



Humphreys University

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2017 – 2018 General Catalog

STOCKTON & MODESTO CAMPUSES

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Accredited by the Western Association of Schools
& Colleges Senior College & University Commission
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STOCKTON CAMPUS

6650 Inglewood Ave.
Stockton, CA 95207
(209) 478-0800

MODESTO CAMPUS

3600 Sisk Road, 5A
Modesto, CA 95356
(209) 543-9411

2017-2018 Academic Calendar

FALL QUARTER 2017

October 2, 2017 - December 15, 2017

Quarter begins.....	Monday, October 2, 2017
Last Day to Enroll or Withdraw Without Academic Notation on Transcript	Friday, October 13, 2017
Last Day to Withdraw with Partial Refund.....	Thursday, November 9, 2017
Campus Closed: Veterans Day Holiday	Friday, November 10, 2017
Last Day to Withdraw	Friday, November 17, 2017
Campus Closed: Thanksgiving	Thursday, Friday, November 23, 24, 2017
Final Exams	Week of December 11, 2017
Christmas Luncheon	Friday, December 8, 2017
Quarter Ends	Friday, December 15, 2017
Winter Recess - No Classes	December 16, 2017 – January 1, 2018
Campus Closed: November 10, 11, 12, 23, 24, 25, 26; December 16, 17, 22, 23, 24, 25, 26, 30, 31; and January 1.	

WINTER QUARTER 2018

January 2, 2018 - March 16, 2018

Quarter begins.....	Tuesday, January 2, 2018
Last Day to Enroll or Withdraw Without Academic Notation on Transcript	Friday, January 12, 2018
Campus Closed: Martin Luther King, Jr. Day	Monday, January 15, 2018
Last Day to Withdraw with Partial Refund.....	Friday, February 9, 2018
Last Day to Withdraw	Friday, February 16, 2018
Campus Closed: Presidents' Day	Monday, February 19, 2018
Final Exams	Week of March 12, 2018
Quarter Ends	Friday, March 16, 2018
Spring Recess - No Classes	March 17 – April 1, 2018
Campus Closed: January 13, 14, 15; February 17, 18, 19; March 17, 18, 24, 25, 30, 31; and April 1.	

SPRING QUARTER 2018

April 2, 2018 - June 15, 2018

Quarter Begins	Monday, April 2, 2018
Last Day to Enroll or Withdraw Without Academic Notation on Transcript	Friday, April 13, 2018
Last Day to Withdraw with Partial Refund.....	Friday, May 11, 2018
Last Day to Withdraw	Friday, May 18, 2018
Memorial Day – Campus Closed	Monday, May 28, 2018
Final Exams	Week of June 11, 2018
Quarter Ends	Friday, June 15, 2018
Commencement	Saturday, June 16, 2018
Summer Recess - No Classes.....	June 16 - July 1, 2018
Campus Closed: May 26, 27, 28; June 16, 17, 23, 24, 30; and July 1.	

SUMMER QUARTER 2018July 2, 2018 - September 14, 2018

Instruction Begins	Monday, July 2, 2018
Independence Day – Campus Closed.....	Wednesday, July 4, 2018
Last Day to Enroll or Withdraw Without Academic Notation on Transcript	Friday, July 13, 2018
Last Day to Withdraw With Partial Refund	Friday, August 10, 2018
Last Day to Withdraw	Friday, August 17, 2018
Labor Day – Campus Closed	Monday, September 3, 2018
Final Exams	Week of September 10, 2018
Quarter Ends	Friday, September 14, 2018
Fall Recess - No Classes	September 15 – 30, 2018
Campus Closed: July 4; September 1, 2, 3, 15, 16, 22, 23, 29, 30.	

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General Information

PHILOSOPHY

The purpose of Humphreys University is to provide effective instruction and related learning experiences to students. The University views itself primarily as a teaching institution. The founder of the University believed that any sound program must be concerned first with meeting the educational needs of the individual student and, second, with ensuring the program (for most students) contains elements of general and career or professional education. The University has maintained this simple philosophy throughout its long service to the community.

Humphreys University seeks to serve both general and career objectives. The University seeks ways to keep classes small, offer some instruction on an individualized basis, maintain a close relationship between faculty and students, provide a significant introduction to general education for students who seek specialized occupational objectives, and conversely, to provide an appreciation of career or professional goals for students who pursue general educational objectives.

MISSION STATEMENT

Humphreys University prepares students for careers and professions through a high-quality educational experience directed to the specific and changing needs of students from diverse ethnic, cultural, economic, and educational backgrounds, using current technology and state-of-the-art methods. Programs provide career-oriented education strongly informed by the liberal arts, with a growing international and global perspective, and focused toward enhancing students' life skills.

The Drivon School of Law provides the opportunity for a legal education for students with varying backgrounds and experiences. The program is designed to instill in its students an understanding of law as well as analytical skills developed through a combination of scholastic and practical education.

HISTORY

Humphreys University dates its founding in the fall term of 1896, when John R. Humphreys, Sr., assumed academic administration of the Stockton Business College, Normal School, and Telegraphic Institute. There are scattered records and some graduating class pictures in the files of the College dating back to 1875. The College has been in continuous service to the central San Joaquin Valley since that time, making it the first institution of higher education in the area. The philosophy and objectives of its founder have remained with the College, remaining a small, independent College dedicated to post-secondary education and serving the educational needs of its students and the community.

In 1937 the founder of the College died and his son, John R. Humphreys, Jr., who had assumed academic administration of the College in 1934, became the second President. The name of the College changed several times since its inception, becoming known as "Humphreys College" on July 25, 1947, when it was reorganized and incorporated as a nonprofit educational corporation under the California Education Code. Under this corporate charter and related bylaws, Humphreys College is held exclusively for educational purposes by a Board of Trustees whose membership consists of alumni, educators, distinguished citizens, and friends of the College.

In 1950 the Trustees established a non-accredited, four-year night law school. Shortly thereafter, a law school campus was established in Fresno, but this campus no longer exists under Humphreys College control. In 1973, the Trustees took the first steps toward accreditation of the law school by the Committee of Bar Examiners of the California State Bar. This accreditation was granted in August of 1983.

In 1965 the Trustees provided funds for the construction of a new academic building in north Stockton, with the campus moving to its current location in 1966. In 1974 construction was started on the student center, the student housing complex, and recreational facilities.

In 1972 the College was accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.

Since June of 1992, the College has been accredited by the Western Association of Schools and Colleges Senior College and University Commission. Therefore, all certificates and degrees granted by the College (including the School of Law) are accredited.

In 1980 administration of the College was assumed by Robert G. Humphreys, grandson of the founder, upon the retirement of John R. Humphreys, Jr., thereby becoming the College's third President.

In 1987 Humphreys College began offering courses through Modesto Junior College, eventually establishing a campus in Modesto.

In 1991 the College purchased four buildings west of the Stockton campus student housing complex. Renovations of the buildings allowed the College to add new undergraduate and law libraries, classrooms, faculty offices, law school administrative offices, the Registrar's Office, study lounges, and conference room facilities.

The College again expanded its physical facilities in 2004 when it added two new buildings totaling **approximately 24,000 square feet. The College's libraries were moved to a new library building which** houses both the law and undergraduate libraries as well as administrative offices for the newly renamed Drivon School of Law. The classroom and office building added another eight classrooms to the College and includes 18 faculty offices, several administrative offices, and a student lounge. A large central courtyard provides an attractive location for students to sit and study outside and is used for commencement ceremonies. In 2010, the College began construction of another classroom building, providing an additional ten classrooms, and replacing the dorm facility, which was torn down to provide space. The additional space was necessitated by the significant growth in enrollment beginning in 2007 and bringing total enrollment in excess of 1,200 students.

Upon the retirement of Robert G. Humphreys in 2015, the trustees of the College appointed Robert G. Humphreys Jr., **great-grandson of the founder, as the College's fourth President.**

In the fall of 2016 the Board of Trustees authorized the changing of the name of Humphreys College to Humphreys University. Both the Trustees and President Humphreys, along with the college community, concurred that the name change better reflected the current mission of the University and its goals for the future.

Throughout its long history, the College has provided quality instruction at the post-secondary level. While kept current, the curriculum today is still clearly related to the curriculum as it was when the College was founded, focusing on both liberal arts and career preparation. The expansion of the College,

both in Stockton and Modesto, shows the commitment Humphreys University has to the community and the growth of educational opportunities for all.

ACCREDITATION

Humphreys University is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

The court reporting program is approved by the Court Reporters Board of California, and the Humphreys University Drivon School of Law is accredited by the Committee of Bar Examiners of the State Bar of California. The teacher credentialing program is approved by the California Commission on Teacher Credentialing. As required by the Commission, Humphreys University will notify the California Commission on Teacher Credentialing within 30 days if its regional accreditation status changes.

ASSOCIATIONS

Humphreys University is a member of the Association of Independent California Colleges and Universities, the National Association of Independent Colleges and Universities, the College Board, and the American Council on Education.

Humphreys University also participates in a number of academic and professional organizations, including the American Association of Academic Deans, the California, Bay Area, and National Court Reporters Associations, the National Association of the Education of Young Children, the California Business Education Association, Professional Secretaries International, the California and National Association of Student Financial Aid Administrators, the National Association of College and University Business Officers, the Pacific Association of Collegiate Registrars and Admission Officers, Reporting Association of Public Schools, and the Western Association of College Admission Counselors.

CAMPUS OFFERINGS

All major programs, degrees, and certificates listed in this General Catalog are available at the Stockton campus. Only certain major programs and certificates listed in this General Catalog are available at the Modesto campus. See an admission counselor for more information.

For information and policies pertaining to the Drivon School of Law, see the Humphreys University Law Bulletin.

STOCKTON CAMPUS

Since its inception, Humphreys University has been a major community facility in Stockton and central California. Until 1924, it was the only institution of higher education in the area.

Most of Humphreys' students are from San Joaquin and the seven neighboring counties. Some students are from outside this valley and several foreign countries.

Stockton is a growing, vibrant city with a population of over 300,000. At the head of the great California Delta--a thousand miles of navigable waterways within a sixty-mile radius--Stockton provides the area with an international inland port and a variety of water activities. The ski slopes and lakes of the Sierra are only one to two hours to the east; San Francisco and the sunny beaches of Northern California are an

hour and a half to the west; and the opportunity to study a major state legislature in operation at the state capitol, Sacramento, is only forty-five minutes to the north. One of the world's most productive agricultural valleys surrounds the city of Stockton.

The weather in Stockton is mild and dry, with temperatures ranging from thirty degrees in the winter to one hundred degrees in the summer. The people of Stockton are active and friendly, and there is an abundance of community facilities within walking distance of the University: theaters, shopping centers, restaurants, banks, parks, churches, hospitals, other colleges/universities, sports facilities, community centers, and public libraries.

Academic Facilities

Humphreys University is located in north Stockton, about five miles from downtown. The University moved to this eight-acre campus from downtown Stockton in 1966. The campus is one block east of Pacific Avenue, a major thoroughfare in Stockton. Public transportation runs directly to the campus.

The main academic building houses several classrooms, computer labs, the bookstore, and administrative offices. The west campus is composed of four buildings, which house the Academy of Business, Law and Education (ABLE), a charter high school operated as a subsidiary non-profit corporation by Humphreys University. Both the main and west campuses have outdoor courtyard areas with ample space for students to study, eat lunch, or gather with friends. Recently, the physical plant was expanded by approximately 24,000 square feet, consisting of two new buildings constructed on vacant land on the campus. The library building houses the law and undergraduate libraries as well as the administrative offices of Humphreys University Drivon School of Law. The classroom building includes eight classrooms, as well as 18 faculty offices, administrative offices, and a student lounge. A central courtyard provides an attractive place for students to gather and socialize outside and is served by a wireless Internet network. In addition, another 15,000-square-foot facility was added in 2010 providing ten additional classrooms.

The University's two libraries are major learning centers, not only for students and faculty, but also for alumni and the community. Extended hours of operation provide a convenient and easily accessible community resource. A branch of the Stockton Public Library is directly across the street from the University with a large general collection which is available to all students. Because of this proximity to the public library, the University does not attempt to duplicate its general holdings but rather is able to focus its own collection to support the University's curricula in liberal arts, accounting, business, early childhood education, and its legal disciplines: court reporting, paralegal studies, criminal justice, and law.

The University libraries' open stacks and reading area provide easy access to reference and circulating collections. Periodicals, cassettes, DVDs, and videos are available on request in the circulation area. Requests for interlibrary loan of monographs and periodicals, state, federal, and international government publications may be made at the reference desk. Additionally, the library provides students access to several online databases, with access to numerous peer-reviewed journals, magazines, and newspaper articles.

The law library's collection, available on open stacks and online, exceeds the minimum set by the Committee of Bar Examiners. It provides primary source materials (federal and California codes, California administrative regulations, appellate and attorney general decisions, regional and state reporters) as well as secondary resources (national and California encyclopedias, digests and treatises) and

over twenty major law periodicals. An in-depth collection of tax services is available for students and practitioners of accounting and law.

As part of a nonprofit educational entity, both libraries are eligible to receive gifts deductible by the donor on federal and state income tax returns.

MODESTO CAMPUS

The Humphreys University Modesto branch campus is located in north Modesto in Stanislaus County. Modesto is a thriving community with a population of over 200,000. Modesto offers many outlets for the dramatic arts through several local organizations including the symphony, ballet, opera, and cultural scenes. Technology is positioning Stanislaus County as a global center for agribusiness. Due to its central location in the state, Modesto has become a prime destination for tourism. With over 72 city parks, the area offers many recreational opportunities. The Modesto campus is located within walking distance of several shopping centers and restaurants.

Facilities include classrooms, computer laboratories, faculty offices, bookstore, a student lounge, and a reference library. School housing is not provided in Modesto. Rooms and apartments are readily available within walking distance of the campus and throughout the community. The Modesto Transportation Center provides bus connections to anywhere in the county including two stops within one block of the Modesto campus.

NON-DISCRIMINATION POLICY

Humphreys University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, handicap, marital status, or age in the administration of its educational programs, admission policies, and personnel matters, financial aid programs, and other such college-administered programs and activities.

Humphreys University welcomes to its student body, faculty, administration, staff, and persons from diverse backgrounds and believes that the educational process is thereby enriched. The University consciously strives to create a climate wherein all students, faculty, administrators, and staff gain an awareness that comes from learning about and understanding the unique values and characteristics of cultures different from their own.

RESERVATION OF RIGHTS

In preparing this catalog, Humphreys University has made every effort to ensure the accuracy and completeness of the information contained herein. The University reserves the right to add, amend, or repeal any information contained herein upon publication of such addition, amendment, or repeal.

ADMISSIONS

ADMISSION REQUIREMENTS

High school graduation or its equivalent (GED, state-recognized equivalent, transfer of 60 semester or 72 quarter units at the baccalaureate level, completed homeschooling at the secondary level, CSR) and passing scores on the reading and writing entrance exams are the only scholastic requirements for enrollment in Humphreys University undergraduate programs. Facilities are available in the community for those who wish to obtain high-school diplomas or GEDs. An admission counselor should be consulted for more information.

Students who already possess a conferred four-year degree from an accredited institution must be authorized by the Dean of Undergraduate Studies prior to being admitted for undergraduate study.

Students must submit official high school transcripts (or recognized equivalent) and transcripts from any and all other colleges/universities they may have previously attended. Official transcripts are necessary to apply for grants, to receive credit for previous coursework, and to qualify for certificates and degrees at the University. Admission is considered provisional until the student provides evidence of high school graduation or equivalent. Failure to submit documentation within 30 days of the first day of the quarter is grounds for revocation of admission to the University.

All entering students are required to take placement examinations in English and mathematics to determine courses most appropriate for them, unless academic transcripts from other regionally accredited colleges/universities clearly indicate the level of competency, as decided upon by the Registrar.

Admission Office

The Admission Office provides the following:

- Pertinent information regarding the University, programs, admission requirements and services offered by the University
- Guidance and direction throughout the enrollment process
- Assistance with scheduling first-quarter classes

Basic Steps for Admission and Enrollment

Application: Complete and submit an Application for Admission along with the required application fee of \$40. Please refer to the Schedule of Tuition and Fees and Fiscal Policies for updated information regarding tuition costs and other educational expenses, including payment requirements and due dates.

Financial Aid: Complete a free Application for Federal Student Aid (FAFSA) for the appropriate award year(s) to determine eligibility for grants, work study, and student loans.

High School Information: Provide official transcripts or proof of equivalent. Send documents directly to Humphreys University, attention Registrar.

Transfer Students: Request and send official academic transcripts from all previously attended colleges and universities to Humphreys University, attention Registrar.

Placement Test: A placement examination must be taken, unless the student has successfully completed a college-level English and mathematics course with a grade of “C” or higher at another regionally

accredited college or university. Passing scores on the reading and writing exams are necessary for admission. The results of the examination are used to determine the appropriate placement level in the areas of English and math. An admission counselor will schedule a time for you to take the placement exam if needed.

Registration: First-quarter classes are assigned by an admission counselor. Call to schedule an appointment at either campus:

- Stockton campus – (209) 478-0800
- Modesto campus – (209) 543-9411

Admission requirements for the Graduate program can be found in the Department of Graduate Studies section of this catalog.

WHEN TO ENROLL

A student may enroll at the beginning of any quarter. University quarters start approximately in late September and the first week of January, April, and July. For exact dates of term openings, see the University calendar. Pre-registration for classes is highly encouraged for all students so as to avoid class closures or materials shortages. Pre-registration dates and class schedules are published separately preceding each quarter.

Late enrollments are accepted through the second week of each quarter. Students enrolling late are responsible for contacting instructors to determine if assignments due in the first week may be turned in for credit.

INTERNATIONAL STUDENTS

Humphreys University admits students from countries other than the United States. The faculty and staff believe that there are significant benefits to be gained from the intermingling of different cultures in the atmosphere of an educational institution. The small size of the University requires, however, that the number of international students that can be accepted for enrollment be limited. Students who determine that the University offers a program which can serve their needs are encouraged to inquire and make an application at the earliest possible date.

The following documents must be on file before an application for enrollment of an international student can be considered:

1. Official academic transcripts of high school and previous college level education, evaluated by an approved international transcript evaluator.
2. An applicant whose native language is not English must provide evidence of English language proficiency by submitting test scores from one of the following:
 - Test of English as a Foreign Language (TOEFL) with a score of at least 63 on the paper-delivered test or 84 on the computer-based test
 - Michigan Test (MTELP), or the obvious ability to communicate in English
 - Conditional Admissions: A condition associated with admission is that the international student must fulfill the English Language Proficiency Requirement. The most effective

option to fulfill this condition is by enrolling in the English Language Program at Humphreys University.

3. A letter of recommendation from someone who is not a family member.
4. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys University. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
5. A completed application for enrollment and the application fee.
6. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
 - International students are accepted for a period of one academic year or more and must complete a minimum of 12 units each quarter. The University must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (12 or more units).
 - The applicant understands that Humphreys University has no medical or health facilities and the student understands and agrees to provide for his/her own health and accident care and insurance while in the United States.
 - A non-refundable application fee of \$200.00 for international students is due prior to registration of classes.
 - The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. All fees and tuition for the first academic year are due prior to initial enrollment at Humphreys University. Starting with the second academic year each quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
 - The applicant understands that this University has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the University.

For more information, international students should speak with an admission counselor or the Registrar.

HUMPHREYS UNIVERSITY ENGLISH LANGUAGE PROGRAM

Humphreys University English Language Program (HELP), offered on the Stockton campus, is founded on the need for our students to have access to a program that is designed to improve their English language skills and prepare them for the post-secondary academic environment. The program will combine the best practices for English as a Second Language (ESL) instruction and high-level academic English language instruction in a technology-rich environment. The program will utilize basic instructional designs combined with exposure to classic English literature and activities designed to improve the grammar and vocabulary skills of students.

The mission of the Humphreys University English Language Program (HELP) is to provide English language instruction to non-native speakers for academic, personal, and/or professional purposes. Our

comprehensive programs integrate quality ESL instruction in an active learning environment. HELP also assists international students with cultural and social adjustments.

The following are the English Language Program Learning outcomes:

- A student who successfully completes the HELP program has achieved Cognitive Academic Proficiency in listening, speaking, composition and reading
- A HELP graduate will be competitive and functional at the university/college level.
- Our program will supply quality academic advising to facilitate students' entrance into a formal university.
- A graduate will identify and establish cultural connections in the community.
- A graduate will be able to recognize and practice appropriate cultural and social norms in an academic setting.

Application & Admission Requirements:

Who Should Apply?

International Students who want to enter the U.S. and study full-time or transfer from another U.S. school should complete the I-20 section of the application form. Students in the full-time Intensive English Program have two choices:

- University Track lets you complete each English proficiency level that is required for college success. You will study no less than four hours per day (18 hours per week).
- General Track allows you to complete your English studies and is built on a conversational platform giving you the necessary skills to function in American society. You will also study full time (18 hours per week). Humphreys University English Language Program does not offer any part-time programs.

When Do I Apply?

Students outside the U.S. should send the completed application and support documentation at least 6 to 8 weeks in advance of the session they wish to start. Students transferring from a U.S. school should contact Humphreys University, Office of the Registrar.

What is the Minimum Enrollment Requirement?

Minimum enrollment is for one full-time session in University Track or General Track.

What is the SEVIS Fee?

The SEVIS fee of \$200 is a Student and Exchange Visitor processing fee paid to the U.S. Department of Homeland Security by all international students.

Do I Need Health Insurance?

Medical insurance is required of all international students.

What Financial Document Do I Need with the Application Form?

You will need a certified bank letter. The U.S. Immigration Service requires that you or your sponsor have enough money to cover school and living expenses. The minimum dollar amount needed for the bank letter is determined by the number of months you wish to study.

Where Can I Get an Application?

The English Language Program Application for Humphreys University English Language Program can be found on the Humphreys website at: <https://www.humphreys.edu/admissions-aid/international-students/>.

VETERANS

Humphreys University is approved for the training of veterans. Veteran's benefits may also be available to survivors (spouse) and dependents, under certain circumstances. Full information can be obtained from the Veterans Administration or the V.A. Certifying Official located at the Registrar's office on the Stockton campus.

The University will conduct an evaluation of previous education and training, grant appropriate credit, shorten the duration of the program, and notify the Veterans Administration and student accordingly.

Veterans placed on academic probation will have their VA certification for education benefits interrupted if they are dismissed at the end of the probationary period. Veterans in the graduate programs who are placed on academic probation will have their VA certification for education benefits interrupted if they are dismissed at the end of the probationary period.

Certification for VA benefits will not start again until their probationary status has been cancelled and students are restored to good standing.

1. Standard of Progress per CFR 21.4253
 - a. The grading system is defined under the heading of GRADES in this catalog.
 - b. The minimum grade or grade point average considered satisfactory is under Satisfactory Academic Progress in this catalog.
 - c. Probation is defined under Academic Probation in this catalog.
 - d. Students not achieving satisfactory progress are subject to dismissal, as described in Academic Dismissal in this catalog.

2. Attendance Policy

The University does not enforce a uniform rule as to the number of absences permitted. Refer to Attendance Policy in this catalog.

TRANSFER CREDIT FOR VETERANS

Eligible veterans must provide official academic transcripts of all prior colleges, universities, and training institutions. Refer to the Credit for Prior Learning section in this catalog. The Registrar will then prepare an evaluation of credits and inform the student and the Veterans Administration as to the amount of credit allowed.

Credit will be allowed only for subjects related to the degree curriculum as outlined in the Humphreys University General Catalog and only for subjects completed with a grade of C- or better. Under special circumstances a student may receive up to 12 units of credit for previous work experience. Application for credit should be made through the student's academic chair.

More information can be obtained from the Veterans Administration or from the V.A. Certifying Official located at the Registrar's office on the Stockton campus.

CLASSIFICATION OF STUDENTS

All students of Humphreys University are classified by the Registrar. Regular students are those who have met all admission requirements and are enrolled in courses at the University. They may be full-time or part-time students; they may pursue courses leading to the bachelor degree, the associate's degree, or certificates; they may pursue continuing education programs; or their objectives may be occupational in nature.

The Registrar classifies regular students as Freshman, Sophomore, Junior, or Senior as follows:

- **Freshman:** Students who have completed fewer than 45 quarter units.
- **Sophomore:** Students who have completed at least 45 but fewer than 90 quarter units with a minimum grade point average of 2.0.
- **Junior:** Students who have completed at least 90 but fewer than 135 quarter units with a minimum grade point average of 2.0.
- **Senior:** Students who have completed at least 135 quarter units with a minimum grade point average of 2.0.

CREDIT FOR PRIOR LEARNING TRANSFER CREDIT

Students who wish to obtain credit for subjects taken at other regionally accredited colleges/universities must furnish an official academic transcript for the Registrar's Office. The Registrar will make an evaluation of credits and will inform the student as to the amount of credit allowed.

All college-level, transferrable units that have been completed with a C- or better will be applied to the student's Humphreys University transcript. This may cause some students to encounter a Financial Aid Maximum Time Frame issue.

EXPERIENTIAL LEARNING

In recognition that learning does not always have to occur in a classroom, the University will grant up to 12 units of credit based on documented learning from work experience, volunteer work, military training, certification programs, professional development, and other nontraditional modalities.

To apply for experiential learning credit, a student must submit to the academic chair the Petition for Experiential Learning Credit. Once received, the chair will advise the student of the documentation that will be required to consider the request for experiential learning credit. Such documentation may include a letter, or letters, from the employer(s) stating that the student did work for the organization, a description of work performed, the dates of work, and whether the work was performed on a full- or part-time basis. Once the petition along with the documentation is completed, the academic chair, consulting with the Dean of Undergraduate Studies, will determine if the nature of the experience qualifies for experiential learning credit and, if so, how many units should be awarded, bearing in mind the value of the Carnegie unit, and the placement of the units in relationship to the program requirements. Special

consideration will be given to the application of experiential learning credit to the program's internship requirement, if applicable.

If experiential learning credit is awarded, the chair will communicate the decision to the student and will forward the completed petition form to the Registrar. Work experience units will be given CR (credit) as the grade, which will not factor into the cumulative grade point average.

STANDARDIZED TESTS: CLEP, DSST, AP

The University recognizes the College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and Advanced Placement (AP) examinations and will award a maximum of 45 quarter units toward a certificate or degree based on recommendations from the College Board (CB) and the American Council on Education (ACE).

Credit for CLEP examinations passed successfully (50th percentile and above) may be determined either at admission or in subsequent quarters. Credit for DSST subject examinations will be based on ACE guidelines. AP examination scores of 3 or above will be granted credit based on CB, ACE, and Humphreys University guidelines. Scores must be submitted to the Registrar's Office prior to the awarding of credit. (See the Registrar for specific credit hours per examination).

Course Challenge Examinations

The course-challenge option is available for only certain courses, as determined by the academic chair of each department, for a student who can provide evidence of substantial knowledge of material covered in a particular Humphreys University course and who has completed at least 12 units at Humphreys University with a cumulative grade-point average of at least 2.5.

A minimum score of 75% is required on a course challenge examination for units to be granted; if passed, the Registrar will award the student units for the course with a grade of P, which is not calculated in the student grade-point average.

Details of the Course Challenge Policy, including unit limit and the non-refundable fee, and the Course Challenge Petition Form are available from the Registrar or the student's academic chair.

STUDENT SERVICES

TESTING, COUNSELING, AND GUIDANCE

The University provides counseling, testing, and guidance services. The University administers placement examinations in English and mathematics, as well as speed certification tests in keyboarding. The placement examinations are used to determine the courses most appropriate for the student. Students with very low scores on the placement exams will be counseled into a program of remediation until college-level competency is achieved. All entering students are required to take the placement examinations unless academic transcripts from other regionally accredited colleges/universities clearly indicate the level of competency, as decided upon by the Registrar.

An admission counselor first meets with the student to discuss courses of study and services of the University. Then the student may make an application for enrollment. After initial enrollment and registration with an admission counselor, the student is assigned an advisor by the academic chair of the student's major.

The advisor assists the student in planning a course of study during his/her stay at Humphreys University, evaluates the student's progress periodically, and assists with personal, educational, and career planning needs. Admission counselors and advisors are available for consultation whenever the student feels a need for counseling, guidance, or advice.

CAREER DEVELOPMENT SERVICES

Career development services are available free of charge to all graduating students and alumni. Students may seek assistance with resumes and cover letter preparation, job search skills, and interview techniques. Assistance is available by appointment only.

STUDENT ACTIVITIES

While first attention is paid to studies, ample opportunity is afforded to the student for recreation and outside activity. School-affiliated organizations provide opportunities for social development, practice in leadership, recreational activities, and career networking.

Each academic department sponsors student-centered activities during the academic year, such as guest speakers, alumni panel presentations, and professional development opportunities. Therefore, students should consult their academic advisors for additional information about these worthwhile events.

PUBLICATIONS

The *Humphreys University Newsletter* is published and distributed quarterly on campus and available on our web site, noted below, to students, faculty, and staff. Academic department news, administrative and academic policy changes, and student-centered events are the focus of this publication.

The University maintains its web site at www.humphreys.edu. The site provides links to University departments and their programs and services. A pictorial history of the University and other galleries provide an insider's view of the University and its culture. The web site also is the portal to the University's online course offerings.

DISABLED STUDENTS

Humphreys University welcomes students with disabilities and encourages any student with special needs to discuss them with an admission counselor.

The University has the following available for disabled students:

1. Academic and special needs counseling
2. Reserved parking spaces
3. Access ramps to campus buildings
4. Restroom facilities

Humphreys University is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities and promoting the full participation of all qualified students in all aspects of campus life. It is the policy of the University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden to the University or fundamental alteration to the program in question. The University reserves the right to not make accommodations or provide auxiliary services if it constitutes an undue burden or requires a fundamental alteration to the program in question.

All students are expected to meet the academic standards as developed by the faculty. It is only through a student's voluntary disclosure of his or her disability and request for accommodation that Humphreys can support the student's needs. A student who wishes to request an accommodation or modification must do so through the Dean of Undergraduate Studies. The Dean will work on an individual basis to determine which, if any, accommodations or modifications would be most effective to help the student achieve academic success.

To seek an accommodation, a student must make a written request to the Dean and provide appropriate medical documentation of his/her disability. The Dean may request additional documentation if what is provided is incomplete or if there are questions or inconsistencies with the student's current impairment status and a requested accommodation. Appropriate medical documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing; establishes the current need for accommodation; clearly identifies the diagnosed disability or disabilities; describes the functional limitations resulting from the disability or disabilities; describes the specific accommodation requested; and is typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

STUDENT CODE OF CONDUCT

To provide an environment that is conducive to learning and maintains an atmosphere that fosters academic and personal growth, the University will not tolerate disruptive behavior that negatively affects the educational setting. All students are expected to conduct themselves in an acceptable manner in the classroom, on campus, and at school-related activities. Unacceptable behavior that may be cited as a violation of the student code of conduct includes, but is not limited to, the following:

1. Dishonesty, including—but not limited to—cheating, plagiarism, or knowingly furnishing false information to University instructors/officials;
2. Disrupting, obstructing, or interfering with instructional functions and/or related activities;

3. Physical abuse, threat, or assault of any person in class or school-sponsored activities;
4. Disorderly conduct or lewd, indecent, obscene behavior and/or expression;
5. Failure to comply with directions of University instructors/officials acting in the performance of their duties;
6. Possession or use of alcoholic beverages, illicit drugs or narcotics, explosives, guns, hazardous material or any other weapon.
7. Sexual misconduct, including, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or, stalking.

Student code of conduct violations may be documented in an incident report that will be reviewed by the Dean of Undergraduate Studies, or Director of Administrative Services in cases of alleged sexual misconduct and are cause for sanctions including suspension or dismissal. Violations of the student code of conduct are based on a preponderance of the evidence standard; however, the University may impose any sanction that it finds to be fair and proportionate to the violation.

STUDENT GRIEVANCE PROCEDURE

The University provides an orderly procedure whereby any student who has a complaint or grievance may pursue satisfactory resolution of the particular problem or charge. Issues which may be the subject of a grievance proceeding may include, but are not necessarily limited to the following:

Grievance:

1. Alleged physical or verbal mistreatment by a member of the faculty, administration, staff, or another student
2. Grade challenge
3. Alleged sexual, gender, racial, or ethnic harassment

Complaint:

Not all situations rise to the level of a grievance. Students who wish to file a complaint may do so by completing a Suggestion/Complaint Form and submitting it to the appropriate dean, as indicated on the form. At the discretion of the Dean, a complaint may or may not trigger the hearing and appeal process described below.

In the case that a student wishes to appeal a grade, the Grade Challenge policy below should be used.

In the case of alleged sexual misconduct, see the Institutional Recourse by Victim of Sexual Assault section of this catalog.

In any other case, the following procedure is to be followed:

1. Students are encouraged to seek a solution first by contacting the instructor, administrator, staff member or fellow student involved.
2. In the absence of a solution, or if this is not feasible for reason of privacy, safety, security, or personal welfare, a dean should be consulted. The dean will hear the grievance and attempt to present a solution agreeable to both parties. This will be accomplished within five business days of hearing of the problem. If a dean is the subject of the complaint, the problem should be presented to another dean.

3. If the grievance remains unresolved after five days, the problem must be presented in writing to the appropriate dean by completing a Suggestion/Complaint form. Final resolution will rest with a committee consisting of a faculty member, the dean, and a member of the administrative staff appointed by the dean. The committee will render its decision within five business days of the receipt by the dean of the written complaint.
4. If the decision of this committee is not acceptable to both the student and the accused, the student has the right to request a hearing as follows:
 - a. The student must request a hearing in writing. This request is to be made to the dean.
 - b. The same committee as in #3 will hear the challenge unless there is an obvious conflict of interest. In the event of a conflict of interest, or if the student wishes to replace any or all of the committee members, a new committee member or members will be selected by the dean to serve on the hearing committee. In this case, the time frame mentioned in #3 above will be extended to ten business days.
 - c. **The student may bring witnesses who are able to attest to the charges on the student's behalf.**
 - d. The student may present evidence relevant to the charge.
 - e. The student may be accompanied by a support person throughout the hearing. The support person may be a fellow student, faculty member or member of the administrative staff. The support person may not be an attorney or family member. The support person does not have the right to speak during the hearing.
 - f. If both parties agree, the accused will be present and will have the opportunity to respond and present a defense to the charges. If both parties do not agree, then the accused will have to opportunity to present a defense privately.
 - g. The committee will render a decision within five working days of the hearing. The decision of the hearing committee will be final.
5. If a student believes that their complaint continues to warrant further consideration after exhausting the steps of this grievance process, he/she may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6924
Fax: (916) 263-1897
Website: <http://www.bppe.ca.gov>

GRADE CHALLENGE

If a student believes her/his course grade was calculated in error or was awarded with disregard to graded assignments, the student may pursue the following steps to challenge the course grade. Although the student is encouraged to initiate the process as soon as the grade is received, he/she must begin the grade challenge process, described below, within one academic year or four quarters after the completion of the course:

1. The student should contact the instructor and ask for an explanation of how the grade was determined.
2. **If the student is not satisfied with the instructor's explanation, the student should communicate in writing that he/she wishes to challenge the grade.** The written document should be sent to the instructor's academic chair and should clearly specify in what way or ways the course grade is presumed to be in error. This written request may be sent by email. If, on the other hand, the instructor agrees the grade was awarded in error, the instructor should complete the Change of Grade form in the Registrar's Office.
3. **Once in possession of the student's request for the challenge, the academic chair should contact the instructor and request a detailed accounting, in writing, of how the student's grade was determined.** The academic chair should also have in hand the syllabus for the course.
4. Once in possession of the documentation, the academic chair should review the documents to see if there is clear evidence suggesting the grade should be changed. If so, the academic chair should pursue a grade change through the instructor. If there is no clear evidence suggesting a grade change, the academic chair should communicate in writing to the student that there appears to be no clear evidence suggesting the need for a change in grade. As a part of this communication, the academic chair should inform the student that she/he may request in writing through the academic chair a review of the challenge by a committee.
5. If the student requests a committee review, the academic chair should forward the request and all documentation to the Dean of Undergraduate Studies.
6. The Dean of Undergraduate Studies will appoint an academic chair and two faculty members to review the documentation and to make a recommendation as to the challenge. The academic chair will act as chair of the committee. The committee will report, in writing, its recommendation to the Dean of Undergraduate Studies. The committee will also forward all documentation to the dean.
7. **Unless there is clear reason to reject the committee's recommendation, the dean will accept it and communicate it to the student and instructor.**

SEXUAL MISCONDUCT

Humphreys University is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can guarantee that no crime will occur.

Therefore, in accordance with California Education Code Sections 94385 and 67386, the following policy has been adopted in the event sexual assault, sexual battery, sexual exploitation, domestic violence, dating violence, stalking, or sexual harassment occurs on the campus or at events sponsored by the University.

It is of primary importance to provide assistance to victims and witnesses of these offenses. The University strongly recommends immediate reporting of sexual assault, battery, or harassment, or any other crime, to law enforcement authorities and to the University's administration. Immediate reporting will increase the likelihood of apprehending the perpetrator and in deterring additional assaults.

Definition of Sexual Assault

For the purposes of this policy, "Sexual Assault" includes rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Further, for purposes of this policy, rape includes two persons engaged in an act of sexual intercourse that is against the will of one of the people or sexual intercourse when one person is incapable of giving consent. Victims may be male or female.

Rape: the sexual penetration of the victim's vagina, mouth, or rectum without their consent. Rape involves penetration with the use of force or fear or threat of force or fear, or with an individual who is unconscious or physically powerless to give consent; or with a person who is otherwise incapable of giving consent, including situations where the individual is under the influence of alcohol or drugs and this condition was or should have reasonably been known to the offender.

Sexual battery: consists of unwanted and sexually offensive contact with an intimate body part of another person. Battery includes situations in which the accused engages in such contact with another person's body while the person is incapable of giving consent or resisting due to alcohol or drugs.

Definition of Sexual Harassment

Unwelcome sexual advances or unwelcome requests for sexual favors. Other unwelcome verbal or physical behavior of a sexual nature where submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment. It also includes conduct in which submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare. Also, conduct which has the purpose or effect of unreasonably interfering with an individual's welfare, academic, resident life, or creates an intimidating, hostile or offensive educational, living, or working environment.

Conduct that would constitute sexual harassment includes, but is not necessarily limited to: verbal conduct such as epithets, derogatory comments or slurs; visual displays such as derogatory or offensive posters, drawings or images; unwanted touching, blocking normal movement, interfering with study, work or activities; threats, demands to submit to sexual requests; retaliation for opposing, reporting or threatening to report harassment of or participating in related investigation, proceeding, or hearing.

Definition of Consent

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Failure to take reasonable steps to determine affirmative consent does not constitute consent. Silence or refusal to respond does not constitute consent. Affirmative consent is deemed not to have been freely given if an individual is intoxicated from alcohol, under the influence of any drug or other controlled substance, has lost

consciousness, is asleep, is in shock, is in fear of assault, feels threatened, is not eighteen years of age, has not been given an opportunity to consent, is unable to communicate due to a mental or physical condition, or has acted or spoken in a manner indicating that he/she refused to consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

PROCEDURES FOR VICTIMS

Notification of Authorities

If possible, the victim or witness should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it be paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance; therefore, a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately.

When reporting sexual assault or battery, stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

- I. Name and telephone number (of telephone from which call is made).
- II. Address and location where the victim or witness is located. The same information should be given for the location of the assault.
- III. The crime being reported and a brief statement of what has occurred.
- IV. Suspect information
 - a. Is the suspect's location known or has the suspect fled?
 - b. If the suspect has fled, in which direction last headed.
 - c. Description of the suspect:
 1. Male or female
 2. Race
 3. Approximate age
 4. Height
 5. Weight
 6. Hair color
 7. Eye color
 8. Description of clothing
 - d. If the suspect fled by vehicle
 1. Type of vehicle
 2. Color of vehicle
 3. License plate number - even if partial
 4. In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing worn by the victim at the time of the assault must be saved. The area where the assault

occurred must not be disturbed.

Notification of University Administration

Humphreys University administration should also be notified immediately that a sexual assault or battery has occurred. The victim should seek assistance and information from any available member of the administration or faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both.

Under section 67383 of the California Education Code the University is obligated to notify local law enforcement of any reported Part 1 violent crime, sexual assault, or hate crime. The report shall be forwarded to local law enforcement without identifying the victim, unless the victim consents to being identified, having previously been informed of their right to have identifying information withheld. The University will honor the decision of an assault victim, but believes strongly that any sexual assault must be reported as soon as possible.

In the case of sexual harassment, the victim may pursue a formal complaint by filing a grievance under the University's Student Grievance Procedure. Students may elect not to file a report of any kind. However, it is important to understand that if they discuss such an incident with any University official, who would include any administrator or faculty member, the University is obliged by the Clergy Act to investigate and keep and report records of the incident.

Location of Telephones

Victims and witnesses of an assault can make emergency calls from telephones located on the University premises. Telephones are located in the administrative offices and in the University library. All offices are typically open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Available Services

A list of available services is available in the office of the Director of Administrative Services. Upon notification of the administration, a list of all services will automatically be given to any victim of sexual assault.

Confidentiality

Information provided to the University shall be shared with other employees and law enforcement exclusively on a "need to know" basis. The University is required to attempt to honor any request for confidentiality, however it must also weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot always be ensured. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Director of Administrative Services. The Director shall have sole access to the file which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal, will be the responsibility of the dean.

No information will be released without the express consent of the victim, except upon court order. Should the University receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena. Absent legal incapacity, the information will not be released to the victim's family.

If you wish to talk to a person who can support you while maintaining confidentiality, in Stockton/San Joaquin Modesto you may contact the following:

Women's Center Youth and Family Services
Sexual Assault 24-hour Hotline: (209) 465-4997
<http://www.womenscenteryfs.org/>

Academic Impact of Assault

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with the Director of Administrative Services. These may include (but are not limited to) protection from disciplinary sanctions for a violation if the university's student conduct policy at or near the time of the incident, unless the university determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty, a leave of absence, tutoring, or extensions of time for completion of courses. Appropriate assistance will be determined by the dean in consultation with the student.

Institutional Recourse by Victim of Sexual Assault

The victim of an assault has the option of filing a complaint with the Director of Administrative Services using the Humphreys University student complaint form. When the University determines, through its administrative process, that a violation has occurred, serious sanctions will be used to reasonably ensure that such actions are not repeated.

You may wish to report to the University to access support or to file a complaint against a University student, faculty or staff member who engaged in the unwelcome behavior. Please be aware that in most cases, any University employee who receives a complaint of this nature must report all pertinent information to a designated school officer charged with responding.

Legal Recourse by Victim of Sexual Assault

Criminal Action:

The victim of an assault will receive information about any criminal prosecution against the person committing the assault. A sample crime report will be kept on file at the University and will be given to the student.

Civil Action:

Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

A list of telephone numbers for available legal services is maintained by the Director of Administrative Services.

Available Services

STOCKTON CAMPUS

Police

Emergency contact number: 911

Non-Emergency police: (209) 937-8377

Medical Services

San Joaquin County General Hospital: (209) 468-6000

Dameron Hospital: (209) 944-5550

St. Joseph's Hospital: (209) 943-2000

MODESTO CAMPUS

Police

Emergency contact number: 911

Non-Emergency police: (209) 572-9500

Medical Services

Memorial Hospital: (209) 526-4500

Doctors Medical Hospital: (209) 578-1211

Kaiser Permanente Medical Center: (209) 735-5000

Other Services

Women's Center Sexual Assault Helpline: (209) 465-4997

Rape, Abuse, and Incest National Network: 1-800-656-HOPE

SUBSTANCE ABUSE REFERRAL PROGRAM

Humphreys University is devoted to providing effective instruction and related learning experiences and to supporting the intellectual, cultural, and economic life of the community. We believe that it is in the best interest of the faculty, staff, students, and the community to enforce a policy of discouraging and prohibiting the use and abuse of controlled substances on the campus and maintaining a drug-free work place and learning environment.

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance on its property. As a condition of employment in the case of employees, or enrollment in the case of students, it is required to abide by the University policy concerning a drug-free work place and learning environment. Employees and students are required to notify the University of

any criminal drug statute conviction for a violation occurring on the campus no longer than five (5) days after such conviction, as required by the Drug-Free Work Place Act of 1988, 34 CFR Par 87, Subpart F, and the Drug-Free Schools and Campuses Act, 34 CFR Part 86.

Students and employees found in violation of this policy are subject to various sanctions including dismissal from the University. Copies of the substance abuse program and policy are distributed annually to all students and employees. Anyone who has not yet received a copy can obtain one from the Registrar's Office.

Any student in need of counseling is encouraged to contact the Director of Administrative Services. All contacts are held in strict confidence. No student or employee should fear negative academic, economic, or other ramifications arising out of seeking assistance.

EXPENSES

TUITION AND FEES

A detailed "Schedule of Tuition and Fees" and the "Fiscal Policies" statement, published separately, can be obtained from the Admission Office or Fiscal Office. The "Schedule of Tuition and Fees" is also available at the University's website. All tuition and fees are due and payable in advance each quarter.

REFUND POLICY

Refunds of tuition will be made in accordance with the schedule below. The amount of the refund will be computed as of the date of withdrawal. The date of withdrawal for the purpose of computing any tuition refund will be the date the Change of Schedule Request is received by the Registrar's Office. A holiday falling within the first six weeks of the quarter does not extend the refund period.

1. On or before Friday of the first week of scheduled classes: 100%
2. After Friday of the first week of scheduled classes but on or before Friday of the second week: 90%
3. After the Friday of the second week of scheduled classes but on or before the Friday of the third week: 50%
4. After Friday of the third week of scheduled classes but on or before Friday of the sixth week: 25%

No refunds will be made after the beginning of the seventh (7th) week of classes. **Date of enrollment or when the class first meets has no effect on refund period. Refunds are calculated from the 1st day of the quarter.** Seminars and workshops for which no units or grade is awarded are not eligible for any refund.

SCHOLARSHIPS

The following scholarships are available to Humphreys University students. Students who are on academic probation during the scholarship application period are not eligible to apply. Scholarships are applied during the fall quarter unless otherwise approved.

John R. Humphreys Jr. Memorial Scholarship: Awarded to a Junior or Senior student in need of financial assistance.

Gladys Humphreys Memorial Scholarship: Awarded to a student with a stated goal as Certificate or Associate Degree program.

Ardith Harrison Memorial Scholarship: Awarded to a student graduating with an Associate degree, and continuing for a Humphreys University Baccalaureate degree

Faculty Scholarships: Awarded to a current student, and is open to all majors and degree plans, including Graduate studies.

Len Sipe Scholarship: Awarded to a financially needy student who is maintaining satisfactory progress.

Bockman Scholarship: Awarded to a Junior or Senior student in need of financial assistance.

Ronald M. Guntert Sr. Scholarship: Awarded to a freshman with academic ability, maintaining satisfactory progress toward a Bachelor degree.

Maria Stahl Court Reporting Scholarship: Awarded to a student who demonstrates excellence, meritorious progress, determination, and dedication to the goal of becoming a court reporter in the state of California, especially through adversity.

Humphreys University Trustees Scholarship: Awarded to academically promising incoming high school students.

Gregory Victor Vaughn Memorial Scholarship: Awarded annually to students who demonstrate leadership, community awareness, and academic promise and who are enrolled in either the Humphreys College Academy of Business, Law, and Education (ABLE) or the Humphreys University Concurrent Enrollment program operated in collaboration with school districts in the Greater Stockton area.

Jerry Medina Memorial Scholarship: Awarded to academically promising incoming high school students who are pursuing an Associate degree at the Modesto Campus.

The Central Valley Risk Management Association (RMA) Scholarship: Awarded to a full-time business administration or accounting major in his/her junior year.

The Rowena Walker Scholarship: Awarded to students who are pursuing degrees in legal or liberal studies.

The Richard Hunt Memorial Scholarship: Awarded to undergraduate or graduate students who utilize the tutorial services of the Library and Learning Center.

Please contact the Admission Office for more information on applying for the preceding scholarships.

FINANCIAL AID

FINANCIAL AID OVERVIEW

The purpose of financial aid at Humphreys University is to assist students who, because of financial constraints, might not otherwise have the resources to pursue higher education in their chosen fields. A student's financial need is determined by the difference between the total cost of attending Humphreys University and the contribution the student and/or his or her family is expected to make toward this cost. The total cost of attending Humphreys University includes tuition and fees, room and board, books and supplies, personal expenses, and transportation.

In order to determine if a student qualifies for financial aid, his or her income and asset information must be processed according to a Department of Education needs analysis calculation. Financial aid is available to U.S. citizens and eligible non-citizens.

Humphreys University helps to provide financial aid assistance for students who are recent graduates of high school, transfers from another post-secondary institution, and re-entry students.

Humphreys University maintains a varied financial assistance program in order to meet the needs of all students. The University's institutional eligibility to administer Title IV funds (financial aid) extends to all of the programs listed in the Catalog that lead to a degree or certificate. This includes the Humphreys University Drivon School of Law.

APPLYING FOR FINANCIAL AID

To apply for financial aid students must complete the Free Application for Federal Student Aid (FAFSA) for most programs. Students who complete the FAFSA will be considered for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (SEOG), Cal Grants, (state grant), Federal Direct Stafford Loan, as well as the Federal Work Study Program.

The FAFSA may be completed as early as October of the year you will begin school - you do not need to wait until you have applied for admission and/or been admitted. The 2018/19 FAFSA will be available October 1, 2017 for the 2018/19 award year. **The Federal School Code to report on the FAFSA for Humphreys University is 001212.** Students are encouraged to file the FAFSA online at <http://www.fafsa.ed.gov/>. The FAFSA on the Web Worksheet will help the student (and the parent(s) if dependent as determined in Step 3 of the FAFSA) collect information needed to complete the FAFSA.

The following methods are available:

- Apply online at www.FAFSA.ed.gov (Recommended) or
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing) or
- Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-433-3243

Detailed information about application procedures, deadlines, and eligibility may be obtained from the Financial Aid Office. The FAFSA on the web Worksheet is also available in the Admissions Office.

Step 1 – Complete the FAFSA

US Citizens or Permanent Residents, complete the FAFSA.

How to Submit the FAFSA

Go to www.fafsa.ed.gov to fill out the FAFSA and apply for financial aid.

When to Apply

The Priority Filing Period is October 1 to March 2

Students should apply for financial aid as soon as possible each year they plan to attend college. If students apply after the priority deadline (March 2), he or she will not be considered for Cal Grant awards.

Tips for Filling out the FAFSA

Humphreys University School Code – 001212

Enter the code 001212 under the “School Selection” tab of the FAFSA to make sure the application is sent to Humphreys University. Before starting the FAFSA, students should obtain their personal and/or parents’ information and tax information. The FAFSA will ask students to enter both personal information and information on income and assets; therefore, students should have this information ready. The tax information needed to report on the FAFSA is two tax years prior to the academic year.

FAFSA Assistance

FAFSA assistance from the Financial Aid office is available Monday and Thursday from 8:00 am to 7:00 pm and Friday from 8:00 am to 5:00 pm.

Step 2 - Dream Act Application

The California Dream Act of 2011 allows undocumented and documented students who meet certain provisions of AB 540 to apply for a Cal Grant award.

Submit Application

Go to <https://dream.csac.ca.gov/> to complete the Dream Application and apply. Both the Dream Act Application and a school certified Cal Grant GPA must be submitted by the March 2 priority deadline to be considered for a Cal Grant Award.

When to Apply

Priority Filing Period: January 1 to March 2. Students should apply for financial aid as soon as possible, but no later than March 2nd of the year that they plan to attend college.

Humphreys University School Code – 001212

Enter the code 001212 under the “School Selection” tab of the FAFSA to make sure the application is sent to Humphreys University.

Step 3 - Apply for Scholarships

Looking for scholarships in addition to applying for financial aid? Visit Federal Student Aid for information regarding scholarships.

GENERAL ELIGIBILITY REQUIREMENTS

Per the U.S. Department of Education, to be eligible for Federal Aid Programs students must demonstrate financial need (for most programs):

- Have financial need. Level of need is determined by the financial need formula:
- Student’s Cost of Attendance – Estimated Family Contribution = Financial Need;

- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with Selective Service, if male (registration required between the ages of 18 and 25);
- be enrolled or accepted for enrolment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time (UG & LW-6 credits, GR-4 credits) to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress as stated in University Policy under both Institutional and Financial Aid SAP;
- sign statements on the Free Application for Federal Student Aid (FAFSA) stating that you are not in default on a federal student loan and do not owe money on a federal student grant and you will use federal student aid only for educational purposes; and
- have a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate.

FINANCIAL AID AND UNIVERSITY BUDGETS

Humphreys University uses information provided by the California Student Aid Commission to determine the student costs of attendance (Student Expense Budget). The Student Expense Budget takes into consideration the following items:

1. Tuition and fees
2. Books and supplies
3. Room and board
4. Transportation
5. Personal and miscellaneous expenses
6. Child/Dependent care if applicable – Reasonable expenses with adequate documentation must be provided by the student, depending upon age and number of children.
7. Loan fees – For student borrowers, actual or average loan origination and insurance fees apply.

2018-2019 Estimated Undergraduate Cost of Attendance at Humphreys University

Based on 9-month period of enrollment

	With Parents	Off-Campus
Tuition & Fees	\$14,044	\$14,044
Books and Supplies	\$1,854	\$1,854
Room and Board	\$5,247	\$13,293
Personal and Miscellaneous	\$3,276	\$3,006
Transportation	\$1,098	\$1,233
Total	\$25,479	\$33,390

AWARDING FINANCIAL AID

Awarding Process for New Students and Transfer Students

All new students who have a complete, current FAFSA on file and are in process of being accepted to the University will be reviewed by the Office of Financial Aid to determine financial aid eligibility. An estimated award offer, summarizing the available aid, along with all application and eligibility requirements will be mailed to the permanent address on record. Undergraduate new students including transfer students are subject to a thirty day disbursement delay. Humphreys University has chosen to disburse funds in two instalments per quarter. For further information regarding disbursements, see 'Disbursements'.

Awarding Process for Current Students

Before financial aid is awarded, the Financial Aid Office must complete the Satisfactory Academic Progress (SAP) review for each enrolled student after each quarter's grades have been posted. For more information about this review, please see the information under Satisfactory Academic Progress.

Once the SAP review is complete, financial aid eligibility will be determined for all students who have a current, complete FAFSA on file, are registered for the upcoming quarter, and have completed Federal Verification, if selected and any and all conflicting information, and eligibility issues (C codes) cleared prior to generating an estimated award offer, that summarizes the aid for academic year. The award offer will be mailed to the permanent address on record.

Note - New students, transfer and current students are awarded provisionally until their records are considered in final status. If notified, students must respond by submitting all required verification and eligibility documentation needed to complete verification, complete or update invalid FAFSA data, clear 'C' codes as identified by the Department of Education, and/or address and satisfy conflicting information necessary to finalize student records.

Important: Federal Financial Aid is subject to adjustment, recalculation, proration, cancellation, and immediate repayment even if it has already disbursed for the following reasons:

- Errors found or made during the application, verification, awarding, auditing, or processing of your application,
- Changes you make to FAFSA at any time that result in the verification of your application data,
- Conflicting information related to the determination of your financial aid eligibility,
- Failure to submit any requested documentation after federal aid has been offered or disbursed,
- The addition or adjustment of scholarships, waivers, outside financial assistance, and living allowances, etc. at any time during the award year,
- Changes in enrollment from full-time to part-time,
- Your academic progress including low GPA, excessive credits, dropping, failing, or repeating classes,
- Complete withdrawals,
- Changes in, tuition costs, due to complete withdrawals, schedule changes, etc.,
- Changes in your admission status, grade level,

- Changes made to your financial aid amounts at other schools from which you received financial aid in the past,
- Notifications from the United States Department of Education about Federal Pell and student loan limits, default, overpayment, change or loss of eligibility etc.,
- Changes in federal and state laws, regulations, or funding appropriations.
- Students are notified in writing by mail if immediate repayment of any financial aid is required that was adjusted for the reasons above.

FINANCIAL AID COUNSELING

Humphreys University has advisors available to answer questions and assist with financial aid applications.

For students who are interested in receiving federal student loans, entrance loan counseling and completion of a valid Federal Direct Loan Master Promissory Note may be required. Student borrowers of Federal Direct Loans are required to complete exit counseling upon graduation, not returning for a quarter, and/or dropping below half-time status. Exit counseling covers all subjects that were covered in entrance counseling, with an emphasis on repayment strategies. Students must repay their student loans, even if they do not graduate, or are dissatisfied with their academic program.

The U.S. Department of Education requires students receiving a direct loan complete loan entrance and exit counseling. Loan entrance counseling provides information to students concerning how to manage student loans, both during and after college. Current students requesting direct loan funds will be required to complete Financial Awareness Counseling. Financial Awareness provides tools and information to help students understand their financial aid and assist in managing finances, including understand Loans, managing expenses, planning for repayment, avoiding default, and making finances a priority.

Exit Counseling is generally required once a student drops below half-time enrollment status, fails to re-enroll for the following quarter, withdraws or graduates. The student must notify the HU Office of Financial Aid prior to withdrawal or graduation for loan exit counseling. Note, students allowed to participate in graduation commencement short of program completion requirements will be required to complete Exit Loan Counseling. The purpose of loan exit counseling is to inform the student of their tentative total loans received while in attendance at HU and to provide the student with an estimated payment schedule.

Borrower Rights & Responsibilities

The borrower has the right to receive the following information before leaving school.

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s)
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment
- If the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions

- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default
- **An explanation of available options for consolidating or refinancing the student's loan**
- A statement that the student can repay his/her loan without penalty at any time
- The borrower has a responsibility to do the following.
- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note
- Make payments on the student loan even if the student does not receive a bill or repayment notice
- If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted
- **Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution**
- Receive entrance counseling before being given the first loan disbursement, and to receive exit counseling before leaving school

FINANCIAL AID AND FEDERAL AND STATE ASSISTANCE

Federal and state assistance for all students who have not yet earned a bachelor degree includes:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study*
- Federal Direct Student Loan Program
 - Direct Subsidized Loan *
 - Direct Unsubsidized Loan *
 - Direct Parent Plus Loan
 - Direct Graduate Plus Loan *
- Cal Grants, A,B and C
- Institutional Awards
- Other Scholarships

*Programs that apply to students who have already earned a bachelor's degree.

Federal Pell Grants, unlike loans, do not have to be repaid. Eligible undergraduate students who have not earned a bachelor's or professional degree are awarded a specified amount each year. (In some cases, a student enrolled in a post baccalaureate teacher certification program may be eligible to receive a Federal Pell Grant.) The U.S. Department of Education uses a standard formula to evaluate the information collected on the Federal Application for Federal Student Aid (FAFSA) when applying for a Pell Grant. This formula produces a number called the Expected Family Contribution (EFC), which determines if the student is Pell Grant eligible.

The award will depend on the student's financial need, the cost of attendance, and enrollment status. Amounts can change yearly. The maximum Federal Pell Grant award is \$5,920 for the 2017-18 award year (July 1, 2017 to June 30, 2018). Pell Grants are considered the foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. The Consolidated Appropriations Act of

2012 reduced a student's Pell Grant Award lifetime eligibility from 27 to 18 quarters, or its equivalent. Effective July 1, 2012, a student may receive Pell Grant no more than 18 quarters or 600%.

Federal Supplemental Educational Opportunity Grants (FSEOG) The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. Humphreys University awards FSEOG awards on an academic year basis to students with the lowest EFCs and highest financial need. For a Federal Pell Grant or state Cal Grant, the student must be enrolled in at least 12 units each quarter to receive the full amount. Part-time awards are prorated for less than full-time enrollment according to the following schedule:

Full-Time = At least 12 units (100% of quarter award)

Three Quarter Time = 9 to 11.5 units (75% of quarter award)

Half-Time = 6 to 8.5 units (50% of quarter award)

Note: Less than 1/2 time = 1 to 5.5 units. Pell Grants may be awarded for less than half-time enrollment, but Cal Grants will be canceled for less than half-time enrollment.

California Grants (Competitive and Entitlement)*. There are several types of Cal Grant awards administered by the California Student Aid Commission (CSAC). Students must apply by the March 2nd Cal Grant deadline and must meet the following general eligibility requirements:

- be a California resident
- be a U.S citizen or eligible non-citizen
- meet selective service requirements
- attend an eligible California college or university
- be enrolled at least half-time
- maintain satisfactory progress as defined by the school
- not be in default on any federal or state educational loan, or owe a grant refund
- not have completed a prior baccalaureate degree

* To participate in the Cal Grant Program, an institution must meet certain requirements according to California law. Therefore, an institution's Cal Grant eligibility is subject to change on an annual basis.

The CSAC will determine which Cal Grant the student is qualified to receive. The Cal Grant programs include the following:

- Cal Grant A Entitlement Award
- Cal Grant B Entitlement Award
- Cal Grant A Competitive Award
- Cal Grant B Competitive Award
- Cal Grant C

What's the difference between "Entitlement" and "Competitive"?

Cal Grants were created by the California Legislature to provide financial aid to low- and middle-income families. Cal Grant Entitlement Awards are guaranteed for every high school graduate who has at least a 2.0 GPA, meets the Cal Grant requirements (including financial need) and applies by March 2 of his or her senior year or the year following graduation. Students who are not high school seniors or recent graduates can compete for Cal Grant Competitive Awards. These awards are not guaranteed and only a limited number are available each year.

Cal Grant A Entitlement Awards are guaranteed to students who meet general Cal Grant eligibility requirements, have at least a 3.0 grade point average, and apply by March 2nd of the year they graduate from high school or the following year. The Cal Grant A Entitlement award provides for tuition expenses. At Humphreys University, a Cal Grant A Entitlement award will award up to \$9,084 towards tuition. Students must be working towards a two-year or four-year degree.

Cal Grant B Entitlement Awards provide low-income students with a living allowance and assistance with tuition and fees. Students who meet general eligibility Grant eligibility requirements, have at least a 2.0 GPA and apply by March 2nd of the year they graduate from high school or the following year are guaranteed a Cal Grant B Entitlement award. Most first-year students only receive an allowance of up to \$1,672 for books and living expenses; in subsequent years, the student receives the access award and tuition and fees award in the same amount as a Cal Grant A. Students awarded a Cal Grant B Entitlement award must declare a program of at least one academic year.

Cal Grant A Competitive Awards are for students not eligible for a Cal Grant A Entitlement award. Cal Grant A eligibility is based on financial need, income and asset ceilings, and at least a 3.0 GPA. Cal Grant A awards up to \$9,084 to help pay tuition costs for students pursuing a program of at least two years in length.

Cal Grant B Competitive Awards are for students with a minimum 2.0 GPA who are from disadvantaged and low-income families. This award can be used for tuition, and access costs at qualifying California schools whose programs are at least one year in length. Students in the first year only receive an access award of \$1,672 (unless awarded at grade level 2 or higher); in subsequent years, students receive the access award and tuition and fees award in the same amount as the Cal Grant A. The access costs include living expenses, transportation, supplies and books.

Cal Grant C Awards help pay for tuition and training costs for vocationally oriented students rather than the academically oriented students. There is a \$547 award for books, tools and equipment and a \$2,462 award for tuition costs. To qualify, students must enroll in a vocational program that is at least four months in length. Funding is available for up to 6 full-time quarters.

The Cal Grant B access and Cal C books and supply awards will be automatically applied to the student's tuition account. Cal Grant B and C recipients may request personal receipt of the Cal B access award or Cal Grant C books and supplies award. Students are made aware of their Cal Grant B access and Cal Grant C books and supplies disbursement options on their Cal Grant Award Letter.

Federal Work Study (FWS) program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Often FWS employment provides the student with the opportunity of working in a field related to their major. To qualify for

FWS, the student must complete the FAFSA, demonstrate financial need and be enrolled at least a half-time. The FWS award represents the maximum amount of wages the student is permitted to earn during the academic year. Students employed under the FWS program are typically paid at the prevailing minimum wage and receive a semi-monthly pay check for wages earned. The student's earnings are to be used for educationally related expenses. Students interested in FWS are encouraged to complete a Federal Work Study Application found in the Financial Aid Department.

On-Campus and Off-Campus Federal Work-Study Jobs are available to students who qualify for the FWS program. Please contact the department if interested. Limited positions are available; completion of a Federal Work Study Application establishes a student's desire to be awarded FWS. Department Chairs/Supervisors review applications submitted for FWS to fill vacant positions.

The William D. Ford, Federal Direct Loan Student Loan Program (FDSLP) provides low interest rate loans to postsecondary students and their parents. It is managed by the U.S. Department of Education and is the only government backed loan program in the United States. Students who wish to apply for funding from the Federal Direct Loan program must first submit the Free Application for Federal Student Aid (FAFSA). Several types of loans are available under the FDSLP, including Direct Subsidized Loans, Direct Unsubsidized Loans and Direct PLUS Loans. The Federal Direct Subsidized and Federal Direct Unsubsidized loans have maximum amounts set each year, with each successive year allowing for an increase in the total maximum yearly amount, with set aggregate loan amounts. Direct PLUS loans are federal loans for graduate or professional degree students and parents of dependent undergraduate students to help pay educationally related expenses. Direct student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement. This means the loans disbursed will be less than the amount actually borrowed. The student is responsible for repaying the entire amount borrowed and not just the amount disbursed. For details regarding the Direct Loan Program origination and interest rates, go to <https://studentaid.ed.gov/sa/types/loans/interest-rates>. Repayment begins six months after graduation, when dropping to less than half-time enrollment status, or when completely withdrawing from an academic program. A grace period begins the day after the student stops attending school on at least a half-time basis. Once the grace period ends, repayment begins on the Subsidized and Unsubsidized Direct Loans. The Consolidated Appropriations Act of 2012 eliminated the interest subsidy during the grace period on loans first disbursed July 1, 2012, through June 30, 2014. Students are responsible for the interest that accrues on subsidized loans during this timeframe. This provision does NOT eliminate the interest subsidy on Direct Subsidized loans while the borrower is in school or during eligible periods of deferment. Interest accruing on the Direct Unsubsidized loan is the borrower's responsibility. Borrowers can choose to pay the interest or allow the interest to accrue and capitalize after their six-month grace period.

First-time Direct Stafford Subsidized Loan borrowers (on or after July 1, 2013) will have a time limitation for subsidized loan eligibility. In general, the maximum period of time (measured in academic years) that these students can receive a Direct Subsidized Loan is 150% of the published length of their program. Once a student reaches the Subsidized Loan time limitation, he or she may be eligible for Unsubsidized Stafford Loans only. (Click on <http://ifap.ed.gov/eannouncements/attachments/051613DirectSubsidizedLoanLimit150PercentAnnouncement1Attach.pdf> for detailed information on calculating Subsidized Loan time limitations.)

Direct Parent PLUS loans are available to parents who do not have adverse credit history. Direct PLUS loans are not based on financial need and may be used to help pay for education expenses up to the cost of attendance minus all other financial assistance of dependent undergraduate students. Interest is charged during all periods. The current Direct PLUS Loan interest rates can be found at <https://studentaid.ed.gov/sa/types/loans/interest-rates#rates>. The Direct PLUS Loan enters repayment once the loan is fully disbursed. Direct PLUS loan borrowers may contact the loan servicer to request a deferment while their dependent student is enrolled at least half-time and for an additional six months after ceasing at least half-time enrollment. If the Direct PLUS loan is deferred, interest will accrue on the loan during the deferment. The parent may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. The loan servicer will notify the parent when the first payment is due.

Graduate Students

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest source of federal student aid for graduate students. Under this program, the Department of Education is the lender rather than a bank or other financial institution. There are two types of Direct Loans that graduate and professional degree students may receive: the Direct Unsubsidized Loan and the Direct PLUS Loan. Eligible graduate students enrolled at least half-time may borrow from the Direct Loan program. Graduate and professional degree students are not eligible to receive Direct Subsidized Loans for loan periods beginning on or after July 1, 2012. The Direct Unsubsidized Loan is a non-need based loan with a maximum of \$20,500.00 per academic year. Interest accrues on the Direct Unsubsidized loan beginning at disbursement until it is paid in full. **The interest is the borrower's responsibility. Borrowers can choose to pay the interest while in school or allow the interest to accrue and capitalize after their six-month grace period expires.** Direct PLUS Loans are also available to eligible graduate and professional degree students who need to borrow more than maximum Direct Unsubsidized loan amounts to meet their education costs.

The terms and conditions include that applicants must not have adverse credit history as determined by the U.S. Department of Education, agree to the applicable interest rate, and origination fee. If the borrower has an adverse credit history, he or she may still receive a Direct PLUS Loan by obtaining an endorser who does not have an adverse credit history or by documenting to the U.S. Department of Education's **satisfaction extenuating circumstances relating to the adverse credit history**. Repayment begins once the loan is fully disbursed.

However, graduate or professional degree students will be placed into deferment while enrolled at least half-time, and for an additional six months after ceasing enrollment on at least a half-time basis. While in deferment status, interest will accrue on the loan during deferment periods. Students may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. The Department of Education will notify the borrower upon reaching repayment. Unlike private loans, Direct PLUS loans are easier to qualify for, federally regulated and able to be consolidated with Federal Direct Subsidized and Unsubsidized loans upon graduation. Capitalization increases the total loan amount that must repaid. Further information is available at www.studentloans.gov.

FINANCIAL AID REFUNDS DROPPING SOME, BUT NOT ALL CLASSES

From a financial aid perspective, dropping or withdrawing from some courses, but remaining enrolled in other courses has different consequences than dropping or withdrawing from all courses.

In general, a student who drops some courses, but remains enrolled at least a half-time, will have financial aid awards adjusted proportionally based on the revised enrollment status. Tuition charges do not dictate financial aid awards.

If the student drops below half-time enrollment before federal or state aid has been transmitted to the student's account, **most financial aid will be cancelled.**

A student who drops some courses after federal and/or state financial aid has been transmitted to his or her student account, but who remains enrolled in at least one course, will have financial aid re-calculated proportionally to the reduction of units, if the courses are dropped within the financial aid census period. Any remaining credit balance will be refunded to the William D. Ford Direct Loan program.

Reduction of aid will always be required for students whose enrollment status changes due to classes not attended.

Courses dropped within the add/drop period, but after the financial aid census period, will not affect financial aid for the quarter in progress.

The student is responsible for all unpaid charges caused by financial re-calculations, and will not be allowed to register for subsequent quarters or receive financial aid until all fees are satisfied. Additionally, in accordance with federal and state regulations, the Financial Aid Office must also monitor satisfactory progress on a term by term basis. Dropping from some or all courses may cause unsatisfactory academic progress for financial aid purposes. All enrolled units by Friday of the second week of classes will be counted as units attempted for the determination of satisfactory academic progress. Units dropped after the quarters add/drop period will be counted as unsuccessful attempts. Students not meeting satisfactory academic progress may lose financial aid eligibility for future quarters. Reinstatement of financial aid may be considered by filing a Satisfactory Academic Progress Appeal, or by completing the coursework necessary to resolve academic deficiencies at the student's own expense.

Financial Aid Census Date

The University has set the financial aid census date for Friday of the sixth week of the term. The census date is when enrollment for a term becomes official for financial aid purposes. Through this date the Financial Aid Office revises awards to match enrollment status level. **The University's Academic Census date and Financial Aid Census date are not the same.**

FEDERAL DIRECT LOAN AWARDING LIMITS

Loan amounts for new students and transfer students are initially estimated at the grade level provided by the student on the General Information form. Loan awards for transfer students will be finalized once units earned at previous institutions are accepted as official transfer units by the University Registrar and **applied to the student's stated degree program.** Loan awards will be processed at the grade level determined accurate at the time loan origination occurs. If the grade level confirmed differs from the

'Estimated Award Offer,' the student will be notified via a 'Revised Award Offer' detailing the updated loan award(s).

Note: Programs in the Court Reporting Department also consider a student's speed level in the determination of the grade level.

Grade level classification for the purpose of financial aid determination is as follows:

- Freshman 0 to 44 completed units applicable to active program
- Sophomore 45 to 89 completed units applicable to active program
- Junior 90 to 134 completed units applicable to active program
- Senior at least 135 completed units applicable to active program

DISBURSEMENTS

In a typical academic year, Federal Direct Loans are disbursed in two installments per quarter: the first installment scheduled for the fourth week of the quarter and the second installment on Monday of the seventh week of the quarter. Financial aid funds will be disbursed based on the student's actual enrollment status at the time funds are transmitted to the student's account.

Financial aid refunds are generated only after a credit balance is created on a student's account. Refunds are processed when sufficient financial aid is posted to the student account creating a credit balance. All refunds are processed by the Fiscal Office in the form a paper check. Students who receive a refund as a result of a parent plus loan will have their refund automatically processed in the form of a paper check and mailed to the parent.

Undergraduate new and returning new students are subject to a 30 day disbursement delay as a condition of admittance.

COMPLETE WITHDRAWAL

Circumstances may necessitate a complete withdrawal from Humphreys University for the quarter in which the student already registered. The outcome of a complete withdrawal depends on when the withdrawal is initiated and the type of financial aid received. Federal regulations require financial aid to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was disbursed. However, in all cases, financial aid must be re-calculated. A complete withdrawal may affect satisfactory academic progress, and if the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account. Students with an outstanding balance will not be allowed to register for future classes or receive financial aid. The withdrawal will also cause cancellation of subsequent quarter(s) financial aid.

Before withdrawing or ceasing attendance, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student and questions or concerns regarding withdrawal should be addressed to their Academic Advisor, Financial Aid Department, and Registrar's Office.

- Student fails to begin attendance: If a student receives financial aid, but never begins attending classes, the Financial Aid Department must return all disbursed funds to the respective federal and state aid programs.

- Complete Withdrawal: Official withdrawal from Humphreys University by the student. The current withdrawal policy can be found in current General University Catalog under 'Withdrawal from Courses'.
- No Passing Grades: Federal financial aid regulations require that any student who began attendance but failed to earn a passing grade in at least one course in the quarter who did not officially withdraw shall be considered an unofficial withdrawn, and will not be eligible for a tuition refund.

Within 30 days of the final date of final exams of each quarter, Humphreys University's Financial Aid Department will receive notification of students who have no passing grades, and will deem those students to have unofficially withdrawn, with a withdrawal date at the midpoint of the quarter. Students are identified based on having received all F grades. Based on those grades, the quarter's Federal Title IV financial aid will be recalculated to determine what portion of that aid was "earned" by the student. The Return of Title IV calculation will be performed (after the quarter has ended and grades are available) for students determined to have unofficially withdrawn, using the midpoint of the quarter as the withdrawal date, or the last date of attendance at an academically related activity. Based on these calculations, the school will be required to return any "unearned" federal assistance within 45 days after determining the student earned no passing grade, resulting in a charge to the student account.

Unless the student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who officially (including medical), or unofficially withdraw. In accordance to the Higher Education Amendments of 1998, which established the Return to Title IV Funds Policy, Humphreys University is required to re-calculate earned and unearned portions of Title IV funds in the event that the student:

1. Completely withdraws, or
2. Stops attending before completing the quarter.

The Return to Title IV calculation is a federal formula used to determine the portion of Federal grants and loans a student is entitled to receive by comparing the total number of days in the given quarter to the number of days completed before the student withdrew, up to the end of the 60% point of the quarter. Return of Title IV funds is no longer required after that point. However, if a student withdraws prior to the 60% point, the student may owe part of his/her financial aid if the Return to Title IV calculation determines any unearned aid. The unearned repayment calculation is performed utilizing the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program" found at:

<https://ifap.ed.gov/aidworksheets/attachments/2010IASGCreditHourFinal.pdf>

For example:

If a student completes 30% of the quarter, they have earned 30% of the aid originally received/scheduled to receive. This means that 70% of the aid received/scheduled to receive is considered to be unearned and must be returned to the appropriate grant and/or loan programs. If a student does not receive all of the aid earned, the student may be due a post-withdrawal disbursement. Humphreys University may automatically apply all or a portion of your post-withdrawal disbursement to outstanding charges for tuition and fees. If a student withdraws from Humphreys University after 60% of completing the quarter,

he or she has earned all (100%) aid received. However, a complete withdrawal may negatively impact Satisfactory Academic Progress.

Important: Humphreys University's tuition refund policy is separate from the federal regulation to repay unearned aid. Whether or not a student receives a tuition refund has no bearing on the amount that must be repaid to the federal aid programs. The student should contact the Fiscal Office for further information regarding the tuition refund policy.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)
6. Federal Pell Grant Program
7. FSEOG
8. TEACH Grant
9. Any other federal, state, private, or institutional aid
10. The student

In the case of a Cal Grant recipient, no Cal Grant disbursement may exceed the actual tuition charge or the Cal Grant need for any term. The portion of aid to be refunded to the California Student Aid Commission will be determined by the tuition refund schedule in effect on the date of withdrawal. For example, if the student withdraws in the 3rd week of the quarter, the 50% tuition refund period, the Cal Grant adjustment will be 50% of the award disbursed for the term.

Financial Aid Eligibility

MAXIMUM TIME FRAME

Federal financial aid regulations require that all institutions participating in financial aid programs set a maximum time frame, or number of units, in which a student is expected to complete the requirements for his/her degree/major. Humphreys University has chosen to define this time frame in terms of the number of units required for completion of the degree or major.

Students will be eligible for financial aid benefits for a maximum of 150% of the units required to complete their declared program. Maximum time frame is measured on a quarterly basis.

Units for which the grade of IP is issued will be considered as completed as long as the qualitative part of the grade is "C" or above.

Units transferred from another institution will be counted as units attempted and will be included in the unit count.

FINANCIAL AID AND LOSS OF FINANCIAL AID ELIGIBILITY

According to federal and state laws and regulations, Humphreys University students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP). The following revisions reflect changes made to financial aid eligibility; the Humphreys University academic probation policy is not altered or superseded by this policy. Your academic standing and your financial aid eligibility may differ. However, if you are dismissed for academic reasons, you are automatically ineligible for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Parent PLUS Loan
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)
- Cal Grants A, B or C
- Institutional Awards
- Other Scholarships

Satisfactory Academic Progress

The following are the SAP requirements for all federal financial aid programs. You are considered to be meeting SAP and are eligible for federal financial aid at Humphreys University as long as all three of the following requirements are met at the end of each quarter:

- You maintain a cumulative grade point average (CGPA) of 2.0 (undergraduate) or better, or 3.0 (graduate) or better. (Qualitative progress).
- You satisfactorily complete (a final course grade of A, B, C, or D) enough credit hours to have a pace of completion of 2/3 or higher (see Chart A for example). Withdrawals (W), incompletes (INC), and grades of F are not considered satisfactory completions (Quantitative progress).
- You will graduate within the maximum timeframe (150% of the required credit hours) of your declared program (see Chart B for example). All satisfactory completions, withdrawals, repeats, and failed courses at Humphreys University, and all credit hours transferred from other institutions count towards the 150% measure, regardless of whether you received financial aid in previous quarters. If you pursue multiple degrees, you are likely to reach the maximum timeframe. In certain cases, the maximum timeframe may be adjusted upon receipt of an appeal. Regardless of your maximum timeframe status, you are not eligible for additional financial aid funds beyond completion of your degree requirements.

Chart A

A student is expected to complete at least 2/3 of his/her total attempted classes. The total number of attempted credit hours is multiplied by 2/3 (66.67%) to obtain the minimum hours that he/she must have completed successfully.

Total Hours Attempted	Required Pace	Minimum Hours Completed
24	x 2/3	16
16	x 2/3	11
12	x 2/3	8
8	x 2/3	6

For example, a student who attempted 24 credit hours must have successfully completed at least 16 credits to meet SAP eligibility.

Chart B

A student who has exceeded the maximum timeframe allowed for completion of a degree or certificate is ineligible for federal financial aid. Examples of common maximum time frames include:

Program	Total Credit Hours Required	Maximum Attempted Hours Allowed for Financial Aid Eligibility
Paralegal Studies Certificate	128	192
AA Degree	Between 93 and 100	139.5 to 150
AS Degree	Between 90 and 116	135 to 174
Bachelor's Degree	181 Credit Hours	271.5
Master's Program	52 Credit Hours	78

Other Factors Regarding Satisfactory Academic Progress

Audits

Classes taken for audit are not considered in SAP calculations.

Remedial/Developmental Courses

You may receive federal financial aid for a maximum of 45 attempted credit hours of remedial/developmental coursework. Remedial/developmental coursework beyond 45 units will not count towards financial aid enrollment status or cost of attendance but will count toward maximum timeframe.

Repeated Coursework

You may receive financial aid for repeating courses. If you retake a previously passed course, financial aid can be used for only one repeat of the course. A failed course may be repeated until passed. Courses that are repeated are used in the calculation of your SAP eligibility.

Review of SAP Status

SAP status is reviewed at the end of each quarter. Based on the review, you will have one of three financial aid classifications:

1. **Eligible:** You met the requirements of SAP and are eligible for financial aid in the current quarter.
2. **Financial Aid Warning:** You did not meet the requirements of SAP based on your qualitative and/or quantitative performance last quarter. You will be placed on Financial Aid Warning for the current quarter. During this quarter you continue to be eligible for financial aid, including loans, federal and state grants. You are encouraged to seek tutoring or other support services for assistance in achieving SAP. If at the end of the current quarter you meet SAP, the Financial Aid Warning status is removed and you are considered Eligible.
3. **Financial Aid Ineligible:** You did not meet the requirements of SAP at the end of your Financial Aid Warning quarter. You are ineligible for financial aid at Humphreys University until SAP has been reestablished.

Example: In fall quarter a new student attempted 12 credit hours and successfully completed 4 credit hours with a CGPA of 2.0 (undergraduate)/ 3.0 (graduate). The student meets the required CGPA but has not completed the required 2/3 of credit hours attempted ($4 \text{ divided by } 12 = 0.333 \text{ or } 33.33\%$). Therefore, the student will be on Financial Aid Warning status for the winter quarter. In the winter quarter the student is enrolled in 12 credit hours. The total number of credit hours attempted is 24 (12 from fall and 12 from winter). The minimum number of credits the student must successfully complete is calculated by taking the 24 attempted credits $\times 2/3$ (66.67%) = 16 credits. Since the student earned 4 credits in fall, the student must successfully complete all 12 credits in winter and have a CGPA of 2.0 or better (undergraduate), or 3.0 or better (graduate) in the winter quarter in order to remain eligible for financial aid.

If a student has not corrected all of the deficiencies in SAP after a quarter of Financial Aid Warning, or if the student has reached the maximum timeframe, the student becomes ineligible for financial aid.

Example: The same student as described above completes only 8 credit hours in the winter quarter. Since the student needed to complete at least 12 credit hours to correct the deficiency in SAP, the student is no longer eligible for financial aid.

Reinstatement of Financial Aid

If you are ineligible for financial aid for not meeting SAP, you can reestablish eligibility by fulfilling one of the following conditions:

1. Eliminate all academic deficiencies by completing the number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 2.0 cumulative GPA (undergraduate) or 3.0 cumulative GPA (graduate), at your own expense.
2. Successfully appeal your ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

FINANCIAL AID APPEALS

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid due to SAP status may appeal in writing completing the SAP Appeal Form, available in the Financial Aid

Office at the respective campus location. The student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow him/her to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the Director of Financial Aid by Friday of the first week of the quarter.

Appeals will be reviewed by the Academic Policies Committee. Only those appeals that include the aforementioned documentation will be considered. Examples of circumstances for an appeal that will be considered include unexpected injury or illness of the student, death of a close family member, or other unforeseen extenuating circumstances. The Financial Aid Office will respond in writing to an appeal within one week of a decision by the Committee.

If a student's appeal is approved, he/she will be placed on Financial Aid Probation and will be provided an SAP academic plan. While on Financial Aid Probation, the student is eligible to receive financial aid for one quarter. In order to be eligible for aid for subsequent quarters, the student must meet the terms of the SAP academic plan. For all students on Financial Aid Probation this includes:

- Satisfactorily complete all courses attempted during the quarter;
- Maintain a minimum quarter GPA of 2.0 (undergraduate), or 3.0. (graduate).

Students who are on Financial Aid Probation due to maximum timeframe must also:

- Complete their degree within the date listed on their appeal;
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.

Failure to meet the requirements specified by the SAP academic plan will result in losing financial aid eligibility for all future quarters until all satisfactory academic progress components are met. To re-establish financial aid eligibility, all academic deficiencies must be eliminated by completing the required number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 2.0 cumulative GPA (undergraduate) or 3.0 cumulative GPA (graduate), at the student's expense.

Per federal regulation, if a student fails an academic plan he or she may not be granted an additional plan. In cases where a new, unexpected, extenuating and documented circumstance exists, a new SAP appeal may be considered. The extenuating circumstance in the new appeal cannot be the same as the circumstance outlined in the previous appeal. The new circumstance must also have occurred within the quarter for which the academic plan was failed. Even in this latter case, an additional approval to receive financial aid is not guaranteed.

All information is subject to change based on changes to federal law, regulation, or Humphreys University policy and procedure. If changes are made, students must abide by the new policy. Note: Due to changes in federal regulations, the described Financial Aid Satisfactory Academic Progress Policy became effective the 2011-2012 award year.

BOOK VOUCHERS

Humphreys University has developed a book voucher program to assist students who are eligible for financial aid with the purchase of books and supplies. Book vouchers allow students to charge their student account for the costs of required books and basic supplies (notebooks, pencils, pens etc.) for

registered courses. Students with expected excess financial aid, usually from a combination of grants and or loans funds, may be eligible for a book voucher. These funds are not additional financial aid granted to students solely for the purpose of purchasing books. The credit may only be used at Humphreys University bookstores (Stockton and Modesto campuses). Book vouchers must be used on the date of authorization. Not all students are eligible for a book voucher.

An authorized amount will be determined based on the student's financial aid eligibility, units enrolled, and tuition charge at the time the student submits a book voucher request. The requested amount and authorized amount may differ. The authorized amount is the amount the student is able to use to purchase required books, basic supplies, and tools for registered courses.

If the student chooses to utilize a book voucher to obtain books and supplies, the Department of Education has indicated that the institution does not need to obtain written authorization to credit the student's account with Title IV funds for books and supplies. The student may opt out of the above process implemented by Humphreys University by not requesting a book voucher.

A book voucher is funded through a student's financial aid package. The student's account will only be charged for the costs of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the quarter.

Book Voucher Procedure

To be eligible for a book voucher, a student must meet the following requirements:

1. Have excess financial aid awarded and accepted after tuition costs are subtracted from his/her financial aid package sufficient to cover the book voucher request.
2. Maintain Satisfactory Academic Progress.
3. Be registered for classes at least half time (6-8 units, undergraduate and law students; 4 units, master's students) for the upcoming term.
4. Have no overdue balance on his/her account or have been approved for an exception to register with an outstanding balance.
5. Funds must not be set for disbursement within 2 business days of the book voucher request.

How to Request a Book Voucher

BE ADVISED the amount spent on books will reduce your scheduled financial aid refund. It is not free or additional funds. Book voucher requests require a 48-hour processing period.

1. Submit a Book Voucher Request Form to the Financial Aid Department for the amount needed to purchase all required books and supplies. Book Vouchers Request Forms are available in the Financial Aid Department, Fiscal Office, and Humphreys University Book Store.
2. The Financial Aid Office will review the student's account and approve or deny the request.
3. An e-mail notification will be sent to the student's Humphreys University e-mail account indicating the date on which the book voucher will be available for pick up.

Using the Book Voucher

A student must present photo identification at the bookstore in order to purchase books and supplies using a book voucher. Books will not be sold without an authorized book voucher, photo identification,

and copy of class schedule. By using a book voucher, the student is authorizing Humphreys University to deduct all bookstore charges from any amount of financial aid refund due to him/her. Financial Aid awards will be reduced as a result of these charges. The student is responsible to pay all bookstore charges not covered by financial aid credit at the time of purchase. This credit is for educational expenses associated only with classes in which the student is currently enrolled. Only the books required according to the student's class schedule will be sold. Students are not permitted to purchase books for other students. Misuse of financial aid credit is in violation of federal regulations.

1. Authorized book vouchers will be available to eligible students beginning finals' week of every quarter. No exceptions are made to this policy.
2. If a student's financial aid eligibility changes or his/her awards require re-calculation due to a change in units, the student is responsible for the balance created on his/her student account from this book voucher.
3. If a student does not receive his/her financial aid or withdraws prior to receiving his/her financial aid, all outstanding charges including the books charged will be his/her responsibility.

New Term, New Request

Book vouchers are granted on a term-by-term basis. The student must request a separate book voucher for each term. It is best to request a voucher before the term starts. The student may have only one book voucher approved at a time and must allow at least 72 hours before requesting another one. The student must use the book voucher on the date issued. The timeframe of the book voucher period is the following: begins finals week of the prior quarter and ends Friday of the second week of the quarter.

Academic Information and Policies

HONOR SYSTEM

Humphreys University students subscribe to a personal honor code whereby they neither offer nor accept assistance during testing sessions.

Plagiarism is not condoned or excused. Term papers, research reports, and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work.

Violation of the honor code or plagiarism may result in the reduction of an assignment grade, a failing grade in a class, or dismissal from the University.

CREDIT

The unit of credit for Humphreys University is the standard quarter hour. One unit of credit represents the work assigned in one quarter (approximately 11 weeks) in a class meeting for one class period a week for lecture or class discussion and performing two hours of assigned preparation or laboratory work. One unit of credit is also given for two to three class periods of supervised laboratory work per week for one quarter.

From another viewpoint, the standard quarter hour represents the amount of proficiency acquired by an average student in approximately 36 hours of concentrated study, including classroom, laboratory, and preparation. The standard quarter hour credit is arithmetically related to the semester-hour credit in the ratio that 3 is related to 2. Thus, a quarter unit equals two-thirds a semester unit.

LOAD LIMIT

Undergraduate students enrolled for 12 or more units per quarter are considered full time. In some instances, the student may register for 18 units or more with permission of the Dean of Undergraduate Studies and after evaluation of the student's previous academic record and transcripts. Students on Academic Probation and/or Financial Aid Probation are not allowed to enroll in more than 12 units without the written approval of the Dean of Undergraduate Studies and may not add courses to their schedule after Friday of the first week of the quarter.

RESIDENCY

A candidate for any undergraduate degree or certificate must complete a minimum of 36 quarter units of study at Humphreys University, of which the final 16 units for the degree must be earned at Humphreys University.

ACADEMIC CALENDAR/CLASS TIMES

The University's academic calendar is based on a quarter system, with each quarter lasting approximately eleven weeks. Quarters generally start at the end of September, and the first week of January, April, and July.

The hours of attendance vary with the individual student's program. Classes offered during the day meet either on Mondays, Wednesdays, and Fridays (MWF) or on Tuesdays and Thursdays (TTH). Classes on the MWF format meet for one hour and twenty minutes on those days. Classes on the TTH format meet for two hours and five minutes on those days. Day classes start as early as 8:15 a.m. and as late as 4:00 p.m. Classes offered during the evening meet once a week. Evening classes are offered on Mondays, Tuesdays, Wednesdays, Thursdays, and sometimes Fridays. A limited number of Saturday classes are offered. Evening classes meet for three hours and thirty minutes. Saturday classes meet for five hours for approximately eight weeks. Start and end times of classes do vary; for complete information, pick up a copy of the quarterly class schedule in the Admission or Faculty offices.

Vacations are scheduled each academic year, usually with two weeks at the end of each quarter. Other holidays include Veterans Day, two days at Thanksgiving, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, and Labor Day.

For exact dates of term openings, vacations, and holidays, see the University Calendar.

ATTENDANCE POLICY

Regular attendance in class and laboratory sessions is an obligation which the student assumes at the time of enrollment. By being absent, the student misses both the content of the session and the continuity of the course.

There is no uniform University rule as to the number of absences permitted. These standards are set periodically for each academic discipline in terms of the needs of the subject matter.

GRADES

- A: Excellent (4 grade points)
- B: Above Average (3 grade points)
- C: Average (2 grade points)
- D: Passing but Below Average (1 grade point)
- F: Failure (0 grade points)
- INC: An Incomplete may be issued at the discretion of the instructor if the student has satisfactorily completed a minimum of 75% of the required work for the course, is otherwise passing, and is not on probation. An INC must be made up by the end of the 5th week of the quarter immediately following the quarter in which it was received (including the summer quarter). Otherwise, it will automatically turn into an F at that time.
- IP: (In Progress) A grade of IP may be issued only for machine and keyboarding courses and for the **research preparation course in the master's degree**. Work for the quarter is proceeding satisfactorily, at a grade level of "C" or better, but competency/skill requirements for the course have not been completed. IP grades are not included in GPA calculations. A student receiving a grade of IP should enroll for, and pay tuition for, the same course in the next quarter. When all requirements for the course have been completed, the IP grade will be replaced by a letter grade which will appear on the transcript in the quarter in which the class was completed. IP grades in the completed class in all previous quarters will remain but will not affect Cumulative Grade Point Average (CGPA).

W: Withdrawal from class

NG: No grade issued

Grades may be modified by plus (+) or minus (-). However, these indicators are for the student's information only and do not influence the grade point average.

DEAN'S LIST

The University publishes a Dean's List at the completion of each quarter. Every student who achieves a 3.5 grade-point average while completing at least 12 units with no Incompletes for the quarter, and is otherwise in good academic standing, will be included on this list.

CAMPUS DESIGNATION

Students who begin classes at Humphreys University Stockton Campus will be designated as Stockton students. Students who begin classes at Humphreys University Modesto Campus will be designated as Modesto students.

ACADEMIC PROBATION

A student pursuing a certificate or degree will be placed on Academic Probation whenever his/her current GPA for a term falls below 2.0. A student receiving an INC or NG grade may be placed on Academic Probation if the INC/NG causes the student's current GPA to fall below 2.0. A student who is on Academic Probation may not enroll for more than 12 units without the written approval of the Dean of Undergraduate Studies.

A student will remain on Academic Probation until both his/her current and cumulative GPA are above 2.0.

If you are not sure of your academic status, please contact the Registrar's Office.

ACADEMIC DISMISSAL

Students may be dismissed by the Academic Policies Committee for reasons related to their academic performance, including but not limited to:

- A student does not attain a current GPA of at least 2.0 after one quarter on Academic Probation. Grades of INC will not be considered successful attempts.
- A first-time student will have his/her academic activity evaluated during the quarter. Failure to demonstrate acceptable academic activity may result in administrative withdrawal from one or more courses or dismissal during the middle of the quarter.
- A student fails to meet Qualitative and Quantitative Progress measures at the half-way point of his/her stated program (90 units).
- Any violation of the Honor System or Student Code of Conduct.

A student dismissed under the provisions of this section is automatically ineligible for financial aid. A student's academic standing and financial aid eligibility may differ. Students must meet all conditions of

Satisfactory Academic Progress in order to remain eligible for financial aid according to the policies described in the Financial Aid Eligibility section of this Catalog.

READMISSION

Once dismissed from school, a student must wait at least one full quarter before he/she may appeal to be readmitted. Appeals for reinstatement due to dismissal must be made in writing using the SAP Appeal form, available in the Financial Aid Office, and received by Friday of the ninth week of the quarter preceding the anticipated quarter of readmission. Students may be readmitted on Academic and Financial Aid Probation if, in the Academic Policies Committee's judgment, the appeal demonstrates sufficient evidence that the mitigating circumstances for unsatisfactory scholarship have been removed and that the student is able to benefit from further study. A student whose appeal is accepted will be readmitted and placed on an academic plan and subject to a 30-day financial aid disbursement delay; the student must meet the conditions of the SAP plan in each period specified in order to continue.

A student can be readmitted from Academic Dismissal only once.

WITHDRAWAL FROM COURSE(S)

A student may withdraw from regular courses prior to the end of the second week of a quarter without notation being placed on the permanent academic record. After the second and before the end of the seventh week, a student may withdraw from a course or courses but will receive a notation of W next to each course. Withdrawals during this period are included in the calculation of Quantitative Progress. After the seventh week, a grade of A, B, C, D, F, or INC, will be recorded.

It is the student's responsibility to withdraw from a class or classes. Instructors will not withdraw a student from a class for non-attendance or any other reason. To withdraw from a class, a student must obtain a Change of Schedule Request Form from the Admission, Fiscal, or Registrar's Offices, have it signed by his/her academic advisor, and file it with the Registrar's Office. Students who withdraw or terminate class attendance without filing such a form may incur academic penalties (such as failing one or more classes).

Complete Withdrawals

Circumstances may necessitate a complete withdrawal from courses for the quarter in which a student is registered. A student who needs to withdraw from all courses in a quarter must fill out a Complete Withdrawal Form and obtain all necessary signatures. Forms are available in the Registrar's Office. The Registrar is the only designated campus official who can accept official notification of a student's complete withdrawal. You must contact the Registrar to withdraw completely from a quarter. A student does not need to fill out a Complete Withdrawal Form if he/she is adding/dropping individual classes but will remain enrolled in the current quarter.

A complete withdrawal will likely impact a student's financial aid. The impact on his/her financial aid depends on when the withdrawal is initiated and the type of financial aid received. **The student may be responsible for repayment of some of the federal financial aid funds received for the quarter and may incur an outstanding balance with Humphreys University. Additionally, complete withdrawals are included in the calculation of Quantitative Progress and may affect the student's financial aid**

eligibility. Before withdrawing or ceasing attendance, the student should be aware of the consequences of withdrawing or stopping attendance.

Unofficial Withdrawals

A student who fails to officially withdraw and who earns none of the units attempted in a quarter will be considered an unofficial withdrawal who stopped attending all his/her courses prior to the end of the quarter. Such a student's financial aid eligibility for that term may need to be recalculated and may result in an outstanding balance with Humphreys University depending on whether the student earned their financial aid for the term according to Department of Education regulations. Additionally, this may have an impact on the student's repayment status if he/she received federal student loans.

A student considered to be an unofficial withdrawal will not be allowed to register for the subsequent quarter if their status requires a Return of Title IV funds and creates a balance on the student's account. Such a student will be ineligible for further aid until all outstanding balances with the University are resolved.

While instructors are requested to inform the Registrar of students who have absences or have not been attending, they do not have the authority to withdraw a student from a class, and such notification does not constitute withdrawal. **A signed withdrawal form submitted by the student to the Registrar's office is the only way that a withdrawal can be completed.** No other process will be accepted as an official withdrawal for tuition or grade adjustments.

MEDICAL WITHDRAWALS

Students who withdraw from school for medical reasons must submit a signed note from a doctor stating that the student must drop out of school. Medical withdrawals can be a total withdrawal from courses or a reduction in course load due to medical limitations; however, a medical withdrawal cannot reduce course load to below part-time status. **The doctor's note must be accompanied by the completed Change of Schedule form and be submitted to the Registrar's Office.** Once approved by the Registrar, the academic transcript will reflect the appropriate notation (cleared if withdrawal occurred before the census date; "W" if the withdrawal occurred after the census date). The University policy for tuition adjustment in this case is based upon the premise that no student should be financially penalized for a medical condition which resulted in the adjustment of his/her course load. Therefore, the six-week percentage refund calculation for tuition adjustment does not apply in the case of medical withdrawals. The student will be relieved of an outstanding balance for tuition based upon the classes dropped and financial aid that is required to be returned. Adjustments to financial and academic records will not be made retroactively after the end of the quarter in which the student withdraws unless approved by the Director of Administrative Services.

Students who find it necessary to drop cannot rely on a counselor or instructor to do it for them. They are not authorized to take this action. Students are solely responsible for submitting all required Change of Schedule forms and medical notes to the Registrar as soon as they are aware of the need to drop classes. If they are too sick or injured to do this, the Registrar will be glad to assist them. They must notify the Registrar's Office within the quarter of disability in order to qualify for a medical withdrawal and tuition relief.

CENSUS DATE

The official day of record is the census date, which is normally the Friday of the second week of the quarter. This date is used for official enrollment reporting and the deletion of unpaid registrants. Additionally, enrollment verification can be completed after this date.

Students who withdraw from courses before this date will have no record of having enrolled in the courses on their official transcript. Courses dropped after this date will receive a grade of W – Withdrawal.

LATE REGISTRATION/ADDING A CLASS

Courses of study may be changed, new classes may be added, and new enrollments accepted through the end of the second week of the quarter. However, students on Academic Probation and/or Financial Aid Probation may not add courses to their schedule after Friday of the first week of the quarter.

REPEATING A CLASS

A student may repeat a class for which he/she has already received credit for the purpose of obtaining a better grade or better understanding of the subject matter. However, the student is eligible for financial aid for only one repeat of a previously passed course. The highest grade achieved for the class will be used in the GPA calculations, and the units for a repeated class will be applied only once to the academic requirements of the program. Both attempts will be noted on official transcripts and will factor into Quantitative Progress. The regular tuition rate will be applied to all repeated classes.

PREREQUISITES

Prerequisites must be completed with a grade of “C-“or better in order to enroll in a course having a prerequisite. Prerequisite courses completed with a non-failing grade (D) do not meet the prerequisite conditions and will need to be repeated; however, only one repeat attempt in such cases is eligible for financial aid funding.

DEVELOPMENTAL COURSES

A student may enroll for credit in a developmental course in mathematics or English (numbered 0-49) only if required by placement exam scores. If a student is failing or has failed a college-level advanced course, it is recommended that he or she audit the developmental course in the same subject area, if available, to improve proficiency in the subject area.

AUDITS

An "audit" means that the course is being taken for no credit. No assignments will be expected of "auditors" and no grade will be issued.

If a student has not taken a subject at Humphreys University and wishes to audit for no credit, the regular tuition charge applies. If a student wishes to audit a subject in which he/she has previously received a grade other than INC and for which he/she has paid full tuition, no additional tuition will be charged if the student is regularly enrolled for an equal or greater number of units. Audits will not be allowed in

classes in which the student has received an IP grade. When all classes are on an audit basis, the audit fee for students not regularly enrolled in other classes is the regular tuition rate, but not to exceed the eight (8) unit rate plus any applicable lab fees.

TRANSCRIPTS AND GRADE REPORTS

The first transcript is provided at no charge; thereafter, a small fee for this service is charged per transcript. No transcript, certificate, diploma, or degree will be issued when there is an unpaid balance due and payable to the University or when a student has not provided the University with all necessary admission documentation.

Official transcripts of record will be sent to employers, colleges, and other institutions only upon written request by the student. A small fee for this service is charged. (See Schedule of Tuition and Fees, published separately.)

The official record, from which transcripts are prepared, contains a notation of any certificates or degrees conferred upon the student.

Grade reports are mailed to students showing the grade for work done by the student for each quarter.

PRIVACY ACT/STUDENT RECORDS

Students at Humphreys University are guaranteed certain rights regarding school records and information provided to the University by the Family Education Rights and Privacy Act of 1974.

These rights include:

1. The right to inspect and review official school records
2. The right to challenge the correctness of these records
3. The right of controlled access and release of information

The University may release to third parties certain directory information such as name, address, telephone number, class, and date of attendance. A student may restrict or prevent access to this information by any third party by requesting in writing that the Registrar not release this information.

These rights are designed to protect the privacy of all students. Official school records are kept in the Registrar's Office. Additional information on how to exercise these rights may be obtained from the Registrar.

GRADUATION AND COMMENCEMENT

Students pursuing the Associate in Science, Associate in Arts, Bachelor of Science, Bachelor of Arts, or Master of Arts degree should apply to the Registrar for graduation no later than the first week of the quarter preceding the quarter in which they intend to graduate (i.e., the first week of the winter quarter if planning to graduate at the end of the spring quarter). The application form may be obtained from the Registrar's Office. Upon receipt of the application, the Registrar will make a graduation checkout and inform the student in writing of the courses and the number of units necessary to be completed in order

to satisfy the requirements for the degree. Upon satisfactory completion of the requirements, the student is eligible to graduate.

Students who fail to make timely application run the risk of needing specific courses for graduation which may not be scheduled again until after graduation.

Diplomas are issued twice per year, at the end of the fall quarter and the end of the spring quarter. A student who completes degree requirements in the summer or winter quarter and who needs documentation to that effect pending receipt of the diploma may obtain a transcript upon request to the Registrar. No transcript (official or unofficial), diploma, certificate or degree will be issued when there is an unpaid balance due and payable to the University or when a student has not provided the University with all necessary admission documentation.

Please refer to the Schedule of Tuition and Fees for a current listing of graduation fees. Fees are non-refundable once garments and diploma are ordered.

Commencement exercises are usually conducted at the end of the spring quarter. Undergraduate students who are within 16 units of completing their program and are not on academic dismissal may participate in commencement exercises, but will not receive a degree until completing satisfactorily the requirements for graduation. Graduate students pursuing a Master of Arts degree must complete all requirements of their respective programs in order to participate in the commencement ceremony. This includes the following:

- Master of Arts in Education with an emphasis in educational administration or early childhood education: Students must successfully complete all coursework as well as the thesis/project. The Department Chair must receive written notification from the thesis advisor that this requirement has been completed.
- Master of Arts in Education with an emphasis in teaching and a multiple subject credential: Students must successfully complete all coursework, including the student teaching experience, as well as pass all four Teacher Performance Assessments (TPA).

See the University Calendar for the exact date of commencement exercises.

CATALOG RIGHTS

Undergraduate and master's students are entitled to catalog rights with respect to the requirements of their degree program by maintaining continuous attendance. Continuous attendance is defined as having completed at least one academic credit within the prior three quarters. If continuous attendance is maintained and the degree objective is not changed, students may choose to graduate under the requirements for the degree in effect at the time they began the program at Humphreys University. Students who change their major must meet the degree requirements in effect at the time of the change. Students may elect to **"jump forward" into a more current catalog, but may not "jump backward" to a prior catalog.** Students who change majors are advised that some of their courses may not count toward the requirements of their new major. Students are encouraged to discuss degree changes with their academic advisor.

Failure to remain in continuous attendance will mean that the student must meet the regulations current at the time of resuming their degree program or those applicable at the time of graduation.

Degrees, Certificates, and Credentials

DEGREES OFFERED

	Master's	Bachelor's	Associate's
Accounting		B.S.	A.A.
Business Administration	M.B.A.	B.S.	A.A.
Community Studies		B.S.	
Court Reporting		B.S.	A.A., A.S.
Criminal Justice		B.S.	A.A.
Education	M.A.		
Early Childhood Education		B.A.	A.A.
Legal Studies		B.A.	A.A.
Liberal Studies		B.A.	A.A.

M.A. – Master of Arts

M.B.A. – Master of Business Administration

B.S. – Bachelor of Science

B.A. – Bachelor of Arts

A.A. – Associate in Arts

A.S. – Associate in Science

All major programs and degrees are offered at the Stockton Campus; not all major programs and degrees are offered at the Modesto Campus. See an admission counselor for more information.

POST-BACCALAUREATE CREDENTIALS OFFERED

Preliminary Multiple Subject Teaching Credential (40 Units)

The Humphreys University Multiple Subject Credential Program will provide the training and experience necessary to qualify candidates for the California Preliminary Multiple Subject Credential. The SB2042 Preliminary Multiple Subject Teaching Credential will prepare candidates for teaching responsibilities in self-contained classroom settings at the elementary and middle-school levels with responsibility for instruction in several subject areas.

The teacher preparation program is designed to prepare candidates for the challenges and opportunities of teaching California's highly diverse student population. The program provides a strong, research-based foundation in both the academic and practical aspects of teaching in multi-ethnic and English learner classrooms. Integrated coursework and hands-on teaching experiences emphasize effective, result-

oriented teaching strategies, differentiated instruction, and the practical, real-world skills necessary to manage classrooms within differing organizational structures (e.g., combination classes and block schedules).

The Multiple Subject Credential Program is designed to ensure that teacher candidates meet the California Standards for the Teaching Profession (CSTP), as promulgated by the CCTC. As such, the CSTP become the Outcomes of the Multiple Subject Credential Program.

REQUIREMENTS FOR THE MASTER'S DEGREE

The master's degree will be awarded to the student who completes the program requirements with a cumulative grade-point average of 3.0 or better. For specific degree requirements, including additional GPA and testing requisites, refer to the major's program section of this catalog.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

The bachelor's degree will be awarded to the student who completes the following requirements:

1. High school graduation or the equivalent.
2. A minimum of 181 quarter units of baccalaureate-level courses (course number 100 or above) with a cumulative grade-point average of 2.0 or better. Developmental or vocational units (course number 99 or less) do not apply toward the bachelor's degree.
3. A minimum of 60 quarter units of upper-division courses (course number 200 or above).
4. A minimum of 56 quarter units with a GPA of 2.0 or greater, in a baccalaureate degree major program, 28 of which are upper-division courses.
5. A minimum of 73 quarter units in general education, other than subjects in the major. Of these 73 units, the following University-wide minimum requirements must be completed:
 - A. Communications (16 units)
 - B. Social Sciences (20 units) of which 8 units must include:
 - American Institutions (4 units)
 - U.S. History (4 units)
 - an upper-division social science elective (4 units)
 - C. Humanities (16 units) of which 4 units must include:
 - an upper-division humanities elective (4 units)
 - D. Mathematics and Natural Sciences (13 units) of which 9 units must include:
 - a mathematics elective (4 units)
 - a natural science elective with lab (5 units)

REQUIREMENTS FOR THE ASSOCIATE'S DEGREE

The associate's degree will be awarded to the student who completes the following requirements:

1. High school graduation or the equivalent.
2. A minimum of 90 quarter units with a cumulative grade-point average of 2.0 or better.
3. A minimum of 30 quarter units in an associate's degree major program with a GPA of 2.0 or greater.

Associate in Arts Degree: A minimum of 56 quarter units in general education, other than subjects in the major. Developmental courses do not apply toward the Associate in Arts degree. The general education requirements are:

- A. Communications (12 units) which must include:
 - Written Communications
 - Advanced Written Communications or Intensive Grammar
 - Oral Communications
- B. Social Sciences (16 units) of which 8 units must include:
 - American Institutions (4 units)
 - U.S. History (4 units)
- C. Humanities (12 units)
- D. Mathematics and Natural Sciences (12 units) of which 8 units must include:
 - a mathematics elective (4 units)
 - a natural science elective (4 units)
- E. General Education elective to be determined by the program (4 units)

Associate in Science Degree: A minimum of 24 quarter units in general education, other than subjects in the major. Developmental courses do apply toward the Associate in Science degree as follows: English developmental courses only as electives; mathematics developmental courses as electives or as the mathematics requirement. The general education requirements are:

- A. Communications (8 units) which must include:
 - Written Communications
 - Advanced Written Communications or Intensive Grammar or
 - Oral Communications
- B. Social Sciences (8 units) of which 4 units must include:
 - American Institutions (4 units)
- C. Humanities (4 units)
- D. Mathematics or Natural Sciences (4 units)

MINORS

A minor at Humphreys University is an ensemble of required courses that provide a solid grounding in a discipline other than, but not necessarily unrelated to, the major.

Requirements for the Minor: A minimum of 20 units in a discipline other than the major, 12 of which must be upper-division. Courses may satisfy both a major and a minor requirement when there is an overlap.

A minor will be awarded to the student who completes the following requirements:

1. A Bachelor's degree in major program in conjunction with the minor.
2. A minimum of half of the units making up the minor taken at Humphreys University.
3. A minimum of a 2.0 GPA in the minor.
4. An approved course of study by both the primary degree's and minor degree's program chairs. If a program has a specified minor, those requirements take precedence.

5. A change of records declaring the minor filed with the Registrar's Office.

DOUBLE MAJORS

Students may obtain a baccalaureate degree with two majors. The student must determine which is the primary major and satisfy the general education requirements for the degree of that major. The other major is considered the secondary major. All prerequisites and requirements for both majors must be met, including a minimum of 60 upper-division units in each major and under the same catalog requirements. Each department must approve all double majors. Multiple majors will be recorded on the student's transcript, but only one degree is awarded according to the primary major designation.

Students must be able to complete a double major degree within the maximum time frame for financial aid eligibility.

GENERAL EDUCATION COMPONENT

Students who are working toward the baccalaureate and associate's degrees at Humphreys University are required to complete a general education component, which is in keeping with the philosophy of the founder of the University who believed that a broad education in the liberal arts was an important complement to the occupational skills that many students seek at this University. This general education component is comprised of courses in the areas of communications, social and behavioral sciences, humanities, natural science, and mathematics.

In the area of communications, students will take courses designed to build competencies in reading and writing, and they will be able to develop an ease and effectiveness in oral communication as well. These essential skills, accompanied by practice in critical thinking, will enhance students' abilities in the study of culture and in the transmission of that culture as well as assisting in the acquisition of knowledge in all areas of the liberal arts.

In the humanities students will be exposed to the great philosophical, religious, and literary traditions of the world's civilizations. While all courses will emphasize the importance of the rational aspects of human beings and their mental processes, it is hoped that students will also--by studying the fine arts and other subjects in the humanities--develop an appreciation for the great expressions of the human spirit.

The social and behavioral sciences are designed to help students acquire the knowledge and understanding of their own behavior as individuals and as part of their society, ethnic group, heritage, and world. The study of history of the United States and that of other parts of the world will provide students with knowledge of events, factual information, and further practice in critical thinking and analysis.

The natural sciences and mathematics should enable students to learn to solve problems, acquire analytical skills, gain knowledge of the physical, and develop a true spirit of inquiry. These qualities, the University believes, will—along with the other liberal arts—strengthen life-long habits of learning and the continued acquisition of knowledge about the world and themselves.

COURSE NUMBERING SYSTEM

Each course number includes a prefix up to four letters and a number for identification. The prefixes indicate the department or academic discipline of the course.

ACCT	Accounting
AM	Art and Music
CAT	Computer-Aided Transcription
CR	Court Reporting
CRIM	Criminal Justice
CS	Community Studies
ECE	Early Childhood Education
ECON	Economics
EDAD	Education (Educational Administration emphasis)
EDCC	Education (Multiple Subject Teaching Credential)
EDUC	Education
ENGL	English
GEOG	Geography
HIST	History
HUM	Humanities
LEGA	Legal Studies
LIT	Literature
MATH	Mathematics
MBA	Master in Business Administration
MGT	Management
MS	Machine Shorthand
PHIL	Philosophy
PS	Political Science
PSY	Psychology
REL	Religion
SCI	Science (Natural)
SOC	Sociology
SOSC	Social Sciences
SPAN	Spanish

The numerical portion of the course number indicates the level of the course as follows:

0 - 49	Developmental
50 - 99	Vocational
100 - 199	Lower division - baccalaureate level
200 - 299	Upper division - baccalaureate level
300 - 399	Graduate Courses

Humphreys University has established articulation agreements with several local colleges relating to the transferability of credit and welcomes the opportunity to establish these agreements with other colleges

and universities. The decision to accept transfer credit is that of the receiving institution and Humphreys University does not guarantee the transferability of any course except those that have been specifically articulated.

INSTITUTIONAL LEARNING OUTCOMES

All academic programs at Humphreys University are aligned with and serve to inform these six Institutional Learning Outcomes:

- **Communication:**
Students will demonstrate the ability to present information clearly using oral, written, and other forms with consideration of their audiences.
- **Information Literacy:**
Students will demonstrate the ability to acquire, analyze, interpret, and evaluate data from a variety of sources, using qualitative and quantitative lenses, and incorporate it accurately into original work.
- **Career-Oriented Knowledge and Skills:**
Students will demonstrate competency in the theories, applications, and practices appropriate to their career paths.
- **Cultural Awareness:**
Students will evaluate the importance and impact of cultural values and beliefs and engage with others from other cultures.
- **Ethics:**
Students will evaluate codes of behavior and the impact of choices and decisions from the context of governing values and best practices within their chosen career paths.
- **Critical Thinking:**
Students will identify patterns; organize, interpret, and assess information; and assign meaning to facts, including numerical data, in order to evaluate problems, generate reasonable and well-supported conclusions, and apply learning to new problems and issues.

Department of Business

UNDERGRADUATE PROGRAMS

Mission: The mission of the Business Department undergraduate programs is to provide educational opportunities compatible with business needs. By the time of graduation, the department will have offered students a strong grasp of ethics, a global perspective, and the ability to examine business issues from the viewpoint of multiple disciplines.

Courses of study emphasize learning Accounting and Business Administration concepts, as well as developing analytical, problem solving, and technological skills.

There are two undergraduate majors in the Business Department: Accounting and Business Administration. There also is a minor in Business Administration.

Accounting

Program philosophy: This major is for students who desire accounting careers which require tools that enable them to contribute to financial decision making.

Students can use this degree program either to prepare for 1) management accounting careers, 2) financial management careers, 3) the Certified Public Accountant (CPA) examination and public accounting careers, and 4) other mid-level or higher financial positions.

It also has a strong liberal arts component to enhance students' communication skills.

Bachelor of Science Degree in Accounting (181 Or 225 Units)

Management Accounting Concentration (181 Units)

Public Accounting Concentration* (225 Units)

*Prepares students with the additional units required to become a Certified Public Accountant (CPA)

New California state rules require that candidates must complete extra units to become licensed as CPAs. To meet these requirements, the Accounting Bachelor of Science Public Accounting concentration program (225 units) is longer than the Management Accounting concentration program (181 units). If students select more than one concentration, they must complete all of their concentrations in conjunction with the completion of their bachelor's degree.

Undergraduate Accounting Program Learning Outcomes (PLOs):

PLO 1: Use accounting principles to evaluate and report organizational performance

PLO 2: Know how to audit processes that have been established to comply with organizational and regulatory objectives

PLO 3: Develop an understanding of tax reporting requirements

PLO 4: Understand the forms and structures of organizations

BACHELOR OF SCIENCE DEGREE IN ACCOUNTING (181/225 UNITS)

(181 UNITS: MANAGEMENT ACCOUNTING | 225 UNITS: PUBLIC ACCOUNTING)

This major is for students who desire accounting careers which require tools that enable them to contribute to financial decision making.

**GENERAL EDUCATION
REQUIREMENTS
(73 UNITS)**

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- ENGL 201 Report Writing

SOCIAL AND BEHAVIORAL SCIENCES (24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- ECON 101 Economics I
- ECON 102 Economics II
- One Lower-Division Social and Behavioral Sciences Elective
- One Upper-Division Social and Behavioral Sciences Elective

HUMANITIES (16 UNITS)

- PHIL 101 Introduction to Philosophy
- Two Humanities Electives
- One Upper-Division Humanities Elective

MATH AND SCIENCE (13 UNITS)

- MATH 101 College Algebra
- MATH 120 Statistics
- One Science Elective with a Lab (5 units)

**MANAGEMENT CORE
REQUIREMENTS
(36 UNITS)**

LOWER DIVISION (20 UNITS)

- MGT 105 Business Management
- MGT 120 Business Law I
- MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- MGT 164 Spreadsheets

UPPER DIVISION (16 UNITS)

- MGT 205 Principles of Marketing
- MGT 220 Organizational Behavior
- MGT 245 Operations Management
- MGT 280 Business Law II

**ACCOUNTING CORE
REQUIREMENTS
(36 UNITS)**

LOWER DIVISION (16 UNITS)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 103 Accounting III
- ACCT 150 Computerized Accounting I (QuickBooks)

UPPER DIVISION (20 UNITS)

- ACCT 200 Accounting Ethics
- ACCT 220 Taxes I
- ACCT 240 Auditing I
- ACCT 201 Intermediate Accounting I
- ACCT 202 Intermediate Accounting II

CHOOSE ONE OF THE
FOLLOWING CONCENTRATIONS:

MANAGEMENT ACCOUNTING
(20 UNITS)

- ACCT 230 Accounting Information Systems
- ACCT 250 Cost Accounting I
- ACCT 251 Cost Accounting II
- MGT 270 Financial Management I
- Select one of the following:
 - MGT 271 Financial Management II
 - MGT 275 Money and Banking

PUBLIC ACCOUNTING
(64 UNITS)

Prepares students with the additional units required to become a Certified Public Accountant (CPA)

- ACCT 203 Intermediate Accounting III
- ACCT 210 Advanced Accounting I
- ACCT 211 Advanced Accounting II
- ACCT 221 Taxes II
- ACCT 230 Accounting Information Systems
- ACCT 241 Auditing II
- ACCT 250 Cost Accounting I
- ACCT 251 Cost Accounting II
- MGT 270 Financial Management I
- MGT 271 Financial Management II
- MGT 275 Money and Banking
- MGT 295 International Business
- ECON 201 Intermediate Economics
- Three Upper-Division Management Electives

FREE ELECTIVES
(16 UNITS)

- _____
- _____
- _____
- _____

ASSOCIATE IN ARTS DEGREE IN ACCOUNTING (96 UNITS)

The Associate in Arts degree in accounting is designed to form the general education and basic accounting foundation for students who desire degrees at the two-year level, but who may desire to continue for bachelor's degrees at Humphreys University or transfer to another college or university.

GENERAL EDUCATION REQUIREMENTS (56 UNITS)

COMMUNICATIONS (16 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications

SOCIAL AND BEHAVIORAL SCIENCES (16 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
- One Social and Behavioral Sciences Elective

HUMANITIES (12 UNITS)

- PHIL 101 Introduction to Philosophy
- Two Humanities Electives

MATH AND SCIENCE (12 UNITS)

- MATH 101 College Algebra
- MATH 120 Statistics
- One Science Elective

MANAGEMENT CORE REQUIREMENTS (20 UNITS)

- MGT 105 Business Management
- MGT 120 Business Law I
- MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- MGT 164 Spreadsheets

ACCOUNTING CORE REQUIREMENTS (16 UNITS)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 103 Accounting III
- ACCT 150 Computerized Accounting I (QuickBooks)

FREE ELECTIVES (4 UNITS)

- _____

Business Administration

Program philosophy: The Business Administration program has been developed to provide students with the analytical skills necessary to compete in modern business. It seeks to provide practical knowledge for planning, accounting, financial management, marketing, management consulting, entrepreneurship, and general management careers.

Bachelor of Science Degree in Business Administration (181 Units)

Management Concentration (181 Units)

Marketing and Business Communications Concentration (181 Units)

Human Resources Management Concentration (181 Units)

This program is for students who desire a career in business administration as a mid-level or higher executive, or as an entrepreneur. It is designed to give students broad exposure to the functional areas of business, including operations, marketing, finance, and accounting.

In addition, students select one of three concentrations:

1. Management
2. Marketing
3. Human Resources Management.

All concentrations include five specific courses to give more in-depth exposure to each particular topic area. If students select more than one concentration, they must complete all of their concentrations in conjunction with the completion of their bachelor's degree.

The Business Administration program also has a strong liberal arts component to enhance students' communications skills.

Undergraduate Business Administration Program Learning Outcomes (PLOs):

PLO 1: Develop business organizational skills

PLO 2: Gain a working knowledge of business planning, accounting, and finance

PLO 3: Develop skills in marketing

PLO 4: Understand the operations of a business

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION (181 UNITS)

This program is for students who desire a career in business administration as a mid-level or higher executive, or as an entrepreneur. It is designed to give students broad exposure to the functional areas of business, including operations, marketing, finance, and accounting.

GENERAL EDUCATION REQUIREMENTS (73 UNITS)

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- ENGL 201 Report Writing

SOCIAL & BEHAVIORAL SCIENCES (24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- ECON 101 Economics I
- ECON 102 Economics II
- One Lower-Division Social and Behavioral Sciences Elective
- One Upper-Division Social and Behavioral Sciences Elective

HUMANITIES (16 UNITS)

- Three Humanities Electives
- One Upper-Division Humanities Elective

MATH & SCIENCE (13 UNITS)

- MATH 101 College Algebra
- MATH 120 Statistics
- One Science Elective with a Lab (5 units)

MANAGEMENT CORE REQUIREMENTS (60 UNITS)

LOWER DIVISION (24 UNITS)

- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 120 Business Law I
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets

UPPER DIVISION (36 UNITS)

- MGT 205 Principles of Marketing
- MGT 220 Organizational Behavior
- MGT 245 Operations Management
- MGT 270 Financial Management I
- MGT 285 Integrated Analysis
- MGT 290 Current Concepts and Ethics
- Three Upper-Division Management Elective

ACCOUNTING CORE REQUIREMENTS (12 UNITS)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 103 Accounting III

**CHOOSE ONE OF THE
FOLLOWING CONCENTRATIONS:**

MANAGEMENT (20 UNITS)

- Select one of the following:
 - MGT 230 Human Resources Management
 - MGT 291 Business Leadership
- Select one of the following:
 - MGT 217 Internet Business
 - MGT 255 Small Business Management
- MGT 271 Financial Management II
- MGT 280 Business Law II
- MGT 295 International Business

**MARKETING AND BUSINESS
COMMUNICATION (20 UNITS)**

- MGT 210 Advertising
- MGT 215 Public Relations
- MGT 216 Salesmanship
- Select one of the following:
 - MGT 217 Internet Business
 - MGT 255 Small Business Management
- MGT 218 Marketing Research

**HUMAN RESOURCES MANAGEMENT
(20 UNITS)**

- LEGA 232 Employment Law
- MGT 230 Human Resources Management
- MGT 231 Compensation and Benefits
- MGT 291 Leadership
- MGT 292 Conflict Management

**FREE ELECTIVES
(16 UNITS)**

- _____
- _____
- _____
- _____

Note: Students may need to take a keyboarding course to meet the required typing speed before enrolling in MGT 160 and may need to take one or more preparatory math courses to meet the prerequisite for MATH 101.

ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION (96 UNITS)

The Associate in Arts degree in Business Administration is designed to form the general education and basic management foundation for students who desire a degree at the two-year level, but who may wish to continue for a bachelor's degree at Humphreys University or transfer to another college or university.

GENERAL EDUCATION REQUIREMENTS (56 UNITS)

COMMUNICATIONS (16 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications

SOCIAL & BEHAVIORAL SCIENCES (16 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
- One Social and Behavioral Sciences Elective

HUMANITIES (12 UNITS)

- Three Humanities Electives

MATH & SCIENCE (12 UNITS)

- MATH 101 College Algebra
- MATH 120 Statistics
- One Science Elective

MANAGEMENT CORE REQUIREMENTS (24 UNITS)

- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 120 Business Law I
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets

ACCOUNTING CORE REQUIREMENTS (12 UNITS)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 103 Accounting III

FREE ELECTIVES (4 UNITS)

- _____

Note: Students may need to take a keyboarding course to meet the required typing speed before enrolling in MGT 160

MINOR IN BUSINESS ADMINISTRATION (32 UNITS)

This minor is open to students not majoring in any field within the Business Department. The minor provides two options for non-business majors:

1. **Management Emphasis:** A broad, non-specialized exposure to business, which may offer entry-level employment skills for a wide range of jobs
2. **Marketing and Business Communication Emphasis:** A specific exposure to both a) research, strategy, and planning involved to successfully provide goods and services to the marketplace, and b) ways to enhance business communication skills

CURRICULA AND REQUIREMENTS IN THE MINOR:

BUSINESS ADMINISTRATION: MANAGEMENT EMPHASIS

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II*
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 205 Principles of Marketing
- MGT 270 Financial Management
- Upper-Division Management Elective

* ECON 102 is recommended

BUSINESS ADMINISTRATION: MARKETING & BUSINESS COMMUNICATION EMPHASIS

- MATH 120 Statistics
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 205 Principles of Marketing
- Select two of the following:
 - MGT 210 Advertising
 - MGT 215 Public Relations
 - MGT 216 Salesmanship
- MGT 217 Internet Business
- MGT 218 Marketing Research

Graduate Program

MASTER OF BUSINESS ADMINISTRATION (MBA)

Mission: The mission of the MBA program is to provide an advanced-degree curriculum designed to enhance the skills and knowledge of business professionals.

The program is intended to meet the needs of current and future business leaders. Students will pursue in-depth study of both theoretical and applied concepts, with a focus on developing the skills to become effective business leaders.

Master of Business Administration (MBA) Degree (52 Units)

General Business Concentration

Program philosophy: In keeping with the University's philosophy of complementing an individualized educational experience with a rich academic foundation, the curriculum of the graduate degree is structured to provide students with a balanced, flexible approach to pertinent topics in business. It incorporates theory, analysis, and practice.

An additional focus is to train international students in business so they can return to their countries with augmented academic backgrounds that would permit them to be business leaders with connections to the United States.

Description of the Program: The MBA program is an advanced degree curriculum to provide students with the analytical skills necessary to compete in modern organizations.

It is designed to give students broad exposure to the functional areas of business, including operations, marketing, finance, and accounting.

Students will study both theoretical and applied concepts in depth, with a focus on developing the skills needed to become effective decision makers and organizational leaders.

The General Business concentration provides practical decision-making skills that can be applied to such careers as planning, accounting, financial management, marketing, management consulting, entrepreneurship, and general management.

ADMISSIONS

Admissions Requirements.

Applicants must submit the following:

- A completed application to the MBA program.
- Evidence of a baccalaureate degree from a college or university accredited by a regional accrediting agency.
- Transcripts:

- One sealed, official transcript that shows proof of an earned bachelor's degree from a regionally accredited institution. A minimum 2.75 undergraduate cumulative GPA is required:
 - Students with a GPA of 2.0 to 2.75 may be admitted provisionally based on the recommendation of an admission committee. Students who are provisionally admitted must achieve a minimum 3.0 GPA in their first eight units of graduate coursework in order to continue. Additional documentation may be required.
 - Provisional admission may also be granted to students needing to complete prerequisite coursework.
- Writing Requirements:
 - Students must provide proof of an advanced writing course with a grade of B- or better, or a passing score on the CBEST, or a passing score on the Humphreys University Writing Proficiency Exam.
 - Written Personal Statement: In 500-1,000 words, an applicant must 1) discuss the distinction between graduate-level academic work and undergraduate-level academic work, 2) evaluate oneself as a student, 3) identify the applicant's skills and traits which will lead to success in a graduate program, and 4) identify areas where the applicant might need assistance or growth in order to meet the demands of graduate study.
- For international students, evidence of successful completion of an English language learner program or an acceptable score on the Test of English as a Foreign Language (TOEFL) exam.

Other Admissions Qualifications.

A graduate admission committee will review applications to the program. Applicants may be admitted to the program based on the following considerations:

- Ability to complete a rigorous program of academic study successfully, as evidenced by successful completion of a baccalaureate degree from a regionally accredited institution of higher education with a satisfactory, above-average GPA, and demonstration of suitable quantitative and writing skills:
 - Students may be admitted on a provisional basis if a graduate admissions committee feels they lack sufficient academic background or technological capacity but show the potential to succeed in graduate studies. To ensure a high likelihood of success, provisionally admitted students may be required to take preparatory courses, including undergraduate foundation courses, before, or possibly during, the initial quarters of the graduate program.
- Clear professional and scholarly goals in keeping with the mission of the program.
- The residency requirement for the MBA program is 28 quarter-units. The residency must be completed within the five-year maximum allowable timeframe for coursework completion:
 - The university, at its sole discretion, may award a maximum of 24 quarter-units of graduate course unit credit for undergraduate courses it feels are substantially similar to selected Humphreys core MBA courses. Only unit credit potentially could be given; no grade-point credit could be given.
 - At the university's sole discretion, a maximum of 24 quarter-units of graduate credit from a regionally accredited institution may be accepted, if applicable, subject to the approval

of the Dean of Graduate Studies. Students must have earned a B- or better for course credit to transfer to Humphreys in keeping with the academic requirements of the program.

MBA Program Learning Outcomes (PLOs):

- PLO 1: Develop a comprehensive understanding of core business functions and organizational theories to inform planning and decision making
- PLO 2: Analyze and apply business planning, accounting, and finance skills to practical business scenarios
- PLO 3: Expand knowledge of and exercise skills in marketing, social media, and other internet-driven technologies
- PLO 4: Evaluate a variety of data types to make astute operational business decisions

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE (52 UNITS)

This program provides students with the analytical skills necessary to compete in modern organizations. It is designed to give students broad exposure to the functional areas of business, including operations, marketing, finance, and accounting.

MBA CORE REQUIREMENTS (40 UNITS)

- MBA 301 Financial Accounting
- MBA 303 Managerial Accounting for Decision-Making
- MBA 305 Marketing Management
- MBA 306 Macroeconomics: Business Conditions
- MBA 307 Microeconomics: Decision-Making
- MBA 320 Organizational Behavior
- MBA 321 Data Analysis for Decision-Making
- MBA 345 Operations and Supply Chain Management
- MBA 370 Corporate Financial Management
- MBA 385 Strategic Management Capstone

CONCENTRATION GENERAL BUSINESS (12 UNITS)

- MBA 317 Internet Marketing
- MBA 391 Business Leadership
- MBA 395 International Management

Courses in the Department of Business

UNDERGRADUATE-LEVEL ACCOUNTING COURSES

ACCT 40 Basic Accounting (4 units)

Prerequisite: None.

A basic introduction to accounting principles and procedures. The course uses practical applications for illustration of accounting principles. The course emphasizes learning step-by-step procedures and teaches students the ability to handle numbers, follow specific procedures, and succeed in problem-solving situations. It is designed for students who do not meet the requirements for ACCT 101.

ACCT 101 Accounting I (4 units)

Prerequisites: 1) Either a passing score on the numerical placement exam (or its equivalent math course) or passing ACCT 40 with a grade of "C-" or better and 2) College-level reading and writing.

This course introduces the current entry level procedures of financial accounting and generally accepted accounting principles, emphasizing the analysis of business transactions and the study of the accounting cycle for a sole proprietorship. Topics include analyzing, journalizing and posting transactions; processing and preparing adjusting entries; and completion of the worksheet, financial statements, and the closing process for service and merchandising businesses. Accounting for cash and internal controls, and the analysis of various accounts such as accounts payable and inventory are also covered. Ethics issues are discussed throughout the course.

ACCT 102 Accounting II (4 units)

Prerequisite: ACCT 101.

This course focuses on the analysis of assets and liabilities. An in-depth look at tangible and intangible assets and current and long-term liabilities as well as payroll and how to account for them is discussed. This course also introduces accounting concepts for partnerships and corporations. The characteristics of partnerships and corporations are discussed as well as how to account for them. Receivables, preparation of the statement of cash flows, and financial statement analysis are emphasized.

ACCT 103 Accounting III (4 units)

Prerequisite: ACCT 102.

This course introduces current managerial accounting concepts with a focus on practical application. Job order, process costing and activity-based cost systems are introduced. Flexible budgets and standard costs are presented as methods for cost planning and control. Master Budgeting and profit analysis are also covered in this course. Ethics issues are discussed throughout the course.

ACCT 110 Payroll Accounting and Credit Management (4 units)

Prerequisite: ACCT 101.

This course includes an in-depth study of payroll accounting and its practical application to business, including payroll taxes, payroll tax forms, and filing requirements. It also includes an introduction to credit and collection management, including commercial credit, factors of credit risk, sources of information, and analysis of credit reports.

ACCT 150 Computerized Accounting I (QuickBooks) (4 units)

Prerequisites: ACCT 101, MGT 160.

An introductory course that places accounting principles in a computerized setting and introduces computerized accounting software. This course provides the student with basic computer skills specific to a financial accounting environment. Topics include setting up a business entity's accounting system, recording financial transactions, and preparing financial statements and various other reports. Students will create invoices, reconcile accounts, process payroll and other job-related functions, record and analyze accounts receivable and accounts payable functions.

ACCT 151 Computerized Accounting II (Peachtree) (4 units)

Prerequisites: ACCT 101 or concurrent enrollment, MGT 160.

An introductory course designed to employ computers in recording, processing, and reporting accounting information. This course uses a different computerized accounting software package from the one used in ACCT 150.

ACCT 200 Accounting Ethics (4 units)

Prerequisites: ACCT 103, ENGL 101.

Students gain an understanding of accountants' general ethical and professional responsibilities, as well as specific ethical responsibilities of accounting, auditing, and tax professionals. Also covered are ethical behavior by management and the legal guidelines that address behavior in business settings.

ACCT 201 Intermediate Accounting I (4 units)

Prerequisites: ACCT 102, MGT 160, ENGL 101.

A study of the concepts and theory of accounting and application of accounting principles to the preparation of financial statements. Special consideration is given to current assets, investments, present value concepts, and the balance sheet.

ACCT 202 Intermediate Accounting II (4 units)

Prerequisite: ACCT 201.

A continuation of the study of the theory of accounting and the application of accounting principles to the preparation of financial statements. Special consideration is given to current and long-term liabilities, income statements, and the equity section of the balance sheet.

ACCT 203 Intermediate Accounting III (4 units)

Prerequisite: ACCT 202.

A study of the accounting for long-term investments, pensions, leases, income recognition and earnings per share, statement of changes in financial position, analysis of financial statements, and segment and interim reporting.

ACCT 210 Advanced Accounting I (4 units)

Prerequisite: ACCT 202.

A study of the application of accounting theory to specialized areas of accounting such as consolidations, partnerships, franchises, foreign operations, corporate liquidations, non-profit organizations, and state and local governmental accounting.

ACCT 211 Advanced Accounting II (4 units)

Prerequisite: ACCT 210.

An in-depth study of the application of accounting theory to specialized areas of accounting such as consolidations, partnerships, franchises, foreign operations, corporate liquidations, non-profit organizations, and state and local governmental accounting. Students will do a case study in ACCT 211.

ACCT 220 Taxes I (4 units)

Prerequisites: ACCT 101, ENGL 101.

This course studies the Internal Revenue Code and Regulations covering federal tax returns for individuals and the parallel tax regulations of the state of California. Tax saving methods for various occupations and tax brackets are included.

ACCT 221 Taxes II (4 units)

Prerequisites: ACCT 101, ENGL 101.

The accounting aspects of the federal income tax laws and state of California income tax laws applying to partnerships, corporations, and estates and trusts, as well as specific areas such as installment sales and depreciation.

ACCT 230 Accounting Information Systems (4 units)

Prerequisite: ACCT 102.

A study of accounting information systems that includes an introduction to accounting information systems, decision making, documenting information systems, database management, and electronic commerce. The course also prepares the student for controlling information systems, applications, and information technology processes. This course is recommended for accounting majors prior to taking auditing courses.

ACCT 240 Auditing I (4 units)

Prerequisite: ACCT 102 (ACCT 230 suggested).

A study of the public accounting profession and its current role in the American economy, including ethics, legal liability, the impact of electronic data processing, and applications of statistical sampling. Auditing objectives, definitions, and procedures are studied.

ACCT 241 Auditing II (4 units)

Prerequisite: ACCT 240.

A detailed study of the procedures to be followed in the performance of an audit including the preparation of working papers, verifications of various financial information, and presentation of audit reports. An audit case study is completed.

ACCT 250 Cost Accounting I (4 units)

Prerequisite: ACCT 103.

A study of cost allocations and capital budgeting. Topics include joint products and byproducts, spoilage and reworked units, capital budgeting and cost analysis, linear programming, and transfer pricing.

ACCT 251 Cost Accounting II (4 units)

Prerequisite: ACCT 250.

A further study of accounting systems expanded to include special topics used by management in the decision-making process.

ACCT 290 Internship (4 units) May be repeated for a maximum of 8 units.

Prerequisite: Approval of academic chair.

30 hours per quarter on-the-job is equivalent to one college unit. This includes supervised work experience designed to give qualified students an understanding of the nature and scope of the accounting business. Supervision is provided by the faculty and the cooperating firm. Open to all upper-division students.

ACCT 295 Professional Accounting Seminars (1-5 units)

Prerequisites: Must be a professional accountant. Approval of academic chair.

Seminars on professional trends, emerging client services, law, taxes, management analysis, computer applications, math analysis for professional accountants, and other subjects designed to update the practicing professional accountant's technical knowledge. Of particular service to the professional accountant who wishes to comply with mandatory continuing education requirements. Seminars are conducted largely by specialists brought in by the college to serve a specific need. May be repeated.

ACCT 299 Directed Study (4 units)

Prerequisites: A cumulative GPA of 3.25, consent of the instructor, and the approval of academic chair.

Designed to enhance and build on the present accounting curriculum with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

UNDERGRADUATE-LEVEL MANAGEMENT COURSES

MGT 51 Beginning Keyboarding (2 units)

Prerequisite: None.

A course designed for students who have not had keyboarding experience or who do not know the keyboard well. Emphasis is placed upon correct techniques as a basis for developing speed and efficient keyboarding skills. This lab course provides self-paced instruction adapted to individual needs and abilities.

MGT 80 Keyboarding Independent Study (2 units)

Prerequisite: Ability to type 40 wpm on a five-minute test or approval of instructor.

This lab course provides self-paced instruction adapted to the student's individual needs and abilities.

MGT 90 Typing Speed Development I (2 units)

Prerequisite: Ability to type 40 wpm on a five-minute test or approval of instructor.

This course is designed to improve keyboarding speed by analyzing typing techniques and prescribing practice that will help students key faster and more accurately.

MGT 91 Typing Speed Development II (2 units)

Prerequisite: MGT 90.

This course is a continuation of Typing Speed Development I and is designed to improve keyboarding speed by analyzing typing techniques and prescribing practice that will help students key faster and more accurately.

MGT 100 Intermediate Keyboarding I (2 units)

Prerequisites: MGT 51 or equivalent, ability to type 25 wpm.

This instruction and skill-practice program seeks to develop understanding and skill in office practices involving the use of computers. Emphasis is placed on business letters, office memoranda, tables, and report keyboarding. Development of speed and accuracy is stressed with the goal of attaining a speed of at least 40 words a minute with five or fewer errors on a five-minute timing. The lab course provides self-paced instruction adapted to the student's individual needs and abilities.

MGT 105 Business Management (4 units)

Prerequisite: Passing scores on the reading and writing placement examinations, or their equivalent courses.

A study of the functions of management. The course includes the study of management principles as they pertain to organization, policy making, planning, control and evaluation, and a range of functional areas including human resources, marketing, operations, accounting, information systems, finance and legal studies. The use of economic and accounting analysis in analytical decision making is included in the manager's role as decision maker.

MGT 115 Business Communication (4 units)

Prerequisite: None.

This course introduces students to major business communication and correspondence styles. Students will also discover methods to approach multicultural communications. Presentation and communication skills will be emphasized, including the use of PowerPoint as a communication tool.

MGT 120 Business Law I (4 units)

Prerequisite: MGT 105 or LEGA 101.

An introduction to the legal aspects of business and its environment. Emphasis is placed on contracts, torts, classes and sources of law, agency, employer and employee relations, bailments, civil and criminal liability.

MGT 140 Supervisory Management (4 units)

Prerequisite: None.

An introductory course covering, in general terms, the total responsibilities of a supervisor in industry such as organization, in-service training, duties and responsibilities, human relations, grievances, training, rating, promotion, quality control, and management-employee relations.

MGT 150 Personal Financial Management (4 units)

Prerequisites: Passing scores on the following placement examinations: Reading, writing, and numerical, or their equivalent courses.

This course studies the aspects of personal financial management at an introductory level. It includes the concepts of personal finances, consumer credit, insurance, investments, and retirement planning.

MGT 160 Computer Applications (4 units)

Prerequisite: Ability to keyboard at 25 wpm in a five-minute test.

An introductory skills-integrated approach to business software for the personal computer.

This course provides an introduction to computer hardware and peripherals as well as instruction in the use of Microsoft Internet Explorer, Word, Excel, Access, PowerPoint, Outlook, and the Windows operating system in real-life business settings. Applications are used to open, edit, and share information as well as to construct new documents within each application. The course serves as a foundation for all other software application courses.

MGT 161 Word Processing (4 units)

Prerequisite: MGT 160.

A comprehensive introduction to Microsoft Office Word. Topics include creating and working with the following: Resumes, cover letters, web pages, tables, charts, watermarks, form letters, mailing labels, directories, newsletters, collaboration tools, online forms, macros, master documents, indexes, tables of contents, and XML. This course also focuses on linking an Excel worksheet and charting its data in Word.

MGT 164 Spreadsheets (4 units)

Prerequisite: MGT 160.

A basic spreadsheet course in which students learn about managing workbooks, automating tasks, using and analyzing list data, enhancing charts and worksheets, working with Excel and the Internet, performing "what if" analyses, exchanging Excel data with other programs, and controlling worksheet properties and calculations.

MGT 165 Relational Database (4 units)

Prerequisite: MGT 160.

A comprehensive course in Microsoft Access, covering introductory through post- advanced database concepts and skills. This course covers all the skills required for successful mastery of the Microsoft Office User Specialist Access Examination.

MGT 166 Records Management (4 units)

Prerequisite: None.

This course covers basic alphabetic filing rules that are adapted from the standards published by the Association of Records Managers and Administrators. Emphasis is placed on the development of knowledge and skills in filing and managing records, including principles of alphabetic, geographic, subject, and numeric filing systems. Students apply the alphabetic indexing rules to a computer records database after achieving an understanding of manual filing. Also included is the study of advancements and changes in office technology and the resultant effect on the management of office records.

MGT 167 Administrative Procedures (4 units)

Prerequisites: College-level reading and writing, MGT 100, MGT 161, the ability to type 40 wpm on a five-minute test.

Students improve office skills by providing practical application in such areas as processing information with computers, telephone procedures, filing and managing records, processing business documents, procedures for sending and receiving mail, and accounting and record keeping applications in the office. Also included is a study of human relations with an emphasis on the role of the office worker in contact with superiors, peers, subordinates, and the general public.

MGT 205 Principles of Marketing (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

An interdisciplinary study of principles and methods of marketing consumer and industrial goods. The course emphasizes managerial decision making and the use of research in solving marketing problems. It uses the case-analysis method of analyzing marketing problems.

MGT 210 Advertising (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

Emphasis is placed on developing an understanding of advertising from a marketing management standpoint. The course includes an evaluation of advertising as a tool in sales promotion. Topics covered are principles of advertising, selection of media, planning the advertisement, and analyzing layout and copy.

MGT 215 Public Relations (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

A study of public relations methods for business, with an emphasis on public relations policies and techniques. The course focuses on developing good relationships with customers, employees, stockholders, the government, and the general public. It also covers the role of research, publicity, and mass media in public relations.

MGT 216 Salesmanship (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

A survey of personal salesmanship, the course emphasizes the importance of good salesmanship and the personal qualifications required for effective selling. The psychological principles involved in selling are examined and applied to the sales interview.

MGT 217 Internet Business (4 units)

Prerequisites: MGT 105, MGT 160, ENGL 101.

This course teaches students the basic concepts of Internet business, including Internet marketing, customer relationship management (CRM), supply chain management (SCM), infrastructure management, and Internet business strategy.

MGT 218 Marketing Research (4 units)

Prerequisites: MGT 205, MATH 120.

Students will develop an understanding of how to systematically and objectively gather, analyze, and interpret data relevant to marketing products and services. Students will learn to examine strategy and procedures used to identify, formulate, and evaluate methodology used in producing a marketing plan.

MGT 220 Organizational Behavior (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

The business organization is examined as a social system; the system concept is used as a vehicle in examining problems of effective organizations. Emphasis is placed upon the importance of the communication process, growth and change, motivation, group behavior, and other human factors relevant to managers.

MGT 230 Human Resources Management (4 units)

Prerequisites: MGT 105, ENGL 101.

The study of the human resource functions in the modern organization and how each functional activity can support and add value to the organization's **strategy**. These HR functions include: Planning, Staffing, Training/Development, Compensation and Benefits, Performance Management, Employee Relations, Labor Relations, and Risk Management. Ethical considerations and employment law is embedded within each of these functions.

MGT 231 Compensation and Benefits (4 units)

Prerequisites: MGT 230.

This course will primarily emphasize strategic use of compensation systems for attracting, motivating, and retaining employees. It also secondarily will emphasize using technology to learn in a virtual environment.

MGT 240 Quantitative Methods (4 units)

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

Study of the algorithms, terminology and techniques of quantitative decision making. The course covers the following topics: linear programming, duality and sensitivity analysis and

decision making under uncertainty. The use of the computer as an aid to decision making will be discussed.

MGT 245 Operations Management (4 units)

Prerequisites: MATH 101, MGT 105, MGT 120, ENGL 101.

Management of production and operations in manufacturing and service enterprises, including product design, process selection, location and layout of the facility, control of quality and productivity, and production planning.

MGT 255 Small Business Management (4 units)

Prerequisites: MGT 105, ENGL 101.

This course studies the importance of small business problems and requirements. Focus is on application of the principles of business management in the small business setting. It includes ownership, management, planning the start-up phase, selecting employees, marketing strategy, financial planning and controls, short- and long-range planning, and financing.

MGT 270 Financial Management I (4 units)

Prerequisites: ACCT 102, MATH 100 or MATH 101, ENGL 101.

This course analyzes the role of finance in the economy, financial decision-making in the modern firm, and the role of the financial manager in the firm. It includes a review of accounting, financial statements, and taxes; cash flows and financial analysis; the financial system and interest rates; time value of money; and valuation and characteristics of stocks and bonds.

MGT 271 Financial Management II (4 units)

Prerequisite: MGT 270.

This course analyzes bonds and their valuation, risk and rates of return, stocks and their valuation, cost of capital, capital budgeting, capital structure and leverage, working capital, and financial planning.

MGT 275 Money and Banking (4 units)

Prerequisites: ECON 101, MATH 101, ENGL 101.

This course presents a study of American and international monetary and financial institution policies. Financial institutions, financial markets, credit and interest rate concepts, as well as monetary policy and theory are discussed.

MGT 280 Business Law II (4 units)

Prerequisites: MGT 120, ENGL 101.

A continuation of MGT 120 Business Law I. The course emphasizes partnerships, corporations, insurance, suretyship, carriers, shippers, and accountants' responsibilities.

MGT 285 Integrated Analysis (4 units)

Prerequisites: ACCT 103, MGT 205, MGT 220, MGT 245, MGT 270, MGT 290.

This is the capstone course for all business and accounting students. An integrative analysis of the business enterprise as a total system in the modern business environment. Students will be

exposed to the problems, opportunities and ethical responsibilities facing today's business executive. Emphasis will be on the formulation and implementation of various strategies in the modern corporation.

MGT 290 Current Concepts and Ethics (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

Through the review of current literature on management-related subjects, students are presented an awareness and appreciation for trends and issues which illustrate past, present, and future business activities and the impact of managerial performance. Discussion of ethical dilemmas and social responsibility of business constitutes a major part of the learning objectives of this course.

MGT 291 Business Leadership (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

Administrative Leadership provides an in-depth study and analysis of the key components and foundations of leadership. Major leadership theories are introduced and historical case studies are utilized as backdrops to aid students in the synthesis of the concepts covered. Leadership styles are explored within various contexts and special emphasis is placed on the problems encountered in a culture of change. The relationships between leaders and subordinates are analyzed within various contexts and students are encouraged to form their own personal leadership styles. Techniques are studied to effectively move organizations through change. The role leaders play in the dynamics of the organization is studied from a management as well as a subordinate perspective.

MGT 292 Conflict Management (4 units)

Prerequisites: MGT 105, ENGL 101.

(This course may be used as a Social and Behavioral Science elective.)

A study of the role of conflict in interpersonal and professional settings. The course studies theory and research on the underlying sources of conflict and its effects on communication. Conflict management approaches, including negotiation, mediation, and arbitration will be discussed, as well as the human behaviors associated with conflict and resolution.

MGT 295 International Business (4 units)

Prerequisites: MGT 105, ENGL 101.

This course presents a systematic overview of international business. There will be an integrated progression of topics beginning with an understanding of the political, economic, cultural and monetary influences on international investment and business. Managing across cultures, conducting multi-cultural negotiations and attitudes across cultures will be examined. Developing an understanding of the strategic and operational alternatives when conducting international business will be examined.

MGT 296 Internship (1-4 units) May be repeated for a maximum of 8 units.

Prerequisite: Approval of academic chair

30 hours per quarter on-the-job is the equivalent of one college unit. Supervised work experience is designed to give qualified students an understanding of the nature and scope of business operations. Supervision is provided by the faculty and the cooperating agencies. Open to all upper-division students.

MGT 298 Special Topics (1-4 units)

Prerequisite: Approval of academic chair.

An in-depth study of a subject related to business.

MGT 299 Directed Study (4 units)

Prerequisites: A cumulative GPA of 3.25, consent of the instructor, and the approval of academic chair.

This course is designed for qualified students (junior or senior standing) who desire to pursue advanced study, including reading, writing, and research in particular areas related to their degree programs. It is designed to enhance and build on present curriculum in management with individualized instruction in an area not covered in depth by current course offerings. Though students initiate the design of the course through their interest in particular areas of study, instructors and the academic chair must grant final approval of course content.

GRADUATE-LEVEL MASTER OF BUSINESS ADMINISTRATION (MBA) COURSES

MBA 301 Financial Accounting (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on the concepts and objectives underlying the preparation of financial statements. It emphasizes exploring measurement and valuation problems associated with components of financial statements, using financial statements to analyze an organization's operations, and understanding the accounting cycle.

MBA 303 Managerial Accounting for Decision-Making (4 units)

Prerequisite: MBA 301.

This course focuses on financial, nonfinancial, and ethical analyses of accounting information used in managerial decision-making. Emphasis will be on cost behavior, cost systems, cost-volume-profit analyses, budgeting, and controls.

MBA 305 Marketing Management (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on decision-making that lets firms align their products and/or services with the wants and needs of customers within a continuously changing multicultural environment. It emphasizes environmental scanning; target marketing; customer relationship management; analyzing the market mix of product, price, place, and promotion; and implementing marketing control systems.

MBA 306 Macroeconomics: Business Conditions (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on using available economic data to assess business conditions. It emphasizes developing a macroeconomic context to understand and evaluate the usefulness of government and private sources of data in analyzing business conditions.

MBA 307 Microeconomics: Decision-Making (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on applying microeconomic principles to managerial decision-making, including consumer choice, production, and cost. It emphasizes analyzing and estimating consumer demand; elasticity; production theory; cost structure and estimation; profit maximization; and the effect of market structure on pricing, output, and profit.

MBA 317 Internet Marketing (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on emerging business models, rules, tactics, and strategies associated with Internet marketing. It emphasizes online advertising, search engine optimization, interactive marketing, online privacy issues, e-commerce, social media, and integrating social media with traditional media.

MBA 320 Organizational Behavior (4 units)

Prerequisite: Full admission to the graduate program.

This course examines the basic psychological and social psychological processes which shape human behavior. It emphasizes applying these processes to organizational problems, including motivation, job design, commitment, socialization, culture, individual and group decision making, and team building.

MBA 321 Data Analysis for Decision-Making (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on using statistics and analyzing data to make decisions in managing businesses. It emphasizes descriptive statistics, principles of data collection, sampling, quality control, and statistical inference.

MBA 345 Operations and Supply Chain Management (4 units)

Prerequisite: Full admission to the graduate program.

This course examines of the processes that create and deliver goods and/or services. It emphasizes operations strategy, product/process design, quality management, supply chain management, inventory management, and continuous improvement.

MBA 370 Corporate Financial Management (4 units)

Prerequisites: MBA 301.

This course focuses on analyzing and implementing optimal financial decisions by firms. It emphasizes the effect of time and uncertainty on investment and financing decisions, including basic discounting techniques, stock and bond valuation, capital budgeting, portfolio theory, asset pricing, and capital structure.

MBA 385 Strategic Management Capstone (4 units)

Prerequisites: MBA 301, MBA 303, MBA 305, MBA 306, MBA 307, MBA 320, MBA 321, MBA 345, MBA 370.

To satisfy the requirements of the MBA degree, students must satisfactorily complete MBA 385: Strategic Management Capstone with a grade of C- or higher.

This capstone course focuses on developing business strategy in a global business environment. It emphasizes identifying strategic alternatives, developing strategies for the functional areas of an organization, and creating a business plan.

MBA 391 Business Leadership (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on leading people to meet and exceed performance expectations. It emphasizes creating a vision, motivating, decision-making, communicating effectively, managing group dynamics in multicultural environments, and using power and influence.

MBA 395 International Management (4 units)

Prerequisite: Full admission to the graduate program.

This course focuses on managing organizations that span nations and cultures. It emphasizes international differences; competitive advantages resulting from international differences; and developing a clear awareness of international business operations, practices, and environments.

Department of Court Reporting

The Court Reporting Department curriculum provides students with a solid academic foundation and the skills and training required to succeed in a professional reporting career. Humphreys University has been teaching machine stenography courses since the 1920s and has been providing the judicial community with qualified court reporters and deposition reporters since the 1950s. The program not only meets the Court Reporters Board of California prescribed course of study, but also provides an associate or bachelor degree.

COURT REPORTING

The overall focus of the department is to provide the academic foundation, skill and training development through live dictation and instruction with guided practice that enables students to achieve California State CSR licensure while earning a degree. Completion of the program, licensure, and/or degree will prepare students to work in many different professional positions, such as Certified Shorthand Reporter (CSR), Official Court Reporter, Freelance Reporter, and State Hearing Reporter. The program provides the foundation for those seeking positions as a Communication Access Realtime Translation Reporter (CART) and Broadcast Captioner.

Humphreys' court reporting students are trained to utilize skills and equipment to capture, store, retrieve, and translate the spoken word in realtime. They are taught how to create a word-for-word, written account of everything that is said.

Classes may be offered during the day or online and required general education academics may be offered during the day, evening hours or online. The program is proficiency-based, and students are able to progress from one level to the next as soon as they meet the requirements for each level. Units and final grades are awarded upon achievement of the competency-based criteria. Regular attendance in class and completion of assignments are obligations which the student assumes at the time of enrollment and become key factors in successfully completing the degree. To ensure satisfactory progress for students, the University offers an extensive online digital audio library of dictation practice and computer lab facilities fully equipped with transcription and realtime technologies and equipment for instruction and practice purposes.

CERTIFIED SHORTHAND REPORTER (CSR) CERTIFICATION

In addition to earning a degree in Court Reporting, students must pass a qualifying test to meet the Court Reporters Board of California requirements. Upon completion, students are qualified to sit for the CA state licensure examination. The California examination consists of two academic written knowledge portions and a dictation/transcription component. The dictation test is administered two or three times per year for students who have qualified. The two written tests are available during three, four-month cycles at computerized testing centers for students who have qualified.

The prescribed course of study, school approval, and administration of the examination are regulated by the Court Reporters Board of California (CRBC). In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. The court reporting program at Humphreys University is approved by the Court Reporters Board of California and

complies with all of the Board's rules and regulations. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact the Court Reporters Board of California, 2535 Capitol Oaks Drive #230, Sacramento, California 95833, (916) 263-3660, www.courtreportersboard.ca.gov.

TRANSFER STUDENTS

Students from other approved court reporting programs are eligible to transfer into the Humphreys University program. However, credit toward a degree can be granted only for courses taken at institutions accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) or other similar regional accrediting agencies. Courses from other schools may meet the requirements to sit for the state examination provided they meet the regulations of the CRBC regarding the prescribed course of study and the requirements of the Humphreys University Court Reporting program. Any transfer credit will be based on hours awarded on submitted official transcripts and demonstration of competency in the subject matter or course proficiency prerequisites.

Bachelor of Science in Court Reporting (181 Units)

A Humphreys University graduate with a baccalaureate in court reporting will be able to demonstrate the following Program Learning Outcomes:

- Demonstrate a minimum of 97.5% accuracy in the transcription of live four-voice dictation material dictated at 200 wpm
- Demonstrate a proficiency in the use of general and special terminologies (spellings, definitions, grammar, etc.) that are likely to be encountered in court proceedings, depositions, hearings, and other meetings and/or legal proceedings
- Demonstrate a working knowledge of the computer technology currently in use by court reporters in performing realtime computer-aided transcription
- Demonstrate a thorough knowledge of the minimum transcript format standards imposed by the CA Court Reporters Board
- Demonstrate a thorough knowledge and application of current laws, codes, ethics, research resources, and professional standards which apply to the court reporting profession

BACHELOR OF SCIENCE IN COURT REPORTING (181 UNITS)

GENERAL EDUCATION REQUIREMENTS (73 UNITS)

57 LOWER DIVISION & 16 UPPER DIVISION

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- One Upper-Division Communications Elective (4 units)

SOCIAL AND BEHAVIORAL SCIENCES (24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- LEGA 101 Introduction to the Legal System
- PSY 101 Introductory Psychology
- Two Upper-Division Social and Behavioral Sciences Electives (8 units)

HUMANITIES (16 UNITS)

- LIT 101 Introduction to Literature
- Two Lower-Division Humanities or Literature Electives (8 units)
- One Upper-Division Humanities or Literature Elective (4 units)

MATH AND SCIENCE (13 UNITS)

- MATH 100 College Math* or
- MATH 101 College Algebra
- SCI 120 / SCI 121, Human Biology with lab
- One Math or Science Elective

*MATH 100 may not satisfy the math requirement for other majors. If a student is planning to transfer the math class, the receiving institution should be consulted regarding its math requirement.

COURT REPORTING CORE REQUIREMENTS (96 UNITS)

64 LOWER DIVISION & 32 UPPER DIVISION

STENOGRAPHY/TECHNOLOGY (68 UNITS)

Machine proficiency requires completion of CR 270 and 180 M/V

- CAT 164 Computer-Aided Transcription
- MGT 160 Computer Applications
- CAT 199/CAT 299 Independent Study (optional)
- Lower-Division Machine Classes (44 units)
 - MS 150, MS 151, MS 152, MS 153, MS 51, MS 155, MS 61, MS 160, CR 61, CR 71, CR 120
- Upper-Division Machine Classes (16 units)
 - CR 260, CR 262, CR 270, CR 272

COURT REPORTING UPPER-DIVISION (12 UNITS)

- CR 290 Professional Practice and Ethics (4 units)
- Two Upper-Division CR, CRIM or LEGA Electives (8 units)

BUSINESS/LEGAL STUDIES/ COMMUNICATIONS (16 UNITS)

- MGT 120 Business Law
- LEGA 160 Legal Terminology
- ENGL 120 Medical Terminology
- One Upper-Division MGT, LEGA, or Communications Elective (4 units)

FREE ELECTIVES: (12 UNITS)

-
- Three Upper-Division free electives

To meet the CR Board minimum curriculum, proficiency, and application requirements to qualify for the CA CSR Examination, the student must complete the following in addition to the above degree plan:

- Typing certificate at 45 nwpm
- Senior Project, including 50 hours of supervised internship and transcription requirements
- Pass one qualifier examination: 200 wpm, 4-V unfamiliar material, 10 minutes, transcribed at 97.5%
- CR 81/91 MS V 210+ S&A/RPR Prep and/or CR 282 Adv. CR (4V) 210+ may be required to complete qualifiers

BACHELOR OF SCIENCE IN COURT REPORTING DEGREE ONLINE COMPLETION PROGRAM (181 UNITS)

Current California CSR licensees may be eligible to enroll in a degree completion program if the following admission requirements are met:

- Candidate must possess a current “active” status California CSR license.
- Candidate must show verification of a minimum of one year of reporting experience as an official or freelance reporter during the previous ten years.

UNITS AWARDED FOR CSR LICENSE AND EXPERIENCE (116 UNITS)

65* ADDITIONAL UNITS REQUIRED:

LOWER DIVISION REQUIREMENTS (25 UNITS)

SOCIAL SCIENCES (12 UNITS)

PS 101 American Institutions

Select one of the following:

HIST 101 U.S. History I

HIST 102 U.S. History II

HIST 103 U.S. History III

PSY 101 Introductory Psychology

HUMANITIES (4 UNITS)

Humanities or Literature Elective

SCIENCE & MATH (9 UNITS)

Science w/lab Elective (5)

MATH 100 College Mathematics

or MATH 101 College Algebra

UPPER DIVISION REQUIREMENTS (40 UNITS)

COMMUNICATIONS (4 UNITS)

Communications Elective

HUMANITIES (4 UNITS)

HUM or LIT Elective

SOCIAL SCIENCES (8 UNITS)

Social Science Elective

Social Science Elective

BUSINESS/LEGAL STUDIES/ CRIMINAL JUSTICE (12 UNITS)

MGT, LEGA, CRIM Elective

MGT, LEGA, CRIM Elective

MGT, LEGA, CRIM Elective

FREE ELECTIVES (12 UNITS)

Upper Division Free Electives (3)

*Note: The University's residency policy requires that 36 of the 65 units be taken through Humphreys University (9 classes)

ASSOCIATE IN ARTS IN COURT REPORTING (96 UNITS)

This degree is designed to provide a solid foundation in general education, which will more effectively prepare the student for his/her chosen profession. This curriculum provides the student with broad academic knowledge and technical skills required for various careers including those that require realtime applications.

ASSOCIATE IN ARTS WITH CSR QUALIFICATION (128 UNITS)

This degree is designed to provide a solid foundation in general education and provide the student with all CRBC curriculum requirements to be qualified to sit for the CA CSR examination.

GENERAL EDUCATION REQUIREMENTS (56 UNITS)

COMMUNICATIONS (12 UNITS)

- ENGL 101 Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications

SOCIAL AND BEHAVIORAL SCIENCES (20 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- LEGA 101 Introduction to the Legal System
- Two Social Science Electives (8 units)

HUMANITIES ELECTIVES (12 UNITS)

- Three Humanities Electives (12 units)

MATH AND SCIENCE (12 UNITS)

- SCI 120 Human Biology
- MATH 100 College Math* or
- Math 101 College Algebra
- Science or Math Elective

*MATH 100 may not satisfy the math requirement for other majors. If a student is planning to transfer the math class, the receiving institution should be consulted regarding its math requirement.

COURT REPORTING CORE REQUIREMENTS

40 UNITS* FOR AA OR
72 UNITS FOR CSR QUALIFICATION

Machine Stenography (36 units*) with certificate at 160 wpm from any of the following:

- MS 150 MS Theory I*
- MS 151 Beg. Shorthand Prac. I*
- MS 152 MS Theory II*
- MS 153 Beg. Shorthand Prac. II*
- MS 51 MS I S&A 60-80*
- MS 155 Intro Reqs 60-80*
- MS 61 MS II S&A 100-120*
- MS 160 Lega/Tech Reqs 100-120*
- CR 61 MS III S&A 140-160 *
- CR 260 Med/Lit Reqs 140-160
- CR 262 Depo Reporting (3V) 140-160
- CR 71 MS IV S&A 180-200
- CR 270 Prof Reqs 180-200
- CR 272 Court Reporting (4V) 180-200

TECHNOLOGY (8 UNITS)

- MGT 160 Computer Applications*
- CAT 164 Computer Aided Transcription

LEGAL/MEDICAL (8 UNITS)

- LEGA 160 Legal Terminology
- ENGL 120 Medical Terminology

Total of 96 units required for AA* without CSR qualification

Total of 128 units required for AA with CSR qualification

To qualify for the CA CSR Examination, the student must complete the following additional CR Board Requirements:

- Typing certificate at 45 nwpm
- Complete CR 290, Professional Practice & Ethics (may be taken as social science elective)
- Senior Project, including 50 hours of supervised internship and transcription requirements
- Pass one qualifier examination: 200 wpm, 4-V unfamiliar material, 10 minutes, transcribed at 97.5%
- CR 81/91 MS V 210+ S&A/RPR Prep and/or CR 282 Adv. CR (4V) 210+ may be required to complete qualifiers

ASSOCIATE IN SCIENCE DEGREE IN COURT REPORTING (100 UNITS)

The Associate in Science degree meets the CRBC curriculum requirements to be qualified to sit for the CA CSR examination and adds a general education component, which provides the student with a strong academic background along with the technical proficiency and professional training required to function effectively upon entering the field.

GENERAL EDUCATION REQUIREMENTS (24 UNITS)

COMMUNICATIONS (8 UNITS)

ENGL 101 Written Communications
ENGL 103 Intensive Grammar

SOCIAL AND BEHAVIORAL SCIENCES (8 UNITS)

PS 101 American Institutions
One Social Science Elective *

HUMANITIES ELECTIVE (4 UNITS)

One Humanities Elective (4 units)

SCIENCE (4 UNITS)

SCI 120 Human Biology

COURT REPORTING CORE REQUIREMENTS (76 UNITS)

LEGAL/MEDICAL (12 UNITS)

LEGA 101 Introduction to the Legal System
LEGA 160 Legal Terminology
ENGL 120 Medical Terminology

MACHINE STENOGRAPHY (56 UNITS)

MS 150 MS Theory I
MS 151 Beg. Shorthand Prac. I
MS 152 MS Theory II
MS 153 Beg. Shorthand Prac. II
MS 51 MS I S&A 60-80
MS 155 Intro Reqs 60-80
MS 61 MS II S&A 100-120
MS 160 Lega/Tech Reqs 100-120
CR 61 MS III S&A 140-160
CR 260 Med/Lit Reqs 140-160
CR 262 Depo Reporting (3V) 140-160
CR 71 MS IV S&A 180-200
CR 270 Prof Reqs 180-200
CR 272 Court Reporting (4V) 180-200

TECHNOLOGY (8 UNITS)

CAT 164 Computer Aided Transcription
MGT 160 Computer Applications

To qualify for the CA CSR Examination, the student must complete the following CR Board Requirements:

- Typing certificate at 45 nwpm
- Complete CR 290, Professional Practice & Ethics (as social science elective)*
- Senior Project, including 50 hours of supervised internship and transcription requirements
- Pass one qualifier examination: 200 wpm, 4-V unfamiliar material, 10 minutes, transcribed at 97.5%
- CR 81/91 MS V 210+ S&A/RPR Prep and/or CR 282 Adv. CR (4V) 210+ may be required to complete qualifiers

ASSOCIATE IN SCIENCE DEGREE IN COURT REPORTING ONLINE (106 UNITS)

The Associate in Science online degree meets the CRBC curriculum requirements to be qualified to sit for the CA CSR examination and adds a general education component, which provides the student with a strong academic background along with the technical proficiency and professional training required to function effectively upon entering the field.

The Associate in Science in Court Reporting online degree is designed to be a quarterly part-time program; however, the workload will often be that of a full-time program. Students will take 4-8 units each quarter. All classes are offered online. The online associate program is designed to allow students to move as quickly as they can through the stenography courses. Some students may complete all speed levels prior to the final course while others may take longer to meet speed requirements and will need to meet benchmarks to stay enrolled in the program. There is a synchronous component to the program which may be accessed asynchronously, if necessary. At the same time, program learning objectives remain the same as the on-ground program.

GENERAL EDUCATION REQUIREMENTS (24 UNITS)

COMMUNICATIONS (8 UNITS)

- ENGL 101 Written Communications
- ENGL 103 Intensive Grammar

SOCIAL AND BEHAVIORAL SCIENCES (8 UNITS)

- PS 101 American Institutions
- LEGA 101 Introduction to the Legal System

HUMANITIES ELECTIVE (4 UNITS)

- One Humanities Elective (4 units)

SCIENCE (4 UNITS)

- SCI 120 Human Biology

COURT REPORTING CORE REQUIREMENTS (82 UNITS)

- CR 290 Professional Practice & Ethics (4 units)

CR MACHINE CLASSES (64 UNITS)

- THY 101 Beginning Theory 1 (6 units)
- THY 102 Intermediate Theory (6 units)

- THY 103 Advanced Theory/Beginning Speed Building (6 units)
- CRT 101 Speed Building 1 (4 units)
- CRT 102 Speed Building 2 (4 units)
- CRT 103 Speed Building 3 (4 units)
- CRT 104 Speed Building 4 (4 units)
- CRT 105 Speed Building 5 (4 units)
- CRT 106 Speed Building 6 (4 units)
- CRT 107 Speed Building 7 (4 units)
- CRT 108 Speed Building 8 (4 units)
- CRT 109 Speed Building 9 (4 units)
- CRT 110 Speed Building 10 (4 units)
- CRT 111 Speed Building 11 (4 units)
- CRT 112 Speed Building 12 (2 units)

CR COURSE MODULES (14 UNITS)

- MODL 1 Legal Terminology 1 (2 units)
- MODL 2 Legal Terminology 2 (2 units)
- MODM 1 Medical Terminology 1 (2 units)
- MODM 2 Medical Terminology 2 (2 units)
- MODM 3 Medical Terminology 3 (2 units)

- MODC Computer-Aided Transcription 1
(2 units)
- MODC Computer-Aided Transcription 2
(2 units)

To qualify for the CA CSR Examination, the student must complete the following CR Board Requirements:

- Typing certificate at 45 nwpm
- Senior Project, including 50 hours of supervised internship and transcription requirements
- Pass one qualifier examination: 200 wpm, 4-V unfamiliar material, 10 minutes, transcribed at 97.5%

Courses in the Department of Court Reporting

MACHINE STENOGRAPHY

MS 51 Machine Shorthand I Speed & Accuracy (60-80) (4 units)

Prerequisites: Completion of MS 152 and MS 153, with a grade of B or higher or completion of a theory course; typing certificate at 30 nwpm.

This course provides for the speed development of the student's skills to 80 wpm, through use of live dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in readback of notes. Included in this class are two-voice dictation and tests. Students are expected to pass their 50 wpm machine speed level during the first quarter of MS 51. Concurrent enrollment in MS 155 is required.

MS 61 Machine Shorthand II Speed & Accuracy (100-120) (4 units)

Prerequisites: Completion of MS 51, MS 155 or certificate at 80 wpm; completion of five hours of court observation required prior to the 120 wpm level.

This course provides for speed development to 120 wpm through use of live dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in readback of notes. Included in this class are two-voice dictation and tests. Concurrent enrollment in MS 160 is recommended.

MS 150 Machine Shorthand Theory I (4 units)

Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 151 and CR 120. Students currently on academic probation are not allowed to enroll in MS 150.

This course is designed to give the student an understanding of the concepts of conflict-free, realtime theory and the application of the principles of phonetics with an introduction to writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to develop dexterity. Students must achieve a final grade of B or higher in order to advance to MS 152 and MS 153.

MS 151 Beginning Shorthand Practice I (4 units)

Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 150 and CR 120. Students currently on academic probation are not allowed to enroll in MS 151.

This course provides for the development of machine technique through writing practice and application of theory principles from dictation, drills, and exercises stressing accuracy of notes. Instruction on reading of shorthand notes and application of realtime principles is included. Students must achieve a final grade of B or higher in order to advance to MS 152 and MS 153.

MS 152 Machine Shorthand Theory II (4 units)

Prerequisites: Typing certificate at 30 nwpm; placement at ENGL 101 level or grade of C or better in ENGL 49; completion of MS 150 and MS 151 with a grade of B or higher; concurrent enrollment in MS 153. Students currently on academic probation are not allowed to enroll in MS 152 or MS 153.

This course is designed to give the student more concepts of conflict-free, realtime theory, building upon MS 150. The student continues to learn the principles of phonetics, writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to enhance finger dexterity. More emphasis will be placed on speed takes and basic transcription skills.

MS 153 Beginning Shorthand Practice II (4 units)

Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; ability to type 30 wpm; completion of MS 150 and MS 151 with a grade of B or higher; concurrent enrollment in MS 152. Students currently on academic probation are not allowed to enroll in MS 152 or MS 153.

This course provides for the continued development of machine technique through writing practice and application of theory principles from dictation, drills, and exercises stressing accuracy of notes. Instruction on reading of shorthand notes is included.

MS 155 Introduction to Requirements (60-80) (4 units)

Prerequisites: Completion of MS 152 and MS 153 with a final grade of B or higher or completion of a theory course; typing certificate (5-minute) at 30 nwpm.

This course develops the student's writing skill to 80 wpm through reinforcement of theory concepts and introduction of additional writing principles. Instruction in transcribing skills and readback of notes is included along with introduction to legal, literary, and medical material. Included in this class are two-voice dictation and tests. Students are expected to pass their 50 wpm machine speed level during the first quarter of MS 155. Concurrent enrollment in MS 51 is required.

MS 160 Legal/Technical Requirements (100-120) (4 units)

Prerequisites: Completion of MS 51, MS 155 or certificate at 80 wpm; completion of five hours of court observation required prior to the 120 wpm level.

Student is introduced to legal and technical material with instruction on transcription skills, application of spelling, punctuation, grammar principles, and the use of reference materials to produce accurate transcripts. The course is designed to develop the student's knowledge of legal and specialized vocabularies and to increase writing proficiency to 120 wpm. Introduction to three-voice transcripts is included in this course. Concurrent enrollment in MS 61 is recommended.

COURT REPORTING

CR 49 CSR Prep Seminar (No units or grade awarded; ineligible for refund upon withdrawal)

Prerequisites: Completion of CR 71, CR 270 or certificate at 200 wpm; completion of CRBC minimum curriculum, proficiency, and application requirements to qualify for the CA CSR Examination. Students who have not passed a 200 four-voice test may be required to do so prior to entrance into qualifiers.

This seminar provides preparation for the CSR and RPR examinations and also serves as a review for certified and out-of-state reporters and previous CSR examinees. Students may

attend dictation classes, sit for qualifying examinations (if prerequisites are met), and utilize lab facilities and other University resources.

CR 61 Machine Shorthand III Speed & Accuracy (140-160) (4 units)

Prerequisites: Completion of MS 61, MS 160, or a certificate at 120 wpm; completion of 45 nwpm typing certificate (5-minute) prior to 140.

This course provides for speed development to 160 wpm through live dictation of drills and exercises to build endurance and confidence and for production of conflict-free, accurate notes for realtime applications. Two-voice dictation and tests are included in this class. Concurrent enrollment in CR 260, CR 262 is recommended.

CR 71 Machine Shorthand IV Speed & Accuracy (180-200) (4 units)

Prerequisites: Completion of CR 61, CR 260, or certificate at 160 wpm; completion of five additional hours of court observation (total of 10 hours of observation).

The purpose of this course is continued speed development to 200 wpm through practice of straight-matter and two-voice material, drills, and exercises with an emphasis on endurance, accurate notes, and conflict-free theory. Included in this class are two-voice dictation and tests. NOTE: Additional requirements listed on the Court Reporting Program Requirements course handout must be completed as indicated. Concurrent enrollment in CR 270, CR 262 or CR 272 is recommended.

CR 81 Machine Shorthand V Speed & Accuracy (210+) (2 units)

Prerequisites: Completion of CR 71, CR 270 or CR 272, or certificate at 200 wpm.

This course continues to build the student's proficiency through dictation of straight-matter and two-voice material at speeds up to 240 wpm and is designed as preparation for the national RPR and RMR examinations and the CSR examination.

CR 91 Registered Professional Reporter Prep (210+) (2 units)

Prerequisites: Completion of CR 71, CR 270 or CR 272, or certificate at 200 wpm.

This course continues to build the student's proficiency through dictation of straight-matter and two-voice material at speeds up to 240 wpm and is designed as a preparation for the national RPR and RMR examinations. Weekly test prep study packets are included in this course.

CR 120 Introduction to Court Reporting (4 units)

Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 150 and MS 151. Students currently on academic probation are not allowed to enroll in CR 120.

This course is designed to give the beginning student an overview of a reporting career and an understanding of the demands and expectations of the profession. Official and freelance reporting is discussed. Other topics include the functions and requirements of the State Board, the process for certification as a CSR, state examination procedures, technological

developments such as CAT (computer-aided transcription) and realtime applications, and alternate career options.

CR 240 Special Topics (1-4 units) May be repeated for a maximum of 8 units.

Prerequisite: Approval of academic advisor.

Topics approved by the academic advisor offer students a specialized course in a specific area of court reporting and realtime applications, giving students the opportunity for in-depth and concentrated study of particular issues.

CR 260 Medical/Literary Requirements (140-160) (4 units)

Prerequisites: Completion of MS 61, MS 160 or certificate at 120 wpm; completion of 45 nwpm typing certificate (5-minute) prior to 140.

The purpose of this course is to expand the student's comprehension of specialized vocabularies with a concentration on medical and literary topics with increased density and complexity of material to develop the ability to conceptualize and apply English skills for instantaneous translation and realtime applications. The student is required to utilize resources to produce accurate, verbatim transcripts. Multi-voice (3V and 4V) requirement transcripts are included in this course. Concurrent enrollment in CR 61, CR 262 is recommended.

CR 262 Deposition Reporting – 3V (140-160) (4 units)

Prerequisites: Completion of MS 61, MS 160, or a certificate at 120 wpm; completion of 45 nwpm typing certificate (5-minute) prior to 140.

This course concentrates on deposition reporting to develop the student's proficiency to 160 wpm in multi-voice dictation through the presentation of actual deposition and administrative hearing proceedings. The course includes instruction in deposition procedures and transcript format. The student is expected to produce professional transcripts utilizing English and vocabulary skills, reference materials and adherence CA Court Reporter's Board Minimum Transcript Format standards (MTFS) @

<http://www.courtreportersboard.ca.gov/lawsregs/mtfs.pdf>

Students are to begin the self-paced lab project, completing *The Court Reporter's Handbook and Guide for Realtime Writers* at 140. Completion of the Writing Across the Curriculum research paper is required prior to advancing out of CR 262. Concurrent enrollment in CR 61, CR 260 is recommended.

CR 270 Professional Requirements (180-200) (4 units)

Prerequisites: Completion of CR 61, CR 260, or certificate at 160 wpm; completion of five additional hours of court observation (total of 10 hours of observation).

This course offers an extensive variety of material to broaden the student's knowledge and comprehension and to develop writing proficiency to 200 wpm. The course integrates complex topics similar to those which may be encountered during captioning or interpreting as well as conventions and legal proceedings. The student is required to demonstrate competency in vocabulary and English skills and in the use of resources in the production of professional transcripts and completion of weekly test preparation study packets. Included in this class are

two-voice dictation and tests. Note: Additional requirements listed on the Court Reporting Program Requirements course handout must be completed as indicated. Concurrent enrollment in CR 71, CR 262 or CR 272 is recommended.

CR 272 Court Reporting – 4V (180-200) (4 units)

Prerequisites: Completion of CR 262 or certificate at 160 (in 3V); completion of five additional hours of court observation (total of 10 hours of observation); completion of the Writing Across the Curriculum research paper.

This course prepares the student for official reporting through the presentation of four-voice material from court and deposition proceedings to build proficiency to 200 wpm. The course includes instruction on courtroom procedures and terminology, the use of legal and general reference material, and the simulation of actual court proceedings. Transcript assignments **must meet the standards of the Court Reporter's Board Minimum Transcript Format standards (MTFS)** @ <http://www.courtreportersboard.ca.gov/lawsregs/mtfs.pdf> along with those required of working professionals. Note: Additional requirements listed on the Court Reporting Program Requirements course handout must be completed as indicated. Concurrent enrollment in CR 71, CR 270 is recommended.

CR 282 Advanced Court Reporting/Multi-voice (4 units)

Prerequisites: Completion of CR 71, CR 270 or CR 272 or certificate at 200 (in 4V) or state CSR licensure.

The purpose of this course is to prepare the student to sit for the California CSR examination by offering four-voice dictation at speeds up to 225 wpm. The course includes reporting procedures and terminology, required use of library resources, and the preparation of professional transcripts. Qualifying examinations required by the CA Court Reporters Board are integrated into the course. A senior project including 50 hours of internship, transcription, and additional requirements as shown on the course qualifier checklist must be completed prior to sitting for qualifier examinations. Note: Refer to the Court Reporting Program Requirements handout for all prerequisites for qualifier examinations.

CR 290 Professional Practice and Ethics (4 units)

Prerequisite: CR 262 or approval of advisor.

This capstone course is designed to give the student a thorough understanding of the working world of the reporter through a study of California codes and statutes relating to the profession, court and deposition procedures, professional practices, standards, and ethics. The course also includes a survey of state and federal legal systems, court personnel, legal citations, and skills including job search, interview techniques, and resume writing. Students must earn a grade of C or better to pass this course.

COMPUTER-AIDED TRANSCRIPTION

CAT 101 Introduction to Captioning (4 units)

Prerequisites: ENGL 101; approval of advisor.

This course provides an introduction to captioning for the hard of hearing and deaf. The student will learn basic sign language skills and have some exposure to the deaf culture. Emphasis is placed on realtime dictionary development through basic dictation and editing. The student will also receive a basic understanding of ethics involved with captioning. This is not a speed building course.

CAT 102 Advanced Captioning (4 units)

Prerequisites: CAT 101; approval of advisor.

This course provides in-depth instruction on the deaf culture, including study of the Americans with Disabilities Act (ADA), off-campus realtime writing experience, sign language skills, captioning ethics, and advanced dictation and vocabulary/dictionary building. This is not a speed-building course.

CAT 164 Computer-aided Transcription (4 units)

Prerequisite: Completion of MS 61 or certificate at 120 wpm; approval of advisor.

This course provides instruction in computer-aided transcription software for court reporting applications, realtime writing, realtime connectivity, and computer terminology. The student refines the realtime dictionary for use with basic editing and printing techniques to produce computer-generated transcripts in compliance with the CA Court Reporters Board Minimum Transcript Format Standard (MTFS) and to develop realtime proficiency. Students must earn a grade of C or better to pass this course.

CAT 199/299 Independent Study (2 units) May be repeated for a maximum of 4 units.

Prerequisites: Completion of CR 61, CR 260, CR 262 or certificate at 160; CAT 164; approval of advisor.

Under the guidance of a court reporting instructor, students develop special projects which utilize and enhance realtime and CAT competency by more effectively incorporating computer strategies in areas related to course of study or field of interest.

CAT 265 Realtime Practicum (4 units) May be repeated for a maximum of 8 units.

Prerequisites: Completion of CR 61, CR 260, CR 262 or certificate at 160; CAT 164; approval of advisor.

In this independent-study course, the student is provided with opportunities to increase realtime competence by completing specific assignments utilizing available software options. The student will utilize a laptop computer to gain realtime experience through visitation to academic classes, deposition and court sessions, government proceedings, and public meetings. Computer knowledge and competency are enhanced by application of advanced strategies and management of software and hardware resources.

COURT REPORTING PROGRAM REQUIREMENTS

The following requirements are in addition to the prerequisites listed under the course descriptions section of the catalog.

Prerequisite to Theory (MS 150, MS 151, CR 120): Students must place at the ENGL 101 level or pass ENGL 49; a 30 NWPM (5-minute) typing speed certificate is required; students currently on academic probation are not allowed to register for MS 150, MS 151, or CR 120. Students must have a steno machine, tripod, and steno paper on the first day of class.

Speed	Number Required And %	Prerequisites For Each Level
60 - 80*	1 @ 98% 2 @ 97.5% (minimum) Any combination allowed	Prior to 60-80 class: <ul style="list-style-type: none"> Students must complete theory classes MS 150, MS 151, MS 152, and MS 153 with a grade of B or better
100 - 120*	1 @ 98% 2 @ 97.5% (minimum) Only 1 JC allowed at each speed	Prior to 120: <ul style="list-style-type: none"> 5 hours of court observation Prior to 140: <ul style="list-style-type: none"> 45 NWPM typing (5-minute) certificate
140 - 160*	1 @ 98% 2 @ 97.5% (minimum) Only 1 JC allowed at each speed	Prior to 180: <ul style="list-style-type: none"> 5 additional hours of court observation Note: Students may use a 5-min segment of a 3V take as fulfillment of a pass required in the S/A or Requirements classes.
180 - 200*	1 @ 98% 2 @ 97.5% (minimum) Only 1 JC allowed at each speed	Prior to 210: <ul style="list-style-type: none"> Legal Terminology, self-paced; tests completed in lab @ 80%
3V	140 (2 req'd) @ 97.5% minimum 160 (2 req'd) @ 97.5% minimum	140 & 160: <ul style="list-style-type: none"> 1 of 2 passes required may be 2, 5-minute takes. The 10-minute take at each speed must be a "timed take" (transcribed in the lab within 3 hours). Prior to 180 M/V: <ul style="list-style-type: none"> Writing Across the Curriculum Research Paper (HU Req) @ 180-200 MV: CRBC Handbook, Tests completed in lab @ 80%
4V	180 (2 req'd) @ 97.5% minimum 200 (2 req'd) @ 97.5% minimum	180 & 200: <ul style="list-style-type: none"> One take at each speed must be a "timed take" (transcribed in the lab within 3 hours)
QUALIFIER	1, 10-minute 200 4V @ 97.5% Students must transcribe all qualifiers until one is passed.	Prior to Qualifiers: (completion of qualifier checklist) <ul style="list-style-type: none"> Senior Project w/40 hours internship & transcription (as indicated in handout) English Challenge Tests - must pass in library @ 85% CAT 164 – Completion of Computer Aided Transcription class. Completion of CRBC-mandated academics and requirements.

*One of the three required takes at each speed must be from a take dictated and transcribed on campus. Please refer to course syllabi for additional prerequisites that may be required.

ONLINE CR MACHINE CLASSES/MODULES

THY 101 Beginning Theory 1 (6 units)

Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; typing proficiency at 30 nwpm. Students currently on academic probation are not allowed to enroll in THY 101.

This course is designed to give the student an understanding of the concepts of a computer-compatible, conflict-free realtime theory and the application of the principles of phonetics with an introduction to writing words, phrases, and abbreviations on the stenotype machine with emphasis on producing accurate translation. Instruction on reading shorthand notes is included. Introduction to transcription of steno notes and electronic delivery is included. The student must achieve a final course grade of C or higher to advance to THY 102.

THY 102 Intermediate Theory (6 units)

Prerequisites: Completion of THY 101 with a grade of C or better or approval of instructor.

This course is designed to give the student additional concepts of a computer-compatible, conflict-free, realtime theory, building upon THY 101. The student continues to learn the principles of phonetics, writing words, phrases, and abbreviations on the stenotype machine. Principles of conflict resolution, punctuation techniques, producing numbers in words and numerals, and reading of shorthand notes will be included.

THY 103 Advanced Theory/Beginning Speed Building (6 units)

Prerequisites: Completion of THY 102 with a grade of C or better or approval of instructor.

This course is designed to give the student additional concepts of a computer-compatible, conflict-free, realtime theory, building upon THY 101 and 102. The student continues to learn the principles of phonetics, writing words, phrases, and abbreviations on the stenotype machine. Principles of advanced numbers, creating question-and-answer formats, word boundary solutions, and reading of shorthand notes will be included. Emphasis will be placed on speedbuilding and testing along with basic transcription skills.

CRT 101 Speed Building 1 (4 units)

Prerequisites: Completion of THY 103 with a grade of C or better or completion of approved machine theory with a grade of C or better.

This course provides for speed development (60-80 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions.

CRT 102 Speed Building 2 (4 units)

Prerequisites: Completion of CRT 101 or approval of instructor.

This course provides for speed development (80-100 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of

material, and will include live readback and class discussions. Completion of five hours of court observation along with written summaries are required prior to advancing out of 100 speed level.

CRT 103 Speed Building 3 (4 units)

Prerequisites: Completion of CRT 102 or approval of instructor. Completion of five hours of court observation along with written summaries.

This course provides for speed development (100-120 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions.

CRT 104 Speed Building 4 (4 units)

Prerequisites: Completion of CRT 103 or approval of instructor.

This course provides for speed development (120-140 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions.

CRT 105 Speed Building 5 (4 units)

Prerequisites: Completion of CRT 104 or approval of instructor.

This course provides for speed development (120-140 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Introduction to 4-voice dictation speaker identifications is included.

CRT 106 Speed Building 6 (4 units)

Prerequisites: Completion of CRT 105 or approval on instructor.

This course provides for speed development (140-160 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Introduction to 4-voice dictation testing and transcription is included.

CRT 107 Speed Building 7 (4 units)

Prerequisites: Completion of CRT 106 or approval on instructor.

This course provides for speed development (140-160 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Instruction on 4-voice dictation testing and transcription is included. Completion of an additional five hours of court observation along with written summaries are required prior to advancing out of 160 speed level.

CRT 108 Speed Building 8 (4 units)

Prerequisites: Completion of CRT 107 or approval on instructor. Completion of an additional five hours of court observation along with written summaries.

This course provides for speed development (160-180 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Instruction on 4-voice dictation testing and transcription is included.

CRT 109 Speed Building 9 (4 units)

Prerequisites: Completion of CRT 108 or approval on instructor.

This course provides for speed development (160-180 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Instruction on 4-voice dictation testing and transcription is included.

CRT 110 Speed Building 10 (4 units)

Prerequisites: Completion of CRT 109 or approval on instructor.

This course provides for speed development (180-200 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Instruction on 4-voice dictation testing and transcription continues.

CRT 111 Speed Building 11 (4 units)

Prerequisites: Completion of CRT 110 or approval on instructor.

This course provides for speed development (180-200 wpm) through the use of online dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in read back of steno notes. Synchronous classes will include the same type of material, and will include live readback and class discussions. Instruction on 4-voice dictation testing and transcription continues.

CRT 112 Speed Building 12 (2 units)

Prerequisites: Completion of CRT 111 or approval on instructor. Completion of Qualifier Requirements checklist. Transfer students accepted upon approval of the department chair.

This course provides the opportunity for students to pass a qualifier exam as required by the CRBC to become eligible to sit for the CA CSR Examination.

MODL 1 Legal Terminology (2 units)

Prerequisites: College-level reading and writing. Concurrent enrollment in a CRT speed building class and approval of instructor.

This course is designed to give the student a background in basic legal terminology. Chapters 1-20 are included in this module and include terms in context related to legal systems and procedure, constitutional and criminal law, torts, and contracts. Students who successfully complete this course will be able to correctly spell, pronounce, define and understand common legal terms and their usage in the legal field, depositions, and courtrooms.

MODL 2 Legal Terminology 2 (2 units)

Prerequisites: College-level reading and writing. Completion of MODL 1 module. Concurrent enrollment in a CRT speed building class and approval of instructor.

This course is designed to complete the student's background in basic legal terminology. Chapters 21-40 are included in this module and include terms in context related to personal property, wills and estates, real property, family law, business organizations and bankruptcy. Students who successfully complete this course will be able to correctly spell, pronounce, define and understand common legal terms and their usage in the legal field, depositions, and courtrooms.

MODM 1 Medical Terminology 1 (2 units)

Prerequisites: College-level reading and writing. Concurrent enrollment in a CRT speed building class and approval of instructor.

This course is a study of the roots, suffixes, and structure of medical terminology. This course develops basic medical vocabulary and the ability to use and understand medical terms. Students will learn word parts, prefixes, suffixes, the human body in health and disease, and the integumentary system.

MODM 2 Medical Terminology 2 (2 units)

Prerequisites: College-level reading and writing. Completion of MODM 1 with a grade of C or better. Concurrent enrollment in a CRT speed building class and approval of instructor.

This course develops basic medical vocabulary and the ability to use and understand medical terms. Students will learn about the skeletal and muscular systems including blood, the lymphatic system, and immunology; the cardiovascular system; respiratory system; and digestive system.

MODM 3 Medical Terminology 3 (2 units)

Prerequisites: College-level reading and writing. Completion of MODM 2 with a grade of C or better. Concurrent enrollment in a CRT speed building class and approval of instructor.

This course develops basic medical vocabulary and the ability to use and understand medical terms. Students will learn about the urinary system; the reproductive system and obstetrics; the nervous system and mental health; the special senses of sight and hearing; and the endocrine system.

MODC Computer-Aided Transcription 1 (2 units)

Prerequisites: Completion of 100 speed level or approval of instructor.

This course provides instruction in computer-aided transcription software for court reporting applications, realtime writing, realtime connectivity, and computer terminology. The student refines the realtime dictionary for use with basic editing and printing techniques to produce computer-generated transcripts in compliance with the CA Court Reporters Board Minimum Transcript Format Standard (MTFS) and to develop realtime proficiency. Students are required to earn a grade of C or better to pass this course.

MODC Computer-Aided Transcription 2 (2 units)

Prerequisites: Completion of 160 speed level or approval of instructor. Completion of MODC 1 with a grade of C or better.

This course provides advanced instruction in computer-aided transcription software for court reporting applications. Students learn advanced features of the Case CATalyst software that go beyond basic transcript production, including indexing, keyboard maps, macros, and compress print. Also included are advanced features of Finish 'em, Send 'em e-mail, and importing and exporting using different formats. Adherence to the CA Court Reporters Board MTFS standards is mandatory.

Department of Liberal Arts

The Department offers a Bachelor of Arts in Liberal Studies, a Bachelor of Science in Community Studies, and an Associate in Arts in Liberal Studies. A minor in Community Studies is also offered in conjunction with a bachelor's degree other than Community Studies. In addition to the courses required for its degrees, the Department also offers additional liberal arts courses used by other departments to meet their general education requirements.

Bachelor of Arts in Liberal Studies (181 Units)

The Bachelor of Arts in Liberal Studies is designed to provide graduates with a well-rounded education in communications, humanities, social and behavioral sciences, mathematics, and natural sciences. The faculty designed the degree with aspiring elementary school teachers in mind. The Bachelor of Arts in Liberal Studies, therefore, prepares graduates to be successful in pursuit of a California teaching credential, including the multiple subject credential offered at the University. Since the degree imparts breadth in its scope of subjects, graduates are provided with a liberal studies foundation that affords them the opportunity to thrive in a variety of careers requiring a bachelor's degree as a requisite for advancement in business or education. The degree also prepares students for graduate programs in education, liberal studies, and law.

A Humphreys University graduate with a baccalaureate in liberal studies will be able to demonstrate the following Program Learning Outcomes:

- **Communications:** The ability to state clearly and support with evidence well-reasoned positions through concise and proper use of the English language as delivered in logically organized and MLA-formatted written and oral presentations reflecting a keen sense of audience needs and expectations relevant to the rhetorical context.
- **Humanities:** The ability to identify the common and divergent artistic, philosophical, and religious expressions of world societies; recognize these expressions as cultural products of their times with an emphasis on literature as that product; and understand how these expressions have been historically used. Facility to reflect, conduct research, synthesize, and critically approach the humanities.
- **Social and Behavioral Sciences:** A national and global understanding of the interrelationships of individual and social forces that have given rise to political, social, and individual developments and of how these forces and developments affect the direction of humanity on both the individual and social levels. Intellectual capacity in depth of knowledge and synthesis in the areas of social and behavioral sciences.
- **Natural Science:** An understanding of the scope, terminology, methodology, and applications of the natural sciences and the benefits and risks of the interaction between humans and nature.
- **Mathematics:** The ability to use and represent properly mathematical processes—operations, numbers, formulas—in order to solve increasingly sophisticated arithmetic, geometric, and algebraic problems, and to generalize these processes for use in solving applied problems that pertain to other academic disciplines or professional uses.
- **Critical Thinking:** The ability to think critically and to use research techniques and methods as part of the habit of life-long learning.

BACHELOR OF ARTS IN LIBERAL STUDIES (181 UNITS)

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- Select one of the following:
 - ENGL 201 Report Writing
 - ENGL 202 Critical Thinking and Writing

HUMANITIES (44 UNITS)

- LIT 101 Introduction to Literature
- AM 101 Art & Music Appreciation
- PHIL 101 Introduction to Philosophy
- REL 101 Great Religions of the World
- Foreign Language (8 units)
- Upper-Division Literature Course
- Upper-Division Humanities Electives (16 units)

MATH AND SCIENCE (13 UNITS)

- MATH 100 College Math
- Science elective with lab or SCI 110 Physical Science
- Math or Science Elective

SOCIAL AND BEHAVIORAL SCIENCES (48 UNITS)

- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Select one of the following:
 - GEOG 101 World Geography
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II

- HIST 112 History of Western Civilization III

- HIST 120 Modern Asian History

- PS 101 American Institutions
- PS 105 Modern World Issues
- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
- PSY 101 Introductory Psychology
- SOC 100 Interpersonal Communication
- SOC 101 Introduction to Sociology
- Select one of the following:
 - ECON 201 Intermediate Economics
 - HIST 201 American Immigrant Experience
 - HIST 210 The Supreme Court in American Life
 - PS 205 International Relations
 - PS 210 Mass Media and Society
 - PS 220 The American Presidency
 - SOSOC 202 A Critical Study of World Cinema
 - SOSOC 290 Special Topics
- Upper-Division Social and Behavioral Sciences Electives (12 units)

TECHNOLOGY (4 UNITS)

- MGT 160 Computer Applications

FREE ELECTIVES (52 UNITS)

ALL UNITS MUST BE COLLEGE-LEVEL

- Minimum of Upper-Division Free-Elective Units (20 units)
- Lower- and/or Upper-Division Free-Elective Units (32 units)

Community Studies

The Community Studies Program is a course of study based in the field of sociology and behavioral sciences yet focused on the topic of community and its place in modern American society. While there is a permanent set of courses organized within Community Studies, only a handful are required by the CS major, the many others covering special topics that focus on modern American society and may be of interest to major and non-major alike. Most students in the Program have chosen areas of emphasis such as business, law, criminology, or education, indicating their field of choice upon graduation while preferring a major that allows a broad range of study and freedom of individual growth. Students are encouraged to connect their degree plans to their area of employment or a possible graduate program. At its heart the Community Studies Program is liberal in its emphasis on a well-rounded set of courses that educate the mind without a prescribed approach. If there was any one phrase that best encapsulates the Program, it would be, “The future is your own. Own it here.”

Program affiliations include

- Member of the American Sociological Association
- Pacific Sociological Association

Bachelor of Science in Community Studies (181 Units)

Community Studies Program Learning Outcomes (PLOs):

- An awareness of the social processes and structures that make up a modern America. Specific emphasis will be placed on the social institutions that influence our lives and the importance that the concept of community has in the future of our society on a local and a national level.
- A working knowledge of the vital role of research design, ethical application, practical implementation, and presentation as a catalyst for changing and sustaining social institutions. Scientific research methods with application to all fields of social and behavioral science will be covered, culminating in real-world research on areas of local and national importance.
- Applied experience and reflection of the inner-**workings of service providers in our/the student's own local community** with additional focus on employment opportunities for graduates as well as **potential employer's needs**. Students will be required to participate within the real world of social and human services, using their experiences to add depth of understanding to other courses within the Program as well as help them understand future career goals.
- An understanding of the dynamic interrelationships of social science, human services, education, law, and business as they applied within local community institutions. The strengths of Humphreys University and the social and employment needs of the local community are immediately compatible with the Community Studies Program. Students will exit these required courses with a better understanding of important social dynamics that exist apart from yet impact upon the human services.
- A sense of empathy and understanding of for the human condition in the study and practice of the behavioral sciences. Critical thought and the ability to question, explore, understand, and explain social facts on both the personal and institutional level. Inter-disciplinary application of core concepts supported through a variety of possible study emphases and cross-curriculum requirements for the CS major.

BACHELOR OF SCIENCE IN COMMUNITY STUDIES (181 UNITS)

GENERAL EDUCATION
REQUIREMENTS
(73 UNITS)

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- Select one of the following:
 - ENGL 201 Report Writing
 - ENGL 202 Critical Thinking and Writing

SOCIAL AND BEHAVIORAL SCIENCES
(20 UNITS)

- PS 101 American Institutions
- SOC 100 Interpersonal Communication
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Select one of the following:
 - GEOG 101 World Geography
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
- Select one of the following:
 - PS 205 International Relations
 - PS 210 Mass Media and Society
 - PS 220 The American Presidency
 - HIST 201 American Immigrant Experience
 - HIST 210 The Supreme Court in American Life

- ECON 201 Intermediate Economics
- SOSOC 290 Special Topics

HUMANITIES (20 UNITS)

- LIT 101 Introduction to Literature
- PHIL 101 Introduction to Philosophy
- Select one of the following:
 - LIT 201 Masterpieces of World Literature
 - LIT 202 Major Figures of American Literature
 - LIT 203 California Literature
 - LIT 204 Shakespeare
 - LIT 205 Literature of the Ancient World
 - LIT 206 Masterpieces of British Literature
 - HUM 201 Biographies
 - HUM 202 A Critical Study of World Cinema
 - HUM 290 Special Topics
- Humanities Electives (8 units)

MATH & SCIENCE (13 UNITS)

- Science Elective with lab or SCI 110 Physical Science
- MATH 101 College Algebra
- Math or Science Elective

MAJOR COURSEWORK
(76 UNITS)

28 MUST BE UPPER-DIVISION

COMMUNITY STUDIES (24 UNITS)

- CS 101 Introduction to Community Studies
- CS 201 Social Research Methods
- CS 210 Proposal Writing/Data Analysis
- CS 220 Community Studies Colloquium
- CS 295 Internship
- CS 295 Internship

**SOCIAL AND BEHAVIORAL SCIENCES
(12 UNITS)**

- SOC 101 Introduction to Sociology
- PSY 101 Introductory Psychology
- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II

LEGAL STUDIES (MINIMUM 8 UNITS)

- LEGA 101 Introduction to the Legal System
- Select one of the following:
 - LEGA 204 Criminal Law
 - LEGA 216 Family Law
 - LEGA 217 Administrative Law
 - LEGA 218 Workers' Compensation

**BUSINESS MANAGEMENT
(MINIMUM 8 UNITS)**

- Select two of the following:
 - MGT 105 Business Management
 - MGT 120 Business Law
 - MGT 140 Supervisory Management
 - MGT 215 Public Relations
 - MGT 220 Organizational Behavior
 - MGT 230 Human Resources Management
 - MGT 270 Financial Management
 - ACCT 101 Accounting I
 - ACCT 102 Accounting II

MAJOR ELECTIVES (24 UNITS)

Select from courses in the following subject areas: Business, Legal Studies, Criminal Justice, Early Childhood Education, Community Studies, Social and Behavioral Sciences

FREE ELECTIVES (32 UNITS)

Note: All bachelor's degree students must complete a total of 60 upper-division units; therefore, choose all elective courses with this requirement in mind.

MINOR IN COMMUNITY STUDIES (28 UNITS)

A minor in Community Studies is open to any student enrolled in any baccalaureate degree program other than community studies. The fundamental premise of the Community Studies minor is parallel to that of the major: to emphasize the interdependence of the social sciences, management, and law in an integrated community system. The minor offers the student a better understanding of the collaborative process in addressing and resolving community problems. In addition, the minor enables the student majoring in the disciplines of management, education, or law an opportunity to broaden his or her knowledge of the social sciences with the unifying principle of community involvement and public service.

REQUIRED COURSES (16 UNITS)

- CS 101 Introduction to Community Studies
- PSY 101 Introductory Psychology
- SOC 101 Introduction to Sociology
- Select one of the following:
 - LEGA 101 Introduction to the Legal System
 - MGT 105 Business Management

UPPER-DIVISION ELECTIVES (12 UNITS)

- Select from the following:
 - LEGA 204 Criminal Law
 - LEGA 216 Family Law
 - LEGA 217 Administrative Law
 - LEGA 218 Workers' Compensation
 - LEGA 232 Employment Law
 - MGT 215 Public Relations
 - MGT 220 Organizational Behavior
 - MGT 230 Human Resources Management
 - CS 201 Social Research Methods
 - CS 290 Community Planning
 - CS 291 Community Health Analysis
 - CS 292 Human Service Delivery
 - CS 293 Police and Community Relations
 - CS 294 Deviant Behavior
 - CS 295 Community Studies Internship
 - CS 296 Rural Problems and Prospects
 - CS 297 Gerontology
 - CS 298 Social Stratification in American Society
 - CS 299 Special Topics in Community Studies *

* Repeatable with new topic for up to 8 towards the minor.

ASSOCIATE IN ARTS DEGREE IN LIBERAL STUDIES (93 UNITS)

The Associate in Arts degree in Liberal Studies introduces and stimulates intellectual experience in major fields of knowledge and provides a foundation for further and more specialized education either at Humphreys University or at another college or university.

COMMUNICATIONS (16 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 110 Oral Communications
- ENGL 103 Intensive Grammar

HUMANITIES (16 UNITS)

- LIT 101 Introduction to Literature
- AM 101 Art & Music Appreciation
- PHIL 101 Introduction to Philosophy
- REL 101 Great Religions of the World

MATH & SCIENCE (13 UNITS)

- MATH 100 College Math or MATH 101 College Algebra*
- Science elective with lab or SCI 110 Physical Science
- Elective in Math or Science

SOCIAL AND BEHAVIORAL SCIENCES (24 UNITS)

- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III

- Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
- PS 101 American Institutions
- SOC 100 Interpersonal Communication
- Select one of the following:
 - PSY 101 Introductory Psychology
 - SOC 101 Introduction to Sociology
- Select one of the following:
 - GEOG 101 World Geography
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History

TECHNOLOGY (4 UNITS)

- MGT 160 Computer Applications

ELECTIVES (20 UNITS)

- Choose 20 units of college-level courses

*Note: if a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

Courses in the Department of Liberal Arts

Many of the courses in the Liberal Arts Department require that a student be at college level in reading and writing. The following are ways in which a student can demonstrate college-level proficiency in both reading and writing:

A student can demonstrate college-level proficiency in reading and writing by satisfying the following:

- By achieving passing scores on both the University's writing and reading placement examinations or
- By earning a C or higher in both ENGL 49 and PSY 100. Both courses must be taken only at Humphreys University.

COMMUNICATIONS

ENGLISH

Note: A student who is required to take both ENGL 49 and PSY 100 must complete the courses within his/her first two quarters.

ENGL 49 Composition and Reading (4 units)

Prerequisite: Based on scores of both the writing and reading sections of placement examinations. Corequisite: PSY 100

The course is designed to prepare students to enter college-level English composition. The emphasis in the course is writing well-developed paragraphs in an organized essay, improving reading comprehension, and reviewing grammar and usage. The student will produce multiple basic essays, based on research and reading, to demonstrate competency of the learning outcomes.

ENGL 100 The Study of the English Language (4 units)

An intensive study of word structure, elementary semantics, etymology, word analysis, and spelling. Included are Latin, Greek, and English roots and affixes and an introduction to the history of the English language.

ENGL 101 Written Communications (4 units)

Prerequisite: College-level reading and writing.

A directed writing course that develops the student's written communication skills through the critical examination and production of organized and coherent essays and a research paper. Students read and discuss the essays of accomplished writers and use them as examples in the production of their own writing assignments.

ENGL 102 Advanced Written Communications (4 units)

Prerequisite: ENGL 101.

Further directed writing extending the writing skills developed in ENGL 101. Emphasis is placed on logic, critical analysis, and research techniques in the composition of writing assignments that are expected to be more proficient than those produced in ENGL 101.

ENGL 103 Intensive Grammar (4 units)

Prerequisite: College-level reading and writing.

An intensive examination of English grammar. This course is designed to improve the student's communication skills by emphasizing grammar, word usage, conciseness, clarity, punctuation, spelling, and word study.

ENGL 110 Oral Communications (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

The study and practice of oral presentation skills. This course provides individualized experience enabling the student to deal with specific, practical opportunities to present information in front of relatively small groups. The course includes the study of modes of oral communication and methods used to develop and support both informative and argumentative speaking while emphasizing both analytical and critical thinking in oral expression.

ENGL 120 Medical Terminology I (4 units)

Prerequisite: College-level reading and writing.

A study of the roots, affixes, and structure of medical terminology. The course develops basic medical vocabulary and the ability to use and understand medical terms. Students study diagnostic, systematic, and operative terms as well as abbreviations and symbols.

ENGL 121 Medical Terminology II (4 units)

Prerequisite: ENGL 120.

A continuation of ENGL 120 Medical Terminology I. Students study additional topics such as cancer medicine; pharmacology; radiology, nuclear medicine and radiation therapy; psychiatry; and the endocrine system.

ENGL 201 Report Writing (4 units)

Prerequisites: ENGL 101, ENGL 102 or ENGL 103.

Analysis and production of the organization, style, and format of both technical and non-technical reports. Students engage in the preparation of informal and formal reports often directly related to the student's field of professional or educational interest.

ENGL 202 Critical Thinking and Writing (4 units)

Prerequisites: ENGL 102, ENGL 103, ENGL 110.

An advanced writing course emphasizing research and critical thinking as the foundation for defensible, well-written argumentative essays. Students will advance their understanding of audience, research strategies, and documentation.

ENGL 210 Advanced Oral Communications (4 units)

Prerequisites: ENGL 110, ENGL 102.

This course is designed to provide the student with advanced skills and techniques to refine style, delivery, choice of materials, and methods of organization for public speaking with a focus on persuasive speaking, including argumentation and debate.

HUMANITIES**AM 101 Art and Music Appreciation (4 units)**

A course designed to increase the student's appreciation of the great masterpieces of art and music through lecture, films, and recordings. Consideration is given to the historical setting as well as the significance of art and music as interrelated expressions of Western culture.

HUM 201 Biographies: Great Figures in the Humanities (4 units)

Prerequisites: ENGL 101, one humanities course.

An in-depth study of select figures in the humanities. Students study biographies and important works of great men and women who have profoundly influenced history with significant contributions in the humanities, including art, music, literature, philosophy, and religion.

HUM202 A Critical Study of World Cinema (4 units)

Prerequisite: ENGL 102.

This course is a critical exploration of film as a comparative art form used to exemplify the human experiences. Students will comprehensively examine genre, formal composition, and critical perspectives. A history and screening of cinema, both international and domestic, will be included.

HUM 290 Special Topics (1-4 units) (repeatable with new topic for up to 8 units)

Prerequisite: ENGL 101 and others determined by the Liberal Arts faculty.

An intensive study in communications and/or the humanities from a critical perspective.

HUM 299 Directed Study (1-4 units) (repeatable with new topic for up to 8 units)

Prerequisites: ENGL 101, upper-division standing with CGPA 3.25 or better and approval of instructor and academic chair.

Designed to enhance and build on present curriculum in the humanities with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

PHIL 101 Introduction to Philosophy (4 units)

Prerequisite: ENGL 101.

An introduction to philosophy by study of the works of ancient and modern philosophers, concentrating on questions of morality and ethical conduct, reality, knowledge, religion, politics, and science. The course infuses both analytical and critical thinking in the discussion and study of the sources.

REL 101 Great Religions of the World (4 units)

Prerequisite: ENGL 101.

A study of the history and basic principles of the world's major religions. Students study Judaism, Christianity, Buddhism, Islam, Hinduism, and the Confucian school of philosophy. The importance and significance of religion and the continuous influence on humanity provide the backdrop for this study.

LITERATURE

LIT 101 Introduction to Literature (4 units)

Prerequisite: ENGL 101.

An introduction to and survey of fiction, poetry, and drama. Students learn to read, analyze, discuss, and write about literature. Students are introduced to the perspectives of various literary criticism theories as applied to the works of many well-known writers.

LIT 201 Masterpieces of World Literature (4 units)

Prerequisite: LIT 101 or ENGL 102.

A study of several well-known masterpieces of world literature. Students synthesize the knowledge and critical reading and writing strategies learned in previous courses to embark on in-depth analyses of world literature.

LIT 202 Major Figures of American Literature (4 units)

Prerequisite: LIT 101 or ENGL 102.

An intense study of the major authors and their works in American literature from the Colonial Period to modern times. Students synthesize the knowledge and critical reading and writing strategies learned in previous courses to examine in-depth the writings of America's major authors.

LIT 203 California Literature (4 units)

Prerequisite: LIT 101 or ENGL 102.

A concentrated, thematic study of California literature, focusing on authors from and works about the Central Valley. This course offers a selection of writers from diverse ethnic, cultural, and socioeconomic backgrounds.

LIT 204 Shakespeare (4 units)

Prerequisite: LIT 101 or ENGL 102.

A critical study of the dramatist, his plays, his poetry, the Elizabethan theater, and the historical period. Applying their literary skills, students focus their efforts on the study of Shakespeare's works.

LIT 205 Literature of the Ancient World (4 units)

Prerequisite: LIT101 or ENGL102.

A critical study of literature from the Greeks and Romans with emphasis on mythology and other major works as well as the impact of these classical cultures on both our civilization and contemporary times.

LIT 206 Masterpieces of British Literature (4 units)

Prerequisite: LIT 101 or ENGL 102.

An intense study of British authors with a selection of their major works in poetry, drama, prose fiction and nonfiction from the medieval to the modern.

SPANISH

SPAN 101 Elementary Spanish I (4 units)

Prerequisite: College-level reading and writing.

An introduction to the Spanish language and Hispanic cultures. The following language skills are emphasized: listening, speaking, reading, and writing.

SPAN 102 Elementary Spanish II (4 units)

Prerequisite: SPAN 101.

An extension of the study of the Spanish language and Hispanic cultures. The following language skills are emphasized: listening, speaking, reading, and writing.

SPAN 201 Intermediate Spanish (4 units)

Prerequisite: SPAN 102.

This course continues the study of the Spanish language and Hispanic cultures with some work in advanced grammar concepts. Reading, writing, and Hispanic literature will be emphasized.

MATHEMATICS

Note: A student who needs MATH 40, MATH 48, and/or MATH 49 must complete the course(s) within his/her first three quarters with a C or better. A student whose degree plan requires only MATH 100 must complete MATH 40 within his/her first three quarters with a C or better. Prior to beginning the math sequence, students should seek counseling from their faculty advisors for proper placement.

MATH 40 Basic Mathematics (4 units)

Prerequisite: Based on score of numerical section of entrance examination.

A review of the number system and operations of numbers. Fundamentals of addition, subtraction, multiplication, division, fractions, decimals and percentages are stressed by application; practical applications of arithmetic are used for illustrations of principles, introduction to elementary algebra and geometry.

MATH 48 Introductory Algebra (4 units)

Prerequisite: MATH 40 with a C or better; or passing score on numerical section of entrance examination.

An introduction to algebraic concepts. Topics to be discussed include the number system and the properties of real numbers, solving linear equations and inequalities in one variable, graphs and linear equations, systems of equations in two and three variables, polynomials and exponents, and an introduction to factoring.

MATH 49 Intermediate Algebra (4 units)

Prerequisite: MATH 48 with a C or better; or passing score on elementary algebra section of entrance examination.

A continuation and more advanced treatment of algebraic concepts. Topics to be discussed include an in-depth exploration of factoring, rational expressions, functions, roots and radicals, the quadratic formula and quadratic equations, and sequences and series.

MATH 100 College Math (4 units)

Prerequisite: MATH 40 with a C or better; or passing score on the numerical section of entrance examination. (Not open to students already having credit for MATH 101 or equivalent.)

A course to acquaint students with mathematical concepts and theories with the purpose of developing and increasing skills in mathematical, quantitative, and critical thinking and reasoning, as well as problem-solving skills. (Does not satisfy the math requirement for all majors.)

MATH 101 College Algebra (4 units)

Prerequisite: MATH 49 with a C or better; or passing score on intermediate algebra section of entrance examination.

An in-depth treatment of algebra with the intent of advancing students' mathematical, quantitative, critical reasoning, and problem-solving skills. It will include but not be limited to quantitative problem-solving techniques, rational expressions and equations, functional notation, exponential and logarithmic equations, polynomials, analytic geometry, linear and nonlinear equations and inequalities, and sequences and series.

MATH 110 Calculus (4 units)

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

A course in the fundamental concepts and applications of calculus to problems in business and the social sciences. The course covers the following topics: functions and graphs, limits and continuity, the derivative and its applications in maximization and minimization, exponential and logarithmic functions, definite and indefinite integrals, and functions of several variables.

MATH 120 Statistics (4 units)

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

A beginning course in statistics. The course covers the following topics: describing sets of data, probability, and probability distributions of discrete and continuous random variables, measures of central tendency and variability, the Poisson, binomial and normal probability distributions, hypothesis testing, sampling techniques and regression and correlation, inferences from large and small samples.

MATH 199 Special Problems in Mathematics (1-6 units)

Prerequisite: MATH 100 or MATH 101 and others as determined by the Liberal Arts faculty.

Small groups and individualized programs of study in mathematics designed to fit the special interests or needs of students.

NATURAL SCIENCES

Note: If you are in a bachelor's degree program, or think you may continue toward a bachelor's after you earn your associate's degree, or if you are a Liberal Studies major, you need to take SCI 110 or a lecture course in science along with the corresponding lab course, SCI 121 or SCI 131, to satisfy the lab requirement.

SCI 110 Physical Science (5 units)

Prerequisite: College-level reading and writing.

An introduction to physical science with information drawn from physics, geology, astronomy and meteorology. This lab-embedded course covers a selection of topics with lab activities in the following: mechanics, electricity and magnetism, plate tectonics, earthquakes and volcanoes, seasons and weather, the solar system, and stars.

SCI 120 Human Biology (4 units)

Prerequisite: College-level reading and writing.

An introduction to life science with emphasis on the basic concepts of anatomy and physiology, including the anatomical structure of cells, tissues, skin, skeleton, and organs together with their physiological functions. The course also covers the basic systems of the body (respiratory, circulatory, nervous, endocrine, digestive, muscular, skeletal, and urinary).

SCI 121 Human Biology Laboratory (1 unit)

Co-requisite: To be taken concurrently with SCI 120.

Students engage in laboratory work and hands-on demonstrations in the anatomical structure and processes occurring in man. Students learn to use scientific instruments in the examination of cells and tissues, the senses, and human inheritance and genetics.

SCI 130 Environmental Science (4 units)

Prerequisite: College-level reading and writing.

An introductory analysis of the complex of biological and physical sciences and their interactions with societal concerns which constitute environmental problems. Students investigate such environmental concerns as the dimensions and causes of the population problem, energy development and conservation, and pollution, as well as the conservation of natural environments.

SCI 131 Environmental Science Laboratory (1 unit)

Co-requisite: To be taken concurrently with SCI 130.

Students participate in and observe field laboratory work, field investigations, and applied approaches to the study of environmental science topics. This laboratory requires students to travel to field locations announced at the first meeting.

SOCIAL AND BEHAVIORAL SCIENCES**ECONOMICS****ECON 101 Economics I (4 units)**

Prerequisite: College-level reading and writing.

A study of macroeconomics. The course covers the following topics: organization, operation and control of the American economy; measurement, level, and distribution of national income; economic fluctuations; business and government finance; money and banking; fiscal and monetary stabilization techniques.

ECON 102 Economics II (4 units)

Prerequisite: College-level reading and writing.

A study of microeconomics. The course covers the following topics: pricing process under perfect and imperfect competition, utility, marginal products, government policies for agriculture, distribution of income.

ECON 201 Intermediate Economics (4 units)

Prerequisite: ECON 101 or ECON 102.

An advanced analysis and discussion of economics. Students examine, discuss, and write about current economic trends, events, conditions, policies, players, and directions.

GEOGRAPHY**GEOG 101 World Geography (4 units)**

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

Students taking this course will study the geographical characteristics—both physical and human—of the vast regions of the world. Attention will be given to the locations of continents and major countries of their regions, their climates, resources, and their roles in the global community. The differences in levels of wealth among nations will be studied in the context of their individual needs and their abilities for healthy and permanent growth and stability.

HISTORY**HIST 100 History of California (4 units)**

A historical background of the state. The course teaches students to understand the significance that events in California history have had on the entire United States. While covering the geography, the Spanish and Mexican eras, the California missions, the war with Mexico, the Gold Rush, the admission of California to the United States, and other main events, a special emphasis is directed toward the cultural diversity in California.

HIST 101 History of the United States I (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

A history of the United States, the events, ideas, and main currents from its beginning until 1860. The course focuses on the discovery of America, its colonization, the American Revolution, the Declaration of Independence, the Bill of Rights, the Constitution, the territorial acquisitions, slavery, and the causes of the Civil War.

HIST 102 History of the United States II (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

The ideas, events, and main currents in the United States history from 1860 to 1920. Emphasized are the Civil War, the Reconstruction Period, the westward movement, industrialization during the Gilded Age, the growth of labor unions and big business, and America's involvement in World War I.

HIST 103 History of the United States III (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

A history of the United States from 1920 to the present. The three wars—World War II, the Korean War, and the war in Vietnam—are studied along with the important events and movements in the following decades.

HIST 110 History of Western Civilization I (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

A survey of the development of Western culture from its classical antiquity to the end of the Middle Ages. Emphasis is placed on the intellectual and institutional foundations of Western civilization.

HIST 111 History of Western Civilization II (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

A survey of the development of Western society and culture from the Renaissance to the French Revolution. Consideration is given to the social, intellectual, and institutional changes that led to the birth of the modern Western world.

HIST 112 History of Western Civilization III (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

A survey of the development of Western society during the nineteenth and twentieth centuries. Emphasis is placed upon the social, institutional, and intellectual changes that have formed the basis of the contemporary Western world.

HIST 120 Modern Asian History (4 units)

Prerequisite: College-level reading and writing.

A study of the histories of China, Japan, and Korea since the advent of the modern West, from the fifteenth century to the modern day. Other countries such as the Philippines, Taiwan, Indonesia, and Vietnam are included in the context of their effect on and significance to the histories of the major powers. Students become acquainted with the uniqueness of East and Southeast Asian cultures and traditions and their importance in understanding their historical impact on and interaction with each other as well as with the West.

HIST 201 American Immigrant Experience (4 units)

Prerequisites: ENGL 101, PS 101, HIST 101, 102, or 103.

An intense study of the past, present, and future of the United States as an ethnically diverse country. Immigration issues are traced both as a process and as a current phenomenon. Special attention is paid to the California immigrant experience.

HIST 210 The Supreme Court in American Life: Landmark Cases (4 units)

Prerequisites: ENGL 101, PS 101, HIST 101, 102 or 103.

An in-depth analysis of landmark U.S. Supreme Court decisions in light of their economic, social, political, and cultural consequences. Both the Court's role in the national and state legal system and the justices' roles in the constitutional system are examined.

POLITICAL SCIENCE

PS 101 American Institutions (4 units)

A study of American government and other institutions, their constitutional bases, structure, functions, and their influence on the national, state, and local level. Consideration is given to the Constitution, political systems, and historical background of California. This course fulfills the California State recommendations in federal, state, and local government.

PS 105 Modern World Issues (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

An introduction to history in the making and current, international issues with worldwide social, political, and economic implications. Issues such as war and peace, terrorism, foreign relations, and international trade are studied in the context of the geography, history, and current policies of the countries involved.

PS 205 International Relations (4 units)

Prerequisites: ENGL 101, PS 101.

An in-depth examination of the geography, resources, terminology, recent history, comparative political philosophies, and politics of the regions of the world engaged in international affairs and diplomacy. Students analyze the historical and modern perspectives of specific approaches and methods that nations use in the conduct of foreign affairs.

PS 210 Mass Media and Society (4 units)

Prerequisites: ENGL 101, PS 101.

The role of the media in American and global politics and society. The course emphasizes the relationship of American political and other social institutions with the media, especially in terms of how popular opinion is affected by both objective and subjective means. Particular attention is given to news journalists and commentators as they communicate via television, radio, print, and/or the Internet.

PS 220 The American Presidency (4 units)

Prerequisites: ENGL 101, HIST 101, 102, or 103; PS 101.

This upper-division course deals with the role of U.S. presidents in national and international life. It extends students' knowledge of the constitutional functions of the presidency and its place in the federal governmental system. The historically relevant executive decisions are analyzed in light of their economic, social, political, and cultural consequences.

PSYCHOLOGY

PSY 100 Student Success (4 units)

Prerequisite: Based on scores of both the writing and reading sections of placement examinations. Co-requisite: ENGL 49.

This course focuses on enhancing skills needed to be successful in college. Emphasis is placed on goal setting; learning, studying, and test-taking strategies; time and personal financial management; critical thinking and communication skills. Introduction to college and online resources will also be included.

PSY 101 Introductory Psychology (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

An introduction to facts and theories in the scientific study of human behavior. Includes attention to psychological factors in sensation, perception, emotion, motivation, learning, personality, the brain, and other behavioral factors.

SOCIOLOGY**SOC 100 Interpersonal Communication (4 units)**

A survey of techniques and processes of person-to-person interaction, including verbal and non-verbal communication, active listening, and positive relationship building. Students study and practice the concepts related to improving interpersonal communication skills.

SOC 101 Introduction to Sociology (4 units)

Prerequisite: Concurrent enrollment in ENGL 49 or College-level reading and writing.

An introduction to the principal concepts, perspectives, methods, and insights of the scientific study of human society. The course includes the analysis and explanation of culture, personality, social institutions, population, social processes, and collective behavior.

SOSC 202 A Critical Study of World Cinema (4 units)

Prerequisite: ENGL 102.

This course is a critical exploration of film as a comparative art form used to exemplify the human experiences. Students will comprehensively examine genre, formal composition, and critical perspectives. A history and screening of cinema, both international and domestic, will be included.

SOSC 290 Special Topics (1-4 units) (repeatable with new topic for up to 8 units)

Prerequisite: ENGL 101 and others as determined by Liberal Arts faculty.

An intensive study in the social sciences from a critical perspective.

SOSC 299 Directed Study (1-4 units) (repeatable with new topic for up to 8 units)

Prerequisite: ENGL 101 and upper-division standing with CGPA 3.25 or better and approval of instructor and academic chair.

Designed to enhance and build on present curriculum in the social sciences with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

Note: Some Community Studies, Early Childhood Education, and Criminal Justice courses may satisfy elective requirements for social and behavioral sciences. Consult your academic advisor for details.

COMMUNITY STUDIES**CS 101 Introduction to Community Studies (4 units)**

Prerequisite: College-level reading and writing.

(Can count as Social and Behavioral Sciences elective.)

Introduces students to the concept of community and related ideas, including integrated versus fragmented communities and institutions that comprise communities, such as families, schools, businesses, nonprofit organizations, and government agencies. Students also learn techniques for community analysis and mechanisms for promoting greater connections among individuals, families, and organizations within the community.

CS 201 Social Research Methods (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

Teaches students to understand and utilize various methods of social research, including qualitative (interviews, observation, etc.) and quantitative (descriptive and inferential statistics) research techniques. Students design a research project which employs one or more of the methods covered in class. This course is intended to make students informed consumers of social science research.

CS 210 Proposal Writing/Data Analysis (4 units)

Prerequisite: CS 201.

Provides more in-depth guidance on how to write a research proposal with the needs of a local community organization in mind. Organization of the proposal is balanced by attention given to data-gathering instruments and analysis of data. This class is very useful for anyone hoping to enter a management position in the field of social services. An absolute requirement for any Community Studies major before entering CS220, Colloquium.

CS 220 Community Studies Colloquium (4 units)

Prerequisites: CS 101, CS 201, CS 210.

Taught in seminar format, this capstone course is intended to allow students to carry out a formal research project. The instructor serves as facilitator for the interactive format in which students provide input to one another concerning the design and conduct of individual research projects. The focus is on real-world challenges, such as evaluating a social program, observing social group interactions, or analyzing a public or private organization.

CS 280 Criminology (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

This course is designed to address the impact crime has on society. Students will study multiple criminological theories dating back to the 1700s, including the Classical, Marxist, Sociological, and Multifactor theories. Specific emphasis will be placed on reasons crimes are committed, their effect on society, specific behavioral patterns, and the current criminal justice system in the United States, including Law Enforcement, the Courts, detention facilities, probation, parole, and offender counseling/rehabilitation.

CS 290 Community Planning (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

A study of the physical layout and built environment that characterizes communities, with an emphasis on how communities can be designed, built or redeveloped to promote sustainability and to maximize human interaction.

CS 291 Community Health Analysis (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

An overview of health and wellness issues as they affect the functioning of communities. Health care institutions within the community are emphasized, along with a discussion of the holistic health model, which encompasses prevention, education and lifestyle issues in addition to traditional medical approaches to health care.

CS 292 Human Service Delivery (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

A review of the history of social services in the Western world with primary emphasis on the United States over the last century. The course presents a balance of information on the structural causes, program components, social attitudes, and recipients of social resources given to the less powerful in our country. A text provides historical perspective while handouts and guest speakers give up-to-date information on the reality of what "welfare" means in modern America.

CS 293 Police and Community Relations (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

Law enforcement institutions and practitioners are covered by this course, which stresses concepts such as community-based policing, conflict resolution between neighborhood residents and the police department and the integration of police services into a community's human service delivery network.

CS 294 Deviant Behavior (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

Societal definitions of deviance, the process by which individuals within a community are labeled as deviant and the role of deviance in determining and reinforcing the stratification of society are among the key themes of this course. Cross-cultural interpretations of deviant behavior are also addressed.

CS 295 Community Studies Internship (2-4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

This course is designed to provide practical experience in a community-based setting, augmented by class discussions and written assignments.

CS 296 Rural Problems and Prospects (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

An examination of the challenges faced by rural families and communities in the United States and abroad. Topics include urbanization as it affects the rural landscape, environmental degradation and the growing trend toward corporate agriculture.

CS 297 Gerontology (4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

A study of the aging process and the problems of the aged, with an emphasis on issues such as the changing roles of individuals as they grow old and the policy challenges associated with an increasingly aging population.

CS 298 Social Stratification in American Society (4 units)

Prerequisites: Junior or Senior status and one of the following: CS 101, SOC 101, PSY 101, ECON 101, ECON 102.*

(Can count as Social and Behavioral Sciences elective.)

Explores the multidimensional nature of stratification and examines the theoretical perspectives as well as the historical and social-structural context of stratification and inequality in the U.S.

CS 299 Special Topics in Community Studies (1-4 units)

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.*

Issue-oriented courses addressing topics of relevance to the study of communities.

* All upper-division Community Studies courses require at least one social science course as well as Junior or Senior status as prerequisites; however, taking more than one social science course, such as SOC 101, PSY 101, CS 101, ECON 101, ECON 102, may substitute for Junior/Senior status requirement. See your academic advisor for more information.

Department of Legal Studies

The Department of Legal Studies consists of two programs; Legal Studies and Criminal Justice.

The Legal Studies program offers a Bachelor of Arts in Legal Studies and the Associate in Arts degree in Legal Studies. The Criminal Justice program offers a Bachelor of Science in Criminal Justice and the Associate in Arts degree in Criminal Justice.

Bachelor of Arts Degree in Legal Studies (181 Units)

The Department seeks to train and educate students in all types of skills—academic, technological, and legal—that are necessary for work in law-related careers. The seriousness of the law requires high competency levels in those who seek jobs in the field. For students interested in the bachelor's degree, both the procedural and substantive areas of the law will be studied and will meet the requirements of the State of California regarding the Paralegal profession in order that the paralegal will be able to lend an in-depth assistance to an attorney.

A graduate with a Bachelor of Arts Degree in Legal Studies will be able to demonstrate the following Program Learning Outcomes:

- Demonstrate the professional and ethical role of a paralegal
- Demonstrate an understanding of the roots and sources of the American Legal System
- Demonstrate an ability to understand and use the appropriate forms related to litigation and trial procedures
- Demonstrate a proficiency in legal research, writing, and legal drafting
- Become familiar with the operation and management of a modern law office
- Develop a conceptual and substantive knowledge of substantive law courses
- Develop the ability to analyze and apply law to factual situations
- Develop habits of critical thinking

BACHELOR OF ARTS DEGREE IN LEGAL STUDIES (181 UNITS)

GENERAL EDUCATION
REQUIREMENTS (73 UNITS)

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- ENGL 201 Report Writing or
- ENGL 202 Critical Thinking and Writing

SOCIAL AND BEHAVIORAL SCIENCES
(24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Three Lower-Division Social and Behavioral Science Electives
- Upper-Division Social or Behavioral Science Elective

HUMANITIES (16 UNITS)

- Three Lower-Division Humanities Electives
- Upper-Division Humanities Elective

MATH AND SCIENCE (13 UNITS)

- MATH 100 College Math
- Science Elective and Lab
- Math or Science Elective

MAJOR CORE
LEGAL STUDIES
REQUIREMENTS (36 UNITS)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 103 Contracts
- LEGA 204 Criminal Law
- LEGA 206 Legal Studies Capstone
- LEGA 207 Legal Research
- LEGA 210 Civil Litigation
- LEGA 212 Professional Responsibility
- LEGA 230 Evidence

MANAGEMENT & LEGAL STUDIES
REQUIREMENTS (24 UNITS)

- MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- LEGA 160 Legal Terminology and Beginning Legal Research
- LEGA 161 Legal Office Procedures
- LEGA 162 Legal Practice Overview
- One Management Elective

**LEGAL STUDIES MAJOR ELECTIVES
(20 UNITS)**

- Select five of the following:
 - LEGA 211 Advanced Civil Litigation
 - LEGA 216 Family Law Practice
 - LEGA 217 Administrative Law
 - LEGA 218 Workers' Compensation
 - LEGA 219 Probate
 - LEGA 221 Partnerships and Corporations
 - LEGA 222 Bankruptcy Practice
 - LEGA 223 Real Estate
 - LEGA 232 Employment Law
 - LEGA 295 Internship
 - CRIM 102 Criminal Procedure I
 - CRIM 201 Criminal Procedure II
 - CRIM 220 Correctional Law
 - HIST 210 The Supreme Court in American Life: Landmark Cases
 - MGT 280 Business Law II

**FREE ELECTIVES
(28 UNITS)**

- _____
- _____
- _____
- _____
- _____
- _____
- _____

* Students must have 60 units in upper division coursework in order to graduate

ASSOCIATE IN ARTS IN LEGAL STUDIES (96 UNITS)

This degree prepares students for entry positions in law offices or any legal-related fields of work. While taking many skill-level courses, students will have 56 units of required courses in the Liberal Arts, preparing them for working toward the Bachelor of Arts in Legal Studies.

GENERAL EDUCATION REQUIREMENTS (52 UNITS)

COMMUNICATIONS (12 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications or ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications

SOCIAL AND BEHAVIORAL SCIENCES (16 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Two Social Science Electives

HUMANITIES ELECTIVES (12 UNITS)

- Three Lower-Division Humanities Electives

MATH AND SCIENCE (12 UNITS)

- MATH 100 College Math
- Science Elective
- Math or Science Elective

MANAGEMENT REQUIREMENTS (16 UNITS)

- MGT 115 Business Communications
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 150 Personal Financial Management

LEGAL STUDIES REQUIREMENTS (20 UNITS)

- LEGA 101 Introduction to the Legal System
- LEGA 160 Legal Terminology and Beginning Legal Research
- LEGA 161 Legal Office Procedures
- LEGA 162 Legal Practice Overview
- LEGA 195 Internship or LEGA 102 or LEGA 103

GENERAL EDUCATION ELECTIVES (8 UNITS)

- _____
- _____

MINOR IN LEGAL STUDIES (28 UNITS)

A minor in Legal Studies is open to any student enrolled in any other baccalaureate degree program.

One objective of a minor in Legal Studies is to provide students in other disciplines with exposure to the law of the United States and the underlying theories and principles which form the foundation of the current legal atmosphere.

A second objective of a minor in Legal Studies is to broaden the students' knowledge and skill base, thereby increasing their potential value to an employer and their career opportunities.

CORE REQUIREMENTS (16 UNITS)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 103 Contracts
- LEGA 212 Professional Responsibility

ELECTIVES (12 UNITS)

- LEGA 160 Legal Terminology and Beginning Legal Research
- Two Upper Division LEGA courses

HUMPHREYS UNIVERSITY LEGAL STUDIES PROGRAM TO DRIVON SCHOOL OF LAW TRANSFER PLAN

Any legal studies student with a minimum of a 3.2 cumulative GPA and a minimum LSAT score of 144 would qualify to attend law school with the permission of both the Dean of the Law School and the Chair of Legal Studies when the student has completed all of the courses in the Bachelor of Arts in Legal Studies except for the following classes:

The first nine Drivon School of Law classes will replace the following nine LEGA Bachelor of Arts classes.

Legal Studies Program	Drivon School of Law
<p>5 courses from the Legal Studies Major Electives</p> <p>+</p> <p>4 courses from the Free Electives</p>	<p>First 9 courses in Law School</p>
<p>Undergraduate to Graduate Unit Matrix</p> <p>4 units = 3 units</p>	

Incoming students wishing to take advantage of this Transfer Plan shall notify the Legal Studies Department Chair after his or her first quarter at Humphreys. It is strongly recommended that students complete an AA degree before attempting the Transfer Plan.

The agreement would allow, under certain specific guidelines, for a Humphreys Legal Studies major to enter law school with three years of college. After completion of the first year of law school (nine classes), the nine law school courses will be used to complete the LEGA bachelor's degree requirements. Law classes will be applied to the undergraduate transcript as credit only and will not be counted in GPA calculations.

Courses in the Department of Legal Studies

LEGA 101 Introduction to the Legal System (4 units)

Prerequisite: ENGL101.

This course provides a general perspective of the history of law and the origins of the American legal system. It includes the sources of the law, legal terminology, the structure and function of the courts. Some attention is given to torts, contracts, criminal law and a glance at other areas of the law. Students will become acquainted with the duties and responsibilities of the legal profession and the workings of the law office.

LEGA 102 Torts (4 units)

Prerequisite: ENGL 101.

An introduction to the study of torts including intentional torts such as assault and battery, false imprisonment, intentional infliction of emotional distress, trespass to land and chattel, negligence and products liability. Students will learn about burden of proof, remedies, and the formulation of definitive legal positions important to specific tort action.

LEGA 103 Contracts (4 units)

Prerequisite: ENGL 101.

An introduction to the formation, construction, and legal operation of contracts. Course includes the conditions of contracts, rights of third parties, assignments, joint and several contracts, breach of contracts, illegal bargains, remedies, and the Uniform Commercial Code.

LEGA 160 Legal Terminology and Beginning Legal Research (4 units)

Prerequisite: College-level reading and writing.

The course is designed to give the student a background in basic legal terminology. Students who successfully complete this course will be able to correctly spell, pronounce, and define basic legal terms used in law offices. The student will be introduced to the beginning of legal research.

LEGA 161 Legal Office Procedures (4 units)

Prerequisite: ENGL 101.

This course is designed to give the student the necessary background to work as a legal professional in a law firm. Students learn how to be an effective employee, whether their ultimate goal is to become a legal secretary, paralegal, or an attorney. The course is designed to impart hands on information regarding day-to-day skills that are necessary to be successful in a law firm.

LEGA 162 Legal Practice Overview (4 units)

Prerequisite: ENGL 101.

This course designed to give the student an overview and broad understanding of the 12 most common types of law that are practiced. The text is a handbook that will continue to be helpful to the student once they begin working in a law firm.

LEGA 195 Internship (4 units)

Prerequisite: Approval of academic chair.

Supervised work experience designed to give qualified students an understanding of the nature and scope of the legal secretary's function in the workplace. Supervision is provided by the faculty and the cooperating agencies.

LEGA 204 Criminal Law (4 units)

Prerequisite: LEGA 101 and ENGL 102 (may be taken concurrently).

A general survey course to provide an understanding of the state criminal code and other statutory provisions relating to the criminal justice system, from arrest to trial decisions, elements of various crimes such as murder, rape, larceny, and conspiracy; and criminal procedure questions such as search and seizure, Miranda warnings, and suppression of evidence.

LEGA 206 Legal Studies Capstone (4 units)

Prerequisite: LEGA 101, 102, 103, 207, and 210.

This course is designed to provide the student with practical training in the various techniques of legal drafting. The student learns to prepare office memoranda, legal citations, interrogatories, motions, and various other legal documents. A major legal drafting project is required along with several smaller exercises.

LEGA 207 Legal Research (4 units)

Prerequisites: LEGA 101, 102, 103, and 160.

This course is designed to provide the student with experience in doing legal research projects and then utilizing the results of this research in preparing letters, motions, memoranda, and other legal documents based upon the research. This course integrates the knowledge gained in prerequisites courses with substantive course material.

LEGA 210 Civil Litigation (4 units)

Prerequisites: LEGA 101, 102, 103, 160, and 207.

This is a study of the forms and practice in civil procedure. Students learn to use legal forms and library materials in order to be of valuable assistance to the attorney in drafting pleadings, motions, and other documents required in either civil or criminal actions. Further study of trial and appeal procedure and the forms and procedures required by the court clerk's office.

LEGA 211 Advanced Civil Litigation (4 units)

Prerequisite: LEGA 210.

This course is designed to define and develop in greater depth the skills and knowledge used by the legal assistant already familiar with litigation practice. Topics such as federal practice, handling and organizing a big case, and appellate procedure are covered.

LEGA 212 Professional Responsibility and Client Contact (4 units)

Prerequisites: LEGA 101 and ENGL 102.

The objective of this course is to improve and sharpen verbal communication skills in interviewing, negotiating, and advocacy situations. The student is prepared to conduct fact-finding interviews with clients, to listen effectively, and to prepare reports of information

obtained from the clients for the use of the attorneys. An overview of the ethical considerations within the legal profession is emphasized.

LEGA 216 Family Law Practice (4 units)

Prerequisite: LEGA 101 and ENGL 102.

This course covers the basic substantive and procedural law regarding adoptions, guardianships, non-support, uncontested and contested divorces, child custody, and paternity and other aspects of the social system. Emphasis is given to the use of family court forms, the preparation of pleadings and proposed decrees, the drafting of property settlement agreements, and the use of interviewing checklists.

LEGA 217 Administrative Law (4 units)

Prerequisite: LEGA 101 and ENGL 102.

This course surveys the various functions of government agencies and the laws involving the public sector. Students become acquainted with the procedures involved in the implementation of public laws and the general role of the paralegal in this field.

LEGA 218 Workers' Compensation (4 units)

Prerequisites: LEGA 101 and ENGL 102.

This course involves a study of the Workers' Compensation Act and the procedures and steps that are required to assist the attorney in cases involving such areas as employment, earnings, temporary disability benefits, permanent disability benefits, and medical benefits. Students will become aware of the large role of paralegals in the system.

LEGA 219 Probate (4 units)

Prerequisite: LEGA 101 and ENGL 102.

This course provides the basic legal concepts of the more common forms of wills and trusts, as well as intestacy; a study of the fundamental principles of law applicable to each; the organization and jurisdiction of the probate court, and an analysis of estate administration and fiduciary accounting. Emphasis is on the practice of probate law including the ability to follow a probate through courts and tax agencies to final closing.

LEGA 221 Partnerships and Corporations (4 units)

Prerequisite: LEGA 101 and ENGL 102.

This course provides the student with a familiarity with the legal principles and statutory requirements of business entities commonly used in California. The course also involves the preparation of the basic documents required for the formation, operation, and dissolution of California proprietorships, general and limited partnerships, and various forms of corporations.

LEGA 222 Bankruptcy Practice (4 units)

Prerequisite: LEGA 101 and ENGL 102.

The following subjects are included in the course: bankruptcy and wage earner plans, alternatives to bankruptcy, and proceedings under the Bankruptcy Act from the point of view of individuals, businesses, and creditors; collection procedures; handling assets; preparing and filing forms; negotiation with creditors; discharge, and post-discharge responsibilities.

LEGA 223 Real Estate (4 units)

Prerequisite: LEGA 101 and ENGL 102.

An introduction to the law and regulations governing transactions in California real estate with instruction in the practical aspects of real estate. Includes: property, contracts, agency, listing, financing, deeds, liens, encumbrances, escrows, title insurance, land descriptions, and other subjects appropriate to the study of real estate.

LEGA 230 Evidence (4 units)

Prerequisite: LEGA 101 and ENGL 102.

This course examines the system of fact finding operating in American courts and its moral and economic underpinning. Students will study the accepted principles of evidence, the nature of fact finding and risk of error, character evidence and several other aspects of the principles of evidence.

LEGA 232 Employment Law (4 units)

Prerequisite: LEGA 101 or MGT 105 and ENGL 102.

This course will examine the relationship between employers and individual employees. The employment relationship, its establishment, and the boundaries of the relationship will be explored. Topics to be addressed include: hiring, wrongful termination, duty of loyalty, evaluation of work-place performance, protection against discrimination and harassment and work-place privacy.

LEGA 295 Internship (4 units) May be repeated for a maximum of 8 units.

Prerequisite: Approval of academic chair.

Supervised work experience designed to give qualified students an understanding of the nature and scope of the paralegal's function in the workplace. Supervision is provided by the faculty and the cooperating agencies.

Criminal Justice Program

The Criminal Justice program has been developed to provide students with critical thinking, report writing, and public speaking skills necessary to become a competent peace officer. It seeks to provide practical and theoretical training through hands-on classroom activities taught by law enforcement professionals. The Criminal Justice program offers a Bachelor of Science in Criminal Justice and an Associate in Arts in Criminal Justice.

Bachelor of Science Degree in Criminal Justice (181 Units)

The Humphreys University Criminal Justice Program provides a distinctive education, which emphasizes a pragmatic hands-on approach to understanding crime and deviant behavior, the nature of law and **social control, and the organization and management of criminal justice agencies.** The University's educational goals are achieved primarily through direct classroom or online instruction. Instructors will supplement the information of the textbooks with their own unique experiences. The academic backgrounds of the faculty are multidisciplinary and all faculty members are currently working or recently retired from the criminal justice field. The program of study leads to a Bachelor of Science in Criminal Justice and prepares the student for positions in the criminal justice profession. In addition, many graduates may continue their education at Humphreys Drivon School of Law.

The program has a subordinate chapter (Beta Alpha Sigma) of the American Criminal Justice Association – Lambda Alpha Epsilon. Any student majoring in Criminal Justice is eligible to apply. The purpose of the Club is to broaden criminal justice students' exposure through educational activities, foster professionalism, academic and public awareness of criminal justice issues, encourage the establishment and expansion of higher education and professional training in criminal justice, and promote high standards of ethical conduct, professional training, and higher education within the criminal justice field. Beta Alpha Sigma will accomplish these goals through field trips, practical exercises and competitions with other criminal justice clubs. Furthermore, students have the ability to learn competencies in the deployment of the ASP expandable baton, chemical agents, first aid and CPR, and firearms.

The degree is comprised of three concentrations designed to give students an in-depth exposure to a particular aspect or profession within criminal justice.

Concentrations include:

1. Law Enforcement
2. Corrections, Probation, and Parole
3. Human Resources, Leadership and Management

A student will select one concentration for his or her bachelor degree:

- A concentration in law enforcement will prepare the student to work in an entry-level police officer or deputy sheriff position
- A concentration in corrections, probation and parole will prepare the student to work in an entry-level juvenile or adult detention facility along with preparing the student to work in an entry-level juvenile or adult probation/parole position

- A concentration in leadership and management will prepare the student, who aspires to be in a supervisory position in law enforcement or corrections, for the rigors and demands of leading and managing both civilian and sworn personnel

A Humphreys University graduate with a baccalaureate in criminal justice will be able to demonstrate the following Program Learning Outcomes:

1. Analyze and apply ethical standards to evaluate behavior and the consequences of ethical failure for criminal justice professionals
2. Demonstrate an understanding of the roots and sources of the American legal system, its structure and administration, while paying special attention to the foundations of procedural and substantive criminal law
3. Demonstrate the ability to evaluate and apply the appropriate research and investigatory techniques needed to solve social issues and crimes
4. Develop and apply proficiency in observational and investigative report writing utilizing effective oral and written communication to include proper grammar and language skills
5. Analyze and evaluate a contemporary issue in criminal justice and present a creative solution that demonstrates critical thinking

BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE (181 UNITS)

GENERAL EDUCATION
REQUIREMENTS (73 UNITS)

COMMUNICATIONS (20 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications
- ENGL 201 Report Writing or ENGL 202 Critical Thinking and Writing

SOCIAL AND BEHAVIORAL SCIENCES
(24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Three Lower-Division Social and Behavioral Science Electives
- Upper Division Social and Behavioral Science Elective

HUMANITIES (16 UNITS)

- Three Lower-Division Humanities Electives
- Upper Division Humanities Elective

MATH AND SCIENCE (13 UNITS)

- College-level Math
- Science Elective
- CRIM 233 Crime Scene Preservation
- CRIM 200 Crime Scene Preservation Lab

CRIMINAL JUSTICE
CORE REQUIREMENTS (72 UNITS)LOWER DIVISION CORE
REQUIREMENTS (24 UNITS)

- CRIM 101 Introduction to Criminal Justice
- CRIM 102 Criminal Procedure I
- CRIM 103 Ethics in the CJ System
- CRIM 104 Report Preparation
- CRIM 105 Critical Thinking in CJ
- MGT 160 Computer Applications

LOWER DIVISION CORE ELECTIVES
(20 UNITS)

- Select five of the following:
 - CRIM 120 Introduction to Corrections, Probation and Parole*
 - CRIM 130 Criminal Investigations
 - CRIM 131 Drug Abuse and Gangs
 - CRIM 132 Introduction to Homeland Security
 - CRIM 133 Police and Patrol Procedures
 - CRIM 150 Juvenile Law and Procedures
 - CRIM 151 Juvenile Corrections Academy I
 - CRIM 152 Juvenile Corrections Academy II
 - CRIM 160 Criminal Justice Internship
 - MGT 105 Business Management
 - LEGA 101 Introduction to Legal Studies

UPPER DIVISION CRIMINAL JUSTICE
CORE COURSES (28 UNITS)

- CRIM 201 Criminal Procedure II
- CRIM 202 Evidence or LEGA 230 Evidence
- CRIM 203 Multicultural Issues within CJ
- CRIM 204 Criminal Justice Capstone
- CRIM 205 Criminal Analysis
- CS 293 Police and Community Relations
- LEGA 204 Criminal Law or MGT 220 Organizational Behavior

CHOOSE ONE OF THE
FOLLOWING CONCENTRATIONS:CORRECTIONS, PROBATION,
AND PAROLE (20 UNITS)

- Select five of the following:
 - CRIM 220 Correctional Law
 - CRIM 222 Advanced Topics in Probation and Parole
 - CRIM 223 Community Based Corrections
 - CRIM 224 Probation Academy I
 - CRIM 225 Probation Academy II
 - CRIM 231 Interview and Interrogation
 - CS 294 Deviant Behavior
 - CS 299 Criminology

LAW ENFORCEMENT (20 UNITS)

- Select five of the following:
 - CRIM 230 Sexual Offenses and Offenders
 - CRIM 231 Interview and Interrogation
 - CRIM 232 Domestic Violence Investigations
 - CRIM 233 Crime Scene Preservation
 - CRIM 234 White Collar Crimes
 - CRIM 291 Victimology
 - CS 299 Criminology

HUMAN RESOURCES, LEADERSHIP
AND MANAGEMENT (20 UNITS)

- CRIM 270 Elements of Supervision in CJ
- CRIM 271 Elements of Management in CJ
- CRIM 272 Ethical Leadership in CJ
- CRIM 273 Human Resource Skills for CJ Professionals
- CRIM 274 Government Financial Process

FREE ELECTIVES
(16 UNITS)

- _____
- _____
- _____
- _____

MINOR IN CRIMINAL JUSTICE (28 UNITS)

A minor in Criminal Justice is open to any student enrolled in any other baccalaureate degree program.

One objective of a minor in Criminal Justice is to provide students in other disciplines with exposure to the criminal justice system of the United States and the underlying theories and principles which form the foundation of the criminal legal system.

A second objective of a minor in Criminal Justice is to broaden the students' knowledge and skill base, thereby increasing their potential value to an employer and open up career opportunities.

CORE REQUIREMENTS (16 UNITS)

- CRIM 101 Introduction to Criminal Justice
- CRIM 102 Criminal Procedure I
- CRIM 103 Ethics in the CJ System
- CRIM 104 Report Preparation

ELECTIVES (12 UNITS)

- Select three of the following:
 - CRIM 201 Criminal Procedure II
 - CRIM 202 Evidence
 - CRIM 203 Multicultural Issues within CJ
 - CRIM 205 Criminal Analysis
 - CRIM 231 Interview and Interrogation

ASSOCIATE IN ARTS IN CRIMINAL JUSTICE (97 UNITS)

This degree prepares students for entry-level law enforcement positions or any legal-related fields of work. While taking many skill-level courses, students will have 57 units of required courses in the Liberal Arts, preparing them for working toward the Bachelor of Science in Criminal Justice.

GENERAL EDUCATION REQUIREMENTS (57 UNITS)

COMMUNICATIONS (12 UNITS)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 110 Oral Communications

SOCIAL AND BEHAVIORAL SCIENCES (20 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Three Lower-Division Social Science Electives

HUMANITIES ELECTIVES (12 UNITS)

- Three Lower-Division Humanities Electives

MATH AND SCIENCE (13 UNITS)

- Math 100 College Math
- Science Elective
- CRIM 233 Crime Scene Preservation
- CRIM 200 Crime Scene Preservation Lab

CRIMINAL JUSTICE CLASSES (40 UNITS)

CORE REQUIREMENTS (20 UNITS)

- CRIM 101 Introduction to Criminal Justice
- CRIM 102 Criminal Procedure
- CRIM 103 Ethics in the CJ System
- CRIM 104 Report Preparation
- CRIM 105 Critical Thinking in CJ

CRIMINAL JUSTICE ELECTIVE CLASSES (20 UNITS)

- Select five of the following:
 - CRIM 120 Introduction to Corrections, Probation and Parole
 - CRIM 130 Criminal Investigations
 - CRIM 131 Drug Abuse and Gangs
 - CRIM 132 Introduction to Homeland Security
 - CRIM 133 Police and Patrol Procedures
 - CRIM 150 Juvenile Law and Procedures
 - CRIM 151 Juvenile Corrections Academy I
 - CRIM 152 Juvenile Corrections Academy II
 - CRIM 160 Criminal Justice Internship
 - *LEGA 101 Introduction to Legal Studies
 - MGT 105 Business Management

HUMPHREYS UNIVERSITY CRIMINAL JUSTICE PROGRAM TO DRIVON SCHOOL OF LAW TRANSFER PLAN

Any criminal justice student with a minimum of a 3.2 cumulative GPA and a minimum LSAT score of 144 would qualify to attend law school with the permission of both the Dean of the Law School and the School Chair of Criminal Justice when the student has completed all of the courses in the Bachelor of Science in Criminal Justice except for the following classes:

The first nine Drivon School of Law classes will replace the following nine CRIM Bachelor of Science classes.

Criminal Justice Program	Drivon School of Law
<p>4 courses from the Lower Division Core Criminal Justice Electives</p> <p>+</p> <p>5 courses from the Corrections, Probation and Parole Concentration:</p> <p>CRIM 220 Correctional Law CRIM 231 Interview and Interrogation CRIM 222 Advanced Topics in Probation & Parole CRIM 223 Community Based Corrections CS 294 Deviant Behavior</p> <p>OR</p> <p>five courses from the Law Enforcement Concentration</p> <p>CRIM 230 Sexual Offenses & Offenders CRIM 231 Interview & Interrogation CRIM 232 Domestic Violence Investigations CRIM 233 Crime Scene Preservation CRIM 234 White Collar Crimes</p>	<p>First 9 courses in Law School</p>
<p>Undergraduate to Graduate Unit Matrix</p> <p>4 units = 3 units</p>	

Incoming students wishing to take advantage of this Transfer Plan shall notify the Criminal Justice Department Chair after his or her first quarter at Humphreys. It is strongly recommended that students complete an AA degree before attempting the Transfer Plan.

The agreement would allow, under certain specific guidelines, for a Humphreys Criminal Justice major to enter law school with three years of college. After completion of the first year of law school (nine classes), the nine law school courses will be used to **complete the CRIM bachelor's degree requirements**.

Law classes will be applied to the undergraduate transcript as credit only and will not be counted in GPA calculations.

CA P.O.S.T. Basic Certificate

Humphreys University will grant up to 13 classes, 52 quarter units, for a CA P.O.S.T. Certificate with approval from the Criminal Justice Department Chair.

Corrections CDC Certificate

Humphreys University will grant up to 4 classes, 16 quarter units, for a CA Department of Corrections Certificate with approval from the Criminal Justice Department Chair.

Citizens' Police Academy Certificate

Humphreys University will grant one class (4 units), for the completion of a Citizens' Police Academy Certificate from Lodi Police Department or Stockton Police Department or San Joaquin County Certificate with approval from the Criminal Justice Department Chair.

PARTNERSHIP WITH BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC)

Humphreys University has been certified to present the Probation Officer Core Course, a 212.5 hour Probation Officer Academy. Humphreys University also offers a Bachelor of Science in Criminal Justice and the Probation Academy embedded into the degree. By taking CRIM 224 and CRIM 225, Probation Academy I and II respectively, the student earns an STC certificate for completion of the Academy.

CRIMINAL JUSTICE TURN-IT-IN POLICY

Approximately 80% of the content should be original thoughts, analysis, and paraphrasing written by the student. No more than 20% of the content should be quoted material (i.e., one quote per page). All content taken from sources, whether paraphrased or quoted directly, must be properly cited and referenced. Research should be incorporated to support the writing and analysis, not as a substitute for it.

The American Psychological Association (APA) states that academic writing should contain no more than 20% quoted material. However, instructors are permitted to indicate that a lower percentage is required for an assignment. An originality report with a score higher than 20% may be cause for concern regarding the originality of content and should be thoroughly reviewed by both student and instructor for possible plagiarism.

Please note that, even if the originality report is under the 20% guideline, instructors are still required to review the report to ensure that no portion of the assignment is plagiarized. The acceptable similarity rate for plagiarism is zero. Therefore, a 20% or higher score may result in an unread submission which constitutes as an "F" for that assignment.

Courses in the Department of Criminal Justice

CRIM 101 Introduction to Criminal Justice (4 units)

Prerequisite: College-level reading and writing.

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

CRIM 102 Criminal Procedure (4 units)

Prerequisite: ENGL 101.

This course is an introduction to the general principles and theories of criminal procedure including due process, arrest, and search and seizure. Additionally, the course will examine the recent developments in criminal procedural law and the evaluation of evidence and proof.

CRIM 103 Ethics in the CJ System (4 units)

Prerequisite: ENGL 101.

This course introduces basic ethical theories, emphasizing their applications to contemporary problems in law enforcement, corrections, and probation/parole. Students will be called upon to apply these ethical frameworks to typical moral dilemmas in criminal justice.

CRIM 105 Critical Thinking of Criminal Justice (4 units)

Prerequisite: ENGL 101.

The student will use critical thinking skills to evaluate the points in an argument and will agree with or disprove the argument. Furthermore the student will identify and avoid errors in reasoning. Learning how to use critical thinking skills to make strong decisions by comparing, interpreting, and prioritizing all relevant material as well as construct ideas clearly and concisely for maximum stakeholder buy-in will be explored.

CRIM 104 Report Preparation (4 units)

Prerequisite: ENGL 101 and CRIM 101.

This course presents investigative report writing in criminal justice relative to police, probation, institutional and parole activities; it includes practical experience in preparing field notes, statements, and reports.

CRIM 120 Introduction to Corrections, Probation and Parole (4 units)

Prerequisite: ENGL 101.

This course is a survey of the historical and contemporary treatment of convicted offenders, including the analysis of the prison social system, as well as the theory, practice, and function of correctional programs. Additionally, the course presents an overview of the history and philosophical foundations of probation and parole agencies as distinct segments of the criminal justice system, including probation as part of the judicial process and parole as part of the

correctional system. The theoretical and practical implications of probation and parole are examined.

CRIM 130 Criminal Investigations (4 units)

Prerequisite: ENGL 101.

This course is an introduction to modern methods used in detection, investigation, and solution of crime. Students are taught basic and advanced investigative techniques utilized by law enforcement agencies. Actual cases are used to demonstrate these techniques.

CRIM 131 Drug Abuse and Gangs (4 units)

Prerequisite: ENGL 101.

This course is an overview of drug abuse in the United States, focusing on the basic understanding of controlled substances, including identification, physiological effects, testing, use detection, methods of control and investigation, applicable laws controlling use, treatment processes, and patient rights to confidentiality. Furthermore, students will be exposed to an in-depth look into gangs and gang membership and identification. Topics include historical, psychological, sociological, and economic rationales for gang involvement, as well as the origins, identification, causal factors, coping mechanisms, and remedial approaches.

CRIM 132 Introduction to Homeland Security (4 units)

Prerequisite: ENGL 101.

This course discusses the major theories of terrorism, while focusing on the domestic and international threat of terrorism and the basic security issues associated with it. Additionally, at-risk populations and prevention and intervention strategies are discussed.

CRIM 133 Police and Patrol Procedures (4 units)

Prerequisite: ENGL 101.

This course explores the historical evolution of policing as an institution of social control with emphasis on the contemporary roles of police officers, including patrol strategies, training procedures, ethical standards, and discretion. The course studies under-represented groups in policing and the issues of corruption in police agencies.

CRIM 150 Juvenile Law and Procedure (4 units)

Prerequisite: ENGL 101.

This course explores juvenile law and procedure in the United States, including the origins of juvenile delinquency, the juvenile justice system, the nature and causes of delinquent behavior, strategies to prevent delinquency, and current trends in the juvenile justice system.

CRIM 151 Juvenile Corrections Academy I

Prerequisite: ENGL 101 and approval from the Criminal Justice Department Chair.

Juvenile Corrections Officer Core Course (Academy) is part I of an intensive 174-hour Standards and Training in Corrections (S.T.C.) training course that includes: law and procedure of juvenile court, security and supervision, social and cultural theory of behavior, First Aid/CPR, oral and written communications, interviewing techniques, and counseling. It is the entry level course needed to work in a county juvenile hall. Because this course is designed

to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

CRIM 152 Juvenile Corrections Academy II

Prerequisite: Successful completion of CRIM 151.

Juvenile Corrections Officer Core Course (Academy) is part II of an intensive 174-hour Standards and Training in Corrections (S.T.C.) training course that includes: law and procedure of juvenile court, security and supervision, social and cultural theory of behavior, First Aid/CPR, oral and written communications, interviewing techniques, and counseling. It is the entry level course needed to work in a county juvenile hall. Because this course is designed to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

CRIM 160 Criminal Justice Internship (4 units)

Prerequisites: CRIM 101, CRIM 102, CRIM 103, CRIM 104 and approval of academic chair (see department policy for internships).

The internship offers supervised work experience designed to give qualified students an **understanding of the nature and scope of a peace officer's functions in the workplace.**

Supervision is provided by the faculty and the cooperating agencies. This course is open to lower-division students meeting the prerequisites. Students wishing to intern will undergo a background check by their respective interning agency. It is imperative the student contact the Criminal Justice Program Coordinator six months prior to enrolling into the class so there is ample time for the participating agency to conduct a background investigation.

CRIM 200 Crime Scene Preservation Lab (1 unit)

Prerequisite: Successful completion of CRIM 130 with a "C" or better.

This course complements CRIM 233 - Crime Scene Preservation and is the lab component. Students will apply theories learned in lecture to the collection, examination, and evaluation of evidence. CRIM 233 and CRIM 200 must be taken simultaneously and cannot be taken separately.

CRIM 201 Criminal Procedure II (4 units)

Prerequisite: ENGL 101.

In this course students confront issues and processes relevant to safeguarding personal liberties consistent with constitutional provisions. Also discussed are the complexities of the rule of law in a democratic society. **This course advances the students' working knowledge** of criminal procedures, major rules of evidence, search and seizure, arrest, and the application of force to show how evidence is used in a courtroom. Additional topics address the role of witnesses in criminal trials.

CRIM 202 Evidence (4 units)

Prerequisite: CRIM 101 or by permission.

This course advances the subject of evidence and examines the operation of the rules of evidence at trial as well as the interaction of those rules with the skills of trial advocacy. Students learn to apply the rules of evidence through the examination of witnesses, laying foundations for real and demonstrative evidence, introducing expert and scientific evidence, impeaching witnesses and similar exercises.

CRIM 203 Multicultural Issues within CJ (4 units)

Prerequisite: CRIM 101 or by permission.

This course examines major ethnic and minority groups and offers a comprehensive treatment of the impact of diversity on the field of criminal justice. The course emphasizes case studies, protocols, and guidelines to illustrate the importance of understanding other cultures and ethnic groups in both a diverse society and a diverse workforce.

CRIM 204 Criminal Justice Capstone (4 units)

Prerequisite: Completion of Upper Division Core Criminal Justice Courses and Concentration Courses or by permission of the criminal justice advisor. Should be taken last six months of BS degree. Must successfully complete this course with a "C" or better. Other mandatory criteria applies and are in instructor's syllabus.

The goal of the course is to demonstrate fluency with the tools of scholarship and professional practice in the criminal justice field. The student demonstrates an ability to plan and carry out a project of his or her own choosing under the supervision of a faculty advisor. The student addresses a practical, real- world challenge utilizing knowledge and skills gained during the criminal justice program.

CRIM 205 Criminal Analysis (4 units)

Prerequisite: CRIM 101 or by permission.

This course provides an introduction to criminal analysis and crime mapping and examines types of techniques used to study crime and disorder patterns and problems in law enforcement today. It covers the theory, data collections methods, and statistics used as well as the history of crime analysis. Students will develop basic skills in using analytical techniques to create product to inform tactical and strategic decision making, support investigative efforts, assist in the study of resource needs, and facilitate the development of criminal justice policy.

CRIM 220 Correctional Law (4 units)

Prerequisite: CRIM 101 or by permission.

This course analyzes the law of criminal corrections including sentencing, release, parole, probation, punishments, special treatments for special offenders, pardon, and the prisoner's civil rights are also examined. A basic understanding of the First, Fourth, Fifth, Sixth, and Eighth Amendments are recommended.

CRIM 222 Advanced Topics in Probation and Parole (4 units)

Prerequisite: CRIM 101 or by permission.

This course investigates special topics or emerging issues within the probation and parole systems. Topics are selected for their social importance with regards to the specific academic interests of students and the expertise of the instructor.

CRIM 223 Community Based Corrections (4 units)

Prerequisite: CRIM 101 or by permission.

This course provides students with an in-depth analysis of the community corrections complex. It examines the history of community corrections, the probation system, methods of post-incarceration supervision, intermediate sanctions, and correctional programming and treatment in the community.

CRIM 224 Probation Academy I

Prerequisite: ENGL 101 and approval from the Criminal Justice Department Chair.

Probation Officer Core Course (Academy) is part I of an intensive 211-hour course designed on the S.T.C. Probation Academy Model. Testing on various topics covered will be written and practical in nature. Hands on training for report writing and oral interviews skills are covered as well as: juvenile and adult criminal justice systems and processes, legal foundations for probation and terminology, restitutions, fines and other payments, case information gathering and written records, court reports and presentations, codes, statutes and case law, indicators of psychological problems, gang affiliation indicators, interviewing and counseling. Because this course is designed to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

CRIM 225 Probation Academy II

Prerequisite: Successful completion of CRIM 224.

Probation Officer Core Course (Academy) is part I of an intensive 211-hour course designed on the S.T.C. Probation Academy Model. Testing on various topics covered will be written and practical in nature. Hands on training for report writing and oral interviews skills are covered as well as: juvenile and adult criminal justice systems and processes, legal foundations for probation and terminology, restitutions, fines and other payments, case information gathering and written records, court reports and presentations, codes, statutes and case law, indicators of psychological problems, gang affiliation indicators, interviewing and counseling. Because this course is designed to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

CRIM 230 Sexual Offenses and Offenders (4 units)

Prerequisite: CRIM 101 or by permission.

This course examines sexual deviance, with an emphasis on rape, child molestation, and other sexual activities that may or may not be criminal in nature. Sex offenses are explored by examining the personality traits of the individuals who commit them, along with the social, clinical, and legal aspects of sexual offending and the effects on victims and society.

CRIM 231 Interview and Interrogation (4 units)

Prerequisite: CRIM 101 or by permission.

The course examines in-depth interview techniques of witnesses, victims, suspects, and children. Students also demonstrate an understanding of the difference between interviewing and interrogation. Students will perform mock interrogations.

CRIM 232 Domestic Violence Investigations (4 units)

Prerequisite: CRIM 101 or by permission.

This course is an overview of domestic violence and abuse. Methods of detection, analysis of issues, and application of techniques for treatment are discussed. Furthermore, students are exposed to intervention techniques for the prevention of domestic violence.

CRIM 233 Crime Scene Preservation (4 units)

Prerequisite: Successful completion of CRIM 130 with a "C" or better .

This course familiarizes students with the principles of the collection, examination, evaluation, and interpretation of evidence. It focuses on the application of modern science to physical evidence collection, preservation, and analysis.

CRIM 234 White Collar Crimes (4 units)

Prerequisite: CRIM 101 or by permission.

This course examines the nature and magnitude (cost in dollars and lives) of white collar and computer crimes, committed by professionals for the benefit of both individuals and organizations.

CRIM 270 Elements of Supervision in CJ (4 units)

Prerequisite: Actively Employed in Law Enforcement.

This course analyzes the supervisory role in criminal justice agencies, models for decision making, leadership styles, and critical incident supervision. The course discusses the methods of creating an environment that fosters effective decision making and acceptance of accountability at all levels, the role of leadership, leading by example, the rights, duties and obligations of supervisors.

CRIM 271 Elements of Management in CJ (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration.

This course analyzes the ecology of a criminal justice organization, accepting it as a dynamic social organization that must be led by effective managers. The course will focus on organizational behavior as a means of understanding both the complexity of the criminal justice organization and the interaction between criminal justice professionals and management as they work to resolve community problems.

CRIM 272 Ethical Leadership in CJ (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration.

This course evaluates the role of a criminal justice leader in ethical decision making. By analyzing and evaluating the three major ethical perspectives--virtue, formalism, and utilitarianism--students propose solutions to meta-ethics and moral psychology dilemmas using critical thinking and reasoning skills.

CRIM 273 Human Resource Skills for CJ Professionals (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration.

This course evaluates the generic and specific issues of personnel management in criminal justice with application to both sworn and civilian employees. Recruitment, selection, development, counseling and appraisal of employees as well as compensation and benefits administration are analyzed and assessed. Furthermore, the disciplinary process, complaint investigations, managing the problem employee and methods of managing conflict, state and federal regulations (including POBR, FMLA, equal opportunity, sexual harassment, discrimination, and other employee-related regulations) are evaluated and interpreted.

CRIM 274 Government Financial Process (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration.

This class explains and evaluates the budgetary process of city, county and state criminal justice organizations. Prioritizing, recommending, and creating budgets, grant proposals, and other funding resources are completed in the course.

CRIM 291 Victimology (4 units)

Prerequisite: CRIM 101.

This is a study of victims of crime. Topics include the victim-offender relationship, victim vulnerability, and victim culpability. A typological study of characteristics of crime, its victims and offenders are presented. Victim rights and compensation are also discussed.

CRIM 294 Advanced Criminal Investigations (4 units)

Prerequisites: CRIM 101, CRIM 130.

This is an advanced course to modern methods used in detection, investigation, and solution of crime. The class will be project oriented. The student will research, analyze and develop a portfolio in order to become a subject matter expert in an area chosen by the student and the instructor. There is a MANDATORY first week meeting and MANDATORY end-of-quarter symposium where the student will present his or her topic.

Department of Early Childhood Education

The Early Childhood Education program is designed for the student wishing to pursue a career in Early Childhood Education. Students may pursue an **associate's degree or bachelor's degree in this program**. Completion of courses and degrees will qualify toward placement on the Child Development Permit Matrix prepared by the Child Development Training Consortium. Completion of the BA degree will also qualify students to apply for admission to the Multiple Subject Teaching Credential Program at Humphreys University. The Program has five specific learning outcomes that successful ECE majors should attain.

The ECE program also offers a Minor in Early Childhood Education which is open to any student enrolled in any baccalaureate degree program other than Early Childhood Education. The fundamental premise of the Early Childhood Education minor is to give students a foundation for working with children, specifically those planning to enter the Humphreys University Multiple Subject Credential Program. In addition, the minor enables the student majoring in other disciplines opportunity to broaden his or her knowledge of child development.

Department goal: The goal of the Early Childhood Education Department is to fully equip students to pursue and advance in careers involving educating and caring for young children.

Careers Related to Early Childhood Education

Early Interventionist	Teacher Educator	Infant Teacher
Program Director/Site Supervisor	Researcher	Preschool Teacher
	Inclusion Specialist	Licensing Specialist

Bachelor of Arts in Early Childhood Education (181 Units)

A Humphreys University graduate with a baccalaureate in early childhood education will be able to demonstrate the following Program Learning Outcomes:

- Develop an understanding of young children's characteristics, needs, and the multiple influences on their development and learning, which will enable them to create environments that are healthy, respectful, supportive, and challenging for all children
- Study the importance and characteristics of children's families and communities, and use this understanding to create respectful relationships that support and empower families, and to involve all families in their child's development and learning
- Gain an understanding of the goals, benefits, and uses of assessment, and learn to use observation, documentation, and other effective assessment strategies to positively influence children's development and learning
- Learn to design, implement, and evaluate curriculum experiences that promote positive development and learning for all children
- Develop the skills for administrating and supervising a successful Early Childhood Education program within ethical guidelines

BACHELOR OF ARTS IN EARLY CHILDHOOD EDUCATION (181 UNITS)

GENERAL EDUCATION REQUIREMENTS (73 UNITS)

COMMUNICATIONS (16 UNITS)

- ENGL 101 Written Communications
- ENGL 110 Oral Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar

SOCIAL AND BEHAVIORAL SCIENCES (24 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Lower-Division Social and Behavioral Sciences Elective
- Lower-Division Social and Behavioral Sciences Elective
- Upper-Division Social and Behavioral Sciences Elective
- Upper-Division Social and Behavioral Sciences Elective

HUMANITIES (16 UNITS)

- Select one of the following
 - LIT 101 Introduction to Literature
 - ECE 155 Children's Literature
- Lower-Division Humanities Elective
- Lower-Division Humanities Elective
- Upper-Division Humanities Elective

MATH & SCIENCE (13 UNITS)

- MATH 100 College Math or MATH 101 College Algebra*
- Select one of the following:

- SCI 120 & 121 Human Biology and Lab
- SCI 130 & 131 Environmental Science and Lab
- SCI 110 Physical Science

- Math or Science Elective

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

TECHNOLOGY (4 UNITS)

- MGT 160 Computer Applications

ECE MAJOR REQUIREMENTS (69 UNITS)

- ECE 100 Introduction to Early Childhood Education
- ECE 101 Child Development
- ECE 105 Child and Society
- ECE 110 Curriculum Development: Developmentally Appropriate Practice
- ECE 130 Infant & Toddler Care
- Select two of the following internships
 - ECE 135 Preschool Internship in ECE/Work Experience
 - ECE 136 Preschool Internship in ECE/Work Experience
 - ECE 137 Infant/Toddler Internship in ECE/Work Experience
 - ECE 138 School Age Internship in ECE/Work Experience
 - ECE 139 Special Needs Internship in ECE/Work Experience
- ECE 150 Adult Supervision
- ECE 200 Development of Language
- ECE 206 Across the Life Span I
- ECE 207 Across the Life Span II
- ECE 215 Assessment Practices in ECE Programs

- ECE 225 Cultural Diversity in ECE
- ECE 237 Administration I
- ECE 238 Administration II
- ECE 240 Advanced Internship in Early Childhood Education/Work Experience
- ECE 270 Professionalism in ECE

FREE ELECTIVES
(39 UNITS)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Note: All bachelor's degree students must complete a total of 60 upper-division units; therefore, choose all elective courses with this requirement in mind.

ASSOCIATE IN ARTS IN EARLY CHILDHOOD EDUCATION (92 UNITS)

GENERAL EDUCATION REQUIREMENTS (60 UNITS)

COMMUNICATIONS (12 UNITS)

- ENGL 101 Written Communications
- ENGL 110 Oral Communications
- Select one of the following:
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar

SOCIAL AND BEHAVIORAL SCIENCES (20 UNITS)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Lower-Division Social and Behavioral Sciences elective
- Lower-Division Social and Behavioral Sciences elective
- Lower-Division Social and Behavioral Sciences elective

HUMANITIES (12 UNITS)

- Select one of the following
 - LIT 101 Introduction to Literature
 - ECE 155 Children's Literature
- Lower-Division Humanities elective
- Lower-Division Humanities elective

MATH & SCIENCE (12 UNITS)

- MATH 100 College Math or MATH 101 College Algebra*

- Select one of the following:
 - SCI 120 Human Biology
 - SCI 130 Environmental Science
 - SCI 110 Physical Science
- Math or Science Elective

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

TECHNOLOGY (4 UNITS)

- MGT 160 Computer Applications

ECE MAJOR REQUIREMENTS (32 UNITS)

- ECE 100 Introduction to Early Childhood Education
- ECE 101 Child Growth and Development
- ECE 105 Child and Society
- ECE 110 Curriculum Development: DAP
- ECE 130 Infant & Toddler Care
- Select two of the following
 - ECE 135 Preschool Internship in ECE/Work Experience
 - ECE 136 Preschool Internship in ECE/Work Experience
 - ECE 137 Infant/Toddler Internship in ECE/Work Experience
 - ECE 138 School Age Internship in ECE/Work Experience
 - ECE 139 Special Needs Internship in ECE/Work Experience
- ECE 150 Adult Supervision

MINOR IN EARLY CHILDHOOD EDUCATION (28 UNITS)

REQUIRED COURSES (12 UNITS)

- ECE 101 Child Development
- ECE 105 Child & Society
- Select one of the following:
 - ECE 110 Curriculum Development
 - ECE 155 Children's Literature

UPPER-DIVISION ELECTIVES (16 UNITS)

- ECE 206 Across the Life Span I
- ECE 207 Across the Life Span II
- Select two of the following:
 - ECE 200 Language Development
 - ECE 225 Cultural Diversity
 - ECE 245 Children at Risk
 - ECE 255 Inclusion in ECE
 - ECE 260 Bilingual Education

HUMPHREYS UNIVERSITY CHILD DEVELOPMENT PERMIT MATRIX

Permit Title	Education Requirement	Experience Requirement
ASSOCIATE TEACHER	ECE 100 Introduction to ECE ECE 101 Child Development ECE 105 Child & Society ECE 110 Curriculum Development ECE 130 Infant & Toddler Care (20 UNITS)	50 DAYS of 3+ hours per day within 2 years or 2 INTERNSHIPS
TEACHER	ECE 100 Introduction to ECE ECE 101 Child Development ECE 105 Child & Society ECE 110 Curriculum Development ECE 130 Infant & Toddler Care ECE 150 Adult Supervision ECE Electives (12 units) Communications (4 units) Social Science (4 units) Humanities (4 units) MATH 100 or Science (52 UNITS)	175 DAYS of 3+ hours per day within 4 years or 3 INTERNSHIPS and 100 days of 3+ hours per day within 4 years
MASTER TEACHER	ECE 100 Introduction to ECE ECE 101 Child Development ECE 105 Child & Society ECE 110 Curriculum Development ECE 130 Infant & Toddler Care ECE 150 Adult Supervision ECE 237 Administration I ECE 238 Administration II ECE Electives (16 units) Communications (4 units) Social Science (4 units) Humanities (4 units) MATH 100 or Science (64 UNITS)	350 DAYS of 3+ hours per day within 4 years
SITE SUPERVISOR	AA Degree (92 units) including: ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150- Adult Supervision ECE 237- Administration I ECE 238- Administration II (92 UNITS)	350 DAYS of 3+ hours per day within 4 years including at least 100 days of supervising adults
PROGRAM DIRECTOR	BA Degree (181 units) including: ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150- Adult Supervision ECE 237- Administration I ECE 238- Administration II (181 UNITS)	350 DAYS of 3+ hours per day within 4 years including at least 100 days of supervising adults and one program year of Site Supervisor experience

Alternative qualifications are available as stated on the child development permit matrix.

Courses in the Department of Early Childhood Education

ECE 100 Introduction of Early Childhood Education (4 units)

Prerequisites: None.

This course is designed to introduce students to the basics for teaching young children.

Emphasis will be placed on the history of Early Childhood Education, current issues in the field, knowledge of the young child, the roles and responsibilities of the teachers, and the dynamics of environment and curriculum. Key themes for the course will include: the importance of childhood, social reform, transmitting values, and professionalism. The purpose of this course is to promote the competence and effectiveness of new teachers through a presentation of basic knowledge, skills, attitudes, and philosophies.

ECE 101 Child Development (4 units)

Prerequisites: None.

(This course may be used as a Social Science elective.)

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

The design of this course is to introduce the student to the discipline of Child Development.

History, theory, and the topic of genetics will be examined along with child growth and development from conception through adolescence. Physical, cognitive, social and emotional growth is examined with discussion emphasizing the relationship each domain has with the others. The concept of nurturing the “whole” child is a focus. Theoretical perspectives include: psychoanalytic, cognitive, behavioral, and socio-cultural. Current research on brain development and multiple intelligences will also be explored along with learning styles and the influences of personality. In addition, Maslow’s theory of basic needs and the importance of culture to a child’s development will be introduced.

ECE 105 Child and Society (4 units)

Prerequisites: None.

(This course may be used as a Social Science elective.) (This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to sensitize teachers and prospective teachers to the complex nature of parenting in today’s world. Students will begin to perceive their role in communication with individual families so as to help parents become stronger in their parenting skills and to make appropriate decisions for their child’s care and education.

ECE 110 Curriculum Development: Developmentally Appropriate Practice (4 units)

Prerequisites: ECE 101.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course will examine developmentally appropriate practice in the early childhood education program as it relates to the development of an enriched learning environment. Methods for creating centers of interest appropriate to the ECE setting will be a major focus and the use of integrated curriculum, thematic units, field trips, and guest speakers as a means of planning and implementing activities for infants, toddlers, and preschoolers will be explored.

ECE 115 Child Discipline and Guidance (4 units)

Prerequisite: None.

(This course may be used as a Social Science elective.)

The purpose of this course is to familiarize students with appropriate methods of guidance and discipline for young children. The concepts of guidance, discipline, and punishment will be discussed along with their relationship to parenting and teaching styles. Students will learn to arrange developmentally appropriate environments for infants, toddlers, and preschoolers that will minimize behavioral problems and facilitate positive interaction among children and staff. An understanding about the functionality and use of appropriate limits will be gained, effective communication skills will be taught, and effective teaching strategies will be developed.

ECE 120 Special Needs (4 units)

Prerequisite: None.

(This course may be used as a Social Science elective.)

This course will examine the inclusion of children with special needs in the early childhood program. Identification, screening, and the referral of children with special needs will be part of the focus along with legislative mandates related to inclusion, mainstreaming, and accommodations. Strategies for mainstreaming and the full inclusion of children with special needs will be discussed as will how to make accommodations for the physically, mentally, and behaviorally challenged child.

ECE 125 Health, Safety, and Nutrition (4 units)

Prerequisite: None.

(This course may be used as a Social Science elective.)

This course will provide students with the opportunity to examine the issues of health, safety, and children's nutrition in child development programs and family childcare homes. Topics include emergency preparedness, environmental safety in child care, prevention of infectious disease, exclusion policies, mandated reporting, appropriate meal patterns, and safety standards for food storage and preparation.

ECE 130 Infant and Toddler Care (4 units)

Prerequisites: None.

(This course is required by Community Care Licensing and a grade of "C" or better is required.)

This course provides the students the knowledge for implementing appropriate practices in infant and toddler care. Stages of growth and development, temperament traits, and attachment will be examined as well as best practice strategies in infant/toddler care. Health and safety, licensing requirements, the environment, impact of culture, and parenting styles will also be discussed.

ECE 135 Preschool Internship in Early Childhood Education (4 units)

Prerequisites: ECE 100, 101, 105 and 110.

(This course is required by Community Care Licensing and a grade of "C" or better is required.)

This course is designed to prepare students for teaching in various types of ECE programs. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children ranging from six weeks to five years of age. Students are expected

to collaborate with other ECE students, teachers, and site administrators and to interact with children in approved ECE settings as they gain necessary skills for employment.

ECE 136 Preschool Internship in Early Childhood Education (4 units)

Prerequisites: ECE 100, 101, 105 and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

Students participating in this course are involved in planning, implementing, and evaluating developmentally appropriate learning experiences for children ages two through five years.

Child observation, learning objectives, and assessment are part of the experience as students are preparing for employment in a variety of child development programs.

ECE 137 Infant/Toddler Internship in Early Childhood Education (4 units)

Prerequisites: ECE 100, 101, 105 and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to prepare students for teaching in ECE programs which include infants and toddlers. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children ranging in age from birth through 2 years of age.

Students are expected to collaborate with other ECE students, teachers, and site administrators and to interact with infants and toddlers in approved ECE settings as they gain necessary skills for employment.

ECE 138 School Age Internship in Early Childhood Education (4 units)

Prerequisites: ECE 100, 101, 105 and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to prepare students for teaching in various types of ECE programs, including those with school age children. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children ranging in age from five to twelve. Students are expected to collaborate with other ECE students, teachers, and site administrators and to interact with school age children in approved ECE settings as they gain necessary skills for employment.

ECE 139 Special Needs Internship in Early Childhood Education (4 units)

Prerequisites: ECE 100, 101, 105 and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to prepare students for teaching in various types of ECE programs, with emphasis on children with special needs. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children with special needs ranging in age from six weeks to eight years of age. Students are expected to collaborate with other ECE students, teachers, and site administrators and to interact with children in approved, inclusive ECE settings as they gain necessary skills for employment.

ECE 140 Math and Science Experiences (4 units)

Prerequisite: None.

This course is designed to assist the early childhood educator with the development of appropriate math and science curriculum for children. A variety of mathematical and scientific

concepts are explored as are how to plan and implement activities throughout the environment. Students are given curricular and material resources that enable them to provide concrete math and science activities for young children and links with children's literature to enhance learning potential.

ECE 145 Child Observation (4 units)

Prerequisites: ECE 100 and 101.

This course is designed to educate ECE professionals about methods available for studying and observing children's behavior. Students are introduced to a variety of techniques and methods used to observe, record, and interpret patterns related to a child's growth and development. Opportunities for observing, recording, and analyzing children's behavior in a variety of settings are provided. Ethical considerations are emphasized and skills for working with children are developed.

ECE 150 Adult Supervision (4 units)

Prerequisites: ECE 100, 101 and 105.

(This course is required by Community Care Licensing and a grade of "C" or better is required.)

The purpose of this course is to provide the ECE student with the necessary skills to mentor adults in ECE classrooms. Supervision, evaluation, and professional growth are among the topics to be covered as the student is prepared for the role of mentoring student teachers, new assistant teachers/teachers, volunteers, and other adults.

ECE 155 Children's Literature (4 units)

Prerequisite: None.

This course is designed to assist parents, students, and educators interested in learning how to utilize literature to nurture a child's growth and development. Participants become knowledgeable about selecting appropriate stories and books for young children, how to effectively integrate them within curriculum, and how to incorporate the use of puppets and flannel board into the classroom setting. The concept of developing a child's creative, cognitive, social, cultural, and emotional growth is emphasized.

ECE 160 Creative Arts (4 units)

Prerequisites: ECE 101.

This course is designed to provide the student with comprehensive knowledge about a child's creative abilities with all the "arts" and its importance to a child's overall growth and development. Emphasis will be placed on child-directed activities related to creative experiences in visual art, music, dance, drama, and literature.

ECE 165 Supporting Play (4 units)

Prerequisites: ECE 101.

This course is recommended for ECE students, parents, teachers, and family child care providers. It involves the subject of play and its value to a child's overall growth and development. The focus is on infant, toddler, and pre-school age children and their play patterns. The needs of children and cultural aspects as they relate to play are addressed. Developmentally appropriate play materials and activities will also be explored.

ECE 175 Anti-Bias Curriculum (4 units)

Prerequisites: ECE 101.

This course will focus on methods for developing an anti-bias curriculum appropriate to the early childhood setting. Students will gain an understanding of anti-bias curriculum as it relates to planning and implementing activities, setting up environments, selecting children's literature and music, and communication. Culture, ethnicity, age, ability and gender will be among the areas of potential bias examined.

ECE 180 Autism in Children (4 units)

Prerequisite: None.

This course is designed for ECE students, administrators, and parents interested in learning about autism and other disorders that affect children. The definitions and potential causes of these disorders are discussed and students are provided with knowledge about characteristics and community resources. Methods for meeting the physical, social, and cognitive needs of children with these disorders are a primary focus.

ECE 199 Special Topics (1-4 units)

Prerequisites: ECE 100, 101, 105 and 110.

A specialized lower-division course focusing on an area directly related to ECE.

ECE 200 Language Development (4 units)

Prerequisites: ENGL 101; ECE 100, 101, 105 and 110.

The purpose of this course is to provide the advanced ECE student with comprehensive knowledge about the development of language. Chomsky's theory of language acquisition and Skinner's theory of behaviorism as it relates to language development is emphasized. Students learn about the developmental sequence related to language acquisition and methods for fostering language development. Identification for problems with speech development and multi-linguistic influences are discussed.

ECE 206 Across the Life Span I (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

In this course the student will become familiar with human growth and development in the following areas: physical, cognitive, social/emotional, cultural, environmental, genetics, and epigenetic. Students will discover how the endless variety of human experiences affects that growth. A key focus of the course will be to discover how our thoughts and actions change over the life span including "what happens" from conception through age eleven. New research and theory especially on the brain will be included with every age group.

ECE 207 Across the Life Span II (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

In this course the student will become familiar with human growth and development (multidirectional and multicontextual) and how the endless variety of human experiences affect

that growth. A key feature is how our thoughts and actions change over the life span including “what happens” as humans grow older. New research and theory especially on the brain will be included with every age group. Across the Life Span II covers the science of human development from eleven to late adulthood.

ECE 215 Assessment Practices in ECE Programs (4 units)

Prerequisites: ENGL 101; ECE 100, 101, 105, and 110.

Students enrolled in this course will gain knowledge about research methods as they relate to child development along with assessment tools appropriate to early childhood education programs. Specific ethical considerations will be discussed. Students will learn to assess early childhood education programs, become familiar with assessment tools used with children of various ages, and how to develop and complete staff evaluations.

ECE 225 Cultural Diversity in ECE (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

Child rearing across cultures is examined in this comprehensive course recommended for the advanced ECE student and other professionals working with children and adolescents. Students have the opportunity to learn about historical and current trends and issues related to diverse cultures. Cross-cultural communication, discipline, parenting, education, traditions, religion, and recreation are a few of the topics to be discussed.

ECE 230 Infant & Toddler Curriculum (4 units)

Prerequisites: ECE 101 and 130.

This course expands on the student’s knowledge to implement appropriate practices in infant and toddler care. The focus of this course is on the ongoing planning and implementation of the curriculum and environment. The importance of educators and parents/caregivers working together is emphasized.

ECE 237 Administration I (4.5 units)

Prerequisites: ENGL 101; ECE 100, 101, 105, and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to help students identify administrative styles and roles in a childcare setting. Students discuss ways to create a positive climate of community and how to motivate and encourage staff. Various types of child care facilities are examined. The steps of the licensing process and its purpose are explored. Students examine the function and purpose of boards, articles of incorporation, and bylaws. Students will study the budgeting process, resources available for funding a child care program and purchasing supplies and equipment.

ECE 238 Administration II (4.5 units)

Prerequisites: ENGL 101; ECE 100, 101, 105, and 110.

(This course is required by Community Care Licensing and a grade of “C” or better is required.)

This course is designed to help students identify the major sections of a personnel policy and understand the interview process. Students discuss the implications of the laws pertaining to servicing children with disabilities in a child care setting. The rationale for different types of

child grouping is examined. The need for staff training is explored. Students examine the process for monitoring procedures for caring for injured or sick children. Students study the importance of evaluating center components and discuss how to develop professional development strategies and the components of a parent program.

ECE 240 Advanced Internship in Early Childhood Education/Work Experience (4 units)

Prerequisites: Two of the following: ECE 135, 136, 137, 138 or 139.

This course is designed for the experienced ECE professional who desires to experience professional growth in a variety of areas. Curriculum planning and implementation, staff collaborations and evaluation, quality program review, and desired results are explored. Students have an opportunity to give input regarding their personal needs and issues related to professional growth and coursework is developed to address those needs.

ECE 245 Children at Risk (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

The design of this course is to provide knowledge to the educator or other professional who is working with children at risk. Areas to be covered include identification of risk factors, impact on a child's overall growth and development, strategies for intervention, and working with the families of children who are at risk.

ECE 250 Chemical Dependency Issues in Families (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Sciences elective.)

This course is designed to educate the student about chemical dependency and the impact it can have on a child's growth and development from conception through the developmental years. Identification of risk factors for children and adults; types of chemicals and their effects; and coping strategies including interventions will be discussed. The impact on family structures will be explored and information about community agencies available for support will be provided.

ECE 255 Inclusion in ECE (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Sciences elective.)

This course will examine the implications of inclusion for young children and their families. The teamwork it takes to ensure successful inclusion will be discussed. Planning for transition from early intervention programs into public schools will be explored. Strategies for mainstreaming and the full inclusion of the child who has special needs will be discussed.

ECE 260 Bilingual Education (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Sciences elective.)

This course provides an overview of bilingual education including understanding the historical, philosophical, and legal foundations of bilingual education, the various models of bilingual education and the rationales both supportive and critical of bilingual education. An emphasis

will be placed on how young children learn more than one language and on instructional patterns related to the acquisition of more than one language.

ECE 270 Professionalism in ECE (4 units)

Prerequisites: ENGL 101; ECE 200, 206, 207, 237 and 238.

This course is recommended for ECE students who are nearing completion of their bachelor's degree program. It provides a comprehensive look at the NAEYC Code of Ethical Conduct, employment opportunities in education, and the laws related to mandated reporting. Topics discussed will include: ethical issues, professional growth planning, job search, resumes, interviews, job skills, occupational safety and the California Child Abuse & Neglect Reporting Law. To successfully complete this course, students will be required to present their revised professional portfolio in class. Portfolios are to include evidence of meeting each of the ECE program learning outcomes.

ECE 280 School Age Development (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

In this course we will focus on the characteristics of an effective care giver, the education and experience needed, and the ways in which adults affect children's lives. We will use the NAEYC Code of Ethical Conduct to solve ethical dilemmas as they relate to working with school-age children and their families. We will discuss bullying—including the latest version of cyber-bullying. We will focus on families, their makeup, culture, configuration, and the ways in which these factors affect the physical, cognitive, and psychosocial development of school-age children. Our discussions will include topics such as the increasing rate of childhood obesity and conflict resolution.

ECE 281 School Age Curriculum (4 units)

Prerequisites: ENGL 101.

(This course may be used as a Social Science elective.)

In this course students will discuss the NAEYC developmentally appropriate practice, anti-bias curriculum, intentional planning, and how to use a project approach to enhance children's development. We will reflect on the newest thinking about children as natural scientists and mathematicians and how to engage them in constructing knowledge about the world around them. The process of learning to read and write will be discussed and how to create activities that support literacy skill development. We will discuss activities and programs which promote health and fitness. The use of community resources will be discussed, as well as quality standards for child care programs, accreditation, credentialing, and evaluation.

ECE 299 Advanced Special Topics (1-4 units)

Prerequisites: ENGL 101; ECE 200, 206, 207, 237 and 238.

An intensive upper-division course focusing on an area directly related to ECE.

Department of Graduate Studies

ADMISSION REQUIREMENTS OF THE GRADUATE STUDIES DEPARTMENT

Applicants to the Humphreys University Graduate Studies Department must submit the following:

- A completed graduate application
- Evidence of a baccalaureate degree from a college or university accredited by a regional accrediting agency
- **Transcripts:**
 - Submit one sealed, official transcript that shows proof of an earned bachelor's degree from a regionally accredited institution. Minimum 2.75 undergraduate cumulative GPA is required.
 - Students with a GPA of 2.0 to 2.75 may be admitted provisionally based on the recommendation of the admission committee. Students who are provisionally admitted must achieve a minimum 3.0 GPA in their first eight units of graduate coursework in order to continue. Additional documentation may be required. Provisional admission may also be granted to students needing to complete prerequisite coursework.
- **Writing Requirements:**
 - Students must provide proof of an advanced writing course with a grade of B- or better, or a passing score on the CBEST, or a passing score on the Humphreys University Writing Proficiency Exam.
 - Written Personal Statement: In 500-1000 words, discuss the distinction between graduate-level academic work and undergraduate-level academic work. Evaluate yourself as a student, and identify your skills and traits which will lead you to success in a graduate program, as well as areas where you might need assistance or growth in order to meet the demands of graduate study.

For the credential programs, an applicant must meet the admission requirements to the Graduate Studies Department as well as the following:

1. A current resume or curriculum vitae (included three references)
2. Proof of CSET exam registration, attempt, or passage, or verification of approved subject matter competency. Approved subject matter competency can also be verified by one of the following:
 - The candidate provides evidence of having completed a Commission approved subject matter preparation program.
 - The candidate provides evidence of continuous progress toward meeting the subject matter requirement.
 - The candidate provides evidence of enrollment in an organized subject matter examination preparation program.
3. Proof of CBEST exam registration, attempt, or passage
4. Verification of negative Tuberculosis test reading
5. Three letters of recommendation
6. Certificate of Clearance
 - An individual seeking a California teaching or services credential issued by the California Commission on Teacher Credentialing (CCTC) is required to obtain

fingerprint clearance from the California Department of Justice and the Federal Bureau of Investigation, through the CCTC. If he/she has received fingerprint clearance through other California agencies, employers, other states or government agencies, he/she is not exempt from this process. He/she may refer to <http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html> for more information and instructions.

- If he/she currently holds a Certificate of Clearance, valid CCTC-issued permit or teaching/services credential, or if he/she has submitted an application through another university, it is not necessary to complete this process. He/she must include a photocopy (front and back) of the certificate, permit or credential, or a copy of the CCTC online verification when submitting the Humphreys University application for graduate admission.
- Notice of Delay Policy: When a student in our program is placed by CCTC's Professional Practices Division on a Notice of Delay List, he/she will be immediately placed on a leave of absence from the University's credential program (not necessarily removed from the program) until the issue that placed him/her on the Notice of Delay list is resolved. Individuals on a Notice of Delay List, by law, are not allowed to participate in classrooms. Students on this list are not allowed to continue in coursework, field related or not, until the Division of Professional Practices has made a determination about his/her status. Should a student appear on the Notice of Delay List, he or she must immediately contact the Dean of Instruction or Coordinator of Teacher Credentialing Programs.

7. Pre-admission interview

- An applicant must successfully complete a pre-admission interview, during which the University will document the prospective candidate's knowledge, understanding of all credential requirements (e.g. CBEST, RICA, TPA, BTSA, etc.) using the Interview Checklist and the University will confirm the candidate's suitability for a career in the teaching profession.

Admission Criteria

The Graduate Admissions Committee will review applications to the program. Applicants will be admitted to the program based on the following considerations:

- Ability to complete a rigorous program of academic study successfully, as evidenced by successful completion of a baccalaureate degree from an accredited institution of higher education with a satisfactory, above-average GPA, and demonstration of suitable quantitative skills
- Strong writing skills demonstrated through the successful completion of an appropriate writing course during the undergraduate experience and/or by passing the writing portion of the CBEST.
- Clear professional and scholarly goals in keeping with the mission of the program.

Admission Classifications

Based on the admission requirements, students may be considered for admission in one of the following two categories:

1. Admission: A student satisfies the minimum admission requirements.
2. Provisional admission: In some cases, the University may make exceptions to the minimum admission requirements. A student may be admitted to the graduate program in this category if, in the opinion of the Graduate Admissions Committee, he/she lacks sufficient academic background or technological capacity but shows potential to succeed in graduate studies. In order to ensure a high likelihood of success, provisionally admitted students may be required to take preparatory courses to remove academic deficiencies before, or possibly during, the initial quarters of the graduate program.
 - Undergraduate students from the California State University System or the University of California may be admitted to the teacher preparation program of Humphreys University Graduate Studies Department and begin a professional preparation coursework on a provisional basis, if they have completed at least 80% of the appropriate approved subject matter preparation program, or are a Liberal Studies or Early Childhood Education undergraduate major, and/or have passed the applicable Commission approved subject matter competency examination(s). These candidates must meet the same admissions requirements as all other candidates for admission to the teacher preparation program. Conditional status will be changed to full admittance when documentation of the baccalaureate degree is provided and placed in the candidate's file.

INTERNATIONAL STUDENTS

The Graduate Studies Department admits students from countries other than the United States. The faculty and staff believe that there are significant benefits to be gained from the intermingling of different cultures in the atmosphere of an educational institution. The small size of the program requires, however, that the number of international students that can be accepted for enrollment be limited. Students who determine that the programs offered by the Graduate Studies Department can serve their needs are encouraged to inquire and make an application at the earliest possible date.

In addition to the admission requirement stated above, international applicants must submit the following documents as part of the application to the Graduate Studies Department:

1. **Official academic transcripts documenting conferral of a bachelor's degree** where English is the primary instructional language, evaluated by an approved international transcript evaluator, if necessary.
2. **An applicant who has not received a bachelor's degree where English is the primary instructional language** must submit a transcript of the TOEFL electronic or paper-delivered with a score of at least 63 on the paper-delivered test and 84 on the computer-based test; a passing score on the Michigan Test (MTELP), or demonstrate the obvious ability to communicate in English.
3. An applicant who does not meet condition 2 above will be required to enroll in and satisfactorily complete the Humphreys English Language Program (HELP) prior to beginning graduate coursework.
4. A letter of recommendation from someone who is not a family member.

5. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys University. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
6. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
 - International students are accepted for a period of one academic year or more and must complete a minimum of eight (8) units each quarter. The University must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (8 units).
 - The applicant understands that Humphreys University has no medical or health facilities and the student understands and agrees to provide for his/her own health and accident care and insurance while in the United States.
 - A non-refundable application fee of \$200.00 for international students is due prior to registration of classes.
 - The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. All fees and tuition for the first academic year are due prior to initial enrollment at Humphreys University. Starting with the second academic year each quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
 - The applicant understands that this University has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the University.

For more information, international students should speak with an admission counselor or the Registrar.

ADVISING

Each student will be assigned an advisor upon admission into the program, and this advisor will serve as the primary point of contact. Advisor/student pairings will be based upon the emphasis chosen, as well as any additional alignments of interest between an individual student and an individual instructor. Every effort will be made upon admission to match students with advisors based on mutual interest. Students will be required to meet with their advisors quarterly for course advising.

RESIDENCY AND TIME FRAME

The residency requirement for the Master of Arts in Education Program is 22 quarter units. The residency must be completed within the five-year maximum allowable timeframe for coursework completion.

TRANSFER OF CREDIT

Twelve quarter units (nine semester units) of post-graduate credit from a regionally accredited institution may be accepted, if applicable, subject to the approval of the Department Chair of Graduate Studies. A

student must have earned a B or better in the transferred course, in keeping with the academic requirements of the program.

Applicants who have been accepted to a credential program may transfer up to 20 quarter units of credit for courses taken in a program of subject matter preparation at other CTC-approved California institutions, not including student-teaching credits. Courses must be graduate level, taken for graduate-level credit at a regionally accredited college or university. **The candidate must have earned a grade of “B” or better for any course submitted for possible transfer.** Candidate may also be required to provide a copy of the catalog description and/or syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

Courses taken 10 or more years prior to admission to the program will not be eligible for transfer, unless work experience substantiates the coursework, as determined by the Dean of Graduate Studies.

LEAVE OF ABSENCE

Students in the graduate program may request a formal leave of absence for a specified period of time not to exceed four academic quarters. **The leave of absence will protect the student’s progress in the program** as well as their right to return to the program with the same requirements as when the student was admitted. A leave of absence must be approved by the Dean of Undergraduate Studies. Students who break enrollment in the graduate program for more than 12 months are not eligible to retain their catalog rights and must re-apply to the graduate program.

An absence extending beyond four quarters requires re-application to both the University and the credential program. Because of the nature of the credential program, there are no catalog rights. If a student does not apply for a leave of absence and is out for a quarter, he/she must submit a petition for readmission for the subsequent term. Upon returning, a student is held to any current legislative requirements pertaining to the credential program. Credit for credential coursework expires after five (5) years.

SATISFACTORY ACADEMIC PROGRESS

Students in the graduate program must maintain a cumulative grade point average of 3.0 (B average). A student will be placed on academic probation if he/she fails to maintain a cumulative grade point average of at least 3.0 in all units applicable to the degree. A graduate course in which a student receives a grade lower than a C- will not be accepted toward the program requirement; however, the grade will be included in grade point average calculations.

Maximum Time Frame

Students are eligible for financial aid benefits for a maximum of 150% of the units required to complete their declared program. Maximum time frame and Satisfactory Academic Progress are measured on a quarterly basis.

Academic Dismissal

A student on academic probation in the graduate program will be subject to dismissal if the student fails to raise his/her grade point average to 3.0 at the end of the probationary quarter. The determination regarding dismissal will be made by the Graduate Council in accordance with the Satisfactory Academic Progress policy in the Graduate Studies Department section of this catalog.

A graduate student may also be placed on probation or dismissed for repeated withdrawal, failure to progress toward an educational objective, or noncompliance with the Graduate Studies Department's program requirements.

Honor System

Humphreys University students subscribe to a personal honor code whereby they neither offer nor accept assistance during testing sessions.

Plagiarism is not condoned or excused. Term papers, research reports, Teacher Performance Assessments, and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work.

Violation of the honor code or plagiarism may result in the reduction of an assignment grade, a failing grade in a class, or dismissal from the University.

RESERVATION OF RIGHTS

The Department of Graduate Studies reserves the right to add, amend, or repeal any information contained herein upon publication of such addition, amendment, or repeal.

Any policies not specifically enumerated by the Graduate Studies Department will be covered by the relevant institutional policy found in the General Catalog.

Graduate Studies Financial Aid

GRADUATE STUDIES: FINANCIAL AID OVERVIEW

The purpose of financial aid at Humphreys University is to assist students who, because of financial constraints, might not otherwise have the resources to pursue a college education in their chosen fields. A student's financial need is determined by the difference between the total cost of attending Humphreys University and the contribution the student and/or his or her family is expected to make toward this cost. The total cost of attending Humphreys University includes tuition and fees, room and board, books and supplies, personal expenses, and transportation.

In order to determine if a student qualifies for financial aid, his or her income and asset information must be processed according to a Department of Education needs analysis calculation. Financial aid is available to U.S. citizens and eligible non-citizens.

Humphreys University helps to provide financial aid assistance for students who are recent graduates of high school, transfers from another post-secondary institution, and re-entry students.

Humphreys University maintains a varied financial assistance program in order to meet the needs of all students. The University's institutional eligibility to administer Title IV funds (financial aid) extends to all of the programs listed in the Catalog that lead to a degree or certificate.

The Free Application for Federal Student Aid (FAFSA) is the all-purpose application for most of this financial assistance. A student may choose any of the following three methods to file the FAFSA:

- Apply online at www.FAFSA.gov (Recommended) or
- Complete a PDF FAFSA - downloadable file at www.studentaid.edu.gov/PDFfafsa (Note: PDF FAFSAs must be mailed for processing) or
- Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-433-3243

The FAFSA on the web Worksheet and more detailed information about application procedures, deadlines, and eligibility may be obtained from the Financial Aid Office. The FAFSA on the web Worksheet is also available in the Admissions Office.

GRADUATE STUDIES: FINANCIAL AID AND UNIVERSITY BUDGETS

Humphreys University uses information provided by the California Student Aid Commission to determine the student costs of attendance (Student Expense Budget). The Student Expense Budget takes into consideration the following items:

- Tuition and fees
- Books and supplies
- Room and board
- Transportation
- Personal and miscellaneous expenses
- Child/Dependent care if applicable – Reasonable expenses with adequate documentation must be provided by the student, depending upon age and number of children.
- Loan fees – For student borrowers, actual or average loan origination and insurance fees apply.

GRADUATE STUDIES: FINANCIAL AID AND FEDERAL AND STATE ASSISTANCE

Federal and state assistance for students who have earned a bachelor degree and have been admitted to the Graduate Studies Department include:

- Federal Pell Grant*
- Federal Work-Study
- Federal Direct Student Loan Program
 - Direct Subsidized Loan *
 - Direct Unsubsidized Loan **
 - Direct Graduate Plus Loan **
- Institutional Awards
- Other Scholarships

*Available only for stand-alone credential programs

****Programs that apply to students who have already earned a bachelor's degree.**

Federal Pell Grants are available to undergraduate students only (with one exception for teacher certification students). The Pell Grant, unlike loans, does not have to be repaid. The U.S. Department of Education uses a standard formula to evaluate the information collected on the Federal Application for Federal Student Aid (FAFSA) when applying for a Pell Grant. This formula produces a number called the Expected Family Contribution (EFC), which determines if the student is eligible. For the 2013-134 award year (July 1, 2013 to June 30, 2014), Pell Grant awards will range up to a maximum of \$5,645. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. Effective on July 1, 2012, students may only receive Pell Grant up to 18 quarters, or its equivalent.

Federal Work Study (FWS) provides federal funds for student employment which is supplemented by funds from Humphreys University. Students must demonstrate financial need and must be enrolled for at least half-time in order to be eligible for FWS. Money is earned hourly and is paid directly to the student bi-weekly. FWS employment may be used as a means of helping to finance a student's education or career objectives. Interested and eligible should contact the Financial Aid Department for a Federal Work-Study Application.

The William D. Ford, Federal Direct Loan Student Loan Program (FDSLP) provides low interest rate loans to postsecondary students. It is managed by the U.S. Department of Education and is the only government backed loan program in the United States. Students who wish to apply for funding from the Federal Direct Loan program must first submit the Free Application for Federal Student Aid (FAFSA). Several types of loans are available under the FDSLP, including Subsidized Direct Loans, Unsubsidized Direct Loans, and Direct Graduate plus Loans. Federal Direct loans are the major form of financial aid for graduate students. Any regular eligible student enrolled at least half-time may borrow student loans. Graduate students no longer qualify for subsidized Stafford loans. Graduate students may borrow an additional amount in unsubsidized loans equal to the amount they otherwise would have received in subsidized loans. The unsubsidized loan is a non-need based loan with a maximum of \$20,500.00 per academic year. Most students are eligible for the maximum annual loan limit with lesser of \$20,500.00 or the cost of attendance minus other financial aid. Interest accrues on the Direct Unsubsidized loan beginning at disbursement until it is paid in full. **The interest is the borrower's responsibility.** Borrowers can choose to pay the interest quarterly or allow the interest to accrue and capitalize after their six-month grace period expires.

Repayment begins six months after graduation, when dropping to less than half-time enrollment status, or when completely withdrawing from an academic program. A grace period begins the day after the student stops attending school on at least a half-time basis. Once the grace period ends, repayment begins on the Subsidized and Unsubsidized Direct Loans. The Consolidated Appropriations Act of 2012 eliminated the interest subsidy during the six-month grace period for subsidized loans for which a first disbursement is made on or after July 1, 2012, and before July 1, 2014. Students who qualify for a Direct

Subsidized loan will not be charged interest while in school at least half-time or during eligible periods of deferment.

The maximum total debt allowed from the Department of Education for non-health related professions is \$138,500. This maximum total graduate debt limit includes Stafford Loans received for undergraduate study.

Graduate students are also eligible to borrow under the PLUS loan program up to their cost of attendance minus other estimated financial assistance. Federal Direct unsubsidized loans must be applied first. The terms and conditions include that applicants must not have adverse credit history and repayment begins on the date of the last disbursement of the loans (students still in school on at least a half-time basis may request an in-school forbearance to postpone repayment). Unlike private loans, PLUS loans are easier to qualify for, federally regulated, capped at 9% interest rate (can never exceed that rate) and able to be consolidated with Federal Direct Subsidized and Unsubsidized loans upon graduation. Further information is available at www.studentloans.gov.

STAND-ALONE CREDENTIAL PROGRAM

Students in the Graduate Studies Department who are pursuing a stand-alone teacher credentialing program are considered undergraduate students for the purposes of annual loan limits. Pell grants are available to students who already possess a baccalaureate degree only in this limited case.

If a student accepts a federal student loan, he or she will be required to repay that loan with interest. It is important a student understand how interest is calculated and the fees associated to the loan(s). Both of these factors will impact the amount required to repay. Additionally, most federal student loans have loan fees that are deducted proportionately from each loan disbursement. This means the funds disbursed to the student is less than the amount actually borrowed. The student is responsible for repaying the entire amount borrowed and not just the amount received. For current interest rate and origination fee information, go to <http://studentaid.ed.gov/types/loans/interest-rates>.

GRADUATE STUDIES: FINANCIAL AID REFUNDS

Humphreys University is required to calculate a refund for all financial aid recipients who withdraw within the refund period.

Any refund calculated must be returned first to the Title IV programs. The amount of refund returned to a Title IV program may not exceed the amount that the student received from that program for the enrollment period.

The refund distribution as prescribed by law and regulation must be allocated in the following order:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)
6. Federal Pell Grant Program

7. TEACH Grant
8. Any other federal, state, private, or institutional aid
9. The student

Loan amounts returned may include any applicable origination and insurance fees.

GRADUATE STUDIES: FINANCIAL AID COUNSELING

Humphreys University has counselors available to answer questions and assist with financial aid applications. For students who are interested in student loans, entrance/exit counseling is required.

PROGRAM REQUIREMENTS

MASTER OF ARTS IN EDUCATION (44 UNITS)

The Master of Arts in Education is an advanced-degree program designed to enhance the skills and knowledge of the educational professional. Students will pursue in-depth study of both theoretical and applied concepts, with a focus on developing the skills to become reflective practitioners and leaders.

Upon completion of this program, graduates will be able to demonstrate the following Program Learning Outcomes:

- Evaluate theoretical educational concepts and articulate how theory informs practice.
- Design research projects to gather data to answer research questions.
- Implement data collection and analyze data for use in education settings.
- Understand the foundations and effects of current issues facing education.

CORE COURSES

FOR THE ONLINE PROGRAM (28 UNITS):

- EDUC 306 Theories of Teaching and Practice, 4 units
- EDUC 307 Theories of Achievement and Learning, 4 units
- EDUC 301 Research Methods, 4 units
- EDUC 399a Thesis: Introduction and Review, 4 units
- EDUC 399b Thesis: Methods and Implementation, 4 units
- EDUC 399c Thesis: Results and Conclusions, 4 units
- One of the following:
 - EDUC 305 History of Education in America, 4 units
 - EDAD 339 Federal Law and Policy in Education, 4 units

CULMINATING EXPERIENCE: THE THESIS

Working closely with a faculty member, students develop and complete a five-chapter thesis by successfully completing three sequential courses: EDUC 399a, EDUC 399b, and EDUC 399c. A thesis is a written product that includes conducting original research, collecting and analyzing data, and drawing logical conclusions from the data, among other achievements, for the purpose of answering a specific question or meeting a specific project goal related to education. The thesis demonstrates critical thought and thorough documentation with APA style. The finished product, turned in at the end of EDUC 399c, must demonstrate content mastery, critical and independent thinking, appropriate organization and format, and accurate and thorough documentation.

ELECTIVE COURSES

FOR THE ONLINE PROGRAM (16 UNITS):

Select courses from the Master of Arts in Education Programs. See the course listing that follows.

TEACHING EMPHASIS (52 UNIT PROGRAM) (INCLUDING MULTIPLE SUBJECT CREDENTIAL COURSES)

Students must be admitted to Multiple-Subject Credential program in order to pursue the Master of Arts in Education with an Emphasis in Teaching.

- EDUC 304 Theories of Learning and Development (4 units)
- Choose two of the following:
 - EDAD 332 Technology in Education (4 units)
 - EDAD 335 Law and Policy in Education (4 units)
 - EDAD 337 Instructional Strategies (4 units)
 - EDAD 338 Data-Driven Decision Making (4 units)

CULMINATING EXPERIENCE FOR THE TEACHING EMPHASIS

Senate Bill 2042 (Chapter 548, Statutes of 1998), signed by the governor in 1998, requires all multiple subject preliminary credential candidates attending fifth year, intern, or blended teacher preparation programs in California to pass a Teaching Performance Assessment (TPA). This assessment is designed to give the candidate the opportunity to develop, refine, and demonstrate their teaching knowledge, skills, and abilities during their teacher preparation program. Humphreys University has adopted the California Teacher Performance Assessment as its assessment system for teacher candidates. The tasks are based on the Teacher Performance Expectations that reflect strong and well-accepted teaching knowledge and pedagogy.

The California Teaching Performance Assessment (CalTPA) incorporates performance tasks that increase in complexity but not necessarily in difficulty. These tasks are intended to be completed during Block III of their teacher preparation program.

Taken as a whole, the performance tasks will ask the candidate to demonstrate that he/she knows how to:

- find out information about a given class and about specific focus students within the class such as an English learner or a student with identified special needs
- plan appropriate subject-specific instruction and assessment for all students in alignment with state-adopted K-12 student academic content standards and/or frameworks
- implement the instruction according to the lesson plans he/she has developed, and reflect upon the outcomes of that instruction, including evidence of student learning
- design and implement assessment activities appropriate to the lesson and to the learners, and use the assessment results to inform the next round of lesson planning
- reflect upon his/her own professional growth as a member of the teaching profession
- TPAs are also linked to the California state-adopted academic content standards for students, the California Standards for the Teaching Profession, and the California Frameworks. All teacher candidates must take and pass all parts of the TPA in order to be recommended for a Preliminary Teaching Credential.

All materials and information necessary for the candidates to complete the TPA are available and are public. They will have the opportunity to review the tasks and their scoring rubrics before they begin the

assessment. The formative aspect of the TPA system allows them to confer with, collaborate with, and receive support from both instructors and peers while preparing for the TPA. To complete the assessment, however, they must submit an individual response to each task that represents their own unaided work.

Please consult the Credential Program Handbook for further information on the TPA process and requirements.

MULTIPLE SUBJECT CREDENTIAL PROGRAM (40 UNITS)

The Humphreys University Multiple Subject Credential Program will provide the training and experience necessary to qualify candidates for the California Preliminary Multiple Subject Credential. The SB2042 Preliminary Multiple Subject Teaching Credential will prepare candidates for teaching responsibilities in self-contained classroom settings at the elementary and middle-school levels with responsibility for instruction in several subject areas.

The teacher preparation program is designed to prepare candidates for the challenges and opportunities of teaching California's highly diverse student population. The program provides a strong, research-based foundation in both the academic and practical aspects of teaching in multi-ethnic and English learner classrooms. Integrated coursework and hands-on teaching experiences emphasize effective, result-oriented teaching strategies, differentiated instruction, and the practical, real-world skills necessary to manage classrooms within differing organizational structures (e.g., combination classes and block schedules).

The Multiple Subject Credential Program is designed to ensure that teacher candidates meet the California Standards for the Teaching Profession (CSTP), as promulgated by the CCTC. As such, the CSTP become the Outcomes of the Multiple Subject Credential Program.

Upon successful completion of the program, candidates will be able to demonstrate the following:

1. Engaging and Supporting all Students in Learning
 - 1.1. Using knowledge of students to engage them in learning
 - 1.2. Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests
 - 1.3. Connecting subject matter to meaningful, real-life contexts
 - 1.4. Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs
 - 1.5. Promoting critical thinking through inquiry, problem solving, and reflection
 - 1.6. Monitoring student learning and adjusting instruction while teaching
2. Creating and Maintaining Effective Environments for Student Learning
 - 2.1. Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
 - 2.2. Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
 - 2.3. Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe

3. Creating a rigorous learning environment with high expectations and appropriate support for all students
 - 3.1. Developing, communicating, and maintaining high standards for individual and group behavior
 - 3.2. Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn
 - 3.3. Using instructional time to optimize learning
4. Understanding and Organizing Subject Matter for Student Learning
 - 4.1. Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks
 - 4.2. Applying knowledge of student development and proficiencies to ensure student understanding of subject matter
 - 4.3. Organizing curriculum to facilitate student understanding of the subject matter
 - 4.4. Utilizing instructional strategies that are appropriate to the subject matter
 - 4.5. Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students
 - 4.6. Addressing the needs of English learners and students with special needs to provide equitable access to the content
5. Planning Instruction and Designing Learning Experiences for All Students
 - 5.1. **Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction**
 - 5.2. Establishing and articulating goals for student learning
 - 5.3. Developing and sequencing long-term and short-term instructional plans to support student learning
 - 5.4. Planning instruction that incorporates appropriate strategies to meet the learning needs of all students
 - 5.5. Adapting instructional plans and curricular materials to meet the assessed learning needs of all students
6. Assessing Students for Learning
 - 6.1. Applying knowledge of the purposes, characteristics, and uses of different types of assessments
 - 6.2. Collecting and analyzing assessment data from a variety of sources to inform instruction
 - 6.3. Reviewing data, both individually and with colleagues, to monitor student learning
 - 6.4. Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
 - 6.5. Involving all students in self-assessment, goal setting, and monitoring progress
 - 6.6. Using available technologies to assist in assessment, analysis, and communication of student learning
 - 6.7. Using assessment information to share timely and comprehensible feedback with students and their families
7. Developing as a Professional Educator

- 7.1. Reflecting on teaching practice in support of student learning
- 7.2. Establishing professional goals and engaging in continuous and purposeful professional growth and development
- 7.3. Collaborating with colleagues and the broader professional community to support teacher and student learning
- 7.4. Working with families to support student learning
- 7.5. Engaging local communities in support of the instructional program
- 7.6. Managing professional responsibilities to maintain motivation and commitment to all students
- 7.7. Demonstrating professional responsibility, integrity, and ethical conduct

PROGRAM STRUCTURE AND SEQUENCE

Candidates experience the credential program through block-sequenced developmental learning experiences that provide a purposeful progression through the curriculum while allowing flexibility to meet some of the personal needs of candidates. While courses within the blocks may vary from quarter to quarter based on enrollment period and student schedules, candidates must complete the courses within the blocks sequentially when possible; that is, all courses in the first block must be completed prior to taking courses in the second block. Candidates may progress through the program on either a full-time (eight units per quarter) or a part-time (four units per quarter) schedule, though financial aid eligibility may differ based on enrollment status. Please check with the Financial Aid Office for more information. The block-sequenced schedule guides the teacher candidate through all requirements for the multiple subject credential.

Student-teaching consists of one quarter of successful school and classroom involvement, five days per week for the full teaching day. All student-teaching placements are arranged by the Department Chair. Candidates for the Multiple Subject Credential Program experience working in at least one elementary grade level during the placement. Grades for student-teaching are issued by the Department Chair in coordination with the assessment of the student teacher by the cooperating district-employed supervisor.

Completion of the Credential Program and Recommendation

The following requirements must be fulfilled prior to being recommended for the Preliminary Multiple Subject credential:

- Successful completion of baccalaureate degree
- Successful completion of the U.S. Constitution Requirement (at Humphreys, PS 101 fulfills this requirement)
- Successful completion of a Computer Foundations course (at Humphreys, MGT 160 fulfills this requirement)
- Successful completion of an Educational Psychology course (at Humphreys, ECE 206 or ECE 207 fulfills this requirement)
- Successful completion of all program requirements with a 3.0 cumulative GPA
- For multiple-subject teacher preparation program, passage of the Reading Instruction Competency Assessment (RICA)

- Successful completion of the Teacher Performance Assessments

The University will only provide a record and a recommendation to the California Commission on Teacher Credentialing (CCTC). There is no certificate or degree provided by the University for the Completion of this program nor does this enable a student to participate in graduation ceremonies. Humphreys University assures that only employees of the program sponsor will recommend candidates for their credentials. The Department Chair is the sole University Credential Analyst and is registered with CCTC as the Authorized Designee (AD) and Authorized Submitter (AD).

The curriculum of the teacher preparation program may also lead to the completion of the Master of Arts in Education degree with emphasis in Teaching. As such, the program curriculum will also address the **Program Learning Outcomes of the Master's degree.**

Upon successful completion of the Master of Arts in Education degree, candidates will be able to:

- Evaluate theoretical educational concepts and articulate how theory informs practice.
- Design research projects to gather data to answer research questions.
- Implement data collection and analyze data for use in education settings.
- Understand the foundations and effects of current issues facing education.

MULTIPLE SUBJECT CREDENTIAL PROGRAM (40 UNITS)

CORE CLASSES

Block I

- EDUC 300 Foundations of Teaching in California
- EDCC 350 Cultural Diversity
- EDCC 351 Curriculum and Instruction for Diverse Elementary Settings
- EDCC 352 Language and Literacy in Elementary Schools

Block II

- EDCC 353 Mathematics Education in Elementary Schools
- EDCC 354 Social Studies Education in Elementary Schools
- EDCC 355 Science Education in Elementary Schools
- EDCC 356 Theories and Methods of Bilingual/Multicultural Education

Block III

- EDCC 370/371 Multiple Subject Student Teaching/Seminar

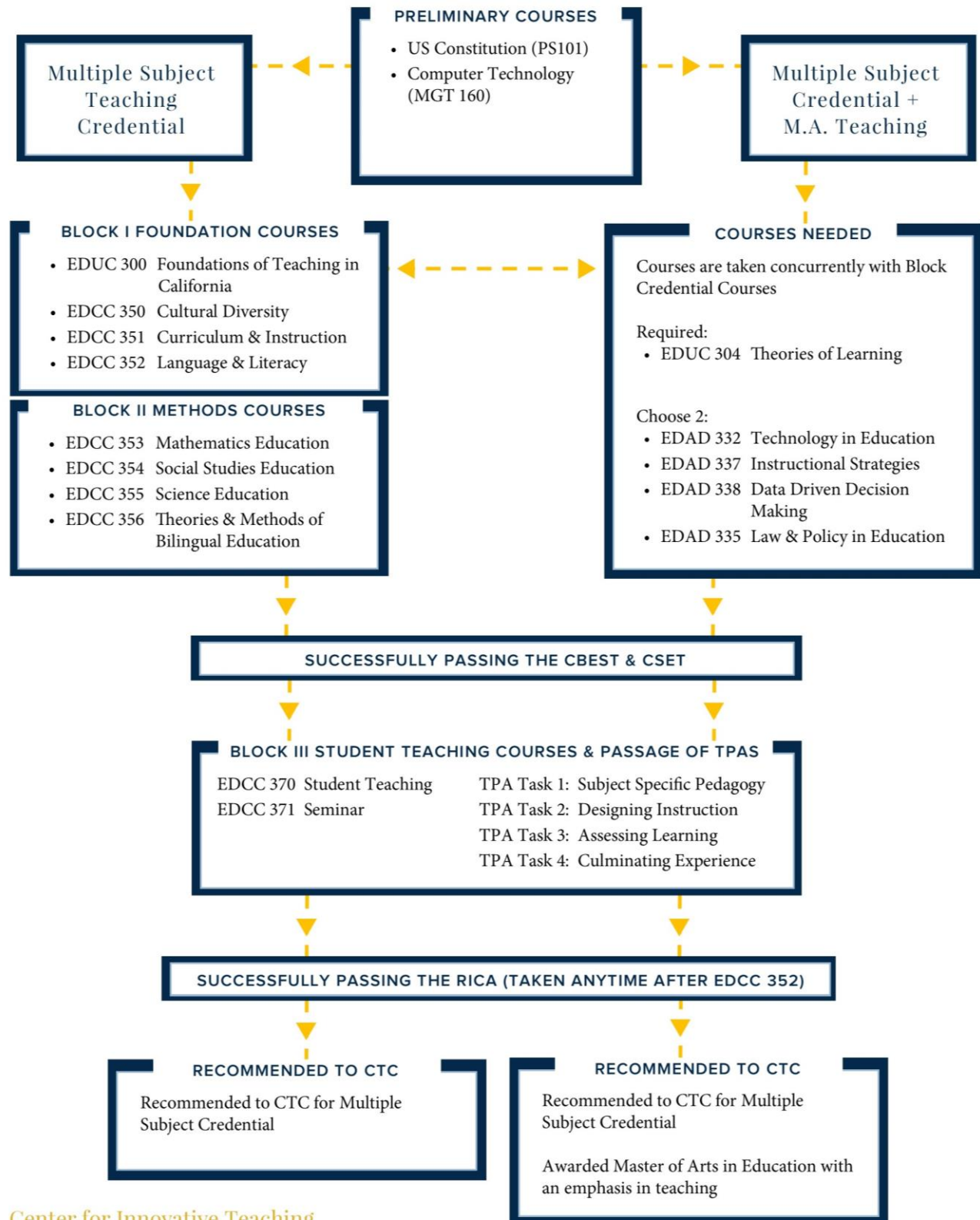
The following courses or their transferrable equivalents are also necessary in order to be recommended to the state for a preliminary teaching credential. In cases that students do not meet these requirements, additional coursework may be required.

U.S. Constitutional Requirement (PS 101)

Computer Technology (MGT 160)

Educational Psychology (ECE 206 or ECE 207)

PATHWAYS FOR MULTIPLE SUBJECT TEACHING CREDENTIAL AND M.A. WITH CREDENTIAL



Center for Innovative Teaching

Courses in the Master of Arts in Education Programs

EDUC 301 Research Methods (4 units)

Prerequisite: Admission to M.A. in Education program

This course is designed to provide students with experience in applying several different qualitative and quantitative research methods. The emphasis is on practical methods that can provide the researcher with new and useful perspectives about education phenomena.

Topics include: conceptualizing a research problem; methods of gathering data; coding and structuring data; descriptive statistics; including the basics of sampling and ethical considerations.

EDUC 303 Curriculum Design and Evaluation (4 units)

Prerequisite: Admission to M.A. in Education program

This course analyzes practical issues of curriculum and course design and assessment. Topics include: curriculum theory; beginning the design process; the relationship between curriculum and courses; course design; including defining intended outcomes; and developing a plan for assessing student achievement.

EDUC 304 Theories of Learning and Development (4 units)

Prerequisite: Admission to M.A. in Education program

This course focuses on the developmental theories and principles as they apply to learning, including cognitive, behavioral, and social approaches. Emphasis is given to motivation, accommodation, and assessment.

EDUC 305 History of Education in America (4 units)

Prerequisite: Admission to M.A. in Education program

This course examines the historical development of American education from the earliest inhabitants to the 21st Century. Major themes, issues, and reforms are traced and analyzed to inform the current state of education in America.

EDUC 306 Theories of Teaching and Practice (4 units)

Prerequisite: Admission to M.A. in Education program

This course explores theories of teaching and practice and their alignment with theories of achievement and learning. Students examine the influences of school and classroom cultures on student engagement and learning.

EDUC 307 Theories of Achievement and Learning (4 units)

Prerequisite: Admission to M.A. in Education program

This course focuses on theories and principles as they apply to student achievement and learning, including the effects of cognitive, emotional, behavioral, and social constructs.

EDUC 399a Thesis: Introduction and Review (4 units)

Prerequisite: Completion of all required M.A. in Education coursework

For EDUC 399a, students complete chapters 1 and 2 of their five-chapter thesis. Additionally, they begin building the References section. Focus is on developing a research question and other introductory material, as well as collecting, organizing, analyzing, and critiquing scholarly sources that are related to the thesis topic.

EDUC 399b Thesis: Methods and Implementation (4 units)

Prerequisite: Completion EDUC 399a

In EDUC 399b, students learn in depth about a particular research design, data collection, and data analysis. Students conduct research according to the design, methods, and collection processes identified. Students write Chapter 3. Students continue to follow APA formatting to cite and reference sources.

EDUC 399c Thesis: Results and Conclusions (4 units)

Prerequisite: Completion EDUC 399b

In EDUC 399c, students process and analyze the collected data, report the findings, draw conclusions based on the data, answer the central research question, and write the final two chapters of the thesis, while making appropriate revisions to previous chapters. At the conclusion of EDUC 399c, the completed thesis is turned in.

EDAD 331 Human and Fiscal Resources in Educational Administration (4 units)

Prerequisite: Admission to M.A. in Education program

Prerequisite: Admission to the graduate program

This course applies the theories and principles of administration to public and private schools. It discusses organizational development and behavior as it applies to educational systems, as well as the financial structure of educational systems. Organizational theory and application, and financial management skills, including budget development, financial analysis, and funding methodologies, are emphasized.

EDAD 332 Technology in Education (4 units)

Prerequisite: Admission to M.A. in Education program

The focus of this course is on the impact technology can have on education; and locating, evaluating, and interacting with a variety of software and hardware solutions to engage students, teachers, and administrators in dynamic learning environments. Students will access current research regarding technology and instruction and apply that information to relevant situations. Students will also explore and use common classroom-based technology, web-based apps, and open educational resources in classroom activities and assignments.

EDAD 335 Law and Policy in Education (4 units)

Prerequisite: Admission to M.A. in Education program

This course explores the role of policy development and implementation, and the issues that arise in educational settings. Additionally, the course investigates the legal basis of education and public schools in the United States, including relevant constitutional provisions and statutes that guide school operations and policies. Emphasis is placed on linking historical and theoretical

concepts to practical school situations and the development of skills necessary to research legal issues and analyze policy implications.

EDAD 336 Leadership in Education (4 units)

Prerequisite: Admission to M.A. in Education program

This course is focused on leadership in educational settings. Students examine the major theories of leadership, including classical, postmodern, and critical theories. Students learn to recognize the different leadership roles in education and analyze strategies to use in practical management and decision-making settings.

EDAD 337 Instructional Strategies

Prerequisite: Admission to M.A. in Education program, EDAD 332 Technology in Education is highly recommended.

This course focuses on learning and practicing instructional strategies to increase student engagement. Students will learn blended instruction techniques, project-based learning, questioning strategies, and socio-emotional learning theory as well as creating an engaging classroom culture. This course will incorporate educational technology such as open educational resources and cloud-based apps. Students will be expected to expand their knowledge about these resources outside of class.

EDAD 338 Data-Driven Decision Making

Prerequisite: Admission to M.A. in Education program

The goals of this course are to introduce students to the concept and aims of data-driven decision making and its application to educational practice. We will discuss theories and assumptions regarding identifying and collecting the correct data based on a specific question or issue, interpreting data, and developing guidelines for how to use data to make decisions in both individual and leadership positions. Students will be introduced to quantitative, qualitative, and action research methods and will apply these methods to a professional setting.

EDAD 339 Federal Law, Policy, and Regulation in Education (4 units)

Prerequisite: Admission to M.A. in Education program

This course explores the role of federal law and policy development and implementation, and the issues that arise in educational settings, including the role of the U.S. Department of Education. The course investigates the legal basis of education and public schools in the United States, including relevant constitutional provisions and federal statutes that guide school operations and policies. Emphasis is placed on linking historical and theoretical concepts to practical school situations and the development of skills necessary to research legal issues and analyze policy implications.

Courses in the Multiple Subject Credential Program

EDUC 300 Foundations of Teaching in California (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course focuses on education in a pluralistic society and examines the historical, social, and cultural conditions that influence education and inform its current structures and directions.

EDCC 350 Cultural Diversity (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course focuses on the principles of first and second-language acquisition, including historical and current theories, psychological, socio-cultural, political, and pedagogical factors, and issues related to cultural interaction and communication in school and community contexts. Topics are addressed with regard to theoretical foundations and applied contexts. The course includes basic CLAD competencies of culturally and linguistically effective programs as well as teaching strategies for multi-cultural populations.

EDCC 351 Curriculum and Instruction for Diverse Elementary Schools Settings (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course examines educational, curricular, behavior management, and assessment practices in **today's elementary schools. Course topics include theories and applications of research on** teaching and learning and curriculum design in elementary education, the use of technology in teaching and learning, and theories and applications related to the research on student achievement in elementary schools. Emphasis is placed on teaching and learning in multicultural communities.

EDCC 352 Language and Literacy in Elementary Schools (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course focuses on the scope and sequence of language arts in the K-8 curriculum. It addresses the role of literacy in the elementary school curriculum; methods and materials for teaching language and literacy to students from diverse socio-cultural, ethno-linguistic, and ability backgrounds and experiences; strategies for utilizing literacy across the curriculum; first and second language acquisition theories; and teaching English as a second language. The course also prepares candidates to pass the RICA test.

EDCC 353 Mathematics Education in Elementary Schools (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course presents strategies and models for effective instruction of mathematics in elementary schools. Course topics include instructional planning, student assessment, the role of culture in mathematics, **utilizing technology in teaching to enhance children's math performance and** progress, the use of realia and other manipulatives in math education, and integrating mathematics across the elementary school curriculum.

EDCC 354 Social Studies in Elementary Schools (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course presents strategies and models for effective instruction of social studies in elementary schools. Course topics include instructional planning, student assessment, cultural applications of social studies education, utilizing technology in teaching, the use of realia and other artifacts for social studies education, and integrating social studies across the elementary school curriculum.

EDCC 355 Science Education in Elementary Schools (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

This course presents strategies and models for effective instruction of science in elementary schools. Course topics include instructional planning, student assessment, cultural applications of science education, utilizing technology in teaching, the use of realia and other artifacts for science education, and integrating science across the elementary school curriculum.

EDCC 356 Theories and Methods of Bilingual Education (4 units)

Prerequisite: Admission to Multiple-Subject Credential Program

The course introduces students to the historical, political, and legal foundations of educational programs for English learners. Theories of second-language learning and the research on the effectiveness of bilingual education programs are discussed. The course also exposes students to research-based methods of facilitating and measuring growth in second-language and literacy acquisition, as well as creating learning environments that promote language development. The course is focused on increasing the ability of candidates to work and communicate effectively and confidently with students and parents from diverse cultural, linguistic, and socio-economic backgrounds. The course also seeks to increase their ability to identify and apply basic CLAD competencies, to participate in culturally and linguistically effective programs, and to develop teaching strategies for multicultural populations.

EDCC 370/371 Student Teaching/Seminar, (7/1 Units)

This is the final course required for the multiple subject teacher credentialing programs in California. Candidates will demonstrate their capacity and readiness to teach in a California public school through the completion of a one-quarter immersive student-teaching field experience, attendance of an on-campus seminar, and successful completion of the four Teacher Performance Assessment tasks as prescribed by the California Commission on Teacher Credentialing (CCTC).

Humphreys University Faculty

FULL-TIME FACULTY

Cynthia S. Becerra

Degree: Master of Arts, CSU Sacramento, 1984, English and Literature

Certification: Community College Credential

Department: Liberal Arts

Title: Dean of Undergraduate Studies, Department Chair

Jess Bonds

Degree: Doctor of Education, Northcentral University, 2010

Department: Liberal Arts, Graduate Studies

Title: Dean of Graduate Studies

Shana Brucia

Degree: Masters in Police Science, CSU Sacramento, 2004

Department: Criminal Justice, Liberal Studies, Community Studies

Title: Assistant Professor, Department Chair

Richard Chabot

Degree: Doctor of Philosophy, Univ. of Hawaii at Manoa, 1991, Sociology

Department: Liberal Arts: Community Studies

Title: Professor, Community Studies Coordinator

Beverly Clark

Degree: Doctoral Degree, University of the Pacific, 2001, Educational Administration

Department: Early Childhood Education

Title: Associate Professor

Pamela Closs

Degree: Bachelor of Arts, Humphreys University, 2011

Certifications: Certificate in Realtime Technology (Humphreys University); CRI (Certified Reporting Instructor-NCRA), 2008; RSA (Certified Realtime Systems Administrator-NCRA), 2011

Department: Court Reporting

Title: Instructor

Crystal Hootman

Degree: Master of Science, CSU Sacramento, 2011, Geology

Department: Liberal Arts

Title: Assistant Professor

Robert G. Humphreys

Degree: Doctor of Philosophy, University of Santa Clara, 1986, Business Administration

Department: Business, Liberal Arts

Title: Chief Financial Officer

Robert Humphreys, Jr.

Degree: Doctor of Philosophy, Claremont Graduate University, 2006, Higher Education

Department: Business, Liberal Arts, Graduate Studies

Title: President

Lisa Kooren

Degree: Doctor of Philosophy, Capella University, 2015, Higher Education

Certification: Enrollment Management, Noel-Levitz and Capella University

Department: Liberal Arts

Title: Dean of Institutional Research, Director of Modesto Campus

Linda Mottison

Degree: Master of Science, National University, 2001, Education

Department: Liberal Arts

Title: Assistant Professor

Laura Poirier

Degree: Associate in Arts, San Joaquin Delta College, 1979, Business Administration

Certifications: CSR (Certified Shorthand Reporter), 1986; CRI (Certified Reporting Instructor-NCRA),
2011

Department: Court Reporting

Title: Instructor

Linda Rahmoller

Degree: Master of Science, Capella University, 2009, Post-Secondary & Adult Education

Department: Business

Title: Assistant Professor

Kay Reindl

Degree: Associate in Arts, College of the Redwoods, 1980, Court Reporting

Certifications: CSR (Certified Shorthand Reporter), 1982; CRI (Certified Reporting Instructor-NCRA),
2008

Department: Court Reporting

Title: Instructor, Department Chair

Donna Roberts

Degree: Doctor of Education, CSU Stanislaus, 2015, Educational Leadership

Certifications: Reading Specialist K-12 and Adult Credential, CLAD Multiple Subject Teaching
Credential, Administrative Services Credential

Department: Graduate Studies

Title: Associate Dean, Associate Professor

Rowena Walker

In Memoriam

Degree: Master of Arts, University of the Pacific, 1978, Political Science

Certification: Teaching Credentials, State of Washington and State of California

Department: Legal Studies, Liberal Arts

Title: Professor Emerita, Department Chair

Leslie Walton

Degree: Master of Arts, National University, 2013, English

Degree: Master of Business Administration, National University, 2006

Honors: Magna Cum Laude

Department: Liberal Arts, Business

Title: Assistant Professor

Michele Williams-George

Degree: Master of Education, Cambridge College, 1990, Human Services Management

Certifications: Administrative Credential, CLAD, Teaching Credential

Department: Graduate Studies

Title: Director, Center for Innovative Teaching

Jason Wolins

Degree: Juris Doctor, University of the Pacific, McGeorge School of Law, 1979

Degree: Master of Business Administration, DePaul University, 1995

Honors: Master of Business Administration degree "With Distinction"

Department: Business

Title: Associate Professor, Department Chair

Pamela Wood

Degree: Master of Arts, Andrew Jackson University, 2000, Education

Department: Early Childhood Education

Title: Assistant Professor, Department Chair

ADJUNCT FACULTY**Ruben Alfonso**

Degree: Bachelor of Arts, CSU Sacramento, Criminal Justice

Certifications: Basic POST, POST Instructor, POST Cultural Awareness Instructor

Department: Criminal Justice

Amada Amos

Degree: Master of Social Work, San Jose State University

Department: Early Childhood Education

Polly Baker

Degree: Bachelor of Arts, University of Pacific, 1977, Mathematics

Certification: California Teaching Credential, 1985

Kenneth Baxter

Degree: Masters in Public Administration, CSU Stanislaus, 1987

Department: Community Studies

Shauna Bennett

Degree: Master of Business Administration, CSU Stanislaus, 2001

Department: Business, Liberal Arts

Ella Blair

Degree: Master of Arts, Education, Humphreys University, 2011

Department: Early Childhood Education

Shirley Boyd

Degree: Juris Doctor, Humphreys University Drivon School of Law, 2010

Department: Legal Studies

Karla Brandt

Degree: Masters in Planification: An Evaluation of Academics, University Santa Maria, 2013

Department: Liberal Arts

Kim Brannon

Degree: Master of Arts, National University, 2004

Certification: CLAD Multiple Subject Credential

Department: Graduate Studies

Georgette Brown

Degree: Master of Science, Criminal Justice, University of Cincinnati, 2010

Certifications: Advanced POST certificate

Department: Criminal Justice

Sierra Brucia

Degree: Master of Arts, American Military University, 2016, Concentration in Organizational Leadership;

Degree: Bachelor of Arts, Saint Mary's College, 2004, Management

Certifications: MA Certificate, Supervisory Certificate, Advanced Certificate, SWAT POST Certificate

Department: Criminal Justice, Community Studies

Ray Call

Degree: Master of Arts, Chapman University, 2009, Organizational Leadership

Department: Business

Shad Canestrino

Degree: Bachelor of Science, CSU Sacramento, Criminology

Certifications: POST Academy Instructor, Advanced POST, Designated Teaching Credential, POST Supervisor, POST Management

Department: Criminal Justice

Michelle Cantlin

Degree: Bachelor of Arts, CSU Stanislaus, Psychology

Department: Criminal Justice

Donald G. Carlisle

Degree: Master of Science, UC Santa Cruz, 2008, Finance and Applied Economics

Department: Business, Liberal Arts

Alberto Castello

Degree: Bachelor of Science, University of Pacific, 2007, Physics

Department: Liberal Arts

John Clanton

Degree: Master of Arts, California State University, Stanislaus, English

Department: Liberal Arts

Desiree C. Clifton

Degree: Master of Arts, Humphreys University, 2011, Education

Department: Liberal Arts

Leonard Dofflemyer

Degrees: Bachelor of Arts, University of Pacific, 1961; Master of Arts, University of Pacific, 1967

Department: Liberal Arts

Lorraine Doria

Degree: Master of Arts, CSU Stanislaus, 2012, History

Department: Liberal Arts

Beth Douglas

Degree: Associate Degree, Ferris State College, MI, 1980, Court & Conference Reporting

Certifications: MI CSR (Certified Shorthand Reporter), 1981; RPR (Registered Professional Reporter), 1982; CA CSR (Certified Shorthand Reporter), 1988

Department: Court Reporting

Mary Dunaway

Degree: Master of Arts, CSU Stanislaus, 1999

Certifications: Multiple Subject Credential, Administrative Services Credential, CLAD Certificate

Department: Graduate Studies

Edna V. Ealey

Degree: Master of Arts, University of Phoenix, Education/Single-Subject Mathematics

Degree: Master of Science, Kaplan University, Education/Collegiate Online Teaching

Department: Liberal Arts

Marlisa Ferreira

Degree: Juris Doctor, Empire College School of Law

Department: Legal Studies

Kimberly R. Gonzales

Degree: Juris Doctor, University of the Pacific, McGeorge School of Law, 2005

Honors: Order of the Barristers, High Honors in Written Advocacy

Department: Criminal Justice

Jolene Gonzales

Degree: Master of Arts, Chapman University, Organizational Leadership

Certification: P.O.S.T. Supervisor, Management, Command College, and Executive Certificates

Department: Criminal Justice

John J. Goold

Degree: Juris Doctor, Santa Clara University School of Law, 1990

Department: Criminal Justice, Legal Studies

Shannon Gonzales

Degree: Master of Public Administration, National University

Certification: Standards and Training for Corrections (STC) Juvenile Detention CORE, Probation Officer CORE, and Supervisor CORE

Department: Criminal Justice

Eric Gora

Degree: Master of Science, CSU East Bay

Certification: Basic POST

Department: Criminal Justice

Gary Grafius

Degree: Bachelor of Science, California Polytechnic State University, San Luis Obispo, 1980, Business Administration

Certification: California State University, Stanislaus, 1989, Teaching Credential

Department: Business

Larry Hansen

Degree: Master of Arts, CSU Stanislaus, Public Administration

Certification: Advanced POST

Department: Criminal Justice

Gregory Hausmann

Degree: Master of Science, CSU Long Beach, Emergency Services Administration

Certifications: POST Advance, POST Defensive Tactics Instructor

Department: Criminal Justice

Raymond D. Harter

Degree: Bachelor of Science, CSU, Long Beach, 1971, Criminology

Degree: Juris Doctorate, Humphreys University School of Law, 1995

Department: Liberal Arts, Legal Studies

Diane Henderson

Degree: Associate in Science, Computer Information Systems

Certification: Certificate in Microcomputers, Merritt College 2000; Associate in Arts, Theology, Shiloh Bible College, 1991

Department: Business

Linden Howe

Degree: Master of Arts, University of San Francisco, Counseling, 1997

Department: Liberal Arts

David Lee Hutchins

Degree: Master of Arts, East/West Psychology

Honors: Dr. Haridas Chaudhuri Scholar in East/West Psychology

Department: Liberal Arts

Fatima Ibrahim

Degree: Juris Doctorate, Humphreys University School of Law, 2009

Honors: With Honors in Paralegal Studies

Certification: Paralegal Certification

Department: Legal Studies

Kimberly Johnson

Degree: Juris Doctor, Golden Gate University School of Law, 1997

Department: Legal Studies

Tim Kooy

Degree: Juris Doctor, Golden Gate University School of Law, 1985

Department: Legal Studies

Catherine M. Long

Degree: Master of Arts, University of Phoenix, 2008

Certifications: CLAD Multiple Subject Credential, MIAA

Department: Graduate Studies

Robert Marconi

Degree: Master of Arts, CSU Sacramento, 1992, Criminal Justice Administration

Department: Criminal Justice

James Mazza

Degree: Master of Business Administration, CSU, Stanislaus, 1994, Finance

Department: Business

Jennifer McHenry

Degree: Bachelor of Science, Humphreys University, 2003, Paralegal Studies

Certification: Paralegal Certificate

Honors: Cum Laude

Department: Legal Studies

James A. Menard

Degree: Master of Business Administration, Golden Gate University, 1989, Finance

Certification: National Association of Credit Managers-Certified Credit Executive

Department: Business, Liberal Arts

Zayante P. Merrill

Degree: Juris Doctor, Humphreys University School of Law, 2009

Department: Legal Studies

Kathryn Meyer

Degree: Master of Arts, Humphreys University, 2017, Education

Department: Liberal Arts

Phyllis Miranda

Degree: Master of Arts, University of Phoenix, 2005, Early Childhood Education

Department: Early Childhood Education

Kerry Moquett

Degree: Doctor of Education, Northcentral University, 2012

Degree: Master of Arts, CSU Sacramento, 1990, English

Honors: Cum Laude

Department: Liberal Arts, Graduate Studies

Carly Moreno

Degree: Bachelor of Arts, CSU Stanislaus, 1997, Liberal Studies: English Concentration

Degree: Master of Arts, Grand Canyon University, 2003, Teaching

Department: Liberal Arts

Richard Moreno

Degree: Bachelor of Science, Humphreys University, 2012

Certifications: POST Advanced Certificate

Department: Criminal Justice

Brenda Nottoli

Certification: CSR (Certified Shorthand Reporter), 1993

Department: Court Reporting

Joanna O'Brien

Degree: Doctor of Education, CSU Stanislaus, 2015, Educational Leadership

Certifications: Multiple Subject Credential, Administrative Services Credential, CLAD Certificate

Department: Graduate Studies

Patrice Olsen

Degree: Master of Arts, CSU Stanislaus, 2005, Psychology

Degree: Bachelor of Arts, CSU Stanislaus, 1998, Psychology, Organizational Communication

Departments: Liberal Arts, Community Studies, Business

Nilam Panchal

Degree: Master of Business Administration, University of the Pacific, 2004

Certification: Certified Public Accountant

Department: Business

Stanislav Perkner

Degree: Doctor of Philosophy, Comenius Univ., Czechoslovakia, 1982, History

Department: Liberal Arts

Ev. Plascencia

Degree: B.S., University of the Pacific, 1993, Mathematical Economics

Department: Liberal Arts

Saul Ramirez

Degree: Master of Science in Taxation, Golden Gate University, 2005

Certification: Certified Public Accountant

Department: Business

Naseem Rehman

Degree: Bachelor of Science, CSU Sacramento, 1993, Business Administration (Accounting)

Certification: Certified Public Accountant

Department: Business: Accounting

Michael Rishwain

Degree: Juris Doctor, Humphreys University School of Law, 1976

Certification: License to Practice Law - California

Department: Legal Studies

Sheila Rogers

Degree: Master of Arts, English, Andhra University, India

Certification: Site Supervisor Permit

Department: Early Childhood Education, Liberal Arts

Kurt Sandberg

Degree: Master of Business Administration, University of the Pacific, 1997

Certification: Certified Public Accountant, Certified Internal Auditor

Department: Business

Susan Savage

Degree: Bachelor of Arts, Child Development, CSU Sacramento

Department: Early Childhood Education

Sharen Scott

Degree: Master of Business Administration, CSU Sacramento, 1992, Business

Department: Business

Kathlene J. Somerville

Degree: Juris Doctor, California Western School of Law, 1991

Department: Legal Studies

Suzanne Spratcher-Anderson

Degree: Master of Science, National University, 1991

Certifications: Multiple Subject Credential, Administrative Services Credential, CLAD Certificate

Department: Graduate Studies

Mark Stewart

Degree: Doctor of Education, University of Pacific; Master of Arts, Fuller School of Intercultural Studies

Department: Liberal Studies

Shirreen Sujata

Degree: Master of Science in Accountancy, University of Phoenix, 2012

Department: Business

Rick Swanson

Degree: Master of Public Admin., Univ. of Southern California, 1990, Public Administration

Department: Liberal Arts, Business

Linda Swartz

Degree: Juris Doctor, Humphreys School of Law, 1991

Department: Legal Studies

Susan Treganza

Degree: Associate of Arts, Santa Monica City College, 1973

Department: Business, Legal Studies

Kim Van Tassel

Degree: Bachelor of Arts, Criminal Justice, Bachelor of Arts, Psychology, Chapman University

Certifications: POST Evidence Tech, Advanced Safety Dispatcher, Advanced Latent Print Comparison

Department: Criminal Justice

Yee Vang

Degree: Master of Arts, CSU Stanislaus, 2017, Education Technology

Department: Liberal Arts, Business

Merilyn Vaughn

Degree: Bachelor of Arts, CSU Stanislaus, 1985, Music

Certification: CRI (Certified Reporting Instructor-NCRA), 2008

Department: Court Reporting

Eric Versteeg

Degree: Master of Arts, American Military University, Emergency and Disaster Management

Certifications: Advanced POST, Supervisor POST, SWAT Certificate
Department: Criminal Justice

Julie Walker

Degree: Master of Arts, CSU Stanislaus, 2004, History
Certification: Diploma of Spanish—National University of Mexico
Department: Liberal Arts

Lori Walker

Degree: Master of Arts, CSU Sacramento, 2002
Certifications: Multiple Subject Credential, Administrative Services Credential, CLAD Certificate
Department: Graduate Studies

Matthew Ward

Degrees: Bachelor of Science, Brigham Young University, 1999, Speech Pathology
Master of Arts, CSU Stanislaus, 2008, Education
Department: Early Childhood Education, Liberal Arts

James L. West

Degree: Bachelor of Fine Arts, State University New York
Department: Criminal Justice

Darla Westgate

Degree: Juris Doctor, Humphreys University School of Law, 1991
Department: Legal Studies

Chad Wood

Degree: Juris Doctor, Thomas Jefferson School of Law, 2001
Department: Legal Studies

Aaron Zeller

Degree: Bachelor of Arts, University of California, Santa Cruz, 1998, French Literature
Degree: Master of Arts, CSU, Chico, 2005, Teaching International Languages
Department: Liberal Arts

Administration Listing

UNIVERSITY ADMINISTRATION

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