

CALIFORNIA PACIFIC UNIVERSITY
2860 PINOLE VALLEY ROAD – SUITE C
PINOLE CA 94564
(510) 222-8828

Dear Friend,

Thank you for your interest in California Pacific University. Thank you for downloading our catalog.

As a school of business administration, our goal is to provide each individual student with the knowledge they need not just to ‘stay ahead of the curve’ in a tightly competitive business environment, but to also allow each individual student to look beyond their immediate, short-term goals by formulating their own, unique, set of long-term goals designed to make a positive and lasting change in their own lives, and in the lives of others.

Our commitment is to foster an academic community of students and graduates who pursue lives and careers that are purpose driven, and as such, respect human dignity, worth, and potential against the backdrop of a better and meaningful future, on an increasingly interrelated, and interdependent global stage.

If you share our philosophy, come join our academic community – fill out the enclosed application today!

Thank you again for your interest in California Pacific University,

Office of Admissions
California Pacific University
(510) 222 8828
office@cpu.edu



2860 PINOLE VALLEY ROAD, SUITE C
PINOLE, CA 94564
PHONE: 1-510-222-8828
WWW.CPU.EDU

2013

BUSINESS EDUCATION
PURPOSE DRIVEN

A satellite view of the Earth, showing the Western Hemisphere. The Americas are visible in the center, with the Atlantic Ocean to the east and the Pacific Ocean to the west. The image is set against a dark background.

CALIFORNIA PACIFIC UNIVERSITY



Distance Learning Programs
in
Business, Management
and
Healthcare Administration
2013 - 2014 -

California Pacific University

2860 Pinole Valley Road, Suite C
Pinole, CA 94564
(510) 222-8828
www.cpu.edu

BUSINESS EDUCATION - PURPOSE DRIVEN

Table Of Contents

CALIFORNIA PACIFIC UNIVERSITY

<i>Mission and Purpose</i>	5
<i>Program Goals</i>	6
<i>Beyond Purpose and Goals</i>	6
<i>California State Approval</i>	7
<i>Postsecondary Education Commission Citation</i>	7
<i>Relevance To Contemporary Business</i>	8
<i>Academic System</i>	9
<i>Credit Definition</i>	9
<i>Calendar 2013</i>	9
<i>Hours of Operation</i>	10
<i>College Equivalency Credits</i>	10
<i>College Equivalency Credits By Examination</i>	10
<i>Military Service</i>	10
<i>Tax Deductions For Educational Expenses</i>	10
<i>Financial Information - Tuition and Fees</i>	10
<i>Total Charges for A Period of Attendance (enrollment period)</i>	10
<i>Non-Refundable Fees</i>	11
<i>Student Tuition Recovery Fund</i>	12
<i>Equipment and Materials Used for Instruction</i>	13
<i>Course Textbooks</i>	13
STUDENT'S RIGHT TO CANCEL/REFUND POLICY	13
<i>ATB Students</i>	13
<i>The Enrollment Period</i>	14
<i>Sexual Harassment Policy</i>	14
<i>Student Questions and Procedures</i>	14
<i>Policies Of Enrollment</i>	15

STUDENT SERVICES

<i>No Interest (0.%) Tuition Deferred Payment Plan</i>	15
<i>Library</i>	15
<i>Course Study Guides</i>	16
<i>Course Textbooks</i>	16
<i>Attendance Policy</i>	16
<i>Housing</i>	16

ACADEMIC INFORMATION

<i>Standards/ Attendance/Probation/Dismissal</i>	16
<i>Leave of Absence</i>	17
<i>Records Retention</i>	17
<i>Grading</i>	17
<i>Degree Requirements</i>	17
<i>Student Course Load</i>	17

<i>General Education Requirements</i>	17
<i>Graduate Level Requirements</i>	18
<i>Transfer Credits To Other Institutions</i>	18
<i>Withdrawal/Re-enrollment</i>	18
<i>Proctored Comprehensive Examinations</i>	19
<i>Credentials From Foreign Colleges</i>	19
<i>Notice Concerning Transferability of Credits and Credentials Earned at Our Institution</i>	19
<i>Overseas Students/English Language Requirement</i>	20
<i>Programs Offered/Instructional Design</i>	20

BACHELOR DEGREE PROGRAM

<i>Objectives Of The Program</i>	21
<i>Admission Requirements</i>	22
<i>The Fifty Unit B.B.A. Program</i>	22
<i>Course Descriptions</i>	22

MASTER OF BUSINESS ADMINISTRATION

<i>Goals Of The Program</i>	23
<i>Admission Requirements</i>	24
<i>Transfer Credits</i>	24
<i>Program Requirements</i>	24

THE MASTER OF ARTS PROGRAMS

<i>In Management And Human Behavior (M.A.)</i>	26
<i>History</i>	26
<i>Admission Requirements</i>	26
<i>Graduation Requirements</i>	26
<i>Course Descriptions</i>	27

THE MASTER OF ARTS IN HEALTHCARE ADMINISTRATION (M.A.)

<i>Admission Requirements</i>	28
<i>Graduation Requirements</i>	28
<i>Course Descriptions for the Master of Arts in Healthcare Administration</i>	29
<i>Graduation Requirements:</i>	30

MASTER OF BUSINESS ADMINISTRATION (M.B.A.) IN HEALTHCARE ADMINISTRATION

<i>Goals Of The Program</i>	30
<i>Admission Requirements</i>	31

DOCTORAL PROGRAMS

<i>The Doctor of Business Administration Degree (D.B.A.)</i>	33
<i>The Doctor of Philosophy Degree (Ph.D.) in Management</i>	33
<i>Admission requirements</i>	33

<i>Graduation requirements</i>	33
<i>Doctoral program courses (5 Qtr. Hrs. Credit Each)</i>	34

DOCTOR OF PHILOSOPHY AND DOCTOR OF BUSINESS ADMINISTRATION

<i>DOCTORAL CANDIDATE EVALUATION GUIDELINES</i>	34
<i>Purpose of These Guidelines</i>	35
<i>Evaluation Meeting Guidelines</i>	36
<i>Course Descriptions</i>	37
WHY CALIFORNIA PACIFIC UNIVERSITY?	40
<i>Enrollment</i>	40
What CPU'S Students And Graduates Say	40
FACULTY	42
ADJUNCT FACULTY	45
BOARD OF ADVISORS	46
ADMINISTRATION	46
NOTICE OF NON-DISCRIMINATORY POLICY	48

CALIFORNIA PACIFIC UNIVERSITY

Mission and Purpose

California Pacific is a private, independent University with Full Institutional Approval under the Education Code of the State of California. The University provides, legal, recognized educational programs for individuals whose responsibilities and commitments demonstrate they have backgrounds of preparation for the attainment of business administration and management degrees through Distance Learning Programs.

The University's Programs are designed for those learners who, while pursuing their careers, wish to upgrade educational attainments for personal or career advancement.

California Pacific University was founded in 1976 by N. Charles Dalton, Ph.D. The school's mandate, to provide a solid and complete business education 100% off campus, was born out of Dr. Dalton's personal and frustrating experience as a young husband and father earning a living by day in corporate America and struggling to earn a degree at night and on weekends in order to advance in his career in retailing.

Dr. Dalton wanted to make sure that others didn't have to go through the grueling workload and inflexible hours he endured, losing precious and irretrievable family time in the process. Dr. Dalton believed there had to be a more efficient and time-management friendly approach. He believed that people learn better when they aren't subjected to unnecessary and excessive stress. He believed it should be possible for the student to earn a business degree whether they were stationed on a military base, assigned overseas by their company, recovering from an injury, or on maternity leave. Moreover, he witnessed too many instances in which his friends and colleagues, from all walks of life, were effectively locked out of obtaining a higher degree because of a then, arcane educational system, the access to which was rigid and discriminatory.

The result of Dr. Dalton's pioneering efforts has been decades of helping countless men and women gain deep business insights, further their careers, and still have a quality private life through a self-paced albeit comprehensive curriculum of study. Not a bad legacy!

Today, California Pacific University achieves this through the preparation of courses of study wherein the teaching and learning is done in sequential courses through instruction prepared by the faculty and written assignments prepared by the student and sent to the faculty for evaluation and comment.

The faculty evaluates student progress using methods appropriate to the content of each course, such as, formal examinations; term papers; projects; case studies; analysis of data; action research or development of materials.

Our distance learning programs' design does not interfere with students' careers or remove them from their career environment. Rather, the student's participation in the program and the student's daily work provide the dynamic background for self-

motivation, continuous professional activity and reevaluation and reconstruction of concepts for the purpose of enhancing understanding.

Program Goals

The expected outcome is to produce graduates prepared to assume positions of responsibility in business and management that require technical competencies and intellectual, critical and verbal skills. The school is committed to the training and education of business managers and leaders in the ethical, technical, quantitative and theoretical areas of business management, with special emphasis in the all important human side of business enterprise.

The specific objectives of the University are the education of managers and leaders who are:

- Capable of exercising leadership in a variety of settings, public or private.
- Trained in interpersonal skills and the contributions of the behavioral sciences to the science of management.
- Aware of an increasingly complex, and changing, technical business environment where quantitative skills are more important than ever.
- Able to communicate this new technology to others and to manage change.
- Capable of working effectively with numbers and with people and who realize that these two areas are not mutually exclusive.
- Professionals who respect the dignity and worth of the individual.
- Have a continuing desire for knowledge, a capacity for critical reasoning and an appreciation and understanding of scholarship.
- View their career as a 'calling' and not just a succession of jobs.

The University offers the Bachelor of Business Administration, the Master of Business Administration, the Master of Business Administration in Healthcare Administration, the Master of Arts in Management and Human Behavior, the Master of Arts in Management and Healthcare Administration, the Doctor of Business Administration degree and the Doctor of Philosophy program in Management.

Beyond Purpose and Goals

Beyond purpose and goals, California Pacific has an underlying philosophical belief in the individual's ability to create constructive, long lasting, and positive change not just in their own lives and for their own families, but for their coworkers, community, and ultimately, globally.

We believe that each of us has been entrusted by our creator with lives that are only fulfilled when we maximize the worth and meaning intrinsic in our own lives, and with the utmost respect for the intrinsic meaning and worth of the lives of others with whom we share a very small, and very fragile planet.

Globally, the times in which we live are fraught with uncertainty. Many wait for someone else to make things better; they freeze like the proverbial 'deer in headlights' unable to decide whether to act on their dreams for the future, or wait for a more 'favorable' moment. They bob around on a sea of worry and doubt, unable to make a decision right here, right now! These individuals have yet to decide what deeper meaning life has in store for them. Not so our students; they replace worry with a plan, and fear with action.

Our students hail from all over the world, and have diverse backgrounds, yet share a common bond of curiosity and optimism, and a commitment to live life with right intent. Our students give particular thought to the consequences of the individual's actions not just on a personal level, but also on a corporate level, as well as, on a community level. Whether literally, or figuratively, they have written their own personal mission statement, and live their lives accordingly. And, an individual's mission statement need not be, indeed should not be, grandiose. Some vow to be the best parent they know how to be, or the best teacher they can be, or the best personal assistant they can be. It's simple, if we all live our lives with meaning and purpose, the collective outcomes enrich us all!

California State Approval

The University is a private institution and is approved to operate by The Bureau For Private Postsecondary Education to grant academic degrees under the provisions of California State law. ***Please note: the use of the term approval to operate or the term approved to operate means compliance with state standards as set forth in the Education Code and indicates that the University has been visited and reviewed according to specific standards. Such terms should be regarded as licensure or license to operate but should not be construed as the institution exceeding minimum state standards or as an endorsement of this institution by the State or the Bureau For Private Postsecondary Education.***

The University was the first California institution to be approved under the qualitative standards mandated by The Educational Reform Act of 1977. **It was the first institution approved by the State of California to offer academic degree programs without residency requirements.** Thus, the University is the oldest State Approved Distance Learning degree granting school in California and one of the nations oldest.

The curricula and operation of the University have been established in accordance with criteria set forth in California law and the California Administrative Code. CPU's programs are not designed to lead to specific positions in a profession, occupation, trade, or career field requiring licensure in the state of California. Additionally, CPU does not provide placement services.

Postsecondary Education Commission Citation

The California Postsecondary Education Commission (Acronym CPEC) was established in 1973 under Section 66900 of the California Education Code to make pol-

icy recommendations to the Governor and the Legislature that, “shall be a primary consideration in developing state policy and funding for postsecondary education.”

In a 1989 report (Report #89-17, April 1989, PROTECTING THE INTEGRITY OF CALIFORNIA DEGREES to the Governor and to the California Legislature, the California Postsecondary Education Commission cited California Pacific University’s quality programs as follows:

“California Pacific University ... was established in 1976 to train professional managers who are capable of exercising leadership in a variety of settings -- public as well as private, who are skilled in the theoretical, analytical, and human resources areas of management, and who respect the dignity and worth of the individuals with whom they work. It offers bachelor’s, master’s and doctor’s degrees only in its particular area of expertise -- business and management-- rather than trying to cover a wide variety of fields, as do some other State approved universities.” (Italics are ours)

California Pacific University was the only State Approved Distance Learning Institution cited in the above referenced report.

Relevance To Contemporary Business

Building a successful career begins with earning a college degree in business. This is the foundation upon which successful people build in order to realize their own personal objectives and professional goals.

CPU believes there are six main strategies successful people employ:

ONE – Successful people assess what they already possess that can be used as a stepping-stone toward their goals. For example, they may have served in the military, or taken company-sponsored training programs, or have prior college credits; they may even have an undergraduate degree, all of which can be utilized toward their immediate educational goals.

TWO – Successful people get out of their own way. Successful people look for what they can accomplish now rather than draining themselves emotionally by dwelling on the impossible. A promotion may be out of reach today, but starting a degree program isn’t. The next time opportunity knocks, with degree in hand the successful person is ready!

THREE – Successful people stay grounded in the present. They don’t relive the past or worry about the future. Above all, they don’t listen to anyone who is negative, however well intentioned, who might derail their plans by undermining their self-confidence.

FOUR – Successful people prioritize. They organize their lives so that they deal with the most important tasks first. They will forgo not all, but a few, ball games or an evening out with friends in order to hit the books. Because they know that a degree will help lead them toward long-term personal and professional fulfillment.

FIVE – Successful people utilize time management. They know that tasks are more easily accomplished if they are broken into small units dealt with one at a time. This makes it easy for them to do their course work with CPU. They don’t try to do all the assignments in a course on Saturday afternoon. They spread the task out over a period of time, where and when it is convenient.

SIX – Successful people know the value of a legal, earned degree. They know better than to try and bluff their way through life pretending to be qualified when they are not. They put no worth in quickie “vanity degrees.” They consider such things unethical and self-defeating. Successful people know that if they aren’t really armed with the knowledge they claim to have, they might get the job, but they won’t keep the job!

Earning a degree is the best protection against uncertain times. It is an investment in a more secure future. For the adult learner, CPU is “user friendly.” You study in your own environment, and test what you have learned the next day in your work place.

CPU’s students are professional men and women whose work environment serves as a living laboratory in which to test and utilize what they study at CPU.

CPU’s programs build a comprehensive body of both theoretical and practical knowledge with an immediate “hands on” benefit. Each program contains courses that are broken down into the appropriate number of assignments to properly teach the course. Students take one course at a time and proceed through their programs on a course by course basis. The CPU student receives the benefits of the best aspects of traditional education, but in a contemporary mode sensitive to the needs of the adult learner and respectful of that which the student brings to the program experientially.

Academic System

The University observes the quarter system of instruction which consists of 4 thirteen-week quarters (twelve months) per calendar year.

Credit Definition

Credit at CPU is earned in units. Most CPU courses earn 5 quarter units each.

Calendar 2013

The Winter Quarter begins on the first business day after January 1, and ends on the last business day of March each year.

The Spring Quarter begins on the first business day of April and ends on the last business day of June each year.

The Summer Quarter begins on the first business day after the July 4th holiday and ends on the last business day of September each year.

The Fall Quarter begins on the first business day of October and ends on the last business day of December each year.

Hours of Operation

The University Offices are closed on all Federal and California State Legal Holidays and on Monday through Friday before Easter Sunday, the first two full weeks in July, Thanksgiving week, and from one week before Christmas until the first business day after the New Year. Office telephone hours are: 10:00 A.M. to 4:00 P.M. Monday through Thursday (Pacific Time) @ (510) 222-8828. We can also be contacted via e-mail info@cpu.edu. We do not participate in Federal and State funding.

College Equivalency Credits

In addition to transfer credits from other recognized colleges and universities, students in the Bachelor of Business Administration Degree Program may be awarded college credits through a combination of the following:

College Equivalency Credits By Examination

At the undergraduate level, only, the University awards credit for satisfactory completion of CLEP and other comparable examinations.

Military Service

The University grants credit for military service and schooling based on the recommendations of the American Council on Education.

Tax Deductions For Educational Expenses

U. S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses (registration fees, costs of travel, meals and lodging) undertaken to: Maintain or improve skills required in one's employment or trade or business, or meet specific requirements of an employer or law imposed as a condition to retention of employment, job status or rate of compensation. Please check with your CPA or Accountant.

Financial Information - Tuition and Fees

The 10 course Bachelor degree completion program is \$6000.00.

All Masters degree programs are \$6000.00.

Tuition for the Doctor of Business Administration Program is \$7400.00. Plus a \$1000.00 Project Fee.

Tuition for the Doctor of Philosophy Degree Program is \$7400.00 Plus a \$1000.00 Dissertation Fee.

Total Charges for A Period of Attendance (enrollment period)

Total charges for a period of attendance will vary depending upon such factors as the need for additional courses to suit individual needs, or a leave of absence. In addition to non-refundable fees for specific services (please see below) students should expect to pay the appropriate tuition for the degree program for which they are enrolled

(please see above), a nonrefundable enrollment fee of \$200.00, and if the student is a California resident, the nonrefundable STRF (Student Tuition Recovery Fund) fee, and if enrolled in the Doctoral Program, the \$1,000.00 Project/Dissertation fee (please see above). Also, textbook prices will vary, but students should expect to pay anywhere from \$80.00 to \$250.00 per text, per course.

BACHELOR'S DEGREE:

TOTAL CHARGES UPON ENROLLMENT.....\$350.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM.....\$8,500.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.....\$150.00*

***MONTHLY MINIMUM TUITION PAYMENT**

MASTER'S DEGREE:

TOTAL CHARGES UPON ENROLLMENT.....\$350.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM.....\$8,500.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.....\$150.00*

***MONTHLY MINIMUM TUITION PAYMENT**

DOCTORAL DEGREE:

TOTAL CHARGES UPON ENROLLMENT.....\$350.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM.....\$10,900.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.....\$150.00*

***MONTHLY MINIMUM TUITION PAYMENT**

Non-Refundable Fees

Express Mail Postage for international students, per course \$150.00

Priority Mail fee States or Territories not contiguous to U.S. (letter)..... \$25.00

Charge for returned checks or declined credit card \$50.00

Continuation Fee for Withdrawn Students..... \$250.00

Transcript Fee (after first two at no charge upon graduation) for Canada and US Graduates..... \$20.00

Transcript Fee for Foreign Graduates.....	\$30.00
Graduation Fee (each program earned).....	\$150.00
Interim Transcripts (those requested before graduation)	\$20.00
Replacement of Lost Study Guides.....	\$50.00
Monthly Late Payment Fee.....	\$50.00
Evaluation Fee for Change of Program	\$250.00
CA Students Only: STRF fee (<i>SEE FOLLOWING</i>) \$0.50 per \$1000.00 of Tuition.	

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

- The closure of the institution;
- The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;
- The institution's failure to pay or reimburse loan proceeds under a federally guaranteed loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs;
- A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards; and

The student's inability to collect a judgement entered against a qualifying institution for a violation of the Act, subject to all of the following:

- The student has reasonably tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case to case basis;
- The Bureau receives the student's application within 4 years from the school's closure;
- The student has not received reimbursement or forgiveness from any other source; and
- A student whose total charges were paid by a third-party payer is not eligible to make a claim.

Equipment and Materials Used for Instruction

As an off-campus, correspondence school of business administration, students will not be using equipment and materials utilized in residential schools.

Course Textbooks

All CPU courses require standard college textbooks. Textbook prices change rapidly. Students should expect to spend at least \$80.00 to \$250.00 per course for texts.

STUDENT'S RIGHT TO CANCEL/REFUND POLICY

If your application is not accepted for any reason, all monies paid will be refunded. You may withdraw from your program at any time during your enrollment period. If you cancel on or before seven (7) calendar days after your application is accepted, CPU will refund all tuition paid, less the enrollment fee of \$200.00 and the STRF assessment for California students. California Pacific University programs are offered at a distance, which means they are not provided in real time either site specific, or online. Under California law, an institution offering a distance education program, where the instruction is not offered in real time shall transmit the first lesson and any materials to the student within seven (7) days after enrollment. You have the right to cancel the agreement and receive a full refund (minus any nonrefundable fees) before you receive the first lesson and materials up to the seventh day of enrollment. If this institution sent the first lesson and materials before an effective cancellation notice was received, this institution shall make a refund within forty-five (45) days after you return the materials to the University. Requests for cancellations and refunds should be made in writing or hand delivered to: The Registrar's Office, California Pacific University, 2860 Pinole Valley Rd. Ste. C, Pinole, CA. 94564. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement. If the enrollment agreement is cancelled California Pacific University will refund the student any money he/she paid, less an enrollment fee of \$200.00 and the STRF fee, if applicable. No refund will be given if the student has completed more than sixty percent (60%) of the instruction and the student concerned will still be liable for any tuition due. California Pacific University shall transmit all of the lessons and other materials to the student if the student: (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the materials be sent. Please note: if the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal financial aid program funds.

ATB Students

Please note: California Pacific University does not participate in federal financial aid, and therefore does not admit ability-to-benefit-students.

The Enrollment Period

Enrollment periods are three full academic years (27 months) for students enrolled in bachelors and masters degree programs and four academic years (36 months) for students enrolled in Doctoral Programs. All required examinations must be completed before a student's enrollment period is over. Students requiring additional time for program completion will be charged \$450.00 for each additional quarter or portion thereof.

Sexual Harassment Policy

Sexual harassment includes any unwanted verbal or physical sexual advance, requests for sexual favors, sexually explicit derogatory remarks and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed or which cause a person discomfort or humiliation. On campus, sexual harassment destroys the trusting relationship that should exist between students and others in the academic community.

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of both federal (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972. In order to maintain an educational environment fully conducive to learning and academic freedom and to ensure employment free of intimidation, California Pacific University has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted. Any such incidents should be reported immediately to the Office of Student Services

Student Questions and Procedures

A student who wishes to make a complaint against a faculty member, employee or another student regarding alleged wrongs, discrimination based on race, color creed, national origin, sex, sexual preference or handicap, should register that complaint with the Office of Student Services, speaking to its Director. On making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

In all cases, first steps would be to attempt to resolve the complaint informally. If a resolution satisfactory to the complainant and the respondent is reached within fourteen calendar days through the efforts of Student Services, the case shall be closed, with a written formal notice to the individuals involved. If no informal resolution is possible, the grievance would be referred to the University Ombudsman within forty-five days of the alleged act, or 45 calendar days after a final grade is received, if that date is later and the dispute involves a course grade. Since the Ombudsman represents the student, the decision of the Ombudsman will be final and parties to the complaint will be notified.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 888-370-7589
Fax: 916-263-1897
Website: www.bppe.ca.gov

Policies Of Enrollment

CPU reserves the right to terminate a student's enrollment for any of the following reasons:

Non-payment of tuition. Students who do not make their scheduled program payments, and are ninety days past due and do not respond to past due billings are subject to termination without further notice.

Falsifying information. If a student intentionally falsifies information contained on the application or any other CPU documentation form, the student is subject to immediate termination.

STUDENT SERVICES

No Interest (0.%) Tuition Deferred Payment Plan

This plan represents a no interest tuition loan directly from the University to the student and is a privilege predicated on responsible adult students appreciating and honoring their commitments by making monthly payments on time each and every month. This means payments for tuition can be distributed on a no interest monthly basis over the time allotted to complete a given program. Statements are mailed to all students on this plan at the end of each monthly billing period. These statements reflect the prior balance reduced by payment(s) received. A minimum late fee of \$50.00 per month is charged for payments made after the due date.

California Pacific University does not participate in any federal or state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Library

Upon full acceptance, the student will be provided with their own personal access code for an online library. California Pacific University students have 24/7 access to

an online library where they can augment, refine, and expand their understanding of their study materials, as well as, conduct additional research. The library contains a rich archive of texts, articles, essays, periodicals, and other research serving to support each course, in each program, CPU offers. Additionally, a professional librarian will be made available to assist both students and faculty.

Course Study Guides

Every California Pacific University course has a detailed Study Guide prepared by the faculty to take students through the course on a step by step basis. These Study Guides contain, among other items, the course text reading assignments, and examinations. Turn around times for most exchanges between the student and Faculty/Staff is generally 5 working days and no later than 10 working days. The turn around time for Projects/Dissertations is 30 days, exclusive of Holidays.

Course Textbooks

All CPU courses require standard college level texts. Students order their texts from wherever they choose, but should do so only after they have received the course study guide for each course, that specifies the edition, publisher, etc., which avoids possibly ordering the wrong text.

Attendance Policy

All programs offered are via correspondence and self-paced. Therefore, no attendance or log-in is required at a specific time, at a specific place residential or online as long as the student completes his/her program within the specified period of enrollment which varies depending upon the degree program, please see *The Enrollment Period* above.

Housing

As a 100% off-campus correspondence education institution, this institution does not provide housing for students.

ACADEMIC INFORMATION

Standards/ Attendance/Probation/Dismissal

Please note: California Pacific University is a professional school of business and management, teaching at a distance by correspondence. As such, the University does not require attendance by students at specific times, on specific days and/or at specific locations or online. Students are expected to meet professional as well as academic standards during their terms of enrollment with the University. This includes timely completion of assignments as well as prompt payment of tuition and fees upon receipt of monthly statements. Failure to comply with the school's policies will result in probation, in which the student has one academic quarter to correct the situation, or in the case of chronic violations (three probationary periods within the

student's enrollment period), will result in dismissal.

Leave of Absence

During a student's enrollment period they may request a one time leave of absence not to exceed one academic quarter, or three months. All requests should be made in writing, and addressed to the Registrar's Office.

Records Retention

Student records are to be maintained for a period of 5 years. Transcripts are retained permanently.

Grading

Student evaluation is based on demonstrated mastery of academic knowledge and professional growth. Letter grades are assigned as follows:

- A Excellent 4 grade points (Numeric 90 - 100)
- B Above average 3 grade points (Numeric 80 - 89)
- C Average 2 grade points (Numeric 70 - 79)
- D Passing 1 grade point (Numeric 65 - 69)
- F Failing 0 Grade points (Numeric 64 or below)
- I Incomplete (Converts to F if not removed in 91 days)
- CR (Credit) Equal to Grade B. Given in some cases instead of a letter grade.

The grade points stated for each letter grade may be used to calculate the Grade Point Average. Candidates for the bachelor's degree must maintain a 2.0 grade point average. Candidates for graduate degrees must maintain a 3.0 grade point average. Failure to do so may result in academic probation or dismissal.

Degree Requirements

Participation in CPU degree programs entails more than course preparation and reading assignments. Students should anticipate that they will spend considerable time preparing for examinations, additional readings and other activities dedicated to achieve success.

Student Course Load

Students study one course at a time and proceed through each program on a course by course basis. When the mid-point assignment for any given course is sent to CPU for grading, the student is instructed to order materials required for the next course. Following this procedure students are never without course work.

General Education Requirements

Basic and integral to all baccalaureate degree programs is a program of General Education. These are common core programs designed to develop a basic competence in four broad areas of intellectual discourse. These encompass Natural Sciences, Social

Sciences, Humanities and basic subjects, e.g., communication, logic, mathematics and statistics. Applicants deficient in any area are required to take appropriate CLEP examinations.

The University does not award credit for prior, experiential learning with the exception of up to 10 quarter units of military service/training, proof of which requires appropriate documentation of an honorable discharge or official transcript(s) of courses taken from accredited schools on military bases.

Please note: Applicant's for the Bachelor's degree in Business Administration Program should be aware that the program is a Bachelor's completion program that provides an upper division major in business that requires 180 quarter units for graduation and therefore is designed for those individuals who have the minimum credits required to enter the program or 130 quarter units, which may be satisfied by any combination of CLEP and official transcripts from accredited or state approved schools.

Graduate Level Requirements

Students entering the Master's level at California Pacific University must have a Bachelor's degree from an accredited or state approved school.

Students entering the Doctoral level at California Pacific University must have a Master's degree from an accredited or state approved school.

Transfer Credits To Other Institutions

The transferability of credits you earn at California Pacific University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your BBA, MBA, MA, or Doctoral Program, is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Pacific University to determine if your degree will transfer. Neither state approval or accreditation guarantee acceptability of credits for transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

Withdrawal/Re-enrollment

You may withdraw from your CPU program any time during your original enrollment period. Contact the school by letter or by phone requesting withdrawal. Subject to CPU approval, you have the opportunity to re-enroll one time. Any money owed from your previous account must be paid at that time, including the payment of any collection costs which may exceed fifty percent (50%) of the amount collected. You must submit a request for a Re-enrollment Form (available from Student

Services) with a non-refundable \$250.00 Re-enrollment Fee. You will be responsible for completion of all current course requirements and paying the current program costs. A credit will be granted for the tuition portion of fees paid during the previous period of enrollment. If you do not complete the program after re-enrolling, and still choose to complete the program at a later date, you can re-apply again, submit a new application, do the entire program and you will be responsible for the entire program cost, plus any balances from a prior enrollment.

Proctored Comprehensive Examinations

There are two Proctored Comprehensive Examinations in every CPU degree program. The purpose of the exams is the assurance that the student earning the degree or credit, is indeed, the person who completed the course work.

The Comprehensives are administered in the student's own community by a qualified person (proctor) nominated by the student and approved by the University. There are no letter grades for these exams, only "Pass" or "No Pass." Students receiving a grade of "No Pass" are allowed two additional tries. Failure to pass any Comprehensive Examination in three attempts will result in dismissal for academic reasons.

Credentials From Foreign Colleges

Students who wish to transfer credits from institutions based outside of the United States or Canada must first have those credits evaluated by a recognized credentialing service before forwarding them to CPU.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California Pacific University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn (BBA, MBA, MA, MBAHC, MAHC, DBA, or Ph.D.) is also at the complete discretion of the institution to which you may seek to transfer.

If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Pacific University to determine if your degree will transfer. CPU is not accredited, and its programs are not intended for licensure in the state of California, or elsewhere. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the state of California. Students of CPU will not be eligible to sit for applicable licensure exams in California or any other state. Most professional organizations, societies, states, and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, students are advised to first check the standards of their particular states, school districts, profes-

sional associations, and agencies for specific license requirements. Further, CPU does not guarantee employment as a result of a degree or degrees earned at this institution.

Overseas Students/English Language Requirement

As a distance education provider, CPU welcomes students from all over the world. However, all instruction is conducted in the English language. We do not provide translation services or instructional materials in any language other than English. When applicable, applicants for admission may be asked to provide documentation of English language proficiency which may be satisfied through the Test of English as a Foreign Language (TOEFL). Please note, students do not attend classes on site, and therefore CPU does not provide any form of visa service.

Programs Offered/Instructional Design

- Bachelor of Business Administration (27 months)
- Master of Business Administration (27 months)
- Master of Arts in Management and Human Behavior (27 months)
- Master of Business Administration in Healthcare Administration (27 months)
- Master of Arts in Management and Healthcare Administration (27 months)
- Doctor of Business Administration (36 months)
- Doctor of Philosophy in Management (36 months)

Please see each individual program, beginning below, for a specific description of each program, the requirements for completion of each program, the required courses for each program, the required tests for each program and the total number of units required to complete each program.

Please note that each program requires two Proctored Comprehensive Exams which are taken closed-book, with a proctor (approved by the University), at a time and place the student and proctor agree to, and tests the student's understanding of program instruction approximately half-way through their studies, and again at the end of their studies, and also serves to verify that that student is indeed the individual doing the coursework in the program in which they are enrolled.

In addition, each program begins with MGT 499 The Introduction and Orientation Course. This no-credit course is required of all students entering CPU for the first time. The purpose of the course is to acquaint new students with CPU and to offer some pointers on how to successfully complete a degree program. New students are required to complete and send to the University a short test, the purpose of which is to reinforce their understanding of both program requirements and procedures.

Please also note that a Study Guide prepared by the Faculty and Administration is provided for each course in every program. These Study Guides accompany textbooks by recognized authorities in their fields. Each course is divided into the appropriate number of lessons to properly teach the course. In most courses, there are two open-book, written examinations. The Mid-Term Examination is at the mid-point

in each course. The Final Examination is provided after the second part of the course has been completed and can be found toward the back of the Study Guide.

These lessons bring the instructor to the student in much the same way as if the instructor was with the student in person. To encourage faculty/student interaction, for every required written assignment, the University supplies students with special cover sheets to attach to their examinations before mailing for grading. These cover sheets are divided into three sections – one for grading purposes, and the other sections are reserved for students' or questions, and for the instructor's response.

Students' answers to written assignment and/or students' questions and comments are thoroughly read and returned to each student with the appropriate comments, and of course, a letter grade. This is standard procedure with every assignment submitted to the University, and results in a lively and ongoing dialogue between the Faculty and students. Under this method, the written examinations enable instructors to give students individual attention and special help as needed.

Students study one course at a time, and always may seek advice, however trivial, without embarrassment, and receive a considerate reply.

BACHELOR DEGREE PROGRAM

Objectives Of The Program

The California Pacific University Bachelor of Business Administration program is a bachelor degree completion program. It is designed to prepare mature students with appropriate acceptable college transfer credits for positions of leadership in their chosen professions and to meet the challenges of personal development. The courses are designed to develop students' understanding and application of knowledge in the areas of:

- Management analysis and principles and concepts relating to management.
- Management information systems, manual, mechanical and computer methods.
- Organizational behavior models, the individual, and group dynamics and the human resource management function.
- Basic accounting concepts, period cycle concept, reporting of financial changes in the form of financial statements.
- Business law, the legal system, employment, contracts from business and personal aspects.
- The marketing system and its relationship to the economy as a whole, domestic and international.
- A familiarization with mathematics/statistics and their use in business.
- Finance and economics, short and long term financing, supply, demand, production, cost and price functions.

- Accounting, computer science, finance, business law, management, marketing and quantitative methods.
- Business and managerial communications, reading, reports and manuals.

Admission Requirements

The University has designed its Bachelor Degree Completion Program to provide individuals with business experience and varying academic backgrounds with a method of earning their degrees in a substantially shortened time frame.

The program makes it possible for applicants to earn an approved bachelor degree and at the same time provide individuals with substantial college credits a time-saving method of completing the courses necessary to earn their degree without repetitious requirements. Transfer credits must be from an accredited or California State approved College or university.

The Fifty Unit B.B.A. Program

This 10 course program is designed for individuals with approximately three years of acceptable transfer credits, of which a minimum of forty-five (45) are in appropriate general education courses. Applicants with less than forty-five (45) quarter hours of transferable general education credits are eligible for admission to the program with the Five Part C.L.E.P. test for which appropriate general education credits are awarded. All transfer credits presented for acceptance must be from an accredited or state approved institution.

Course Descriptions

MGT 499 Orientation/Introduction Course

This “No Credit” short course is required of all students entering CPU for the first time. The purpose of the course is to acquaint new students with Cal-Pacific and to offer some pointers on how to successfully complete a degree program. It is sent to all new students along with the letter of acceptance and includes a short test which must be completed and returned to CPU.

BUA 402 Principles of Management

Introduction to management analysis and principles and concepts as they relate to management. Planning and decision making, organizing, leading and controlling. 5 qtr. hrs.

BUA 404 Organizational Behavior

Contributions of the behavioral sciences to management. Analysis of the individual, satisfaction, group dynamics, participative management, MBO and the significance of policies. 5 qtr. hrs.

MGT 403 Human Resource Management

Examines the corporate role of the personnel/human resources manager and emphasizes the most current theory, tools and techniques used to improve productivity. 5 qtr. hrs.

BUA 407 Marketing Principles

An introduction to marketing principles and concepts; presented as an institutional and managerial variable. Covers marketing and its environments, market identification, marketing mix and special aspects of marketing. 5 qtr. hrs.

BUA 406 Business Law

Aspects on nature of the law, law enforcement, social forces and the law of contracts, agency and employment. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

BUA 413 Business Communication

Course covers theory and principles of business communications, communication technology, the business study, report writing, oral communication, listening and nonverbal communication and international business communication. 5 qtr. hrs.

BUA 405 Principles of Accounting

Basics of accounting, ledgers, journals, financial statements, assets, liabilities, equity, periodic revenues and expenses. 5 qtr. hrs.

BUA 403 Computer Information Systems

Familiarization with the concepts and procedure of data processing; manual, mechanical and computer methods. Course stresses a single all-encompassing concept: the right information, if it is delivered to the right person, in the right fashion, and at the right time, can ensure organizational effectiveness and efficiency. 5 qtr. hrs.

BUA 409 Business Finance

Principles and motives of financial management via short, intermediate and long term financing. 5 qtr. hrs.

BUA 410 Economics for Business

Overview of supply and demand, production, cost and price functions; competition and monopoly. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

Students proceed through the program on a course by course basis, studying one course at a time, building upon their personal experiences prior to entry in the program and daily application of what is learned in the program to their own business careers. Upon completion of the above courses, and passing scores on the Five Part C.L.E.P. Test, the Bachelor of Business Administration Degree will be awarded.

MASTER OF BUSINESS ADMINISTRATION

Goals Of The Program

California Pacific University designed the M.B.A. Program for qualified men and women who seek to advance their careers in management by acquiring a working

knowledge of sophisticated analytical and quantitative techniques for the solution of management problems. The goal of the Master of Business Administration program is to produce managers capable of becoming leaders of tomorrow's enterprises

- Overall program objectives are to produce graduates who:
- Are proficient in the tools of management.
- Have a broad understanding of how the elements and processes of an organization relate to one another and to a wider environment.
- Exercise wisdom and imagination in selecting the organization's objectives.
- Are capable of inspiring the organization's people to achieve the organization's goals.

Candidates study one course at a time and proceed through the program on a course by course basis, often applying what is learned one day to the solution of work related problems, the next day.

The courses cover fundamental concepts of managerial finance, as well as courses in the management process of organizing, directing, controlling, marketing and organizational behavior which emphasize the links in the management process of planning.

Admission Requirements

A bachelor's degree or its equivalent from an accredited or California State approved college or university is required for admission to the M.B.A. Program. Students whose undergraduate degrees are in disciplines other than business are required to have significant work-related experience or complete pre-admission courses in finance, accounting, and general business (a special course of study has been prepared for students in this category). A fee of \$600.00 per course will be charged.

Transfer Credits

Up to two graduate courses may be transferred into the MBA program.

Program Requirements

All candidates for the Master of Business Administration Degree are required to complete fifty quarter hours of graduate level courses. The following courses are to be taken sequentially:

MGT 499 Orientation/Introduction Course

This "No Credit" short course is required of all students entering CPU for the first time. The purpose of the course is to acquaint new students with Cal-Pacific and to offer some pointers on how to successfully complete a degree program. It is sent to all new students along with the letter of acceptance and includes a short test that must be completed and returned to CPU.

BUA 505 Organizational Behavior

An in-depth study of the various types of organizational structures in commerce and industry with emphasis on behavioral management aspects. 5 qtr. hrs.

BUA 506 Organizations and Management

Covers the history of management, behavior in organizations, the context of organizations, organizational goals, strategic planning, integrating the planning process, job design, and managing change. 5 qtr. hrs.

BUA 507 Effective Management

A Continuation of BUA 506, this course covers communication, leading, management of groups, problem solving, creativity, controlling, operations management and emerging issues in management. 5 qtr. hrs.

MHB 510 Interpersonal Communications

Geared toward the development of competence in interpersonal communications with superiors, subordinates and peers within the managerial frame of reference. 5 qtr. hrs.

BUA 512 Marketing Management

A contemporary analysis and application of marketing management and its operation as part of a total economic and social system. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

MHB 508 The Multinational Dimension of Management

Designed to provide the theory and operation of international trade. Analysis of other nations feelings for American business, especially the multinational corporation is presented. 5 qtr. hrs.

BUA 511 Managerial Finance

Provides an understanding of complicated financial problems unique to the corporate structure and how they may be solved. 5 qtr. hrs.

R 501 Statistical Methodology

Designed to provide students with the methods and procedures for making inferences about hypotheses. Special attention is given to data clarification and measure of central tendency, spread, correlation and differences. 5 qtr. hrs.

BUA 615 Computers in Business Management

Provides an understanding of computers and how they can be applied to operations of business firms; terminology and concepts in business. 5 qtr. hrs.

BUA 530 Legal Environment of Business

An environmental course in law for business managers; a study of social forces and the law and its impact on businesses and decision making. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

The Master of Business Administration will be awarded when the candidate has completed fifty (50) quarter hours in the ten courses outlined above with a minimum grade point average of 3.00 (B).

THE MASTER OF ARTS PROGRAMS

In Management And Human Behavior (M.A.)

A Profile Of The Program: The Master of Arts in Management and Human Behavior is designed for those involved in the management of public or private agencies, human resources, health care administration, or public administration.

History

California Pacific University's Master of Arts in Management and Human Behavior is California's oldest distance learning California State Approved degree program. Prior to 1978, the California Superintendent of Education would approve only classroom based programs. This program demonstrated that quality education could be delivered to students via an off-campus format and was approved by the California State Department of Education in 1978.

The objectives of this ten course program are for graduates to acquire a graduate level overview and working knowledge of:

- The cultural dimensions of management.
- The international dimension of management.
- The personal and interpersonal dimensions of the management of business and public organizations.
- The contributions of the behavioral and social sciences to the science of management.
- The use of statistics in public, private and agency settings.

The expected outcome is to produce a manager with a well rounded background in the various dimensions of management for public or private organizations.

Admission Requirements

A bachelor's degree or its equivalent from an accredited or California State approved college or university is required for admission.

Graduation Requirements

The Master of Arts in Management and Human Behavior Degree will be conferred after the student has completed 50 quarter units of graduate work.

The following courses are to be taken after completion of MGT 499:

- BUA 505 Organizational Behavior
- BUA 506 Organization, Management and Managers
- BUA 507 Effective Management
- MHB 510 Interpersonal Communications
- MHB 512 Effective Leadership

- MHB 602 Personal Counseling in Management
- MHB 507 Cultural Dimension of Management
- R 501 Statistical Methodology
- BUA 630 Management Theory and Application
- BUA 530 Legal Environment of Business
- Graduation and conferment of the Master of Arts degree.

Course Descriptions

The Master of Arts (M.A.) In Management And Human Behavior Program MGT 499 Orientation/Introduction Course

This "No Credit" short course is required of all students entering CPU for the first time. The purpose of the course is to acquaint new students with Cal-Pacific and to offer some pointers on how to successfully complete a degree program. It is sent to all new students along with the letter of acceptance and includes a short test that must be completed and returned to CPU.

BUA 505 Organizational Behavior

An in-depth study of the various types of organizational structures in commerce and industry with emphasis on behavioral management aspects. 5 qtr. hrs.

BUA 506 Organizations and Management

Covers the history of management, behavior in organizations, the context of organizations, organizational goals, strategic planning, integrating the planning process, job design, and managing change. 5 qtr. hrs.

BUA 507 Effective Management

A Continuation of BUA 506, this course covers communication, leading, management of groups, problem solving, creativity, controlling, operations management and emerging issues in management. 5 qtr. hrs.

MHB 510 Interpersonal Communications

Geared toward the development of competence in interpersonal communications with superiors, subordinates and peers within the managerial frame of reference. 5 qtr. hrs.

MHB 512 Effective Leadership

Presents and overview of Leadership with an emphasis on the practices leaders use to bring about visible, positive changes in organizations, both public and private.

Course covers five leadership practices common to successful leaders and ten behavioral commitments of leadership. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

MHB 602 Personal Counseling in Management

An essential part of the managerial role is dealing with human problems. The student is guided towards development of confidence in helping others resolve their problems. 5 qtr. hrs.

MHB 507 Cultural Dimension of Management

An examination of the contributions of cultural anthropology to the field of human behavior and management, with emphasis on the impact of culture on personality development. 5 qtr.hrs.

R 501 Statistical Methodology

Designed to provide students with the methods and procedures for making inferences about hypotheses. Special attention is given to data clarification and measure of central tendency, spread, correlation and differences. 5 qtr. hrs.

BUA 630 Management Theory and Application

Presentation of a logical model for integrating the various facets of the management process into a conceptual whole. 5 qtr. hrs.

BUA 530 Legal Environment of Business

An environmental course in law for business managers; a study of social forces and the law and its impact on businesses and decision making. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

The Master of Arts in Management and Human Behavior will be awarded when the candidate has completed fifty (50) quarter hours in the ten courses outlined above.

THE MASTER OF ARTS IN HEALTHCARE ADMINISTRATION (M.A.)

Admission Requirements

A bachelor's degree or its equivalent from an accredited or California State approved college or university is required for admission.

Graduation Requirements

The Master of Arts in Management and Healthcare Administration will be conferred after the student has completed fifty (50) quarter units of graduate work with a minimum grade point average of 3.0.

A Profile Of The Program

The Master of Arts in Healthcare Administration is designed for those involved in the management of public or private healthcare agencies; human resources management, hospital administration, or public or private social service agency administration. The program is dedicated to educating students in health services administration and management. The program is committed to providing the highest quality learning experience utilizing time-tested traditional methods adapted to a distance learning format.

Program Objectives

The objectives of this ten course program are for graduates to acquire a graduate level

overview and working knowledge of:

- Contemporary healthcare administration, delivery systems, problems and future outlook.
- The cultural dimensions of management.
- The personal and interpersonal dimensions of the management of healthcare organizations.
- The contributions of the behavioral and social sciences to the science of management.
- The use of statistics in public, private and agency settings.
- The functions and interrelationships of the people, institutions, organizations and programs that comprise the healthcare delivery system

The expected outcome is to produce a individual with a well rounded background in the various dimensions of management of public or private healthcare organizations.

Course Descriptions for the Master of Arts in Healthcare Administration

MGT 499 The Orientation and Introduction Course

This No Credit short course is required of all students entering CPU for the first time. The purpose of this course is to acquaint new students with Cal-Pacific and to offer some pointers on how to successfully complete a degree program. It is sent to all new students along with the letter of acceptance and includes a short test which must be completed and returned to the University.

HCA 499 Management of Healthcare Organizations

This is a required course for all students seeking a management degree with a major in healthcare administration. The course provides a complete overview of healthcare management. Covers all facets of management of the healthcare environment, healthcare organizational design, change and development, ethics, decision-making and strategic management. 5 qtr. hrs.

MHB 510 Interpersonal Communications

Geared toward the development of competence in interpersonal communications with superiors, subordinates and peers within the managerial frame of reference. 5 qtr. hrs.

MHB 602 Personal Counseling in Management

An essential part of the managerial role is dealing with human problems. The student is guided towards development of confidence in helping others resolve their problems. 5 qtr. hrs.

HCA 510 Healthcare Marketing in Transition

Covers why the content and context of healthcare choices or purchase decisions change, what is being marketed, and why – where and how it is marketed – also changes. 5 qtr. hrs.

MHB 512 Effective Leadership

Presents an overview of Leadership with an emphasis on the practices leaders use to bring about visible, positive changes in organizations, both public and private. Course covers five leadership practices common to successful leaders and ten behavioral commitments of leadership. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

HCA 515 Strategic Healthcare Management

The emergence of managed care, capitation and healthcare reform have dictated a greater need for sound business and management strategies. Presents theories and principles of the giants in strategic planning and management with an application to the current healthcare industry.

BUA 505 Organizational Behavior

An in-depth study of the various types of organizational structures in commerce and industry with emphasis on behavioral management aspects. 5 qtr. hrs.

MHB 507 The Cultural Dimension of Management

An examination of the contributions of cultural anthropology to the field of human behavior and management, with emphasis on the impact of culture on personality development. 5 qtr.hrs.

R 501 Statistical Analysis

Course covers the scientific foundations of statistical analysis, the scientific method, experimentation, fundamental importance of data, samples and surveys, descriptive statistics, inferential statistics, relational statistics and explanatory statistics or studies of relationships. 5 qtr. hrs.

BUA 615 Computer Models in Management

Provides an understanding of computers and how they can be applied to operations of business firms; terminology and concepts in business. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

Graduation Requirements:

The Master of Arts in Healthcare Administration will be awarded when the candidate has completed fifty (50) quarter hours in the ten courses outlined above. THIS PROGRAM DOES NOT LEAD TO LICENSURE.

MASTER OF BUSINESS ADMINISTRATION (M.B.A.) IN HEALTHCARE ADMINISTRATION

Goals Of The Program

California Pacific University offers the M.B.A. in Healthcare Administration to qualified men and women who seek to advance their careers in healthcare management

by acquiring a working knowledge of sophisticated analytical and quantitative techniques for the solution of management problems in the administration of healthcare facilities.

The goal of the Master of Business Administration in Healthcare Administration program is to produce managers capable of becoming leaders of tomorrow's healthcare enterprises.

Overall program objectives are to produce graduates who:

- Are proficient in the tools of management.
- Have a broad understanding of how the elements and processes of an organization relate to one another and to a wider environment.
- Exercise wisdom and imagination in selecting the organization's objectives.
- Are capable of inspiring the organization's people to achieve the organization's goals.
- Have experience and training in applying interpersonal skills necessary to work with diverse individuals and organizations involved in health services.
- Have an understanding of the economic, political, social and technological forces that affect the system.

Candidates study one course at a time and proceed through the program on a course by course basis, often applying what is learned one day to the solution of work related problems, the next day. The courses cover fundamental concepts of healthcare administration plus managerial accounting and finance as well as courses in the management process of organizing, directing, controlling, marketing and organizational behavior, all of which, emphasize the links in the management process of planning.

In addition to the decision-making courses, the program provides training in interpersonal skills designed to increase the students' capacities to effectively deal with people as they rise higher in their organizations.

Admission Requirements

A bachelor's degree or its equivalent from an accredited or California State Approved college or university is required for admission to the M.B.A. Program. Students whose undergraduate degrees are in disciplines other than business are required to have significant work-related experience or complete pre-admission courses in finance, accounting and general business (a special course of study is available for students in this category). A fee of \$600.00 per course will be charged.

Required Courses for the Master of Business Administration In Healthcare Administration (M.B.A.)

MGT 499 The Orientation and Introduction Course

This No Credit short course is required of all students entering CPU for the first time. The purpose of this course is to acquaint new students with Cal-Pacific and to

offer some pointers on how to successfully complete a degree program. It is sent to all new students along with the letter of acceptance and includes a short test that must be completed and returned to the University.

HCA 499 Management of Healthcare Organizations

This is a required course for all students seeking a management degree with a major in healthcare administration. The course provides a complete overview of healthcare management. Covers all facets of management of the healthcare environment,

healthcare organizational design, change and development, ethics, decision making and strategic management. 5 qtr. hrs.

BUA 505 Organizational Behavior

An in-depth study of the various types of organizational structures in commerce and industry with emphasis on behavioral management aspects. 5 qtr. hrs.

HCA 510 Healthcare Marketing in Transition

Covers why the content and context of healthcare choices or purchase decisions change, what is being marketed, and why, where and how it is marketed; also changes in marketing strategies. 5 qtr. hrs.

BUA 508 Managerial Finance

Provides an understanding of complicated financial problems unique to the corporate structure and how they may be solved. 5 qtr. hrs.

HCA 515 Strategic Healthcare Management

The emergence of managed care, capitation and healthcare reform have dictated a greater need for sound business and management strategies. Presents theories and principles of the giants in strategic planning and management with an application to the current healthcare industry. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

MHB 507 The Cultural Dimension of Management

An examination of the contributions of cultural anthropology to the field of human behavior and management, with emphasis on the impact of culture on personality development. 5 qtr.hrs.

BUA 530 Legal Environment of Business

An environmental course in law for business managers; a study of social forces and the law and its impact on businesses and decision-making. 5 qtr. hrs.

R 501 Statistical Analysis

Course covers the scientific foundations of statistical analysis, the scientific method, experimentation, fundamental importance of data, samples and surveys, descriptive statistics, inferential statistics, relational statistics and explanatory statistics and studies of relationships. 5 qtr. hrs.

BUA 615 Computer Models in Management

Provides an understanding of computers and how they can be applied to operations of business firms; terminology and concepts in business. 5 qtr. hrs.

HCA 520 Management of Human Resources in Healthcare Organizations

The relationship between strategy and selected organizational systems is described, and a model of organizational design, behavior and human resource management is presented. Presents the legal and economic environment, processes for formation of strategy with health services organizations, the relationship that should exist between strategy and human resources management, and methods for strategic management of human resources at various stages of the organizational life cycle. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

The Master of Business Administration in Healthcare Administration will be awarded when the candidate has completed fifty (50) quarter hours in the ten courses outlined above. THIS PROGRAM DOES NOT LEAD TO LICENSURE.

DOCTORAL PROGRAMS

The Doctor of Business Administration Degree (D.B.A.)

The Doctor of Philosophy Degree (Ph.D.) in Management

The University's doctoral programs are designed to provide advanced courses in management for the successful executive in business, government, labor unions, the military, and non-profit organizations. They are not designed for the pursuit of a career in teaching. The program of instruction is designed to provide an intellectually and personally stimulating experience that will enable each candidate to develop interests and capabilities in his/her field of management concentration.

Candidates for the Doctor of Philosophy in Management complete the same courses as candidates for the for the D.B.A. degree. The final product, the Proposal and the Dissertation are significantly different in that the Dissertation requires original research on a topic in business or management approved by the faculty and presented orally to the faculty for acceptance.

Admission requirements

Admission to either doctoral program requires a master's degree or its equivalent in business administration or management from either an accredited or California State Approved college or university.

Graduation requirements

Candidates for Doctoral degrees are required to have completed a minimum of 125 quarter hours of post baccalaureate credits.

Doctoral program courses (5 Qtr. Hrs. Credit Each)

(All doctoral candidates will complete the following required courses)

- MGT 499 Orientation/Introduction Course
 - MHB 512 Effective Leadership
 - BUA 605 Economic Philosophy
 - BUA 610 The Political Arena
 - BUA 615 Computer Models in Management
 - BUA 620 Organization Theory
 - BUA 630 Management Theory and Application
 - BUA 645 The Management of Human Resources
 - R 501 Statistical Methodology
 - BUA 502R Business Research Methods
 - BUA 640 Production and Operations Management
 - BUA 650 Consumer Behavior and Marketing Strategy
 - BUA 530 Business Law and the Regulatory Environment
 - BUA 750/BUA 751 Doctoral Proposal & Project
- Or
- BUA 760/BUA761 Doctoral Proposal & Dissertation

DOCTOR OF PHILOSOPHY AND DOCTOR OF BUSINESS ADMINISTRATION

DOCTORAL CANDIDATE EVALUATION GUIDELINES

Faculty Composition

The faculty members who serve on each student's doctoral examining committee shall meet the following qualifications:

Each member shall have earned a doctoral degree from: an institution that is approved by the BPPE or previously approved by a predecessor of the BPPE; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the BPPE; or an institution outside the United States or Canada and provides a comprehensive evaluation of the degree performed by a foreign credentials evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

The chair and the majority of the committee shall have earned degrees related to the student's field of investigation.

A minimum of 50% of the faculty on the committee shall have degrees conferred

by an institution accredited by an accrediting association recognized by the United States Department of Education or the American Bar association, unless the accreditation does not exist.

All of the faculty shall have three or more years of field or research experience related to their degree obtained after they obtained their degree.

All of the faculty shall have been active in their field of scholarship or profession during the five year period preceding their participation on the committee.

Purpose of These Guidelines

The purpose of these guidelines is to assist the faculty in facilitating a student's academic development and to provide a basis for evaluating degree progress. The faculty will take into account the scope and depth of a student's goals, plans, and accomplishments in coursework, independent study, research, and other advanced learning activities. Thus, evaluation provides both a vehicle for self-reflection for the student and a record of a doctoral student's ongoing progress toward his or her academic goals. Specifically, evaluation is to:

1. Define and clarify academic and professional goals;
2. Formulate specific plans to achieve those goals through coursework, research, and field-based activities;
3. Reflect upon the process and results of their learning activities;
4. Modify goals and plans as needed based on reflective self-evaluation and feedback from faculty advisors; and
5. Demonstrate readiness to proceed to the dissertation phase of the doctoral program.

It should be noted here that no more than 25% of the credits required for graduate degree programs, including the doctoral programs may be awarded for a final project or dissertation.

As students progress through the program they will have ongoing interaction with their doctoral advising committee to review goals, plans, and accomplishments, and to discuss possible modifications and additional work needed to facilitate continued progress in the doctoral program. The student will also meet (conference call, or other means of electronic communication) with their doctoral committee for two formal evaluations of their progress. The formal evaluation procedures shall provide the doctoral committee as a whole with the opportunity to jointly examine the candidate.

The first evaluation shall consider the student's qualifications, including the student's knowledge, skills, and conceptual framework, for undertaking rigorous inquiry into the student's designated field and topic of interest. Prior to the first evaluation meet-

ing the student is required to submit the following:

- Current resume.
- All transcripts.
- An explanation of any incomplete grades or grades of C or lower.
- An explanation of any credits earned elsewhere not reflected on a transcript, or any professional experience the student believes gives them special expertise toward their research goals.
- A written description (3-5 pages) of the student's research goals (problems, topics, theories, concepts, approaches, interests).
- A self-reflective description of previous and current coursework as this pertains to the student's research goals, submitted in writing.
- If applicable, a list of competencies for which additional preparation is needed prior to beginning work on the project or dissertation.
- Evidence of analytical and integrative thinking in the form of previous coursework/papers or published works.

The second evaluation shall review the student's progress since the first evaluation meeting, and consider the design procedures and products of a formal original inquiry proposed and completed by the student. This will be in conjunction with course BUA 502R Business Research Methods as well as in conjunction with BUA 750 Doctoral Project Proposal (D.B.A. candidates) or BUA 760 The Doctoral Proposal (Ph.D. candidates) both of which are required courses in the latter half of the student's program. prior to the second evaluation meeting the student shall submit the following:

- A written statement (3-5 pages) detailing how the student's initial research goals may have changed since the first evaluation, and the student's revised goals.
- A proposal for the student's project or dissertation in conjunction with BUA 750 Doctoral Project Proposal (D.B.A. candidates) or BUA 760 The Doctoral Proposal (Ph.D. candidates).

Evaluation Meeting Guidelines

Because CPU is a distance education provider, most students will not be physically present for the evaluation. Therefore, the evaluation will take place via conference call, or other means of electronic communication and one of the following shall apply:

- One faculty member on the student's doctoral committee from the CPU's main location, must be present at the location where the doctoral student is examined.
- A proctor, selected and approved by the doctoral committee, shall sit as observer with the student at the distant location and verify, under penalty of perjury under the laws of the State of California, the identity of the student and the facts that

the student received no prompting by anyone and did not have access to un-allowed materials during the evaluation process.

Additionally, if a project or dissertation includes more than one student, the individual student's role and contributions shall be clearly identified and documented.

CPU shall maintain a written record of the evaluations. This record shall include the names and signatures of all committee members who participated in the evaluations.

Projects and dissertations, and other products submitted by a student as part of a graduate program shall be signed by all faculty members recommending the student for the award of a degree.

Course Descriptions

MGT 499 Orientation/Introduction Course

This "No Credit" short course is required of all students entering CPU for the first time. The purpose of the course is to acquaint new students with Cal-Pacific and to offer some pointers on how to successfully complete a degree program. It is sent to all students along with the letter of acceptance and includes a short test which must be completed and returned to CPU.

MHB 512 Effective Leadership

Presents an overview of Leadership with an emphasis on the practices leaders use to bring about visible, positive changes in organizations, both public and private.

Course covers the leadership practices common to successful leaders and ten behavioral commitments of leadership. 5 qtr. hrs.

BUA 605 Economic Philosophy

The history of economic thought with emphasis on how theory and methods of past and present economists formed contemporary economics. 5 qtr. hrs.

BUA 610 The Political Arena

Course covers the individual in the political process, mobilization of political forces, government policy makers, and public policy. 5 qtr. hrs.

BUA 615 Computer Models in Management

Provides an understanding of computers and how they are applied to operations of business firms; terminology and concepts in business. 5 qtr. hrs.

BUA 620 Organization Theory

The development of theories, structure, technology and control. An analysis of processes and their behavioral and rational foundations; evaluating organizations and organizational change. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

BUA 630 Management Theory and Application

Presentation of a logical model for integrating the various facets of the management process into a conceptual whole. 5 qtr. hrs.

BUA 640 Operations and Production Management

A study of how the production system evolves and operates over a period of time; organizing, design of the system, start up of the system, steady state and termination of the system. 5 qtr. hrs.

BUA 645 The Management of Human Resources

Presents the most current theory, tools and techniques used to improve productivity. 5 qtr. hrs.

BUA 650 Consumer Behavior and Marketing Strategy

Cross cultural variations in consumer behavior; the changing American society; social stratification and group influence on consumer behavior as well as group communications and household structure and consumption behavior. 5 qtr. hrs.

R 501 Statistical Methodology

Designed to provide students with the methods and procedures for making Inferences about hypotheses. Special attention is given to data clarification and measure of central tendency, spread, correlation and differences. 5 qtr. hrs.

BUA 502R Business Research Methods

The conceptual tools and techniques for an understanding of the nature of scientific method applied in a business setting. Planning and executing a research project. 5 qtr. hrs.

BUA 530 Legal Environment of Business

A study of social forces and the law and its impact on business decision making. 5 qtr. hrs.

PROCTORED COMPREHENSIVE EXAMINATION

BUA 701, BUA 702, BUA 703 Guided Independent Studies

These courses may or may not be included (at the discretion of the faculty) as part of the candidates overall program. Each course 5 qtr. hrs.

BUA 750 Doctoral Project Proposal (D.B.A. Candidates)

At this point the candidate will prepare a proposal (under faculty supervision) for the Doctoral Project. 5. qtr. hrs.

BUA 751 The Doctoral Project (D.B.A. Candidates)

After a proposal has been completed by the candidate and accepted by the faculty, the candidate will complete an acceptable Project to be presented and approved by the faculty. 15 qtr. hrs.

BUA 760 The Doctoral Proposal (Ph.D. Candidates)

At this point the candidate will prepare a proposal (under faculty supervision) for the Doctoral Dissertation 5 qtr. hrs.

BUA 761 The Doctoral Dissertation (Ph.D. Candidates)

After a proposal has been completed by the candidate and accepted by the faculty,

the candidate will complete an acceptable original research oriented dissertation to be presented to and approved by the faculty. 15 qtr. hrs.

“Whatever you can do or dream you can, begin it. Genius has boldness, madness, magic in it.” (Goethe)

WHY CALIFORNIA PACIFIC UNIVERSITY?

The enormous rise in tuition costs which far exceed inflationary pressures promises to virtually bankrupt families with college aged sons and daughters and in spite of the financial contributions of their families, today's college graduates are beginning their business and professional lives with a mountain of debt from their tuition loans.

Students attending California Pacific University are by and large older than traditional college students. Most are very well settled in their careers/professions and have chosen not attend a residential program. They enroll with CPU to upgrade their educational qualifications for career advancement and for the best reason of all, to acquire more knowledge. In most instances their employers with educational reimbursement plans pay for all or part of the modest CPU tuition.

Enrollment

Enrollment in California Pacific University is a simple procedure. Follow these directions: read all Enrollment Materials, complete the Enrollment Agreement; mail the Agreement with the appropriate fee to the University, and if available, your student copies of transcripts of earned credits or degrees.

It is not necessary to have Official Transcripts sent prior to mailing the Application for Admission. Acceptance is conditional until receipt of the student's official transcripts. The University provides special Transcript Request Forms for you to order Official Sealed Transcripts which we must have mailed directly to our Records Office from prior schools.

After review and acceptance of the Enrollment Agreement, the student will receive:

- A Conditional Letter of Acceptance (pending prior official transcripts)
- MGT 499 Orientation/Introduction to CPU
- A copy of the Enrollment Agreement
- A Study Guide Order Form

WHAT CPU'S STUDENTS AND GRADUATES SAY

The finest form of approval a University can receive is from its students and graduates. Following is a sampling of very recent notes from our students (initials only supplied to protect students' privacy and the referenced course numbers have been added in parentheses). All else is verbatim as written to us by students:

"A great course (R501 Statistical Methodology) in supporting the decision making process in the everyday world! Thank you!A great program that provides an excellent tool to manage and direct any organization. I thank you for your support and encouragement to fulfill my education/knowledge requirements", I.E.K.

"Interesting cases (BUA 620 Organization Theory), learning quite a bit which can be

applied & contributed to my own organization. Fantastic!" M.F.

"This course (MHB 510 Interpersonal Communications) is very informative and timely for my professional life. Fantastic!" A. H.

"The courses on capitation, Strategic Healthcare Management, Organizational Behavior and Healthcare Marketing were very useful in dealing with the daily need to manage others and make long-term decisions". L. B., M.D.

"I am beginning to enjoy school again. Who Knew? Once one gets back in the groove, it gets rewarding and fun! Thanks, G.F.

"Of all the courses that I have taken during my enrollment with California Pacific University in the MBA Degree Program, those which have had the most positive impact upon me with respect to my management skills, are Financial Management, International Business and Business Law. Financial Management has provided me with real-world financial skills and tools that have made a great impact in business decisions'.

'I now have at my disposal a wide range of financial decision-making techniques that have proved useful in a variety of business and personal situations'.

'The International Business course has given me a world view toward the present and future economy. It made me realize that American business, large and small, must see the burgeoning global economy as not a threat, but an opportunity for financial success.'

'Finally, the Business Law course has been helpful in that it took a number of different subjects that I previously studied (e.g. antitrust environmental law, products liability) and related them to the core concerns and real life contexts of the business world." M.J.B.

"I thought this course (BUA 505 Organizational Behavior) to be very topical for me in my present position. The text was exceptional. Lots of interesting examples. Wonderful"! J. R.

"My husband, D.E.C., is currently completing his M.B.A. with your institution. He has been very impressed with the quality and up-to-date information in your textbooks. He keeps telling me about how this book or that book had exactly the information he needed to make his point with management. He is also pleased to be able to speak knowledgeably with experts in various fields thanks to the coursework he has completed. (He is however, slightly disappointed that he has found nothing in his books to assist him with ME, although that would be a tall order indeed.) S.P.-C.

"I want you to know that I place a very high value on my C.P.U. BBA. It has helped me immensely to grow in my business. My employer (A well Known National Corporation) recognizes its value and has given me full credit for my degree". A.H.

"I love these courses! I get so excited about it". M.M.B.

“Excellent program, I enjoyed it very much. I am already implementing new strategies within our organization. I now have the tools necessary to analyze our company problems from a strategic management point of view”. T.S.

“This course content was excellent! I was able to apply many of the effective management ideas in my workplace. While the “real world” is still different from theories in a textbook, this lesson was right on the mark. Thank you!” H. A.S.

“I really enjoyed reading and studying the valuable concepts of business and economics. I am especially thankful to the University for providing such an interesting course of study and patiently taking me through the program. Thank you so much!” T.P.

“This whole Masters Program should be required for IRS management staff, especially First Line Managers. Then maybe the government might have a chance”. C.M.E.

“Thank you for the opportunity to obtain my degree through your program. It has been quite a rewarding experience. I appreciate your quick responses to my inquiries and your willingness to make yourself available to me. I will definitely keep CPU in mind if I ever decide to take the ‘plunge’ again. Perhaps I will go for my DBA in another several years!” J.H.

“I would like to take this opportunity to thank you, the University President, and the faculty and Staff of Cal-Pacific for having been professional, considerate, and helpful. Although finishing the course took me longer than I expected (do to some major changes in my life), I can say now that it has been worth all the effort and expenses. I am proud to present my Cal-Pacific diploma and transcript to anybody. I hope that given the time and resources, I can later pursue my DBA or PhD in Management with Cal-Pacific.

Again, thank you for touching my life in a very special way. More power to you and California Pacific University”. E.D.M.

FACULTY

Fel Anthony Amistad, MBA, JD, PhD

BA, Human Biology, Stanford University, Palo Alto, CA, MBA, Business Administration, University of Phoenix, DBA Candidate, Northcentral University, Prescott, AZ, JD, California Southern University, Irvine, CA.

Other: Microbusiness Technical Assistance, University of San Diego. Co-Terminal Graduate Student, Stanford University Dept. of Biological Sciences/Stanford Medical School.

Dr Amistad is Dean of Faculty and Chief Operating Officer at CPU. Dr. Amistad is a San Mateo County Commissioner serving the medically challenged community. He is a Professor at International Technological University for several years teaching

MBA graduate students who work in Silicon Valley area and throughout the US.

As a result of his humanitarian, community contributions as a San Mateo County Commissioner, Lions Club past president, past President of various Chambers of Commerce, Real Estate Professional Groups, Past President of JayCees (District 17), CPU awarded him an Honorary PhD in Humanities in 2013.

Edna Bacate Domingo, Ph.D, MSN, RN

Bachelor of Science in Nursing, Philippine Union College, Master of Science in Nursing, Adventist University of the Philippines, Doctor of Philosophy in Nursing, University of San Diego, San Diego, CA.

With a special concern for all aspects of pediatric care, both theoretical and clinical, Dr. Domingo has served many roles as healthcare provider, administrator, and as an educator and speaker. In particular, she has taught nursing theory, issues and trends and supervised clinical training in a variety of academic and healthcare settings.

Christopher M. “Kit” Hill, Ed.D.

BA, Psychology, California State University, Hayward, CA, M.S., Counseling, California State University, Hayward, Doctorate of Education – Counseling Psychology, California State University, Hayward.

Dr. Hill is experience in all facets of marital, family, and child counseling. Dr. Hill also provides management consulting, executive coaching and organization development in the use of clinical therapists to apply behavior change methods for individuals in organizations and businesses in order to enhance performance, and increase leadership quality.

Dr. Janet T. Kempis, ED.D

Master in Public Administration: Healthcare Services & Administration, University of San Francisco, San Francisco, CA, Doctor of Education: Organization and Leadership, University of San Francisco, San Francisco, CA.

In addition to being a licensed Nursing Home Administrator, and Qualified Mental Retardation Professional, Dr. Kempis has performed duties as an executive officer in healthcare finance departments for a variety of health delivery settings including, acute hospitals, skilled nursing/long term care, and hospice. Against this backdrop, Dr. Kempis has also taught a wide variety of health and business related topics ranging from healthcare organization and infrastructure, business communication, critical thinking, as well as change, negotiation and decision making, at both the undergraduate and graduate levels.

Mata Mouton-Jefferson, Ph.D. (Candidate)

Nurses Training, U.S. Army, B.B.A., California Pacific University, M.B.A., California Pacific University.

Mata Jefferson, has decades of varied experience, having served as a nurse in both the U.S. Army, and various civilian medical facilities. She has applied her exten-

sive knowledge and business training to her ongoing efforts to facilitate constructive change through community awareness.

David Oxenhandler, Ph.D.

B.S. Bachelor of Science in Business Administration, University of Connecticut, M.B.A. Master of Business Administration, University of Massachusetts, Amherst, Ph.D., Computer Science, Colorado Technical University.

Dr. Oxenhandler serves concurrently as President and Director of Education. Dr. Oxenhandler has worked in a variety of capacities, including top management in business and industry, community organizations, and in higher education administration.

Ruben Dario Sanchez Pardino, Ph.D.

B.A., Theology, River Plate University, Puiggari, Entre Rios, Argentina, Master of Arts, Religious Education, Andrews University, Berrien Springs, MI, Ph.D. Religious Education, Minor: Theology, California Graduate School of Theology, Glendale, CA.

In addition to numerous publications, Dr. Pardino possesses nearly fifty years of expertise in ministry, counseling, and fund raising as well as experience teaching at both the high school and college levels. Additionally, Dr. Pardino has provided program and project management, staff development, and in-services training and administration within the Seventh Day Adventist denomination.

Laura Smith McKenna, Ph.D.

B.S., Nursing, Syracuse University, Syracuse, New York, M.S., Mental Health Nursing, University of California, San Francisco, Ph.D., Mental Health Nursing, University of California, San Francisco.

Dr. McKenna has served in a wide range of healthcare capacities as a consultant, administrator, and teacher, and has written numerous publications dealing with nursing care and mental health topics. She belongs to numerous professional organizations, among them, Sigma Theta Tau, International, National Honor Society for Nursing, and American Nurses' Association/California.

ADJUNCT FACULTY

Lorayne Barton MD, MPH

University of Southern California Keck School of Medicine
Associate Clinical Professor,
MD University of California, Irvine,
Residency:Loma Linda University School of
Medicine,
MPH, Loma Linda University
School of Public Health.

Norman Jackson, Ph.D.

B.S., LaSalle Extension University, Chicago, M.S., Metropolitan University, Ph.D.,
Metropolitan University.

Dr. Jackson has taught at California State University, Hayward, and is a member of the American Academy of Medical Administrators, the American College of Health Care Administrators, and is a Registered Fellow of the Royal Society of Health (British Public health). His Expertise is in the management of hospitals and in the area of purchasing.

BOARD OF ADVISORS

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Wayne Ogata, DO, Pleasant Hill, CA
Laura Smith McKenna, Ph.D., Lafayette, CA

ADMINISTRATION

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Fel Amistad, MBA, JD, PhD.

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Edna Domingo, Ph.D.

Vice President

Montell Snyder

Registrar

Tom Winsborough

Chief Financial Officer/Treasurer (CFO)

Kit Hill, EdD

Director of Communications

PLEASE NOTE:

The provisions of this Catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirements at any time within the student's term of enrollment.

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the proceeding five years, or has had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

NOTICE OF NON-DISCRIMINATORY POLICY

The University admits students of any race, color, national and ethnic origin, religion, or sex to all rights, privileges, programs and activities generally accorded or made available to students of the University and does not discriminate on the basis of race, color, national and ethnic origin, or religion in the administration of its educational policies, admission policies, scholarship and loan programs, and other University administered programs. In the employment of both students and staff, the University is an Affirmative Action and Equal Opportunity Employer.

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

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