

CALIFORNIA LUTHERAN UNIVERSITY
2011- 2012 UNDERGRADUATE CATALOG

S U P P L E M E N T



Purpose of This Supplement

This supplement includes significant changes in programs, policies and curriculum that have occurred since the publication of California Lutheran University's 2009-2010 Undergraduate Catalog and is to be used in conjunction with the catalog. Please refer to the catalog for information not included in this supplement (see page numbers in parentheses).

The information provided by this supplement reflects an accurate picture of California Lutheran University at the time of publication. However, the University reserves the right to make necessary changes in procedures, policies, calendar, curriculum and costs.

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Affirmation of Nondiscrimination

California Lutheran University is committed to ensuring equal opportunity to all persons, and does not discriminate on the basis of sex, race, color, religion, age, marital status, veteran's status, or national or ethnic origin. No qualified individual is excluded from admission, employment or participation in any educational program, activity or facility by reason of disability, providing the individual can properly perform with reasonable accommodation.

California Lutheran University prohibits the employment or enrollment of registered sex offenders in any of its educational programs and/or institutional activities.



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Admission

(Pages 8-12)

California Lutheran University seeks students who possess qualities of intellect and character, which will enable them to benefit from and contribute to the university community. Each applicant is judged on individual merit without regard for race, color, creed, gender, sexual orientation, age, or national or ethnic origin.

CLU maintains an admission office staffed with trained, professional admission counselors who are available to assist students with college planning. Persons seeking admission services should contact the Admission Office.

Prospective students and their family members are invited and encouraged to visit the campus. Efforts are made to arrange a campus tour, class visitations and/or conferences with professors or coaches according to the interests of the visitor. Admission events held in the fall and spring provide opportunities for high school seniors and transfer students to stay overnight as guests in our residence halls.

The Office of Undergraduate Admission is open, except during holidays, Monday through Friday from 8:30 a.m. to 5 p.m., and on most Saturdays from October to May by appointment only. Visitors should contact the Office of Undergraduate Admission at least two weeks prior to their visit so that appropriate arrangements can be made.

Admission of Freshman Students

Students accepted for admission to CLU should have completed

Application Procedures for Freshman and Transfer Students

International students should follow the procedures listed below. Any additional requirements are listed under the catalog section "Admission of International Students."

1. Application for Admission

Students should complete an application for admission (including essay) and return it to the Office of Undergraduate Admission together with the nonrefundable \$45 application fee. There is a reduced application fee of \$25 for students applying online. Fall application deadlines are as follows.

<i>For First Year Applicants:</i>	Deadline to apply for Early Action:	Nov. 15
	Deadline to apply for Regular Decision Round I:	Jan. 15
	Deadline to apply for Regular Decision Round II:	Mar. 15

<i>For Transfer Applicants:</i>	Priority Deadline for Fall semester admission:	Mar. 15
	Regular Admission Deadline for Fall semester:	June 1
	Spring Application Deadline (Freshman & Transfer Applicants):	Nov. 15

2. Transcripts

An official transcript from the high school issuing the diploma is required of freshman applicants. Freshman applicants must have their most recent high school transcript sent, followed by a final transcript upon graduation. In addition, if a freshman applicant attended a college or university, all official transcripts must be submitted for review.

Transfer applicants must have a transcript sent from each college/university attended. Transfer applicants with fewer than 30 semester hours or 45 quarter hours of transferable college credit must submit a final high school transcript.

U.S. federal government regulations on financial aid awarding require that a transcript showing proof of high school graduation or the equivalent be sent to CLU before enrolling.

3. Test Scores

Freshman applicants are required to submit results from either the SAT I or ACT. Test scores recorded on the official high school transcript will be considered official. Transfer applicants with at least 30 semester hours or 45 quarter hours of transferable college credit need not submit scores from the SAT or ACT (TOEFL or IELTS scores may be required of international students – see "Admission of International Students"). Arrangements to take any of these tests or order additional score reports can be made by contacting:

SAT - www.collegeboard.com or (609) 771-7600 **ACT** - www.act.org or (319) 337-1000
TOEFL - www.toefl.org or toefl@ets.org **IELTS** - www.cebii.org or ielts@cebii.org

4. Recommendations

Freshman applicants must submit one letter of recommendation from a high school teacher, principal, or guidance counselor.

Transfer students must submit a recommendation from a college professor. If the transfer student's transferable grade point average (GPA) is above a 3.0, the letter of recommendation requirement is waived.

5. Additional Information

In addition to the required essay, personal information (excluding information pertaining to certified learning, physical, or other disabilities protected under the Americans with Disabilities Act) that may have affected the applicant's previous academic performance may be included with the application or discussed personally with a CLU admission counselor.

6. Notification of Admission Decisions

Freshman applicants: CLU offers a non-binding Early Action Plan whereby students completing applications by November 15 will be notified by January 15. Students who have their application complete by the Regular Decision Round I deadline of January 15 will be notified by March 15, and students completing by the Regular Decision Round II deadline of March 15 will be notified by April 15. Students who complete their files after March 15 are reviewed on a space available basis.

Transfer applicants: Transfer applicants will be notified of admission within one month of submitting all required application materials.

An initial review of the file may result in a request for additional information to be sent prior to a final decision being made. Accepted students are asked to submit a non-refundable \$300 tuition deposit no later than May 1 to secure their place in the class. Students accepted after April 15 are asked to make their deposit within 30 days of the date of admission. Extensions may be granted upon request to the Vice President of Enrollment Management. The \$300 deposit is applied to the student's account for the first semester.

a college preparatory program with above average achievement. The following high school course pattern is required as a minimum: four years of English, three of mathematics (through Algebra II), two of foreign language, two of social studies and two of lab science. Applications from promising students who have not completed such a college preparatory program will be reviewed on an individual basis by the Admission Committee.

In addition to the measurement of achievement and aptitude as indicated on transcripts and test scores, other factors considered in the admission process include: recommendations; excellence in co-curricular activities; high achievement in the visual or performing arts; initiative and seriousness of purpose as evidenced through work, travel experiences or contributions to home, church, community and school.

Students who are denied admission as freshmen will be given the option of Transfer Admission Guarantee (TAG). To be admitted under the TAG program, freshman applicants will be required to attend another accredited two- or four-year post-secondary college or university, and successfully complete a minimum of two semesters of full-time academic study (30 semester hours or 45 quarter hours) with a minimum of a 2.75 GPA. In addition, students must complete Freshman English Composition with a grade of C or better and complete a college level math course. At minimum, applicants may complete Intermediate Algebra in college to be eligible for admission under this agreement.

Admission of Transfer Students

CLU welcomes students who wish to transfer after completing work at other accredited colleges or universities. Admission will be based upon the quality of previous work attempted. The transfer applicant must also be in good standing at the previous college.

If the transfer applicant's record is substantially deficient in meeting the University's core requirements – including English Composition and College Algebra (or Intermediate Algebra at minimum) – or if the student's cumulative grade point average is below 2.75 (4.0 scale), the Admission Committee may require further evidence of the applicant's ability to complete a program successfully.

Transfer applicants with fewer than 30 semester hours or 45 quarter hours of credit will be evaluated under the requirements for freshman admission. Students interested in transferring after only one semester at another college or university must provide final college transcripts by the add/drop deadline of the term in which they are enrolled. Any transferrable GPA less than a 2.0 will result in immediate academic probation.

Admission of International Students

The credentials of an international undergraduate applicant – any student who does not hold a U.S. passport or a permanent resident visa (green card) for the United States – are evaluated in accordance with the general regulations governing admission.

Each student is required to submit to the Office of Undergraduate Admission an application, the Certificate of Financial Support, and detailed

translated transcripts of academic record.

Applicants from countries whose primary language is not English are required to take any one of the following English language exams: Test of English as a Foreign Language (TOEFL) with a minimum Internet-based score of 79; or paper-based score of 550; the International English Language test (IELTS) with a minimum score of 6.5, or the Pearson Test of English (PTE) with a minimum score of 54. Results of any one of these exams must be submitted before a student is considered for admission.

Students who have studied in a U.S. high school for four years or have completed two years of English composition at another accredited U.S. college or university may request a waiver of the TOEFL requirement.

In addition, international students who have been admitted to CLU must submit proof that sufficient funds will be available to meet their educational expenses while studying at CLU before a Form I-20 can be issued. The Certificate of Financial Support should be submitted, with appropriate financial documents, to meet both CLU and U.S. federal government requirements of proof of financial status for international students.

Deferral Policy

Students who have successfully gained admission to CLU may defer their enrollment up to one year by submitting a written request to the Office of Undergraduate Admission. The request must include the reason for the deferral. If the reason for deferral is to attend another college or university, the request will not be granted.

Students who choose to attend another college or university after their request for

deferral is granted will forfeit admission and scholarship and will be required to re-apply to the University.

All scholarships offered at the time of admission will be honored under this policy, unless the student chooses to attend another college or university. Freshmen applicants admitted conditionally and/or admitted for the spring semester are not eligible to defer their enrollment and will be required to re-apply to the University.

Readmission of Former CLU Students

A student who has interrupted attendance at CLU for two or more consecutive semesters and who wishes to return must apply for readmission through the Office of Undergraduate Admission.

If the student has attended any other colleges or universities during the absence from CLU, he or she must have an official transcript (showing good standing) sent to the Office of Undergraduate Admission for review, along with the Application for Readmission. A student's financial aid package, including scholarships, is subject to review upon readmission to the University.

Students readmitted to the University after an absence of less than two years may complete requirements under the CLU catalog in effect at the time of initial attendance. For separation of more than two years, the catalog in effect at the time of readmission will be applicable.

Admission as a Non-degree Student

In some circumstances, a person may be admitted as a non-degree student. This student is not a candidate for a degree

Advanced Placement Credit

AP Examination	Grade	Units (credit in appropriate courses)	Course Equivalents	
<i>Art: Studio General</i>	4,5	3	<i>Art Elective</i>	
	3,4,5	3	<i>Art 160</i>	
	3,4,5	3	<i>Art 111</i>	
<i>Biology persp.</i>	3	0	<i>exempt from 1 Nat. Sci.</i>	
	4	4	<i>Bio 111 or Bio 121</i>	
	5	6	<i>Bio 120, 121</i>	
<i>Chemistry persp.</i>	3	0	<i>Exempt from 1 Nat. Sci.</i>	
	4	4	<i>Chem 151*</i>	
	5	8	<i>Chem 151, 152**</i>	
<i>Computer Science</i>	A	4	<i>CSC 110</i>	
	AB	3	<i>CSC 110</i>	
	AB	4,5	<i>CSC 210</i>	
<i>Economics:</i>	<i>Mic.</i>	4,5	3	<i>Econ 200</i>
	<i>Mac.</i>	4,5	3	<i>Econ 201</i>
<i>English</i> (Lang & Comp)	3	0	<i>Eng 101</i>	
	4,5	3	<i>Eng 111</i>	
	(Lit & Comp)	3	0	<i>Eng 101</i>
	4	3	<i>Lit. Perspective</i>	
	5	4	<i>Lit. Perspective</i>	
<i>Environmental Science</i>	4,5	4	<i>Geol 152, 152L</i>	
<i>Foreign Language</i> <i>French</i>	3	0	<i>Exempt: French 101</i>	
	4,5	4	<i>French 101</i>	
<i>Spanish</i>	3	0	<i>Exempt: Spanish 101</i>	
	4,5	4	<i>Spanish 101</i>	
<i>German</i>	3	0	<i>Exempt: For. Lang. req.</i>	
	4	4	<i>Exempt: from For. Lang. req. & credit in 201, 202</i>	
<i>Other Lang</i>	5	8	<i>201, 202</i>	
	3	0	<i>Exempt: 1st semester</i>	
	4,5,	4	<i>1st semester language</i>	
<i>Government & Politics (major)</i>	4,5	4	<i>Poli Sci 102 or 222</i>	
<i>History</i> <i>American</i>	4	0	<i>Exempt: History Perspective</i>	
	5	3	<i>Hist 121 or 122</i>	
	4	0	<i>Exempt: History Perspective</i>	
<i>European</i>	5	3	<i>Hist 102</i>	
	5	3		
<i>Latin</i>	4,5	4	<i>Exempt: For. Lang. req.</i>	
<i>Math</i>	3	0	<i>Exempt: Math prof.</i>	
	4,5	4	<i>Math 251</i>	
	4,5	8	<i>Math 251, 252</i>	
	4,5	4	<i>Elective credit only (does not satisfy Math prof.)</i>	
<i>Music</i> <i>Listening & Lit.</i>	4,5	3	<i>Mus 101</i>	
<i>Physics</i>	B (non-calc)	4,5	8	<i>Phys 201, 202</i>
	C (Mechanics)	4,5	4	<i>Phys 211</i>
	C (E&M)	4,5	4	<i>Phys 212</i>
<i>Psychology</i>	3	0	<i>Exempt: Psys 200</i>	
	4,5	4	<i>Psys 200</i>	

*Additional unit for 151L awarded upon review of laboratory record.

**Additional unit each for 151L, 152L awarded upon review of laboratory record.

from CLU, but is granted the privilege of enrolling in courses for credit. He or she may subsequently become a candidate for a degree by successfully completing the admission process. (International non-degree students may not attend CLU for more than two semesters and must be full-time students.)

Students regularly enrolled and in good standing at another college may also take course work at CLU as a non-degree student. An application form for non-degree status is available from the Office of Undergraduate Admission. Non-degree students are not eligible for CLU financial assistance and must submit payment for the class (on a per credit basis) prior to registering for their class(es). A maximum of 12 units may be taken at CLU under this status.

Admission of High School Students

High school students of superior ability may be admitted to selected courses while they are still students in high school. Consent and recommendation of the high school counselor or teacher is required prior to being considered by the Dean of Admission.

Admission of Re-entry Students

Students who have not been enrolled in high school or college for five years may be considered for admission on an individual basis if they do not meet the normal admission requirements. Specifically, the requirements for test scores may be waived, with other supporting information to be supplied according to the advice of the Office of Undergraduate Admission. Each case will be reviewed by the Admission Committee and

evaluated in light of the alternate supplementary material that is made available.

Admission of Homeschooled Students

Homeschooled students are as competitive for admission as any other student – academic potential is evaluated the same as with any other applicant. Students who are homeschooled must complete the following requirements to be considered for admission:

- Submit an ACT or SAT score. The exam score will help determine the applicant's level of preparation for college course work. Students should take the exam in the spring of their junior year and may take the exam more than once; only the highest composite test score will be used to determine admission status.
- Homeschooled students are encouraged to submit passing test scores on the GED (General Equivalency Diploma). The GED test results determine core course units. Exam results must be sent to the Office of Admission, directly from the GED test center.
- Homeschooled students are also encouraged to complete an interview with a CLU admission counselor prior to submitting his or her application.
- The primary teacher/administrator of the home school must provide:
 - A typed transcript (semester format) of the courses the student completed in the home school environment. Grades or averages earned in each course must be included on the transcript. A curriculum synopsis of the courses which parallel CLU's core course requirements may be requested. The

synopsis should include a brief description (paragraph) of each of these courses.

- Textbook information listed by course (including titles and authors). Students who have taken courses in foreign language must include a description of how they learned the verbal component of the language (i.e. tutor, tapes). The home school administrator should also provide a detailed description of how the applicant fulfilled the natural science laboratory requirement.
- Students who completed courses in a school other than their home school (traditional high school and/or college) must also submit an official copy of their academic transcript from this school.

Please note: Additional supporting documents may be requested by the University to assist officials in making an admission decision.

Placement and Advanced Credit Standing

Students may choose to "challenge" for placement or credit in subjects in which they may have established college-level competence. Methods of challenging include end-of-course examinations, College Level Examination Program (CLEP), standardized tests approved by individual departments, Advanced Placement, or International Baccalaureate examinations.

A maximum of 32 credits by exam may be applied to the degree; eight upper division units can be included in this total.

College Level Examination Program (CLEP)

No credit is granted on the basis of scores on the General Examination. Credit is awarded for Subject Examinations. To be eligible, a student must score at or above the mean as compared with college students receiving a C in the course. A complete list of credits, courses and minimum scores is available from the Center for Academic and Accessibility Resources.

Advanced Placement (AP)

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken the Advanced Placement Examination of CEEB may receive credit. The credit awarded depends on the score a student receives and the subject in which the exam was taken. When official scores are received by the University directly from CEEB, credit is awarded as indicated in the shaded AP area

International Baccalaureate (IB)

CLU recognizes the quality of the International Baccalaureate program and awards up to four semester hours of credit for each Higher Level examination score of 4 or higher. Subsidiary Level examinations will not be considered for credit.

Financial Aid

(Pages 13-18)

The Office of Financial Aid at California Lutheran University offers a variety of resources to help bridge the gap between the institution's cost of attendance and a family's ability to pay. Awards of financial assistance to CLU students may include funds from the federal or state government, the institution and/or from outside organizations.

Students need to complete the Free Application for Federal Student Aid (FAFSA) to apply for financial aid which is available online at www.fafsa.gov. The Title IV school code for California Lutheran University that students need to indicate on the FAFSA is **001133**.

Procedures

To be considered for financial assistance, the applicant needs to do the following:

1. Apply for admission to California Lutheran University and be admitted or be a currently enrolled student who is continuing enrollment at CLU for the following academic year.
2. Submit a Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed and submitted online at www.fafsa.gov.
3. If selected for verification, students must submit all requested documentation to the Financial Aid Office within 30 days of receipt of the letter from the Office of Financial Aid.

After a student is awarded financial aid, an email notification is sent to the student's clutheran.edu email

address and the student can review the award in WebAdvisor. Incoming new students also receive a paper financial aid award letter. The student must accept the award(s) he or she wants and decline the award(s) he or she does not want. If the student chooses to borrow funds, he or she must follow the steps to complete the loan application (Master Promissory Note) and Entrance Counseling (if applicable).

To receive the full amount of federal and state grant aid and any institutional gift money awarded as part of an undergraduate student's Financial Aid Award, the student must be enrolled in at least 12 undergraduate units per semester. Students enrolled in less than 12 undergraduate units per semester will not be eligible for institutional gift aid and will most likely see a reduction in federal and state grant aid. Students must be enrolled in at least six undergraduate units per semester to be eligible for federal loans.

If a student is in his or her last semester prior to graduation and requires less than 12 units to complete his/her graduation requirements, he or she will only be eligible to receive a prorated amount of institutional gift assistance and federal loan funds. Please contact the Office of Financial Aid for more information.

New Students

For priority awarding, all of the above steps need to be completed between January 1 and March 1.

California residents who

are applying for a Cal Grant must complete the FAFSA and the Cal Grant GPA Verification Form by March 2. The GPA Verification Form is available at www.csac.ca.gov and is normally completed using the student's high school grade point average (GPA) or the GPA submitted by the student's community college of attendance.

Renewal Applicants

Financial aid awards are made for one year only. Continuing students must re-apply each year by resubmitting/renewing the FAFSA by the March 1 priority deadline. Failure to submit the FAFSA by the March 1 priority deadline may result in a reduction of federal and/or institutional aid. Failure to submit the FAFSA by the April 15 final deadline will result in a reduction of institutional aid. Please note that CLU will submit all continuing students' GPAs to the California Student Aid Commission (CSAC) for consideration for Cal Grant by March 2.

Academic Scholarships and Visual and Performing Arts Scholarships are renewable if the student maintains the required GPA and meets all department requirements. Renewal award letters are prepared for continuing students by early June of each year provided the March 1 priority deadline has been met.

Dependency Status

A student is considered "independent" if he or she falls within one of the following categories at the time the FAFSA is filed:

1. Is 24 years of age or older
2. Is a veteran of the U.S. Armed Forces
3. Is currently serving on active duty for purposes other than training
4. Is pursuing a master's or doctoral degree
5. Is married
6. At any time after age 13, both parents are deceased, were in foster care or were a dependent or ward of the court
7. Has children he or she supports more than 50%
8. Has legal dependents (other than children or a spouse) he or she supports more than 50%
9. Is an emancipated minor as determined by a court in the student's state of legal residence
10. In a legal guardianship as determined by a court in your state of legal residence
11. Other categories as listed on the FAFSA regarding being an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless

If a student has special circumstances, a dependency override may be considered. Contact the Office of Financial Aid for the forms needed to appeal dependency status.

CLU Academic Scholarship

Academic Scholarships are awarded to new freshman and transfer students who qualify. Scholarships are renewable for up to four years based upon the student's grade level at entrance, cumulative Grade Point Average (GPA), and Satisfactory Academic Progress (SAP). Students must maintain a 3.0 cumulative GPA to retain the scholarship if they started

at CLU as a freshman and must maintain a 2.5 cumulative GPA to retain the scholarship in subsequent years if they started at CLU as a transfer student. To meet SAP, a student must complete at least 12 units in the fall semester and at least 12 units in the spring semester of enrollment at CLU.

CLU Presidential Scholarship

Presidential Scholarships recognize and reward graduating high school seniors in the top tier of CLU's applicant pool who embody the University's educational and leadership goals. Students invited to come to campus for Honors Visit Day will interview for the top scholarships offered by the University. These scholarships are renewable for up to four years as long as the student maintains a 3.0 or higher Grade Point Average (GPA) and meets Satisfactory Academic Progress. The scholarships awarded through this program will replace any Academic Scholarship the student received at the time of admission and will also replace the CLU Guarantee Scholarship in its entirety if it is higher.

CLU Guarantee Scholarship

CLU offers first-year and transfer students who are also admitted to UCLA, UCSB, UC Davis, UC Berkeley, or UCSD a renewable scholarship based on the Cost of Attendance (COA) at CLU and the average COA of these five public institutions. The scholarship makes the cost of attending CLU approximately the same as the cost of attending these five state institutions. To receive the CLU Guarantee Scholarship in subsequent years, the student must maintain a

minimum cumulative GPA of 3.0 if entered CLU as a freshman or 2.5 if entered CLU as a transfer student. The scholarship is renewable for up to four years **based on the student's grade level at time of enrollment**. The CLU Guarantee Scholarship will replace any CLU Academic Scholarship the student received at the time of admission and will also replace the Presidential Scholarship in its entirety if it is higher.

Visual and Performing Arts Scholarship (VAPA)

Students with talent in the areas of visual arts, theatre arts, or vocal or instrumental music can audition for a VAPA scholarship prior to enrolling at CLU. For fall enrollment, the application must be completed by February 1 and the audition completed by February 22. The application is available online at www.callutheran.edu/vapa. For spring enrollment, students are considered on a case-by-case basis by the faculty. For more information, please contact the Admission Office.

Cal Grant

Cal Grant Awards of up to \$9,708* for Cal Grant A and up to \$11,259* for Cal Grant B and Access are offered by the California Student Aid Commission to students who are residents of California, have financial need as defined by the state, and who meet the academic requirements in effect at the time of application. A Cal Grant GPA Verification Form is required for first-time applicants. The Verification Form and the FAFSA must be submitted by March 2 to be considered for eligibility.

**These amounts are subject to change based on the annual amounts as determined by the California Student Aid Commission (www.csac.ca.gov) and funding available from the state of California.*

Federal Pell Grant

Federal Pell Grant is available to undergraduate students with exceptional financial need. To apply, students must complete the FAFSA form. For 2010–2011, eligible students received up to \$5,550* if they meet eligibility requirements.

**This amount is subject to change each year depending on government regulations and the federal budget allocations. Please go to the Office of Financial Aid's website for the most up-to-date information.*

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG is provided to eligible students with extremely high financial need. Unlike Federal Pell Grants, FSEOG funding is very limited. CLU receives a specified amount of FSEOG funds each school year. Once those funds are depleted, no additional awards can be made to students.

Federal Work-Study

Federal Work-Study (FWS) is a part-time employment program which helps high-need students meet educational expenses. While FWS offers students the opportunity to apply for a job, there is no guarantee of obtaining a position as job availability is limited. FWS jobs are highly competitive and it is the student's responsibility to be proactive in applying and following up with prospective employers. Students who have

a Federal Work-Study position cannot be a Resident Assistant or Departmental Assistant.

Student Employment

The Student Employment Coordinator lists part-time, full-time, and seasonal jobs for both on- and off-campus work on the student employment website. Off-campus job listings are posted as received. On-campus jobs are posted as positions become available. All CLU students seeking employment information may contact the Student Employment Coordinator in the Office of Financial Aid for further information.

Federal Perkins Loan

This low interest subsidized loan is made available to students who qualify on the basis of verified financial need. Based on available funds, undergraduate students may borrow up to \$4,000 per year and up to \$20,000 total for undergraduate study. Students are awarded a Federal Perkins Loan by the Office of Financial Aid based on EFC, need, and grade level. If a student is offered a Perkins Loans, he or she must complete Entrance Counseling and an application in order to receive the loan.

Repayment begins nine months after graduation or at the time the student leaves the University or drops below half-time enrollment. Repayment may be extended for up to 10 years. Loan deferments are available for individuals who return to school for the purpose of furthering their education. Exit Counseling is required prior to leaving CLU, graduating, or when the student is no longer eligible to receive a Perkins Loan.

**The information above regarding the Federal Perkins Loan is accurate as of time of printing. Due to potential legislation from the government, the rules and regulations surrounding the Perkins Loan may change at any time.*

Federal Stafford Loan

The Federal Stafford loan program is divided into two types of loans – subsidized and unsubsidized. Both have fixed rates (please contact the Financial Aid Office for the most current interest rate information) and are available to students who are fully admitted to an eligible program of study and are enrolled at least half time (for traditional undergraduate students this means being enrolled in at least six units per semester).

The U.S. Department of Education funds the loan. Students must apply and may need to complete Entrance Counseling. At the present time, the maximum amount that can be borrowed by a dependent student for an academic year is \$5,500* for freshmen (up to \$3,500 of this amount may be subsidized); \$6,500* for sophomores (up to \$4,500 of this amount may be subsidized); and \$7,500* for juniors, seniors and teacher preparation students (up to \$5,500 of this amount may be subsidized).

At the present time, the maximum amount that can be borrowed by an independent student for an academic year is \$9,500* for freshmen (up to \$3,500 of this amount may be subsidized); \$10,500* for sophomores (up to \$4,500 of this amount may be subsidized); and \$12,500* for juniors, seniors and teacher preparation students (up to \$5,500 of this amount may be subsidized).

The federal government pays the interest on the subsidized Stafford loan while the student is enrolled in school at least half time (at least six units per semester). Students who do not qualify for the subsidized Stafford may borrow the unsubsidized Stafford loan which does accrue interest. Students have the option of making interest-only payments or allowing interest to accrue. To apply, students must complete a FAFSA form, accept the loan as part of the Financial Aid Award, and submit an online loan application.

**Amounts are subject to change based on government regulations and allocations. Please contact the Financial Aid Office for the most up-to-date information.*

***The information above regarding the Federal Stafford Loan is accurate as of time of printing. Due to potential legislation from the government, the rules and regulations surrounding the Stafford Loan may change at any time.*

Parent PLUS Loan

Parent Loans for Undergraduate Students (PLUS) are available to parents of dependent undergraduate students. The interest rate is fixed at 7.9 percent. The annual loan limit is the student's cost of attendance minus other financial aid.

If the parent PLUS loan is denied, the dependent student may apply for additional unsubsidized Stafford loan money in the following annual amounts: for freshmen and sophomores \$4,000, and for juniors and seniors \$5,000.

Private Loans

AAAlternative Student Loans are loans that are available to students who need additional assistance after exhausting any

Stafford and/or PLUS loan options. These are credit-based loans with variable interest rates and are recommended as a last resort. Please contact the Office of Financial Aid for additional information.

Resident Assistantships

Resident Assistantships are stipend positions. Selection is made through the Residence Life Office. Students who are Resident Assistants cannot be Departmental Assistants or have another on-campus job through Federal or Campus Work-Study.

Departmental Assistantships

Departmental Assistantships are awarded each year to students of high academic standing in their major fields of study. Application should be made to the appropriate department chairs. Each assistantship carries a stipend to be determined at the beginning of each academic year. Students who are Departmental Assistants cannot be Resident Assistants or have another on-campus job through Federal or Campus Work-Study.

Veterans' Benefits and Responsibilities

As students of California Lutheran University, veterans or their eligible dependents may be entitled to education benefits through Veterans Affairs. Students must submit a Veterans School Form in the Registrar's Office to notify CLU that they are a recipient of those benefits. Students who receive VA benefits are responsible for promptly notifying the VA specialist in the Registrar's Office of changes in academic program, course load, address, marital or dependent status and of withdrawal from one or more courses. Questions

about enrollment status should be directed to the VA specialist in the Registrar's Office. For information about benefits, contact the U.S. Department of Veterans Affairs.

ROTC Scholarship Program

ROTC scholarships pay all costs for tuition, registration, laboratory fees and books, plus a monthly cash allowance. Full four-year scholarships are offered to high school seniors selected in a nationwide competition. A limited number of less-than-four-year scholarships are available to outstanding students enrolled in the ROTC program.

Aid for Native Americans

Native American students who can prove membership of a federally recognized tribe may receive educational grants from the federal Bureau of Indian Affairs (BIA).

Congregational Partners in Education (CPE) Award

This renewable award allows congregations to assist outstanding young people who have demonstrated a commitment to the life and work of their church. CLU will match gifts from the congregation in support of a student in \$100 increments to a maximum of \$2,500 as long as the student is enrolled full time (12 units per semester).

ELCA Pastor's Family Award

The ELCA Pastor's Family Award of \$1,500 per academic year is available to children of all ELCA clergy. To be eligible, students must be unmarried, under the age of 23, and enrolled full time at CLU (12 units per semester).

Required Reporting

It is the student's responsibility to report any change in status or resources while receiving financial aid. Failure to do so may result in denial of further financial aid.

The Office of Financial Aid receives periodic reports from the Housing, Registrar, and Payroll offices listing student resources in the form of room and board awards, nontaxable income (VA, Social Security, private scholarships) and earnings other than Work-Study. These reports are checked against previously reported student resources to determine ongoing eligibility.

Financial aid awards will be adjusted if receipt of additional resources results in a reduction of financial eligibility. If funds in excess of the revised eligibility figure have already been received, the student is responsible for the immediate repayment of those funds.

Similarly, if circumstances change to increase financial need, consideration will be given to an increased award if funds are available.

At the time of publication, due to new Federal regulations effective July 1, 2011, CLU's policies regarding Academic Scholarship Probation and Suspension and Satisfactory Academic Progress were not yet modified to be in compliance with these new rules and, therefore, could not be included in this printed catalog. The new policies are posted on the Financial Aid Office's website under the heading "Satisfactory Academic Progress."

Refund Policies for Federal Aid

Return of Funds Policies for Federal Aid

Students who receive federal aid* are subject to federal return of funds policies. If the payment period for which a student received funds (semester) is not completed and the student withdraws from all courses, then the student is only eligible for a percentage of the aid equal to the percentage of the period completed. The following is an example of this concept:

Krista enrolls in the fall semester but drops out before the end of the semester. She actually completes 35 percent of the semester and, therefore, is only eligible for 35 percent of the aid awarded for that period (amount earned).

If the aid earned is more than the amount that was actually disbursed to the student (credited to their account), then California Lutheran University will offer the student a post withdrawal disbursement according to certain conditions such as whether or not a valid Student Aid Report has been received, the status of the verification process, etc.

If the amount disbursed is more than the amount earned, then California Lutheran University must return the amount unearned to the U. S. Department of Education. The student will then be responsible for any balance owed to California Lutheran University caused by the return of funds.

For additional information, please contact the Office of Financial Aid at (805) 493-3115.

**Federal aid covered by the Return of Funds policies includes the Unsubsidized*

Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS loan, Pell Grant, and Supplemental Educational Opportunity Grant (FSEOG). Federal Work-Study is not covered by these policies.

If a student must discontinue his or her studies before the end of a semester, the amount of institutional gift monies allowed to remain with the student will be in proportion to the amount of time the student was enrolled and amount charged. To determine the percentage of reduction applicable to university aid, please check with the Student Accounts Office.

University Costs

(Pages 19-22)

This section explains the financial responsibilities associated with enrollment at CLU. Specific details regarding fees, payment methods, due dates, policies and procedures administered through the Student Accounts office are provided for your information.

Tuition Deposit

A \$300 non-refundable tuition deposit is required of all new students.

Housing Damage Deposit

A \$400 damage deposit must be submitted with the initial housing application. Refund will be made after graduation or withdrawal, provided there are no other financial obligations to the University.

Registration and Fee Payment Policy

- Complete the registration forms
- Fill out the online Payment Contract located on the CLU Student Accounts website
- Pay the required tuition, fees and housing charges prior to the deadline for fee payment, as noted on the statement of charges. Exceptions are those who have enrolled in the monthly payment plan.

Note: Students who have estimated financial aid (including loans) must confirm pending aid and make payment of any difference. Proceeds from Stafford loans are received on various disbursement dates throughout the semester. The lender may send correspondence indicating an earlier disbursement date, but refunds will not be released

Costs for the Academic Year 2011-2012		\$
Tuition – Full-time (18 credits per semester)		\$16,300
Student Fee		125
Room and Board		
<i>Note: The standard residence halls are closed during Christmas break. The apartment residence halls will be open to those residents during Christmas break. The dining hall is closed and no meals are served during Thanksgiving, Christmas, spring and/or Easter vacations.</i>		
Room (per semester)		
<u>Undergraduate</u>		
Standard residence halls		\$2,990
Mogen Hall		\$4,005
Grace Hall / Trinity Hall		\$4,765
Trinity Studio		\$5,025
<u>Graduate Students</u>		
Grace Hall – Graduate	\$12,180 (academic year)	
Kramer (6 units)	\$8,010 (academic year)	
Houses (open market)	\$8,010 (academic year)	
Board per semester (Residents of Kramer, Mogen, Grace, and Trinity halls and university-owned houses are not required to purchase a meal plan.)		
19 Meal Plan		\$2,545
15 Plus Meal Plan (350 annual points)		\$2,695
12 Plus Meal Plan (400 annual points)		\$2,605
Additional Board Options for Mogen, Kramer, Grace, Trinity halls and houses per semester		
8 Plus Meal Plan (500 annual points)		\$2,4705
Plus Meal Plan (550 annual points)		\$1,850
University Fees		
Tuition each semester		\$16,300
<i>NOTE: Full-time students (those taking 12-18 hours per semester) will be charged \$16,300 each semester plus \$1,049 for each credit in excess of 18. Part-time students (1-11 credit hours) will be charged \$1,049 per credit</i>		
Application Fee (paid once, nonrefundable)		\$ 45
Late Registration Fee		\$ 50
Audit Fee (per credit if less than full time)		\$ 525
Credit by Examination		Fees Vary
Fees are paid prior to taking exam; see Registrar's Office for forms.		
Student Fee (per semester)		\$ 125
International Student Fee (per year) (Fall \$300, Spring \$350)		\$ 650
Private Music Fees (excluding tuition) (per unit)		\$ 300
Class Instruction in Music (two hours/week)		\$ 100
Theatre Arts - Alexander Technique (excluding tuition)		\$ 270
Physical Education Fees (excluding tuition)		
Bowling		\$ 150
Golf		\$ 170
Horsemanship		\$ 325
Karate		* \$ 40
Scuba		* \$ 170
<i>*Fees are determined by outside contractors and are subject to change without notice.</i>		

before the third week of the semester. Therefore, students must be prepared with other funds to purchase books and supplies. Average cost of books for one semester is \$850.

Payment Methods

Paying in Full

The student account balance is paid in full prior to the beginning of the registered term by the financial clearance deadline.

Pay By Check

Please include your student ID number on the check and mail to:

California Lutheran University
Business Office #1220
60 West Olsen Road
Thousand Oaks, CA 91360

Pay online through TouchNet

- All students will automatically be registered for TouchNet use
- Receive email notifications when interest accrues on your account
- Quick access to view and print your most recent monthly statements and billing history
- See current account activity since last statement
- Unique login for authorized users, i.e., parents, etc.
- Make payments online using electronic checks at no charge

Please note: All students are automatically registered and do not require an account holder number or password. If a student is using TouchNet and sees this on their screen, they need to log out of the Internet and reconnect. This message

is specifically for authorized users (such as parents) who have been given access by the student. *When moving through the different fields, try to avoid using the backspace or back arrow key as this may lock you out of your account. Rather, utilize the different tabs located at the top of your screen.*

Electronic Statements and Payment Opportunities on TouchNet

1. Students login to MyCLU Portal and click on WebAdvisor
2. Under Business Office, click on View Statements/Make Payments to access TouchNet
3. Click on NEXT
4. Students can authorize other users to view statements and make payments, e.g., parents, etc.

Authorized users log in through: https://epay.callutheran.edu/C20490_tsa/web/login.jsp

Authorizing Users for Electronic Account Access

1. Students login to MyCLU Portal and click on WebAdvisor
2. Under Business Office, click on View Statements/Make Payments to access TouchNet
3. Click on NEXT
4. Click on Add Authorized User
5. Enter email address of the Authorized User
6. Select viewing options
7. Click on Add User
8. Enter last four digits of your Student ID number and click "I Agree" button to continue

Pay via ACH on an Automatic Monthly Payment Plan

1. Enrollment fees apply
2. Plans available for 15-week semesters and 11-week terms only
3. Employer Reimbursement participants do not qualify
4. Contact us at stuacct@clunet.edu or call (805) 493-3180 to speak to a CLU representative who will help you estimate your costs.

Finance Charge

A finance charge of 1.25 percent per month will be added to account balances at the end of each monthly billing cycle if arrangements have not been made to participate in the Monthly Payment Plan.

Online Service

CLU provides students and parents the convenience of online billing and payment options through TouchNet. Email notifications are sent to students via their CLUNET email accounts. TouchNet offers unique login for authorized users, i.e., parents, employers, etc. Paper statements are only sent to the home address prior to the beginning of each semester. TouchNet accounts need to be checked monthly for new charges, credits, and/or assessed interest.

Financing Alternatives

Contact the CLU Financial Aid Office at (805) 493-3115 for information on other financing options such as alternative loans. Students or parents may also want to contact their lending institutions for other possible sources of financing. Many commercial lenders will make private educational loans to families who meet their credit requirements. These loans are

available in a variety of forms, including personal loans, credit lines, home equity loans, insurance policies and passbook savings loans.

Reduction of Charges

Withdrawal dates used by the Student Accounts Office for reduction of charges are not the same as withdrawal dates used by the Registrar's Office as the last date for dropping a class. To officially withdraw from a class and be eligible for a tuition adjustment, the student must:

1. Withdraw online through WebAdvisor. Upon completion of your online withdrawal, a confirmation will be emailed to you at your CLUNET email address. If you do not receive this confirmation email, you must verify your withdrawal by looking at "My Schedule" through WebAdvisor. If, at any time, proof is required of a successful change to your enrollment, a copy of the email confirmation or a copy of "My Schedule" will be required.
2. Submit a Change of Program form to the Registrar's Office on the Thousand Oaks campus. CLU does not automatically drop students from a class if they register but do not attend. Students remain financially responsible for a reduced portion of their charges according to the following schedule:

Tuition

1. Withdrawal during first and second weeks of semester: 20 percent charge.
2. Withdrawal during third and fourth weeks of semester: 60 percent charge.
3. Withdrawal during fifth week of semester: 80 percent charge.
4. Withdrawal after the fifth week: full charge.

Board

Board reductions are made on a proportional basis computed from the date the student officially withdraws and leaves campus.

Room

No reduction is made for room charges once classes have started. Returning students who cancel their housing contract between May 1 and August 1 will be charged a \$100 cancellation fee. Cancellations after August 1 will be charged \$200.

Student Vehicles

To assist Campus Security, all vehicles must display a current CLU vehicle registration permit. Fines may be assessed if vehicles are not properly registered. For parking and vehicle registration information, visit the Campus Safety and Security website at www.callutheran.edu/Campus_Life/Security.

Rights and Responsibilities

Upon registration, students and their parents (or legal guardian) agree to accept the responsibility and legal obligation to pay all tuition costs, room and board fees, and other special fees incurred or to be incurred for the students' education.

Students also agree to:

- Confirm registration within the first two weeks of the semester
- Promptly respond to all communication requests from any office on campus
- Submit all necessary forms and information to the Financial Aid and Student Account offices in a timely manner
- Apply any and all Federal Work-Study checks as payment to unpaid student account balances

The University, in turn, agrees to make available to students certain educational programs and the use of certain university facilities, as applicable and as described in university publications.

Failure by a student to pay all university bills shall release the University from any obligation to continue to provide the applicable educational benefits and services including, but not limited to, transcripts of records, diplomas or registrations. The student may also be denied admittance to classes and the use of university facilities. Under certain circumstances, student paychecks may be applied to unpaid balances.

Student Life

(Pages 23-33)

California Lutheran University provides a stimulating environment in which students learn and live as part of a community of scholars. Opportunities for individual growth are enhanced by campus involvement. CLU offers a broad range of opportunities for students to pursue individual interests as well as dedicate themselves in service to others.

Within CLU's community there are opportunities for cultural, social, recreational, worship and service-oriented activities. Support services are also available to ensure students receive the assistance needed to have a successful and enriching experience. At CLU, each student is expected to contribute to the common good, promote the welfare of the institution and strengthen the University's academic and spiritual life.

Campus Involvement

At CLU, participation in co-curricular activities is encouraged as a way to enrich students' overall learning experiences. During this time of exploration and growth, there are a variety of involvement opportunities, clubs and activities for students to remain active in their established areas of interest or pursue new interests.

Theatre Arts

CLU students have ample opportunity to be involved in theatre arts productions both as spectators and participants. The Theatre Arts Department annually stages several productions including Main Stage Theatre, Black Box Theatre Series, and film and video productions.

The Kingsmen Shakespeare Festival, held annually on the CLU campus, provides students with professional theatre intern opportunities. CLU's theatre faculty are working professionals who help students connect with the theatre and film industry.

Fine Arts

Student artists will want to join CLU's Art Department faculty on field study trips to art exhibitions and museums. Students may also assist in preparing campus art exhibitions. Each spring, the Art Department sponsors a senior art exhibit to highlight student work. In addition to the Thousand Oaks Civic Arts Plaza, major museums, galleries and theaters are located in nearby Santa Barbara and Los Angeles counties.

Honor Societies

Honorary societies with active campus chapters include Alpha Mu Gamma (Foreign Language), Alpha Phi Sigma (Criminal Justice), Omicron Delta Kappa (Leadership), Pi Sigma Alpha (Political Science), Sigma Beta Delta (Business), Sigma Delta Pi (Spanish), Sigma Tau Delta (English) and Zeta Chi (Pi Delta Phi - French).

Journalistic and Literary Interests

Student writers are encouraged to submit their work to CLU's literary magazine, Morning Glory; the weekly student newspaper, The Echo; and multicultural journal, The Word. Courses to hone writing skills are offered through the English and Communication departments.

Music

CLU's Music Department offers vocalists and instrumentalists a variety of ensembles in which to participate including the University Choir (touring group), the Women's Chorale, the University Symphony, Wind Ensemble and Jazz Improvisational Band as well as other instrumental and vocal chamber ensembles. Musical stage productions give students further opportunity for musical expression.

Social Activities

A leadership conference, Midnight Madness, and Commuter Lunches are examples of events and programs sponsored by the Office of Student Leadership and Programs. Additionally, the Programs Board of the Associated Students of California Lutheran University (ASCLU) organizes Club Lu and a wide variety of events throughout the year. The Student Union Building, adjacent to the Pavilion and Mail Center, houses both the Office of Student Leadership and Programs and the ASCLU offices and provides an informal gathering place for students.

Student Clubs and Organizations

CLU has approximately 65 active student clubs and organizations. Examples include: Accounting Association, American Medical Student Association, Anime, Asian Club and Friends, Brothers & Sisters United, College Democrats, College Republicans, Dance Team, Feminism Is..., French Club, Gay-Straight-

Alliance, German Club, Habitat for Humanity, Hip Hop Organization, Knights Rugby, Knights Lacrosse, Latin American Student Organization, Lord of Life, Math Club, Minnesota Appreciation, Nomads, People of Prayer, Philosophy Club, Pi Sigma Alpha, Pre-Health Professionals Club, Psi Chi Connection, Psychology Club, The Purple Pit, The Secular Student Alliance, United Students of the World. A full listing of clubs and organizations can be found at www.callutheran.edu/clubs

Associated Students of California Lutheran University (ASCLU)

Students are involved in campus life in a variety of ways, including clubs and organizations, student government, student/faculty committees, personnel searches and task forces on particular issues.

All traditional undergraduate students carrying 12 units or more are automatically members of the Associated Students of California Lutheran University. The representing governing body of the ASCLU is the ASCLU-Government (ASCLU-G), which is divided into three distinct bodies: the Executive Cabinet, Programs Board and Senate. The Executive Cabinet, consisting of the President, Senate Director, Programs Board Director, Controller and Recorder, oversees the two boards, facilitates the weekly meetings, and acts as the formal representatives of ASCLU. The Programs Board is responsible for ASCLU-sponsored student events such as Homecoming, the Senior Banquet, Club Lu and Spring Formal. The Senate develops legislation to make recommendations to the University for campus

improvements, and allocates student fee money to projects deemed important by undergraduate students.

Students are elected into the ASCLU-G Executive Cabinet, Programs Board and Senate during the spring semester for most offices and during the fall semester for selected offices, with terms lasting one academic year. Committee appointments within the boards are made through the ASCLU-G Executive Cabinet.

Cultural Opportunities

CLU is an exciting place to be, with enthusiastic artists preparing for careers in drama, music and the visual arts. Each year, these students exhibit their fresh talents through plays, concerts, recitals and exhibitions. In addition to on-campus talent, visiting artists enrich CLUs array of cultural offerings. Most events on campus are free to CLU students.

Cultural Events Series

CLU's Cultural Events Series features a variety of talented guest lecturers and performers. Dance troupes, authors, poets and musicians are examples of the entertainment one can expect. Recent noted lecturers have included political activist Naomi Wolf; award-winning authors Tim O'Brien, Kao Kalia Yang and Lisa See; journalist Joe Klein and NPR host Scott Simon.

The Harold Stoner Clark Lecture Series is an annual fall event. Fascinated by a philosophical sense of wonder about what lies just beyond the reach of scientific research, the late Harold Stoner Clark endowed this lecture series. Ecologist Sandra Steingraber, theologian Nancey Murphy, theoretical physicist Brian Greene and philosopher David Chalmers are among recent featured speakers.

Festivals and Special Events

The dynamic campus community is host to colorful celebrations throughout the year. Diverse cultures are explored and celebrated through a variety of events including the Scandinavian Festival highlighting the University's Nordic heritage, Festival de Encuentros, the Asian Festival and national Black History Month.

Art Collections

CLU's collections include the La Boyteaux Collection of New Guinea Art, the Lou Grubb Collection of Native American Art and European Paintings, the Rev. Patty Hundley Photographic Archive, the Brosius Collection of Philippine Island ethnic materials and other contemporary works. In addition to CLU's own collection, the Kwan Fong Gallery of Art and Culture and Overton Hall regularly display art and special exhibits.

Recreation and Athletics Intercollegiate

CLU competes in the Southern California Intercollegiate Athletic Conference (SCIAC). Founded in 1915, the SCIAC was one of the first athletic conferences formed in the United States. Membership includes California Institute of Technology, Claremont-Mudd-Scripps Colleges, University of La Verne, Occidental College, Pomona-Pitzer Colleges, University of Redlands and Whittier College. CLU is also a member of the National Collegiate Athletic Association (NCAA) Division III.

The men's intercollegiate program includes baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, track and field, and water polo.

Women's intercollegiate sports include basketball, cross

country, golf, soccer, softball, swimming and diving, tennis, track and field, volleyball and water polo.

Recreational Sports

This program exists on campus to provide opportunities in recreational athletics for the CLU campus community. CLU's current intramural program offers multiple fall and spring leagues including basketball, volleyball, innertube waterpolo, flag football, softball, and outdoor and indoor soccer. In addition, numerous tournaments are held annually including sand volleyball, 3-on-3 basketball, poker and golf. Most intramural sports teams are coed, creating a unique environment for all participants. In addition to intramural leagues and tournaments, Recreational Sports also coordinates outdoor recreation opportunities for students – from large-scale camping trips (snowboarding in Brighton, Utah, and rock climbing in Lake Arrowhead) to hikes in the nearby Santa Monica Mountains or surf trips to the beach.

Forrest Fitness Center

The Forrest Fitness Center is located in the Gilbert Sports and Fitness Center. All students are welcome to use the facility while they are attending the University. Students must bring their current student I.D. card to gain access to the facility and must have completed the online liability waiver for entry. Equipment includes free weights, weight machines and cardio equipment. The department also offers various fitness classes such as yoga, self defense, cardio hip hop, pilates and kickboxing.

Recreational Opportunities

In addition to the formalized programs offered through CLU's intercollegiate and intramural sports programs, there are a variety of campus recreational facilities available to students. They include the tennis courts, gymnasium, pool, and hiking/mountain biking trails. Most athletic facilities at CLU are open for general use during specific hours only

Campus Ministry

The Office of Campus Ministry is committed to nurturing, growing, challenging, and promoting lives that wrestle with the complexities of faith and reason, the reality of God, and our service as an expression of care for God's creation. Rooted in the Lutheran tradition of the gospel, this office is called to a ministry of Word and Sacrament. Students, faculty, and staff are encouraged to bring faith and doubt, hope and despair, intellect and dialogue to this community. Here your role as a disciple is nourished and tested, your thoughts and curiosity valued, and your vocation as a servant encouraged. Since the University's mission is to help students expand and deepen their minds in the pursuit of truth and their hearts drawn to serving one another, we believe this job is best undertaken within a diverse community and in ways that nurture all dimensions of a student's life; intellectual, physical, emotional and spiritual. The Office of Campus Ministry provides a broad array of opportunities for encounters with Christian faith — worship, bible studies, retreats, small group discussions and forums. All students are welcome and all activities are voluntary. Outside the classroom, you will have opportunities to become involved in campus religious

clubs and community service organizations through which you will discover your capacity for love of God and neighbor and for service in the world.

Worship Services

Sunday Evening 7p.m.

At a Sunday night worship called RENOVATION, students gather to listen to the word, share communion, and pray together. We believe in a God who is always at work in us and in the world, changing, transforming, and renewing. This worshiping, caring, witnessing and learning community is open to all students regardless of their denomination.

Wednesday Evening

On Wednesday nights COMMON GROUND is held in the Chapel Narthex. During this worship of meditation and communion, students share their faith convictions and offer a time of prayer.

University Chapel

10:10 a.m. Wednesdays

The whole CLU community is invited to worship in Samuelson Chapel, to nurture the spiritual life on campus, and engage the dialogue with faith and reason. At the service, Christian faith is articulated and celebrated within the context of the university community.

Wennes Meditation Chapel

People of all faith traditions are invited to use the Meditation Chapel located adjacent to Samuelson Chapel. It is open 24 hours a day for prayer and reflection.

Campus Pastors

The Campus Pastors provide worship leadership and pastoral care for the University. They are

available for personal, vocational and spiritual counseling, and conversation.

Support Services

California Lutheran University provides students with the necessary support services to enhance their educational experience and create an environment which is encouraging, caring and conducive to their success.

Career Services

Career Services provides an array of individualized services and programs to students and alumni including assistance in choosing a major and career direction, graduate school advising, individualized counseling, workshops, and assistance with securing a job or internship. The center offers many career assessments and an updated career library to help students and alumni make solid career decisions and consider career options. In addition, many online Web-based resources can be accessed off-site to conduct career and employer research. Career Services posts all openings through www.clupostings.com. This site, which can only be accessed by students and alumni, includes an employer database with more than 8,000 employer contacts along with student Eprofiles that let the Career Services staff know what the student's career interests are. Profiles can be completed to activate a targeted email service for related jobs, internships, events and workshops. Each year Career Services puts on various events including a Career Expo and Graduate School Fair. For a list of all services offered, visit the Career Services website at www.callutheran.edu, which is

updated each month.

Professional Reference Service (Graduate School of Education ONLY)

The Professional Reference Service assists Graduate School of Education students and alumni by helping them prepare a professional reference presentation. The service will establish and maintain an individual professional reference file, which includes copies of teacher training experience data and recommendations of university instructors and supervising teachers. At the request of students or alumni, these professional references are sent to prospective employers. The initial file setup fee is \$27, which includes two free mailings. The third and succeeding mailings cost \$6 each. The charge to fax a professional reference is \$8. The goal is to provide a 48-hour turn around. Count on 10 business days if all arrangements are done by mail. Contact the Graduate School of Education for more information.

Multicultural and International Programs

The University recognizes the benefits of exchange between students of various cultures and backgrounds and encourages interaction among its diverse student body. It also recognizes that students of different cultures require services as they adjust to life at the University. These support services are provided by the Multicultural and International Programs Office located in the Student Union Building.

Services which the Multicultural and International Programs Office provides to international students (on student or exchange student

visas) include an international student orientation, personal and immigration advisement, cultural events, workshops, support of the international student club, international student mentors and coordination of a friendship program with American families in the community.

In addition, the office provides programs and services to students from underrepresented ethnic, religious and sexual orientation groups. Support services include a fall orientation reception, leadership training, mentoring, scholarship information, personal counseling and support of eight multicultural clubs (Asian Club & Friends, Black Students Union, Hawaiian Club, Latin American Student Organization, Hillel, Gay-Straight Alliance, Hip Hop Organization, and United Students of the World).

Cultural programs are provided throughout the year to highlight the contributions of people of color. A library of books and videos on multicultural themes is located in the office and is available to the entire CLU community.

Center for Academic and Accessibility Resources (CAAR)

The CAAR office serves students and faculty at California Lutheran University and offers the following academic resources: Accessibility Resource Program (ARP), Students Taking Academic Responsibility (STAR) Program, and Testing Services. In an effort to assist all who want to maximize their academic achievement, CAAR provides individual consultations with Academic Specialists, Student Success Workshops, Language Proficiency Exams, CLEP testing, and referrals to on-campus tutoring centers

and other campus services. With the academic assistance program STAR, CAAR provides proactive and developmental advising for all Conditionally Admitted, Probationary, and Elect-In students. In addition, CAAR facilitates and distributes Academic Difficulty Notices that monitor students' class progress and with ARP provides accessibility resources and accommodations for students with disabilities. CLU students and faculty are encouraged to contact the CAAR office for more information at (805) 493-3260 or visit our website at www.callutheran.edu/caar.

Accessibility Resource Program

CLU is committed to providing equal educational opportunities to students with various documented disabilities who choose to self-identify. Students must register with the ARP program in order to request and receive disability-related accommodations. Located within the CAAR office, the ARP staff works together with the student, administrators, and faculty to assure access to classrooms as well as on-campus programs and events. Reasonable accommodations and services are determined based on documentation and individual need. These include but are not limited to note-taker services, extended test time, alternative test location, books in alternative formats, adaptive technology lab, priority registration as well as resources and referrals to other campus services. All services and accommodations are provided in a confidential manner that promotes independence, self-advocacy, and accountability. In addition, these services are provided

in compliance with the Americans with Disabilities Act, Sections 504 and 508 of the Rehabilitation Act, university policies, and state requirements. For more information, please contact the Accessibility Resource Coordinator at (805) 493-3878 or visit the website at www.callutheran.edu/disabilities.

Student Support Services Program

Student Support Services (SSS) is a federally funded grant program that proposes to increase the retention and graduation rates of eligible participants. CLU students whose parents do not have a bachelor's degree, students whose families meet specific income requirements, and students with disabilities are eligible for SSS. Students who meet the eligibility requirements may apply to be a part of the program in the SSS office.

The program focuses on promoting academic excellence by providing holistic personalized services to students so they can make the most of their undergraduate education, graduate from a four-year university, and continue on to graduate or professional schools upon completing their degree. Program elements include: SOAR (Summer Orientation to Academic Resources) summer bridge program, Student Success Plans, academic planning, tutoring, student leadership program, cultural events, study skills seminars, graduate school workshops, FAFSA workshops, and personal/social counseling.

Writing Center

The Writing Center, located in Pearson Library, helps students develop their writing abilities. Trained composition tutors are

available to help students at all stages of the writing process. The staff at the center assists students in focusing, developing and organizing papers as well as polishing and editing the final draft.

Health Services

Health Services is available to all full-time or residential CLU students and those students who have our student insurance program. We provide treatment of injuries and illness, administer immunizations and preventive health services. For more complex medical issues, Health Services can help students access appropriate medical care in the community.

Professional Care

A physician, physician assistant, and nurses help students meet their health care needs. The physician and physician assistant are in attendance at regularly scheduled hours. Consultation, physical exams, referrals, immunizations, and care of common ailments are available to CLU students. Prescription medications and lab tests are available at low cost and the charge for most office visits is \$10.

Required Forms

Prior to entering CLU, students are required to submit a Health History Form which contains personal medical history as well as authorization for treatment. In addition, students are required to complete an Immunization Form. All undergraduate students are required to have two immunizations for Measles, Mumps and Rubella. In addition, on-campus students and athletes are required to have a Hepatitis B series, a tetanus shot within 10 years, and must

complete the Tuberculosis Screening Form and the Meningitis Awareness Form. All forms are included in the admitted student handbook that is mailed to incoming students. Forms may be downloaded at www.callutheran.edu/health_services/policies/. **Students** whose forms are not completed and submitted to Health Services on time will be unable to register for the following semester.

Health Insurance

All undergraduate students who are enrolled in 12 or more units of study each semester, all undergraduate residential students, and all international students are enrolled in a basic injury and sickness medical insurance policy. Students are automatically enrolled as enrollment is mandatory and students may not opt out of the insurance program. This insurance policy is a basic policy and is not meant to replace the student's primary insurance (such as through parents or work).

Student Counseling Services

Student Counseling Services (SCS) provides personal counseling in a new state-of-the-art facility. The counseling is free of charge for students and is completely confidential. Counseling is provided by licensed psychologists, post-doctoral fellows, and by pre-doctoral interns who work under the clinical supervision of fully licensed psychologists. SCS staff members have training and experience specifically tailored to addressing the concerns of university students.

The types of counseling provided at SCS include individual psychotherapy,

groups, and couples therapy. SCS counselors help students cope with the full range of human concerns. Some of the challenges counselors assist students with are anxiety, depression, anger management, developmental issues, loneliness, family and roommate conflicts, other relationship problems, issues related to sexual identity development, suicidal feelings, substance abuse, and eating disorders.

Campus Policies

Standards of Conduct

The Standards of Conduct are part of the California Lutheran University commitment to holistic student development. It is the University's purpose to assist students in developing a personal set of values and ethics, managing emotions, making decisions and following through on commitments, becoming more independent, recognizing interdependence, and accepting the consequences of personal actions and decisions.

The Standards of Conduct were not established to be judgmental, but rather to ensure individual responsibility and an environment that contributes to a learning community.

The CLU community assumes that each student who enters the University possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of, and commitment to, honor, morality and integrity; and a respect for law and the rights of others. This assumption prevails unless a student negates it through misconduct.

The Standards of Conduct shall apply to conduct that occurs on university premises, at university-sponsored activities,

and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives.

Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (even if conduct is not discovered until after a degree is awarded). The Standards of Conduct shall apply to a student's conduct even if the student withdraws from the University while a disciplinary matter is pending. Public postings or displays of information pertaining to and/or in direct violation of university policy are subject to disciplinary action. This includes but is not limited to websites, Facebook, MySpace, blogs, online messaging, and other sources on or off line.

The Vice President for Student Affairs/Dean of Students shall decide whether the Standards of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

The University adopts only such policies and procedures that seem necessary for the welfare of the educational community. Each student associated with California Lutheran University is expected to be familiar with and to follow all policies and procedures promulgated by the University.

Failure to abide by the policies and procedures as outlined in the Standards of Conduct may result in disciplinary action and sanctions.

General University Policies

The following are prohibited:

- 1.1 Verbal abuse,

harassment, intimidation, or in any way threatening the well-being of another individual.

1.2 The physical abuse of any person or conduct that threatens the health or safety of any person on or off university property.

1.3 Reckless, disorderly, rude, or lewd conduct on university property or at official university functions. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his or her prior knowledge, or without his or her effective consent. This includes, but is not limited to, surreptitiously taking pictures or video of another person.

1.4 Attempted or actual theft or unauthorized possession of university property or other property on campus.

1.5 Attempted or actual burglary or attempted burglary of university property or other property on campus.

1.6 Attempted or actual theft or unauthorized possession of a university vehicle or other vehicles on campus.

1.7 Misusing, destroying, vandalizing, or attempting to destroy or vandalize university property or other property on campus.

1.8 Unauthorized entry or use of university facilities.

1.9 Failure to comply with the directions and/or requests of a university official (i.e., Campus Safety and Security, Area Residence Coordinator, Resident Assistant, or university employee or staff member) in the performance of his or her duty. This

includes evasiveness, running, hiding and giving a false name.

1.10 Creating a fire, safety, or health hazard of any kind. This includes personal hygiene, cleanliness of shared living spaces and personal property, activating a fire alarm without the existence of a fire or a similar emergency situation, failing to evacuate the building during a fire alarm and/or abusing fire and safety equipment.

1.11 Creating excessive noise or disturbing the peace.

1.12 All forms of academic dishonesty. (See “Academic Policies”)

1.13 Knowingly furnishing false information to the University, forgery, alteration or misuse of university documents, or university instruments of identification.

1.14 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, public functions or other activities of the University, including interference with the freedom of movement of any member or guest of the university community.

1.15 Actions violating university policies by a student’s guest.

1.16 Abuse of the Student Judicial System. (See “Student Judicial System”)

Alcohol and Other Drug Information

The specific guidelines governing the use of alcohol and other drugs on campus are included in the policy section of this handbook. However, it is important to understand the context within which those policies are created. The Drug-Free Schools and Communities Act of 1991

outlines clear expectations of universities in preventing the illegal use of drugs and alcohol on our campuses. In addition, the abuse of alcohol and other drugs continues to be a major problem on campuses across the country. The majority of traffic accidents, vandalism, suicides, physical abuse, fights and sexual assaults involve the use of alcohol or drugs by the individuals involved. Relevant sections of state and local statutes regarding alcohol and drugs are summarized below.

University Policy on Alcohol

2.1 Campus standards do not allow alcoholic beverages, including empty alcohol containers on campus.

2.2 All persons in the presence of alcohol confronted by a university official (e.g., Resident Assistants, Graduate Assistants, Area Residence Coordinators, and Campus Safety and Security) will be documented for a policy violation. All alcohol and items containing alcohol will be disposed of and/or confiscated. Beer bongos and/or other paraphernalia used in the consumption of alcohol may be confiscated and/or destroyed.

2.3 Use or possession of alcohol by students off campus is subject to local laws and university discipline.

2.4 Undesirable behavior both on and off campus resulting from on- or off-campus use of alcohol is subject to university discipline.

2.5 Hosting groups or parties where large numbers of persons and/or large quantities of alcohol are present is a flagrant violation of the alcohol policy and is subject to increased sanctions.

2.6 Possession of a keg on campus is a flagrant violation of the alcohol policy and is subject to increased sanctions. The University reserves the right to confiscate and hold all kegs, party balls, taps and other alcohol paraphernalia.

2.7 No alcohol related, or similarly offensive posters, stickers, caps, lights, etc., may be displayed in residence hall windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.

2.8 Due to the risks involved to the health and safety of CLU students, competitive drinking events and games are prohibited both on and off campus. Planning or participating in such events will result in university disciplinary action for organizers and participants.

The following are exceptions to this policy:

1. Faculty and professional staff members who live on campus are allowed to have alcohol in their residence, but may not serve alcohol to or in the presence of undergraduate students.
2. Graduate students who live in university-owned residences segregated from undergraduate student housing are allowed to have alcohol in their residence, but may not serve alcohol to or in the presence of undergraduate students.
3. Alcohol is allowed and may be served in the President's Residence to guests other than undergraduate students at his or her personal discretion.
4. Communion wine at on-campus worship services is allowed.
5. Alcohol is allowed on campus and may be served at

special events where specific permission is sought and granted by the President of the University (or designee). These special events include, but are not limited to, wedding receptions, dinners for Regents or other guests of the University, and receptions held on campus by external organizations. Distilled spirits are not permitted at approved special events and all non-distilled spirits provided must be served by catering services holding license to do so. On-campus university residential facilities will not be considered for this exception.

Alcohol Policy Violation Sanctions

Following is a list of the *minimum* sanctions for violations of the University Policy on Alcohol. The University reserves the right to impose further sanctions up to and including expulsion/dismissal from the University.

1st Violation Disciplinary warning, participation in an alcohol education program, students under 21 years of age are informed that parents/guardians will be notified if further violations occur

2nd Violation Residence hall probation, parents/guardians of students under 21 years of age notified

3rd Violation Residence hall suspension, university probation, parents/guardians of students under 21 years of age notified

4th Violation Suspension from the University, parents/guardians of students under 21 years of age notified

During each alcohol-related policy violation, the

student is required to sign an Alcohol Policy Review Form acknowledging awareness of the university policy on alcohol, and acknowledging that future Alcohol Policy Violations will result in a minimum of the above outlined sanctions. Failure to sign a Policy Review Form in an alcohol-related incident may result in a Student Life fine and/or a disciplinary hold on the student's account.

University Policy on Drugs

3.1 The use, possession, manufacture, cultivation or trafficking of any controlled substance, including but not limited to amphetamines, barbiturates, narcotics, LSD, marijuana and/or other hallucinogenic agents is a violation of state and federal laws and is a violation of California Lutheran University policy. Violation of the California Lutheran University policy on drugs can result in suspension, dismissal or expulsion from the University. All drugs and paraphernalia will be confiscated in order to be destroyed.

3.2 The use or possession of prescription drugs without a valid and current authorized prescription is a violation of California Lutheran University policy.

3.3 Paraphernalia includes any object that contains the residue of a controlled substance and any object that is used in the cultivation, manufacture, consumption or distribution of a controlled substance. Examples of paraphernalia include, but are not limited to, a marijuana pipe, bong or blow tube, a scale used for measuring quantities of an illegal drug, rolling papers, hookahs and

hookah components. While these items can be used for legal purposes, they are prohibited because of their common misuse.

3.4 Being under the influence of prescription drugs without a valid and current authorized prescription or being under the influence of controlled substances is considered a violation of this policy.

3.5 No drug-related or similarly offensive posters, stickers, caps, lights, etc., may be displayed in residence hall windows or on the outside of doors.

3.6 California Lutheran University will not tolerate drug sales and/or distribution. California Lutheran University reserves the right to expel any student for the sale and/or distribution of any controlled substances or prescription drugs.

University Policy on Smoking

4.1 In accordance with the City of Thousand Oaks Municipal Code and university standards, no smoking is allowed in any building on the CLU campus or within 20 feet of any entrance to any building.

4.2 Hookah and hookah components are strictly prohibited on campus.

4.3 Specifically designated smoking areas will be determined by the Area Residence Coordinator of each residence hall complex.

University Policy on Student Harassment

The University seeks to create and maintain an academic environment in which all members of the community are free from harassment based on

race, color, religion, age, national origin, disability, marital status, sexual orientation, or sex.

California Lutheran University espouses values that infuse the academic and residential life of its campus. Undergirding community life must be the awareness on the part of every member of the rights and human dignity of every member. Attitudes of condescension, hostility, role stereotyping and social or sexual innuendo weaken the health of the community.

Furthermore, harassment compromises the integrity of a liberal arts education because it makes the learning and working environment hostile, intimidating and offensive; it destroys opportunities for students to develop a strong, positive self-concept and the sense of self-confidence which is essential to living out the ideals of a liberal education.

In addition, persons who harass others compromise their own integrity and credibility. Consequently, no form of harassment will be tolerated on our campus.

Harassment

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment. Forms of harassment include, but are not limited to:

- 5.1a Verbal: Conduct such as suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang ups, unwanted voice mail messages, obscene calls.

- 5.1b Nonverbal/Visual: Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, emails, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
- 5.1c Physical: Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, assault.

Sexual Harassment

Any sexual advances, requests or demands for sexual favors and other physical, verbal or visual conduct of sexual nature constitute sexual harassment when:

- 1) Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, creating an intimidating, hostile or offensive work, learning, living, or campus environment; or
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- 3) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic program.

The University Policy on Student Sexual Harassment includes, but is not limited to, the following behaviors:

- 5.2a Verbal: Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls, or voice mail or email messages, and threats and demands to submit to sexual

requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.

5.2b Nonverbal/Visual: Conduct such as derogatory and/or sexuality-oriented posters, photographs, cartoons, drawings or gestures, exposure (e.g., “mooning,” “streaking”), other lewd behaviors.

5.2c Physical: Conduct such as assault, unwanted touching, blocking normal movement or interfering with work or study.

Any student who feels subject to such harassment, or becomes aware of an actual or potential incident of sexual harassment, should report the incident immediately, either verbally or in writing, to any one of the following people:

- **Leanne Neilson**

Provost/Vice President for Academic Affairs
Administration Building
(805) 493-3145

- **Bill Rosser**

Vice President for Student Affairs/Dean of Students
Student Union Building
(805) 493-3553

- **Susan Tolle**

Director of Human Resources
Welcome Center Building
(805) 493-3185

CLU will respect the complainant’s right to confidentiality in both informal and formal procedures. The complainant will be supported and any attempted reprisals will not be tolerated. Many additional policies exist for students at California

Lutheran University. To access additional policies, go to www.callutheran.edu/StudentLife and follow the link to the Online Student Handbook. To request a paper copy of the policies, contact the Office of Judicial Affairs at judaffairs@callutheran.edu or (805) 493-3220.

Residence Life

The University is primarily a residential institution with more than 1,300 full-time undergraduate students residing on campus. The residential experience is considered a crucial part of students’ education, as significant learning occurs through peer interaction in the residence halls.

Requirements

All full-time undergraduate students are required to reside on campus through their junior year at CLU. Seniors have the option of living off campus. However, as with all students, once a senior has signed a housing contract, it is expected that the full term of the contract will be honored (one academic year) or there may be financial penalties for breaking the contract. The housing contract includes the meal plan. Room and board are not separable except for residents of apartments and university houses.

Exceptions to the requirements to live on campus would normally fall into one of the following categories:

1. Married students
2. Students living with their parents within a 30-mile radius
3. Graduate and ADEP students
4. Seniors
5. Students who are 23 years of age or older

NOTE: Students who are seeking an exception to the housing or meal plan requirements must meet with the Housing Review Committee through the Residence Life Office. Students who are not granted an exception to the housing requirements who move off campus will be penalized. This penalty will consist of being charged for room and board for the first semester and loss of university-funded financial aid the subsequent semester.

Housing Contracts

Student housing contracts are for the full academic year. A student who occupies a room in university housing will be held responsible for that room and the stipulated charges until the end of the academic year unless the student is expressly released from the contract by the Housing Review Committee. The Residence Life Office offers assistance to students seeking off-campus housing.

Room Applications and Assignments

Housing contracts are submitted to the Residence Life Office, which is responsible for the assignment of rooms and approval of room changes during the year.

Student Responsibilities

Residential students are expected to uphold CLU’s high standards. Each student is responsible for contributing to the positive community environment by being courteous, considerate, honest and ethical. When individuals do not accept these responsibilities, the university administration may take appropriate action for the benefit of the community.

Additionally, students

requesting to live on campus are expected to be aware of and abide by all the policies of the University as stated in the University Catalog and Standards of Conduct. These policies include but are not limited to: no alcohol or illegal drugs on campus; quiet hours; and a general respect for the rights of other residents.

By accepting university housing, students agree to observe all housing regulations and respect university property. When an individual is suspended or expelled from a residence hall, fees are not refunded.

Graduate Housing

CLU provides fully furnished private bedroom residence hall rooms for graduate students in Grace Hall. These rooms are available on a first-come first-served basis. Please visit our website for more information or a virtual tour of the room. Students may request housing by filling out the Graduate Student Housing application.

Residence Hall Vacation Schedule

The non-apartment residence halls are closed during Christmas vacation. Campus Dining closes after the evening meal on the last day of classes prior to the session break. Food service is not available during various holidays, Christmas break and spring break. The services and facilities reopen the afternoon before the resumption of classes.

Student Mail

All correspondence will be sent to students' campus mailboxes outside the Mail Room. The student mailing address is:

Student Name
101 Memorial Parkway #_____
Thousand Oaks, CA 91360

Academic Programs

(Pages 34-40)

Undergraduate

California Lutheran University offers 36 major and 31 minor programs of study within the University's three schools:

School of Management

Graduate School of Education

College of Arts and Sciences

There are four divisions and 21 departments within the College of Arts and Sciences. The divisions and departments are as follows:

Humanities Division
English Department
History Department
Languages & Cultures Department
Philosophy Department
Religion Department

Creative Arts Division
Art Department
Multimedia Department
Music Department
Theatre Arts Department

Natural Sciences Division
Biology Department
Chemistry Department
Computer Science Department
Exercise Science Department
Geology Department
Mathematics Department
Physics Department

Social Sciences Division
Communication Department
Criminal Justice Department
Political Science Department
Psychology Department
Sociology Department

Preprofessional programs are also offered in selected areas of study.

Undergraduate Majors and Minors

Accounting
Art*
Biochemistry and Molecular Biology
Bioengineering*
Biology*
Business Administration* (Traditional)
Business Management (ADEP)
Chemistry*
Communication*
Computer Information Systems*
Computer Science*
Criminal Justice
Economics*
English*
Environmental Science
Environmental Studies#
Ethnic Studies#
Exercise Science
French*
Geology*
German*
Global Studies*
History*
Interdisciplinary
International Business#
Legal Studies#
Liberal Studies (Education)
Marketing Communication
Mathematics*
Multimedia*
Music*
Philosophy*
Physics*
Political Science*
Psychology*
Religion*
Social Science
Sociology*
Spanish*
Theatre Arts*
Theology and Christian Leadership
Women's Studies#

*Minor also offered
#Minor only offered

Preprofessional Programs

Church Vocations

CLU offers courses that prepare students for ordained and non-ordained ministries in the various denominations of the Christian church. Students may study to become church educators, musicians, youth directors, administrators and ordained ministers. Students could major in Theology and Christian Leadership and choose the emphasis area relevant to their vocational goals or they could choose a major in an area appropriate to their specific vocational choice and minor in Religion with a Church Vocations emphasis. For example, a student interested in becoming a church organist could major in Music and minor in Religion with a Church Vocations emphasis or major in Theology and Christian Leadership with a specialization in Worship and Music and perhaps also add a Music major with emphasis in organ performance. Advisers can help students choose the option which best suits their particular needs.

Preseminary

CLU has several program options that are appropriate for students preparing to go to seminary, including two Religion majors and three Religion minors, designed to give students a solid grounding in religion and other cognate disciplines that will prepare them for whatever seminary they might later choose to enter. Students considering study at a theological seminary – even if that seems only a remote

possibility at present – are encouraged to consult with members of the Religion Department and/or one of our campus pastors.

Associate in Ministry

An Associate in Ministry (AiM) is a rostered lay person who is certified by the Evangelical Lutheran Church in America and appointed to specific ministries. Certified ELCA AiMs must meet the following basic criteria related to their area of specialty:

1. a bachelor's or master's degree in a field appropriate to the position;
2. at least 20 credits in studies focusing on the Christian/Lutheran tradition, including Bible, theology, confessions and church history;*
3. at least one year of successful, supervised field experience in the area of specialty;*
4. professional certification where appropriate.

* *Fulfilled by completing either the general religion minor or the religion minor with an emphasis in church vocations.*

Prelaw

Law schools ordinarily require a bachelor's degree for admission. Students considering attending law school may major in any subject but should consult a prelaw adviser for information about preparing for the Law School Aptitude Test (LSAT). For further information, contact the Dean of the College of Arts and Sciences who will refer you to an adviser.

Premedicine/Health Related Fields

Medical, dental, physical therapy, optometry and other health-related professional schools

ordinarily require a bachelor's degree as a prerequisite for admission. Although most schools do not require a specific undergraduate major, they do require a set of core science courses (one to two years of biology, two years of chemistry, one year of physics and one year of math/statistics). Many students find that an interdisciplinary major is more appropriate for their interests.

In addition to an adviser for their major, students should contact the chairperson of either the Biology Department or the Chemistry Department who will recommend an adviser for their specific interest. The program of study undertaken by a preprofessional student should satisfy both CLU's graduation requirements and the specific requirements of the health-related program.

Students interested in attending graduate school in physical therapy may also major in sports medicine with a pre-physical therapy concentration. For more information, see Kenneth Long in the Biology Department.

Adult Degree Evening Program (ADEP)

The Adult Degree Evening Program is a bachelor's degree program designed to meet the needs of part-time returning adult students who wish to complete their degree while juggling the time demands of work, family and other commitments. Classes are held in the evening to accommodate the working adult student.

The intensive program calendar consists of four 11-week terms per year making it possible to earn the degree at an accelerated pace. ADEP candidates usually are at least 25 years of age and must have

a minimum of 12 transferable credits and substantial work experience.

Degrees are offered in accounting, business management, computer information systems, computer science, liberal studies, organizational leadership, and psychology. Classes for all majors are offered at the main campus in Thousand Oaks. Organizational leadership and psychology are offered at the Oxnard campus as well. ADEP classes are offered in Woodland Hills for those students interested in Accounting, Business Management, and Organizational Leadership.

For additional information, check our website at www.callutheran.edu or call (805) 493-3325.

Graduate Programs

Graduate degrees and credential programs are offered both on campus and at off-campus centers. Programs are designed to accommodate adult students who are employed full time and are pursuing course work on a part-time basis. Classes are scheduled at times and locations convenient to the working adult. Complete program descriptions and university policies are included in the Graduate Studies catalog.

Doctorate in Educational Leadership

Doctorate in Higher Education Leadership

Doctorate in Clinical Psychology

Master of Arts

Educational Leadership

Master of Education in Teacher Leadership

Master of Science

Clinical Psychology
Computer Science
Counseling and Guidance
(with specializations in):
Pupil Personnel Services
College Student Personnel
Counseling Psychology
(with an emphasis in):
Marital and Family Therapy
Education of the Deaf
Economics
Information Systems and
Technology
Special Education

Master of Business Administration

(with professional tracks in):
Econometrics
Entrepreneurship
Finance
Information Technology
Management
International Business
Macroeconomics
Management and
Organizational Behavior
Marketing
Nonprofit & Social Enterprise

Master of Business Administration in Financial Planning

Master of Public Policy and Administration

Credentials

Teaching
- Preliminary Multiple or
Single Subject
- Clear Multiple or Single
Subject
Administrative Services
- Preliminary
- Clear
Pupil Personnel Services
- Clear (School Counseling
and Child Welfare and
Attendance*)
Authorizations)
* Must complete PPS at
CLU to be eligible for CWA
Authorization

Education Specialist
- Preliminary (Deaf and Hard
of Hearing Specialty)
- Clear (Deaf and Hard of
Hearing Specialty)
- Level I (Mild to Moderate,
Moderate to Severe
Specialties)
- Level II (Mild to Moderate,
Moderate to Severe
Specialties)

Certificates

Financial Planning
Post MBA Certificate Program
Series
Reading

Authorizations

Computer Concepts
Autism

A catalog of graduate programs
and class offerings may be
obtained by contacting:

California Lutheran University
Graduate and Adult Programs
60 West Olsen Road #2300
Thousand Oaks, CA 91360-
2787
(805) 493-3127
clugrad@callutheran.edu
www.callutheran.edu

Special Academic Opportunities

Honors

The mission of the CLU honors
program is to serve excellence
in education by enhancing
opportunities for exceptionally
motivated undergraduate
students. We encourage
intellectual exploration and
experimentation by involving
students in an intensive study
of works that bridge diverse
historical contexts, cultural
settings and fields of knowledge.
Balancing tradition and
innovation, the CLU honors
program is dedicated to helping
students to clearly articulate

their interpretations, analyses
and evaluations of works ranging
from Dante to Darwin and
beyond.

By discovering or creating
links between areas of
knowledge and ways of knowing
that are currently separated by
disciplines and departments, the
honors program encourages
students to think holistically and
critically about these works and
the global issues they illuminate.

The curriculum includes
Humanities Tutorial (a yearlong
exploration of classic works),
At Home in the Universe (a
team taught approach to the
natural sciences) and special
small seminars on a wide range
of topics from international
film to the role of music in the
civil rights movement. Students
will also have the opportunity
to engage in faculty-mentored
research projects.

Humanities Tutorial

The Humanities Tutorial
prepares students to become
informed, careful and
independent thinkers in
the humanities by laying
a foundation of cultural
knowledge and academic skills.

The tutorial begins with
an in-depth, one-semester
study of the origins of Western
culture in Greek literature and
philosophy and continues the
second semester with a study
of contemporary themes and
concerns both in Western and
non-Western thought.

In addition to providing
practice in the skills of analysis,
argument, and critical and
reflective interpretation, the
course aims to familiarize
students with the intellectual
ideal of illuminating the new by
understanding the old.

The Humanities Tutorial
is a one-year team-taught
interdisciplinary program for

which students receive eight credits (four credits each semester).

The current tutorial meets the philosophy perspective requirement and the freshman English requirement. Students who received a grade of 4 or 5 on the advanced placement test in English will also satisfy the literature requirement. Students are urged to enroll in Religion 100 and either History 101 or History 102.

This challenging program is offered to qualified freshman or sophomore students regardless of major. Initial screening is made by the Admission Office, with final acceptance being determined by the instructors. Students are selected on the basis of stated interest, indication of academic initiative and academic promise as suggested by GPA and SAT scores.

Interdisciplinary Major

When a student's career or academic goals are not best served by a traditional major, it is possible to devise a major which spans more than one academic discipline. Courses, independent studies and experiential learning can be combined into a program which meets the student's needs. For more information, see the interdisciplinary major listing.

Internships

An internship is an upper division planned and supervised field experience designed to apply academic knowledge to an actual work environment. The 492 course number is used in all departments to indicate internships.

Internship credit must have educational benefit and be a genuine work experience. It involves the application of learned skills, the integration of theory and practice, the

assessment of education as it relates to the specific work experience, and examination of the nature and values of the organization or agency that is the setting of the work experience.

Credit is not given for on-the-job work, but for the demonstrated reflection and learning. Students work with a faculty adviser, an on-site supervisor and the Career Services Center. Course grade (Pass/No Credit only) is based on job performance and evidence of learning.

Internships must be related to a student's major. Freshman students are not eligible for internships. Traditional undergraduate students may receive a maximum of four units in a semester (or summer) and may take a total of no more than eight credits in internships. ADEP students may receive a maximum of two units in a semester (or summer) and may take a total of no more than eight credits in internships.

Credit for each course is determined by the instructor and department chair. Normally, five hours of on-site work per week is required for each semester credit (except for summer), and the related activities and evaluation are proportionate to the credit granted. Grade (Pass/No Credit only) is determined by the instructor. A 2.5 GPA is required for eligibility.

Students must prepare an Internship Application (available in the Career Services Center). Applications must be approved by the instructor, the on-site supervisor, the department chair and the Registrar.

Approved course applications must be submitted to the Registrar's Office no later than the last day to add a class. ADEP students need to contact and

submit applications to the ADEP Office.

Continuing and Professional Education

The Continuing and Professional Education Office provides opportunities for continued learning through courses, programs and events that are not normally part of either an undergraduate or graduate degree program.

These opportunities are designed for professional training and personal enrichment. Formal admission to the University is not required for enrollment, and there is no limit to the number of courses a person may take.

Courses and certificate programs are primarily designed for educators and business professionals, but they also include test preparation, computer technology, violin and bow making, and other topics of general interest.

For additional information, contact the Continuing and Professional Education Office.

Credit for Prior Experiential Learning

Credit for prior experiential learning is available to all students enrolled at CLU who possess relevant learning experiences.

Experiential learning credit may be awarded for courses listed in the current university catalog. However, experiential learning credit is not awarded for field studies, internships or independent study courses. The maximum number of credits that may be awarded to a student is 15.

Prior experiential learning is graded pass/no credit only. Students who seek this credit are required to enroll in LR 300, Adult Experiential Learning,

in the semester they seek experiential learning credit. The portfolio will be evaluated by faculty in the discipline in which credit for prior learning is requested. Transcript entries for experiential learning credit will be made only after students have completed 30 units at CLU.

Tuition and fees for students seeking credit for experiential learning include: LR 300 (one unit at the current university tuition rate) and assessment fees for portfolio evaluation (\$250 per course). For further information, contact the ADEP Office.

Credit by Examination

Students in good standing may challenge for credit most courses listed in the CLU catalog upon the approval of the department chair and academic dean.

Students may not challenge for credit a course in which they previously have received a grade of F or NC (No Credit).

Application must be made through the Registrar's Office, and signatures of the department chair and instructor must be obtained. Credit earned by examination will be graded P (Pass).

Fees for examinations vary and will be paid in advance of the examination. Credit earned is recorded at the end of the term in which the examination is taken.

NOTE: A maximum of 32 credits by exam may be applied to a bachelor's degree; eight upper division units can be included in this total. This limit applies to the sum of all credits earned by exam, including CLEP and Advanced Placement exams.

NOTE: Thirty of the final 40 credits must be completed in residence at CLU. Credits by exam do not count as residency

credits.

Independent Study Courses

Independent Study opportunities are available for students to work independently, in consultation with a faculty member, on in-depth research in particular areas of academic interest.

Students wishing to undertake an Independent Study must have attained junior status (58 units of credit) and be in good academic standing.

Traditional undergraduate students may earn no more than six units of Independent Study in any given semester or six units during summer sessions and may count no more than 16 units of Independent Study credit into the number of units required for the bachelor's degree.

ADEP students may earn no more than four units of Independent Study in any given semester and may count no more than eight units of Independent Study credit toward the total number of units required for the bachelor's degree.

Independent Study cannot be used to fulfill a core requirement. Students must have their Independent Study contract approved and signed by the sponsoring professor, the chair of the department in which the study is taken and the Registrar on or before the final date to add a course. Forms for registration and the Independent Study contract form are available in the Registrar's Office.

Summer Session

Two terms of six weeks each are offered in the summer session. Three summer terms are offered for educators. The curriculum is designed for undergraduate students wishing to accelerate their progress or

make up work and for teachers fulfilling credential requirements.

The normal course load for a summer term is two courses or six to eight credit hours. Students may not take more than four courses or 16 credits over the entire summer session. Exceptions to this policy must be approved in writing by the Registrar prior to registration.

A complete bulletin for the summer session is printed each spring. Copies may be obtained by writing to the Director of Summer Session.

Reserve Officers Training Corps Opportunities

Students who qualify may enroll in either the Air Force ROTC program or the Army ROTC program. CLU has agreements with the University of California, Los Angeles for Air Force ROTC (see below) and with the University of California, Santa Barbara for Army ROTC. CLU students may enroll in courses at those institutions. Academic units earned in the ROTC programs are counted as elective credits toward graduation at CLU. For further information on ROTC and possible scholarships, please use the contact information below.

Air Force Reserve Officers

Training Corps (AFROTC)

Email: afrotc@ucla.edu

Telephone: (310) 825-1742

Fax: (310) 825-3055

Website: www.afrotc.ucla.edu

Air Force ROTC provides selected students the opportunity to develop those attributes essential to positions of high responsibility as commissioned officers in the U.S. Air Force. This includes understanding Air Force history, doctrine, operating principles, and national security policies, demonstrating the

ability to apply modern principles of management and human relations in the Air Force environment, and mastering of leadership theory and techniques. Students must demonstrate dedication to their assignments, willingness to accept responsibility, and the ability to think critically and communicate with clarity and precision.

Scholarships

ROTC Scholarships are awarded on a competitive basis to U.S. citizens regardless of parents' income. Scholarships provide tuition, a book allowance, fees, and a tax-free monetary allowance between \$300 and \$500 per month during the academic year. Applications for scholarships may be obtained at <http://www.afrotc.com> or by calling (310) 825-1742.

Undergraduate Study

The four-year program is available to first-term freshmen and those full-time students with at least three and one half years of undergraduate and/or graduate study remaining. The program consists of an initial two-year General Military Course, or GMC (Aerospace Studies 1A, 1B, 1C, 20A, 20B, and 20C), followed by a two-year Professional Officer Course (POC) described under Two-Year Program. GMC participation requires one hour of academic class and two hours of leadership laboratory each week during the academic year. Students incur no military obligation for GMC participation unless they qualify and accept an Air Force ROTC Scholarship during or after their sophomore year. Students who complete GMC and wish to enter POC attend a four-week field training

course the summer following GMC completion. At field training, students are provided meals, quarters, clothing, and travel and incidental expenses. Subjects covered at field training include junior officer training, aircraft and aircrew orientation, career orientation, survival training, base functions, Air Force environment, and physical training.

Institutes and Centers

CLU has the following centers and institutes that enhance scholarly activities, research opportunities and community outreach.

California Institute of Finance

For more information, contact the School of Management (805) 493-3360

Center for Academic Service Learning

For more information, contact Silva Karayan (805) 493-3387

Center for Economic Research and Forecasting

For more information, contact the School of Management (805) 493-3360

Center for Equality and Justice

For more information, contact Anita Nack or Sam Thomas (805) 493-3477

Center for Faith and Culture

For more information, contact Guy Erwin (805) 493-3239

Center for Leadership and Values

For more information, contact the School of Management (805) 493-3360

Center for Teaching and Learning

For more information, contact Joan Wines (805) 493-3377

Community Counseling

Services

For more information, contact Christopher Christian, CLU MFC Center (805) 493-3390

Study Abroad

In keeping with CLU's mission to "educate leaders for a global society," the Study Abroad Center assists students with incorporating an international dimension into their college experience. By spending a summer, semester, or year abroad and participating in faculty-led study travel courses, students can enrich their academic and personal portfolio and gain global perspective.

Financial aid is available for many destinations, and with a wide variety of CLU programs, partner-affiliate programs and external programs to choose from (both international and domestic), students can study almost anywhere in the world.

While many programs offer classes in English, studying abroad is an excellent way to gain proficiency in another language. Courses taken at CLU's partner institutions count toward the University's residency requirement and allow students to continue to make progress toward their degree. They also can fulfill major, minor and core requirements with departmental approval.

In order to participate, students must be in good academic and social standing, complete approval paperwork with the Study Abroad Center, and attend the Pre-Departure Orientation. The Study Abroad Center guides students throughout the process.

Since space is limited for some programs, students are advised to begin planning more than a year in advance and to visit the

Study Abroad Center during their freshman year to research possible destinations. Students should also work closely with their faculty adviser and map out a tentative four-year plan that includes classes to be taken abroad. Additional information is available at www.callutheran.edu/studyabroad.

Academic Policies

(Pages 41-47)

General Academic Policies

Student Responsibility

It is the students' responsibility to take the initiative to plan their programs and to meet graduation requirements in accordance with the university catalog. Advisers will assist students in the task.

Student Access to Records

Family Educational Rights and Privacy Act of 1974 (as amended)

Annually, California Lutheran University informs students of their rights under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA, also known as the Buckley Amendment).

The Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide procedures to correct inaccurate or misleading information in those education records through the hearing process. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

The Act allows students the right to inspect their education records and provides that colleges and universities will maintain the confidentiality of those records.

At CLU, no one outside the institution shall have access to a student's education records without the student's written consent with the exception of parents who claim the student

as a dependent for tax purposes. The University will inform parents if there has been a change in the student's academic standing, specifically if the student is placed on probation or suspension or is removed from those statuses. A copy of the full text of the law is available in the Registrar's Office.

CLU's FERPA policy allows university employees to release Directory Information without the student's written permission. Items defined as Directory Information at CLU are the following:

- name
- address
- email address
- campus residence hall
- campus box number
- campus telephone number
- date/place of birth
- dates of attendance
- degree date
- degrees awarded or anticipated
- honors
- major
- previous institution most recently attended
- participation in recognized campus activities or sports
- height and weight of members of athletic teams

The only circumstances under which CLU will disclose other than Directory Information is in cases of emergency or personal safety and to notify parents of changes in their student's academic standing. In all other cases, the institution may release only the items identified above.

Students have the right to withhold Directory Information completely by filing a request with the Registrar's Office. The

request is in effect through the end of an academic year and must be re-filed annually.

At CLU, a school official may access education records as long as they have a legitimate education interest. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by CLU in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health staff); a person or company with whom CLU has contracted (such as an attorney, auditor, collection agent, degree conferral or enrollment verification processing agent, placement sites for internships or other similar placements); a person serving on the Board of Regents; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom the University has outsourced institutional services or functions that it would otherwise use employees to perform. As allowed within FERPA guidelines CLU may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. Questions about access should be directed to the Registrar.

Statement on Academic Freedom

It is fundamental to the health

of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the university institution and the persons of the faculty, administration and the student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect which foster an environment for the exercise of academic freedom.

California Lutheran University endorses the principles of academic freedom. CLU's complete policy on academic freedom is contained in the Faculty Handbook.

Statement on Academic Honesty

The educational programs of California Lutheran University are designed and dedicated to achieve academic excellence, honesty and integrity at every level of student life. Part of CLU's dedication to academic excellence is our commitment to academic honesty. Students, faculty, staff and administration share the responsibility for maintaining high levels of scholarship on campus. Any behavior or act which might be defined as "deceitful" or "dishonest" will meet with appropriate disciplinary sanctions, including dismissal from the University, suspension, grade F in a course or various forms of academic probation. Policies and procedures regarding academic honesty are contained in the faculty and student handbooks.

Attendance at Classes

Regular attendance at all classes is essential. Students are expected to be punctual, do the work assigned and not be absent without good cause.

Second Degrees

Students may earn a second bachelor's degree by completing all general and major requirements of the second degree. At least 75 percent of the required courses in the major for the second degree must be unduplicated with any other major or minor from the first degree. All academic policies stated in the catalog must be met by both the first and second degree, if the second degree is completed simultaneously or sequentially. However, no more than one Bachelor of Arts degree and one Bachelor of Science degree will be awarded. Students pursuing a single degree with a double major must select majors within the same degree program. Honors may be granted for both degrees.

Student Leave of Absence

The purpose of the Student Leave of Absence is to enable students who leave the University for a period of time with an intention to return to CLU to receive timely communications and other consideration accorded continuing students. The leave may be requested for up to one year. Student Leave of Absence request forms may be obtained from the Registrar's Office.

Registration Information

Course Load

Requirements for graduation are measured in terms of semester credit hours. Normally, each credit hour earned will require one hour of class time per week for 14 weeks during the

semester. Students are expected to spend two to three hours in preparation for one hour of class time. Most courses are assigned four (4) or three (3) credits. A full-time undergraduate student is one who carries 12 or more credits per semester. To graduate in four years, students must complete an average of 15.5 credits each semester. (Refer to the Adult Degree Evening Program section of the catalog for enrollment regulations applicable to ADEP students.) A typical semester load is 15 to 16 credits. Special permission is necessary to carry a load of more than 17 credits per semester. A fee will be charged for each credit beyond 17. (See section on University Costs.)

Registration Procedures

Students must register in person prior to the beginning of each semester. Registration procedures are outlined in the class schedule bulletins which are available on the Registrar's Office Web page.

To be officially enrolled in class, students must have the program approved by their adviser, have their financial standing cleared by the Business Office and submit their signed registration form to the Registrar or complete their registration online.

Course Additions

Students may add courses during the first two weeks of the semester. Students may not add courses after the second week of the semester. When a student is given permission to add a closed class, it is the student's responsibility to take an add form, signed by the instructor, to the Registrar's Office. It is not possible to add a closed class online.

Withdrawal from Courses and Withdrawal from the University

Withdrawal means withdrawing from one or more courses or separation from the University for the remainder of the semester. The Registrar provides the proper withdrawal forms which incorporate all the necessary procedures to clear the records at the time of withdrawal. Proper withdrawal protects the student's record, which remains on file in the Registrar's Office.

1. Students may drop courses or withdraw from the University through approximately the 10th week of the semester (specific date listed in Academic Calendar) with a grade of W.
2. After the last date to withdraw, students may not officially withdraw from classes or from the University, except for medical reasons. Medical withdrawal forms are available through the office of the Vice President for Student Affairs.
3. With the privilege of admission to California Lutheran University, students accept the responsibility of clarifying the records (including financial records) if they withdraw from a course or from the University before the end of the semester.
4. Students who do not complete a course and do not officially withdraw from the University will receive a grade of UW for the semester (counted equivalent to a grade of F in the GPA).

NOTE: Academic withdrawal deadlines do not correspond to tuition reduction deadlines. Tuition reduction policies are outlined in the section on

University Costs. The financial obligation for withdrawing from the University is usually severe.

Audit

Students may audit a lecture course upon the approval of the instructor. They will earn no credit and receive no grade and will not be required to complete assignments or take examinations. They may not claim credit or challenge the course for credit at a later date. Adequate attendance for recording of AU on the student's permanent record must be verified by the instructor. The fee for audit is listed in the section on University Costs. A change from credit to audit may not be made after the last day to withdraw without academic penalty. A change from audit to credit may not be made after the last day to add a class.

Repeated Courses

Students may repeat a course once, unless otherwise specified, regardless of the grade received. Credit for the course will be given only once and all repeated courses must be taken at CLU. In calculating the GPA, a grade of C- or below will be replaced by the higher grade. Otherwise, both grades will be factored into the GPA. In either case, both grades will remain on the transcript. CLU courses are subject to the repeat policy; courses not subject to the repeat policy include all independent studies, field studies, performance activities and selected topics courses. A course taken at CLU must be repeated at CLU in order for a grade below C- to be removed from the GPA. Repeated courses are not included in the residency requirement.

Transfer Credits

CLU accepts transfer courses from regionally accredited institutions. Students may transfer a maximum of 70 semester credits from a junior/ community college. Credit is generally given for those courses deemed equivalent or substantially equivalent to CLU courses. Equivalency is normally determined based on information obtained from catalogs, course syllabi and other materials. However, baccalaureate level transfer courses may be used to fulfill elective credit.

Students may petition to have work from non-regionally accredited institutions accepted. Course work will be evaluated on a case-by-case basis. The petition must include a course syllabus for each petitioned course. Credit will only be granted for course work deemed to be substantially equivalent to CLU courses.

Currently enrolled students who plan to transfer additional credits from another institution must have prior approval by the Registrar.

A maximum of 20 semester credits of transfer online, correspondence and/ or extension work may be counted toward the degree. Correspondence and extension work may not be included in the major. See the following section on Limitations on Credit for further information.

Students are required to submit transcripts for all other institutions which the student has attended. The Registrar determines the acceptability of other post-secondary level courses; faculty in the respective majors determine whether transfer credit will meet specific major/minor requirements.

Limitations on Credit

The number of credits applied toward any baccalaureate degree may be limited by the following:

1. 30 of the final 40 credits must be completed in residence at CLU. Credits by exam do not count as residency credits.
2. Credits used to meet the requirement for a bachelor's degree may not be used for a credential or master's degree.
3. No more than three semester credits combined of Exercise Science (physical education) activities and intercollegiate athletics may be counted toward the 124 credits required for graduation. (Exercise Science majors may count no more than seven credits.)
4. Intercollegiate athletics courses may be taken once for credit whether transferred to CLU or completed at CLU. These courses meet the activity requirement.
5. Credit in career/work experience may be earned at CLU, but no more than eight credits are applicable toward the minimum requirements for the degree. Students may receive a maximum of four units in a semester (or summer).
6. No Core-21 (general education) requirements or any portion of the major (including required supporting courses) may be satisfied by courses graded P/NC, except courses offered with only P/NC grading.
7. A maximum of 20 semester credits of transfer online, correspondence and/or extension work may be counted toward the degree. Correspondence and extension work may not be included in the major. To be

accepted, the correspondence and extension course work must be applicable to a bachelor's degree at the granting institution.

Approved transfer online courses are only those that are approved by the department in which credit will be granted and which include proctored exams. Approved online courses accepted in transfer may be included in the major.

8. A maximum of 32 credits by exam may be applied to the degree; eight upper division units can be included in this total. Credit by exam includes, but is not limited to, institutional exams, CLEP and Advanced Placement (AP) exams.

9. A total of 40 combined credits obtained from credits by exam and online/correspondence may be applied toward the degree.

10. At least 75 percent of the required courses for a major or minor must be unduplicated with any other major or minor.

11. Traditional undergraduate students may earn no more than six units of Independent Study in any given semester or six units during summer sessions and may count no more than 16 units of Independent Study credit into the number of units required for the bachelor's degree.

12. ADEP students may earn no more than four units of Independent Study in any given semester and may count no more than eight units of Independent Study credit toward the total number of units required for the bachelor's degree

13. A single course may satisfy a maximum of four

(4) graduation or program requirements.

14. Petitions for exceptions to policy must be made **within one year of the missed deadline for the occurrence** requiring an exception. This limit includes petitions for such requests as late adds and late drops of courses.

Graduation

One year prior to their expected graduation date, students must file an Application for Degree form at the Registrar's Office and submit major/minor checklists. A minimal commencement fee must be paid at the time of application for degree.

Transcripts

Official transcripts of a student's complete record must be requested in writing by the student to the Registrar's Office. The transcript charge is \$5 per copy for an official transcript. Procedures for requesting a transcript may be found on the Registrar's Office website at www.callutheran.edu/Registrar.

The University reserves the right to withhold grade reports or transcripts if the student has unmet financial obligations to the University.

Classification of Students

Freshman - has earned fewer than 30 semester credits.

Sophomore - has earned at least 30 semester credits.

Junior - has earned at least 60 semester credits.

Senior - has earned at least 90 semester credits.

Special - refers to students who are non-degree candidates or to those who do not fit into the traditional classification categories. Students may attend in a special status by permission of the Registrar for a period of one semester or a maximum of 12 credits, at the end of which they must submit credentials and be officially accepted by the Admission Committee in order to register for subsequent semesters.

Full time – traditional undergraduate enrolled for 12 or more semester credits or ADEP student enrolled in eight or more semester credits per term.

Three-quarter time – traditional undergraduate enrolled for nine to 11 semester credits or ADEP student enrolled in six to seven semester credits per term.

Half time – traditional undergraduate enrolled in six to eight semester credits or ADEP students enrolled in four to five semester credits per term.

Less-than-half time – traditional undergraduate enrolled in less than six semester credits or ADEP students enrolled in less than four semester credits per term.

Concurrent Enrollment

Students registered at California Lutheran University are not permitted to carry concurrent course work at any other institution without approval of the Registrar. Application forms for concurrent registration are available in the Registrar's Office.

Grading Policies

Grades and Grade Points

The cumulative grade point average (CUM GPA) is computed by dividing the total number of grade points earned by the total number of credits attempted, based on CLU and transferable course work. The CLU grade point average (CLU GPA) is computed by dividing total number of grade points earned by the total number of credits attempted, based on CLU course work.

The following grades are used in calculating grade point averages:

Grade	Grade points per attempted credit hour earned
A	Excellent 4.0
A-	3.7
B+	3.3
B	Good 3.0
B-	2.7
C+	2.3
C	Satisfactory 2.0
C-	1.7
D+	1.3
D	Barely Passing 1.0
D-	0.7
F	Failure 0.0
UW	Unofficial Withdrawal 0.0
WF	Withdrawal Failing 0.0

The following grades are not used in computing the GPA:

IN	Incomplete No grade points no credit given
IP	In Progress No grade points no credit given
P	Passing No grade points credit given

NC

No Credit
No grade points,
no credit given

W

Withdrawal
No grade points
no credit given

AU

Audit
No grade points
no credit given

NR

No Report
No grade points
no grade report
submitted by faculty

A grade of IN (Incomplete) may be assigned only in the case of students who, for illness or other circumstances beyond their control, have missed a final examination or major piece of work. Students may not make up the Incomplete by repeating the course. For traditional undergraduate students, an IN automatically becomes an F if not made up by the published date for the last day to withdraw from a course of the following regular semester after the Incomplete grade was given. For ADEP students, an IN automatically becomes an F if not made up by the last day of the following term.

IP (In Progress) is given for theses, practica, internships and courses wherein the work has been evaluated and found to be satisfactory to date, but the assignment of a grade must await its completion. IP carries no credit until replaced by a permanent grade. The IP grade may be replaced by the appropriate final letter grade within one calendar year from the start of the class. IP grades which have not been resolved will be changed to F (undergraduate) or NC (graduate) at the time the student's degree is posted.

A grade of W will be assigned if a student withdraws after

the add period is over. The add period ends after the first two weeks of the semester.

Pass/No Credit

The Pass/No Credit option is offered so that students may explore areas of interest without competing with students who may be majoring in that area.

The Pass/No Credit grading is available on a limited basis. Only sophomore, junior or senior students in good standing may register for a maximum of six (6) courses for P/NC grading. Pass/No Credit grading must be selected prior to the last day to drop a class without academic penalty, and a change to letter grade may NOT be petitioned later.

Pass (P) equals C- or above and will count toward graduation. No Credit (NC) equals D+ or lower and will not count toward graduation. Courses graded P/NC are not computed in the GPA.

Students shall take no more than one Pass/No Credit graded course in one department and may take no more than one P/NC course per semester (except for courses designated P/NC grading only). No core requirements or any portion of the major (including required supporting courses) may be satisfied by courses graded P/NC, except courses offered only with P/NC grading.

Grade Challenges and Changes

The normal presumption in the administration of grades at California Lutheran University is that the instructor alone is qualified to evaluate the academic work of students in his or her courses and to assign grades to that work.

If a student believes that a grade was assigned in error,

he or she should approach the instructor immediately. If the instructor believes that the grade was assigned in error, he or she will submit a grade change form identifying the reason for the change. **GRADE CHANGES MUST BE SUBMITTED WITHIN ONE SEMESTER FOLLOWING THE TERM IN WHICH THE INITIAL GRADE WAS EARNED.**

If a student believes that a particular grade was assigned in a manner that was arbitrary or unjust or that crucial evidence was not taken into account, the student may file a grade challenge. **THE CHALLENGE MUST BE PRESENTED IN WRITING TO THE INSTRUCTOR BY THE END OF THE SEMESTER FOLLOWING THE SEMESTER IN WHICH THE DISPUTED GRADE WAS GIVEN.** If an agreement cannot be reached, then the student may present a written appeal to the department chair or program director who is the instructor's immediate supervisor.

If the conflict cannot be resolved at the departmental level, then the student may appeal in writing to the dean of the school or college, who will follow the process described in the Faculty Handbook.

Honors

Honors at Entrance - In recognition of achievement in college preparatory work, CLU grants Honors at Entrance to freshman students whose high school record is of superior quality. Honors at Entrance certificates will be issued at the time of admission to students who have earned at least a 3.75 GPA on their high school work.

Dean's Honor List - Students whose GPA for a semester is 3.6 or above and who are enrolled for 12 or more graded credits shall have their names placed on the Dean's Honor List for that semester. Grades earned from removal of an "Incomplete" are not included. The Dean's Honor List is based on grades submitted by the instructor at the end of the semester. Later grade changes are not considered.

Honors at Graduation

The following honors are awarded to qualified recipients of the Bachelor of Arts or Bachelor of Science degree:

Cum laude (with distinction)

- Students who earn a minimum GPA of 3.5.

Magna cum laude (with high distinction)

- Students who earn a minimum GPA of 3.7.

Summa cum laude (with highest distinction)

- Students who earn a minimum GPA of 3.9.

Students must earn the designated GPA on work taken at CLU and on all combined CLU and other college work attempted. They must also have completed at least 30 graded semester credits at CLU in order to be considered for honors.

Honors recognition for the graduation ceremony is based on GPA and credits completed through the last graded semester. Honors designation on the student's permanent record is based on final semester records.

Grade Reports

Grade reports are available at the end of each term from the Registrar's Office and are available on CLU's website under WebAdviser. Any

discrepancy between this report and the student's personal record must be brought to the attention of the Registrar before the end of the following semester.

The University believes the basic responsibility for communicating grades to parents of dependents enrolled at CLU rests with the student. However, the University reserves the right, on an exceptional basis, to send grade reports to parents of dependent students under 21 years of age if parents request of the Registrar that grades be sent to them for a specific semester.

Unsatisfactory Progress

Academic Probation

Academic probation is an indication to students that their academic record is unsatisfactory and that failure to improve may lead to disqualification from further work at the University.

Students on probation will be required to meet with the academic counselor in the Center for Academic and Accessibility Resources before their registration will be considered as official for the ensuing semester. Progress will be monitored by the center and faculty advisers.

Students with a cumulative or CLU GPA that falls below a 2.0 will be placed on probation. Once placed on probation, students must attain a semester GPA of 2.0 or higher in the first semester after having been placed on probation. If this is not accomplished, students will be placed on academic suspension.

Students having attained a semester GPA above 2.0 in the first semester on probation are given a second semester on probation in which to raise the CLU and cumulative GPA to 2.0 or above. A student is removed from academic probation when his or her CLU

and cumulative GPA returns to 2.0 or above.

Students who have returned to probation and who have not achieved above a 2.0 cumulative or CLU GPA will normally be placed on academic suspension.

Academic Suspension

Students on academic suspension may not take courses at CLU. Academic suspension normally lasts for one full academic year, but students may be reinstated after one semester if they complete a semester of full-time letter-graded coursework with a grade point average of 3.0 or higher at another accredited institution. The following classes of students will be placed on academic suspension:

1. Students who fail to achieve a 2.0 semester GPA in the first semester after being placed on academic probation.
2. Students who fail to raise the cumulative or CLU GPA to 2.0 by the end of the second semester after being placed on academic probation.
3. Students who have returned to probation and who fail to achieve a 2.0 cumulative or CLU GPA in the first semester after returning to probation.

Students on academic suspension who plan to return to the University are required to meet with a committee to establish the conditions that may lead to readmission. An appeal for readmission must include the following:

- a letter making the case for readmission
- transcripts of all work completed since suspension
- a copy of the plan for readmission

If, following readmission, a previously suspended student is

suspended for a second time, that student may not appeal to be readmitted until after a two-year absence or by completing two semesters of full-time letter-graded coursework with a grade point average of 3.0 or higher at another accredited institution.

All petitions for readmission must receive final approval from the Provost.

Eligibility

Students who are on probation are ineligible for intercollegiate competition and/or participation in any activity that requires absence from classes. Eligibility shall be further dependent on conformity to the declared standards of deportment at CLU.

Courses of Instruction

(Pages 55-113)

Biology

(Page 57)

Major Requirements for B.A. in Biology:

32 credits minimum, 20 credits upper division; Introduction to Biology, three semesters (Bio 120, 121, 122); Introduction to Biological Experimentation, two semesters (Bio 123, 124); Ecology and Evolution (Bio 311); Departmental Honors (Bio 399, 489, 499) or Scientific Literature (Bio 463) as a capstone course; one course from each of the following three categories: Molecular and Cellular Biology (Bio 331, 375, 425 and 425L, 426, 428); Organismal Biology and Ecology (Bio 325, 345, 352, 361, 452); Functional Biology (Bio 341, 342, 343, 350, 461). At least 16 biology units must be taken at CLU.

Required Supporting Courses:

Mathematics, one semester of Calculus (Math 251) or Biostatistics (Math 231) or a statistics course taught in a math department; General Chemistry, one year (Chem 151, 151L, 152, 152L); Organic Chemistry, one semester with lab (Chem 331/341 or 201).

Major Requirements for B.S. in Biology:

40 credits minimum, 28 credits upper division; Introduction to Biology, three semesters (Bio 120, 121, 122); Introduction to Biological Experimentation, two semesters (Bio 123, 124);

Ecology and Evolution (Bio 311); Departmental Honors (Bio 399, 498, 499) or Scientific Literature (Bio 463) as a capstone course; four courses from the following three categories with at least one course from each category: Molecular and Cellular Biology (Bio 331, 375, 425 and 425L, 426, 428); Organismal Biology and Ecology (Bio 325, 345, 352, 361, 452); Functional Biology (Bio 341, 342, 343, 350, 461). Students that successfully complete the Biology Department Honors Program are exempted from one of these four course requirements. At least 16 biology units must be taken at CLU.

Required Supporting Courses:

Physics, one year (Physics 201/202 or 211/212); Math, one semester Calculus (Math 251), Biostatistics (Math 231) or a statistics course taught in a math department; General Chemistry, one year (Chem 151, 151L, 152, 152L); Organic Chemistry, one semester with lab (Chem 331/341 or 201).

350 Introduction to Neuroscience (4)

Neuroscience is an interdisciplinary science that examines the fundamental principles that govern the action of neurons and nervous systems. The course covers the structure and function of the nervous system with an emphasis on the mammalian nervous system. There are four main topic areas: the cellular organization of the nervous

system; neuronal signaling (the ionic mechanisms underlying electrical activity in the nerve cells and the physiology and biochemistry of synaptic transmission); transduction and coding of sensory information; the generation and coordination of motor output and behavior. Higher order functions such as memory, language, and behavior will be covered.

Business

(Page 60)

344 Copywriting Storyboarding in Broadcast Advertising (4)

Designed as a “hands-on” communication and business course, this course provides an overview of broadcast media and develops skills in basic advertising/public relations campaign production techniques including scripting, copywriting and storyboarding. (cross-listed with Communication 344)

446 Theories and Practice of Leadership (4)

Examines leadership from theoretical, historical and practical perspectives. Includes topics of trait, behavioral and contingency theories; the influence process; management vs. leadership, leadership and followership. Survey of leadership theory and research; characteristics of leaders, theories of leadership origins and psychological and social correlates. Interaction of personal and organizational factors in determining leadership effectiveness. (ADEP only)

448 Organization Development (4)

The study of planned change in organizations including diagnosis of the organization and implementation of organization development interventions. Emphasis on teamwork in organizations and survey development. Prerequisite: senior standing.

449 Managerial Leadership:Core Competencies and Skills (4)

Focuses on the development of the core competencies and skills needed for effective managerial leadership at all levels of the organization. Each skill component will follow a five-step developmental pedagogy: (1) Assessment, (2) Learning, (3) Analysis, (4) Practice and (5) Application. Prerequisite: senior standing.

Communication (Page 65)

104 Voice Development for Broadcasting, Film and Communication Industries (4)

This course will enable students to develop voice acting skills, which can be applied to broadcasting, instructional film, animation, commercials and documentaries. The course will also provide an introduction to the history of the voice acting field and will provide information about professional opportunities. (cross-listed with Theatre Arts 104).

344 Copywriting/Storyboarding in Broadcast Advertising (4)

Designed as a “hands-on” communication and business course, this course provides an overview of broadcast media and develops skills in basic advertising/public relations campaign production techniques including scripting, copywriting and storyboarding. (cross-listed with Business 344)

Criminal Justice (Page 69)

445 Legal Reasoning (4)

This course is designed for junior and senior students interested in law school, graduate school in public policy, or any profession touched by the law. (cross-listed with Criminal Justice 445)

English (Page 73)

Major Requirements for B.A. in English

Students should consult with their advisers to identify the courses appropriate for their goals.

Option 1:

32 credits beyond English 111 as a minimum, at least 24 credits of which must be upper division. Required courses: English 201, 301, 314; any three of the following four sequenced courses: English 323, 324, 325, 326; English 452 and 480. To fulfill the integrated studies requirement of Core-21, all senior English majors are required to take the Capstone

Course (480) in the form of a two-unit seminar, which culminates in the completion of a senior project. English 301 is a prerequisite for English 480.

319 Multimedia Presentations (3)

This course teaches research and presentation methods as well as basic Web design principles, Dreamweaver and online posting. Students integrate research, Web design and presentation skills to create several small projects and one major project, all of which are presented and critiqued by the class and the instructor.

352 Gender and Literature: Global Perspectives (4)

This course explores gender in literature. Each semester offers a different focus based on culture, genre, or theme. For example: Gender across Global Cultures; Gender and American Culture; Sex, Gender, and Sexual Orientation; or Gender and War. Prerequisite: English 111.

353 Gender and Literature: U.S. Diversity (4)

This course will focus on the literary methods of gender analysis, historical analysis, and reader response as three lenses among many through which to deepen your understanding of literature; and will apply these tools to several texts, both historical and contemporary, in which the social categories of gender, sexuality, race and class are of principal concern. Through reading, discussing, and writing about these texts, you will gain a greater awareness of particular issues that have been, and remain, important, if often controversial, in our understanding of identity

categories in our culture, and a greater appreciation of the role of literature in shaping them.

**485 Travel Seminar:
Magical Britain:
England, Scotland and
Wales (1-3)**

This travel course explores the literature of England, Scotland or Ireland. Different semesters may feature different readings and itineraries. Examples include the following: Shakespeare in London & Stratford; Magical England: Pre-literate Cultures, Arthurian Legends, and the Rise of Fantasy Fiction; and Jane Austen's England. The course meets regularly during the semester and then concludes with travel during winter break or late May. The travel portion of this course entails additional costs. Prerequisite: English 111. (cross-listed with Art 485).

Environmental Science

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**Major requirements for B.S.
in Environmental Science:**

45 credits minimum, 18 credits upper division; Geology 152 or Biology 325; Biology 111 or 120, 123; Chemistry 111 or 151 & 151L; Geology 111 & 111L; Math 231; Environmental Science 485; 12 credits from Biology 311, 325 (if not used earlier), 345, 352, 452, Chemistry 301, Geology 331, 332/332L, 395, 405; 8 credits from Religion 352, Economics 414, English 216, Political Science 414; one additional 4-credit science course from Biology, Chemistry, Geology, Physics at the 200 level or above or two field experience courses (see adviser for list of approved choices).

Exercise Science

(Page 77)

Health Professions:

57 credits minimum, 21-25 credits upper division, (Core Courses) EXSC 201, 202, 494; Biology 120, 121, 123, 124; Chemistry 151/151L, 152/152L; Physics 202/L or 212/L; EXSC 300, 301/L, 302, 325; Psychology 222; and two additional courses chosen in consultation with an adviser from the following: Biology 361; Chemistry 201, 425/425L; EXSC 340, 487; Psychology 304, 305, 331.

142 Tai Chi (1)

**204 Introduction to
Exercise Science (2)**

This course is designed to introduce students to the field of Exercise Science, including the various disciplines included under the umbrella of exercise science, the professionals related to an exercise science degree, the terminology applied to the field, the interactions between the various disciplines, and how methods of inquiry produce knowledge in exercise science.

Geology

(Page 79)

212 Dinosaurs (4)

A survey of the non-avian dinosaurs includes: anatomical comparisons of the major dinosaur groups, plus flying and swimming vertebrates of the Mesozoic Era: new discoveries such as dinosaur eggs and nesting sites, the emergence of birds, soft tissue preservation, and the search for genetic material; a review of the process of

fossilization; the paleogeography of the Mesozoic world; and the geological background relevant to dinosaur studies. Lab activities are integrated into the meeting times of the lecture course.

History

(Page 82)

California Lutheran University's History Department offers a challenging curriculum that explores all aspects of history. Lower division courses center on the acquisition of an introductory knowledge of the history of world civilizations and the United States and the core skills a historian needs to succeed in more specialized course work. Upper division courses offer students a variety of specialized classes, seminars and independent studies, which allow more in-depth exploration of specific topics. Faculty-led travel courses allow students to explore histories at the sites of their creation.

In CLU's history courses, the faculty emphasizes the understanding of the diversity of human experience over time and encourages an appreciation of cross-cultural encounters. All history courses help to develop excellent research, writing, analytical and critical thinking skills. Students are also introduced to useful methods and the debates that surround the writing of history.

History majors have the opportunity to participate in interesting internships as well as engage in projects that bring them to archives, libraries and other sources of primary data in Southern California. Students may also participate in student-faculty research projects that aid them in developing their own

goals and research abilities. In keeping with CLU's emphasis on the use of information technology, the history faculty encourages students to develop facility with computer technology as an aid to research, data analysis, and explaining history to others.

CLU's history majors are in demand in the public and private sectors because of their training as good writers, effective researchers, and perceptive analysts. The faculty is actively involved in mentoring students in career choices and avenues for professional development. CLU's program prepares students for graduate work in history and other social sciences, as well as careers in law, education, administration, museum studies, and journalism, among others.

History Faculty

Professors Hanson, Erwin, Reaves

Assistant Professor Nelson

Major Requirements for B.A. in History:

36 credits minimum, 20 credits upper division; History 101, 102, 121, 122, five upper division history courses including the designated capstone class.

Requirements for a Minor in History:

20 credits minimum, 12 credits upper division; History 101 or 102, History 121 or 122; and one upper division course in each of the following areas: Non-Western, European and United States.

Lower Division

101 World Civilizations to 1500 (4)

Designed to give students a framework for further study in humanities, this course is a survey of the major civilizations and developments in world history to 1500, emphasizing the role of world religions, technological innovations and environmental conditions in shaping the world's major cultural traditions. Discussions focus on development of critical thinking and writing skills through examination of primary historical documents.

102 World Civilizations Since 1500 (4)

Studies the history of an increasingly interdependent world from 1500 to the present, emphasizing the origins and reasons for Western dominance and the impact of and reaction to that dominance in the rest of the world. Discussions focus on development of critical thinking and writing skills through examination of primary historical documents.

121 United States History to 1877 (4)

A broad study of American history from the first settlements through Reconstruction. Special attention is given to the attempt to create an American culture and society, the creation and development of the political system, the shifting roles of women and minority groups, the sectional crisis and Civil War and the postwar attempt to deal with the place of blacks in American society.

122 United States History since 1877 (4)

A broad study of American history from Reconstruction to the present. Special attention is given to the impact of industrialization and urbanization, the changing roles of social classes and minority groups, the experience of the Depression and the persistent attempts at reform, and America's rise to global power, including relations with the Communist world.

Upper Division

301 The Greco-Roman World (4)

A study of classical civilization from the origins of ancient Greece to the fall of the Roman Empire in the West. Emphasizes the development of the political and legal institutions, forms of cultural expression and the intellectual traditions that have helped shape Western civilization. (a/y)

303 Medieval Europe and the Mediterranean World 500-1500 (4)

Covers the history of Europe and the Mediterranean from the collapse of the Roman Empire in the West through the 15th century. Emphasis is on the intellectual, cultural and economic as well as the military encounters of Europe with Byzantine and Muslim civilizations. Topics also include feudalism, the role of the Christian Church, the rise of towns and cities in Europe, and the legacy of the Middle Ages for our own time. (a/y)

311 Modern Europe: 1500 to the Present (4)

An examination of the history of modern Europe through

the study of some of its most important revolutionary changes. Focuses on the Scientific, English, French, Industrial and Russian revolutions as well as the Enlightenment and building the European Union. (a/y)

313 Europe and Empire (4)

This course uses the imperial histories of Spain, England, and France to address how European imperialism helped to structure the modern world, anticipating today's globalization. It explores the impact of imperialism and colonialism on peoples and institutions both in Europe and in the rest of the world. (a/y)

317 War and Conflict in 20th Century Europe (4)

Why was the 20th century perhaps the bloodiest in human history? This course explores the origins, practice and outcomes of modern warfare in Europe, including the influence of ideology and philosophy as well as politics and economics. Although detailed attention is given to World War I and II, it treats warfare in its broadest possible manifestation, and examines some of the longer term socio-political, economic and moral consequences of modern wars for Europe and the world. (a/y)

321 Colonial America (4)

An exploration of the conflict of cultures during the formative years of the United States from settlement to the Constitution in 1789. Topics include Pre-Columbian Indian cultures, the empire builders of the New World, the environmental impact of the Western Europeans, the development of colonial society and the establishment of the new nation. (a/y)

324 Society and Culture in United States History (4)

A thematic study of the social evolution of the United States during its first two centuries of development. Significant intellectual and cultural changes are emphasized through the lens of the five pillars of society, family, education, economics, politics, and religion. (a/y)

326 Civil War: Slavery to Civil Rights (4)

An examination of sectionalism, Civil War and the Reconstruction with emphasis on primary source interpretation. Topics include racism and slavery, the contrasting natures of Northern and Southern societies, the politics of sectionalism, the causes and goals of the Civil War, and racial relationships and policies from Reconstruction to the modern civil rights movement. (a/y)

328 Cold War America (4)

A close examination of modern United States history during the Cold War and after. Class sessions give attention to the political, social, economic and international developments of what has been termed "the Pax Americana." Focus is specifically on the role of presidents and policymaking, particularly the relationship with the Soviet Union. (a/y). (cross-listed with Honors 328)

331 Christianity in the Roman World (4)

A survey of the emergence, growth, and development of the Christian movement from the time of the apostles to the disintegration of the Roman

Empire in the West and to the fall of Constantinople in the East. This course will focus on Christianity as actually experienced and practiced by its earlier adherents in the multinational context of empire, and will look at textual, artistic, and material sources of evidence to gain a sense of the Christian past. (cross-listed with Religion 331)

332 Medieval and Reformation Christianity (4)

A survey of the development of Christianity in the post-Roman West, focusing on the rise of papacy, the development of distinctive Western Christian practices and doctrines, and the important role of the church in shaping European society. Special attention will be given to ways the medieval church handled difference and dissent, and to the reform movements of the later Middle Ages and the Protestant and Catholic reformations they brought about. (cross-listed with Religion 332)

333 World Christianity since 1600 (4)

A survey of the history of post-Reformation Christianity as it spread beyond Europe and became truly a global religion, with special emphasis on regional variations, issues of class and gender, and the challenges of modernity. Much of the course will focus on Christianity as variously experienced in the tumultuous 20th century, and in this will underscore both continuities and the rich diversity in the modern and postmodern Christian communities that exist throughout the world today. (cross-listed with Religion 333)

335 Christianity in America (4)

A survey of the history of Christianity in North America, against the backdrop of Native American religion. Beginning with the English, French and Spanish colonial empires, this course will focus on the arrival of religious refugees, the rise of uniquely American religious experiences in the colonial era and the early Republic, religion and American political movements from abolition to abortion, and the complex role of religion in American public life today. (cross-listed with Religion 334)

341 United States Women's History (4)

An in-depth investigation of the interaction of society, women and the community in American history from 1600 to the present. Special emphasis is placed on the ways gender, ethnicity and class influence the role of women in the community with respect to legal rights, sexuality, attitudes and perceptions. (a/y)

343 Women in Global History (4)

A thematic investigation of the "underside of history." The class explores several topics including women and their role in the development of agriculture and technology in the ancient Near East, the roles of women in the empires of Rome, the Moslems and China, the status of women in the Middle Ages in Europe and Japan, and the role of women leaders like Catherine the Great and Queen Victoria. (a/y)

345 California History (4)

A study of the history of

California through the Indian, Spanish, Mexican and American periods to the present, and through an examination of its basic political, social, economic, educational and cultural traditions and institutions. The class particularly focuses on the relationship of the student to the community. (spring)

380 History and Politics of Modern China (4)

This course explores the historical transformations that have led to the development of modern China. The course opens with an examination of the Qing dynasty, the last major dynasty in Chinese history, and then explores the forces, internal and external, driving China toward a major revolution in the 20th century.

382 History and Politics of Latin America (4)

Surveys the politics and history of Latin America from the early encounters of Native Americans with Europeans to the present. The evolution of Latin American institutions (political, cultural and economic) will be traced from 1492 until the present. (cross-listed with Political Science 382) (a/y)

384 History and Politics of the Modern Middle East (4)

An examination of the historical background and contemporary politics of this vital area in world affairs. The politics and economics of oil, the Arab-Israeli conflict, the revival of Islam, and the problems of modernization and development are studied in detail. (cross-listed with Political Science 384) (a/y)

386 History and Politics of South Asia (4)

An examination of the history, culture and politics of South Asia through the Hindu, Muslim and British periods to the present. The impact of these legacies on the problems of state-building, economic development, social change and foreign policy in contemporary India, Pakistan, Bangladesh, Sri Lanka and Nepal is approached from a comparative and regional perspective. (cross-listed with Political Science 386) (a/y)

388 History and Politics of East Asia (4)

An introduction to the history, political thought and institutions of East Asia. Topics may vary in focus from Japan to Vietnam, or Korea. (cross-listed with Political Science 388) (a/y)

390 History and Historians (4)

Using selections from the writings of great historians from the Greeks to the Post-modernists, this course introduces students to a study of the theories of history, the methods of historical research and the development of historical writing. (fall)

462 Senior Seminar in Comparative Interdisciplinary History (4)

An intensive study of an important historical issue or topic based on research in primary sources and culminating in the production of a significant research paper. Rotating topics. (spring)

**470 Teaching History (2)
(Capstone for Social
Science majors)**

This class is dedicated to forging better history teachers for the secondary schools with explorations of pedagogical techniques for teaching American and World history. Includes observation time in the classroom. (spring)

482 Selected Topics (1-4)

**490 Independent
Study(1-4)**

**492 Cooperative
Education (1-4)
(graded P/NC only)**

Honors

(Page 84)

328 Cold War America (4)

A close examination of modern United States history during the Cold War and after. Class sessions give attention to the political, social, economic and international developments of what has been termed “the Pax Americana.” Focus is specifically on the role of presidents and policymaking, particularly the relationship with the Soviet Union. (a/y). (Cross-listed with History 328)

Languages and Cultures

(Page 86)

Chinese

**218 Chinese Business
Culture and Language
(3)**

As China continues to emerge as the world’s major market,

knowledge of Chinese language and culture and their impact on modern business conduct are becoming valuable assets for the student who pursues a career in business. Students will learn about Chinese business culture and how it influences the pattern and manner in which Chinese business is operated or managed. Students will compare the different social/cultural issues and values of modern China and western countries. Field trips will immerse and values of modern culture, providing them the opportunity to interact with Chinese people in different business settings, practice conversational skills, and appreciate Chinese customs. No previous study of Chinese is required.

Liberal Studies

(Page 90)

**Major Requirements for
Liberal Studies Major (86-90
units):**

Language and Literature: English 111, 312, 316, 335; History/Social Science: History 101, 121, 345, Psychology 200; Mathematics: Math 120, 128; Technology: EDTP 563; Science: Biology 111 and 111L, Physics 110 and 110L, Geology 111 and 111L; Visual/Performing Arts: Art 341, Music 103, TA 440; Physical Education/Health: EXSC 354; Education: EDUC 362, 492, EDTP 500, EDTP 508; Capstone: Liberal Studies 402; Concentrations *(12–16 units): English, Art, Theatre Arts, Music, American Studies, Math, Ancient Civilizations, Environmental Science or Exercise Science.

Marketing Communications

(Page 91)

**Major Requirements
for B.A. in Marketing
Communication:**

38 credits minimum, 24 credits upper division; Communication 101, 231, 375, 401, 490 or 492; Business 251 or Business 282 (Intro to the Business Environment); Choose one course from Communication 301, 342, 380, 442; Choose one course from Communication 344, 348, 411, 443, 450; Choose two courses from Business 342, 430, 440, 445, 447, 473, 474, 482;

**Recommended But Not
Required:**

Communication 208, 233, 306, 315, 335, 405.

Music

(Page 96)

**103 Music for Classroom
Teachers (3)**

Intended for future elementary classroom teachers, this course is designed to equip students with the basic skills of reading and writing music, and understanding of the importance of music in the curriculum, and familiarity with the materials and methods for teaching music to children. Students need have no prior knowledge of music and is designed for non-music majors.

Political Science

(Page 101)

445 Legal Reasoning (4)

This course is designed for junior and senior students interested in law school, graduate school in public policy, or any profession touched by the law. (cross-listed with Criminal Justice 445)

Religion

(Page 106)

375 Islam (4)

In this introductory course, students learn the history of Islam from the Prophet Mohammed and the roots of the religion in Arab culture, to the spread of Islam as a global religion across many cultures. Students will analyze the variety of social, political, and cultural ways in which Muslims live out their faith around the world and in the U.S. Global Emphases may change year to year but will include 3-5 different geographical areas such as: Egypt, Asia, Turkey, Africa, Spain, Indonesia, and Europe.

Sociology

(Page 108)

407 Classical Sociological Theory (4)

A survey of the most significant developments in classical sociological theory, emphasizing the critical reading of primary source materials. The characteristics and origins of major sociological paradigms are explored, including the works of Marx, Weber, and Durkheim. Prerequisite: Sociology 101; Minimum Junior standing.

420 Contemporary Social Theory (4)

This course is a critical examination of significant developments in contemporary social theory, such as symbolic interactionism, postmodernism, poststructuralism, critical theory, feminist theory, and queer theory. Prerequisites: Sociology 407; Minimum Junior standing.

434 Statistical Analysis (4)

This class will begin with an introduction to descriptive analysis and inferential statistics but will primarily focus on hypotheses testing, probability models, t-tests, ANOVA, Chi-square, regression analysis and multiple regressions. Students will be expected to gain computer competency in Excel and SPSS as well as write an original empirical paper. Minimum Junior standing.

440 Ethnographic Methods (4)

Skill development prepares students to conduct qualitative sociological research. Emphasizes ethnographic techniques including: intensive interviewing, direct observation, coding, participant observation, and report writing. Students conceive and execute a field research project with data collection, analysis, and a report. Minimum Junior standing.

Theatre Arts

(Page 110)

104 Voice Development for Broadcasting, Film and Communication Industries (4)

This course will enable students to develop voice acting skills, which can be applied to broadcasting, instructional film, animation, commercials and documentaries. The course will also provide an introduction to the history of the voice acting field and will provide information about professional opportunities. (cross-listed with Communication 104).

Adult Degree Evening Program

(Pages 114-118)

The Adult Degree Evening Program (ADEP) is an expression of California Lutheran University's commitment to life-long learning. ADEP offers the same high quality educational program that is found in the traditional daytime program, but is tailored to meet the special needs of working adult students. The program's creative learning environment, liberal arts and professional curriculum, and exceptional faculty offer a unique opportunity for the adult learner who is seeking personal and professional advancement and development.

Admission Who May Apply?

The Adult Degree Evening Program has set minimum requirements to ensure that the adult orientation of the program is maintained. You may apply if you:

1. have graduated from high school or possess a G.E.D. certificate
2. have completed 12 transferable semester hours of college credit
3. have a cumulative grade point average of at least 2.25
4. are at least 25 years of age (exceptions may be made for students with exceptional work experience and a letter of recommendation)
5. have substantial work experience

How to Apply

1. Schedule an appointment with an adviser for a preliminary transcript

evaluation and academic advisement;

2. Complete an application for admission and return it with an application fee to the ADEP Office;
3. Have official transcripts from all previously attended colleges sent to the ADEP Office.

At the time of your admission interview or shortly thereafter, you will be notified of the admission decision. If admitted, you will be sent information about registration procedures. Upon your acceptance, transfer credits from other colleges will be evaluated and the results mailed to you before the end of your first term.

Provisional Admission

If you are unable to obtain an official transcript prior to the beginning of classes, you may be provisionally admitted for one term by submitting an unofficial transcript. You must also complete the admission procedures outlined above prior to registration. The official transcripts must be submitted prior to registering for a second term. Official transcripts must be submitted and you must be fully admitted to the program before financial aid may be awarded.

Readmission of Former ADEP Students

If you were formerly enrolled as an ADEP student but have not attended four or more consecutive terms, you must apply for readmission by submitting an updated application form and meeting

with an admission counselor. The curriculum requirements in effect at the time of your readmission will apply.

Academic Policies (See page 42)

Alternatives for Acquiring Credit

College Level Examination Program (CLEP)
(see page 11)

Credit by Examination
(see page 38)

Credit for Prior Experiential Learning
(see page 38)

Independent Study (see page 39)

Course Load

Since most ADEP students are also employed, a normal course load is considered to be two courses per term (six to eight units). The number of units you take, however, is up to you as long as you don't exceed 10 units per term. For financial aid and veteran's benefits, half-time is considered to be four units and full-time is eight units.

Concurrent Enrollment

If you are admitted as an ADEP student and wish to enroll in courses within the traditional CLU program or in another college or university, you must obtain approval from the Director of the Adult Degree Evening Program, the Registrar of the University, and the Director of Financial

Aid prior to enrolling in the course(s). Normally, requests for concurrent enrollment at another institution will not be granted unless you demonstrate a compelling need to take the course at that location.

Financial Information Tuition and Fees

Refer to www.callutheran.edu/student_accounts/tuition/adept.php for current tuition and fees.

Tuition is due and payable on or before the first class meeting unless you have made alternative payment arrangements. Late payment fees are assessed on delinquent accounts. Students with delinquent accounts cannot register for the new term until fees for the prior term have been paid. All financial obligations must be met before academic records (diplomas, grade reports and transcripts) will be released. You may contact the Business Office or refer to WebAdvisor for information regarding your student account status.

Student Status

Student enrollment status definition for ADEP:

Full-time = eight units or more

Three-quarter time = six to seven units

Half-time = four to five units

ADEP students must be at least half-time (four units) to be eligible for federal loans. Limited financial aid may be available for less than half-time status.

Financial Assistance

An adviser is available to help you apply for financial need and discuss various forms of financial assistance.

Employer Tuition Assistance Programs

Many companies offer full or partial tuition assistance to employees who participate in work-related or degree-oriented college programs. California Lutheran University provides a deferred payment option for students who take advantage of their company's tuition reimbursement opportunities. Program details are available in the ADEP Office.

ADEP Assistantships

ADEP assistantships provide free tuition in exchange for work in the ADEP department. Normally, no more than four free tuition credits will be granted during any one term. A minimum cumulative 2.5 GPA is required for eligibility. Typically, the student would need to be available during daytime hours to be eligible for an assistantship. The ADEP Assistantship application is available under the "Forms" section of the Office of Financial Aid's website.

ADEP Academic Scholarships

Six nonrenewable academic scholarships for up to \$2,000 may be awarded each year to new degree-candidate students in the Adult Degree Evening Program who have demonstrated outstanding academic achievement. Individuals interested in competing for ADEP scholarships must submit a two-page essay and have a minimum transfer GPA of 3.0 with at least 30 transfer credits. This competition is for first-time ADEP students only. Scholarship applications are available in the ADEP Office.

ADEP Grant

Students registered for at least eight units per term and who demonstrate financial need may

qualify for an ADEP Grant. Students must file a FAFSA (Free Application for Federal Student Aid) and an ADEP Financial Aid Application (found within the Office of Financial Aid's website under "Forms") to be considered. Grants are awarded on a first-come first-served basis and there are a limited number available.

Cal Grant

A California Grant based on need and GPA is available to eligible ADEP students. A Free Application for Federal Student Aid (FAFSA) must be filed and a Cal Grant GPA Verification Form (www.csac.ca.gov) must be submitted to the California Student Aid Commission by March 2.

Federal Pell Grant Program

Under this federal grant program, award amounts are based on exceptional financial need. A Free Application for Federal Student Aid (FAFSA) must be filed for consideration.

Congregational Partners in Education (CPE) Award

This renewable award allows congregations to assist outstanding students who have demonstrated a commitment to the life and work of their church. CLU will match gifts from the congregation in support of a full-time student (eight units per term) up to a maximum of \$1,000. Contact the Office of Financial Aid for more information.

Federal Stafford Loan

Eligibility for a Federal Stafford Loan is determined by the FAFSA. The Federal Stafford loan program is divided into two types of loans – subsidized and unsubsidized. Both have fixed rates (please contact

the Financial Aid Office for the most current interest rate information) and are available to students who are fully admitted to an eligible program of study and are enrolled at least half time per term.

The U. S. Department of Education pays the accrued interest on the need-based Subsidized Stafford loan only. The Unsubsidized Stafford loan accrues interest while the student is in school; a student can choose to pay or defer the interest until the repayment period begins.

An eligible, independent student may borrow up to the annual maximum of \$9,500 for freshmen, \$10,500 for sophomores and \$12,500 for juniors and seniors. The loan may be awarded as subsidized, unsubsidized or a combination of both.

Students must be enrolled at least half time per term (four or more units) to receive a Federal Stafford loan. A separate electronic application process is required in addition to accepting the loans in the Financial Aid Award, which is available online at www.callutheran.edu/financialaid in the Loans & Counseling section.

Alternative Loans

Private educational loans are also an option. The Financial Aid Office has information available online at www.callutheran.edu/financialaid regarding alternative loan options. The interest rates for alternative loans are variable. Eligibility and availability are determined by the lender.

Veteran's Benefits

Students who may be eligible for veteran's benefits should contact the Veterans Affairs office and the Registrar's Office at CLU for specific information.

Students must submit a copy of their VA Certificate of Eligibility and complete a Veteran's School Form with the Registrar's Office.

How to Apply for Financial Aid:

1. Complete the following forms:
 - a. FAFSA (Free Application for Federal Student Aid) available online at **www.fafsa.gov**
 - b. ADEP Application for Student Financial Aid online at **www.callutheran.edu/financial_aid/forms/**
2. Turn in all completed financial aid forms and necessary supporting documentation to the Financial Aid Office by the deadlines indicated.
3. Accept the financial aid offered, in whole or part, by the reply date indicated on your award letter.
4. If borrowing loans, you will be required to complete the loan application (Master Promissory Note) and Entrance Counseling process if needed.

You must be officially admitted to the University and registered for classes to receive financial aid.

Return of Funds Policies for Federal Aid

Students who receive federal aid* are subject to federal return of funds policies. If the payment period for which a student received funds (term) is not completed and the student withdraws from all courses, then the student is only eligible for a percentage of the aid equal to the percentage of the period completed. The following is an example of this concept:

Krista enrolls in the fall term but drops out before the end of the term. She actually completes 35 percent of the term and, therefore, is only eligible for 35 percent of the aid awarded for that period (amount earned).

If the aid earned is more than the amount that was actually disbursed to the student (credited to their account), then California Lutheran University will offer the student a post withdrawal disbursement according to certain conditions such as whether or not a valid Student Aid Report has been received, the status of the verification process, etc.

If the amount disbursed is more than the amount earned, then California Lutheran University must return the amount unearned to the U.S. Department of Education. The student will then be responsible for any balance owed to California Lutheran University caused by the return of funds.

For additional information, please contact the Office of Financial Aid at **(805)493-3115**.

**Federal aid covered by the Return of Funds policies includes the Unsubsidized Stafford Loan, Subsidized Stafford Loan, and Pell Grant.*

Degree Requirements

General Degree Requirements

The requirements for the degrees of Bachelor of Arts and Bachelor of Science are designed to provide you with a broad program of liberal arts study and an opportunity to concentrate in the field of special interest. It is intended that at the undergraduate level the emphasis be placed on acquiring a broad

education in many subjects, leaving highly specialized and professional studies to the graduate school level.

ADEP advisors will assist you in preparing an individualized degree plan; nevertheless, you are ultimately responsible for seeing that your academic program includes all requirements for graduation.

1. Students must complete 124 semester credits. At least 40 of these must be upper division, that is, junior or senior level courses (courses numbered 300–499).
2. 30 of the final 40 credits must be completed in residence. This requirement cannot be met using credit by examination, CLEP or community college.
3. Students must earn at least a 2.0 grade point average for all CLU work and also achieve a 2.0 on all combined CLU and other college work.

General Education Requirements

You may have transferred some or all of the required general education courses from previous course work. However, if you still need any of the courses, you will find them as part of the Adult Degree Evening Program curriculum. General education includes:

I. Proficiencies

A. Written

Communication:

1. English 111 – Freshman English with a grade of C or better
2. One upper division writing intensive course

B. One speaking intensive course

C. Mathematical Reasoning:

One course (beyond intermediate algebra) or satisfactory score on the designated exam. Depending on the student's score on the math placement test, the student may be required to take MATH 110 Intermediate Algebra as a prerequisite for higher level courses.

II. Perspectives

A. Humanities:

One religion course and three additional courses selected from religion, literature, philosophy, history or humanities.

B. Social Sciences:

Two courses in different disciplines selected from specifically approved cultural anthropology, criminal justice, economics, cultural geography, political science, psychology, and sociology courses.

C. Natural Sciences:

One course with a lab component: physical anthropology, astronomy, biology, chemistry, physical geography, geology, physics. Senior transfers (90 or more credits) who have completed two science courses without laboratory components will have met the natural sciences requirement.

D. Visual and

Performing Arts:

One course, at least two credits.

III. Cultures and Civilizations*

A. U.S. Diversity – one course

IV. Integrated Studies*

A. Integrated Studies Capstone – one

course (This course is part of the requirements for your major and may also be used to complete a perspectives requirement.)

**The courses marked with an asterisk are not additional credit or course requirements. They are content requirements which may be met*

through a selection of courses which also meet major, elective, or other core requirements.

Pass/No Credit

No general education requirements or any portion of the major (including supporting courses) may be satisfied by courses graded P/NC, except for specifically designated courses.

NOTE: Students transferring from California community colleges who, prior to transfer to CLU, have fully satisfied the Intersegmental General Education Transfer Curriculum (IGETC) need only complete the religion and oral communication requirements to meet the ADEP general education requirements. Students who do not complete the IGETC will follow the CLU general education requirements as stated above.

Major Requirements

All students must complete an academic major as part of the requirements for the baccalaureate degree. Requirements for an academic major are as follows:

1. Completion of at least 32 credits in an area of concentration for the Bachelor of Arts or at least 36 credits for the Bachelor of Science.
2. Three upper division courses for the major, including the capstone, must be completed in residence at CLU.
3. A minimum grade point average of 2.0 is required in the major. Required support courses are not included in the major GPA.
4. At least 75 percent of the required courses for a major must be unduplicated with any other major or minor.

Minor Requirements

Minors consist of a coherent set of related courses in a particular disciplinary or interdisciplinary area. An academic minor is not required for a degree; however, if a student elects to earn a minor, he or she

1. must complete the specified 15-20 credits within the minor desired;
2. may not major and minor in the same department;
3. must complete at least eight to 12 credits in upper division courses and at least two of those courses must be completed in residence at CLU;
4. must achieve a minimum GPA of 2.0;
5. may not count internships toward the minor unless specifically required by the minor;
6. may use only one independent study course to meet minor requirements;
7. at least 75 percent of the required courses for a minor must be unduplicated with any other major or minor.

Degree Programs Offered

B.A. in Liberal Studies (Page 119)

Required credits: 80 credits minimum; 37 upper division credits. 2.0 minimum GPA.

Required Courses:

Education

- EDGN 503 Intro to Special Education (3)
EDTP 500 Social and Cultural

- Foundations of Education (3)
EDTP 563 Microcomputers in Education (3)
EDUC 362 Careers in Education (3)
LIBA 325 Liberal Studies Seminar (2)
LIBA 402 Theories of Teaching and Learning (Capstone) (3)

English

- ENGL 111 Critical Reading and Writing (3)
ENGL 312 The Teaching of Writing (3)
ENGL 316 First and Second Language Acquisition (4)
ENGL 335 Children's Literature (3)

Ethics

- One of the following:
PHIL 315 Social Ethics(4)
PHIL 350 Technology and Value (4)
REL 350 Christian Ethics (4)

Exercise Science

- EXSC 354 Elementary School Physical Education (4)

History

- One of the following:
HIST 101 World Civilizations to 1500 (3)
HIST 102 World Civilizations Since 1500 (3)

One of the following:

- HIST 326 The Era of The Civil War (4)
HIST 341 U.S. Women's History (4)

Literature

- One of the following:
ENGL 213 Literature of the Americas (4)

- ENGL 214 Contemporary Writers (4)
ENGL 350 African-American Literature (4)
ENGL 455 Major American Authors (4)

Math

- MATH 128 Topics in Liberal Art Math (4)

Natural Science

- Natural Science w/lab (4)
Natural Science w/lab (4)

Social Science

- POLS 102 American Government (4)
PSYC 200 General Psychology (4)

Visual & Performing Arts

- MUS 102 Fundamentals of Music (3)

One of the following:

- ART 235 Photography (3)
ART 380 Computer Graphics (3)

One of the following:

- TA 131 Beginning Acting (4)
TA 440 Creative Dramatics for Children and Youth (4)

B.S. in Organizational Leadership

(page 120)

Required credits: 44
credits minimum; 40 upper
division credits in Business
Administration, Communication,
Psychology and Religion. 2.0
minimum GPA.

Required Courses:

- BUS 301 Communication
 for Managers (4)
- BUS361 Human Resource
 Management (4)
- BUS 367 Behavior in
 Organizations (4)
- COM 342 Public Relations
 (4)
- ECON 311 Statistical
 Methods (4)
- PSYC 200 General
 Psychology (4)
- PSYC 401 Social
 Psychology (4)
- BUS 446 Theories and
 Practice of
 Leadership (4)
- BUS 448 Organization
 Development (4)
- BUS 449 Managerial
 Leadership
 (capstone) (4)

One of the following:

- PHIL 315 Social Ethics (4)
- PHIL 350 Technology and
 Value (4)
- REL 350 Christian Ethics
 (4)