

# **Extended Campus Student Handbook**

**A collaboration between La Sierra University, Mid-  
America Union Conference, and Union College  
Offered in Lincoln, Nebraska**

**La Sierra University  
School of Education**

Update 2019

<b>Dean’s Welcome.....</b>	<b>3</b>	Other Educators & Reciprocity Agreement	
<b>General Information.....</b>	<b>4</b>	<b>Steps to Program Completion .....</b>	<b>11</b>
History of La Sierra University		<b>Academic Information .....</b>	<b>12</b>
Accreditation		Advisement	
Extended Campus Program		Credits	
<b>Degrees Available .....</b>	<b>5</b>	Transfer credit	
<b>Programs of Study .....</b>	<b>6</b>	Grade reports	
MA, Administration and Leadership		In-Progress (IP) grades	
MA, Curriculum and Instruction		Incomplete (I) grades	
<b>Admission.....</b>	<b>8</b>	Grade point average (GPA)	
NAD educators		Grade requests and transcripts	
Returning Students		Attendance Policy	
<b>Registration.....</b>	<b>9</b>	Instructors	
Registration		<b>Administration of the Programs.....</b>	<b>14</b>
Independent Study		Administrators	
Change of Program		<b>Communication.....</b>	<b>16</b>
Class Format & Electronic Instruction		<b>Appendix A: LSU Library Services.....</b>	<b>17</b>
<b>Housing and Other Student Services ...</b>	<b>10</b>	<b>Appendix B: UC Library Services .....</b>	<b>21</b>
<b>Financial Information.....</b>	<b>10</b>	<b>Appendix C:</b>	
Educators of the SDA School System		Academic Integrity and Honesty .....	<b>22</b>
		<b>Appendix D:</b>	
		Student Academic Grievance .....	<b>26</b>

## **The Dean's Welcome**

Welcome to La Sierra University School of Education. Our students come from across North American and around the world. Our faculty, in education and experience, reflect a similar background. Although our main campus is located in Riverside, California, we gladly welcome students who attend our Extended Campus site in Nebraska.

It is our goal to serve you well and to share with you the excitement and challenge of graduate education. While distance may seem to be a barrier, we believe that our program, with campus coordinators and many La Sierra-based faculty, will bring us close together. We are pleased to have you join our program and welcome you to La Sierra University School of Education.

Chang-ho Ji, PhD  
School of Education Dean

## **General Information**

### *History of La Sierra University*

La Sierra University is a Seventh-day Adventist coeducational institution that began as La Sierra Academy in 1922, on acreage that had been part of an 1846 Mexican land grant known as Rancho La Sierra, and is now part of the city of Riverside. In 1923, with the addition of coursework in preparation for teaching, the school became La Sierra Academy and Normal School. As the offerings continued to grow, it became Southern California Junior College in 1927 and La Sierra College in 1939. Accreditation as a four-year liberal arts college was received in 1946.

In 1967, La Sierra College was merged with Loma Linda University as the College of Arts and Sciences. The School of Education was organized in 1968, followed in 1986 by the School of Business and Management and the Center for Lifelong Learning, and in 1987 by the School of Religion.

The Loma Linda and La Sierra campuses of Loma Linda University were reorganized into separate institutions in 1990, and these four schools (the College of Arts and Sciences, the School of Education, the School of Business and Management, and the School of Religion) together with the Center for Lifelong Learning, became La Sierra University.

### *Accreditation*

La Sierra University is accredited by the WASC Senior College and University Commission and by the Adventist Accrediting Association. The University is a member of the American Council on Education, the Association of American Colleges, the National Association of Independent Colleges and Universities, and the Association of Independent California Colleges and Universities. Approval of programs is maintained with the California State Commission on Teacher Credentialing and with the North American Division Office of Education.

### *Extended Campus Programs*

The extended campus concept was a dream that became a reality in 1978 when, in answer to urgent requests, La Sierra University School of Education began offering graduate programs on the campuses of Union College in Lincoln, Nebraska and Southern Adventist University (formerly Southern Missionary College) in Collegedale, Tennessee. Extended campus programs have since come and gone, guided by the need in their local areas.

The extended campus program at Union College continues as a rewarding and smoothly-running collaboration. The programs leading to the Master of Arts degree in Curriculum and Instruction or Educational Administration, are offered during the summer quarters expressly for the purpose of providing further training and enrichment to Seventh-day Adventist elementary and secondary teachers, superintendents, and other educators involved in the supervision of curriculum and instruction.

## **Degrees Available**

Master degrees with specializations in the areas of Curriculum & Instruction and Administration & Leadership are available at the Union College extended campus location.

Requirements for the Seventh-day Adventist Administrator's Certificate with the principal and supervisor endorsements can be obtained through this program. Students wishing a state administrator credential should determine whether or not this program meets their state requirements.

Within these programs are certain core courses that are applicable to other graduate programs offered by the School of Education on the main campus in Riverside, California. Those who wish to pursue any of these graduate degrees at the School of Education may elect to take some core courses on an extended campus. The programs are also structured to assist in fulfilling requirements for maintaining teaching credentials issued by the General Conference of Seventh-day Adventists Department of Education. Credentialing responsibility will be assumed by the respective union conference offices of education.

Students pursuing the Master of Arts degree must fulfill the published requirements of the School of Education in its regular Bulletin for the granting of the degree.

## Programs of Study

The following outlines indicate the general requirements for graduation in each of the programs. Specific, individual programs should be made in consultation with a La Sierra University advisor.

### **Master of Arts -- Administration and Leadership**

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<b>Core courses</b>	<i>15</i>
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EDAD 524 School Administration and Leadership	3
EDFO 512 Integration of Faith and Learning	3
EDCI 514 Foundations of Curricular Design	3
RSCH 504 Methods and Materials of Research	3
EDPC 561 Counseling Theories & Techniques	3

<b>Specialization</b>	<i>21</i>
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EDAD 540 Phil. & Personal Aspects of Leadership	3
EDAD 543 Instructional Coaching*	3
EDAD 570 Human Resource Management in Ed. Settings	3
EDAD 571 Operations & Resource Management**	3
EDAD 574 Legal Aspects of Education	3
EDAD 579 School Finance	3
EDAD 598 Seminar in Current Trends	3

<b>Electives</b>	<i>6</i>
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Chosen from EDCI courses offered in the extended campus program.

<b>Research Project</b>	<i>3</i>
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EDAD 597 Master's Research Project

<b><u>Total graduate units</u></b>	<b><u>45</u></b>
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Notes:

1. Students may transfer up to 9 graduate quarter units from other accredited institutions.
2. Transfer credits must be approved by the department chair.

\*Replaces EDAD 545 Supervision of Instruction

\*\*Replaces EDAD 576 School Administration K-12

## **Master of Arts -- Curriculum and Instruction**

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<b>Affective</b>			<i>12</i>
EDCI 504	Philosophy of Christian Education	3	
EDFO 512	Integration of Faith and Learning	3	
EDCI 506	Learning and Assessment	3	
EDCI 664	Social & Emotional Intelligence	3	
<b>Physical</b>			<i>15</i>
EDRS 504	Methods and Materials of Research	3	
EDAD 524	School Administration and Leadership	3	
EDCI 516	Digital Literacy	3	
EDCI 545	Neuroscience and Learning	3	
EDCI 550	Learning Theories & Instructional Design	3	
<b>Cognition</b>			<i>15</i>
EDCI 514	Foundations of Curriculum Design	3	
EDCI 552	Trends & Innovation in Curricular Design	3	
EDCI 564	Special Education in the General Classroom	3	
EDCI 598	Seminar in Current Trends	3	
EDPC 561	Counseling Theories & Techniques	3	
EDCI 597	Master's Project	3	

**Total Graduate Units** **45**

Notes:

1. Students may transfer up to 9 graduate quarter units from other accredited institutions.
2. Transfer credits must be approved by the department chair.

## **Admissions**

Students seeking admission to either of the Master of Education degree programs shall have completed a baccalaureate degree and otherwise have met requirements for admission to La Sierra University, School of Education. A departmental interview is required. Students wishing to enroll for professional enrichment may do so as non-degree students, but must show evidence of an accredited baccalaureate completion. Courses taken for enrichment or credentialing purposes may not apply to a regular degree program except by special approval of the School of Education.

Online application on line is available at: <http://www.lasierra.edu/apply> Applicants must also request official transcripts from all colleges and universities attended. These transcripts are to be sent directly from the universities to the La Sierra University admissions office.

### *North American Division conference teachers and administrators*

The program is provided by means of a contract between La Sierra University School of Education and the Mid-America Union conference. Students wishing to apply for a degree program may apply online. The application and acceptance process may not always be completed by the beginning of the summer session. Students may enroll in up to 4 courses as non-degree students pending acceptance.

### *Returning students*

Students accepted into the Master's degree program are accepted for a period of seven years, during which time the student is expected to complete the program. Reapplication each year is not necessary.



## **Registration**

Students pre-register for summer classes. Registration instructions can be found on the School of Education website. <http://lasierra.edu/education/extended-campuses/>

### *Independent study*

Requests to take a class by independent study will not be allowed except for very unusual circumstances and then only if the teacher is a regular faculty member at La Sierra University and approved by the dean of the School of Education. If approved, students must complete a “Directed/Independent Study, Title Request form” in addition to the registration form. The fee for directed study is the current regular tuition rate and will be paid by the student directly to the School of Education, La Sierra University.

### *Change of Program*

After the pre-registration period, a student wishing to drop or add a course must do so online.

## **Class Format and Online Instruction**

Classes are offered in a condensed three-week format and typically require students to complete certain assignments before the summer session begins, and complete some assignments after the session is over. Each course syllabus provides the necessary directions for completing the pre-session assignment.

Register promptly upon receiving notification that registration is open. Students who wait until the face-to-face summer 3-week session to enroll will miss significant portions of the class requirements. Failure to complete these assignments will affect the course grade.

### *Course Syllabi*

The course syllabi will be emailed to each student as they pre-register for their summer courses. About a week or so before the beginning of summer classes, syllabi will be available to registered students on Blackboard. Included in each course syllabi are instructions for pre-assignments (if applicable), class textbook(s) and any other required and recommended materials.

## **Housing and Other Student Services**

Campus program coordinators are responsible for making preliminary arrangements both for housing and the issuing of ID cards required to access the library, cafeteria, and other student services, i.e., the swimming pool. For housing information at the extended campus, contact the extended campus coordinator.

## **Financial Information**

### *Educators of the Seventh-day Adventist School System*

Educators employed by the Mid-America Union receive full tuition scholarships for the extended campus program from the sponsoring union for up to 12 quarter units per summer. Housing, meals and travel costs are the responsibility of the student as arranged with the employing organization. Room and board will be paid by the student directly to the local campus.

### *Other Educators*

Educators not employed by one of the sponsoring Seventh-day Adventist School systems will pay regular La Sierra tuition or other tuition rates as advertised. Payments and other arrangements should be made directly with the host college. Housing, meals and travel costs are the responsibility of the student. Room and board are paid by the student directly to the local campus.

### *Reciprocity Agreement*

Students employed by the Mid-America Union may have the privilege of attending the summer session on the La Sierra University campus in Riverside, California. Any student desiring to attend the La Sierra-Riverside campus must obtain written permission from their union director of education and from Dean of the School of Education. All arrangements are to be completed before the first class session. Tuition is covered on the reciprocal campus.

## Steps to Program Completion

### 1. Application form

*Complete the La Sierra University application form: <http://www.lasierra.edu/apply>*

### 2. Admissions file

*Submit other materials as required to complete your admissions file. You will receive a letter from the admissions office indicating additional materials needed for your admissions folder. These may include:*

*Transcripts from other colleges or universities attended.*

*References.*

*Report on an interview with a representative of the School of Education.*

**NOTE:** Completing the admission process is essential. You may lose credits if you do not follow through with this process. If you are taking classes for credential purposes ONLY and have NO wish to obtain an advanced degree, please specify in your application process. Be careful; changing your mind at a later date can result in the loss of credits.

### 3. Academic program

*You will have access to Degree Works, software which tracks your individualized program of academic studies for the degree program you have selected. Your academic advisor is the campus coordinator, who consults with the department.*

### 4. Admittance letter

*Look for and obtain letter of admittance from La Sierra University*

*NOTE: You may begin taking classes while you wait for the admission process to be completed, but you may only complete up to 12 quarter units in non-degree status.*

### 5. Petition for graduation

*One year before you expect to graduate, you will need to complete and mail to the department of your degree major at La Sierra University, a Petition to Graduate form. Be sure to follow up with email or phone calls to be sure your petition has been processed.*

### 6. Coursework

*You will need to complete all of the course work on your program with a GPA of at least 3.0.*

### 7. Comprehensive examination

*Contact the department of your major to obtain a study guide for your final department comprehensive examination. Arrangements for comprehensive examinations are made with the administrative assistant in the relevant department.*

### 8. Exit assessment

*At or near the completion of your coursework, an exit program assessment will be conducted.*

## 9. Graduation

*You may travel to La Sierra University and participate in the June commencement weekend series of programs if you wish. Otherwise, a local completion ceremony may be held.*

### **Academic Information**

#### *Advisement*

While attending classes at the local campus, you may obtain advisement from the campus coordinator. Regular faculty teaching at the extended campus in the summer may also answer questions.

La Sierra University is responsible for providing academic advisement. You are responsible for reading all of the published materials and your individual academic program. You are expected to notify your advisor or a university person if you have any questions or if you see any errors in your individual program. If for any reason you are unable to get satisfactory answers to your questions, contact the dean's office by phone or email. The dean's administrative assistant will assure that you will receive a response to your question.

#### *Credits*

All credits earned at La Sierra University are quarter units. Credits are transferrable to other institutions at the discretion of the receiving institution.

#### *Transfer credit*

Students may transfer up to 9 quarter hours from an accredited graduate institution, with approval of the transfer classes by the department chair. The transfer of additional hours could be transferred by action of the graduate committee at the La Sierra campus. The applicant must request that official transcripts of all work taken at other higher education institutions be sent to: Office of Admissions, La Sierra University, 4500 Riverwalk Parkway, Riverside, CA 92515.

#### *Grade*

You can access your grades through your myCampus account. For information on how to setup and activate your myCampus account password please visit School of Education's "Online Learner Support" page at <http://lasierra.edu/online-programs/online-learner-support/>

#### *In-Progress (IP) grades*

In-progress (IP) grades are issued for certain classes that merit extended time for continuing and completing work that has been started during the summer term, such as Masters Project. Classes that involve continuing research, the implementation of certain features in the educational work place and fieldwork illustrate the type of classes that merit IP grades.

School of Education policy allows for a four quarter span of in-progress class work. This means that the IP may be continued for up to three quarters following the quarter in which the student registered for the class. Specific completion dates will be announced by the class instructor. Should the student fail to complete his/her work at the end of the allotted time, the

student will receive a grade from the teacher or process a withdrawal (W). If the student fails to fulfill the course requirements satisfactorily, and does not request withdrawal, a withdrawal request may be initiated within the La Sierra University School of Education.

### *Incomplete (I) grades*

An “incomplete” is given only for circumstances beyond a student’s control, and only if 75 percent of the course work has been completed. An “I” may be changed to a grade by the instructor, no later than the end of the following quarter.

### *Grade Point Average (GPA)*

To be eligible for graduation, the graduate student must earn a grade point average of 3.0 or higher at the master’s degree level. Additionally, any course with a grade below a B- will not be counted toward graduation requirements.

### *Grade requests and transcripts*

Instructors post grades online through the campus system. All grades, related notices and transcripts are issued from the Office of the Registrar at La Sierra University, not from the host institution.

For credential renewal purposes in the North American Division, one transcript will be sent each fall term to the student’s employing union conference office. This transcript is sent at no cost to the student. The student must sign the transcript authorization form at the time of registration. To request additional transcripts, click on the ‘Transcript Request’ icon at: [www.lasierra.edu/records-office/](http://www.lasierra.edu/records-office/)

### *Attendance policy*

Class attendance is required beginning with the first day of each session including possible required participation in on-line activities during the pre-session. Attendance at all class appointments is expected. Excessive absences from a specific class may result either in the instructor’s requesting the student to withdraw from the class or in the student’s receiving no credit or grade for the course. Excessive absence from several classes may result in a required school withdraw. Teachers expect graduate-level students to regard the class as priority business. Work, dental, and medical appointments should be arranged so as not to require missing classes. When illness necessitates missing a class or field trips, the student is to personally notify the teacher involved, obtain assignments, and make the necessary arrangements for make-up work.

### *Instructors*

All courses shall be taught by qualified individuals approved by the School of Education in consultation with the academic administration of the college providing the extended campus site.

A professional resume for each instructor is on file in the Dean's office at La Sierra University School of Education. It is the responsibility of the School of Education to contract for and make appropriate financial arrangements with each instructor.

### **Administration of the Programs**

The Extended Campus programs are coordinated through the office of the Dean, La Sierra University School of Education, in conjunction with the Planning Committee for Extended Campus Programs.

#### *Planning Committee for Extended Campus Program (Mid-America)*

The membership of the Planning Committee for Extended Campus Program consists of the dean of the School of Education, the Vice President for Academic Administration and the Program Coordinator from Union College, the Director of Education of the Mid-America Union and the Registrar of the Mid-America Union, and two students currently in the program. Additional members may include, as needed, other local campus supporting personnel. The Dean chairs this committee.

The Dean of the School of Education will meet with the Planning Committee for Extended Campus Programs at the Nebraska campus once per year for the purpose of program planning, review and evaluation.

#### *Extended Campus Executive Committee*

The Extended Campus Executive Committee, consisting of the Dean of the School of Education and the department chairs, functions as the ongoing implementation, planning, and evaluation body for all extended campus programs.

#### *Extended Campus Program Coordinator*

The program coordinator for each extended campus is appointed by the Dean of the School of Education upon the recommendation of the academic administrator of the host campus. The appointment is made in consultation with the sponsoring union director of education.

The extended campus coordinator serves as advisor to students and is responsible for the communication between the extended campus and the School of Education in all matters such as registration materials and procedures, instructor grade reports, teacher evaluations, program changes, etc.

*Administrators*

The program is organized and coordinated by the following individuals:

La Sierra University:

*Chang-ho Ji, Ph.D., Dean, School of Education*

*Josh Anguiano-Vega, Ed.D., Chair, Department of Administration & Leadership*

*Keith Drieberg, Ph.D., Chair, Department of Curriculum & Instruction*

Union College:

*Frankie Rose, Ph.D., Vice President for Academic Administration*

*Trudy Holmes-Caines, Ph.D., Chair, Department of Human Development*

*Campus Coordinator*

*Peter Adams, MA, Education Program Director & Interim Campus Coordinator Division  
of Human Development, Union College*

Mid-America Union:

*LouAnn Howard, Director, Office of Education, Mid-America Union*

*Kristi Griffith, Registrar, Office of Education, Mid-America Union*

## **Communication**

Students having any questions concerning the extended campus program should feel free to write or call the office of the Dean, School of Education. The La Sierra University Graduate Academic Bulletin is available at the university website.

### **La Sierra University:**

Chang-ho Ji, Dean  
School of Education, La Sierra University  
4500 Riverwalk Parkway, Riverside, CA 92515  
Phone: (951) 785-2266 or  
1-800-874-5587 (from points in North America only)  
FAX: (951) 785-2205  
email: [cji@lasierra.edu](mailto:cji@lasierra.edu)

Lina Soria, Administrative Assistant  
School of Education, La Sierra University  
4500 Riverwalk Parkway, Riverside, CA 92515  
Phone: (951) 785-2266 or  
1-800-874-5587 (from points in North America only)  
Email: [lsoria@lasierra.edu](mailto:lsoria@lasierra.edu)

### **Union College:**

Peter Adams, Interim Campus Coordinator  
Union College - La Sierra University Extended Campus Program  
3800 South 48th Street  
Lincoln, Nebraska 68506  
Phone: (402) 486-2522  
Email: [peter.adams@ucollege.edu](mailto:peter.adams@ucollege.edu)

### **Mid-America Union:**

Kristi Griffith, Advising & Recruiting  
Mid-America Union Conference  
8307 Pine Lake Rd.  
Lincoln, NE 68516  
Phone: (402) 484-3015  
Email: [kristi.griffith@maucsda.org](mailto:kristi.griffith@maucsda.org)



## **Appendix A: Library Services**

Books, periodicals and other resources provide a significant source of information beyond the classroom discussions and lectures that are part of your program. You should become familiar with the library at the extended campus site where you will be studying. You should also become familiar with the online library services and resources that can be provided by La Sierra University. The host campus library contains a collection of general library materials as well as materials specifically related to the areas of your study. La Sierra University supplements the materials budget of the host libraries for the purpose of enhancing the collection of books and journals related to your program of study. No library has every item you may require; however, the librarians at the host campuses and those at La Sierra University will try to help you locate appropriate materials and make these available in a timely way.

### *Reference services*

The reference collection and the librarians of the host library are available to assist you in locating materials. The online public access catalog, and the general and subject indexes related to education and the social sciences should be used to locate the materials you will need for your study and research. If you are unable to find what you need in the host library, please use the toll-free number ([800/874-5587](tel:8008745587) in the United States) to speak with a reference librarian at La Sierra University. A La Sierra librarian can give you reference assistance, and can give you additional help in obtaining materials.

### *Reserve books*

When it is expected that intensive use will be made of certain materials, faculty sometimes place these books and other materials on reserve. You should consult the reference librarian or circulation desk in the host library to obtain information about resource materials.

### *Use of other libraries*

You may find that it is convenient to use an academic library close to the host campus. Most large academic libraries, including those nearby the host campus library, now have on-line public access catalogs (OPAC). The OPAC is a computerized version of the card catalog. Most of these OPACs are accessible via the Internet. Searching the OPAC(s) before you visit the library can help you organize your search time efficiently. You should check with the librarians(s) at the host campus library for assistance in accessing these.

## **La Sierra University Library Services**

### *Books*

The La Sierra University Library holds more than 200,000 book volumes. The Library has extensive holdings in the areas of religion, education, management, psychology and other social sciences that may be relevant to your study and research. These are available for your use. You may access the Library's on-line public access catalog (OPAC) through the Internet. The Library's catalog also includes access to many eBooks which you may access with your La Sierra ID information. The URL for the Library website is: <http://www.lasierra.edu/library/>

### *Periodicals*

The La Sierra University Library holds some 37,000 bound periodical volumes. These represent several thousand individual titles. The Library subscribes to nearly 800 current periodical titles. Most of the frequently cited education periodicals are among the currently received periodicals, specific volumes and issues held by the Library are listed in the OPAC at the Web address listed above.

### *Other resources*

Additional information about library services and support is available on the LSU Library web page. Click on the "Library Services" link and then on the "link".

ERIC (Educational Resource Information Center), through its clearinghouse across the country, indexes journal articles in over 700 journals and processes and indexes thousands of reports, papers, etc. (published and unpublished) on topics related to education. Current index to journals in education is a print index to educational journals. "Resources in Education" is a print index to the microfiche collection of reports and study papers. The host library may hold some of the core journal titles that are indexed in this source. The LSU may hold other titles. The La Sierra University Library holdings include many of the ERIC documents on microfiche. Since these are not listed in the catalog, you can verify whether or not a particular item is available by sending an email to the reference librarians ([library@lasierra.edu](mailto:library@lasierra.edu)). Be sure to include the ERIC document number for inquiries about materials from the ERIC microfiche collection. Copies can usually be provided upon request for documents from the Library's files. The most recent ERIC documents are available in full-text format via the OCLC ERIC database, which can be accessed from the Library website.

### *Computer searches*

Libraries provide on-site access to computerized versions of ERIC and related social science databases (PsycInfo, PsycArticles, and Social Work Abstracts). These databases permit you to quickly locate citations and abstracts of articles by author, title, subjects and key-words. Internet access to the La Sierra University Library's OPAC as well as about 80 databases is available at the Library homepage ([www.lasierra.edu/library](http://www.lasierra.edu/library)). Information on how to access the Library databases from off-campus is available at the main Library Web page. Several databases (i.e. ABI/Inform, Academic Search Premier and WilsonWeb contain full text for many indexed titles. These resources combined include nearly 50,000 journal titles available in full-text format. Effective computer searching requires a clear definition of the research question, identification of key terms, and proper construction and entry of these search terms into the computer. Most databases have a thesaurus to help you identify appropriate descriptors used in the particular databases. If you need assistance in using one of these databases, ask a librarian.

### *Photocopy service*

When particular periodicals articles are not available in the host library collection or from one of the online databases, you can consult the LSU Library OPAC to see if a particular article might be available there. If it is, you may request a photocopy or email scan from the LSU Library. Such requests are processed promptly and generally you may have the article in hand within one week or sooner.

### *Contacting the La Sierra University Library*

You may contact the La Sierra University Library in several ways if you need assistance with an information problem. You may use the US toll-free number [1-800/874-5587](tel:1-800-874-5587). You should identify yourself as an "Extended campus student" and ask to be transferred to extension 2396 (the Library reference desk). You may also send requests for information and assistance via fax to [951/785-2445](tel:951-785-2445) or by email to [library@lasierra.edu](mailto:library@lasierra.edu) The Library maintains a website at [www.lasierra.edu/library/](http://www.lasierra.edu/library/).

### *Requesting materials*

Please identify yourself when making requests for information or when requesting articles or books. You should include the following information:

- Your name
- Your student ID number
- The course number for the course that is associated with the information request
- Your address, or the one to which you wish the response sent
- A telephone number and/or email address where you can be contacted if necessary

For book requests, please include the following information for each:

- Author
- Title
- Imprint: Publisher, date of publication and/or edition

For periodical articles requests, please include the following information for each:

- Author(s)
- Title of article
- Journal title
- Date (year, month, and day) published
- Volume and number of issue
- Inclusive paging

### *A few general suggestions*

Plan ahead. If a book or journal article you need is available, the LSU Library will mail it to you the next working day after your request is received. However, if another borrower has the book in use, the delay in sending it to you may be substantial and you may not receive it on a timely schedule.

### *Postage and fees*

Students are responsible for return postage on borrowed books. Each book will arrive in a mailer with a return address label enclosed. Other fees you may incur will be for photocopying and computer searches which are conducted by a librarian.

### Computer and Internet access

A computer with access to the Internet is an indispensable requirement for students in the extended campus program. Beyond the obvious conveniences of word processing, the computer is an invaluable communication tool that will help you keep in touch with your professors, other students, with the library at La Sierra University and with the libraries at other institutions as well.

## Appendix B: Union College (UC) Library Services

### *Hours*

Regular summer library hours:      Sunday 1:00pm - 9:00pm  
   Mon-Thurs 9:00am - 9:00pm  
   Friday 9:00am - 4:00pm

### *Resources*

The Union College Library has resources in a variety of formats for your study and research.

### *Books*

The Union College Library has over 100,000 book titles classified by the Dewey Decimal Classification System and these may be located using the [Union College Library WEBCat](#) or from the [Union College home page](#) use the site map and click on library, then select the Library Catalog. Many titles are available in E-Book format and may also be accessed from the library home page. Heavily used items may be placed on reserve—**these are available at the library desk**. Reference books **are located on the main** floor, adjacent to the main desk.

### *Periodicals*

The Union College Library provides easy access to current and bound periodicals which are available on the main floor of the library and which are shelved in alphabetical order. Access is also provided to several thousand titles in electronic format from the library home page—select from ERIC (Educational Resource Information Center) EBSCO (a general database which includes general leisure as well as scholarly journals in many fields) PsychInfo (an index to journals) and Psych Articles (full text articles) Databases for other disciplines are also available

### *Other resources*

The Union College Library has a **reciprocal borrowing agreement** with all post-secondary libraries in the State of Nebraska. **Interlibrary loan (ILL)** is available, but if the brief summer courses do not allow time for this service, the student may wish to use other libraries in the area such as the University of Nebraska and Nebraska Wesleyan University. **Computer literature searching** is also available—please consult the access services librarian.

### *Photocopying*

A public access photocopier is available for patron use. Copies on 8 1/2 x 11" and 8 1/2 x 14" paper.

## **Appendix C: Academic Integrity and Honesty**

### *Academic Integrity*

La Sierra University expects high standards of integrity from all members of its community. Applied to the arena of academic performance, these standards preclude all acts of dishonesty. The result can be a failing grade in an assignment, a failing grade in a course, without possibility of withdrawal, or suspension or dismissal as determined by the dean.

### *Responsibilities of Students*

It is the responsibility of the student to avoid both dishonest practices and the appearance of dishonesty. Students should make the necessary effort to ensure that their work is not used by other students. They have the responsibility to protect the integrity of their academic work by doing all they can to stop the dishonest practices of others.

### *Responsibilities of Faculty*

It is the responsibility of faculty to aid students in developing honest academic habits. It is the teacher's responsibility to ensure that academic dishonesty is not tolerated. Teachers requiring independent work (e.g., take-home tests, research papers, etc.) as part of the student's grade should take appropriate precautions (e.g., teacher-student conferences, examination of research notes, etc.) to ensure that the work represents the student's own efforts. It is recommended that teachers avoid basing an excessive amount (over 20%) of the student's grade on work where adequate supervision and controls are not possible.

It is the responsibility of faculty to report all instances of academic dishonesty. In particular, the instructor of the class in which any act or acts of third degree academic dishonesty occur(s) shall immediately notify the department chair and/or program director with a description of each act of academic dishonesty and any supporting material. In the case of first or second degree academic dishonesty; the dean of the school and the department chair shall be immediately notified with a description of each act of academic dishonesty and any supporting material.

### *Responsibilities of department chair and/or program director*

The chair of the department and/or program director shall assure that a report of acts of academic dishonesty in their department is sent to the dean. In the case of third degree academic dishonesty, the department chair and/or program director will consult with the instructor to determine the appropriate penalty within the range of possibilities (a failing grade, without possibility of withdrawal) and a report of the decision together with a description of the acts will be forwarded to the dean.

### *Responsibilities of dean*

The dean, in consultation with the instructor in whose class the act or acts of first or second degree academic dishonesty occurred, shall review the facts of the case. The dean of the school shall interview the student with respect thereto and may invite the Vice President for Student Life to be present. The dean of the school shall also give the student the opportunity to respond in writing to the allegation, or allegations, of academic dishonesty.

If it is determined that the act or acts of first or second degree academic dishonesty are established by substantial evidence, the dean of the school shall impose such sanction as is appropriate under the circumstances and consistent with this Extended Campus Handbook. The dean of the school may present the finding and the imposed sanction to the dean's Executive Committee.

The dean of the school shall maintain a file of the report of and evidence for all acts of academic dishonesty reported within their school that are subject to the terms of this Extended Campus Handbook. The Vice President for Academic Administration shall be informed of any action with respect thereto.

#### *Responsibility of Vice President for Academic Administration*

The office of the Vice President for Academic Administration will maintain a file on all reports of, and evidence of, academic dishonesty reported within the university.

#### *Academic Honesty*

It is part of the mission of the university to provide its students not only with excellent technical skills that will contribute to their success, but also to encourage in each student an appreciation of the importance of high standards of ethical behavior, without which all academic enterprise will have little or no meaning. The faculty and administration in the university are, therefore, urged to demonstrate clear, strong, and consistent codes of ethics in all aspects of institutional life. It is also legitimate and appropriate to hold students to the highest standards of behavior in their academic work.

#### *Academic Dishonesty*

Because academic honesty is the cornerstone of institutional integrity, academic dishonesty is a threat to the intellectual framework of an academic community and is, therefore, a most serious violation of trust when occurring in a community of scholars and educators. Academic dishonesty shall be defined to include, but shall not be limited to, the following list.

##### (1) Cheating

- a. Copying from others during an examination.
- b. Communicating examination answers with another student during an examination or with another student who has yet to take the exam.
- c. Offering another's work as one's own.
- d. Taking an examination for another student or having someone take an examination for oneself.
- e. Sharing answers for a take-home examination or homework unless specifically authorized by the instructor.
- f. Tampering with an examination after it has been corrected, and then returning it for more credit.
- g. Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
- h. Allowing others to do the research and/or writing of an assigned paper (including use of the services of a commercial term-paper company).

(2) Dishonest Conduct

- a. Stealing or attempting to steal an examination or answer key.
- b. Changing or attempting to change academic records without proper authority.
- c. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
- d. Intentionally impairing the concentration of other students and/or faculty.
- e. Altering enrollment documents after signatures have been obtained.
- f. Forging of signatures on any document.
- g. Providing data known to be false.
- h. Obtaining unauthorized university files or accounts.

(3) Plagiarism

- a. Stealing or passing off as one's own, the ideas or words of another person.
- b. Using a creative production without crediting the source.
- c. Failing to give credit for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.

(4) Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is guilty of academic dishonesty.

*Substantial Evidence*

Substantial evidence shall be defined as such evidence that a reasonable mind might accept as adequate to support a conclusion and upon which reasonable persons might rely in the conduct of their day-to-day affairs.

*Categories of Academic Dishonesty*

(1) First Degree Academic Dishonesty

First degree academic dishonesty shall be defined as any act of academic dishonesty that is obviously willful, premeditated, and beyond the impulse of the moment and, as such, warrants the immediate suspension or expulsion from the university of any student committing such an act (e.g., stealing exams; wrongfully altering grades on official records; sitting for an examination for another student, or having another person sit for the examination of any student; the purchase of term papers).

(2) Second Degree Academic Dishonesty

Second degree academic dishonesty shall be defined as any act of academic dishonesty that is willful or premeditated but not wantonly so, and where the magnitude of such an act does not warrant the suspension or expulsion of the student from the university. The committing of such an act (e.g. cheating on major assignments or examinations, using cheat sheets or other unauthorized materials, plagiarizing on major assignments) shall result in an F in a course, without possibility of withdrawal.



(3) Third Degree Academic Dishonesty

Third degree academic dishonesty shall be defined as any act of academic dishonesty that is not premeditated but apparently an impulse of the moment (e.g. copying homework, looking on a neighbor's exam or receiving unauthorized aid during an exam, knowingly and willingly permitting or assisting others to copy from one's exam or other assigned work). The first occurrence of such an act could result in penalties ranging from a failing grade in the assignment to the reduction of the course grade by one letter grade, without possibility of withdrawal.

*Consequences of Academic Dishonesty*

(1) Probation for Second or Third Degree Academic Dishonesty

Where it has been determined by substantial evidence that a student has been involved in a first act of second degree academic dishonesty, the student shall receive an F in the course wherein such act of academic dishonesty occurred, and the student shall be placed on probation by the dean of the school. The student remains on probation for academic dishonesty for the remainder of their academic career at the university.

(2) Dismissal or Expulsion for Academic Dishonesty

Where there has been an act of first degree academic dishonesty, or an act of academic dishonesty by a student on probation for academic dishonesty, the student shall be dismissed from the university for a period of at least one quarter; or if so warranted by the circumstance, may be permanently expelled from the university. In either case, the Office of Admissions is so notified.

## **Appendix D: Student Academic Grievance**

A student believing that he/she has been academically unfairly treated or disciplined, may enter into an academic grievance process. A memorandum setting forth the process shall be made available to the student upon request or at the time of formal discipline. The student who has an academic grievance should follow the procedures outlined below.

If the dissatisfaction outlined when initiating the grievance pertains to an instructor or department action, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance in with the instructor in an informal conference immediately after its occurrence but no later than one month into the following quarter.

(2) Step Two: If the student is dissatisfied with the results of Step One, then the student may submit the grievance in writing to the chair of the department and/or program director involved and to the coordinator of the program in which the student is enrolled within fifteen school days of the informal conference accomplished in Step One. The chair of the department and/or program director in consultation with the instructor and coordinator of the program shall reply in writing within fifteen school days of receipt of the written grievance and shall state and affirm the decision, modify the decision, or overturn the decision based on information received subsequent to the conference.

(3) Step Three: If dissatisfied with the results of Step Two, the student may appeal to the dean of the school housing the departments within fifteen school days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean with the dean's representative chairing the committee) to evaluate the grievance and report to the dean on its merit. The grievance shall be considered at a meeting of the appointed committee, the hearing shall be commenced within fifteen school days following receipt, and the committee shall report to the dean within five school days following the meeting. The dean's decision shall be communicated in writing to the student within fifteen school days after receipt of the committee's report.

The dean's decision shall be final. The results of the grievance will be reported to the faculty member and department chair and/or program director involved and to the dean's Executive Committee. A copy of the decision will become part of the dean's file. The Vice President for Academic Administration and the Vice President for Student Life shall be informed of any action with respect thereto. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

If the dissatisfaction outlined when initiating the grievance pertains to an action originating in a dean's office, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance with the dean in an informal conference immediately, but no later than one month, after its occurrence.

(2) Step Two: If dissatisfied with the results of Step one, the student may submit the grievance in writing to the Vice President for Academic Administration within fifteen school days of the meeting in Step One and request that the Vice President for Academic Administration appoint a faculty review committee of three members (one chosen by the student, one by the dean, and one by the Vice President for Academic Administration, with the Vice President for Academic Administration's representative chairing the committee) to evaluate the grievance and report to the Vice President for Academic Administration on its merit. The grievance shall be considered at a meeting of the appointed committee, the grievance hearing shall be commenced within fifteen school days following receipt of the grievance, and the committee shall report to the Vice President for Academic Administration within five school days following the meeting. The Vice President for Academic Administration's decision shall be communicated in writing to the student within fifteen school days after receipt of the committee's report.

(3) The Vice President for Academic Administration's decision shall be final. The results of the grievance will be reported to the dean involved and to the dean's Executive Committee. A copy of the decision will become part of the Vice President for Academic Administration's file. The Vice President for Student Life shall be informed of any action. In the cases where the admission status of the student is involved, the Office of Admissions is notified.