminar in English	3 units
EDUC 355	Comprehensive Seminar in Mathematics	3 units
EDUC 360	Comprehensive Seminar in Social Science	3 units
EDUC 365	Comprehensive Seminar in Science	3 units
EDUC 370	Comprehensive Seminar in Human and Physical Development	3 units
EDUC 375	Comprehensive Seminar in Visual and Performing Arts	3 units

PSYCHOLOGY: HUMAN DEVELOPMENT MINOR REQUIREMENTS

21 units are required in accordance with the guidelines indicated below. Courses should be chosen in consultation with the Student Success Coordinator and/or Program Chair. Please refer to the course descriptions to see necessary prerequisites.

Required courses (15 units):

PSYC 103	General Psychology (May be waived if student has taken PSYD 366 Survey of Human Behavior)
PSYD 220	Human Growth and Development
or PSYD 370	Childhood and Adolescence
PSYD 265	Intro to Statistical Methods
PSYD 367	Writing and Research Skills or BUOM 377 Business Writing for Professionals (Note: units must be made up if using BUOM 377 substitution)
PSYD 436	Abnormal Psychology

Remaining courses (6 upper or lower division units) should be chosen in consultation with the Student Success Coordinator for Psychology.

One of the following is recommended to fulfill one of the electives:

PSYD 420	Behavior Modification
PSYD 340	Biological Psychology

A minimum of 12 units must be taken at VU.

RELIGION MINOR REQUIREMENTS

21 units are required in accordance with the following guidelines. Courses should be chosen in consultation with the Student Success Coordinator and/or program chair.

Minimum 15 units of upper division coursework.

Maximum 6 units of lower division coursework.

Courses recommended for lower division coursework:

- New Testament Survey
- Introduction to Theology
- Old Testament Survey

A minimum of 12 units must be taken at VU.

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(Name and year of initial faculty appointment)

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DEGELMAN, DOUGLAS, Ph.D. (1986) Professor of Psychology. B.A., Westmont College; M.S., Ph.D., University of Pittsburgh.

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DOGTEROM, WILLEM, D.Min. (1999) Chair of Professional Studies Programs in Religion, and Professor of Pastoral Ministries and Spiritual Formation. B.A., North American Baptist College; M.Div., D.Min., Fuller Theological Seminary.

DOODY, WARREN, M.F.A. (1999) Chair of the English Department and Professor of English. B.A., California State University, Long Beach; M.A., Northern Arizona University; M.F.A., Chapman University.

DULIN, NOREEN, Ph.D. (2002) Professor of Psychology. B.S., University of Washington, Seattle; M.A., Ph.D. University of California, Riverside.

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ENGLISH, ALISON, Ph.D. (1994) Professor of Communication Studies B.A., M.L.S., University of Alabama; Ph.D., Regent University.

FEE, JENNIFER, Psy.D (2003) Assistant Professor of Psychology. B.A., Messiah College; M.S., Shippensburg University; M.A., Psy.D., Rosemead School of Psychology, Biola University.

FISHER, PATRICIA, M.B.A. (2004) Chair of Professional Studies Programs in Business and Associate Professor of Marketing. B.S., University of Massachusetts, Amherst; M.S., University of Massachusetts, Lowell; M.B.A., Northwestern University.

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HANNA, MICHAEL, Ph.D. (2013) Assistant Professor of Neurobiology (Psychology). B.S., Ph.D., University of California, Irvine.

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HEUSER, ROGER, Ph.D. (1983) Professor of Leadership Studies. B.A., Trinity College; M.A., Trinity Evangelical Divinity School; Ph.D., New York University.

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FACULTY LIBRARIANS

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Moore, Stephen, M.A.	History/Political Science
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Rodriguez, Eric, Ed.D.	Organizational Psychology
Rose, Renee, M.A.	Graduate Education
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Shirey, Tom, B.S., B.A.	Mathematics
Sim, John, D.Min.	Biblical Studies
Slay, Kevin, M.F.A.	Theatre Arts
Smith, Alyssa, M.A.	Sociology
Soderwall, Ronald, M.M.	Music
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Stenhouse, Andrew, Ed.D.	Organizational Psychology
Stewart, Kathleen Sasha, M.A.	English
Stroud, Lydia, M.S.	Chemistry
Tamara, Fernando, B.A.	Spanish

Taylor, Christopher, B.S.	Chemistry
Terhorst, John, Ph.D.	Chemistry
Thompson, Joshua, B.S.	Chemistry
Tsang, Mark, Ph.D.	Chemistry
Voigt, Darin, M.S.	Kinesiology
Walton, William Reid, M.S., L.M.F.T.	Psychology
Williams, Ashly, M.S.	Psychology
Williams, Judy, Ph.D.	Graduate Education
Woo, Danielle, M.P.W.	English
Woo, Peter, Ph.D.	Mathematics
Woolworth, Jessica, M.B.A., C.P.A.	Business and Management
Woolworth, Ty, M.B.A.	Business and Management
Young, Tim, Ed.D.	Religion
Zarr, Amanda, M.F.A.	Theatre Arts

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