

ASIA-PACIFIC INTERNATIONAL UNIVERSITY



ACADEMIC BULLETIN
2016-2018

Academic Bulletin 2016-2018

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Academic Calendar 2016-2017

SEMESTER I August to December 2016

First Semester	Time	Day	Date
Faculty Colloquium	8.00 – 17.00	Wednesday–Friday	August 3 – 5
Dormitory Move In Day	8.00 – 17.00	Sunday	August 7
English Proficiency Examination (EPE) – International Students English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students	8.00 – 11.00 14.00 – 17.00 14.00 – 15.00	Monday	August 8
Entrance Examinations (Thai Programs) Admission Interviews (International/Thai Students) Placement List Posted (ESL Program/English Majors) Admission List Posted (International and Thai Programs)	8.00 – 12.00 9.00 – 17.00 10:00 16.00	Tuesday	August 9
New Student Orientation Registration (Returning Students Only)	8.00 – 17.00 8.00 – 17.00	Wednesday	August 10
Registration (New Students)	8.00 – 17.00	Thursday	August 11
Holiday (H.M. Queen's Birthday)		Friday	August 12
New Student Orientation Activities Continue	17.00 – 17.00	Saturday – Sunday	August 13 – 14
Registration (Returning Students)	8.00 – 17.00	Monday	August 15
Semester I Classes Begin – All Programs	8.00	Tuesday	August 16
Late Registration (Late Fee Applies)		Tuesday	August 16
Last day to petition to enter class/Last day of late registration	8.00 – 17.00	Tuesday	August 23
Last day to add or change a class (Au-Cr)	8.00 – 17.00	Friday	August 26
Wai Kru Day		Wednesday	August 31
Festival of Faith I		Monday – Saturday	September 12 – 17
University Cultural Festival		Sunday - Monday	September 25 - 26
Monday make-up Class	8.00	Tuesday	September 27
Mid-Semester Test Week (In class)		Monday – Friday	October 3 - 7
Mid-Semester Break		Friday	October 21
Holiday (In lieu of Chulalongkorn Memorial Day)		Monday	October 24
Classes Resume – All Programs	8.00	Tuesday	October 25
Monday make-up class	8.00	Wednesday	October 26
Pre-registration (for Semester II 2016-2017)	8.00 – 17.00	Monday – Friday	Oct 31 – Nov 4
Textbook Ordering Week		Monday – Friday	November 7 – 11
Last Day to withdraw from class with "W", change from Cr to Au	15.00	Friday	November 11
Internal Exam Board Meetings (Papers)		Monday – Friday	November 14 – 18
Classes End – All Programs	17.00	Friday	December 2
Holiday (H M King's Birthday)		Monday	December 5
Final Examinations Begin – All Programs*		Tuesday	December 6
Holiday (Constitution Day) In lieu of December 10		Monday	December 12
Final Examinations End – All Programs** (End of Semester)	16.30	Wednesday	December 14
Semester Break Begins (All Programs)		Thursday – Friday	Dec 15 – Jan 6
Internal Grade Defense Board Meetings		Thursday	December 15
Deadline for Submission of Grades to Registrar's Office	15.00	Friday	December 16
Grades Posted Online	16.00	Wednesday	December 21

Academic Calendar 2016-2017

SEMESTER II January – May 2017

Second Semester	Time	Day	Date
Dormitory Move In Day	8.00 – 17.00	Tuesday	January 3
English Proficiency Examination (EPE) – International Students English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students TQF 05 Improvement Plans Turned In	8.00 – 11.00 14.00 – 17.00 14.00 – 15.00 9.00	Wednesday	January 4
Admission Interviews (International Program) Placement List Posted (ESL Program) Admission Lists Posted (International and Thai Programs)	9.00 – 15.00 10.00 16.00	Thursday	January 5
New Student Orientation Registration (Returning Students Only)	8.00 – 17.00 8.00 – 17.00	Friday	January 6
New Student Orientation Activities Continue	17.00 – 17.00	Friday – Sunday	January 6 – 8
Registration (New Students)	8.00 – 17.00	Monday	January 9
Semester II Classes Begin – All Programs	8.00	Tuesday	January 10
Late Registration (Late Fee Applies)		Tuesday	January 10
Last day to petition to enter class/last day of late registration	8.00 – 15.00	Tuesday	January 17
Last day to add or change a class (Au-Cr)	8.00 – 15.00	Friday	January 20
Festival of Faith II		Monday – Saturday	Jan 30 – Feb 4
Holiday (Makha Bucha Day) (in lieu of Feb 11)		Monday	February 13
Monday Make-up Class Schedule		Tuesday	February 14
Mid-Semester Test Week (in class)		Monday – Friday	Feb 27 – March 3
Pre-registration (for Summer Semester, May-June 2017)	8.00 – 17.00	Wed – Friday	March 15 – 17
Pre-registration (for Semester I, 2017-2018)	8.00 – 17.00	Monday – Friday	March 20 – 24
Textbook Ordering Week		Monday – Friday	March 27 – 31
Last Day to withdraw from class with "W", change from Cr to Au	15.00	Friday	March 31
Internal Exam Board Meetings (Papers)		Monday – Friday	April 3 – 7
Thursday Make-up Class Schedule		Wednesday	April 5
Holiday (Chakri Day)		Thursday	April 6
Holiday (Songkran Festival)		Wed – Tues	April 12 – 18
Classes Resume – All Programs	8.00	Wednesday	April 19
Final Examinations Begin – All Programs*	8.00	Thursday	May 4
Holiday (Coronation Day)		Friday	May 5
Submission of Senior Grades	17.00	Thursday	May 11
Final Examinations End – All Programs** (Second Semester Ends)	16.30	Friday	May 12
Academic Board (Graduating Seniors' Names)	10.00	Monday	May 15
University Council (Graduating Seniors' Names)	13.30	Tuesday	May 16
Internal Grade Defense Board Meetings		Wednesday	May 17
Deadline for Submission of Grades (Freshmen – Juniors)	16.00	Thursday	May 18
Graduation Consecration Service	19.00	Friday	May 19
Baccalaureate Service	10.30	Sabbath	May 20
Graduation Ceremony & Royal Presentation Ceremony	9.30 & 14.00	Sunday	May 21
Holiday Visakha Bucha Day (In lieu of May 20)		Monday	May 22
Grades Posted Online / TQF 05 Improvement Plans Turned In	15.00	Friday	May 26

Academic Calendar 2016-2017

SUMMER SEMESTER June – July 2017

Summer Session	Time	Day	Date
English Proficiency Examination (EPE) – International Students English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students	8.00 – 11.00 14.00 – 17.00 14.00 – 15.00	Tuesday	May 16
Entrance Examinations (Thai Programs) Admission Interviews (International & Thai Students) Admission Lists Posted (Thai & International Programs)	8.00 – 12.00 9.00 – 15.00 16.00	Wednesday	May 17
New Student Orientation Summer Registration Day (Returning Students)	8.00 – 17.00 8.00 – 17.00	Thursday	May 18
Summer Registration Day (New Students)	8.00 – 17.00	Tuesday	May 23
Summer Session Classes Begin – All Programs	8.00	Wednesday	May 24
Late Registration (Late Fee Applies)		Wednesday	May 24
Last day to submit a petition to enter a class	8.00 – 17.00	Monday	May 29
Last day to add or change a class (Au-Cr)	8.00 – 17.00	Monday	May 29
Pre-registration (for Semester 1 2017-2018 for new summer students)	8.00 – 17.00	Mon – Wed	June 19 – 21
Last Day to withdraw from class with "W", change from Cr to Au		Wednesday	June 21
Summer Semester Classes End – All Programs	17.00	Tuesday	June 27
Final Examinations Begin – All Programs	8.00	Wednesday	June 28
Final Examinations End – All Programs (End of Semester)	16.30	Thursday	June 29
Summer Semester Ends		Thursday	June 29
Submission of Grades	17.00	Monday	July 3
Grades Posted Online	16.00	Thursday	July 6
Summer Break		Friday – Monday	Jun 30 – July 31

Academic Calendar 2017-2018

SEMESTER I August to December 2017

First Semester	Time	Day	Date
Faculty Colloquium	8.00 – 17.00	Wednesday–Friday	August 2 – 4
Dormitory Move In Day	8.00 – 17.00	Sunday	August 6
English Proficiency Examination (EPE) – International Students Entrance Examinations (Thai Program) English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students	8.30 – 11.00 8.30 – 12.00 14.00 – 17.00 15.00 – 16.00	Monday	August 7
Admission Interviews (International/Thai Students) Placement List Posted (ESL Program/English Majors) Admission List Posted (International and Thai Programs)	9.00 – 17.00 10.00 16.00	Tuesday	August 8
New Student Orientation Registration (Returning Students Only)	8.00 – 17.00 8.00 – 17.00	Wednesday	August 9
Registration (New Students)	8.00 – 17.00	Thursday	August 10
Registration for New and Returning Students	8.00 – 13.00	Friday	August 11
New Student Orientation Activities Continue	17.00 – 17.00	Saturday – Sunday	August 12 – 13
Holiday (H.M. Queen's Birthday) in lieu of Saturday August 12		Monday	August 14
Semester I Classes Begin – All Programs	8.00	Tuesday	August 15
Late Registration (Late Fee Applies)		Tuesday	August 15
Last day to petition to enter class/Last day of late registration	8.00 – 17.00	Tuesday	August 22
Last day to add or change a class (Au-Cr)	8.00 – 13.00	Friday	August 25
Wai Kru Day		Wednesday	August 30
Festival of Faith I		Monday – Saturday	September 11 – 16
Mid-Semester Test Week (In class)		Monday – Friday	October 2 - 6
Holiday (Chulalongkorn Memorial Day)		Monday	October 23
Mid-Semester Break		Tuesday - Friday	October 24 - 27
Classes Resume – All Programs	8.00	Monday	October 30
Pre-registration (for Semester II 2017-2018) University Cultural Festival	8.00 – 17.00	Monday – Friday Sunday – Monday	Oct 30 – Nov 3 November 5 - 6
Holiday		Tuesday	November 7
<u>Monday make-up Class</u>	8.00	Wednesday	November 8
<u>Tuesday make-up Class</u>	8.00	Thursday	November 9
Textbook Ordering Week		Wed – Friday	November 8 – 10
Last Day to withdraw from class with "W", change from Cr to Au	13.00	Friday	November 10
Internal Exam Board Meetings (Papers)		Monday – Friday	November 13 – 17
Holiday (H M King's Birthday)		Tuesday	December 5
Classes End – All Programs	17.00	Thursday	December 7
Final Examinations Begin – All Programs*		Friday	December 8
Final Examinations End– All Programs** (First Semester Ends)	16.30	Friday	December 15
Semester Break Begins (All Programs)		Monday – Friday	Dec 18 – Jan 5
Internal Grade Defense Board Meetings		Monday	December 18
Deadline for Submission of Grades to Registrar's Office	17.00	Tuesday	December 19
Grades Posted Online	13.00	Friday	December 22

Notes: * Final examinations commence on Friday, December 8. Weekend leave for December 9 and 10 will be restricted.

** Travel bookings should not be made until after the publication of the final examination schedule by the Registrar's Office. Arrangements for out-of-schedule examinations in order to accommodate travel arrangements are not permitted.

Academic Calendar 2017-2018

SEMESTER II January – May 2018

Second Semester	Time	Day	Date
Dormitory Move In Day	8.00 – 17.00	Tuesday	January 2
English Proficiency Examination (EPE) – International Students English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students TQF 05 Improvement Plans Turned In	8.30 – 11.00 14.00 – 17.00 15.00 – 16.00 9.00	Wednesday	January 3
Admission Interviews (International Program) Placement List Posted (ESL Program) Admission Lists Posted (International and Thai Programs)	9:00 – 13:00 10.00 16.00	Thursday	January 4
New Student Orientation Registration (Returning Students Only)	8:00 – 17:00 8:00 – 17:00	Friday	January 5
New Student Orientation Activities	17.00 – 17.00	Friday – Sunday	January 5 – 7
Registration (New Students Only)	8.00 – 17.00	Monday	January 8
Semester II Classes Begin – All Programs	8.00	Tuesday	January 9
Late Registration (Late Fee Applies)		Thursday	January 11
Last day to petition to enter class/Last day of late registration	8.00 – 15.00	Thursday	January 18
Last day to add or change a class (Au-Cr)	8.00 – 15.00	Thursday	January 25
Festival of Faith II		Monday – Saturday	Jan 29 – Feb 3
Mid-Semester Test Week (in class)		Monday – Mon	Feb 26 – Mar 5
Holiday (Makha Bucha Day)		Thursday	March 1
Pre-registration (for Inter-Semester, Jul 2018)	8.00 – 17.00	Wed – Fri	March 14 – 16
Pre-registration (for Semester I, 2018-2019)	8.00 – 17.00	Monday – Friday	March 19 – 23
Textbook Ordering Week		Monday – Friday	March 26 – 30
Last Day to withdraw from class with "W", change from Cr to Au	13.00	Friday	March 30
Internal Exam Board Meetings (Papers)		Mon – Thursday	April 2 – 5
Holiday (Chakri Day)		Friday	April 6
Thursday make-up Class	8.00	Tuesday	April 10
Friday make-up Class	8.00	Wednesday	April 11
Holiday (Songkran Festival)		Thurs – Wed	April 12 – 18
Classes Resume – All Programs	8.00	Thursday	April 19
Classes End – All Programs	17.00	Wednesday	May 2
Final Examinations Begin – All Programs*	8.00	Thursday	May 3
Holiday (Coronation Day) in lieu of Saturday May 5		Monday	May 7
Submission of Senior Grades	17.00	Thursday	May 10
Final Examinations End – All Programs** (Second Semester Ends)	16.30	Friday	May 11
Academic Board (Graduating Seniors' Names)	10.00	Monday	May 14
University Council (Graduating Seniors' Names)	13.30	Tuesday	May 15
Internal Grade Defense Board Meetings		Wednesday	May 16
Deadline for Submission of Grades (Freshmen – Juniors)	16.00	Thursday	May 17
Graduation Consecration Service	19.00	Friday	May 18
Baccalaureate Service	10.30	Sabbath	May 19
Graduation Ceremony & Royal Presentation Ceremony	9.30 & 14.00	Sunday	May 20
Holiday (Visakha Bucha Day) In lieu of Tuesday May 29		Monday	May 21
Grades Posted Online / TQF 05 Improvement Plans Turned In	13.00	Friday	May 25

Notes: * Final examinations commence on Thursday, May 3. Weekend leave for May 5 and 6 will be restricted.

** Travel bookings should not be made until after the publication of the final examination schedule by the Registrar's Office. Arrangements for out-of-schedule examinations in order to accommodate travel arrangements are not permitted.

Academic Calendar 2017-2018

INTER-SEMESTER June – July 2018

Summer Session	Time	Day	Date
Dormitory Move In Day	8.00 – 17.00	Sunday	June 24
English Proficiency Examination (EPE) – International Students Entrance Examinations (Thai Programs) English Placement Test (EPT) – ESL Students/English Majors Math Placement Examinations (PE) – International Students	8.00 – 11.00 8.30 – 12.0 14.00 – 17.00 14.00 – 15.00	Monday	June 25
Admission Interviews (International & Thai Students) Admission Lists Posted (Thai & International Programs)	9.00 – 15.00 16.00	Tuesday	June 26
New Student Orientation	8.00 – 17.00	Wednesday	June 27
Inter-Semester Registration Day (Returning Students)	8.00 – 17.00		
Inter-Semester Registration Day (New Students)	8.00 – 17.00	Thursday	June 28
Inter-Semester Classes Begin – All Programs	8.00	Friday	June 29
Late Registration (Late Fee Applies)		Friday	June 29
Last day to submit a petition to enter a class	8.00 – 17.00	Tuesday	July 3
Last day to add or change a class (Au-Cr)	8.00 – 17.00	Tuesday	July 3
Pre-registration (Semester 1 2018-2019 for new Inter-semester students)	8.00 – 17.00	Mon – Wed	July 9 - 11
Last Day to withdraw from class with "W", change from Cr to Au	13.00	Friday	July 13
Classes End – All Programs	17.00	Tuesday	July 24
Final Examinations Begin – All Programs	8.00	Wednesday	July 25
Final Examinations End – All Programs (Inter-semester Ends)	16.30	Thursday	July 26
Holiday (Asarnha Bucha Day)		Friday	July 27
Submission of Grades	17.00	Monday	July 30
Grades Posted Online	13.00	Wednesday	Aug 1



A Message from the President

Welcome to Asia-Pacific International University! AIU is committed to provide holistic education and academic excellence in our classrooms, relevant programs in our curriculum, and caring, personal attention to our students. One of our great strengths is the enthusiastic, personal involvement of our trustees, administrators, faculty, staff, and alumni in creating a sense of community. We believe that the opportunity for higher education should be available to all who seek it, and we will continue to meet the ongoing challenges that higher education presents in the years ahead.

Our students are provided with the academic tools, practical skills, and “real world” opportunities necessary to advance as leaders in their professions and their communities. The teaching faculty, support staff, and administration are dedicated to supporting you, by not only caring for your intellectual development, but also your spiritual growth and physical well-being. The campus culture is founded on international understanding, a strong values orientation, and an abiding faith in God all with the intention of helping you as a student to find purpose and meaning in life. We encourage active participation in an education that challenges critical thinking, provides career preparation, instills values, and inspires lifelong learning. We realize that each student is unique and – as a community – we strive to maximize that unique potential.

Our academic programs ensure that when you graduate, you will have acquired attributes such as academic excellence, intellectual curiosity and integrity, capacity for leadership and working with others, appreciation of international cultures, and cross-cultural competencies. Our degrees are fully accredited. These will ensure high levels of employability and allow you to go on to graduate school and professional programs. We also have a second campus in Bangkok providing educational opportunity for our senior nursing students.

The University has a vibrant campus life. Throughout the year, there are many events and activities that complement daily work in classrooms and laboratories and provide a welcome diversion. The services provided by our Student Administration Office contribute to student success primarily by providing a welcoming, safe, secure and supportive living and learning environment. We encourage students to actively engage in university events as much as possible, for learning, networking purposes and personal development.

It is clear that you have several choices for higher education but we believe that you will enjoy AIU where we attempt to create a dynamic environment that engages you as a student in the process of learning and helps you reach your highest potential intellectually, spiritually, and physically. Our commitment to each student recognizes you as an individual and provides an environment that is both academically challenging and personally supportive. We believe that if you try us, you will find out what so many other students have found before you – Asia-Pacific International University is a great place to start and complete your university career.

Sincerely,



Dr Danny Rantung
President



Institutional History

Asia-Pacific International University represents a union of three institutions: Southeast Asia Union College, Singapore (roots to 1905), Bangkok Sanitarium and Hospital School of Nursing (roots to 1941) and Mission College, Muak Lek Campus (established 1990).

Southeast Asia Union College

Southeast Asia Union College (SAUC) commenced as a small school in 1905 which quickly became a training school. It adopted the name Singapore Training School (1915). By 1958, College status had been achieved, and in 1984, the College began offering fully accredited American degree programs through an affiliation with Walla Walla University, Washington, USA. By the mid-1990s, the College's offerings had grown to include Business Administration, Computer Information Systems, Office Administration, Religion, and Teaching English as a Second Language.

In 1996, further development of the Serangoon Road campus was suspended when the Singapore Government announced its intention to expropriate the College property for a major urban transport development project. By July 1998, all college activities ceased in Singapore, and moveable assets were either sold or transferred to Muak Lek, Thailand.

Mission College School of Nursing

The first attempts to initiate a School of Nursing in Bangkok occurred in 1941 in connection with the establishment of the Bangkok Mission Clinic. The outbreak of hostilities in the Southeast Asia region during World War II, however, led to the evacuation of overseas medical personnel after a few months, and the project was suspended. In 1947, the School of Nursing was reopened on the Bangkok Sanitarium and Hospital compound on Pitsanuloke Road. The School grew and by 1986, a four-year tertiary level baccalaureate degree was offered in Nursing Science. College status was

achieved in the same year. By 2008, the School had graduated over 1,000 nurses.

Mission College: Muak Lek Campus

In 1990, a branch campus of Mission College in Bangkok was opened in Muak Lek, Saraburi in order to train Thai Adventist youth. The institution incorporated the Thailand Adventist Seminary, which for some years had been providing a non-accredited ministerial training program. Academically sound four-year degree curricula in Accounting, Management, and English language were approved by the Ministry of University Affairs, and the campus celebrated its first graduation in 1994.

A Union of Three Institutions

The new international institution based at Muak Lek was constructed after it was certain the College in Singapore would close. The new institution combined the quality of the international programs of Southeast Asia Union College, and retained and developed the Thai programs operated by Mission College, Muak Lek, and became responsible for continuing the nursing program in Bangkok. In January 1997, the development of the new facilities and academic programs commenced with much urgency. The first new international program of study received government approval in 1999, and by early 2001, the College was able to offer eight additional international programs officially approved by the Ministry of University Affairs. By July 2002, the building developments and the extensive campus landscaping work had been mostly completed.

It was natural for the institution to seek university status following its success in attracting international students. This success was recognized in 2005 with receipt of the Prime Minister's Export Award. University status was achieved on June 30, 2009 and the name of Mission College was changed to Asia-Pacific International University.

Commitment

Nurturing virtue, wisdom, and holistic development



Mission Statement

To provide a holistic education emphasizing religious values, academic excellence, and an informed appreciation of culture, art, and the natural world

To produce graduates with virtuous characters and high moral standards, along with sound wisdom and practical skills

To serve as a training ground that produces leaders for communities and churches throughout the region and around the world

To employ an administrative system that meets international quality standards and is noted for its effectiveness and efficiency

To be active in research in each academic faculty with findings published in national and international media

To be engaged in academic service and other humanitarian programs designed to serve local, regional, and international needs

Vision Statement

Asia-Pacific International University intends to be a leading, international academic community dedicated to learning, teaching, and research that affirms human potential, cultivates moral sensitiv-

ity, and nurtures character development. Students are prepared for lives of joyful and selfless service to others and equipped with essential knowledge, skills, and an attitude of hopeful optimism.



Philosophy and Objectives

PHILOSOPHY STATEMENT

The educational philosophy of Asia-Pacific International University is to embrace harmonious, holistic development in all the dimensions of life. Virtue must precede learning, so that knowledge, skills, and technology will be wisely, conscientiously, and responsibly used in the service of society.

STATEMENT OF OBJECTIVES

In order to carry out the work of producing graduates in harmony with national development plans and the expectations of the Seventh-day Adventist church, the following specific objectives are established:

- To set up an educational system that fosters excellence and is supportive of national educational policies and denominational expectations.
- To create a safe and nurturing international community that encourages integration of

knowledge and moral values into daily living, and builds cultural appreciation that fosters harmonious relations with others.

- To produce virtuous and industrious graduates who master cognitive skills such as critical reasoning, creative thinking, reflective thought, are skilled in their professions, take responsibility for their well-being by adopting a healthy lifestyle, and become productive members and leaders in their societies.
- To promote and support research activities among faculty and students that lead to improved teaching and learning, along with the general betterment of life and society.
- To create a management system meeting international standards that supports the mission of producing quality graduates, conducting research, providing academic service to society, and preserving the arts and culture of Thailand and other countries.



Governance

Asia-Pacific International University is owned and operated by the Southeast Asia Union of the Seventh-day Adventist Church (SAUM), headquartered in Singapore. The Institution is governed through a University Council appointed in accordance with the legislative requirements of the Thailand Private Higher Education Act of 1999, and is managed under the direction of a Board of Directors with the President of

the SAUM as chairman of both bodies. The University Council appoints the President, who is entrusted with the day-to-day operation of the University. The President is advised and assisted by a number of Vice Presidents, the President's Cabinet, the Administrative Council and other duly appointed officers and committees, who are committed to achieving the University's mission and objectives.



Accreditation

All programs of study offered at Asia-Pacific International University and the courses that comprise them are nationally approved and accredited by the Office of the Higher Education Commission, Ministry of Education, Government of Thailand. The courses are also thus approved and recognized by the Civil Service Commission of the Government of Thailand. This means that graduates are approved for employment by the Thai Government.

Asia-Pacific International University programs are also accredited internationally by the Adventist Accrediting Association of Schools, College and Universities based in Washington DC, USA and by the Commission of Higher Education at the Southern Asia-Pacific Division of the General Conference of Seventh-day Adventists in the Philippines. The University is one of over 100 universities and colleges in the international network of private Adventist Universities operated worldwide.

Professional recognition is granted by the Thailand Nursing Council for the Bachelor of Nursing Science program and by the Association of Certified Practicing Accountants for the accounting major in the Bachelor of Business program (Thai medium).

International Affiliations

Formal service agreements of academic cooperation between Asia-Pacific International University and several American universities have been signed covering areas such as professor exchange and joint research programs, curriculum and course development, transfer credit arrange-

ments and the benchmarking of academic standards.

These agreements involve the following institutions:

- Hong Kong Adventist College, Hong Kong
- La Sierra University, Riverside, California, USA
- Loma Linda University, Loma Linda, California, USA
- Walla Walla University, Walla Walla, Washington, USA

Other foreign institutions with which Asia-Pacific International University has Academic Cooperation Agreements include:

- Adventist University of the Philippines, Cavite, Philippines
- Lambung Mangkurat University, Banjarmasin, Indonesia
- Sahm Yook University, Seoul, Korea
- Saniku Gaguin College, Tokyo, Japan
- Southen Adventist University, Collegedale, Tennessee, USA
- Tadulako University, Palu, Indonesia
- Universitas Advent Indonesia, Bandung, Indonesia
- Universitas Klabat, Manado, Indonesia

Programs of study at Asia-Pacific International University are regularly reviewed and subjected to rigorous quality assurance controls.

Quality Assurance

The quality assurance program at the University involves personnel and processes, both internal and external to the institution. These include regular internal reviews of educational practices and standards, and external assessments of the institution's practices and standards. The process is linked to the University's voluntary participation with other Adventist institutions and governing bodies in a recognition process that involves periodic inspections and site visits by international teams of higher education specialists. Self-study documents and annual reports are prepared to facilitate the visits which are coordinated by the Adventist Accrediting Association. Participation by the institution in this mutual review process also serves the purpose of assuring Adventist international constituencies that Asia-Pacific International University meets internationally established standards and criteria for academic excellence.

The University has also implemented two additional quality assurance systems as required by the Ministry of Education in Thailand: an Internal Quality Assurance program, and External Quality Assessment audits.

The Internal Quality Assurance system was introduced by the Office of the Higher Education Commission (OHEC) to focus on self-assessment and continuous improvement processes. OHEC has established quality indicators and criteria to assess the quality of higher education institutions throughout the Kingdom, and each university is required to prepare a self-assessment report annually that is inspected by an audit team. The Internal Quality Assurance system focuses on educational inputs and processes, and is comprised of three elements:

- **Quality Control** – the establishment of a system and mechanisms for each quality factor in order to meet specified quality indicators or benchmarks.
- **Quality Audit** – studying and analyzing whether the University has a system and mechanisms to oversee its quality control

processes, and has taken actions and obtained results from its operations. Activities in this process include surveys of various quality levels and assessment instruments. The final product of this process is a self-assessment report with supporting documents.

- **Quality Assessment** – each academic Program of Study, Faculty, and the University invite assessor teams to visit the campus annually to analyze and compare implementation results with the quality indicators and assessment criteria. The University must submit the final assessment results to OHEC within 120 days of the end of each academic year and publicize the report results.

The External Quality Assessment process, on the other hand, is a system established by the Office of National Educational Standards and Quality Assessment (ONESQA) that focuses on educational outputs, outcomes, and achievements. It also reviews the three processes implemented by the Internal Quality Assurance system; however, the ONESQA assessor team visits and assesses the quality of the University's educational outputs and outcomes once every five years.

Other regular Quality Assurance processes involve:

- internal moderation of examinations and assessments by Faculty Examination and Grade Boards
- student feedback surveys on the enrolment and orientation processes at the University
- student feedback surveys of the teaching and learning experience at Asia-Pacific International University
- University Experience Questionnaire completed by recent graduates
- surveys of employers of graduates from the University to determine levels of employer satisfaction and to obtain feedback for curriculum development



Study Programs Offered

MASTER DEGREE PROGRAMS

- Master of Business Administration
Emphasis Areas:
Accounting
Management
- Master of Education
Emphasis Areas:
Curriculum and Instruction
Educational Administration
Teaching English to Speakers of Other Languages (TESOL)

FOUR YEAR BACHELOR DEGREE PROGRAMS

International (English Medium) Programs

- Bachelor of Arts in English
Emphasis Areas:
English for Business
English for Communication
Teaching English to Speakers of Other Languages (TESOL)
- Bachelor of Arts in Education and Psychology
Emphasis Area:
Primary Education
- Bachelor of Arts in Christian Studies
Emphasis Area:
Applied Theology
- Bachelor of Business Administration
Emphasis Areas:
Accounting
Computer Information Systems
Management
- Bachelor of Science (Bioscience)
Emphasis Areas:
Biology
Health Science

PRE-ADMISSION ENGLISH PROGRAM

A specialized program in English as a Second Language is offered each semester as a pre-admission English Studies program.

This program is offered in five levels and prepares students for the University English Proficiency Examination or for the equivalent International Examination for English Language Testing System (IELTS).

Asia-Pacific International University is distinctive in providing an “immersion environment” in English. English is the “campus language” and is used in all lectures and student-teacher interaction. This environment of English advances language learning far beyond the time spent in the classroom with internationally trained lecturers, who speak English as their native language.



Student Life

Asia-Pacific International University (AIU) offers a vibrant student life replete with opportunities for physical, social, emotional, and spiritual development, preparing our students for an increasingly diverse and multifaceted world. The University enjoys a plethora of activities, burgeoning with life and creative energy, including sports, recreation, and cultural activities aiming at broadening students' horizons and supporting their character development. Every program is consistent with the University vision, goals and values. Faithful to its mission, AIU has a strong emphasis on spiritual growth and international experience.

Students are encouraged to enhance their leadership skills by participating in student governance and community life, and to explore the co-curricular opportunities available at AIU. Students plan and participate in various sport activities on campus, such as football, volleyball, tennis, basketball, and badminton. They are consistently involved in planning various student activities including celebrations, cultural festival, spiritual meetings, assemblies, lectures, drama, banquets, and music performances. This intentional student involvement helps to forge a robust sense of community, united in diversity.

Student wellness is an essential component of a remarkable university experience. The cafeteria offers healthy and delicious vegetarian meals. Students are encouraged to develop a healthy lifestyle, including adequate exercise, a balanced diet, sufficient rest, and constructive social relationships. A strong emphasis is placed on education and prevention in the fight against alcoholism, tobacco and drug abuse. Smoking, alcohol consumption, and drug abuse are strictly prohibited on campus. Students are also instructed to strictly limit the amount of time spent playing electronic games, which may negatively affect their health and academic performance.

Counseling and information services are provided by the Counseling Center, which is located at the Student Administration building. There students may obtain emotional support and assistance with job placement when needed. Students who are struggling academically may receive assistance at the Learning Center, which is located in the Library. Thai students may receive information about the availability of government educational loans at the Student Finance office. Students also receive guidance from a personal academic advisor throughout their educational journey at AIU. Furthermore, students may also benefit from the assistance of additional mentors who can help them develop into campus leaders, as well as support them in providing leadership to various student organizations in the pursuit of their particular objectives.

Values and Expectations

Asia-Pacific International University welcomes applications from individuals regardless of race, gender, marital status, or religious affiliation. Admission to, and continuation at the University is dependent on evidence of good character, the ability to succeed in tertiary studies, support of the philosophy and mission of the University, and a willingness to conform to University regulations.

The University is owned and operated by the Seventh-day Adventist Church, a protestant Christian organization. Religious affiliation is not a requirement for admission, and the student body represents many different religious traditions. However, students are expected to respect the values and lifestyle expectations that are maintained on campus.

The following expectations have grown out of Christian values, beliefs, and Adventist traditions. They are set out here so that students are aware of the values and expectations held by the University. More detailed information about student life and

activities is included in a Student Handbook provided to each student. Each student is expected to be familiar with the information provided in the Handbook.

Academic Participation

Asia-Pacific International University is committed to scholarship and sound learning. It follows a program of regular academic assessment designed to develop accountability in its students. Teaching and learning strategies employed at the University focus on student-centered learning. Students are expected to regularly attend and actively participate in all academic appointments, and to undertake extensive amounts of out-of-class learning activities.

Academic programs usually contain one course per semester or per year which specifically addresses the religious, ethical, and social justice values for which Asia-Pacific International University stands. These courses are integral to Asia-Pacific International University programs of study and are not optional.

Patterns of Campus Life

Worship is integral to the University program, and a variety of worship services is available to students and staff. Students are required to attend a specified number of chapels and assemblies during the University year. Residential students are also required to attend a number of residence hall workshops. Worship services are held in the auditorium and church on Fridays at 19.00 (vespers) and on Saturday mornings at 9.00 for students and the University community. A chapel service is held at 9.00 each Wednesday during the semester.

The seventh-day Sabbath, commencing at sunset on Friday evening and concluding at sunset on Saturday, is set aside for worship, prayer, praise, Bible-study, sharing, fellowship and community related activities. The Sabbath worship services are the highlight of the weekly gatherings. No classes or sporting activities are held during Sabbath hours, and regular University services such as the library and the sports facilities are not available for use. Some students visit AIDS suf-

ferers, others provide music for hospital patients, while others tell Bible stories to village children. With the exception of essential services, the work program ceases. Because the day is considered sacred, no regular or non-essential work is done anywhere on campus by University staff, students, or outside contractors.

Personal Development

In addition to the corporate times of worship described above, students are also encouraged to develop a personal faith and set of values. To encourage such growth, less formal worship services are held mornings at 7.00 and evenings in the student residence halls. Each Wednesday evening at 19.00, students may attend Campus Family Groups in various locations on campus. In addition, prayer groups are sometimes arranged for spontaneously by interested students. Religious activities are occasionally organized and presented by students who are gifted in music or drama.

Leadership

As part of its educational program, the University provides opportunities for students to develop leadership skills through active involvement in student and University organizations such as the Student Council, sports teams, outreach programs to the community, and the student work program.

Students understand that in every organization, there are rules of conduct for the well-being of the whole community. For the benefit of the student body as a whole, the University is responsible for maintaining a peaceful, orderly, and reflective learning environment. When an individual student acts contrary to the agreed-upon Code of Conduct, the University may find it necessary to take disciplinary action through its established procedures.

Student Employment

Asia-Pacific International University values the contribution that students make to the overall operation of the University through the student work program. Some job opportunities are available on campus. When necessary, preference is given to those living on campus, those with established

financial needs, those on scholarships, and those who are subsidized by various church organizations. Work is available in janitorial service, bakery, cafeteria, gardens and grounds, and in some secretarial and clerical areas. The work program is directed by the Student Finance Office. Students are advised that it is not possible to pay all tuition and boarding fees through this work program. For some, about 25% of education expenses may be earned, but this may require a reduced study load.

Orientation and Citizenship

At the commencement of each semester, all new students attend an orientation program designed to acquaint them with the University and its facilities, the faculty and staff, the University's expectations for students, and the services available to them. If required, entrance examinations or tests are also conducted at this time to enable the University to assess students' aptitudes and abilities for placement purposes.

At the commencement of their studies at Asia-Pacific International University, each student is credited with 100 citizenship points valid during the entire duration of their studies. Students are encouraged to progress through their course of study without losing any points. Citizenship points may be lost by means of behavior that does not meet acceptable standards or reveals a lack of personal responsibility, or through failure to carry through on personal commitments students have undertaken to support the rules and regulations governing University community life. Points lost may be recovered through positive behavior.

Students are expected to demonstrate justice, fairness, and equality to all. Campus community life is characterized by kindness, courtesy, and respect for others. Any action and/or behavior that is demeaning or causes physical, emotional, or psychological injury to others is inappropriate.

University Uniform

In keeping with the traditions of Thailand for university students, a simple but stylish uniform has been adopted and is required of all students for everyday University activities. Students new to

Asia-Pacific International University will notice as they visit Bangkok and other cities that university students wear their uniforms with care and pride and as a mark of distinction. Jewelry (necklaces, earrings, bracelets, etc.) is not part of the uniform. Students are encouraged to leave all such items at home.

Residence Hall Requirements

Because of the commitment to provide a setting and opportunities for the development and transfer of values and beliefs, Asia-Pacific International University operates as a residential University. Thus University students are required to live in the campus residence halls. Exceptions are made for those who can stay on campus or in the community with close relatives. Close relatives means: parents, guardians legally responsible for the student, uncles and aunts (brothers or sisters of parents who must be married and considered mature), or a brother or sister who is married, or is of mature age. If a student wants to move off campus he/she needs to submit a written application to the Student Life Committee.

The University also maintains a number of small apartments for married students whose spouses are in continuous residence with them. Separation from the University for any reason terminates a student's right to occupy University owned housing, whether in student residence halls or in apartment buildings.

Residence Hall Deans and Assistants

The Dean of Men and the Dean of Women and their student assistants are responsible for the student residence halls. They assist in every way possible to make residence hall life orderly and pleasing for all. Students with problems, questions, or special requests should consult their Residence Hall Dean.

Residence Hall Rooms

The Residence Hall Dean will assign two to four students to each room. Students are not allowed to change rooms without the Dean's permission. Students are expected to provide their own towels, bedding, pillows, toiletries, and personal effects.

They are responsible for the orderliness of their belongings and the cleanliness of their rooms. Students are also held responsible at all times for their conduct, and for the conduct of those visiting in their rooms. Furthermore, they are not to enter other students' rooms when the room's residents are absent; they must also respect the curfew rules, showing consideration and respect for other students who need quiet time to study or to rest.

Guests

Students who wish to have guests in their rooms overnight may do so, but must first seek permission from the Residence Hall Dean. Guests are expected to abide by the rules and regulations of the University. Community students do not qualify for this guest status, and are required to leave the halls before curfew unless special arrangements have been made with the Residence Hall Dean. Further information is given in the Student Handbook.

Married Student Residences

While it is recognized that married students live under different circumstances than dormitory students, the general principles enunciated in the Student Handbook apply to them whenever appropriate.

Motor Vehicles and Motorcycles

Asia-Pacific International University permits students to operate vehicles or motorcycles on the University campus under the following guidelines:

1. Students must register the vehicle or motorcycle with the VPSA Office within 24 hours of bringing the vehicle or motorcycle to the campus. An identity sticker is provided which must be placed on the vehicle in a visible location.
2. Only one vehicle per student is permitted to be kept on campus. It must be registered and roadworthy. No unregistered vehicles are to be kept on campus.
3. Owners of vehicles must produce a certificate of insurance when registering the vehicle with the University.

4. Owners of vehicles must possess a current driver's license. Vehicles may not be used on campus by students who don't have driver licenses.
5. Further information is provided in the Student Handbook.

Drug-Free Environment

Asia-Pacific International University seeks to provide a campus environment that is conducive to the development of students' full potential. To achieve this, the University believes that the campus should be free from the use of cigarettes, alcohol, and non-prescription drugs. "Drug-free" means abstinence from the possession or use of alcohol, tobacco, and mind-altering drugs, and from the abuse of prescription drugs.

Students are expected to abstain from using these substances while on campus. There is also an expectation on the University's behalf that students will not use these substances while off campus. Students are asked to remember that their actions while students of Asia-Pacific International University reflect on the reputation of the University wherever they are; therefore, if students choose not to uphold these standards, this matter becomes a serious concern to the University.

Asia-Pacific International University also upholds all laws which prohibit the possession, use, manufacture, or distribution of controlled substances. The possession of paraphernalia and use of "look alike" or designer drugs is also prohibited. Violation of this drug-free policy will result in disciplinary action being taken by the University. The primary intent of discipline is rehabilitative. However, persons involved at any time in the promotion, manufacture and/or distribution of these substances will be excluded from the University. Further, violation of any laws regarding controlled substances will be reported by the University to the proper authorities.

Physical Plant and Facilities

Main Campus – Muak Lek

The main Muak Lek campus of Asia-Pacific International University comprises 387 Rais (153 acres) and was first developed in the late 1980s. Beginning in the late 1990s, many additional buildings were constructed and the University campus was completely redeveloped into a modern international institution.

Set in a delightful resort area near the town of Muak Lek and sheltered from the pollution and congestion of the large cities, Asia-Pacific International University is surrounded by the beauties of nature—trees, plants and flowers grow in profusion. Buildings around the spacious park-like campus are connected by tree-lined walkways, gardens, and a series of small lakes which create an atmosphere of tranquility. This is conducive to a reflective academic environment focusing on excellence, achievement, and personal development.

Modern academic buildings include a beautifully designed and furnished Library, a Business and Information Technology Center, and a fully equipped Faculty of Science building. The Administration Building has classrooms and offices for the Faculty of Arts and Humanities and also a large auditorium for the performing arts. The academic buildings and the auditorium are fully air-conditioned.

The Muak Lek and Bangkok Campus libraries contain more than 60,000 volumes of circulating and reference books, along with thousands of audiovisual resources. While most of these items are in English, there are also strong Thai language collections at both the Bangkok and Muak Lek Campus libraries. Students have access to about 10,000 online full text journals through leading databases that cover fields such as business, education, health, nursing, psychology, and so on. The library web page provides a link to the databases that can be accessed by registered students and faculty members with user ID and a password;

the library also has numerous computers to access the Internet for educational purposes, database searches, and Online Public Access Catalog use.

Five modern and well-furnished student residence halls provide a comfortable home for about 800 students, and two nicely outfitted apartment buildings provide accommodation for married student families. The large modern cafeteria provides a range of national and international vegetarian menus.

An elementary and secondary school complex – complete with playing fields and supplementary facilities – provides an international educational program for the children of faculty and married students.

The Student Center and Sports Complex is situated adjacent to the student residence halls. It is equipped with an exercise room and floodlit tennis, volleyball, basketball, and other courts, a football field and facilities for games, track, and athletic events.

Located on the highest point with a commanding view of the whole campus is the large University church; supplementary worship facilities include a prayer room, fellowship hall, and offices and classrooms for the Faculty of Religious Studies.

Guest rooms for parents and visitors to the campus are also available.

Bangkok Campus

The Bangkok Campus houses the Mission Faculty of Nursing and is located on Pitsanuloke Road near the Royal Turf Club where it shares a compound with Mission Hospital (Bangkok Adventist Hospital). Buildings comprise a modern multi-story classroom and office building with a library and laboratory, a multi-story student residence hall, and staff quarters. The Bangkok campus offers Thai language instruction in nursing science.

Campus Services

Computing Services

On the main campus, the University's Technology Services Department manages an up-to-date wired and wireless network. The Information Technology (IT) infrastructure is comprised of a round-the-clock central server facility with back-up power, five computer laboratories, and library IT facilities. Fiber optic lines and wireless access points provide Internet access everywhere in most classrooms and administrative offices, as well as in the student residence halls. Printing, copying, and scanning services are provided at a low cost both in computer labs and the library; the Bangkok Campus provides the same IT services in the library and the student residence hall.

Medical Services

The University operates a small outpatient health clinic in the Student Center. This is the first place for students to seek assistance when they are ill. If necessary, a nurse will then refer the patient to doctors or hospitals for further treatment and arrange for transportation. Asia-Pacific International University collects a fee each semester that is used to provide limited medical insurance to help cover student medical expenses. Students are provided with a copy of the specific terms and conditions of this policy; assistance is provided on the following basis:

1. The expenses are necessary and are usual, customary, and reasonable; are prescribed by a doctor; and purchased from a hospital, clinic, or pharmacy.
2. The expenses are incurred during the semester.
3. When a student requires hospitalization, the University will inform the parents, asking them to accept responsibility for the student until he/she is able to study again.
4. The University provides medical transportation only within Saraburi Province. Transportation beyond that is the responsibility of the student.

The university also purchases accident insurance for students through a commercial insurance company. Policy restrictions apply, and students are provided with a copy of the specific terms and conditions.

Counseling Services

The Student Development Centre provides career-related, individual, and group counseling services. Those who may wish to discuss personal issues or seek assistance in resolving personal problems will find a sympathetic hearing from teachers, staff members, and residence hall deans. Alternatively, the chaplain or members of the pastoral staff are available for personal counseling.

Financial Information

Asia-Pacific International University is a not-for-profit institution that operates as an ongoing faith venture. A portion of its income is derived from gifts and grants from those who believe in its mission and objectives. It also receives significant contributions and grants toward its capital development and operation from the Seventh-day Adventist Church. These sources of funding enable the University to keep tuition and residence fees at moderate levels and yet still maintain excellence in teaching, scholarship, and facilities.

Planning in Advance

In planning to attend Asia-Pacific International University, careful consideration should be given to the cost of education. Both parents and students should view such costs as an investment, and not simply as an expense. Students, parents, and guardians are encouraged to carefully plan their financial resources in advance to cover the cost of programs of study undertaken at Asia-Pacific International University.

The University requires that student accounts are kept current each semester in order for scheduled study to proceed. It is the students' responsibility (along with parents, guardians, or sponsors) not to allow accounts to get into arrears and thus interrupt study sequences.

Students should work closely with the Student Finance Officer to complete financial arrangements prior to registration each semester and determine payment arrangements. Any forms of financial assistance for which a student may apply or might be eligible for can be discussed at this time.

Financial Guarantee

An offer of admission and the issuing of a letter of acceptance can only be made after the University has received acceptable evidence of the ability of the student to fully meet the financial commitments involved in undertaking the course of study applied for.

Evidence may be required as follows:

- Submission of a signed letter of sponsorship specifying the amount of sponsorship and including satisfactory evidence of the ability of the sponsor to honor the commitment.
- A statement of financial ability from the applicant's bank or a parent's or sponsor's bank held in the name of the applicant or the applicant's parent or sponsor's bank with documentary evidence provided directly by the bank.
- Evidence that bank deposits in the parent or guarantor's name have been held in the bank for a period of more than six months.
- A statement of the parent's annual income provided by the parent's employer.

Southeast Asian Regional Students

The following schedule of charges is provided so that students who live within the territory of the Southeast Asian Union Mission of Seventh-day Adventists (the countries of Brunei, Cambodia, Laos, Malaysia, Singapore, Thailand, and Vietnam) can calculate the cost of education in advance and make arrangements to finance their study program. This rate is also extended to Bhutan, China, Indonesia, India, Mongolia, Myanmar, Nepal, Pakistan, and Sri Lanka. The rates are adjusted annually to reflect changing economic conditions in Thailand.

All prices are listed in Thai Baht.

1. Tuition (per credit hour) at special regional rate	2,125
2. Regular Fees (per semester)	8,950
3. University Fee (per semester)	5,000
4. Laboratory Fees (per course, if required)	
• Computer Lab, Language Lab or Science Lab	1,000-1,500
5. Other Required Fees	
• Application (once)	300
• New Student Registration Fee (once)	1,500
• Student Visa Services (per year)	6,500
6. Room/Accommodation (per semester)	
• Dorm - Double Occupancy	8,000
• Dorm - Single Occupancy	16,000
• Married Student Housing	18,000
7. Food/Cafeteria (minimum per semester)	
• Men	11,000
• Women	10,000

Non-Regional Students

Students from countries beyond the regional countries of Southeast Asia previously named pay an international tuition rate. Details are available from the Student Finance Office.

Special Services

Some academic services may or may not be needed by students, and are therefore charged on an individual basis as the service is required.

Service Required	Baht
Academic Transcript	100 to 500
Add or Drop a Class Petition (per course)	50
Audit Registration (50% of regular tuition fee)	
Challenge ESL Exit Exam (per skill)	700
Change of Major (per change)	300
Change of Faculty (per change)	500
Graduation (per graduation)	4,650
Late Registration (per day)	100
Privately Tutored Courses (3 times the tuition rate)	
Semester Leave	500 to 2,000
Special Examination (per examination)	500 to 2,000
Transfer of Credit (per course)	500

Refundable Deposits

Certain deposits are required for security purposes. If there are no outstanding damage or loss claims that need to be settled, these deposits are usually refundable within four working days after a student withdraws from the University and a financial clearance statement has been completed.

Refundable deposits and credit balances in the student accounts have to be claimed within a year of leaving the university. Failure to complete the clearance/withdrawal process within one year after leaving the university results in forfeiture of the student deposit.

Security Deposit Required	Baht
Community – Day Student	2,000
Residence Hall/Apartment	2,000
Transportation Deposit (within SAUM)	10,000
Transportation Deposit (from outside SAUM)	20,000 to 60,000

Residence Hall and Cafeteria Individual Charges

Fees listed above for residence rooms and cafeteria service are calculated and charged in advance on a minimum monthly fee basis. If students choose additional services or if their consumption is beyond these monthly minimums, additional charges may apply as follows:

- Electricity charges are metered on an individual student room basis and charged to the occupants.
- Air-conditioners for student residence rooms may be requested at a charge of 5,000 Baht per semester. The air-conditioners will cause the student to exceed their electricity minimum, and result in an additional monthly electricity charge as mentioned above.
- Electricity charges for independent hot water units are metered, and the charge is shared among the suite mates.
- The married student housing charge does not include utility expenses. Occupants are responsible for electricity and water charges.

Deposit to Reserve a Residence Hall Room

- All students who stay in university residence halls must make a refundable deposit of 2,000 Baht to reserve their rooms at least four weeks before the first day of classes.
- Students cannot reserve a residence hall room without making this deposit.
- New students must deposit 2,000 Baht with the Finance Office to reserve a room; the student accounts of returning students will be charged when they submit a room reservation request.
- If a student reserves a room but does not register for the semester, the room deposit is forfeited.

Financial Arrangements and Terms of Payment

Students are required to obtain financial clearance from the Student Finance Office before or during registration. Without this financial clearance, students are not permitted to attend classes.

Payments can be made by way of draft, check, money order, credit card online payment, wire transfer, interbank transfer and cash denominated either in Thai Baht or US dollars. Cash payments are made only at the Cash Receipts window.

Several payment options are available to meet the financial needs of students as follows:

1. Payment in full of all expenses for the first and second semesters during first semester registration. For students choosing this option, a 5% tuition discount is granted. This 5% discount will be calculated on the total tuition for the year net of other tuition scholarships, subsidies or bursaries.
2. Payment of the semester's account in full upon registration.
3. A payment plan that has been approved by the Student Finance Officer. This payment plan may not extend beyond the end of the semester or a student's planned graduation date. A monthly service charge is assessed when a student requests a payment plan.

Amount	Monthly Service Charge
0 – 10,000 Baht	No Charge
10,001 – 15,000 Baht	150 Baht
15,001 – 20,000 Baht	200 Baht
20,001 – 25,000 Baht	250 Baht
25,001 above	300 Baht

Financial Clearance

Financial clearance is required from the Student Finance Office for the following:

1. Registration at the beginning of each semester and summer session.
2. Before a student withdraws from the University.
3. Before a degree, diploma, or transcript is issued.

Before a student leaves Asia-Pacific International University, clearance must be obtained from both the Office of Admissions and Records and the Finance Office. Forms specifically for this purpose are available from the Office of Admissions and Records.

Refunds

Students withdrawing from one or more courses during the semester may be eligible for refunds according to the following policy.

1. 100% of tuition and regular/laboratory fees if withdrawal from one or more courses within two weeks of the commencement of the semester. 75% of tuition and regular/laboratory fees if withdrawing from all courses within two weeks of the commencement of a semester.
2. 50% of tuition and regular/laboratory fees if withdrawal is within four weeks of the commencement of the semester.
3. Unused dormitory and cafeteria fees may be refunded on a pro-rata basis; however, no partial month refunds will be granted.
4. No refund of tuition will be granted for withdrawals that occurs more than four weeks after the commencement of a semester or for withdrawals that are the result of disciplinary action.

5. A signed request form or letter from the student and parent/guardian is required to initiate the procedure for any refunds. Requests must be submitted to the Student Finance Officer.

Accounts in Arrears

If a continuing student owes any debt to the University from a previous semester, he/she will not be allowed to register until the full debt is repaid or satisfactory arrangements for the repayment of the debt have been made and formal financial clearance has been received from the Student Finance Office.

1. Approximately two weeks before final examinations each semester, students whose accounts are in arrears must meet with the Student Finance Officer or the Vice President for Financial Administration and settle all outstanding debts with the University.
2. Asia-Pacific International University will withhold all transcripts, diplomas, test scores, letters of completion, status letters and other official records until the student's financial obligations to the University have been met.
3. Graduating students must clear their accounts one week before graduation in order to be eligible to take part in graduation ceremonies.
4. Monthly service charges are charged against accounts in arrears.

Financial Assistance

The following forms of financial assistance are available to students who meet eligibility criteria:

1. Southeast Asia Union Mission (SAUM) Scholarships. Students from Seventh-day Adventist families who live in the countries of the Southeast Asia Union Mission territory (the countries of Brunei, Cambodia, Laos, Malaysia, Singapore, Thailand and Vietnam) are eligible for an SAUM scholarship. This scholarship meets approximately 25% of chargeable expenses. Only full time students are eligible for this scholarship. Other special conditions must be met by students in order to

maintain the scholarship on an ongoing basis. Details and application forms are available from local Mission Offices.

2. Thailand Government Educational Assistance Loans may be available for Thai nationals who meet the specified criteria. Details and application forms are available from the Student Finance Office.
3. Scholarship for Families Supporting Two or More Students at Asia-Pacific International University. For students from the same family attending Asia-Pacific International University, a family scholarship is allowed for tuition only. For a family with two students attending the University at the same time, a discount of 5% of tuition is given to the second student. For a family with three or more students attending at the same time, a scholarship of 10% of tuition is given to the third and subsequent students. In this program, family is defined as parents and one or more biological or legally adopted (and in some cases fully supported) children.
4. Scholarships. A limited number of merit based scholarships may be available each year depending on availability of funding.
5. President's Scholarship for Academic Excellence.

Campus Work-Study Program

In line with the Adventist philosophy of education, Asia-Pacific International University provides work opportunities to develop students' skills and to enable them to help finance their study. Work experience is a valuable and integral part of learning. Work opportunities, however, are limited and in granting work assignments, preference will be given to students who need work as part of their financial plan. The amount of work assigned depends on the student's financial need as well as class load and academic performance. In general, Freshmen and Sophomores are assigned to work in the cafeteria, custodial, grounds, or plant services departments.





Academic Policies

ACADEMIC BULLETIN

The Asia-Pacific International University Academic Bulletin is the primary source of academic information regarding the University and its programs. It describes the academic policies of the University and defines the requirements that must be met for completing a program of studies. A student should become familiar with the Bulletin and clearly understand its policies prior to registration at the University. It is the authoritative source of information for the planning of a student's course of study.

The academic program at Asia-Pacific International University is governed by policies designed to encourage continued intellectual growth. The purpose of these policies is to ensure that the high academic standards expected of a quality education are maintained. They furnish guidelines for monitoring students' progress, and they encourage students towards a serious pursuit of their educational goals.

Asia-Pacific International University reserves the right to establish new policies or change existing policies without prior notice. This Academic Bulletin supersedes all previous Bulletins and in case of any discrepancy between this and other earlier publications, this Bulletin is considered authoritative. Academic policies developed and announced during the course of an academic year have the same authority as those described in this Bulletin.

ADMISSION POLICIES

Asia-Pacific International University welcomes applications from, and admits individuals regardless of race, gender, marital status, or religious affiliation. A policy of selective admission is followed, however, based on the applicant's former scholastic achievement, character recommendations, and the passing of entrance examinations. Admission to and continuation at Asia-Pacific International University is dependent on evi-

dence of good character, intellectual competence, support for the philosophy and mission of the University, and an expressed willingness to conform to University regulations.

The university does not generally accept students from other institutions who are on academic probation or have been suspended.

The Office of Admissions and Records processes applications to all courses of study. Inquiries and applications should be addressed to:

Office of Admissions and Records
Asia-Pacific International University
PO Box 4, Muak Lek
Saraburi Province 18180
Thailand

Telephone: (036) 720764, 720758;
International: (66) (36) 720764, 720758
Fax: (036) 720764, 720764;
International: (66) (36) 720764, 720764
E-mail: register@apiu.edu
Web Page: www.apiu.edu
Apply online: www.apiu.edu/apply-now

APPLICATION PROCEDURE

Applicants must submit the following information before applications can be processed:

- A fully completed and signed Application Form.
- A transcript of grades indicating the satisfactory completion of secondary or high school.
- Certified copies of any external or school leaving examination such as Mathayom 6 (M6); Sijil Pelajaran Malaysia (SPM) or the Malaysian Certificate of Education; General Certificate of Education (GCE) - 'A' Level, 'O' Level; Sekolah Menengah Atas (SMA) or University entrance matriculation examination.

- Official transcripts from all accredited degree-granting Colleges and Universities previously attended.
- Two Recommendation Forms completed by persons qualified to give information on the applicant's academic and personal qualifications.
- One recent passport-size photograph.
- Copies of passport or citizenship documents (overseas applicants) or copies of ID document, registration of domicile, and Thai citizenship documents (Thai applicants).
- A Certificate of English Proficiency: International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) results.
- A document of financial guarantee or sponsorship.

Where transcripts, school certificates and medical certificates are not in English, they need to be accompanied by a certified English translation.

The admissions process normally involves an interview with the applicant in person either on campus or by telephone.

APPLICATION DOCUMENTS

Transcripts and other application documents become the property of the University and cannot be reclaimed. Certified photocopies are acceptable if the applicant wishes to keep the originals. The application documents of those who are denied admission or have been accepted but did not register are destroyed after two years.

ADMISSION CRITERIA

Regular Admission

For academic eligibility for admission to degree courses, applicants are expected to have satisfactorily completed secondary school (i.e. the accumulation of 12 years of schooling).

Thailand

The academic criteria for admission to degree courses for residents of Thailand are based on the satisfactory completion of secondary school and

the achievement of the Matriculation Certificate (M6) from an accredited school with a cumulative grade point average equivalent of at least 2.00 in a four point system.

Other Countries

Applicants from other countries will have their qualifications assessed by the Admissions Office and will need to provide evidence of successful matriculation from an approved or accredited secondary school. Such evidence would include certificates and transcripts of results obtained in national standardized school examinations or syndicated University entrance examinations. The following specific criteria apply:

1. For applicants from member countries of the British Commonwealth, 5 GCE Ordinary-Level (or equivalent) passes with C or Credit grades. One of the passes must be in English even though the medium of instruction may be otherwise. Applicants from Singapore and Malaysia require 5 GCE or SPM pass examinations with credit (scores of 1–6).
2. Applicants from Hong Kong are required to have at least 3 passes with scores in the range of A – C and 2 others with scores of D or E in the Hong Kong Certificate of Education Examination (HKCEE). The aggregate in the 5 subjects may not exceed 19 in the 5 best subjects.
3. Applicants from Bangladesh, Cambodia, India, Laos, Pakistan, Philippines, Sri Lanka, and Vietnam must have a 12-year High School Certificate.
4. Applicants from Indonesia must have passed the SMA or Sekolah Menengah Ekonomi Atas (SMEA) Certificate with a minimum total score of 70 and passed a minimum of 6 – 7 subjects.
5. Applicants whose secondary schooling has been in the Chinese school system in countries such as Malaysia, Hong Kong, Taiwan and the People's Republic of China should have obtained the Senior Middle III (3) Certificate issued by a government sponsored central examination syndicate or equivalent (Dong

Jiao Zong). Applicants with school-issued certificates must provide additional evidence of eligibility for University entrance. Applicants from Japan and Korea are evaluated on a similar basis.

6. Applicants from Myanmar need to submit documentation of a satisfactory pass in the General Certificate of Secondary Education (GCSE) or an equivalent examination.
7. Applicants from America or countries using the American system of education where English is the primary medium of instruction, should have a Certificate of Graduation from an accredited secondary school with a grade-point average of 2.00 (on a four point scale), or an average score of at least 450 on the General Educational Development (GED) Examination covering the five areas, with no score less than 400 on any section. A GED examination result will not normally be accepted for admission as a substitute for attending and completing years 11 and 12 of high school. Applicants from California with a pass in the California High School Proficiency Exam (CHSPE) may also be admitted to regular standing.

The submission of standardized or syndicated examination results such as GCSE or GED should be submitted along with evidence of school attendance and the satisfactory completion of the normal required number of years of secondary schooling.

Admission of Students Via High School Equivalency Exams

In order to develop academic and emotional readiness for university studies and life, most students should complete 12 years of primary and high school per the educational system utilized in most countries.

The university does not accept high-school equivalency exams from applicants unless they have completed 11th grade with a CGPA of 3.00 or higher, are 17 years old before a semester starts, and have a letter from a high school counselor attesting to their readiness for university studies.

Alternative Admission

Decisions on alternative pathways to admissions are assessed by the Admissions Committee on merit. Following are some alternative pathways to admission which may be considered.

Previous Qualifications

Admission may be obtained by the successful completion of an appropriate Certificate or Diploma from an approved Vocational Studies, Technical University, or specialized school.

Exceptional Cases (Mature Student) Admission

International program applicants who are above 25 years of age and who may not meet the normal completion of secondary school criteria prior to the proposed entry may apply for consideration on merit. Such applicants are required to meet the following criteria:

1. A minimum of 5 years has elapsed since the applicant was enrolled in high school.
2. The applicant has demonstrated 5 years of successful work or professional experience in a field similar/related to the area of intended study.
3. Satisfactory results are obtained on a GED Examination, Scholarly Aptitude Test (SAT), University Mature Age Examination, or an equivalent Special Tertiary Admissions Test (STAT).
4. Remedial course work may be required per the results of the above-listed assessment exam.

Applicants who meet all of the above-mentioned criteria may be granted provisional admission by the University Admissions Committee on a case-by-case basis. During a probationary study program, the applicant must be able to show the competence to undertake collegiate level academic work before regular admission is granted.

Entrance Examinations

Applicants in some fields of study may be required to take entrance examinations as specified by the responsible Faculty. Information regarding required examinations and procedures may be obtained from the Office of Admissions and Records.

Admissions Interviews

For the purpose of getting better acquainted with incoming students and their needs, admission interviews are normally conducted by the Faculties the day after entrance and placement exams.

English Proficiency Requirement

In order for students to successfully benefit from and participate in higher education courses that are offered in English medium, a level of proficiency in the use of the English language is required. This level of proficiency is considered to be adequate if a student's "mother tongue" is English and/or a student has undertaken their secondary school studies in English medium for not less than four years.

The adequacy of English proficiency may also be determined by the use of standardized international tests OR by internal assessment through the University's own English Language Instruction program.

Students whose proficiency levels are below the required level may be offered conditional admission requiring full-time study in a Pre-Admission English program, and will be granted regular admission status when their scores reach the required level.

The English proficiency level stipulated as adequate for successful participation in Asia-Pacific International University's degree programs is as follows:

- International English Language Testing System (IELTS): Minimum average of 5.0 overall with no individual band score below 4.5, and the band score of writing and reading should be at least 5.0.
- Michigan Test of English Language Proficiency (MTELP): Minimum equated score of 82
- Test of English as a Foreign Language (TOEFL): Minimum paper-based total of 500, computer-based total of 173, or Internet-based total of 61.

- Asia-Pacific International University English Proficiency Exam (EPE): Minimum average score equivalent to IELTS band score of 5.0 overall, with no individual band score below 4.5.

The following guidelines are used in interpreting standardized test results and in establishing "equivalency" for the commencement of University study. An appropriate level of English proficiency will be considered to have been achieved if a student has:

1. Completed a further half semester or one summer session of full-time language study in the ESL program following an IELTS score of 4.5, or a TOEFL score of at least 479, and is recommended by the ESL Director.
2. Successfully passed an internal mid-semester examination or end of semester examination in English administered by the ESL Department that yields a result considered by the ESL Director to be equivalent to the required level.

Students who have achieved an IELTS score above 4.75 may be permitted--upon receiving a favorable recommendation from the ESL Director--to enroll in University-level courses as follows:

1. To take up to 3 credits of an appropriate University level course in a summer session in addition to one advanced class in ESL studies; OR
2. To register for up to 9 credit Hours of appropriate degree level studies in a regular semester, in addition to two advanced classes in ESL studies.

Students admitted under such joint enrolment circumstances are informed that the overall length of their study program may possibly extend beyond the eight regular semesters. Confirmation of regular admission status will depend on acceptable attendance in both study programs.

ADMISSION STATUS

Regular Student Status

Applicants are normally admitted as regular students. Regular students have met all admissions criteria and are allowed to pursue their study program at the usual pace and sequence.

Provisional Student Status

Applicants who do not meet the criteria for regular admission may, in certain circumstances, be admitted provisionally for a limited period of time to furnish evidence of completing the deficiency.

Special Student Status

An applicant who is permitted to take classes without pursuing a degree program is classified as a Special Student.

Re-admission

A student who has voluntarily withdrawn from the University and stays away for more than four semesters must reapply to regain student status. A student who has been suspended from the University due to poor academic performance or for any other reason is required to reapply if the suspension period has caused a break in residence of one semester or longer.

Advanced Standing

An applicant wishing to transfer to Asia-Pacific International University from another institution of higher learning must:

1. Meet the general entrance requirements of the University, and present their transcripts at the time of application.
2. Make application to the Office of Admissions and Records for consideration and evaluation of transferable course credits.
3. International students may be eligible for Advanced Standing credit based on their results on exams such as A or AS levels, Central European Diplomas, a two or three year Certificate, Diploma or Degree Program such as an Associate of Arts (AA) or Associate of Science (AS). Advanced Standing may allow for a student to complete a Bachelor's degree in less than four years.

The number of credits awarded is based on an evaluation of the high school transcript, the advanced level subjects, the grades earned, national examination results or post-secondary certificates, diplomas or degrees received.

The credits awarded will not be recorded on the Asia-Pacific International University transcript until the student has completed at least 15 credit points of study in residence with a GPA of 2.0 or higher.

The following Guidelines will be followed:

1. A-levels and their equivalents: the Certificate of Sixth Year Studies (CSYS), a General National Vocational Qualification (GNVQ), General Scottish Vocational Qualification (GSVQ), Higher National Certificate (HNC), etc:
 - Grades C or higher = 10 credits per subject
 - Passes lower than C = 8 credits per subject
 - Maximum of 30 credits.

These credits will generally be applied to free electives (3-6 credits depending on the major) and General Education courses as appropriate on the basis of the A-level passes and the student's intended major. In principle, students are still required to take a reasonable number of religion and other courses essential for the major.

- A-level work in non-academic subjects (e.g. music) may not be counted for credit, or the number of credits will be reduced. A-level passes with very low grades may not be counted for credit, or the number of credits will be reduced.
2. Central European diplomas including (but not limited to) German Abitur, Finnish Matriculation Certificate, Italian Maturita, Icelandic Studentsprof, Federal Swiss Maturity Certificate, Danish Studentereksamen, and French Baccalaureat II or matriculation examinations and their equivalents:
 - High grades = up to 16 credits
 - Low grades = up to 8 credits

These credits may be applied to free electives (3-6 credits depending on the major) and General Education courses. General education credits should be applied to courses that have been an emphasis area in the upper secondary classes (e.g. mathematics, natural sciences, humanities, languages, etc.) rather than in religion and other areas in which the student has not taken advanced courses.

3. Two or three year post-secondary certificate, diploma or degree programs:
 - Individual courses may be transferred or advanced standing credits may be applied. A mixture of transfer and advanced standing is not permitted.
 - Maximum of 30 credits (total credits based on total program and grades).

ORIENTATION AND REGISTRATION

New Student Orientation

All new students are expected to be present at the New Student Orientation Program as scheduled each semester. This program is designed to introduce new students to life at the university, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic counseling, and to initiate registration.

Pre-Registration and Registration

The academic year at Asia-Pacific International University is divided into two semesters and one summer session. All students – both undergraduate and graduate – are expected to pre-register and register for classes by the designated dates scheduled in the academic calendar. Registration is the formal process of selecting, arranging, and reserving the student's academic schedule for each semester in accordance with procedures prescribed by the Office of Admissions and Records.

An outline of the registration procedures is available at the time of registration. Registration is official only after all procedures have been completed, all fees paid, and completed forms processed by the Office of Admissions and Records.

Once a student has registered for a class or classes for any semester, he/she is obligated to pay the required tuition and fees for that semester and will receive a grade for each course, unless he/she formally withdraws. The University reserves the right to cancel the registration of a student who fails to attend classes or who does not make adequate arrangements to pay his/her tuition and fees. Registration cancellation does not eliminate the student's obligation to pay the accrued tuition and fees.

Class Registration

Students are not officially registered for a course until the registration procedure is completed and the instructor has been informed by the Office of Admissions and Records. Students are not permitted to attend courses for which they have not registered.

Registration in the Thai Program does not automatically include the right to enroll in the International Program and vice versa. This is done through an additional registration procedure.

Concurrent Registration in Distance Education Courses

Students registered at Asia-Pacific International University who wish to enroll simultaneously or concurrently for courses in another Institution of Higher Education in Thailand, or who wish to take courses through Distance Education must first seek permission from the Academic Administration Office prior to enrolment. Applications require the endorsement of the relevant Faculty Dean.

In granting permission for concurrent registration, the total study load projected for the student will be considered. Overloads beyond that normally approved at Asia-Pacific International University will not be permitted. Non-credit courses and audit courses are counted at half value. Credits earned through concurrent registration in another institution may not be transferred unless prior permission is obtained before registering for the courses to be taken at a neighboring institution.

Audit Registration

Students may audit a course by permission of the Instructor and the Faculty Dean. Audit students are required to abide by the class attendance requirements, and students are required to pay 50% of tuition fee for audit courses. If absences exceed 20% of the time, an Unsatisfactory (“U”) grade is automatically assigned. Students who have taken a course under the audit provision are not permitted to challenge the course by examination later on. Students may change from audit to credit by the end of the first week of the semester.

Changes in Registration

Students are expected to be present for the orientation and instruction available in the initial class sessions each semester. Registration for the addition of selected courses to a student’s program may be done up to the fifth day of the semester (or the third class appointment for a course scheduled during the summer), provided that the instructor believes that such a late entry will not undermine the integrity of the class, and that the Dean of Faculty considers that the course can be completed satisfactorily. An Add/Drop Form must be completed, and a fee is charged for each course change. Forms are available from the Office of Admissions and Records.

Students may be permitted to register later than this only under exceptional circumstances. Such students are required to provide supporting documents (e.g. hospital reports) and lodge a petition to enter classes with the Office of Admissions and Records. If a student is allowed to register, a late registration fee will be charged and the course load will be limited.

POLICY ON RECOGNITION OF PRIOR LEARNING

Asia-Pacific International University’s policies regarding accepting transfer credits from other institutions are consistent with the Office of the Higher Education Commission’s Transfer Credit and the Recognition of Prior Learning (2002) guidelines. Details of the assessment process used for considering transfer credit requests are shown below.

Prior Learning and Advanced Standing

In the assessment of prior learning, Asia-Pacific International University will:

1. Offer an appropriate amount of advanced standing credit on the basis of a student’s prior learning from both (formal credentialed programs) and non-formal/continuing education (non-credentialed) experiences subject to the following limits:
 - Advanced standing based on recognition of both formal learning experiences (transfer credits) and non-formal/continuing education experiences shall not exceed 75% of the total requirement for the degree.
 - Non-formal/continuing education experiences shall not exceed 25% of the total credits required for the degree.
2. Grant credits for prior learning and direct transfer generally only for required courses that are part of Asia-Pacific International University’s approved curricula as recognized by the Ministry of Education. Up to 6 units of transfer credit may be granted for free elective courses not currently offered by the University that otherwise satisfy the University’s transfer credit policy criteria.
3. Offer credit for courses considered for direct transfer which equate to not less than 75% of the content covered in similar courses offered by Asia-Pacific International University. Transfer credits ([see p. 42](#)).
4. Offer credit for general education studies (including religion courses) required by Asia-Pacific International University if the general education courses (including religion courses) have been completed at another Adventist University. Credit for religion classes may also be granted for courses completed through Adventist continuing education programs.
5. Require that documentary evidence be provided to ensure that the content and standard of the prior learning being assessed is broadly similar to the content of the courses offered by Asia-Pacific International University.

TRANSFER CREDITS FROM OTHER INSTITUTIONS

Transfer applicants should note that:

1. Transfer credits will not be marked on their record until they have completed at least 15 credits with a GPA of 2.00 or higher.
2. Course content must be 75% equivalent to an AIU course that is replaced. Students must provide the University with a catalogue, bulletin, or course outline from the previous institution.
3. Only courses with a grade 'C' or higher are transferable. Transfer credits are not calculated into the student's Asia-Pacific International University GPA.
4. A transfer student must meet Asia-Pacific International University's residence requirements and complete at least 36 credits at Asia-Pacific International University, including a minimum of 12 upper division credits in the major field of study and a minimum of 3 upper division credits in the minor field of study.
5. The transfer credit fee is 500 Baht per course.

Course Waiver, Substitution, and Reclassification Requests

Students who have taken coursework which parallels a University course may request that one or more graduation requirements be waived. However, other courses must be substituted for courses that are waived so that the total number of required credits is not lessened. Generally, such courses must be in the same area as the courses that are waived. Course substitution and waiver requests must be endorsed by the Program Chair, and approved by the Dean of Faculty, Registrar, and Vice President for Academic Administration. Interdisciplinary courses may also be reclassified to meet other academic requirements for graduation at the discretion of the Deans' Council.

Reciprocity in Transferring General Studies Courses

Transfer students from other Seventh-day Adventist Universities who have met the requirements in one or more of the general studies

areas at the University from which they transferred will be considered to have met the general studies requirements in that area at Asia-Pacific International University.

Distance Education Courses

When distance education study is advisable, Asia-Pacific International University requires that it be taken from an accredited institution.

Credit through distance education courses may not apply toward requirements of a major unless approved by the Faculty Dean, Registrar, and Vice President for Academic Administration. Correspondence credit may not normally be used to replace a failure or to raise a low grade earned in residence. No correspondence credit will be recorded on the transcript until the student has earned a minimum of 15 semester hours in residence with a grade point average of 2.00 (C) or above.

TRANSFER OF CREDITS EARNED IN ANOTHER LANGUAGE

To request permission to transfer credits earned in an English or Thai-medium Program of Study or a language of study other than English to a different Program of Study that is delivered in another language, the following guidelines apply:

1. A student should consult with the Dean of Faculty regarding the possible transfer of credits earned in a Program of Study to another Program that is delivered in another language.
2. Approval for transfer of these credits is required from the Dean of Faculty, the Registrar, and the Vice-President of Academic Administration.
3. When a Dean recommends that credits earned in an International or a Thai Program of Study may be transferred to a Program delivered in another language, the student should submit a Transfer of Credit form to the Office of Admissions and Records, and the following standards must be met:

- 3.1 Transfer of Credits from an International Program of study to a Thai Program of study

- a minimum grade of “D” was achieved for general education/free elective courses
- a minimum grade of “D+” was achieved for core courses
- transfer credits are not calculated in a student’s GPA, and shown at end of transcript
- credits that cannot be transferred are not shown on the transcript
- no transfer credit fee is charged

3.2 Transfer of Credits from a language of study other than English to an International Program of study

- a minimum grade of “C” was achieved
- a maximum of 30 credits hours may be transferred
- transfer credits are not calculated in a student’s GPA, and shown at end of transcript
- credits that cannot be transferred are not shown on the transcript
- the transfer credit fee is 500 Baht per course

Assessment Procedures

1. When considering requests to grant University credit for work experience or training courses, the evaluation will be made of the knowledge acquired during the educational experience, not simply the experience itself. Applications must specify the particular courses for which credit is being requested. When credits are thus granted the Asia-Pacific International University course code and title shall be used plus a bracketed code that will indicate the nature of the credit awarded, e.g. ENGL 257 Expository Writing (CS). The following codes are used:

CS: Credits granted on the basis of documentation presented for standardized tests.

CE: Credits granted on the basis of a challenge examination or non-standardized test under the terms of the University’s policy on challenge examinations.

CT: Credits granted on the basis of study or training by an organization that is not a higher education institution.

CP: Credits granted on the basis of the submission of a portfolio documenting non-formal learning.

2. Evaluation of the documentation submitted for the recognition of prior learning shall be assigned to the lecturer or Dean of Faculty responsible for the delivery of the specified course. Recommendations concerning the granting of credit shall be approved by the Dean of the relevant faculty, the Registrar, and the Vice President of Academic Administration (VPAA).
3. The fee for evaluation of prior learning documentation shall be 2,000 Baht per course.
4. Once an application has been made and the material lodged with the assigned faculty member, a response will be given within an eight-week time frame. A grade of either satisfactory or unsatisfactory shall be given.
5. Appeals against a decision regarding recognition of prior learning must be submitted within 14 calendar days of the result being given. Appeals shall follow the process outlined in the University Bulletin.
6. Procedures and criteria for the implementation of the policy on Recognition of Prior Learning shall be reviewed periodically by the Academic Board.

Credit by Professional Examinations

Credit for professional examinations passed may be granted by the decision of the Faculty and the Academic Administration Office upon application and the submission of appropriate supporting evidence.

Credit by Challenge Examination

Where students consider they may be eligible for credit for, or exemption from a particular course of study on the basis of academic work done elsewhere, or other prior learning, but cannot provide acceptable academic documentation, they may re-

quest permission for a challenge examination. The regulations governing challenge examinations are as follows:

1. The student shall consult with the Dean of the Faculty and present such evidence as is available to demonstrate that they are appropriately prepared to sit for a challenge examination.
2. When a Dean recommends a challenge examination, a student shall submit an Challenge Examination Application Form to the Registrar's Office that has been endorsed by the Dean of Faculty along with a statement and documentation of the basis for the recommendation.
3. Approval is required from the Dean of Faculty, the Registrar, and the Vice President of Academic Administration (VPAA), who shall be satisfied that the application is in order. If the request is approved, the Dean of Faculty will request the appropriate instructor or Program Chair to prepare an examination paper, and ensure that the challenge examination is assessed at the same level as a final examination for a regular student in the course.
4. Permission to sit a challenge examination is granted after payment of the published examination fee, which is 2,000 Baht per course.
5. The following courses are not open to credit by challenge examination:
 - subjects for which the student has previously been awarded a grade (including 'S' or 'U')
 - lower level courses in a discipline where a student has already taken advanced level courses
 - courses previously taken in residence on an "audit" basis.
6. A maximum of 12 credit points towards a Baccalaureate degree may be granted as credit by challenge examination.
7. The student must be currently enrolled and have completed a minimum of 12 credits of regular academic work before the results of challenge examinations will be recorded.
8. A passing grade for a challenge examination shall be a minimum of a C grade as determined by the requirements set out in the regular course outline. Upon the successful completion of a challenge examination, a "CE" grade will be issued, and only examinations successfully challenged will be recorded on the student's transcript. Challenge examinations may not be repeated.
9. Challenge examinations shall be administered by the Office of Admissions and Records.

Portfolio Assessment

The Asia-Pacific International University policy on portfolio assessment is as follows:

1. Students must have been accepted into an Asia-Pacific International University degree program before an application for credit by portfolio will be accepted.
2. Students must be considered active by registering for and successfully undertaking at least 12 credit hours of study at Asia-Pacific International University before transfer credit will be recorded.
3. Students must complete the portfolio and submit it for assessment prior to the end of their next to last semester of enrolment at Asia-Pacific International University before graduation.
4. Credit through the portfolio process will be accepted only for courses that appear in the Asia-Pacific International University Bulletin.
5. The Dean of the appropriate Faculty or Chair of Department will work with the Vice-President for Academic Administration in appointing a faculty member with expertise in the course to evaluate the portfolio.
6. In their Syllabi or Course Outlines, Academic Departments will detail the competencies in which proficiency must be demonstrated for the courses in that department. They will also determine the standards for an acceptable portfolio.
7. Assessors of portfolios may require an interview with the applicant to verify the knowledge acquired.

8. Students may earn up to 15 credit hours toward a baccalaureate degree through portfolio assessment.
9. Portfolio assessments will be graded on a satisfactory/unsatisfactory basis. To earn a grade of satisfactory, the portfolio must be the equivalent of a C or better.

DEFINITION OF ACADEMIC TERMINOLOGY

Academic Year

The academic year typically consists of two semesters, with 15 weeks of instruction each, plus additional time for examinations. The academic year commences in August and concludes in May. A summer session begins in late May and extends until the end of June or into July, consisting of 5-9 weeks of instruction, plus additional time for examinations.

Course

A module or subject of study defined by its code and title within a particular discipline or specialty.

Program of Studies

A specific pattern of courses leading to a particular award such as the Bachelor of Arts or Bachelor of Science. A typical program of studies comprises required general education courses, a prescribed sequence of professional and specialist courses within a particular discipline area, and a limited number of free elective courses.

Contact Hours

The hours of actual student-teacher face to face interaction requiring attendance for formal learning classroom or laboratory experiences.

Credit Hours

The academic weighting of each course is indicated by the number of credit hours awarded to it. In an interdisciplinary institution, a rigid definition of a credit point is not possible, but as a general rule, it is expected that during a 15-week semester, each credit hour requires approximately three

hours of academic work per week of the average student. This includes lectures, tutorials, clinical and laboratory appointments, in addition to individual study and research. Laboratory classes may require more hours spent in class than those which have no laboratory requirement.

One credit hour therefore represents one 50 minute class period per week throughout a semester of 15 weeks, with additional time allowed for examinations.

An academic load of 3 credit hours will thus involve the average student in approximately 45 contact hours per semester, plus approximately 70-80 hours of academic work outside of lectures or classes.

A formula of 1 credit hour per week is used to compute summer course loads. The maximum credit hour load during the 5-week summer session should be 5 credits (or 6 credits for students with a CGPA 2.5 or higher). Credits for courses offered before or after the summer, such as intensive courses, internships and practicums can be included above the regular credit hours permitted, but should not normally exceed one credit hour per week. Course loads will be reviewed by the Dean of Faculty and the Registrar, and students will need to submit a petition to register for loads that exceed these guidelines.

Duration of Studies

The normative duration of studies for bachelor degrees is 4 years (8 regular semesters and 2 summers). Degree requirements must be completed within the time period stipulated by the University, with a minimum of 7 semesters (3½ years) and a maximum of 16 semesters (8 years). Students must petition the Academic Board to continue their enrolment for a longer period of time.

Emphasis

A cluster or sequence of studies from one discipline area requiring 30 or more credit hours that is usually comprised of a minimum of ten 3-credit hour courses; some programs may require more

credits than this. The achievement of a GPA of 2.0 in the emphasis is required for graduation; some faculties may require a higher emphasis GPA.

Major

A sequence of professional courses in a field of study consisting of core, major required, and major elective courses that total not less than 84 credit hours; most programs require more credits. The achievement of a GPA of 2.0 in the major is required for graduation. Some Faculties may require a higher major GPA.

Minor

An 18 credit hour or more cluster or sequence of studies from one discipline area. It is usually comprised of six or more 3 credit hours courses.

Course Numbering

Asia-Pacific International University uses the Higher Education General Information Survey (HEGIS) system of course numbering. The letter prefix of each course shows the Faculty or subject area, and the three digit numbers indicate: 1) the class year status (Freshmen, Sophomore, Junior, Senior); 2) the subject category; and 3) the course level. In most cases, the higher the number, the more advanced the course.

Sample: Course Coding/Numbering Interpretation

ENGL 111 English Composition I 3 (3-0-6)

ENGL = Faculty or Subject (English course)

111 = Indicates the class year status, the subject area, and the course level

First Digit / Numeral: when reading from left to right, the first digit/numeral '1' indicates class-year status, meaning that this course is to be taken by freshmen.

Second Digit / Numeral: when reading from left to right, the second digit/number '1' means this course is a General Education course.

Note that the second digit/numeral is assigned to represent subject categories as described below:

- Numeral '1' represents courses in the General Education (GE) category.
- Numerals '2', '4', '6', and '8' represent courses in the Major category.
- Numerals '3', '5', '7', and '9' represent courses in the Core category.
- Numeral '0' represents courses in the Free Elective category.

Third Digit / Numeral Indicates the Following:

- 1 = A course which is first in a sequence
- 2 = A course which is second in a sequence and for which (1) is a prerequisite.
- 3 = May indicate a course which is third in a sequence and for which (2) is a prerequisite.
- 1, 3, 5, 7, 9 Course codes ending with an odd number are typically offered during the 1st semester
- 2, 4, 6, 8, 0 Course codes ending with an even number are typically offered during the 2nd semester

3 (3-0-6)

- Number '3' in front of brackets = number of credits/units: 3
- First number in brackets '3' = lecture hours/week: 3
- Second number in brackets '0' = lab hours/week: 0 (no lab)
- Third number in brackets '6' = Additional hours for self study or research/week: 6

Course Levels

Courses are structured with first level courses numbered from 100–199; second level courses numbered from 200–299; third level courses numbered from 300–399; fourth level courses numbered from 400–499; and fifth level courses numbered from 500–599.

In broad terms, a first level course is normally taken by Freshmen students and is introductory, attempting to provide the foundation, context, scope, philosophy, skills, techniques and conceptual base suitable to that particular course. Second level courses are generally taken by Sophomores and deepen the conceptual base and student skills and understanding in the discipline. Courses taken at the 300-level allow for a greater degree of individual research by students. At this level, a sound base is provided for a lifetime of continued growth in understanding of the discipline. The 400 level course intended for Seniors provides opportunity for in-depth research, while the 500 graduate level involves in-depth inquiry, reflective thought and critical analysis, promoting in the student a sense of self-determination.

Remedial courses with a code of 001 – 099 may be required but do not fulfill graduation requirements. Courses numbered 300 and above count for upper division courses.

Depending on the discipline and particular circumstances of a sequence of studies, such as the constraints imposed by timetabling, some 300 or 400 level courses may on occasion be required during the second year, or a 200 level course may need to be taken in the third or fourth year.

Course Coding

ACCT	Accounting
BIOL	Biology
BUAD	Business Administration
CHEM	Chemistry
CIS	Computer Information Systems
CPTR	Computer
ECON	Economics
EDUC	Education
EDUA	Educational Administration
EDUE	Education - English
ENGL	English
ENSC	Environmental Science
ENTR	Entrepreneurship
FINC	Finance
GENL	General
HIST	History
HLED	Health Education

HMNT	Humanities
MATH	Mathematics
MKTG	Marketing
MNGT	Management
MUSC	Music
PHYS	Physics
PSYC	Psychology
RELB	Theology – Biblical Studies
RELE	Theology – Education Studies
RELG	Theology - Philosophy
RELH	Theology – Historical Studies
RELM	Theology – Church Ministry Studies
RELP	Theology – Pastoral Studies
RELT	Theology – Systematic Studies

Uniform Numbering

380, 480 Directed Field Work/Practicum/ Field Experience

(3–12 Semester credit hours)

Directed study in a practical setting.

390, 490 Topics (1–4)

Each academic department offers topics courses in specialized or experimental areas in either the lower division or upper division. These courses are conducted through regular class activities and are approved by the Faculty Board. Up to four hours credit may be earned in each topics class.

394, 494 Workshops (1–4, 6)

Practical experience in the major in an off-campus setting. These workshops require permission from a Program Chair. See individual departments for specific course descriptions.

396, 496 Seminar (1–6)

Discussion, research, special problems, analysis of new trends in the field, and study of the major areas in a discipline. Normally for majors only. A minimum of 45 hours of class work is required for each hour of credit.

397, 497 Independent Study (1–4, 6)

Each academic department may offer directed, independent study in an approved area. A student will be required to read widely on an assigned subject, follow regular research methods, and present a paper and/or project showing competence in

the study. Independent study must be approved by the appropriate Faculty Dean, who will assign a faculty advisor for the completion of the study. Special instructional procedures for off-campus independent study may be required. Course 497 is open only to majors and minors. Up to four hours credit may be earned in one semester. The maximum credit allowed is six hours.

498 Capstone Courses

399, 499 Directed Projects/Thesis (2–8)

299, 499 Supplemental Studies (1-3)

(International Program)

Previous course work supplemented when portions of a course required in the student's program have been omitted. Ordinarily supplementation will occur only with transfer students or within a program that has undergone a major curriculum change. A study proposal should be prepared in consultation with the course instructor, and approved by the Faculty Board or Deans' Council. It may not be substituted for existing courses.

Student Classification

Students are classified academically at the beginning of each semester. Class standing is determined by the number of hours completed in an approved University program. Students may determine their academic classification according to the following scale:

1. **Freshman.** Students who have fulfilled University entrance requirements and have completed less than 33 semester hours of coursework with a minimum GPA of 2.0.
2. **Sophomore.** Students who have completed a minimum of 33 but less than 66 semester hours of University coursework with a minimum GPA of 2.0.
3. **Junior.** Students who have completed a minimum of 66 but less than 99 semester hours of University coursework with a minimum GPA of 2.0.
4. **Senior.** Students who have completed more than 99 credit hours of their undergraduate course work with a minimum GPA of 2.0.

Those who have applied for graduation and are within two semesters from completion of their programs may be called Graduating Seniors, eligible for membership in the Graduating Class.

GENERAL ACADEMIC POLICIES

Course Load

Under normal conditions, each student is expected to take 16 credits each semester. Foreign students should normally be registered for a full load. Undergraduate students on a student visa must register for a minimum of 9 credits per semester.

Students are permitted to take in excess of 16 credit hours only under specific conditions. University policies stipulate that students with heavy work programs should carry a reduced study load, as with students facing academic difficulties and those who have been placed on academic probation. The course load a student is permitted to take is restricted and is computed as follows:

Student Status	Min Credit Hours	Max Credit Hours
Regular	9	16
Student with Cumulative GPA above 3.00	9	18
Student Graduating < 12 months		21

During each summer session the academic load is limited to 6 credit hours.

The approval of the Dean of Faculty, Registrar, and VPAA is needed for students with CGPA less than 3.00 and any other exceptions to these guidelines.

Cross-Listing (Overlapping) of Curricular Requirements

In certain situations a course may count toward more than one academic requirement (e.g. major and minor, minor and general education, minor and free elective). The maximum amount of credits that may be cross-listed is 6 credits.

Admission to Upper Division Courses

Students may register for upper division courses only after they have completed ENGL 111 English Composition I and ENGL 112 English Composition II, or their equivalents, and have acceptably completed at least 33 semester credit hours of University work.

Students' Governing Bulletin

Students have the right to graduate under the program requirements as published in the Academic Bulletin at the time of their initial enrollment, or with the requirements of any subsequent Bulletin. Students who change their major/minor or who have a break in residence may need to have their program modified.

Revisions to Academic Policy

The Academic Board is the final authority on all academic matters. For all situations not stated in this Bulletin, the Board reserves the right to make the final decision and to generate or update policies from time to time in order to ensure fairness and consistency. Decisions made by the Board have the same effect and force as those published here, once the actions are publicly announced.

Petitions

Students requesting any exception to the published policy may petition to the Deans' Council. All requests for such special consideration should be made on official Petition Forms available from the Office of Admissions and Records, and must be submitted one week before the Deans' Council meets.

Student Appeals

Students have the right to appeal decisions and actions relating to their program. In cases where the student is unsatisfied with the Committee's action, the student may present his/her petition through the grievance process as outlined under the student academic grievance policy.

Sequence of Courses

Students are not permitted to take, repeat, or challenge successfully completed lower courses after further credit has been earned in a more advanced course in the same area. However, a

student is generally required to repeat major and minor courses in which a grade of "lower than a C" is received.

In order for a class to be offered outside of the normal sequence, there must be at least 15 students who wish to register for the class before it may be offered. When less than 5 students and/or students who are out-of-step with their classmates wish to register for such a special class, the request must be first approved by the Deans' Council. The University normally charges 3 times the usual rate of tuition for such a class.

Privately Tutored Courses

Courses listed in the University Bulletin may be privately tutored in exceptional circumstances. Such tutorials may be allowed as a last resort to resolve conflicts of scheduling, to meet graduation requirements, to stay on track when the University cancels scheduled classes, or when a student needs to repeat a class. Students are generally required to pay 3 times the applicable tuition rate for privately tutored courses.

Class Withdrawal

Students may withdraw from classes until the end of the twelfth week of a semester. The final date is listed in the academic calendar. A 'W' is recorded on the student's permanent record and transcripts.

1. To withdraw from an individual course, students must complete a *Drop Form*, which is available at the Office of Admissions and Records.
2. To withdraw from all courses, a student must complete a *Withdrawal Form*, which is available at the Office of Admissions and Records, and must be completed according to specified procedures.

Change of Major or Minor

Students who change their majors or minors are expected to meet all major/minor requirements of the current Academic Bulletin. A change in the major or minor may require additional time to complete the program. A Change of Major or Minor Form is available from the Office of Admissions and Record for this purpose.

Attendance at Academic Appointments

Asia-Pacific International University as a private institution offering Christian higher education is based on ideals and principles different from those which may apply in public universities. One of the obvious differences and advantages is its very favorable teacher-student ratio, and the close and caring relationships between students and staff that are thus made possible. The aim of the University is to encourage a positive learning environment through support of and direct contact with students. Thus, the educational programs on both Asia-Pacific International University campuses intentionally feature learning settings involving lectures, classes, workshop and tutorial sessions, and laboratory and clinical activities to enhance individual learning. The University educational programs assume agreement to certain commitments and duties:

1. Lectures, classes, laboratory and clinical appointments involve commitments. There is not only the commitment of teachers to students, but also students to teachers and of students to their fellow students, which together contribute to the achievement of effective learning and experience in a small group environment. Such an environment involves respect for each other and interacting with each other in the creation of a learning community.
2. There is also the duty of stewardship. Parents, friends and church sponsors, as well as the individual student contribute to the provision of educational opportunities and privilege. The duty of stewardship implies a responsibility on the part of the University and of the student to these various sponsors to maximize opportunities, resources and time.

These commitments and duties lead to an expectation of punctual and regular attendance at all (i.e. 100%) classes, lecture appointments, laboratories and clinical or other work experience placements. An Asia-Pacific International University graduation testamur indicates a certain level of attainment of knowledge and understanding. Students who have had serious absences cannot be considered to have fulfilled the standards implicit in

such a testamur. Employers also express interest in the responsibility patterns of potential employees as demonstrated in attendance and punctuality at academic appointments.

For the reasons stated above, attendance records are maintained by all instructors. Arriving more than ten minutes late for an appointment may be counted as an absence or may be accumulated to count as absences. Students are responsible for their attendance. In order to maintain a classroom atmosphere that is conducive to learning, students are not allowed to walk in and out of class without permission. The use of cellular telephones or other communication devices during class is also forbidden.

Individual lecturers define the specific attendance requirements for their classes in the written course syllabus or outline distributed at the beginning of each semester. Individual lecturers are also responsible for the manner in which the attendance expectations are enforced, and the degree to which work that has been missed can be made up. Some classes may have more rigorous attendance requirements than others. In such cases, each absence may influence the final course grade.

It is the responsibility of students to ensure that they receive the course descriptions and other materials that may be distributed in class. The University is not responsible where students do not receive materials due to their absence from class appointments.

Class Absences

The following procedure will be followed in dealing with unsatisfactory attendance:

- Students will first be warned verbally by the instructor. If their attendance pattern does not improve and absences/tardies reach 10% of total class appointments for the semester, they will then be warned in writing by their instructor. A copy of the warning letter will be sent to their Academic Advisor, the Dean of Faculty, the Registrar, and their guardian/sponsor.

- Total absences, excused and unexcused, must not exceed 20% or eligibility to sit for the final exam is forfeited. Students who for any reason (including sickness) are not able to consistently maintain a minimum of 80% attendance for class/lecture/laboratories/clinical appointments will be notified by the Dean of Faculty that they must show cause in writing as to why they should be allowed to continue in a course and sit for the final examination. Students must respond by letter to the Dean within one week of the date of notification, showing why they should be permitted to continue in the course.

The following additional measures may be implemented to deal with unsatisfactory attendance as considered appropriate by the Dean, in consultation with the instructor:

- The requirement of additional make-up work.
- Imposing a financial charge for rescheduling assessments or other academic appointments.
- Requiring a student to withdraw from the course, whether the date for withdrawal has passed or not.
- Withdrawal of permission to take the final examination.
- The denial of academic credit.

Appeals against the decision of the Faculty Dean will be considered by the Deans' Council. It is expected that students continue attending the class(es) during the show cause period and appeal process.

Instructors Allowed to Cancel Student Registration for Excessive Absences

Faculty members may cancel the registration of students with excessive absences directly with the Registrar's Office, subject to the following conditions:

1. A university attendance warning form was duly signed by the student, academic advisor, and Dean/Program Chair when the class absences reached (approximately) the 10% threshold specified in university guidelines.

2. The instructor has attempted to contact the student via email and/or mobile phone several times since the initial warning to discuss further absences, but the student cannot be reached.
3. The student has continued to miss courses, and absences now exceed 25% of total class meetings.
4. The Dean/Program Chair authorizes cancellation by signing the drop form; a copy of the attendance warning form must be attached to the drop form. The Registrar's Office will send a copy of the drop form and email message to the student and parents.

Study Time for Incoming Freshmen Residence Hall Students

Freshmen residence hall students are required to attend an evening Study Time Program during their first year on campus that operates from Monday – Thursday evenings in the Library. This program has been set up to help incoming students transition from living at home with their parents to living at the university; it is intended to help them establish and maintain good study, time management, and work habits in order to achieve academic success. Student mentors, staff members, and instructors are on duty to help students when they have questions regarding homework or other self-study assignments. Further details regarding this program and Study Time regulations are available at the Academic Office.

Learning Center

The Learning Center is a place assigned to better assist all students academically, especially those who have received an academic warning or are on academic probation.

Learning Center Regulations

1. Location:
Third floor of library, along curved wall on building's west side.
2. Times of Operation:
All times that the library is open; a student assistant is on duty from 13.00 to 17.00 and 19.30 to 21.30 except during semester breaks and vacations.

3. Supervision of Learning Center:

- An academic supporting staff member is assigned to supervise the Learning Center, with the assistance of the library staff.
- Student Assistants: upper-division students who have done well academically with expertise in English, business, general education religion, and science during afternoons and evenings; expertise in other subjects available as needed.

4. Attendance:

- All students are welcome to attend the Learning Center to receive help with homework and assignments. Weekly attendance at the discretion of the Faculty may be required for probationary and provisional students (1 hour/week/credit unit), and also for some students on academic warning (0.5 hour/week/credit unit) during regular semesters. For courses taken during the summer, the learning center attendance requirements (hours/week) are increased.
- As with classroom attendance requirements, student Learning Center absences are not to exceed 20%. The absence allowance includes sickness, field trips, and other excused/unexcused absences.
- The monitoring of Learning Center attendance is the responsibility of Program Chairs through use of an electronic attendance system that may be inspected at any time.
- For delinquent attendance requirements not made up within 4 weeks, a student may be required to drop one course if so recommended by the academic advisor and approved by the Program Chair.

INDEPENDENT STUDY AND RESEARCH

Independent Study and Research

Reading and Research courses are studies taken on an individual, independent basis under the supervision of an assigned instructor to supplement and extend regular course offerings. Such studies are intended to facilitate exploration and in-depth study of topics or themes that extend a student's knowledge. Topics selected may be similar to courses already offered by the University but would normally involve new areas of study or interdisciplinary topics.

1. Independent studies can only be taken at the 300 and 400 level. Assessment for such courses would normally require substantial written papers, reports and/or records of experimental processes and data collection. In consultation with the student, the assigned instructor will prepare a course outline specifying the learning activities and the assessment criteria and standards. Course outlines require the prior approval of the Dean of Faculty. Regularly scheduled consultations between the instructor and the student are a required part of independent studies. A minimum of 45 clock hours of meaningful and purposeful work is required for each credit hour.
2. With the prior approval of the relevant Dean of Faculty and the Registrar, students may accumulate no more than 6 Credit Hours of academic credit taken as guided readings or independent study/research.
3. Independent study courses are not normally intended to replace courses included in the major or minor of the concentration, but may be used to fill elective options.
4. Independent study courses may not be used either to redeem a failed subject or to improve a grade for a subject taken in residence at Asia-Pacific International University.
5. With the agreement of the Dean of Faculty and the Registrar, approval may be granted for students to undertake independent study courses where there is an unavoidable clash in

- timetable that prevents a student from taking the class in the normal residence setting.
6. Regular tuition fees are charged for courses taken as independent study.
 7. Where there are more than four students desiring to take independent study in a course, a class shall be scheduled to meet their needs.
 8. Under unusual circumstances, requests to undertake independent studies which fall outside these regulations may be considered. In such cases, approval of the Academic Board will be required.
 9. Independent study credits are given codes that locate the study within a particular discipline area, for example, ENGL 497 Independent Study.

ACADEMIC EVALUATION POLICIES AND PRACTICES

Examinations

Final examination schedules are posted midway during the semester. Students must take the examinations as scheduled. In cases where there are schedule conflicts and a student has more than one examination scheduled at the same time, of, the student may petition the Office of Admissions and Records for a reschedule of his/her examinations. Travel bookings should not be made by students until after the publication of the final examination schedule by the Office of Admissions and Records. Instructors are not permitted to privately arrange for special out-of-schedule examinations to accommodate travel for any class.

Student Requests for Final Exams Offered Outside of Posted Exam Schedule

Student requests for out-of-schedule final exams should generally be discouraged; occasionally, however, unusual circumstances may warrant special consideration (travel arrangements scheduled during exam week are not grounds for arranging for out-of-schedule exams).

Instructors are not allowed to make private arrangements in response to student requests; these must be handled through the petition process, and the same exam paper may not be used for both a final exam and an out-of-schedule exam. If a Dean feels that a request warrants special treatment, (s)he should sign/endorse a petition that clearly states the rationale for the exception, present a plan that doesn't unreasonably burden the instructor, and specify the amount (500 to 2,000 Baht) to be charged for the exam fee. The Admissions and Records Office will record these arrangements.

Deferred Examinations

Students who, by reason of extenuating medical circumstances such as sickness or accident, are unfit to sit a scheduled final examination or to make adequate preparation may apply to the Director of Admissions and Records for a deferred examination. Applications are considered according to the following criteria:

1. Application must be made on the prescribed form countersigned by a medical practitioner or with a doctor's certificate attached (where illness is the ground for the application), or by a Residence Hall Director or the Vice President for Student Administration in other cases. The application form must be submitted to the Registrar as soon as it can be completed. (The expectation is that this will normally be completed within 24 hours of the scheduling of the examination.)
2. Following consultation with the instructor concerned and approval of the application, arrangements will be made with the instructor for a re-scheduled examination.
3. Where sudden illness, accident or other serious misadventure occurs during the examination which prevents the student from continuing with the examination, it is the duty of the student to bring such problems immediately to the attention of the Chief Invigilator, who shall report to the Registrar's Office. If an application for a deferred examination arises from such a situation, it should be lodged as soon as is reasonably possible with the Office

of Admissions and Records, and is to be supported by relevant documentation.

4. Students who misread the examination timetable will not be granted permission to sit a deferred examination.
5. A fee will be charged for a deferred examination.

Examination Policy

Asia-Pacific International University takes seriously its responsibility to conduct examinations in an environment and manner that maintain academic integrity, and that is free from cheating, plagiarism, or other attempts to circumvent assessment requirements.

It is the practice of the University to conduct most final examinations in a centralized location under the direction of an Examinations Officer, a Chief Invigilator, and a team of faculty invigilators. Failure of students to comply with examination procedures will result in a failing grade. The responsibilities and duties of students in regards to examinations are outlined below.

Examination Instructions for Students

1. It is expected that students attending examinations will wear the full University uniform. Food and cell phones are not permitted in the examination venue.
2. Students should be ready to enter the examination venue fifteen minutes before examination time (8.15 or 13.15). Exam silence should be maintained from the time you enter the examination room.
3. Invigilators will scrutinize you as you enter the examination venue. You are to take into the venue writing and drawing equipment only. Answer sheets will be provided by the invigilators. When specified by an instructor that a book, calculator or other material is permitted for use in an examination, the instructor will be at the examination venue to scrutinize the material.

4. ID cards must be placed on a student's desk upon entering the examination venue, and the attendance slip must be filled out.

5. The five-minute reading time is for writing notes on the examination question paper, but students must not write on the answer sheets during this time. Generally, questions will only be answered during the reading time. Lifting exam/answer papers up from the desk so that they are visible to others is forbidden.

6. Late students will be admitted up to 30 minutes after the commencement of reading time, but no extension of time will be allowed.

7. Students who complete their examination early may not leave the examination venue during the first 30 minutes.

8. An invigilator must give permission before any student leaves their seat. Students should raise their hand to secure the attention of the invigilator. Toilet facilities are not available to students during the first two hours, and may be used only for emergencies during the exam. Invigilators will accompany students to the facility.

9. Before leaving the examination room, every student must make sure that the personal information section of the first page of the answer sheets has been filled in and his/her name has been written in the top right hand corner of each page.

10. When students have completed their examination, they should raise their hand to signal the invigilator that they wish to leave the venue. Students must remain in their seats until their papers are collected.

11. All examination papers will be collected by the lecturer; students are not permitted to take them out of the examination room.

Restroom Breaks During Final Examinations

1. No restroom breaks will be allowed for exams designed to be completed within 2 hours (e.g. 2 credit courses, entirely or primarily multiple choice exams).

2. Only one restroom break is allowed for a 3-hour exam; if there is a medical reason why more than one break is necessary, then appropriate documentation must be submitted to the Chief Invigilator before the exam begins.
3. Not more than one male and one female student from a course will be allowed to use the restrooms at the same time, and not more than five male and five female students in total will be allowed to use the restrooms at the same time.
4. No loitering by students who have left the examination room is permitted around exit areas if other students are still writing the exam.

Instructions for Invigilators

1. A Registrar's Office employee will deliver sufficient blank answer sheets and other necessary supplies from the Office of Admissions and Records to the auditorium at least half an hour before examinations are due to commence.
 - 8.00 for 8.30 morning examinations
 - 13.00 for 13.30 afternoon examinations
2. Ensure that adequate space is maintained between desks and place answer sheets and attendance slips on each desk.
3. Instructors who require special materials or supplies for use in their examinations must be responsible for seeing that these materials or supplies are at the examination room at least thirty minutes before the scheduled time of commencing the exam.
4. Make certain that all listed examination scripts are ready and familiarize yourself with any special arrangements indicated on the question papers.
5. Admit students into the exam hall at 8:15 (for morning session) and 13:15 (for afternoon session). Exam silence should be maintained from the time the students enter the examination room. Instructors in the subjects being examined should be present to distribute their examination question papers and to make any explanatory remarks. Instructors should remain in the room until the end of the read-

ing period. At least two invigilators will be assigned per examination site when facilities other than the auditorium are used.

- Check student uniforms and writing tools as they enter exam hall
 - Strategically position themselves around exam hall
 - Request permission from the chief invigilator before leaving the exam hall; sometimes additional supervisory help is needed with other classes
6. During the reading time, a student ID card should be available on the student's desk for invigilators to check when they collect the attendance slips and mark the class lists from the slips.
 7. At the end of each examination, invigilators should ensure that all students stop writing at the time allotted to them, and do not disturb students writing other papers. As invigilators gather the completed answer sheets, they should ensure that students have properly completed the information on the front and that all the materials to be handed in are stapled together.
 8. Students should remain in their seats until their papers are collected. Scripts not collected from the examination venue by the instructor will be available at the Academic Office.
 9. Please turn off lights and lock doors and windows. Report any irregularities or unusual circumstances to the Examination Officer.
 10. The Chief Invigilator is requested to deliver the examination scripts and unused answer sheets to the Admissions and Records Office.

Academic Honesty

Asia-Pacific International University's philosophy and statement of objectives asserts that the University aims to develop skilled graduates who act according to ethical principles and with integrity in their personal and professional lives. In preparing students to meet this aim, the University expects students to act with integrity in the performance of their academic work throughout the time that they are students.

The University assists students in this respect by teaching them how to act with integrity, and it discourages all types of academic dishonesty. Academic dishonesty may take many forms, including but not limited to plagiarism, cheating in exams, falsification of data, and incorrectly ascribing authorship in group projects.

Plagiarism

Plagiarism is using someone else's ideas or words as if they were one's own. It is one form of academic dishonesty, and students are expected to avoid plagiarism by doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required. Students should attach a cover sheet to all assignments that includes the following declaration:

"I certify that this assignment is my own work and is free from plagiarism. I understand that the assignment may be checked for plagiarism by electronic or other means. The assignment has not previously been submitted for assessment in any other course or institution. I have read and understood Asia-Pacific International University's academic integrity policy."

Signed _____
Date _____

Further, students should refrain from copying another student's work; producing an assignment in conjunction with another person when independent work is required; lending an assignment to another student(s); copying or quoting from another source without acknowledging that source and appropriately identifying all quoted material; and paraphrasing another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase. (Extensive paraphrasing, even when acknowledged, is not advisable.)

Procedure for Dealing with Plagiarism

If an instructor suspects plagiarism, the instructor will normally:

1. discuss the matter with the student and if plagiarism is established;
2. confer with the Dean of Faculty and with other colleagues, if necessary, to determine an appropriate penalty. As part of this process, the Dean shall check the student's Admissions and Records Office file for any previous plagiarism offences.
3. fill out a cheating incident report form to document this occurrence, which includes details such as the date of the incident, the course involved, the nature and extent of the dishonesty, and corrective action taken. This report should be filed in the student's Admissions and Records Office file, and – if recommended by the Dean – reported to the Faculty Examination Board.

Procedure for Dealing with Cheating

If an instructor/invigilator observes or suspects a student of cheating in a quiz, test, or examination, the instructor should normally:

1. discuss the matter with the student to establish the facts and secure any evidence.
2. confer with the Dean of Faculty and other colleagues, if necessary, to determine the appropriate penalty.
3. fill out a cheating incident report form, file it in the student's Admissions and Records Office file, and – if recommended by the Dean – report the incident to the Faculty Examination Board.

The Dean shall be responsible to:

1. check the student's Admissions and Records Office file for any previous cheating or other offences of academic dishonesty.
2. report all instances of serious cheating to the Deans' Council and confer to see if additional disciplinary action is warranted.

For nursing courses taught on the Bangkok Campus, instances of plagiarism or cheating are dealt with by the Mission Faculty of Nursing Disciplinary Committee. The Dean of Faculty shall ensure that a cheating incident report is placed in the student's academic file documenting the date, the course involved, the nature and extent of the dishonesty, and corrective action taken.

Penalties for Academic Dishonesty

Since the University utilizes a redemptive approach to discipline, first instances of cheating or plagiarism, if minor, will bring a warning and penalties ranging from the deduction of marks, resubmission of an assignment, or awarding of a failing grade for the assignment/test in question. Students in their second or later semesters will be penalized more heavily than beginning students. Illustrative penalties include:

- First offence: penalties range from the substantial deduction of marks for an assignment, giving zero marks for an assignment, or issuing a failing grade for a specific test or examination.
- Second offence (counting all courses taken at Asia-Pacific International University): failing grade for the course.
- Third offence (counting all courses taken at the University): the student may be dismissed from further study at the University.

All instances of plagiarism or serious cheating will be recorded, and documentation placed in the student's academic file.

Grading System

The following standardized grading system is used for all courses and by all instructors at Asia-Pacific International University.

Regular Grade	Percentage	Grade Points	Definition
A	80 - 100	4.00	Excellent
B+	75 - 79	3.50	Very Good
B	70 - 74	3.00	Good
C+	65 - 69	2.50	Fairly Good
C	60 - 64	2.00	Fair
D+	55 - 59	1.50	Poor
D	50 - 54	1.00	Very Poor
F	0 - 49	0.00	Fail

Grades without Grade Points

AU	Audit
FS	Failed but granted a supplementary exam
I	Incomplete
IP	In Progress
S	Satisfactory
T	Transfer Credits
U	Unsatisfactory
W	Withdrew from class with permission
CE	Credits from Challenge Exam
CP	Credits from Portfolio
CS	Credits from Standardized Exam
CT	Credits from Training

To withdraw from all courses a student must complete a *Withdrawal Form*, which is available at the Office of Admissions and Records and must complete the procedure as advised.

Should a student need to request an "I" grade, (s) he should obtain the appropriate application form from the Office of Admissions and Records, and complete the form with the instructor concerned. (See policy statement below.)

Grade Distribution

Since the distribution of a set of scores gained from marking a range of student scripts and test papers is a relative measure of quality rather than an absolute measure, there are situations in which it is appropriate to rescale scores in order to approach a level of parity across a range of courses within the institution.

Where class sizes (normally above 30) make the exercise appropriate, or where a course is taught to several class groups in a semester by the same or different lecturers, scores may be standardized by using t-scores or by scaling to ensure that a grade distribution does not advantage or disadvantage one student group over another. Faculty Examination Boards may require scores to be standardized where grade distributions from raw scores are skewed.

S/U Grades

Grades of Satisfactory and Unsatisfactory are used for certain approved general education or practicum courses or for transfer credits. S/U grades are not calculated in the GPA and may only be assigned to designated courses in which it has been determined that letter grades are inappropriate.

Minimum Passing Grade

“C” is the minimum passing grade for both major and minor courses. For core courses, “D+” is the minimum passing grade, and “D” is the minimum passing grade for general education courses.

Incomplete Grade (I)

An “Incomplete” (I) grade indicates that a student’s work is incomplete because of illness or unavoidable circumstances. An “I” is given only if the student has already completed the major requirements of the course. An incomplete cannot be given if the student’s failure to complete work was due to neglect or poor performance.

Should a student need to request an “I” grade, the appropriate application form should be obtained from the Office of Admissions and Records and completed with the instructor concerned. The form will constitute a written contract between the teacher and the student, specifying the work to be done to remove the incomplete, the time by which all requirements must be completed and the grade to be awarded if the course requirements named in the contract are not met. The maximum time normally permitted for completion is the end of the following regular semester. The written contract between the student and the teacher must be approved and minutes recorded by the relevant Faculty Examination Board and a copy filed with the Registrar in the student’s personal file. The work must be completed and the grade removed by the date indicated on the contract. Failure to meet the contract deadline will result in automatic recording of the grade specified in the contract. Extraordinary appeals should be directed to the Vice President for Academic Administration.

In Progress Grade (IP)

An “IP” grade indicates that the coursework is in progress because it covers more than one semester and will normally be completed within two semesters (counting the summer semester), unless otherwise approved by the Vice President for Academic Administration. The drop date for courses with an IP grade option shall be extended to the following semester withdrawal date. If the work is not completed within the time limit, the IP will become an F.

Grade-Point Average

The grade-point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. The GPA is counted for each semester as well as cumulatively for all of a student’s courses, and for the major and core courses in a program of study.

Change of Grade and Appeals for Reassessment

Grounds are deemed to exist for an appeal against a grade awarded where one or more of the following conditions apply:

1. There is reason to believe that a clerical or other recording error may have occurred;
2. There is reason to believe an injustice exists due to some inadequacy in the validity or the reliability of the assessment.

An appeal against a grade may only be lodged after the official release of grades by the Office of Admissions and Records. An appeal will be recognized if lodged by the second Friday of the next regular semester following that in which the questionable grade was awarded unless exceptional circumstances are established.

To lodge an appeal under (1) above, the student should contact the instructor responsible for the course to ascertain whether the grade as notified agrees with his or her records. Any clerical error will be rectified after being reviewed by the Faculty Dean and the Registrar.

To lodge an appeal under (2) above, the student should make application to the Registrar in writing together with the prescribed fee. An appeal may result in a grade being retained, raised or lowered. The fee will be refunded if the decision raises the grade.

A Review Committee consisting of the Vice President for Academic Administration, two members nominated by the Vice President, and a member of the relevant faculty, will evaluate the application and make a determination.

In any dispute relating to instructions which have been given to students on assessment procedures within a course, the written guidelines which instructors have provided to students will be taken as definitive.

Supplementary Assessments

Supplementary assessments are possible on a restricted basis and are administered as follows:

1. Where a student has failed a course because some of the specified objectives have not been met, or an essential assessment component for the course has not met the minimum passing requirement, but the aggregate (overall) score for the other assessments is equal to or greater than passing, or where a student has a final mark that falls within 5 marks of a passing mark, the student may be granted a supplementary assessment. Successful completion of a supplementary assessment raises the previous grade to the next grade level only – e.g. from an F to a D, from a D to a D+, or from a D+ to a C.

The nature of the supplementary work required shall be determined by the Faculty Examination Board in consultation with the course lecturer according to discipline-specific guidelines. A supplementary exam will be recommended only if the examiner is persuaded that the objectives of the course can be achieved.

Course Outlines provided to students need to indicate clearly which assessment components are essential to the completion of the course and what minimum passing level is required for these essential components.

Supplementary assessments may involve such things as additional, non-directed personal study involving a report of some kind, repeated or new written assignments, re-examination or any other work the examining Board may approve.

A Faculty Examination Board Chair may submit recommendations for supplementary assessments to the VPAA for review in order to determine that the conditions specified in item 2 below are met. If a student is eligible for

supplementary assessment, the VPAA will then make a recommendation to the Registrar, and students eligible for Supplementary Assessment will be notified. If a case is not clear, then the Chair will convene the committee before making a recommendation to the Registrar.

2. The following conditions apply to Supplementary Assessments:
 - They shall normally be granted in only one course in a given semester.
 - They will not be offered if more than 6 credit hours of work have been failed. They will normally be granted no more than 2 times during four-year program. Exceptions to this limit require the approval of the Academic Board.
3. Upon successful completion of a supplementary assessment and upon the payment of the supplementary assessment fee (500 – 2,000 Baht depending on type of exam), the grade shall be changed to the minimum passing grade for the course (D, D+, or C).
4. Should the supplementary assessment not be completed satisfactorily, the original grade will be retained.

Repeating Courses

If a student fails or earns a low grade in a course, the course may be repeated. All courses attempted remain on the permanent record, but only the higher grade will be used in computing the student's GPA. Some professional schools may use all grades to compute the student's grade point average.

Withdrawal from a Course

Students who terminate their studies before the end of the semester must complete appropriate withdrawal procedures at the Office of Admissions and Records. After the first two weeks of the semester, a 'W' will be recorded on the student's transcript and will not affect the GPA. Students who discontinue classes but fail to complete the withdrawal procedure before the end of the twelfth week of the semester will receive an 'F' or another justified grade on their transcript.

Academic Warning

A student whose cumulative grade point average is 2.00 or higher, but whose semester average is below 2.00, will receive a warning letter from the Academic Office. A copy of the letter will be sent to the student's academic advisor to ensure appropriate advice for the coming term, and to parents/guardians, and/or sponsor so that they are aware of the student's performance.

Academic Probation

When a student's cumulative grade point average falls below 2.00, the student is automatically placed on academic probation. The student's advisor and parents/guardian will be informed of this status in writing. A student on academic probation for not more than two semesters will be permitted to enroll for up to 12 credits per semester credits. A student on academic probation for three or more semesters will be permitted to enroll for 12 credits per semester only if the previous semester GPA (including summer) is 2.00 or higher. Students are advised to repeat courses with a grade of less than C and finish up incomplete work before continuing with advanced coursework.

Students on probation are not allowed to stay off-campus unless they are living with their parents, and they are expected to attend all classes. Students on probation are encouraged to reduce extracurricular activities, and such students are not permitted to hold important offices in the Student Council or clubs (Student Council President, Social Leader, or club President). If an office holder is placed under probation he/she is required to resign from his/her position.

If a student's cumulative grade point average drops below 1.75, additional conditions may be imposed.

Academic Suspension and Dismissal

All students on academic probation will have their progress reviewed at the end of the semester by the Vice President for Academic Administration and the Deans' Council. After two consecutive semesters on academic probation, and upon review of the student's overall academic progress and writ-

ten reports from the advisors, a decision will be made regarding the student's enrollment status. The student will be notified in writing about the decision, along with his or her rights of appeals.

Students who remain on academic probation for more than two consecutive semesters (cumulative Grade Point Average below 2.0) will normally be suspended from the University for one semester or longer.

A student may generally reapply for readmission after one semester. The Faculty Board – in consultation with the student's parents/guardians – will review the application and seek convincing evidence which demonstrates the student's commitment and potential for academic success, which are required for reinstatement.

If a student is readmitted to the university after a suspension, but still receives a semester GPA below 2.00, the student is usually dismissed permanently from the university.

Student Academic Grievance Policy

When students believe their academic rights have been infringed or they have been treated unjustly with respect to their academic program, they may seek a resolution of their concern. Students are entitled to a fair and impartial consideration of their cases, and the University has adopted procedures to ensure this. The student should take the following steps to seek a solution.

In disputes over course requirements or instructions given to students on assessment procedures within a course, the written guidelines which lecturers provide to the students will be taken as definitive.

1. Step One. The problem should first be discussed with the instructor concerned or with a student's academic advisor in an informal consultation or conference. If a matter is raised with the advisor, it is expected that the advisor will take up the matter with the teacher concerned.

- If appropriate, a student may request a friend to undertake this consultation on their behalf. This conference should be

undertaken immediately after the occurrence of the problem, and no later than one month afterwards.

- If a written statement of the problem is submitted by the student at this first step, then a written reply setting out any advice shall be provided by the teacher or academic advisor within three days.
2. Step Two. If the student is dissatisfied with the outcome of Step 1, then the matter should next be discussed with the Program Chair or the Faculty Dean.
- If a written statement of the problem was lodged with the teacher at Step 1, a copy of this statement and any response from the instructor or advisor needs to be shared with the Program Chair or the Faculty Dean.
3. Step Three. If the student is dissatisfied with the outcome of Step 2, then the student may appeal within 15 days to the Vice President for Academic Administration for a resolution of the problem.
- The student may request for the matter to be reviewed by a Grievance Committee comprising three faculty members and the Vice President for Academic Administration, which shall evaluate the grievance and report on the matter to the student within 15 days. The decision of this committee shall be final. The committee shall be comprised of one member chosen by the student, the Dean or their nominee, and one faculty member chosen by the Vice President of Academic Administration. The Vice President for Academic Administration shall serve as the Chair. The result of this review shall be given in writing to the student and shall be included in the permanent academic record.

Academic Excellence

The following academic recognition will be awarded to students who excel in their academic work during their studies at Asia-Pacific International University.

1. President's List. Students who complete a regular semester of study with a minimum of 12 semester hours, receive an S grade in GENL 110 Seminar in Character Development, and attain a grade-point average of 3.75 or above (excluding any Incomplete grades) will be acknowledged on the President's List.
2. Dean's List. Students who complete a regular semester of study with a minimum of 12 semester hours, receive an S grade in GENL 110 Seminar in Character Development, and attain a grade point average between 3.50 – 3.74 (excluding any Incomplete grades) will be acknowledged on the Dean's List.

GRADUATION REQUIREMENTS

Graduation

Graduation weekend is held annually in May. Students are invited to participate in the annual exercises but may be granted exemption by permission from the Vice President for Academic Administration. All graduating students, whether participating or in absentia, are required to pay a graduation fee.

Residence Requirements

To establish residence, a student must generally take classes for a continuous period of two semesters with a minimum of 33 semester credit hours, and must complete a minimum of 12 upper division semester credits in the major field of study. An absence of four or more consecutive semesters will constitute a break in residence. Students with a break in residence exceeding seven years may be required to validate certain courses before they can be eligible for meeting course requirements. Students are expected to take their final two semesters in residence.

Student Responsibility

The responsibility for meeting graduation requirements rests upon the student. Students are expected to be aware of the various requirements as published in the Bulletin under which they plan to graduate. Students should acquaint themselves with the requirements of this Bulletin and, beginning in the freshman year, plan their University program to meet these requirements.

The Dean of Faculty and Program Chair are available to assist students in planning University coursework. Students are expected to be informed concerning the regulations governing academic matters as found in this Bulletin, as published, or as publicly announced.

Freshman Courses During the Senior Year

Unless the circumstances are exceptional, no senior may enroll in first year (101–199) courses.

Graduation Requirements for Bachelor's Degrees

In order to graduate from Asia-Pacific International University with a bachelor's degree, the student must:

1. fulfill the entrance requirements listed under "Admission Criteria and Requirements" in the Bulletin.
2. complete all graduation requirements as specified by the student's degree requirements.
3. earn no credit below 'C' in the major and minor requirements and D+ in core courses.
4. complete at least 33 credits required for the degree program in residence at Asia-Pacific International University. At least one-third of these courses must be upper division major requirements or cognates (with approval of the Dean of the Faculty).
5. complete a minimum of 24 credits in residence immediately preceding graduation.
6. pass a comprehensive written and/or oral examination in the area of the major core and concentration, if required by the Faculty.

7. secure a minimum cumulative GPA of 2.00, with a cumulative GPA of at least 2.00 specifically in the major requirements. Some faculties may require a higher GPA in the major studies if it is necessary to meet professional body requirements.
8. be admitted to the graduating class by recommendation of the Academic Board, and approved for graduation by the Asia-Pacific International University Council.
9. complete a program of study within a minimum period of 3 ½ years and a maximum period of 8 years.

Graduation with Honors

Students in a four-year course of study with the appropriate GPA, both overall and for credits earned, will be awarded the following honors distinction at graduation:

Academic Honors	CGPA Level
First Class Honors***	3.50 or higher
Second Class Honors	3.25 – 3.49

***Students with a CGPA of 3.75 or higher who have taken all their coursework in residence at the University and meet all honors requirements may be awarded a gold medallion as part of their graduation regalia

Undergraduate students may be eligible for academic honors if they meet the following criteria:

- Have a cumulative GPA of 3.25 or higher, and are taking their first bachelor degree program.
- Have not received a grade of D, F, or U in any course, including GENL110 Seminar in Character Development, and have not repeated any course.
- Have completed all graduation requirements within four and a half years.
- Have taken at least three-fourths of program requirements in residence, including a minimum of 24 credits of major courses. All transfer credits and portions of credits transferred must also meet the required honors standard, with no grade lower than a "B".
- Have never been subject to disciplinary proceedings or major punishment by the university.

The academic honors system (1st and 2nd class honors) applies only to undergraduate study programs. Advanced standing credits are not computed in the grade point average.

The Academic Board may modify, delete, or add to the provisions in this Bulletin, and it is therefore important that students work closely with their advisors or department chairs. Academic information is also available from the Vice President for Academic Administration's office.

Transcripts

A student will be allowed one free transcript of his University record according to the conditions below. All additional transcripts may be obtained

from the Office of Admissions and Records upon request and payment of a fee of 200 Baht. This fee is payable before issuance.

1. All requests for transcripts must be made on an official Academic Documents Request Form and must be signed by the student.
2. All school fees and other financial obligations must be cleared.
3. Normally official transcripts requested for submission to other institutions are mailed by the Office of Admissions and Records directly to the other academic institution named by a student.





General Education

Philosophy of General Education

Asia-Pacific International University believes that in a world in which knowledge is rapidly expanding, a truly educated person must be equipped to continue learning throughout life. Thus, effective education requires students to encounter perspectives and disciplines beyond their chosen specialized fields of study. The General Education Program helps higher education to become both a formative and a transformative experience, with a goal of fostering a better understanding of and appreciation for Seventh-day Adventist Christianity, a commitment to intellectual excellence, and a desire to use one's abilities to serve others.

Students are expected to develop the ability to think and reason analytically; to use language clearly and persuasively; to integrate and synthesize complex information; to reflect, imagine, and make responsible choices. General Education courses broaden students' perspectives by introducing them to a variety of academic fields, including the humanities, natural sciences and mathematics, social sciences, and religion. Students are also expected to develop a measurable level of competency in skills necessary for a productive life. These include proficiency in the use of written English, along with an understanding of the principles of personal health and fitness, and their relationship to public health.

The University seeks to nurture creative thinkers with solid ethical values, proven problem solving skills, broad interests, and an appreciation of arts and culture; graduates who will be able to provide service and leadership in their homes, communities, and societies. For this reason, General Education courses require students to engage in service learning activities to help them realize that a willingness to unselfishly help others is the clearest evidence of moral commitment, and essential to a healthy society.

General Education courses also expose students to intercultural and international concerns, encouraging them to develop value systems that enable them to distinguish between right and wrong. Through their General Education studies and related extracurricular experiences, students will:

- display essential competencies for informed inquiry across academic disciplines.
- develop an integrated understanding of the roles of faith, religion, science, technology, arts and culture in the establishment and development of society.
- encounter a Christian worldview that provides an opportunity to better understand God, the value of scripture that brings personal spiritual growth and development, along with meaning to life.
- be able to recognize, analyze, synthesize, and evaluate information and ideas, reflecting on them from multiple perspectives with an open mind.
- acquire problem-solving skills and an appreciation for the utility of mathematics.
- better comprehend the complexities of human behavior and relationships.
- effectively articulate and communicate a point of view or argument either orally and in writing.
- gain an appreciation for other cultures, and explore the world of artistic and literary expression.
- demonstrate a commitment to civic engagement, and service to their communities and the world.
- appreciate the value of collaborative endeavor, and develop teamwork skills.

- develop attitudes of responsibility for and stewardship of the natural world and the environment.
- demonstrate growth in personal integrity, moral judgment, and application of ethical principles to daily decisions in their work and families.

General Education Courses (36 Credit Hours)

General Education courses are taught by instructors from various Faculties. Responsibility for the content of the General Education courses resides with the Dean of the relevant Faculty where the course is located. The relevant Faculty Examination Board is responsible for examination moderation and the regular review of the course content. Coordination and scheduling of the General Education courses is coordinated by the Academic Office or the General Education Program Chair, who liaises closely with Deans of Faculty.

The General Education curriculum consists of the following:

- 1. Humanities** - Courses exploring the conundrum of human nature and existence. Students may choose from a variety of courses which draw themes from different disciplines including biblical studies, ethical principles, Adventist beliefs and heritage, and a course in Thai culture, history, or fine arts.
- 2. Language** – Courses that emphasize English writing skills.
- 3. Mathematics and Science** - One course each in mathematics, health science, computer science, and a basic science course with a laboratory. Science and non-science majors complete separate requirements.
- 4. Social Sciences** - A University orientation course develops library, learning, and keyboarding skills. This is complemented by a course in psychology, and an applied social science course that investigates how to build durable marriages and close-knit families.

Humanities:

(11 Credit Hours)

GENL 110 Seminar in Character Development * (0)

* This subject is required every semester and summer.

Basic Level (A)*
2 of the following: RELB 116 Life & Teaching of Jesus (3) RELB 215 Ethical Models (3) RELT 113 Origins of Life (3) RELT 114 Understand Self & Society (3) RELT 213 Human Destiny (3)
1 course from B or C, or any RELB course (3)
Intermediate Level (B)**
2 of the following: RELB 116 Life & Teaching of Jesus (3) RELB 215 Ethical Models (3) RELT 150 Fundamentals of Christian Beliefs (3) RELT 271 Adventist Heritage & Mission (3) RELT 360 Ministry and Message of Ellen G White (3)
1 course from A or C, or any RELB course (3)
Advanced Level (C)***
2 of the following: RELB 116 Life & Teachings of Jesus (3) RELB 215 Ethical Models (3) RELB 327 Introduction to Old Testament (3) RELB 346 Introduction to New Testament (3) RELB 421 Old Testament Apocalyptic Writings (3) RELB 422 Christian Apocalyptic Writings (3)
1 course from A or B, or any RELB course (3)

* Designed for students from non-Christian backgrounds

** Designed for Education and Theology students (Option C are major courses) who are interested in working for Seventh-day Adventist organizations

*** Challenging courses for students who already have a strong foundation in Adventist teachings and history.

And one of the following courses:

HIST 212 Introduction to History of Western Civilization (2) OR
HIST 213 Introduction to History of Eastern Civilization (2) OR
HMNT 210 Appreciation of Fine Arts (2) OR
HMNT 216 Thai Culture and Basic Conversational Skills (2) OR
MUSC 210 Music Appreciation (2)

Language

(6 Credit Hours)

Writing ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Math and Science

Non-Bioscience Majors: (12 Credit Hours)

Computer CPTR 114 Computer and Information Technology (3)

Health HLED 117 Health and Fitness (3)

Math MATH 112 Survey of Mathematics (3)

Science BIOL 211 Principles of Biology (3) OR

ENSC 211 Understanding our Environment (3)

Bioscience Majors:(6 Credit Hours)

Computer CPTR 114 Computer and Information Technology (3)

Health HLED 117 Health and Fitness (3)

Social Sciences:

(7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

Keyboarding Competency

All new applicants for degree programs are required to demonstrate basic keyboarding skills.

The requirement may be met by:

1. Providing Proof of Competency—Students may provide a certificate detailing typing speed and accuracy, or
2. Passing a Challenge Test—This is to be taken during the FIRST WEEK of the semester. The student must pass a five-minute speed test with at least 25 words per minute.

Should a student not succeed in the challenge test, (s)he must attend the weekly keyboarding segment that is offered as part of EDUC 111 Orientation to Higher Education. Basic keyboarding training is offered to improve student skills and assist them in achieving this requirement.

If a student fails this course, (s)he needs to repeat the course and retake all the skills. Students will not be permitted to register for any courses following the 2nd semester until they have completed this requirement.

RECOMMENDED SEQUENCE OF GENERAL EDUCATION CLASSES**First Year****First Semester**

EDUC	111 Orientation to Higher Education	1
ENGL	111 English Composition I	3
GENL	110 Seminar in Character Development	0
HLED	117 Health and Fitness	3
PSYC	115 General Psychology	3
RELT	113 Origins of Life (or alternative religion course)	3
TOTAL		13

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR	114 Computer and Information Technology	3
EDUC	111 Orientation to Higher Education	1
ENGL	112 English Composition II	3
GENL	110 Seminar in Character Development	0
MATH	112 Survey of Mathematics	3
RELT	114 Understanding Self and Society (or alternative)	3
TOTAL		12

Summer Session

CPTR	114 Computer & Information Technology OR	3
PSYC	115 General Psychology	
GENL	110 Seminar in Character Development	0
HIST	212 Intro History of Western Civilization OR	2
MUSC	210 Music Appreciation	
TOTAL		5

Second Year**First Semester**

BIOL	211 Principles of Biology OR	3
ENSC	211 Understanding Our Environment	
GENL	110 Seminar in Character Development	0
RELT	213 Human Destiny (or alternative religion course)	3
TOTAL		6

Second Semester

GENL	110 Seminar in Character Development	0
HMNT	216 Thai Culture and Basic Conversational Skills OR	2
MUSC	210 Music Appreciation	
TOTAL		2

Third Year**Second Semester**

GENL	110 Seminar in Character Development	0
RELP	312 Marriage and Family	3
TOTAL		3



*Faculties
and
Programs of Study*



Faculty of Arts and Humanities

Dean

Ritha Maidom Lampadan, BA, MA, (PhD in progress)

Faculty Members

Full-Time Instructors

Anita Sundaresan, BLA, MA, MA
 Betty Chin, BSc, MBA, MEd
 Bienvisa Nebres, BSE, MA, PhD
 Darrin Thomas, BA, MA, MEd, PhD
 Gabby Jed Galgao, BA, MEd
 Nakhon Kitjaroonchai, BA, MEd
 Nola Tudu, BLA, MDJC, MA
 Ritha Maidom Lampadan, BA, MA, (PhD in progress)

Part-Time Instructors

Alvina Kullu Sulankey, BLA, BEd, MEd
 Esther Hungyo, BA, MA, MEd
 Forsythia Catane Galgao, BSE, MEd
 Garth K Hibbert, MA, MAT, EdS
 Helen Tajoda, BSMT, MEd, PhD
 Herbert Elisa Yonathan, BM, MM
 Karlton Keller, BEd, MA, PASC II
 Prapai Plainetr, BEd, MEd, MEd, (PhD in progress)
 Ratna Noah, BA, MA, (PhD in progress)
 Tantip Kitjaroonchai, BA, MEd
 Wendy Keough, BS, MEd

PROGRAMS AND COURSES

Bachelor of Arts (English)

Emphasis Areas:

1. Teaching English to Speakers of Other Languages (TESOL)
2. English for Communication
3. English for Business

Degree studies in the Faculty of Arts and Humanities also enable students to proceed to study in other majors such as Geography, Graphic Design, History, International Development Studies, Mass Communication, Music and Visual Arts through a 2 + 2 credit transfer partnership program with Avondale College of Higher Education in NSW, Australia.

Bachelor of Arts in English

The Bachelor of Arts (English) Degree prepares students for careers in a multilingual and multicultural world, which uses English as its lingua franca. Emphasis is given to the development of both oral and written language skills. Graduates find employment in academic, business, and other fields that demand high levels of English proficiency.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the B.A. (English) degree, 132 credit hours are required for graduation. General education courses comprise 36 credit hours. Professional courses comprise 90 credit hours – of this total, core courses are 51 credit hours, required emphasis courses are 24 credit hours, and elective emphasis courses are 15 credit hours. Free electives comprise 6 credit hours.

Further details are outlined below:

Courses	Credit Hours
General Education	36
Humanities	11
Language	6
Mathematics and Science	12
Social Sciences	7
Professional	90
Core Courses	51
Required Emphasis Courses	24
Elective Emphasis Courses	15
Free Elective	6
TOTAL	132

SPECIFIC COURSE REQUIREMENTS

General Education Courses for All Emphases (36 Credit Hours)

Humanities* (11 Credit Hours)

GENL 110 Seminar in Character Development** (0)

**This subject is required every semester and summer

Three of the following courses:

RELB 116 Life and Teachings of Jesus (3)

RELB 215 Ethical Models (3)

RELT 113 Origins of Life (3)

RELT 114 Understand Self and Society (3)

RELT 150 Fundamentals of Christian Beliefs (3)

RELT 213 Human Destiny (3)

*Any RELB course may be substituted for one of the above courses

And one of the following courses:

HIST 212 Introduction to History of Western Civilization (2)

HIST 213 Introduction to History of Eastern Civilization (2)

HMNT 210 Appreciation of Fine Arts (2)

HMNT 216 Thai Culture and Basic Conversational Skills (2)

MUSC 210 Music Appreciation (2)

Language (6 Credit Hours)

ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Mathematics and Science (12 Credit Hours)

CPTR 114 Computer and Information Technology (3)

HLED 117 Health and Fitness (3)

MATH 112 Survey of Mathematics (3)

And one of the following courses:

BIOL 211 Principles of Biology (3)

ENSC 211 Understanding Our Environment (3)

Social Sciences (7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

PROFESSIONAL COURSES (90 Credit Hours)

Core Courses (51 Credit Hours)

Literature Courses (12 Credit Hours)

- ENGL 131 Survey of Literature (3)
 ENGL 432 Moral and Ethical Themes in Literature (3)
Two of the following courses:
 ENGL 331 British Literature (3)
 ENGL 332 American Literature (3)
 ENGL 333 Sacred Literature (3)
 ENGL 337 Asian Literature (3)

Language Courses (15 Credit Hours)

- ENGL 151 College Grammar (3)
 ENGL 254 Applied Phonetics and Diction (3)
 ENGL 255 Introduction to Linguistics (3)
 ENGL 452 Advanced English Grammar (3)
 ENGL 459 Seminar in Language and Literature (3)

Research and Writing Courses (9 Credit Hours)

- ENGL 257 Expository Writing (3)
 ENGL 292 Introductory Research Methods and Writing (3)
 ENGL 498 Directed Research (3)

Reading Courses (6 Credit Hours)

- ENGL 152 Approaches to Reading (3)
 ENGL 258 Critical Reading and Thinking (3)

Speech and Communication Courses (6 Credit Hours)

- ENGL 250 Fundamentals of Speech and Communication (3)
 ENGL 446 Cross Cultural Communication (3)

Community Service Course (2 Credit Hours)

- ENGL 471 Community Building Experience (2)

Career Preparation Course (1 Credit Hour)

- ENGL 473 Work Preparedness (1)

Emphasis and Elective Courses

1. Teaching English to Speakers of Other Languages (TESOL) Emphasis (39 Credit Hours)

Required Emphasis Courses (24 Credit Hours)

- EDUC 275 Intro to Theories and Methods of Learning and Teaching (3)
 EDUC 284 Classroom and Educational Management (3)

- EDUC 351 Phil of Adventist Education and Integration of Faith, Values and Learning (3)
 EDUC 390 Educational Measurement & Evaluation (3)
 ENGL 321 Language Acquisition and Learning (3)
 ENGL 323 Development of Language Teaching Methods (3)
 ENGL 324 Methods of TESOL (3)
 ENGL 428 Practicum in TESOL (3)

Elective Emphasis Courses (15 Credit Hours)

Five of the following courses:

- EDUC 220 Educational Psychology (3)
 EDUC 237 Information Technology in the Classroom (3)
 EDUC 256 Children's Literature and Poetry (3)
 EDUC 430 Introduction to Curriculum Development (3)
 ENGL 348 Communication for Business (3)
 ENGL 351 News Writing (3)
 ENGL 356 Feature Writing (3)
 ENGL 357 Creative Writing (3)
 ENGL 377 English Usage (3)
 ENGL 379 Sociolinguistics (3)
 ENGL 443 Small Group and Team Communication (3)
 ENGL 457 History of the English Language (3)

2. English for Communication Emphasis (39 Credit Hours)

Required Emphasis Courses (24 Credit Hours)

- ENGL 241 Introduction to Communication (3)
 ENGL 347 Contemporary Communication Theories (3)
 ENGL 351 News Writing (3)
 ENGL 356 Feature Writing (3)
 ENGL 357 Creative Writing (3)
 ENGL 377 English Usage (3)
 ENGL 443 Small Group and Team Communication (3)
 ENGL 448 Communication Practicum (3)

Elective Emphasis Courses (15 Credit Hours)

Five of the following courses:

- ENGL 346 Evolution of Modern Media (3)
 ENGL 348 Communication for Business (3)
 ENGL 373 Mass Media English (3)
 ENGL 379 Sociolinguistics (3)
 ENGL 414 English for Tourism (3)
 ENGL 457 History of the English Language (3)
 MKTG 447 Advertising & Marketing Communications (3)
 RELP 395 Creative Communication: A Christian Perspective (3)

3. English for Business Emphasis (39 Credit Hours)

Required Emphasis Courses (24 Credit Hours)

BUAD 250 Computer Business Applications (3)
ENGL 348 Communication for Business (3)
ENGL 377 English Usage (3)
ENGL 458 Internship (3)
MKTG 232 Principles of Marketing (3)
MKTG 321 Sales and Selling (3)
MKTG 447 Advertising & Promotion Management (3)
MNGT 231 Principles of Management (3)

Elective Emphasis Courses (15 Credit Hours)

Five of the following courses:

ENGL 241 Introduction to Communication (3)
ENGL 343 Interpersonal Communication (3)
ENGL 351 News Writing (3)
ENGL 356 Feature Writing (3)
ENGL 373 Mass Media English (3)
ENGL 379 Sociolinguistics (3)
ENGL 414 English for Tourism (3)
ENGL 443 Small Group and Team Communication (3)
ENGL 457 History of the English Language (3)
ENTR 221 Principles of Entrepreneurship (3)
MKTG 482 International Marketing (3)
MNGT 224 Organizational Behavior (3)
MNGT 455 Human Resource Management (3)

Free Elective Courses (6 Credit Hours)

Free electives may be taken from any courses offered by any Faculty at Asia-Pacific International University.

Minor in English Language Program (18 Credits Hours)

Required Courses (15 Credit Hours)

Both of the following courses: (6 credit hours)

ENGL 151 College Grammar (3)
ENGL 250 Fundamentals of Speech and Communication (3)

One of the following courses: (3 credit hours)

ENGL 152 Approaches to Reading (3)
ENGL 258 Critical Reading and Thinking (3)

One of the following courses: (3 credit hours)

ENGL 131 Survey of Literature (3)
ENGL 432 Moral and Ethical Themes in Literature (3)

One of the following courses: (3 credit hours)

ENGL 257 Expository Writing (3)
ENGL 357 Creative Writing (3)

Elective Courses

One of the following courses: (3 credit hours)

ENGL 254 Applied Phonetics and Diction (3)
ENGL 255 Introduction to Linguistics (3)
ENGL 292 Introductory Research Methods and Writing (3)
ENGL 348 Communication for Business (3)
ENGL 351 News Writing (3)
ENGL 356 Feature Writing (3)
ENGL 357 Creative Writing (3)
ENGL 373 Mass Media English (3)
ENGL 414 English for Tourism (3)
ENGL 432 Moral and Ethical Themes in Literature (3)
ENGL 443 Small Group and Team Communication (3)
ENGL 446 Cross Cultural Communication (3)

Music Concentration (18 Credit Hours)

Required Courses: (12 Credit Hours)

MUSC 210 Music Appreciation (2)
MUSC 300 Music Proficiency Exam (1)
MUSC 305 Recital (1)
MUSC 351 Music Theory I (3)
MUSC 352 Music Theory II (3)
MUSC 380 Basic Conducting (2)

Applied Music Courses: (3 Credit Hours)

MUSC 111-114, MUSC 211-214, MUSC 311-314 Piano Lessons (1-4)
MUSC 121-124, MUSC 221-224, MUSC 321- 324 Voice Lessons (1-4)
MUSC 131-134, MUSC 231-234 Instrumental Lessons (1-4)

Music Electives Courses (3 Credit Hours)

MUSC 270 Choral Performance (1)
MUSC 275 Chamber Choir (1)
MUSC 280 Ensemble (1)
MUSC 359 Fundamentals of Music for the Classroom and School
MUSC 370 Piano Pedagogy and Practicum (2)
MUSC 451 Methods of Teaching Music in the Classroom and School (3)

All choral performance courses and private music lessons taken from faculty members must be taken for credit; private music lessons taken may be taken on a non-credit basis from student instructors.

PROJECTED SEQUENCE OF CLASSES

TESOL Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
ENGL 151 College Grammar	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life (or alternative religion course)	3
TOTAL	16

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
ENGL 152 Approaches to Reading	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELT 114 Understanding Self and Society (or alternative)	3
TOTAL	15

Summer

ENGL 131 Survey of Literature	3
GENL 110 Seminar in Character Development	0
HMNT 210 Appreciation of Fine Arts	2
TOTAL	5

Second Year

First Semester

BIOL 211 Principles of Biology	3
EDUC 275 Intro to Theories & Method of Learning & Teaching	3
ENGL 255 Introduction to Linguistics	3
ENGL 257 Expository Writing	3
GENL 110 Seminar in Character Development	0
RELB 215 Ethical Models	3
TOTAL	15

Second Semester

ENGL 250 Fund of Speech and Communication	3
ENGL 254 Applied Phonetics and Diction	3
ENGL 258 Critical Reading and Thinking	3
ENGL 292 Intro Research Methods and Writing	3
GENL 110 Seminar in Character Development	0
RELB 116 Life and Teachings of Jesus	3
TOTAL	15

Summer

ENGL 379 Sociolinguistics	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

EDUC 237 Information Technology in the Classroom	3
ENGL 321 Language Acquisition and Learning	3
ENGL 323 Development of Language Teaching Methods	3
ENGL 331 British Literature	3
ENGL 337 Asian Literature	3
GENL 110 Seminar in Character Development	0
TOTAL	15

Second Semester

EDUC 220 Educational Psychology	3
EDUC 284 Classroom and Educational Management	3
EDUC 351 Phil of Adventist Education & Integration of Faith	3
EDUC 390 Educational Measurement and Evaluation	3
ENGL 324 Methods of TESOL	3
GENL 110 Seminar in Character Development	0
TOTAL	15

Summer

ENGL 428 Practicum in TESOL	3
TOTAL	3

Fourth Year

First Semester

ENGL 443 Small Group and Team Communication	3
ENGL 457 History of the English Language	3
ENGL 459 Seminar in Language and Literature	3
ENGL 471 Community Building Experience	2
ENGL 473 Work Preparedness	1
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	15

Second Semester

ENGL 432 Moral and Ethical Themes in Literature	3
ENGL 446 Cross Cultural Communication	3
ENGL 452 Advanced English Grammar	3
ENGL 498 Directed Research	3
GENL 110 Seminar in Character Development	0
TOTAL	12

GRAND TOTAL

132

English for Communication Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
ENGL 151 College Grammar	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life (or alternative religion course)	3
TOTAL	16

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
ENGL 152 Approaches to Reading	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELT 114 Understanding Self and Society (or alternative)	3
TOTAL	15

Summer

ENGL 131 Survey of Literature	3
GENL 110 Seminar in Character Development	0
HMNT 210 Appreciation of Fine Arts	2
TOTAL	5

Second Year

First Semester

BIOL 211 Principles of Biology	3
ENGL 241 Introduction to Communication	3
ENGL 255 Introduction to Linguistics	3
ENGL 257 Expository Writing	3
GENL 110 Seminar in Character Development	0
RELB 215 Ethical Models	3
TOTAL	15

Second Semester

ENGL 250 Fund of Speech and Communication	3
ENGL 254 Applied Phonetics and Diction	3
ENGL 258 Critical Reading and Thinking	3
ENGL 292 Introductory Research Methods and Writing	3
GENL 110 Seminar in Character Development	0
RELB 116 Life and Teachings of Jesus	3
TOTAL	15

Summer

ENGL 379 Sociolinguistics	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

BUAD 250 Computer Business Applications	3
ENGL 331 British Literature	3
ENGL 337 Asian Literature	3
ENGL 347 Contemporary Communication Theories	3
ENGL 357 Creative Writing	3
GENL 110 Seminar in Character Development	0
TOTAL	15

Second Semester

ENGL 348 Communication for Business	3
ENGL 356 Feature Writing	3
ENGL 377 English Usage	3
GENL 110 Seminar in Character Development	0
MKTG 447 Advertising and Promotion Management	3
Free Elective	3
TOTAL	15

Summer

ENGL 448 Communication Practicum	3
TOTAL	3

Fourth Year

First Semester

ENGL 351 News Writing	3
ENGL 443 Small Group & Team Communication	3
ENGL 457 History of the English Language	3
ENGL 459 Seminar in Language and Literature	3
ENGL 471 Community Building Experience	2
ENGL 473 Work Preparedness	1
GENL 110 Seminar in Character Development	0
TOTAL	15

Second Semester

ENGL 432 Moral and Ethical Themes in Literature	3
ENGL 446 Cross Cultural Communication	3
ENGL 452 Advanced English Grammar	3
ENGL 498 Directed Research	3
GENL 110 Seminar in Character Development	0
TOTAL	12

GRAND TOTAL 132

English for Business Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
ENGL 151 College Grammar	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life (or alternative religion course)	3

TOTAL 16

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
ENGL 152 Approaches to Reading	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELT 114 Understanding Self and Society (or alternative)	3

TOTAL 15

Summer

ENGL 131 Survey of Literature	3
GENL 110 Seminar in Character Development	0
HMNT 210 Appreciation of Fine Arts	2

TOTAL 5

Second Year

First Semester

BIOL 211 Principles of Biology	3
ENGL 255 Introduction to Linguistics	3
ENGL 257 Expository Writing	3
GENL 110 Seminar in Character Development	0
MNGT 231 Principles of Management	3
RELB 215 Ethical Models	3

TOTAL 15

Second Semester

ENGL 250 Fundamentals of Speech and Communication	3
ENGL 254 Applied Phonetics and Diction	3
ENGL 258 Critical Reading and Thinking	3
ENGL 292 Introductory Research Methods and Writing	3
GENL 110 Seminar in Character Development	0
RELB 116 Life and Teachings of Jesus	3

TOTAL 15

Summer

ENGL 379 Sociolinguistics	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0

TOTAL 6

Third Year

First Semester

BUAD 250 Computer Business Applications	3
ENGL 331 British Literature	3
ENGL 337 Asian Literature	3
GENL 110 Seminar in Character Development	0
MKTG 232 Principles of Marketing	3
<i>Free Elective</i>	3

TOTAL 15

Second Semester

ENGL 348 Communication for Business	3
ENGL 377 English Usage	3
GENL 110 Seminar in Character Development	0
MKTG 321 Sales and Selling	3
MKTG 447 Advertising and Promotion Management	3
MNGT 455 Human Resource Management	3

TOTAL 15

Summer

ENGL 458 Internship	3
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TOTAL 3

Fourth Year

First Semester

ENGL 351 News Writing	3
ENGL 443 Small Group and Team Communication	3
ENGL 457 History of the English Language	3
ENGL 459 Seminar in Language and Literature	3
ENGL 471 Community Building Experience	2
ENGL 473 Work Preparedness	1
GENL 110 Seminar in Character Development	0

TOTAL 15

Second Semester

ENGL 432 Moral and Ethical Themes in Literature	3
ENGL 446 Cross Cultural Communication	3
ENGL 452 Advanced English Grammar	3
ENGL 498 Directed Research	3
GENL 110 Seminar in Character Development	0

TOTAL 12

GRAND TOTAL 132



Faculty of Business Administration

Dean

Noah Balraj, BSc, MBA, PhD

Faculty Members

Full-Time Instructors

Elga Paola Suarez Rojas, BS, MBA
Henry L. Foster, BS, MBA, PhD
John Bueno, BS, Grad Dip, MS, MBA
Kazimoto Paluku, BBA, MBA, PhD
Nguyen Thi Phuong Linh, BBA, MBA
Noah Balraj, BSc, MBA, PhD
Pimpa Cheewaparakopkit, BSc, MS
Stanislav Kirilov, BS, MS
Sundaresan Mohan, BBA, MCom, MBA
Wayne A Hamra, BA, MBA, DBA

Part-Time Instructors

Bejoy Kumar Sulankey, BA, MA
Damrong Sattayawaksakul, BEcon, BBA, MBA, (PhD in progress)
Danny Rantung, BA, MBA, PhD
Edward Pedragosa, BS, MSc
Franky Mantiri, BBA, MEd, (MBA in progress)
Pradeep Arthur Tudu, BBA, MCom
Surangkana Promvisate, BBA, MBA

Adjunct Lecturers

Jae Won Kim, BA, MBA, DBA
Mack Tennyson, BS, PhD
Pak Thong Lee, BA, BS, MBA, MCom, PhD, FCPA

PROGRAMS AND COURSES

Bachelor of Business Administration

Emphasis Areas:

1. Accounting
2. Computer Information Systems
3. Management

Bachelor of Business Administration

The broad aims of the Bachelor of Business Administration degree program are to prepare students for employment in areas of accounting, computer information systems, and management in the commercial sector (profit and not-for-profit organizations). Graduates find ready employment in accounting, computer information systems, and management sections of organizations because of the breadth of the program, its emphasis on values, and the thoroughness with which students are prepared for service.

DEGREE DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BBA degree, 132 credit hours are required for graduation. General education courses comprise 36 credit hours. Professional courses comprise 90 credit hours – of this total, core courses are 51 credit hours, required emphasis courses are 30 credit hours, and elective emphasis courses are 9 credit hours. Free electives comprise 6 credit hours.

Further details are outlined below:

Courses	Credit Hours
General Education	36
Humanities	11
Language	6
Mathematics and Science	12
Social Sciences	7
Professional	90
Core Courses	51
Required Emphasis Courses	30
Elective Emphasis Courses	9
Free Elective	6
TOTAL	132

SPECIFIC COURSE REQUIREMENTS

General Education Courses (36 Credit Hours)

Humanities* (11 Credit Hours)

GENL 110 Seminar in Character Development** (0)

**This subject is required every semester and summer.

Three of the following courses:

RELB 116 Life and Teachings of Jesus (3) OR

RELT 150 Fundamentals of Christian Beliefs (3)

RELB 215 Ethical Models (3) OR

RELH 271 Adventist Heritage and Mission (3)

RELT 113 Origins of Life (3) OR

RELT 213 Human Destiny (3)

*Any RELB course may be substituted for one of the above courses.

And one of the following courses:

HIST 212 Introduction to History of Western Civilization (2)

HIST 213 Introduction to History of Eastern Civilization (2)

HMNT 210 Appreciation of Fine Arts (2)

HMNT 216 Thai Culture and Basic Conversational Skills (2)

MUSC 210 Music Appreciation (2)

Language (6 Credit Hours)

ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Mathematics and Science (12 Credit Hours)

CPTR 114 Computer and Information Technology (3)

HLED 117 Health and Fitness (3)

MATH 112 Survey of Mathematics (3)

And one of the following courses:

BIOL 211 Principles of Biology (3)

ENSC 211 Understanding Our Environment (3)

Social Sciences (7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

PROFESSIONAL COURSES (90 Credit Hours)

Core Courses (51 Credit Hours)

ACCT 131 Accounting Principles I	3
ACCT 132 Accounting Principles II	3
BUAD 234 Communication for Business	3
BUAD 331 Business Law	3
BUAD 334 Business Ethics & Relations	3
BUAD 355 International Business	3
BUAD 499 Business Research Methods	3
ECON 231 Microeconomics	3
ECON 232 Macroeconomics	3
FINC 232 Business Finance	3
MATH 235 Statistics	3
MKTG 232 Principles of Marketing	3
MNGT 231 Principles of Management	3
MNGT 337 Operations Management	3
MNGT 378 Project Management	3
MNGT 455 Human Resource Management	3
MNGT 498 Strategic Management	3

Emphasis and Elective Courses (39 Credit Hours)

A business student may choose an area of Emphasis from clusters of major courses listed in accounting; computer information systems; and management. The courses and credit hour requirements in each area of emphasis are listed in the following sections.

1. Accounting Emphasis (39 Credit Hours)

Required Emphasis Courses (30 Credit Hours)

ACCT 221 Intermediate Accounting I	3
ACCT 222 Intermediate Accounting II	3
ACCT 321 Advanced Accounting	3
ACCT 346 Tax Accounting	3
ACCT 364 Cost Accounting	3
ACCT 425 Management Accounting	3
ACCT 443 Financial Analysis and Reporting	3
ACCT 464 Auditing	3
ACCT 467 Accounting Information Systems	3
ACCT 468 Computer Accounting Applications	3

Elective Emphasis Courses (9 Credit Hours)

ACCT 423 Accounting for Special Organizations	3
ACCT 431 Current Issues in Accounting	3
ACCT 485 Professional Internship	3
CIS 420 Electronic Business	3
FINC 342 Principles of Financial Planning	3
FINC 442 Investment Analysis	3
FINC 484 Advanced Corporate Finance	3
MNGT 224 Organizational Behavior	3

2. Computer Information Systems Emphasis (39 Credit Hours)

Required Emphasis Courses (30 Credit Hours)

CIS 221 Essentials of Computer Programming	3
CIS 224 Object Oriented Programming	3
CIS 243 Networking and Data Communications	3
CIS 266 Systems Analysis and Design	3
CIS 321 Data Structures and Algorithms	3
CIS 326 Web Page Programming	3
CIS 361 Database Design	3
CIS 425 Information Systems Security	3
CIS 467 Management Information Systems	3
CIS 483 Systems Development Project I	3

Elective Emphasis Courses (9 Credit Hours)

CIS 322 Advanced Programming	3
CIS 323 Visual Basic Programming	3
CIS 327 Web Application Development	3
CIS 328 Mobile Devices Application Dev	3
CIS 362 Database Applications	3
CIS 420 Electronic Business	3
CIS 464 Decision Support Systems	3
CIS 444 Network Design and Administration	3
CIS 468 Information Resource Management	3
CIS 480 Emerging Topics in Information Tech	3
CIS 484 Systems Development Project II	3
CIS 485 Professional Internship	3

3. Management Emphasis (39 Credit Hours)

Required Emphasis Courses (30 Credit Hours)

ENTR 221 Principles of Entrepreneurship	3
ENTR 367 Growth Strategies for Emerging Enterprises	3
MNGT 224 Organizational Behavior	3
MNGT 324 Management and Innovation	3
MNGT 342 Managerial Accounting	3
MNGT 345 Quality Management Systems	3
MNGT 446 Small Business Management	3
MNGT 463 Leadership & Organizational Change	3
MNGT 467 Management Information Systems	3
MNGT 488 Seminar in Current Business Issues	3

Elective Emphasis Courses (9 Credit Hours)

CIS 420 Electronic Business	3
ENTR 428 Corporate Entrepreneurship	3
ENTR 445 Social Entrepreneurship	3
FINC 442 Investment Analysis	3
MKTG 321 Sales and Selling	3
MKTG 322 Consumer Behavior	3
MNGT 368 Management Planning and Control	3
MNGT 466 Negotiation & Conflict Resolution	3
MNGT 485 Professional Internship	3

Free Elective Courses (6 Credit Hours)

Free electives may be taken from any courses offered by any Faculty at Asia-Pacific International University.

PROJECTED SEQUENCE OF CLASSES

Accounting Emphasis

First Year

First Semester

ACCT 131 Accounting Principles I	3
EDUC 111 Orientation to Higher Education 1	
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life OR	
RELT 213 Human Destiny	3
TOTAL	16

Second Semester

ACCT 132 Accounting Principles II	3
CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELB 116 Life and Teachings of Jesus OR	
RELT 150 Fundamentals of Christian Beliefs	3
TOTAL	15

Summer

HIST 212 Intro to History of Western Civilization OR	
HIST 213 Intro to History of Eastern Civilization OR	
HMNT 210 Appreciation of Fine Arts OR	
HMNT 216 Thai Culture and Basic Conversational Skills OR	
MUSC 210 Music Appreciation	2
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	5

Second Year

First Semester

ACCT 221 Intermediate Accounting I	3
BIOL 211 Principles of Biology OR	
ENSC 211 Understanding Our Environment	3
ECON 231 Microeconomics	3
GENL 110 Seminar in Character Development	0
MNGT231 Principles of Management	3
RELB 215 Ethical Models OR	
RELH 271 Adventist Heritage and Mission	3
TOTAL	15

Second Semester

ACCT 222 Intermediate Accounting II	3
BUAD 234 Communication for Business	3
ECON 232 Macroeconomics	3
FINC 232 Business Finance	3
GENL 110 Seminar in Character Development	0
MKTG 232 Principles of Marketing	3
TOTAL	15

Summer

<i>Major Elective</i>	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

ACCT 321 Advanced Accounting	3
BUAD 331 Business Law	3
BUAD 355 International Business	3
GENL 110 Seminar in Character Development	0
MATH 235 Statistics	3
MNGT 337 Operations Management	3
TOTAL	15

Second Semester

ACCT 346 Tax Accounting	3
ACCT 364 Cost Accounting	3
BUAD 334 Business Ethics and Relations	3
GENL 110 Seminar in Character Development	0
MNGT 378 Project Management	3
RELP 312 Marriage and Family	3
TOTAL	15

Summer

ACCT 485 Professional Internship OR	
<i>Major Elective</i>	3
TOTAL	3

Fourth Year

First Semester

ACCT 425 Management Accounting	3
ACCT 443 Financial Analysis and Reporting	3
ACCT 467 Accounting Information Systems	3
BUAD 499 Business Research Methods	3
GENL 110 Seminar in Character Development	0
MNGT 455 Human Resource Management	3
TOTAL	15

Second Semester

ACCT 464 Auditing	3
ACCT 468 Computer Accounting Applications	3
GENL 110 Seminar in Character Development	0
MNGT 498 Strategic Management	3
<i>Major Elective</i>	3
TOTAL	12

GRAND TOTAL	132
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Computer Information Systems Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
MNGT231 Principles of Management	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life OR	
RELT 213 Human Destiny	3
TOTAL	16

Second Semester

CPTR 114 Computer & Information Technology	3
BUAD 234 Communication for Business	3
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELB 116 Life and Teachings of Jesus OR	
RELT 150 Fundamentals of Christian Beliefs	3
TOTAL	15

Summer

HIST 212 Intro to History of Western Civilization OR	
HIST 213 Intro to History of Eastern Civilization OR	
HMNT 210 Appreciation of Fine Arts OR	
HMNT 216 Thai Culture and Basic Conversational Skills OR	
MUSC 210 Music Appreciation	2
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	5

Second Year

First Semester

ACCT 131 Accounting Principles I	3
BIOL 211 Principles of Biology OR	
ENSC 211 Understanding Our Environment	3
CIS 221 Essentials of Computer Programming	3
ECON 231 Microeconomics	3
GENL 110 Seminar in Character Development	0
RELB 215 Ethical Models OR	
RELH 271 Adventist Heritage and Mission	3
TOTAL	15

Second Semester

ACCT 132 Accounting Principles II	3
CIS 224 Objected Oriented Programming	3
CIS 243 Networking and Data Communications	3
ECON 232 Macroeconomics	3
GENL 110 Seminar in Character Development	0
MKTG 232 Principles of Marketing	3
TOTAL	15

Summer

CIS 266 System Analysis and Design	3
CIS 321 Data Structures and Algorithms	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

BUAD 331 Business Law	3
BUAD 355 International Business	3
CIS 361 Database Design	3
GENL 110 Seminar in Character Development	0
MATH 235 Statistics	3
MNGT 337 Operations Management	3
TOTAL	15

Second Semester

BUAD 334 Business Ethics and Relations	3
CIS 315 Web Page Programming	3
FINC 232 Business Finance	3
GENL 110 Seminar in Character Development	0
MNGT 378 Project Management	3
RELP 312 Marriage and Family	3
TOTAL	15

Summer

CIS 485 Professional Internship OR	
<i>Major Elective</i>	3
<i>Free Elective</i>	3
TOTAL	6

Fourth Year

First Semester

BUAD 499 Business Research Methods	3
CIS 425 Information Systems Security	3
CIS 467 Management Information Systems	3
CIS 483 Systems Development Project I	3
GENL 110 Seminar in Character Development	0
MNGT 455 Human Resource Management	3
TOTAL	15

Second Semester

GENL 110 Seminar in Character Development	0
MNGT 498 Strategic Management	3
<i>Major Elective</i>	3
<i>Major Elective</i>	3
TOTAL	9

GRAND TOTAL	132
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Management Emphasis

First Year

First Semester

ACCT 131 Accounting Principles I	3
EDUC 111 Orientation to Higher Education 1	
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 115 General Psychology	3
RELT 113 Origins of Life OR	
RELT 213 Human Destiny	3
TOTAL	16

Second Semester

ACCT 132 Accounting Principles II	3
CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELB 116 Life and Teachings of Jesus OR	
RELT 150 Fundamentals of Christian Beliefs	3
TOTAL	15

Summer

HIST 212 Intro to History of Western Civilization OR	
HIST 213 Intro to History of Eastern Civilization OR	
HMNT 210 Appreciation of Fine Arts OR	
HMNT 216 Thai Culture and Basic Conversational Skills OR	
MUSC 210 Music Appreciation	2
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	5

Second Year

First Semester

BIOL 211 Principles of Biology OR	
ENSC 211 Understanding Our Environment	3
ECON 231 Microeconomics	3
ENTR 221 Principles of Entrepreneurship	3
GENL 110 Seminar in Character Development	0
MNGT231 Principles of Management	3
RELB 215 Ethical Models OR	
RELH 271 Adventist Heritage and Mission	3
TOTAL	15

Second Semester

BUAD 234 Communication for Business	3
ECON 232 Macroeconomics	3
FINC 232 Business Finance	3
GENL 110 Seminar in Character Development	0
MKTG 232 Principles of Marketing	3
MNGT 224 Organizational Behavior	3
TOTAL	15

Summer

<i>Major Elective</i>	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

BUAD 331 Business Law	3
BUAD 355 International Business	3
GENL 110 Seminar in Character Development	0
MATH 235 Statistics	3
MNGT 337 Operations Management	3
MNGT 345 Quality Management Systems	3
TOTAL	15

Second Semester

BUAD 334 Business Ethics and Relations	3
MNGT 324 Management and Innovation	3
GENL 110 Seminar in Character Development	0
MNGT 342 Managerial Accounting	3
MNGT 378 Project Management	3
RELP 312 Marriage and Family	3
TOTAL	15

Summer

MNGT 485 Professional Internship OR	
<i>Major Elective</i>	3
TOTAL	3

Fourth Year

First Semester

BUAD 499 Business Research Methods	3
ENTR 367 Growth Strategies for Emerging Enterprises	3
GENL 110 Seminar in Character Development	0
MNGT 455 Human Resource Management	3
MNGT 463 Leadership and Organizational Change	3
MNGT 467 Management Information Systems	3
TOTAL	15

Second Semester

MNGT 446 Small Business Management	3
MNGT 488 Seminar in Current Business Issues	3
GENL 110 Seminar in Character Development	0
MNGT 498 Strategic Management	3
<i>Major Elective</i>	3
TOTAL	12

GRAND TOTAL	132
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Minor in Accounting Program (15–21 Credit Hours)

Students enrolled in the Bachelor of Business Administration (BBA) program other than Accounting may obtain a minor in accounting by completing a further 15 credit hours of accounting courses after successfully completing ACCT 131 Accounting Principles I and ACCT 132 Accounting Principles II.

Required Courses (12 Credit Hours)

ACCT 221 Intermediate Accounting I (3)
ACCT 222 Intermediate Accounting II (3)
ACCT 364 Cost Accounting (3)
FINC 442 Investment Analysis (3)

Elective Courses (3 Credit Hours)

ACCT 423 Accounting for Special Organizations (3)
ACCT 425 Management Accounting (3)
ACCT 443 Financial Analysis and Reporting (3)
ACCT 464 Auditing (3)
ACCT 467 Accounting Information Systems (3)
FINC 342 Principles of Financial Planning (3)
FINC 484 Advanced Corporate Finance (3)

Students enrolled in degree programs other than business may obtain a minor in accounting by completing 21 credit hours of accounting as follows:

Required Courses (18 Credit Hours)

ACCT 131 Accounting Principles I (3)
ACCT 132 Accounting Principles II (3)
ACCT 221 Intermediate Accounting I (3)
ACCT 222 Intermediate Accounting II (3)
ACCT 364 Cost Accounting (3)
FINC 442 Investment Analysis (3)

Elective Courses (3 Credit Hours)

ACCT 423 Accounting for Special Organizations (3)
ACCT 425 Management Accounting (3)
ACCT 443 Financial Analysis and Reporting (3)
ACCT 464 Auditing (3)
ACCT 467 Accounting Information Systems (3)
FINC 342 Principles of Financial Planning (3)
FINC 484 Advanced Corporate Finance (3)

Minor in Computer Information Systems Program (18 Credit Hours)

Students enrolled in a Bachelor of Business Administration (BBA) other than Computer Information Systems may obtain a minor in Computer Information Systems by completing 18 credit hours of Computer Information Systems courses meeting the following requirements:

Prerequisite

MATH 112 Survey of Mathematics (3)
(General Education Course)

Required Courses (18 Credit Hours)

CIS 221 Essentials of Computer Programming (3)
CIS 224 Object Oriented Programming (3)
CIS 243 Networking and Data Communications (3)
CIS 266 System Analysis and Design (3)
CIS 326 Web Page Programming (3)
CIS 361 Database Design (3)

Minor in Management Program (15 Credit Hours)

Students enrolled in a Bachelor of Business Administration (BBA) other than Management may obtain a minor in Management by completing 15 credit hours of Management courses meeting the following requirements:

Required Courses (6 Credit Hours)

ENTR 221 Principles of Entrepreneurship (3)
MNGT 224 Organizational Behavior (3)

Elective Courses (9 Credit Hours)

Students may choose courses totaling 9 credit hours from any courses listed under major requirements for Management.

Faculty of Education and Psychology

Dean

Risper Awuor, BA, MA, PhD

Faculty Members

Full-Time Instructors

Ebenezer Asfaw Belete, BS, MEd

John Agak, BA, MA, PhD

Lalita Rohini Kurian, BEd, MA

Naltan Lampadan, BA, MEd (PhD in progress)

Nicole Mauzard, BA, MA, PhD

Oktavian Mantiri, BA, MA, PhD

Shibi Alwyn Chacko, BSc, BEd, MA

Sudpratana Plainetr, BA, MEd, DEd

Part-Time Instructors

Garth K Hibbert, MA, MAT, EdS

Siriporn Tantipoonwinai, BSN, MS, PhD

Adjunct Instructors

Bradley Booth, BS, MEd, EdD

Greg Whyte, BA, MEd, PhD

Safary Wa-Mbaleka, EdD, PhD

PROGRAMS AND COURSES

Bachelor of Arts in Education and Psychology

Emphasis Area:

Primary Education

Minor in Education

Bachelor of Arts in Education and Psychology

The disciplined study of the mind and human behavior is fundamental for an effective understanding of the function and development of the family, the school, society, and indeed, the world. The Bachelor degree in Education and Psychology is designed primarily for an educational setting.

Theoretical courses provide the basic conceptual foundation for professional skill development in specific areas. The understanding of the discipline is further enhanced by observation, research, and internships that enable the student to participate as a teacher in an elementary or secondary school setting. Students from other departments may also minor in education, thus enhancing marketability and flexibility in their career development.

The program develops skills that are helpful in other settings by giving an in-depth understanding of psychology that assists in human resource development, educational testing and measurement, pastoral care, and related fields of social service. The program also provides a sound foundation for later specialization and graduate study in either Education or Psychology.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BA (Education and Psychology) degree, 135 credit hours are required for graduation. General education courses comprise 36 credit hours. Professional courses comprise 93 credit hours – of this total, core courses are 51 credit hours, and required emphasis courses are 42 credit hours. Free electives comprise 6 credit hours.

Further detail is outlined below:

Courses	Credit Hours
General Education	36
Humanities	11
Language	6
Mathematics and Science	12
Social Sciences	7
Professional	93
Core Courses	51
Required Emphasis Courses	42
Free Elective	6
TOTAL	135

SPECIFIC COURSE REQUIREMENTS General Education Courses (36 Credit Hours)

Humanities (11 Credit Hours)

GENL 110 Seminar in Character Development** (0)

**This subject is required every semester and summer.

Three of the following courses:

RELB 116 Life and Teachings of Jesus (3)

RELH 271 Adventist Heritage and Mission (3) OR

RELT 113 Origins of Life (3)

RELT 150 Fundamentals of Christian Beliefs (3)

And one of the following courses:

HMNT 210 Appreciation of Fine Arts (2)

HMNT 216 Thai Culture and Basic Conversational Skills (2)

MUSC 210 Music Appreciation (2)

Language (6 Credit Hours)

ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Mathematics and Science (12 Credit Hours)

BIOL 211 Principles of Biology (3)

CPTR 114 Computer and Information Technology (3)

HLED 117 Health and Fitness (3)

MATH 112 Survey of Mathematics (3)

Social Sciences (7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

PROFESSIONAL COURSES (93 Credit Hours)

Core Courses (51 Credit Hours)

EDUC 220 Educational Psychology (3)
 EDUC 237 Information Technology in the Classroom (3)
 EDUC 270 Philosophical Foundations of Education (3)
 EDUC 275 Intro to Theories and Methods of Learning and Teaching (3)
 EDUC 284 Classroom and Educational Management (3)
 EDUC 354 Intro to Educational and Psychological Research (3)
 EDUC 361 Professional Experience I (3)
 EDUC 390 Educational Measurement and Evaluation (3)
 EDUC 430 Introduction to Curriculum Development (3)
 EDUC 431 Being a Professional Teacher (3)
 EDUC 460 Professional Experience II (9)
 MATH 235 Statistics (3)
 PSYC 113 Child and Adolescent Development (3)
 PSYC 315 Psychology and Education of the Exceptional Child (3)
 PSYC 325 Fundamentals of Guidance and Counseling (3)

Primary Education Emphasis (42 Credit Hours)

EDUC 154 General Science for the Primary Classroom (3)
 EDUC 250 Language Arts for the Primary Classroom (3)
 EDUC 253 Mathematics for the Primary Classroom (3)
 EDUC 256 Children's Literature and Poetry (2)
 EDUC 344 Methods of Teaching Mathematics (3)
 EDUC 345 Methods of Teaching Language Arts and Reading (3)
 EDUC 357 Social Studies for the Primary Classroom (3)
 EDUC 441 Methods of Teaching History and Social Studies (3)
 EDUC 443 Methods of Teaching Science (3)
 EDUC 447 Methods of Teaching Bible and Religion (3)
 EDUC 449 Methods of Teaching Health and Fitness (3)
 ENGL 250 Fundamentals of Speech and Communication (3)
 HIST 212 Intro to History of Western Civilization (2)
 HIST 213 Intro to History of Eastern Civilization (2)
 HLED 120 Principles of Health (3)

Free Elective Courses (6 Credit Hours)

Students may choose any of the following recommended courses or courses offered by the Faculty Arts and Humanities with the permission of the Dean, Faculty of Education and Psychology.

EDUC 351 Phil of Adventist Education and Integration of Faith, Values and Learning* (3)
 EDUC 359 Fundamentals of Music for the Classroom and School (3)
 EDUC 451 Methods of Teaching Music in the Classroom and School (3)
 ENGL 250 Fundamentals of Speech and Communication (3)
 RELP 223 Principles of Christian Mission* (3)

* These subjects are required for students planning to teach in the Seventh-day Adventist educational system.

Minor in Education Program (21 Credit Hours)

Required Courses (18 Credit Hours)

EDUC 220 Educational Psychology (3)
 EDUC 275 Introduction to Theories and Methods of Learning and Teaching (3)
 EDUC 284 Classroom and Educational Management (3)
 EDUC 361 Professional Experience I (3)
 EDUC 390 Educational Measurement and Evaluation (3)
 PSYC 113 Child and Adolescent Development (3)

Elective Courses (Choose 3 Credit Hours)

To teach high school mathematics

EDUC 344 Methods of Teaching Mathematics (3)

To teach high school science or health

(Choose one to meet requirements for minor and one as a free elective)

EDUC 443 Methods of Teaching Science (3)

EDUC 449 Methods of Teaching Health and Fitness (3)

To teach high school English

EDUC 345 Methods of Teaching Language Arts and Reading (3)

To teach high school history or social studies

EDUC 441 Methods of Teaching History and Social Studies (3)

To teach high school Bible/religion classes

EDUC 447 Methods of Teaching Bible and Religion (3)

**Optional Free Electives NOT counting towards credits accumulated for minor:*

EDUC 351 Phil of Adventist Education. and Integration of Faith, Values and Learning (3)

EDUC 430 Introduction to Curriculum Development (3)

PSYC 325 Fundamentals of Guidance and Counseling (3)

RELP 223 Principles of Christian Mission (3)

**These courses/subjects can be taken as part of the main/major degree as free electives provided that the prerequisites have been met and the requirements of 18 professional credits and 3 credits of a methods subject related to the student's major are taken for a minor.*

Please note: The minor in education does NOT meet requirements for a teacher's license in Thailand OR for SDA teacher accreditation, although these subjects are required for a teacher's license or SDA teacher accreditation. For a teacher's license or SDA teacher accreditation, additional courses are required.

PROJECTED SEQUENCE OF CLASSES

Primary Education Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
PSYC 113 Child and Adolescent Development	3
PSYC 115 General Psychology	3
RELH 271 Adventist Heritage and Mission OR	
RELT 113 Origins of Life	3

TOTAL 16

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR 114 Computers and Information Technology	3
EDUC 154 General Science for the Primary Classroom	3
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELB 116 Life and Teachings of Jesus	3

TOTAL 15

Summer

GENL 110 Seminar in Character Development	0
HIST 212 Intro to History of Western Civilization	2
HLED 120 Principles of Health	3

TOTAL 5

Second Year

First Semester

BIOL 211 Principles of Biology	3
EDUC 237 Information Technology in the Classroom	3
EDUC 253 Mathematics for the Primary Classroom	3
EDUC 275 Intro to Theories and Methods of Teaching	3
GENL 110 Seminar in Character Development	0
MATH 235 Statistics	3

TOTAL 15

Second Semester

EDUC 220 Educational Psychology	3
EDUC 250 Language Arts for the Primary Classroom	3
EDUC 256 Children's Literature and Poetry	2
EDUC 284 Classroom and Educational Management	3
GENL 110 Seminar in Character Development	0
HMNT 216 Thai Culture & Basic Conversational Skills OR	2
MUSC 210 Music Appreciation (Thai Students only)	
RELT 150 Fundamentals of Christian Beliefs	3

TOTAL 16

Summer

EDUC 270 Philosophical Foundations of Education	3
GENL 110 Seminar in Character Development	0
HIST 213 Intro to History of Eastern Civilization	2

TOTAL 5

Third Year

First Semester

EDUC 345 Methods of Teaching Language Arts & Reading	3
EDUC 357 Social Studies for the Classroom	3
EDUC 351 Phil of Adventist Education OR	
EDUC 359 Fundamentals of Music for the Classroom	3
GENL 110 Seminar in Character Development	0
PSYC 315 Psychology & Education of the Exceptional Child	3
PSYC 325 Fundamentals of Guidance and Counseling	3

TOTAL 15

Second Semester

EDUC 344 Methods of Teaching Mathematics	3
EDUC 354 Intro to Education & Psychological Research	3
EDUC 390 Educational Measurement and Evaluation	3
ENGL 250 Fundamentals of Speech and Communication	3
GENL 110 Seminar in Character Development	0
RELP 312 Marriage and Family	3

TOTAL 15

Summer

EDUC 361 Professional Experience I	3
GENL 110 Seminar in Character Development	0
EDUC 431 Being a Professional Teacher	3

TOTAL 6

Fourth Year

First Semester

EDUC 441 Methods of Teaching History & Social Studies	3
EDUC 443 Methods of Teaching Science	3
EDUC 447 Methods of Teaching Bible and Religion	3
EDUC 449 Methods of Teaching Health and Fitness	3
EDUC 451 Methods of Teaching Music in the Classroom OR	
RELP 223 Principles of Christian Mission	3
GENL 110 Seminar in Character Development	0

TOTAL 15

Second Semester

EDUC 430 Introduction to Curriculum Development	3
EDUC 460 Profession Experience II	9

TOTAL 12

GRAND TOTAL 135

Faculty of Religious Studies

Dean

Alfredo Gomeri Agustin, BA, MA, PhD

Faculty Members

Full-Time Instructors

Gerard Bernard, BA, MCM (PhD in progress)

Johnny Wong, BA, MDiv

Sang Hoon-Jee, BA, MTh, PhD

Part-Time Instructors

Boonrat Moolkeo, BMin, MPTh, PhD

Khamsay Phetchareun, BEd, BA, MSc, DMin

Siroj Sorajjakool, BA, MA, MA, PhD

Soonporn Thantheeraphan, BA, MCM (PhD in progress)

Surachet Insom, BA, MDiv, MSA, DMin

Adjunct Instructors

Ronald Bissell, BA, MA, PhD

PROGRAMS AND COURSES

Bachelor of Arts in Christian Studies

Emphasis Area:

Applied Theology

Minor in Christian Studies

Bachelor of Arts in Christian Studies

The Bachelor of Arts in Christian Studies is a four-year full-time degree program. The Applied Theology emphasis is designed primarily to prepare ministers and other pastoral personnel for service to the Seventh-day Adventist Church in Southeast Asia, and to provide a foundation for later specialized or graduate studies.

The program is structured to develop the potential of the student by providing a biblical/theological, pastoral, and spiritual framework which will assist the student to be effective in professional ministry.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BA (Christian Studies) degree, 133 credit hours are required for graduation. General education courses comprise 36 credit hours. Professional courses comprise 91 credit hours – of this total, core courses are 39 credit hours, required emphasis courses are 37 credit hours, and elective emphasis courses are 15 credit hours. Free electives comprise 6 credit hours.

Further detail is outlined below:

Courses	Credit Hours
General Education	36
Humanities	11
Language	6
Mathematics and Science	12
Social Sciences	7
Professional	91
Core Courses	39
Required Emphasis Courses	37
Elective Emphasis Courses	15
Free Elective	6
TOTAL	133

SPECIFIC COURSE REQUIREMENTS

General Education Courses (36 Credit Hours)

Humanities* (11 Credit Hours)

GENL 110 Seminar in Character Development** (0)

**This subject is required every semester and summer.

Three of the following courses:

RELB 116 Life and Teachings of Jesus (3)

RELB 215 Ethical Models (3)

RELH 271 Adventist Heritage and Mission (3)

RELT 150 Fundamentals of Christian Beliefs (3)

RELT 360 Ministry and Message of E. G. White (3)

*Any RELB course may be substituted for one of the above courses.

And one of the following courses:

HIST 212 Introduction to History of Western Civilization (2)

HIST 213 Introduction to History of Eastern Civilization (2)

HMNT 210 Appreciation of Fine Arts (2)

HMNT 216 Thai Culture and Basic Conversational Skills (2)

MUSC 210 Music Appreciation (2)

Language (6 Credit Hours)

ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Mathematics and Science (12 Credit Hours)

CPTR 114 Computer and Information Technology (3)

HLED 117 Health and Fitness (3)

MATH 112 Survey of Mathematics (3)

And one of the following courses:

BIOL 211 Principles of Biology (3)

ENSC 211 Understanding Our Environment (3)

Social Sciences (7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

PROFESSIONAL COURSES (91 Credit Hours)

Core Courses (39 Credit Hours)

Biblical Studies (24 Credit Hours)

- RELB 260 The Law and the Writings (3)
- RELB 327 Introduction to the Old Testament (3)
- RELB 346 Introduction to the New Testament (3)
- RELB 361 Survey of the Gospels (3)
- RELB 421 Old Testament Apocalyptic Writings (3)
- RELB 422 Christian Apocalyptic Writings (3)
- RELB 451 Hebrew Prophets (3)
- RELB 466 Epistles in the Early Christian Church (3)

Historical Studies (6 Credit Hours)

- RELH 325 History of Christianity I (3)
- RELH 326 History of Christianity II (3)

Philosophical and Theological Studies (9 Credit Hours)

- RELM 280 Religions of Southeast Asia and the World (3)
- RELT 455 Biblical Hermeneutics and Doing Theology in Asia (3)
- RELT 457 Systematic Theology (3)

Applied Theology Emphasis (52 Credit Hours)

Required Emphasis Courses (37 Credit Hours)

Biblical Languages (12 Credit Hours)

- RELB 123 Elementary Hebrew (3)
- RELB 124 Intermediate Hebrew (3)
- RELB 221 Elementary Greek I (3)
- RELB 222 Elementary Greek II (3)

Church Ministry, Preaching and Practicum (21 Credit Hours)

- REL P 223 Principles of Christian Mission (3)
- REL P 327 Homiletics I (3)
- REL P 328 Homiletics II (3)
- REL P 330 Public Evangelism with Field Practicum (3)
- REL P 360 Principles of Pastoral Ministry (3)
- REL P 377 Christian Worship and Liturgy (3)
- REL P 476 Pastoral Care and Counseling (3)

Field Work Experience (4 Credit Hours)

First and second year students will take pre-requisites before they may apply for Ministerial Candidacy and register for Ministerial Practical Training courses. A checklist of pre-requisites for advancement to Candidacy includes:

1. Regular participation in a Sabbath School class with evidence of some teaching/leadership abilities.
2. Be a Master Guide
3. Take a spiritual gifts inventory
4. Regular participation in on- and off-campus ministry; and
5. Participation in a Bible study group.

- REL P 321 Ministerial Practical Training I (1)
- REL P 322 Ministerial Practical Training II (1)
- REL P 421 Ministerial Practical Training III (1)
- REL P 422 Ministerial Practical Training IV (1)

Elective Emphasis Courses (15 Credit Hours)

Every student is expected to take a minimum of 15 credits within one of the following cognate areas, with possible variations as approved by the Faculty due to special needs or circumstances. The balance may be chosen from other cognates or listed electives. The regular cognate area for ministerial students in South-east Asia is Pastoral Theology and Missions.

Biblical Languages

- RELB 321 Intermediate Greek I (3)
- RELB 322 Intermediate Greek II (3)
- RELB 481 Hebrew Exegesis (3)
- RELB 482 Greek Exegesis (3)
- RELB 496 Topics in Biblical Exegesis (3)
- RELT 350 Biblical Theology (3)

Pastoral Theology and Missions

- RELM 346 Communicating Religious Truth in Southeast Asia (3)
- RELM 420 Urban Ministry and Evangelism (3)
- RELM 446 Psychology of Religious Experience (3)
- RELM 477 Interfaith Dialogue in Thailand (3)
- RELM 491 Topics: Issues in Meeting Culture (3)
- REL P 235 Christian Salesmanship (2)
- REL P 242 Personal and Congregational Spirituality (3)
- REL P 251 Introduction to Church Accounting (3)

REL P 255 Church Leadership and Administration (3)
 REL P 366 Structure and Operation of the SDA Church (3)
 REL P 386 Principles of Youth Ministry (3)
 REL P 395 Creative Christian Communication (3)
 REL P 494 Issues in Pastoral Work (3)
 REL T 360 Ministry and Message of E.G. White (3)
 REL T 488 Seminar in Pastoral Ethics (3)

Pastoral Care

PSYC 113 Child and Adolescent Development (3)
 REL P 380 Family Life Issues (3)
 REL P 488 Internship in Pastoral Care (1-3)
 REL P 490 Directed Readings in Pastoral Care (3)

Teacher Certification Area

Courses should be taken as required by the country or the Division of the Seventh-day Adventist Church, or as advised.

Free Elective Courses (6 Credit Hours)

Free elective courses may be taken from this list, or any other course offered by another Faculty may be taken.

RELB 496 Topics in Biblical Studies (3)
 RELG 224 Research Writing in Religion (3)
 RELE 230 Introduction to Moral and Religious Education (3)
 RELH 375 History of Christian Doctrinal Development (3)
 RELH 390 Selected Topics in Church History (3)
 REL P 222 Christian Apologetics (3)
 REL T 350 Biblical Theology (3)
 REL T 340 Gender Issues in the Asian Context (3)
 REL T 390 Directed Reading in Spiritual Classics (1-3)
 REL T 435 Pauline Theology (3)
 REL T 481-3 Directed Reading in Religious Studies (1-3)
 REL T 486 Seminar in Adventist Theology (3)
 REL T 487 Selected Topics in Theology (3)
 REL T 491-3 Senior Project (0-3)
 REL T 497 Seminar in Contemporary Theology (3)
 REL T 498 Directed Reading in Feminine Theology (1-3)

Minor in Christian Studies Program (18 Credit Hours)

Students from other Faculties may take the following minor concentration:

Required Courses (9 Credit Hours)

2 Courses in Biblical Studies
 1 Course in Adventist Studies

Elective Courses (9 Credit Hours)

Approved electives from courses offered by the Faculty.

PROJECTED SEQUENCE OF CLASSES

Applied Theology Emphasis

First Year

First Semester

EDUC 111 Orientation to Higher Education	1
NGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health & Fitness	3
PSYC 115 General Psychology	3
RELB 123 Elementary Hebrew	3
RELB 215 Ethical Models	3

TOTAL 16

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

CPTR 114 Computer & Information Technology	3
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
MATH 112 Survey of Mathematics	3
RELB 124 Intermediate Hebrew	3
RELT 150 Fundamentals of Christian Beliefs	3

TOTAL 15

Summer

HIST 212 Introduction to History of Western Civilization	2
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0

TOTAL 5

Second Year

First Semester

BIOL 211 Principles of Biology	3
GENL 110 Seminar in Character Development	0
RELB 221 Elementary Greek I	3
RELH 271 Adventist Heritage and Mission	3
RELP 223 Principles of Christian Mission	3
<i>Major Elective</i>	3

TOTAL 15

Second Semester

GENL 110 Seminar in Character Development	0
RELB 222 Elementary Greek II	3
RELB 260 Law and the Writings	3
RELM 280 Religions of Southeast Asia and the World	3
<i>Major Elective</i>	3
<i>Free Elective</i>	3

TOTAL 15

Summer

RELP 321 Ministerial Practical Training I	1
RELP 322 Ministerial Practical Training II	1

TOTAL 2

Third Year

First Semester

GENL 110 Seminar in Character Development	0
RELB 327 Introduction to the Old Testament	3
RELB 361 Survey of the Gospels	3
RELH 325 History of Christianity I	3
RELP 327 Homiletics I	3
RELP 377 Christian Worship and Liturgy	3

TOTAL 15

Second Semester

GENL 110 Seminar in Character Development	0
RELB 346 Introduction to the New Testament	3
RELH 326 History of Christianity II	3
RELP 312 Marriage and Family	3
RELP 328 Homiletics II	3
RELP 360 Principles of Pastoral Ministry	3

TOTAL 15

Summer

Field Work Assignment in coordination with SAUM for Direct Field Experience	
RELP 330 Public Evangelism with Field Practicum	3
RELP 421 Ministerial Practicum III	1
RELP 422 Ministerial Practicum IV	1

TOTAL 5

Fourth Year

First Semester

GENL 110 Seminar in Character Development	0
RELB 421 Old Testament Apocalyptic Writings	3
RELB 451 Hebrew Prophets	3
RELT 455 Biblical Hermeneutics & Doing Theology in Asia	3
RELT 457 Systematic Theology	3
<i>Major Elective</i>	3

TOTAL 15

Second Semester

GENL 110 Seminar in Character Development	0
RELB 422 Christian Apocalyptic Writings	3
RELB 466 Epistles in the Early Church	3
RELP 476 Pastoral Care and Counseling	3
<i>Major Elective</i>	3
<i>Major Elective</i>	3

TOTAL 15

GRAND TOTAL 133



Faculty of Science

Dean

Kamolnan Taweeyanyongkul, BSc, MSc, DSc

Faculty Members

Full-Time Instructors

Alwyn Chacko, BSc, MSc, MBA
Annals Tatenda Mushunje, BSc, PhD
Joy C Kurian, BLA, MA, MSW, PhD, DSc
Kamolnan Taweeyanyongkul, BSc, MSc, DSc
Maxine Newell, BA, MA, PhD
Yongyuth Puriboriboon, BS, MSc

Adjunct Instructors

Chew Sze Ted, BSc, MD
Conrad Clausen, BA, PhD
David B Ekkens, BA, MA, PhD
Warren A Shipton, BSc, MA, PhD

PROGRAMS AND COURSES

Bachelor of Science in Bioscience

Emphasis Areas:

1. Biology
2. Health Science

Minor in Bioscience

Bachelor of Science in Bioscience

The Bachelor of Science program seeks to prepare students for careers in science in a multilingual and multicultural world which uses English as its lingua franca. The program provides a strong foundation in science, as well as providing the opportunity for students to study supporting courses in other disciplines. The program aims to prepare graduates who understand and have the ability to apply scientific principles and concepts, who think critically and who integrate concepts and ideas from various disciplines.

These objectives harmonize with the aims of the University and reflect the attempt of the teachers to prepare graduates who are articulate in their communication, balanced in their thinking and prepared for employment in their discipline.

DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION

For the BS (Bioscience) degree, 133 credit hours are required for graduation. General education courses comprise 30 credit hours. Professional courses comprise 97 credit hours – of this total, core courses are 36 credit hours, required emphasis courses are 45 credit hours, and elective emphasis courses are 16 credit hours. Free electives comprise 6 credit hours.

Further details are outlined below:

Courses	Credit Hours
General Education	30
Humanities	11
Language	6
Mathematics and Science	6
Social Sciences	7
Professional	97
Core Courses	55
Required Emphasis Courses	26
Elective Emphasis Courses	16
Free Elective	6
TOTAL	133

SPECIFIC COURSE REQUIREMENTS

General Education Courses (30 Credit Hours)

Humanities* (11 Credit Hours)

GENL 110 Seminar in Character Development** (0)

**This subject is required every semester and summer.

Three of the following courses:

RELB 116 Life and Teachings of Jesus (3)

RELB 215 Ethical Models (3)

RELH 271 Adventist Heritage and Mission (3)

RELT 113 Origins of Life (3)

RELT 150 Fundamentals of Christian Beliefs (3)

RELT 213 Human Destiny (3)

*Any RELB course may be substituted for one of the above courses.

And one of the following courses:

HIST 212 Introduction to History of Western Civilization (2)

HIST 213 Introduction to History of Eastern Civilization (2)

HMNT 210 Appreciation of Fine Arts (2)

HMNT 216 Thai Culture and Basic Conversational Skills (2)

MUSC 210 Music Appreciation (2)

Language (6 Credit Hours)

ENGL 111 English Composition I (3)

ENGL 112 English Composition II (3)

Mathematics and Science (6 Credit Hours)

CPTR 114 Computer and Information Technology (3)

HLED 117 Health and Fitness (3)

Social Sciences (7 Credit Hours)

EDUC 111 Orientation to Higher Education (1)

PSYC 115 General Psychology (3)

RELP 312 Marriage and Family (3)

PROFESSIONAL COURSES (97 Credit Hours)

Core Courses (55 Credit Hours)

BIOL 151 General Biology I (4)
 BIOL 152 General Biology II (4)
 BIOL 252 General Microbiology (4)
 BIOL 332 Biostatistics (3)
 BIOL/HLED 371 Research Methods (3)
 BIOL 452 Bioethics (3)
 CHEM 131 General Chemistry I (4)
 CHEM 132 General Chemistry II (4)
 CHEM 231 Organic Chemistry I (4)
 CHEM 232 Organic Chemistry II (4)
 CHEM 351 Biochemistry (4)
 MATH 231 Mathematics for Life I (3)
 MATH 232 Mathematics for Life II (3)
 PHYS 231 General Physics I (4)
 PHYS 232 General Physics II (4)

Emphasis and Elective Courses (42 Credit Hours)

1. Biology Emphasis (42 Credit Hours)

Required Emphasis Courses (26 Credit Hours)

BIOL 221 Genetics (4)
 BIOL 321 Cell Molecular Biology (4)
 BIOL 362 Systems Physiology (4)
 BIOL 381 General Ecology (4)
 BIOL 382 Biodiversity and Systematic Biology (4)
 BIOL 482 Philosophical Insights on Creation & Evolution (3)
 BIOL 480 Internship (2) OR
 BIOL 486 Directed Research (2)
 BIOL 496 Seminar (1)

Elective Emphasis Courses (16 Credit Hours)

BIOL 369 Introduction to Marine Biology (3)
 BIOL 390/490 Topics in Bioscience (1-4)
 BIOL 422 Molecular Biology Techniques (3)
 BIOL 441 Systematic Botany (3)
 BIOL 442 Economic Botany (3)
 BIOL 444 Medicinal Plants (3)
 BIOL 461 Parasitology (3)
 BIOL 462 Ornithology (3)
 BIOL 483 Histology (3)
 BIOL 484 Immunology (3)

2. Health Science Emphasis (42 Credit Hours)

Required Emphasis Courses (26 Credit Hours)

BIOL 221 Genetics (4)
 BIOL 321 Cell Molecular Biology (4)
 BIOL 362 Systems Physiology (4)
 BIOL 381 General Ecology (4)
 BIOL 382 Biodiversity and Systematic Biology (4)
 BIOL 482 Phil Insights on Creation & Evolution (3)
 HLED 480 Internship (2) OR
 HLED 486 Directed Research (2)
 HLED 496 Seminar (1)

Elective Emphasis Courses (16 Credit Hours)

HLED 261 Anatomy and Physiology I (3)
 HLED 262 Anatomy and Physiology II (3)
 HLED 281 Principles of Epidemiology (3)

And Three of the following courses:

HLED 390/490 Topics in Bioscience (1-4)
 HLED 463 Exercise Physiology (3)
 HLED 482 Global and Indigenous Public Health (3)
 HLED 483 Health Communication (3)
 HLED 485 Environmental Health and Toxicology (3)

Free Elective Courses (6 Credit Hours)

Free electives may be taken from any courses offered by any Faculty at Asia-Pacific International University, but it is recommended that a student choose from other Elective Emphasis Courses.

PROJECTED SEQUENCE OF STUDIES

BIOLOGY EMPHASIS

First Year

First Semester

BIOL 151 General Biology I	4
CHEM 131 General Chemistry I	4
EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
TOTAL	15

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

BIOL 152 General Biology II	4
CHEM 132 General Chemistry II	4
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
<i>General Education Course</i>	2
<i>General Education Course</i>	3
TOTAL	16

Summer

CPTR 114 Computer and Information Technology	3
GENL 110 Seminar in Character Development	0
PSYC 115 General Psychology	3
TOTAL	6

Second Year

First Semester

BIOL 221 Genetics	4
CHEM 231 Organic Chemistry I	4
GENL 110 Seminar in Character Development	0
MATH 231 Mathematics for Life I	3
PHYS 231 General Physics I	4
TOTAL	15

Second Semester

BIOL 252 General Microbiology	4
CHEM 232 Organic Chemistry II	4
GENL 110 Seminar in Character Development	0
MATH 232 Mathematics for Life II	3
PHYS 232 General Physics II	4
TOTAL	15

Summer

<i>General Education Course</i>	3
<i>Free Elective Course</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

BIOL 321 Cell Molecular Biology	4
BIOL 371 Research Methods	3
BIOL 381 General Ecology	4
CHEM 351 Biochemistry	4
GENL 110 Seminar in Character Development	0
TOTAL	15

Second Semester

BIOL 332 Biostatistics	3
BIOL 362 Systems Physiology	4
BIOL 382 Biodiversity and Systematic Biology	4
GENL 110 Seminar in Character Development	0
GE Course: Moral and Religious Values	3
TOTAL	14

Summer

BIOL 480 Internship OR	
BIOL 486 Directed Research	2
<i>Elective Emphasis Course</i>	3
TOTAL	5

Fourth Year

First Semester

BIOL 496 Seminar	1
<i>Elective Emphasis Course</i>	3
<i>Elective Emphasis Course</i>	3
<i>Free Elective</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	10

Second Semester

BIOL 390/490 Topics in Bioscience	1
BIOL 452 Bioethics	3
BIOL 482 Philosophical Insights on Creation and Evolution	3
RELP 312 Marriage and Family	3
<i>Elective Emphasis Course</i>	3
<i>Elective Emphasis Course</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	16

GRAND TOTAL	133
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2. HEALTH SCIENCE EMPHASIS

First Year

First Semester

BIOL 151 General Biology I	4
CHEM 131 General Chemistry I	4
EDUC 111 Orientation to Higher Education	1
ENGL 111 English Composition I	3
GENL 110 Seminar in Character Development	0
HLED 117 Health and Fitness	3
TOTAL	15

* MATH 081 Intermediate Algebra offered as remedial math course, but does not count toward graduation requirements

Second Semester

BIOL 152 General Biology II	4
CHEM 132 General Chemistry II	4
ENGL 112 English Composition II	3
GENL 110 Seminar in Character Development	0
<i>General Education Course</i>	2
<i>General Education Course</i>	3
TOTAL	16

Summer

CPTR 114 Computer and Information Technology	3
GENL 110 Seminar in Character Development	0
PSYC 115 General Psychology	3
TOTAL	6

Second Year

First Semester

BIOL 221 Genetics	4
CHEM 231 Organic Chemistry I	4
GENL 110 Seminar in Character Development	0
MATH 231 Mathematics for Life I	3
PHYS 231 General Physics I	4
TOTAL	15

Second Semester

BIOL 252 General Microbiology	4
CHEM 232 Organic Chemistry II	4
GENL 110 Seminar in Character Development	0
MATH 232 Mathematics for Life II	3
PHYS 232 General Physics II	4
TOTAL	5

Summer

<i>General Education Course</i>	3
<i>Free Elective Course</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	6

Third Year

First Semester

BIOL 321 Cell Molecular Biology	4
BIOL 381 General Ecology	4
CHEM 351 Biochemistry	4
GENL 110 Seminar in Character Development	0
HLED 371 Research Methods	3
TOTAL	15

Second Semester

BIOL 332 Biostatistics	3
BIOL 362 Systems Physiology	4
BIOL 382 Biodiversity and Systematic Biology	4
GENL 110 Seminar in Character Development	0
<i>General Education Course</i>	3
TOTAL	14

Summer

HLED 480 Internship OR	
HLED 486 Directed Research	2
<i>Elective Emphasis Course</i>	3
TOTAL	5

Fourth Year

First Semester

HLED 281 Principles of Epidemiology	3
HLED 496 Seminar	1
<i>Elective Emphasis Course</i>	3
<i>Free Elective Course</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	10

Second Semester

BIOL 452 Bioethics	3
BIOL 482 Philosophical Insights on Creation and Evolution	3
HLED 390/490 Topics in Bioscience	1
RELP 312 Marriage and Family	3
<i>Elective Emphasis Course</i>	3
<i>Elective Emphasis Course</i>	3
GENL 110 Seminar in Character Development	0
TOTAL	16

GRAND TOTAL 133

Minor in Bioscience Program (18 Credit Hours)

Required Courses (8 Credit Hours)

BIOL 151 General Biology I (4)

BIOL 152 General Biology II (4)

Elective Courses (10 Credit Hours)*

BIOL 252 General Microbiology (4)

BIOL 221 Genetics (4)

BIOL 381 General Ecology (4)

BIOL 382 Biodiversity and Systematic Biology (4)

BIOL 452 Bioethics (3)

BIOL 482 Phil Insights on Creation & Evolution (3)

CHEM 131 General Chemistry I (4)

CHEM 132 General Chemistry II (4)

MATH 231 Mathematics for Life I (3)

MATH 232 Mathematics for Life II (3)

PHYS 231 General Physics I (4)

PHYS 232 General Physics II (4)

*Other courses may be taken with the permission
of the Dean, Faculty of Science.



Graduate Studies Programs

MASTER OF BUSINESS ADMINISTRATION

Program Chair

Henry L. Foster, BS, MBA, PhD

Faculty Members

Full-Time Instructors

Henry L. Foster, BS, MBA, PhD

Jae Won Kim, BA, MBA, DBA

Mack Tennyson, BS, CPA, PhD

Pak T. Lee, BA, BS, MBA, MCom, PhD

Wayne A Hamra, BA, MBA, DBA

Part-Time Instructors

Danny Rantung, BA, MBA, PhD

Kazimoto Paluku, BBA, MBA, PhD

Noah Balraj, BSc, MBA, PhD

Siriporn Tantipoonwinai, BSN, MSN, PhD

PROGRAMS AND COURSES

Master of Business Administration

Emphasis Areas:

1. Accounting
2. Management

MASTER OF EDUCATION

Acting Program Chair

Risper Akelo Awuor, BA, MA, PhD

Faculty Members

Full-Time Instructors

John Agak, BA, MA, PhD
Nicole Mauzard, BA, MA, PhD
Oktavian Mantiri, BA, MEd, PhD
Risper Akelo Awuor, BA, MA, PhD
Siriporn Tantipoonwinai, BSN, MSN, PhD

Part-Time Instructors

Danny Rantung, BA, MBA, PhD

Adjunct Instructors

Bradley Booth, BS, MEd, EdD
Greg Whyte, BA, MEd, PhD
Loren Agrey, BEd, MEd, PhD
Safary Wa-Mbaleka, EdD, PhD

PROGRAMS AND COURSES

Master of Education

Emphasis Areas:

1. Curriculum and Instruction
2. Educational Administration
3. Teaching English to Speakers of Other Languages (TESOL)

Graduate Studies Programs

Asia-Pacific International University's Graduate Studies Programs offer advanced studies in accounting, management, pedagogy, curriculum, and administration for business professionals, teachers, and school administrators in Southeast Asia and beyond. These programs focus on developing students' academic, research, and practical skills. Courses provide opportunities for students to explore and critically analyze various topics in business, management, and education from a theoretical, professional, and practical perspective through lectures, assignments, and research projects. Particular focus is placed on the ethical, moral, and personal care implications of various topics and practices. Study programs consist of both coursework and research, which is conducted through preparation of a thesis or independent study project.

STUDY PROGRAMS OFFERED Master of Business Administration (36 Credit Hours)

Abbreviation: MBA

Awarded by Asia-Pacific International University. Program identified as Plan A or Plan B in this Bulletin.

Both Plans A and B have a choice of two emphasis areas: Accounting or Management.

Master of Education (36 Credit Hours)

Abbreviation: MEd

Awarded by Asia-Pacific International University. Program identified as Plan A or Plan B in this Bulletin.

Both Plans A and B have a choice of three emphasis areas: Curriculum and Instruction, Educational

Administration, or Teaching English to Speakers of Other Languages (TESOL)

ACADEMIC POLICIES

Application Procedure

Applicants must submit the following information before their application can be processed:

- A fully completed and signed Application Form.
- A certified copy of each undergraduate degree transcript or vocational/advanced graduate education certificate or diploma.
- One recent passport-size photograph.
- Two Recommendation Forms completed by persons qualified to give information on the applicant's academic and personal qualifications for university graduate study programs.
- Copies of passport or citizenship documents (overseas applicants), or Thai national identity card and registration of domicile document (Thai applicants).
- An English Proficiency (IELTS or TOEFL) certificate if applicant is not a native English speaker.
- A document of financial guarantee or sponsorship.
- Payment of a non-refundable application and test fee (600 Baht) for applicants from Thailand; or US \$25.00 for applicants outside Thailand.
- Interview in person or telephonically with the Graduate Program Chair.
- Where transcripts and academic certificates and medical certificates are not in English, they must be accompanied by a certified English translation.

ADMISSION CRITERIA AND REQUIREMENTS

Master of Business Administration

The Master of Business Administration is offered in two plans, with admission requirements as follows:

MBA Plans A and B

MBA degree conferred by Asia-Pacific International University

Admission Criteria

Pre-requisite: Completion of a Bachelor's Degree or higher in Business or other field from an accredited institution, with a CGPA of at least 2.5 on a scale of 4.0. Students with degrees in non-business fields are required to take a minimum of 9 credits of undergraduate pre-requisite courses before commencing their MBA study, including at least one course in financial accounting and one in statistics. At the discretion of the Program Chair, up to two pre-requisite courses per semester may be taken concurrently with MBA courses by full-time students during the first year of the MBA program.

Evidence of adequate proficiency in English at a level equivalent to an IELTS band-score of 5.0 or TOEFL of 500, or acceptable equivalent, for both Plans A and B.

Good health both physically and mentally.

Good moral character, and a willingness to order the student's life in harmony with the aims, philosophy, and policies of the University.

Master of Education

The Master of Education is offered in two plans, with admission requirements as follows:

MEd Plans A and B

MEd degree conferred by Asia-Pacific International University

Admissions Criteria

Pre-requisite: Completion of a Bachelor's Degree or higher in Education or other field from an accredited institution, with a CGPA of at least 2.5 on a scale of 4.0. Students with degrees in non-education fields must take 9 – 15 credits of undergraduate pre-requisite courses before commencing their M Ed study, with at least one course in statistics. At the discretion of the Program Chair, up to 6 credits of pre-requisite courses may be taken concurrently with M Ed courses by full-time students during the first semester of the M Ed Program.

Students who plan to study part-time should complete ALL the pre-requisite education credits prior to entering the M Ed program.

Evidence of adequate proficiency in English at a level equivalent to:

1. An IELTS band-score of 6.5 or TOEFL of 650 or acceptable equivalent for Plan A;
2. An IELTS band-score of 5.5 or TOEFL of 550 or acceptable equivalent for Plan B;

One year of teaching experience or equivalent as supported by evidence, e.g. portfolio, professional experience/practicum listed on transcript, a letter from an employer, etc.

Good health both physically and mentally.

Good moral character, and a willingness to order the student's life in harmony with the aims, philosophy, and policies of the University.

ADMISSION STATUS

Regular Full-time Student Status

Applicants may be admitted as regular full-time students. Regular full-time students have met all the admissions criteria, and are allowed to pursue their study program by taking 9 to 12 credits (3 or 4 courses) per session and in the sequence as scheduled.

Regular Part-time Student Status

Applicants may be admitted as regular part-time students. Regular part-time students have met all the admissions criteria, and are allowed to pursue their study program by taking a maximum of 6 credits (2 courses) per session in the sequence as scheduled.

Provisional Student Status

Applicants who do not meet the criteria for regular admission (full-time or part-time) may, in certain circumstances, be admitted provisionally for a limited period of time to furnish evidence of completing the deficiency. Provisional students' status and performance will be evaluated prior to permitting registration for the next semester and/or other graduate courses.

With the consent of the Program Chair, a provisional full-time student who needs 6 credits of pre-requisite educational courses may complete them during the first semester of the graduate program while taking no more than 6 credits of graduate course-work. Failure to complete the prerequisite education courses will result in discontinuation of further graduate program studies until the prerequisite education courses have been completed satisfactorily. Registration for the next semester will not be permitted without meeting the stipulated requirements.

A student admitted provisionally due to not quite meeting the English proficiency admission requirements must submit proof of achieving the requisite English proficiency level within six (6) months if he/she is a full-time student, or within one year if he/she is a part-time student. Failure to meet this requirement may result in the discontinuation of graduate study.

Not-for-credit or Non-degree Purposes Student

An applicant who is permitted to take classes without pursuing a degree program is classified as a Not-for-credit or Non-degree Purposes Student.

REGISTRATION

Pre-Registration and Registration

All students – both undergraduate and graduate – are expected to pre-register and register for classes by the designated dates scheduled in the academic calendar. Registration is the formal process of selecting, arranging, and reserving the student's academic schedule for each session in accordance with procedures prescribed by the Office of Admissions and Records.

Registration for any session is dependent on satisfactory completion of the graduate courses taken during the previous session. Registration is official only after all procedures have been completed, all fees paid, and completed forms are processed by the Office of Admissions and Records. Once students have registered for a class or classes for any session and its subsequent coursework, they are obligated to pay the required tuition and fees for that subject/course and will receive a grade for each course unless they formally withdraw.

The University reserves the right to cancel the registration of students who fail to attend classes or do not make adequate arrangements to pay their tuition and fees. Cancellation of registration does not eliminate students' obligations to pay for accrued tuition and fees.

Class Registration

Students are not officially registered for a program until the registration procedure is completed and the instructor has been informed by the Registrar's Office. Students are not permitted to attend courses for which they have not registered.

Concurrent Registration

Students registered for Graduate Studies courses of study at Asia-Pacific International University who wish to enroll simultaneously or concur-

rently for courses in another Institution of Higher Education must first seek permission from the Graduate Program Chair and VPAA prior to enrollment.

In granting permission for concurrent registration, the total study load projected for the student will be considered. Overloads beyond that normally approved at Asia-Pacific International University will not be permitted. The academic load for a full-time regular student is 12 credits, or 6 credits for a regular part-time student at graduate level. Concurrent registration for undergraduate credits with graduate credits may not exceed 6 undergraduate credits and 6 graduate credits for a full-time regular student per semester. A regular part-time student may not exceed an academic load of 3 undergraduate credits and 3 graduate credits per semester. Non-credit courses and audit courses are counted at half value. Graduate credits earned through concurrent registration at another institution cannot be transferred unless permission was obtained prior to registration at the other institution.

Audit Registration

Students may audit a graduate course with the permission of the Instructor and the Program Chair. Audit students are required to abide by the class attendance requirements. If absences exceed 20% of class meeting, a 'U' grade is automatically assigned. Students who have taken a course under the audit provision are not permitted to challenge the course by examination later on. Students may change from audit to credit by the end of the first week of the semester.

Changes in Registration

Registration changes may be made only through a Change of Program Form obtainable from the Registrar's Office. There is a drop and add period of ONE class day from the beginning of each session, when students may add or drop classes. A fee is charged for each program change.

POLICY ON RECOGNITION OF PRIOR LEARNING

Asia-Pacific International University's policies regarding accepting transfer credits from other institutions are consistent with the Office of the Higher Education Commission's Transfer Credit and the Recognition of Prior Learning (2002) guidelines. Details of the assessment process used for considering transfer credit requests are shown below.

Advanced Standing and Transfer of Credits

Students of accredited graduate programs may be offered advanced standing up to the equivalent of one-third of the total credits for a degree where courses are equivalent in content level, quality, and quantity to those required. Course descriptions and requirements should be submitted when applying for a transfer of credits to obtain advanced standing. The necessary forms should be completed and fees paid for recognition of transferred credits. Forms are obtained from the Office of Admissions and Records.

TRANSFER OF CREDITS

Students may apply to transfer credits earned at another university. The following conditions apply:

1. The credits earned must be essentially equivalent in content, level, quality, and quantity to the graduate program courses that they replace. Students must provide the University with a catalogue, bulletin, or course outlines from the institution that they previously attended.
2. The maximum amount of credit which may be granted is normally no greater than one-third of the degree requirements, or 12 credit hours.
3. Only courses with a grade of 'B' or higher may be transferred (Ministry of Education transfer policy). Transfer credits are not calculated into the student's GPA. No thesis or independent study credits from another study program may be transferred to the university.

4. A transfer student must meet Asia-Pacific International University's residence requirements and complete at least 6 credits of Graduate Study at Asia-Pacific International University before credits are recorded on transcript. Only transcripts of degree-seeking students will be evaluated.
5. Credit is not normally granted for courses completed more than five years previously.

Course Waiver and Substitution Requests

Students who have taken coursework which parallels a course required for a program of study may request that one or more of the graduation requirements be waived. However, other courses must be substituted for those waived so that the total number of credits required is not reduced. Generally, such courses must be in the same area and at the same level as the courses that are waived. Course substitution and waiver requests must be endorsed by the Graduate Program Chair, and approved by the Dean of Faculty, Registrar, and Vice President for Academic Administration.

PORTFOLIO ASSESSMENT

The Asia-Pacific International University policy on portfolio assessment is as follows:

1. Students must have been accepted into a Asia-Pacific International University Graduate Program before an application for credit by portfolio will be accepted.
2. Credit through the portfolio process will be accepted only for Graduate Studies courses that appear in the Asia-Pacific International University Academic Bulletin.
3. Students must complete the portfolio and submit it for assessment prior to the end of their second last (penultimate) semester of enrollment at Asia-Pacific International University before graduation.
4. In course specifications (course outlines), Programs of Study/Faculties must list the proficiency competencies that are essential to fulfill course requirements.

5. The Program of Study/Faculty will also determine the standards for an acceptable portfolio.
6. The Program Chair/Dean of Faculty will work with the Vice President for Academic Administration to appoint an instructor with expertise in the course requirements to evaluate the portfolio.
7. Assessors of portfolios may require an interview with the applicant to verify the knowledge acquired.
8. Students may earn up to six (6) credits toward a Master's degree through portfolio assessment.
9. Portfolio assessments will be graded on a satisfactory/unsatisfactory basis. To earn a grade of satisfactory, the portfolio must be the equivalent of or higher than a B grade.

DEFINITIONS

Academic Year

The academic year typically consists of two semesters, with 15 weeks of instruction each, plus additional time for examinations. The academic year commences in August and concludes in May. A summer session begins in late May and extends until the end of June or into July, consisting of 5-9 weeks of instruction, plus additional time for examinations.

Course

A module or subject of study defined by its code and title within a particular discipline or specialty.

Program of Studies

A specific pattern of courses leading to a particular award, such as the Master of Business Administration or the Master of Education. A program of studies is comprised of a prescribed sequence of core and specialty courses, with a limited number of electives in a student's chosen area of emphasis.

Graduate Credit Hours

The academic weighting of each course is indicated by the number of credit hours awarded to it. As a general rule, it is expected that each credit hour

will demand of the average student approximately five hours of academic work per week, as well as individual study and research.

One credit hour represents one 50-minute-class period per week throughout a semester of fifteen weeks, with additional time allowed for examinations. An academic load of 3 credit hours will thus involve the average graduate student in approximately 36–45 contact hours per semester, plus approximately 125–150 hours of academic work outside of lectures or classes per semester.

Contact Hours

The hours of actual student-teacher face-to-face interaction requiring attendance for formal learning classroom or laboratory experiences.

Course Levels

Asia-Pacific International University uses the HEGIS system of course numbering. The letter prefix for each course shows the Faculty or subject area, and the three digit numbers indicate the class standing and the level of learning. In most cases, the higher the number, the more advanced the course.

The 500 level courses are graduate level and involve in-depth inquiry, reflective thought, and critical analysis, promoting in the student a sense of self-determination.

Duration of Studies

The normative duration of full-time studies for Master degrees is 2 – 2½ years. Degree requirements must be completed within the time period stipulated by the University, with a minimum of 3 semesters and a maximum of 5 years (10 semesters). Part-time students must petition the Faculty Board to continue their enrolment for a period of time longer than 5 years.

Emphasis

A cluster or sequence of graduate courses from one discipline area requiring 9 – 12 credit hours that is usually comprised of three to four 3-credit hour courses; some programs may require more credits for an emphasis.

GRADUATE PROGRAM GENERAL ACADEMIC POLICIES

Course Load

Regular full-time graduate students are permitted to take up to a maximum of 12 credit hours per semester. International students on student visas must register for a minimum of 6 credits per semester. Students may be permitted to register for a lighter load, depending on personal circumstances and the number of courses offered.

Regular part-time graduate students normally register for two 3-credit-point subjects each session; each subject involves a time commitment of about 125–150 hours outside of class to complete the requirements, or a weekly time commitment for classes and assignments of about 12 hours per subject.

The approval of the Program of Studies/Faculty Board is required for exceptions to these guidelines. Such approval is granted only if the committee is convinced by the student's previous academic performance that he or she is capable of carrying a heavier class load.

Course Extension Policy

Some graduate courses are offered via intensive sessions during summers or semester breaks, and involve extensive written assignments that must be completed during the remainder of the semester. In such cases, students are not allowed to register for additional courses in a subsequent semester unless all assignments for previous courses have been submitted.

If a student is unable to complete assignments for one or more subjects during the semester, the provisions of the course extension policy apply as follows:

1. One courtesy extension of no longer than 2 months beyond the end of a semester* may be requested for 1 or 2 assignments (not all assignments) in a graduate course. This extension must be requested in writing before the assignment(s) due date(s).

*Graduate program semesters: 1st semester – July to December; 2nd semester – January to June, so extension deadlines are February 28 and August 31

2. If all course assignments are not completed and submitted by the end of a semester, students may register for only the number of courses that were fully and satisfactorily completed in the previous semester. For example, if 4 courses were taken but work for only 2 was finished, then only 2 new courses may be taken in the following semester.
3. If all course assignments have not been submitted by the end of a courtesy extension, then a student must either drop the course or pay a 5,000 Baht continuation fee for a one-semester extension. (This fee is not covered by University employee benefit policies, but must be borne by the employee).
4. If all course assignments have not been submitted by the end of the one-semester extension, then a student's registration will be cancelled by the Registrar's Office. A student must reregister for and retake the course, including attending all class meetings again, in order to pass the course.
5. One year (12 months) is allowed to complete the requirements for the following courses, with no continuation fee. If the courses are not completed within the 12-month period, however, the extension conditions and limits listed above apply:
 - EDUC 593: Independent Study
 - EDUC 595: Thesis I
 - EDUC 596: Thesis II

Student Appeals

Students have the right to appeal decisions and actions relating to their program. In cases where the student is unsatisfied with the Committee's action, the student may present his/her petition through the grievance process as outlined under the student academic grievance policy.

Students' Governing Bulletin

Students have the right to graduate under the program requirements as published in the Academic Bulletin at the time of their initial registration, or with the requirements of any subsequent Bulletin. Students who change their emphasis or who have a break in residence may need to have their program modified.

Revisions to Academic Policy

The Academic Board is the final authority on all academic matters. For all situations not stated in this Bulletin, the Board reserves the right to make the final decision and to generate or update policies from time to time in order to ensure fairness and consistency. Decisions made by the Board have the same effect and force as those published here, once the actions are publicly announced.

Petitions

Students requesting any exception to the published policy may petition to the Deans' Council. All requests for such special consideration should be made on official Petition Forms available from the Office of Admissions and Records, and must be submitted one week before the Deans' Council meets.

Student Appeals

Students have the right to appeal decisions and actions relating to their program. In cases where the student is unsatisfied with the Dean's Council action, the student may present his/her petition to the Vice President for Academic Administration.

Class Withdrawal

Students may withdraw from classes until the end of the twelfth week after the commencement of a session. The final date is listed in the academic calendar. A 'W' is recorded on the student's permanent record and transcripts.

1. To withdraw from an individual course students must complete an Add and Drop Form, which is available at the Office of Admissions and Records.
2. To withdraw from all courses a student must complete a Withdrawal Form, which is available at the Office of Admissions and must complete the procedure as advised.

Refunds for Intensive Courses

Some Master Program courses are offered in an intensive format, with 4-8 hours of class per subject taught each day for 1-2 weeks, and these classes are equivalent to one semester of regular course work. Students withdrawing from an intensive

course may be eligible for refunds according to the following policy.

1. Refund 100% of tuition and regular/university fees if a student drops a course during the first day of an intensive course.
2. Refund 50% of tuition and regular/university fees if a student drops a course during the second day of an intensive course.
3. No refund of tuition and regular/university fees will be granted if a student drops a course after two days of an intensive course.

Academic Honesty

Asia-Pacific International University is committed to academic honesty. Any act of dishonesty is unacceptable and is treated seriously. This includes academic dishonesty in all forms: cheating, plagiarism, forgery, misrepresentation, falsification, prohibited collaboration, use of nonpublic information or prohibited files, or any other such activity. Violation of academic integrity will result in disciplinary action, and may result in dismissal from the University.

Grade-Point Average

The grade-point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. The GPA is counted for each semester as well as cumulatively for all of a student's courses in the program of study.

Students who are completing undergraduate courses/prerequisites while also taking graduate courses must have separate GPAs (CGPAs) for the undergraduate and graduate courses calculated by the Registrar.

Minimum Passing Grade

A grade of "C" is the minimum passing grade for all graduate program courses.

Repeating Courses

A course may be repeated if a 'C+', or less, is obtained. All courses attempted remain on the permanent record, but only the higher grade will be used in computing the student's GPA. Professional schools may use all grades to compute the student's grade point average.

Academic Warning

A student whose cumulative grade point average is less than 3.0 (B), will receive a warning letter from the Vice President for Academic Administration. A copy of the letter will be sent to the Program Chair to ensure appropriate advice for the coming term.

Academic Probation

When a student's cumulative grade point average falls below 3.0, the student is automatically placed on academic probation. The Program Chair will be informed of this status in writing. A full-time student on academic probation will only be permitted to enroll for up to 6 semester credits (minimum required for visa purposes). A part-time student may not register for more than 3 credits per semester while on Academic Probation. Students on probation are expected to attend all classes, and are encouraged to reduce extracurricular activities. If a student's cumulative grade point average drops below 2.8 (a CGPA of 3.0 must be maintained in order to complete a Master degree), additional conditions may be imposed.

Students who obtain a grade lower than a 'C' in a course are automatically placed on academic probation for one semester.

Academic Suspension

All students on academic probation will have their progress periodically reviewed by the Vice President for Academic Administration and the Graduate Program Committee. Students who are on academic probation for two consecutive semesters (CGPA below 3.0) will be suspended from the University for one semester or longer; a second grade lower than a 'C' will also result in academic suspension. The student will be notified in writing about this decision, along with his/her rights of appeal.

A student may apply for readmission after one semester. The Graduate Program Committee will review the application and request input from the Vice President for Academic Administration. Convincing evidence, which demonstrates the

student's commitment and potential for academic success, are required for reinstatement.

If a student is readmitted to the University after a suspension, but still receives a semester GPA below 3.00, the student is permanently dismissed from the University.

Research Ethics

See University Handbook of Guidelines for Research.

Supervision of Research

The relationship between a graduate student and a supervisor is necessarily rather flexible, and may have various functions, but a good working relationship between student and supervisor is a significant factor in the successful completion of a Thesis. The supervisor is the University's representative in ensuring that appropriate advice on the content and form of the Thesis is offered, and that work towards the Thesis is subject to regular and constructive critical review.

It is the responsibility of the Program Chair to inform students of the procedures for administering research studies, and to point the attention of graduate students toward these guidelines.

Appointment of Supervisors

- Prospective students will consult with the Program Chair concerning the nomination of an appropriate supervisor. It remains the responsibility of the Graduate Program Committee to appoint supervisors. Candidates should be interviewed before being assigned to supervisors.
- A supervisor should be confident of his/her capacity and ability to act as an effective supervisor of the proposed topic. The supervisor should also be fully aware of the regulations pertaining to graduate degrees.
- The arrangements for supervision should normally be agreed to by the candidate, the supervisor, and the Program Chair before being approved by the Graduate Program Committee.

- The appropriateness of the appointed supervisor or adviser should be reviewed as a matter of course by the end of the first year of candidature.
- The Program Chair should act as the supervisor whenever the supervisor is unable to do so. He/she should be closely involved during formulation of the research plan, and maintain sufficient communication with the candidate to be able to advise or act as supervisor whenever appropriate.
- Applicants may not be offered a place in a course before the Program Chair has determined that appropriate supervision is available and that any special requirement(s), such as specialized equipment and/or library resources, are available or obtainable.

Agreement Between Candidate and Supervisor About Research Objectives and Methods

- Agreement does not necessarily mean that objectives and methods should be laid down by the supervisor, since the completed Thesis will finally be a candidate's responsibility. But if a candidate is faced with opposition from the supervisor, the Thesis outcome is likely to be adversely affected.
- It is important that the supervisor offer the best possible and most informed advice on the scope of the proposed topic. The topic should be large enough in scope yet clearly delineated and sufficiently challenging intellectually so as to lead towards a probable positive outcome. It should be sufficiently circumscribed to allow completion within the normal period of writing for the degree and within the normal maximum length.
- The topic and its scope should be sufficiently defined by the end of the first semester to enable a reasonable indication of a successful completion within minimum time. Ideally, a written outline should exist by this stage.
- Supervisors should make it clear that as the research program progresses, candidates may and sometimes should seek advice from other scholars in the field(s) in which the research

is located. Supervisors should be prepared to offer guidance on where constructive advice may be sought.

Regular Meetings Between Candidate and Supervisor to Discuss Progress

- Appropriate procedures will differ from discipline to discipline and according to the type of research involved. It is necessary to arrange for regular contact between the candidate and supervisor. Candidates should normally consult with the supervisor at least five times in five months (preferably once a week or at least once in two weeks.)
- At the end of each meeting, the two participants should have clear understanding of any decisions made and what future plan of action, both short and long term, has been agreed upon. Candidates or supervisors should reach an agreement which is to be recorded in writing and signed by both. This record is to be kept by both the advisor and the student.
- At the end of each semester of candidature, the student must complete the Thesis Progress Report Form with the supervisor's signature. The Graduate Program Committee will review the report on each candidate's progress. This report should accurately reflect the candidate's progress, and record any difficulties or problems encountered which may either immediately or in the future necessitate a variation in the candidature. The Thesis Progress Report Form should accurately record the frequency and type of contact between the candidate and his or her supervisor.

Supervisor Functions and Publications arising out of the Research Project

- The supervisor should encourage the preparation of draft sections of the thesis in accordance with a timetable determined so as to allow completion within the normal period. It is the supervisor's responsibility to read and comment upon such drafts, and to return them to the candidate as quickly as is reasonable.
- Supervisors should be prepared to monitor employment undertaken by a full-time candi-

date while engaged upon the research project. Candidates may be advised to refrain from taking employment in order to , and should never be pressured to do so, and supervisors should not use candidates as unpaid research assistants or secretaries.

- Thesis (Plan A) candidates are required to publish their findings in an academic journal or present them at an academic conference with published proceedings before graduation. Independent Study (Plan B) candidates must disseminate their findings in any retrievable form, and are strongly encouraged to prepare papers for publication or presentation at conferences.
- Where publications arise out of the research project, the candidate and supervisor need to reach agreement concerning authorship and acknowledgment of contributions. This may be done at the outset of the thesis research, or on a paper-by paper basis. The candidate's name should always appear on any paper which is derived from the candidate's thesis research and upon which he/she has worked as the lead author; the appearance of other names on such papers is normally governed by the conventional practices of particular disciplines.
- The thesis/Independent Study advisor's name (s) is listed as a co-author (following the candidate's name) when an article based on a graduate student research study is published in a journal.

Procedures for Dealing with Problems of Supervision or Progress

- If a candidate or appointed supervisor feels that progress is not being made because the candidate/ supervisor match is unsuitable, whether because of personality differences or because of directions taken by the research project, steps should be taken as expeditiously as possible to remedy the situation. As far as possible, such difficulties should be resolved at the Graduate Program level, by negotiation between candidate and supervisor, and/or negotiation with the Program Chair. Matters which cannot be satisfactorily resolved may be

referred to the Faculty or the Vice President for Academic Administration.

- Requests for variations to a candidature must be referred, after discussion with the supervisor, to the Graduate Program Committee.

Thesis Submission

Length

A thesis will normally consist of a research investigation (including findings). As a general rule, Masters Research Theses should be no more than 50,000 words (Master's Honors), major theses no more than 30,000 words (33% of total credits), and independent study reports no more than 15,000 words. The actual length of the report, however, rests with the student after discussion with the supervisor, and is somewhat dependent on the research topic chosen and methodology adopted. This recommendation should be considered as a suggestion for normal practice. If the student, after discussion with the supervisor, considers that the thesis requires a major departure from this recommendation such a request should be made to the Graduate Program Committee.

Thesis/Research Essay

The main text should then follow, broken down into chapters in accordance with the table of contents. Figures and tables can be integrated into the main text. A typical structure would be a relatively short first chapter, briefly explaining the topic and its relevance and indicating the content of the following chapters. Chapter 2 outlines the extant literature. Chapter 3 research methodology spells out the model to be tested; Chapter 4 discusses the data. The results and interpretation of the model estimation would follow in Chapter 5, with policy implications and conclusion in the final chapter.

Students who will be writing a Master's thesis or independent research paper should refer to the University Handbook for Master's thesis and independent studies for detailed information regarding format, structure, referencing and other matters.

Supervisor's Critical Comment on the Final Version of the Thesis

A supervisor may advise against submission of a thesis at this stage, if further work seems necessary, but cannot forbid the candidate to submit the thesis, since ultimately the thesis must be regarded as the candidate's product. If a thesis is submitted against the supervisor's advice, however, the supervisor is entitled to submit a report detailing criticisms of the thesis to the Graduate Program Committee. Such criticisms will not be communicated to examiners before the examination process is completed.

Assessment Criteria

The thesis is a quality academic research paper which should exhibit the attributes of a scholarly essay. The thesis is expected to demonstrate originality, critical insights, and a capacity for sustained argument and independent research. A contribution to knowledge is expected. The thesis should put forward a clearly-argued and well-supported position for a new result as an application of an idea, theory or practice. It should set out and remain within clear boundaries.

The thesis should also demonstrate the following:

- the study is linked to existing knowledge and literature
- definitions, facts and ideas which are sufficient in theoretical breadth
- research question or problem clearly framed, employing appropriate terms and concepts
- where appropriate, hypotheses are formulated for testing showing the use of appropriate deductive and inductive processes
- appropriate methodologies selected and applied proficiently
- issues stated in the introduction should be addressed appropriately in the conclusion
- the study should use methodology effectively
- analysis of data and problem-solving which follows a logical progression of thought
- inconsistent views are described and argued

- realistic applications are identified and described
- analysis identifies and interprets appropriate concepts and relationships
- inferences, implications and inductions from the information are made, through clear, thoughtful and appropriate inductive logic
- clear integration of concepts and relationships of issues
- recommendations and implications for further studies are described clearly
- elicited data and conclusions should be soundly reasoned

Appointment of Appropriate Examiners

The Examining Committee varies depending on the level of the course. The Graduate Program Committee will appoint examiners who are authoritative in the field and whose assessment will be respected; this is to the advantage of both the candidate and the University.

Examiners

Comprehensive—two examiners, both internal and/or one external

Independent Study—two examiners, both internal and/or one external

Thesis—two examiners, one internal, one external
Research degree—three examiners, one internal and two external

Candidates may nominate the names of suitable persons as potential examiners, or persons who should not be appointed as examiners. Such nominations must be submitted in writing, and supported by adequate reasons. Candidate's nominations will be taken into consideration in appointment of the examiners. The supervisor should then discuss possible examiners with the Graduate Program Committee.

Examiners' Reports

Each examiner will submit a written evaluation of the thesis to the Chairperson of the examining committee. In the case of a major thesis or re-

search degree, the examiners will recommend one of the following outcomes:

- Accept without conditions
- Accept subject to minor modification within a specified time frame
- Major revisions required; resubmit for reexamination
- Rejected: Fail

Revisions to a thesis range from minor to major rewriting. The supervisor's responsibility in the event of any rewrite is to determine the extent of revision required and to assist the candidate to focus revision on such key areas as identified by the examiners. If the original supervisor is no longer available, the Faculty must appoint a replacement supervisor. When revision is completed, the supervisor should submit an appropriate report to the Chair of the Graduate Program Committee. If the Chair of the Graduate Program Committee is unable to resolve disagreements between examiners with respect to recommended outcome, the Graduate Program Committee shall consider the reports and give a ruling. If necessary, this committee may request a fourth suitable examiner to assess the thesis.

Submission of a Supervisor's Report After Receiving Reports from Examiners

The Chair of the Graduate Program Committee receives the reports and conveys the results to the Faculty Dean, who will convey the results to the supervisor and student.

Minor Projects (6 – 12 credits) will be awarded the following grades:

Letter Grade	Grade Points	Definition
A	4.00	Excellent
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Fairly Good
F	0.00	Fail

GRADUATION REQUIREMENTS

Graduation weekend is held annually in May on the dates as published in the Asia-Pacific International University academic calendar. Students are invited to participate in the annual exercises but may be granted exemption by permission from the Vice President for Academic Administration. All graduating students, whether participating or in absentia, are required to pay a graduation fee as stipulated.

Student Responsibility

The responsibility for meeting graduation requirements rests upon the student. Students are expected to be aware of the various requirements published in the Academic Bulletin under which they plan to graduate.

Students should acquaint themselves with the requirements of this Bulletin and plan their university program to meet these requirements. The Graduate Program Chair and the Faculty Dean are available to assist graduate students in planning their coursework and their research project or thesis. Students are expected to be informed concerning the regulations governing academic matters as found in this Bulletin or as published or announced publicly.

Graduation Requirements

A graduate student whose name is submitted to receive an academic degree must comply with the following qualifications:

1. Has completed all courses and fulfilled all conditions required by the curriculum.
2. Has spent not less than three semesters nor more than six semesters of full-time study or ten semesters of part-time study to complete the program of study.
3. Has completed the required credits in the curriculum with a minimum grade-point-average of no less than 3.00 on a 4-point scale.
4. MEd TESOL Emphasis only: Evidence of adequate English Proficiency at a level equivalent to an IELTS band-score of 6.0 or TOEFL of 600 or acceptable equivalent (Plan B).
5. Has met ALL financial obligations to the university in full.
6. Displays proper conduct that is suitable to be honored with an academic degree.
7. Has passed the independent study examination, as well as the written and/or oral comprehensive examination in the field of study (Plan B Program). The independent study findings have also been disseminated in any retrievable form.
8. Has passed a thesis examination defense with a letter grade of "S". Has published an article presenting the thesis findings in a recognized academic journal (or at least had an article accepted for publication), or has presented thesis findings at an academic conference with published proceedings (Plan A program).

PROGRAMS OF STUDY

Master of Business Administration Degree Program Structure

	Plan A	Plan B
Core Courses	24 credit hours	24 credit hours
Elective Courses	-	9 credit hours
Independent Study	-	3 credit hours
Research Project	12 credit hours	-
Total	36 credit hours	36 credit hours

1. Prerequisite Courses (Foundation Courses)

Admission to the MBA degree program is open to students from all disciplines. However, students who do not have a first degree in business are required to complete the following prerequisite courses or equivalents with no credit hours counted toward the MBA degree program.

- Accounting
- Economics
- Management Principles
- Statistics or equivalent

2. Required Courses (24 credit Hours)

ACCT 501 Accounting for Managers and Administrators	3
BUAD 551 Research Methods – Business Administration	3
BUAD 560 Managerial Communication	3
FINC 566 Organization and Managerial Finance	3
MKTG 575 Marketing Management for Administrators	3
MNGT 521 Managing Organizational Behavior	3
MNGT 534 Management Information Systems	3
MNGT 589 Strategic Management	3

3. Elective Courses (9 credits hours)

ACCT 550 Advanced Financial Accounting	3
ACCT 555 Advanced Auditing and Assurance	3
ACCT 560 Advanced Management Accounting	3
ACCT 565 Accounting for Not-for-Profit Organizations	3
ACCT 590 Current Developments and Issues in Accounting	3
ECON 528 Economics for Administrators	3
MNGT 530 Managing Human Capital	3
MNGT 550 Change Management	3
MNGT 555 Quantitative Methods for Management	3
MNGT 560 Production and Operations Management	3
MNGT 575 International Business Management	3
MNGT 590 Current Issues and Development in Management	3

4. Independent Study (3 credits Hours)

BUAD 580 Independent Study	3
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5. Research Project (12 credits Hours)

BUAD 599 Research Project	12
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PROJECTED SEQUENCE OF CLASSES

First Year

First Semester

Course	No. of Credit Hours Plan A & Plan B
ACCT 501 Accounting for Managers and Administrators	3
MKTG 575 Marketing Management for Administrators	3
MNGT 521 Managing Organizational Behavior	3
TOTAL	9

Second Semester

Course	No. of Credit Hours Plan A & Plan B
BUAD 560 Managerial Communication	3
FINC 566 Organization and Managerial Finance	3
MNGT 534 Management Information Systems	3
TOTAL	9

Second Year

First Semester

Course	No. of Credit Hours	
	Plan A	Plan B
BUAD 551 Research Methods – Business Administration	3	3
MNGT 589 Strategic Management	3	3
Elective	-	3
TOTAL	6	9

Second Semester

Course	No. of Credit Hours	
	Plan A	Plan B
BUAD 599 Research Project	12	-
BUAD 580 Independent Study	-	3
Elective	-	3
Elective	-	3
TOTAL	12	9

GRAND TOTAL	36	36
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Master of Education Program Structure

	Plan A	Plan B
Core Courses	15 credit hours	18 credit hours
Emphasis/Elective Courses	9 credit hours	12 credit hours
Professional Experience	-	-
Research	12 credit hours	6 credit hours
TOTAL	36 credit hours	36 credit hours

1. Prerequisite Courses

Admission to the Master of Education program is open to students from all disciplines. However, students who do not have a first degree in education and who have less than three years teaching experience are required to complete a minimum of nine (9) credit hours of prerequisite courses as follows:

EDUC 275 Intro to Theories and Methods of Learning & Teaching	(3)
EDUC 284 Classroom and Educational Management	(3)
EDUC 390 Educational Measurement and Evaluation	(3)

2. Required Courses

Plan A (15 Credit Hours)

Course	No. of Credit Hours
EDUC 500 Educational Research Methodology	3
EDUC 501 Advanced Research Methods and Thesis Proposal	3
EDUC 506 Student Welfare in a Caring School	3
EDUC 529 Curriculum Development	3
EDUC 538 Information Technology in Education	3
TOTAL	15

Plan B (18 Credit Hours)

Course	No. of Credit Hours
EDUC 500 Educational Research Methodology	3
EDUC 506 Student Welfare in a Caring School	3
EDUC 512 Values Issues and Moral Development in a Changing Society	3
EDUC 525 Legal and Policy Issues in Education	3
EDUC 529 Curriculum Development	3
EDUC 538 Information Technology in Education	3
TOTAL	18

3. Emphasis/Elective Courses

Plan A (9 Credit Hours)

Course	No. of Credit Hours
EDUA 523 Educational Administration and Management	3
EDUA 524 Supervision in Education	3
EDUC 531 Ensuring Quality in Education	3
EDUC 534 Advanced Instructional Models	3
EDUE 540 TESOL Theory	3
EDUE 541 TESOL Methodology	3
EDUC 542 Perspectives on Classroom Assessment	3

Plan B (12 Credit Hours)

Course	No. of Credit Hours
EDUA 523 Educational Administration and Management	3
EDUA 524 Supervision in Education	3
EDUC 531 Ensuring Quality in Education	3
EDUC 534 Advanced Instructional Models	3
EDUC 536 Concepts in Learning	3
EDUE 540 TESOL Theory	3
EDUE 541 TESOL Methodology	3
EDUC 542 Perspectives on Classroom Assessment	3
EDUC 544 Languages, Culture and Learning	3
MNGT 534 Management Information Systems	3

4. Independent Study: PLAN B (6 Credit Hours)

Course	No. of Credit Hours
EDUC 593 Independent Study	6
TOTAL	6

5. Thesis: Plan A (12 Credit Hours)

Course	No. of Credit Hours
EDUC 595 Thesis I	6
EDUC 596 Thesis II	6
TOTAL	12

PROJECTED SEQUENCE OF CLASSES

Plan A: Full-Time

First Year

First Semester

EDUC 500 Educational Research Methodology	3
EDUC 538 Information Technology in Education	3
<i>Elective Course</i>	3
<i>Elective Course</i>	3
TOTAL	12

Second Semester

EDUC 501 Advanced Research Methods and Thesis Proposal	3
EDUC 506 Student Welfare in a Caring School	3
EDUC 529 Curriculum Development	3
<i>Elective Course</i>	3
TOTAL	12

Second Year

First Semester

EDUC 595 Thesis I	6
TOTAL	6

Second Semester

EDUC 596 Thesis II	6
TOTAL	6

Plan B: Full-Time

First Year

First Semester

EDUC 500 Educational Research Methodology	3
EDUC 538 Information Technology in Education	3
<i>Elective Course</i>	3
<i>Elective Course</i>	3
TOTAL	12

Second Semester

EDUC 506 Student Welfare in a Caring School	3
EDUC 529 Curriculum Development	3
<i>Elective Course</i>	3
<i>Elective Course</i>	3
TOTAL	12

Second Year

First Semester

EDUC 512 Values Issues and Moral Dev in a Changing Society	3
EDUC 525 Legal and Policy Issues in Education	3
TOTAL	6

Second Semester

EDUC 593 Independent Study	6
TOTAL	6

TEACHING STRATEGIES AND STUDY SYSTEM FOR ALL GRADUATE PROGRAMS

Teaching and Learning Strategies

The teaching and learning strategies in graduate courses will focus on the development of the individual student's reflective, critical, analytical and research skills. Where appropriate, opportunities will also be given for teamwork skills development as an approach to problem solving.

Teaching and learning experiences will be planned to reflect the institution's educational philosophy. Teaching will include lectures, but other strategies will be widely used to develop independent learning and stimulate the student's ability to question and reflect on previous learning, educational and business theory, practice, and personal experience. Specific methodologies employed may include:

- Seminars
- Tutorials
- Small-group work
- Case studies
- Role plays
- Negotiated contracts of learning
- Discussion groups
- Guided reading
- Reflective exercises of an individual or collaborative nature
- Stimulated experiences and problem solving exercises

Discovery learning methods will be the preferred approach to learning in the program. An emphasis on facilitating student inquiry, analysis and reflective thought will be a priority. Team teaching arrangements will be used where appropriate to facilitate interaction. Where appropriate in core or generic subjects, tutorials and small-group activities will be organized according to the emphasis areas of programs.

Assignments or projects will form a large part of the assessment in individual courses. As a general principle, assignment work will relate to the specific workplace, business, or educational endeavor the student is involved in, with the objective of facilitating the integration of theoretical foundations with specific practice and any problems of the student's own work-place context.

Study System

The primary/regular mode of delivery of the courses will be through lectures, tutorials, and other coursework scheduled for a minimum of 36 hours per course.

Regular Full-time Study Schedule

Intensive courses have a minimum 36 contact hours over two weeks, or as approved by the Graduate Program Committee), followed by about 125 – 150 hours of coursework, assignments and projects.



*International Study Options
Offered Through
Asia-Pacific International
University Partnership Programs*

International Affiliations and Study Options

Formal agreements of academic cooperation between Asia-Pacific International University (AIU) and American and Asian universities and colleges have been signed covering areas such as professor exchange, joint research programs, curriculum and course development, transfer credit arrangements, and benchmarking of academic standards. These academic exchange agreements with American institutions allow qualified students to transfer their AIU credits into degree programs offered by the partnering institutions.

Transfer credit courses must receive a grade of 'C' or higher. Students must also have achieved a TOEFL score of 500 for entry into the US part-

nering institutions. Students wishing to transfer credit to specific programs at American partner institutions need to carefully select the courses taken at AIU in order to meet the specific core and major requirements of the intended program to be undertaken in the United States.

The opportunity to undertake general education and foundational courses at AIU helps international students save money, while still obtaining a quality education. This is because they may study much more economically in Thailand while accumulating needed credits for transfer.



ASIA-PACIFIC INTERNATIONAL UNIVERSITY – HONG KONG ADVENTIST COLLEGE TRANSFER CREDIT AGREEMENT

Courses on the left are equivalent to Hong Kong Adventist College courses on the right.

ASIA-PACIFIC INTERNATIONAL UNIVERSITY		HONG KONG ADVENTIST COLLEGE	
General Education			
Moral and Religious Values			
RELB 215	Ethical Models (3)	RELT 340	Religion & Ethics in Modern Society (3)
RELP 312	Marriage and Family (3)	SOCI 456	Marriage and Family (3)
RELT 113	Origins of Life (3)	RELT 110	God and Human Life (3)
RELT 114	Understanding Self and Society (3)	SOCI 119	Principles of Sociology (3)
Language			
ENGL 111	English Composition I (3)	ENGL 115	English Composition I (3)
ENGL 112	English Composition II (3)	ENGL 215	English Composition II (3)
ENGL 250	Fund of Speech and Communication (3)	COMM 104	Communication Skills (3)
Humanities and Social Science			
HIST 212	Intro to History of Western Civilization (2)	HIST 117	Civilizations and Ideas I (3)
MUSC 210	Music Appreciation (2)	MUHL 214	Enjoyment of Music (3)
PSYC 115	General Psychology (3)	PSYC 101	Introduction to Psychology (3)
Mathematics and Science			
CPTR 114	Computers and Information Technology (3)	INFS 110	Introductory Computer Tools (3)
HLED 117	Health and Fitness (3)	HLTH 230	Nutrition (4)
Education and Psychology			
EDUC 354	Intro to Educational and Psyc Research (3)	PSYC 432	Research Methods II: Introduction (3)
PSYC 114	Adult and Life-Span Development (3)	PSYC 220	Human Development (3)
PSYC 234	Cognitive Psychology (3)	PSYC 445	Cognitive Psychology (3)
PSYC 245	Social Psychology (3)	PSYC 450	Social Psychology (3)
PSYC 356	Introduction to Psychological Testing (3)	PSYC 486	Psychological Assessment (3)
PSYC 453	Edu & Vocational Planning & Counseling (3)	PSYC 410	Intro of Theo in Counseling & Psychotherapy (3)
Religion			
RELB 116	Life and Teachings of Jesus (3)	RELB 210	Jesus in His Time and Ours (3)
RELB 260	The Law and the Writings (3)	RELB 214	Law and Writings of the Old Testament (4)
RELB 346	Introduction to the New Testament (3)	RELB 110	Biblical Backgrounds (3)
RELB 422	Christian Apocalyptic Writings (3)	RELB 406	Studies in Daniel and Revelation (4)
RELB 451	Hebrew Prophets (3)	RELB 476	Prophets of Israel (4)
RELB 466	Epistles in the Early Christian Church (3)	RELB 335	Acts and Epistles (4)
RELH 271	Adventist Heritage and Mission (3)	RELH 400	SDA History and Prophetics Heritage (3)
RELH 325	History of Christianity 1 (3)	RELH 316	History of the Christian Church 1 (4)
RELH 390	Selected Topics in Church History (3)	RELH 448	History of Christianity in Asia (3)
RELM 346	Communicating Religious Truth in SE Asia (3)	RELM 233	Cross-cultural Ministry (3)
RELP 242	Personal and Congregational Spirituality (2)	RELT 250	Personal Spirituality and Faith (3)
RELP 255	Church Leadership and Administration (3)	RELP 441	Introduction to Church Leadership (2) (need to do AIU Directed Reading (1))
RELP 327	Homiletics I (3)	RELP 308 RELP 336 RELP 337	Homiletics – Introduction to Preaching (2) Homiletics – Expository Preaching (1) Homiletics – Contextualized Preaching (1)
RELP 360	Principles of Pastoral Ministry (3)	RELP 441	Introduction to Pastoral Ministry (2) (need to do AIU Directed Reading (1))
RELT 150	Fundamentals of Christian Beliefs (3)	RELT 226	Advanced Adventist Theology (3)
RELT 360	Ministry and Message of E G White (3)	RELT 308	Gift of Prophecy (3)
RELT 455	Biblical Hermeneutics and Doing Theo (3)	RELB 115	Hermeneutics (3)



ASIA-PACIFIC INTERNATIONAL UNIVERSITY – LA SIERRA UNIVERSITY TRANSFER CREDIT AGREEMENT

The La Sierra University Studies Program is required for all students intending to complete a baccalaureate degree at La Sierra University (LSU). It is divided into two main areas: General Studies and Foundational Studies. Students wishing to transfer may complete the following equivalent courses to meet LSU's requirements. Courses on the left are equivalent to La Sierra University's courses on the right.

ASIA-PACIFIC INTERNATIONAL UNIVERSITY		LA SIERRA UNIVERSITY	
Art			
MUSC 210	Music Appreciation (2)	ARTA 205	The Language of Art (4.4)
Biology			
BIOL 151	General Biology I (4)	BIOL 111	General Biology I (3)
		BIOL 111L	General Biology I Lab (1)
BIOL 152	General Biology II (4)	BIOL 112	General Biology II (1.5)
		BIOL 112L	General Biology II Lab (0.5)
		BIOL 113	General Biology III (3)
		BIOL 113L	General Biology III Lab (1)
BIOL 221	Genetics (4)	BIOL 302	Genetics (5)
		BIOL 302L	Genetics Projects Lab (1)
BIOL 252	General Microbiology (4)	BIOL 474	Microbiology (4.5)
BIOL 321	Cell Molecular Biology (4)	BIOL 301	Cell and Molecular Biology (4.5)
BIOL 362	Systems Physiology (3)	BIOL 466	Systems Physiology (4.5)
BIOL 381	General Ecology (3)	BIOL 414	General Ecology (4.5) or
		BIOL 415	Environmental Science (4.5)
BIOL 484	Immunology (3)	BIOL 436	Immunology
Chemistry			
CHEM 131	General Chemistry I (4)	CHEM 111	General Chemistry I (3)
		CHEM 111L	General Chemistry I Lab (1)
		CHEM 112	General Chemistry II (1.5)
		CHEM 112L	General Chemistry II Lab (0.5)
CHEM 132	General Chemistry II (4)	CHEM 112	General Chemistry I (1.5)
		CHEM 112L	General Chemistry I Lab (0.5)
		CHEM 113	General Chemistry III (3)
		CHEM 113L	General Chemistry III Lab (1)
English			
ENGL 111	English Composition I (3)	ENGL 111	University Writing (4.5)
ENGL 112	English Composition II (3)	ENGL 112	University Writing (4.5)
ENGL 292	Intro Research Methods & Writing (3)	ENGL 113	University Writing (4.5)
ENGL 332	American Literature (3)	ENGL 224	Survey of American Literature I (4.5)
		ENGL 225	Survey of American Literature (4.5)
Health			
HLED 117	Health and Fitness (3)	HLED 225	Nutrition Theory and Practices (4.5)
Mathematics			
MATH 112	Survey of Mathematics (3)	MATH 115	Applications of Math (4.5)
MATH 231	Mathematics for Life I (3)	MATH 131	Calculus I (4)
MATH 232	Mathematics for Life II (3)	MATH 132	Calculus II (2)
MATH 235	Statistics (3)	MATH 251	Introduction to Statistics I (4.5)
Physics			
PHYS 231	General Physics I (3)	PHYS 231A	General Physics I (3)
		PHYS 232A	General Physics II (1.5)
PHYS 232	General Physics II (3)	PHYS 232A	General Physics II (1.5)
		PHYS 233A	General Physics III (3)

Psychology			
PSYC 115	General Psychology (3)	PSYC 104	General Psychology (4.5)
Accounting, Business, Economics, Finance, Management, Marketing			
ACCT 131	Accounting Principles I (3)	ACCT 211	Financial Accounting I (4.5)
ACCT 132	Accounting Principles II (3)	ACCT 212	Managerial Accounting II (4.5)
ACCT 221	Intermediate Accounting I (3)	ACCT 341	Intermediate Accounting I (4.5)
ACCT 222	Intermediate Accounting II (3)	ACCT 342	Intermediate Accounting II (4.5)
ACCT 321	Advanced Accounting (3)	ACCT 343	Report Issues in Intermediate Accounting (4.5)
ACCT 364	Cost Accounting (3)	ACCT 362	Cost Accounting (4.5)
ACCT 464	Auditing (3)	ACCT 446	Auditing Theory and Practicum (4.5)
BUAD 331	Business Law (3)	MGMT381	Business Law I (4.5)
BUAD 355	International Business (3)	ECON 357	Global and International Business (4.5)
ECON 231	Microeconomics (3)	ECON 255	Principles of Microeconomics (4.5)
ECON 232	Microeconomics (3)	ECON 254	Principles of Microeconomics (4.5)
FINC 232	Business Finance (3)	FNCE 354	Managerial Finance (4.5)
FINC 341	Risk Management (3)	FNCE 474	Risk Management and Insurance Analysis (4.5)
FINC 442	Investments Analysis (3)	FNCE 365	Investment Analysis (4.5)
MKTG 232	Principles of Marketing (3)	MKTG 305	Marketing Principles (4.5)
MKTG 321	Sales and Selling (3)	MKTG 426	Sales Management (4.5)
MNGT 224	Organizational Behavior (3)	MGMT 304	Management and Organizational Behavior (4.5)
MNGT 455	Human Resources Management (3)	MGMT 356	Human Resources Management (4.5)
Religion			
RELB 327	Introduction to the Old Testament (3)	RELB 206	Sacred Texts: Old Testament (4.5)
RELB 346	Introduction to the New Testament (3)	RELB 207	Sacred Texts: New Testament (4.5)
RELB 451	Hebrew Prophets (3)	RELB 424	Old Testament Prophets (4.5)
RELM 280	Religions of SE Asia and World (3)	RELG 237	World Religions (4.5)
RELM 446	Psychology of Religious Experience (3)	RELT 464	Religious Dev & Moral Learning (4.5)
RELT 150	Fundamentals of Christian Beliefs (3)	RELT 245	Christian Beliefs (4.5)

PRE-ENGINEERING AND PRE-BIOENGINEERING PROGRAMS OFFERED IN AFFILIATION WITH WALLA WALLA UNIVERSITY (WWU)

The Faculty of Science at Asia-Pacific International University (AIU) has signed an affiliation agreement with Walla Walla University's (WWU) School of Engineering, and offers up to 2 years of pre-engineering and pre-bioengineering courses that may be transferred to WWU. After completing general education and pre-engineering courses at Asia-Pacific International University, the School of Engineering will facilitate the transfer of AIU credits to WWU. Students will typically spend 1 – 2 years taking classes at AIU, and then complete their studies at WWU. Time spent at WWU will generally be about 2 – 3 years.

Outline of WWU-AIU Engineering Affiliation Curriculum

WWU offers a Bachelor of Science in Engineering (BSE) degree with concentrations in civil, computer, electrical, and mechanical engineering, and Bachelor of Science (BS) with a major in bioengineering.

The following table lists the courses typically taken by engineering students in their first two years at Walla Walla University for the Bachelor of Science in Engineering degree, and then lists the comparable courses offered at AIU which fulfill these requirements.

WALLA WALLA UNIVERSITY		ASIA-PACIFIC INTERNATIONAL UNIVERSITY	
First Year			
Introduction to Engineering			
ENGR 121	Intro to the Profession of Engineering (2)	(Not currently offered)	
ENGR 122	Intro to CAS (2)		
ENGR 123	Intro to System Design & Engineering (2)		
English Composition			
ENGL 121	College Writing I (3)	ENGL 111	English Composition I (3)
ENGL 122	College Writing II (3)	ENGL 112	English Composition II (3)
Mathematics			
MATH 117	Accelerated Pre-calculus (5)		
MATH 181	Analytic Geometry and Calculus I (4)	MATH 231	Mathematics for Life I (3)
MATH 281	Analytic Geometry and Calculus II (4)	MATH 232	Mathematics for Life II (3)
Chemistry			
CHEM 141	General Chemistry (3)	CHEM 131	General Chemistry I (4)
CHEM 144	General Chemistry Laboratory (1)		
CHEM 142	General Chemistry (3)	CHEM 132	General Chemistry II (4)
CHEM 145	General Chemistry Laboratory (1)		
CHEM 143	General Chemistry (3)		
CHEM 146	General Chemistry Laboratory (1)		
Computer Science			
CPTR 141	Introduction to Programming (4)	CIS 221	Essentials of Computer Programming (3)
CPTR 142	Data Structures, Algorithms and Objects (4)	(No equivalent is currently offered)	
CPTR 143	Date Structures, Algorithms and Objects (4)		
Religion			
	General Studies religion courses		General studies religion courses
Physical Education			
	PE activity classes, no more than 3 credits	PEAC 130	Basketball (1)
		PEAC 140	Volleyball (1)

Second Year			
Engineering Mechanics			
ENGR 221	Engineering Mechanics (3)	(Not currently offered.)	
ENGL 222	Engineering Mechanics (3)		
ENGL 223	Engineering Mechanics (3)		
Mathematics			
MATH 282	Analytic Geometry and Calculus III (4)		
MATH 283	Analytic Geometry and Calculus IV (4)		
	One additional course, either:		
MATH 289	Linear Algebra and Its Applications (3)		
MATH 312	Ordinary Differential Equations (4)		
Physics			
PHYS 251	Principles of Physics * (3)	PHYS 231	General Physics I (4)
PHYS 252	Principles of Physics (3)	PHYS 232	General Physics II (4)
HYS 253	Principles of Physics (3)		
PHYS 254	Principles of Physics Laboratory (1)		
PHYS 255	Principles of Physics Laboratory (1)		
PHYS 256	Principles of Physics Laboratory (1)		
Circuits			
ENGR 228	Circuit Analysis (4)	(Not currently offered.)	
General Studies			
To fill in, up to a total load of 18 credits each quarter. See Guidelines for planning engineering Programs.		To fill in, up to a full load. Choose courses that would transfer to WWU courses listed in Guidelines for Planning Engineering Programs.	

Note: WWU's regular school year is divided into three quarters rather than two semesters.

Bioengineering

Students majoring in bioengineering typically have study plans similar to the courses listed above, but with the following changes owing to different requirements:

- Since Introduction to Engineering is not required, this sequence may be omitted.
- Since a full year of General Biology is required (WWU BIOL 141, 142, 143 corresponds to AIU BIOL 151, 152), this is taken during the first year, and Chemistry and Physics may be moved to the second year.

Transferring to Walla Walla University

After completing all of the courses listed in the table above, a student transferring to WWU can expect to complete the remaining requirements for a BSE or BS in about 2 – 3 years at WWU. If a student has transferred to WWU lacking either Engineering Mechanics, Physics, or the second-year mathematics requirements, it will take about 3 years to complete the remaining degree requirements.

Admission Requirements

WWU's admission policies for international students are outlined in the undergraduate bulletin (<http://www.walla.walla.edu/academics/bulletins/undergrad/current/>), in the chapter "Admission to the University," under the heading "Admission Requirements and Procedures for International Students." There are no additional admission requirements for engineering students.



Course Descriptions

Undergraduate Courses

ACCT 131

ACCOUNTING PRINCIPLES I

3 (2-2-5)

This foundation course introduces the students to the concepts, assumptions, and the theoretical foundation of financial accounting. It includes a study of the accounting cycle, preparation and analysis of financial statements and ethics. Accounting techniques and internal control are introduced within the framework of current business practices from both a domestic and an international perspective. Accounting and analyzing of inventory, receivables, and long-lived assets are also examined. Lectures, class discussions, and group activities will include a variety of audio-visual media. Assignments outside of class may include the use of computer software and resources other than the primary textbook.

ACCT 132

ACCOUNTING PRINCIPLES II

3 (2-2-5)

This course is the continuation of ACCT 131. It introduces students the foundation concepts of cost and management accounting. Topics to be covered include: introduction to accounting for partnership; accounting for the formation of corporations; dividends, retained profits, and income reporting; long term liabilities; investments; cash flow statements; introductory analysis and interpretation of financial reports; introduction to managerial accounting; introduction to job order and process costing; introduction to cost-volume analysis; introduction to budget and budgetary control and performance evaluation through standard costing. *Prerequisite: ACCT 131 Accounting Principles I*

ACCT 221

INTERMEDIATE ACCOUNTING I

3 (2-2-5)

An in-depth study of the conceptual framework for accounting; accounting standards and standards setting; preparation of external financial reports and disclosures – profit and loss statement, balance sheet and cash flow statements. Other topics include in-depth study accounting for receivables; inventory valuation; non-current assets, revaluation of non-current assets; depreciation, depletion and impairment; current and non-current liabilities. Computer software applications required. *Prerequisite: ACCT 132 Accounting Principles II*

ACCT 222

INTERMEDIATE ACCOUNTING II

3 (2-2-5)

A continuation of ACCT 221 and involves an in-depth study of accounting in the following areas: corporate capital contribution and stockholders/shareholders equity, retained earnings and earnings per share; accounting for partnership operation and dissolution, accounting for investments; advanced statement of cash flows; advanced analysis and interpretation of financial statements; accounting for changes and error

correction; accounting for income tax; accounting for leases; accounting for specific industries (mining, construction, real estates).

Prerequisite: ACCT 221 Intermediate Accounting I

ACCT 321

ADVANCED ACCOUNTING

3 (3-0-6)

An Advanced study on partnership accounting and accounting for business combinations and consolidations. Topics include partnership operations, changes in partnership interests and dissolution; corporate expansion and business combinations; Inter-corporate investments; consolidation of financial statements; consolidation as of the date of acquisition; consolidation post acquisition; inter-company transactions – inventory transactions, services, indebtedness, non-current assets, foreign currency transactions and translation. *Prerequisite: ACCT 222 Intermediate Accounting II*

ACCT 346

TAX ACCOUNTING

3 (3-0-6)

An overview of income taxation law and practice and an introduction to tax systems in different jurisdictions, including an exploration of the key concepts such as assessable and taxable income; income capital distinctions; company, partnerships and individual taxation; differences between accounting principles and taxation for revenues and expenses recognition; preparation of working paper for calculating income tax per revenue code; adjustments for financial accounting-based income to taxable income; and preparation of tax report and tax returns.

Prerequisite: ACCT 222 Intermediate Accounting II

ACCT 364

COST ACCOUNTING

3 (2-2-5)

This course examines the role of cost accounting in the overall management system with an emphasis on the development of control systems for raw materials, labor and overheads. A distinction is made between job and process costing systems. Topics include: the fundamental concepts of costing; cost-volume analysis; job costing methods; activity based costing and management; master budget and responsibility accounting; flexible budgets, variances and management control; inventory costing and capacity analysis. This course is delivered through lectures, problem-solving demonstrations, discussion, group activities, and computer software applications.

Prerequisite: ACCT 132 Accounting Principles II

ACCT 423

ACCOUNTING FOR SPECIAL ORGANIZATIONS

3 (2-2-5)

This course is designed to examine in depth accounting for not-for-profit organizations including public sector accounting.

Prerequisite: ACCT 222 Intermediate Accounting II

ACCT 425

MANAGEMENT ACCOUNTING

3 (2-2-5)

This course emphasis on budgeting and control, performance evaluation, pricing decision-making framework, international implications in a changing environment, balance scorecard and cost management.

Prerequisite: ACCT 364 Cost Accounting

ACCT 431

CURRENT ISSUES IN ACCOUNTING

3 (3-0-6)

An analysis of current issues and developments in accounting including external reporting. Emphasis is placed on the following areas: methods of solving accounting issues; framework for accounting and reporting; regulation of accounting; normative and positive theories of accounting; definition, recognition, measurement, and matching issues; external reporting, disclosures and ethical issues; social and environmental accounting.

ACCT 443

FINANCIAL ANALYSIS AND REPORTING

3 (2-2-5)

This course examines the purposes of constructing budgets and methods of developing budgets. Topics include analysis of financial statements for management planning and control, common accounting problems in budgeting, limitations of budgeting systems, budgeting patterns, disclosures of information and the impact of the changes in income and expense levels on budget.

Prerequisite: ACCT 222 Intermediate Accounting II

ACCT 464

AUDITING

3 (2-2-5)

An introduction to the principles of, rules and techniques of modern auditing in relationship to accounting standards and professional ethics with an emphasis on internal control systems, planning, gathering of evidence, auditing framework, assessing risks, auditing procedures, working papers and audit opinions. *Prerequisite:* ACCT 222 Intermediate Accounting II

ACCT 467

ACCOUNTING INFORMATION SYSTEMS

3 (2-2-5)

This course focuses on the methods and techniques for the analysis and evaluation of the design of accounting information systems, including computer-based systems. Topics covered will include an introduction to accounting systems theory, analysis of accounting systems, including documentation and design theory, accounting file structure, hardware software selection and impact on accounting systems, system life cycle, including accounting controls, and systems implementation and maintenance from the auditor's standpoint. *Prerequisite:* ACCT 132 Accounting Principles II

ACCT 468

COMPUTER ACCOUNTING APPLICATIONS

3 (2-2-5)

This course investigates methods of utilizing the computer to perform the accounting and other business functions. It is designed to provide practical applications of accounting processes in which the compo-

nents or parts of an accounting system are examined and developed into an integrated system. Hands on experience are required on at least two accounting software packages. *Prerequisite:* ACCT 132 Accounting Principles II

ACCT 485

PROFESSIONAL INTERNSHIP

3 (0-12-0)

Supervised work experience of 160 hours in the area of the student's concentration, preferably off campus during the Inter-semester. Evaluation shall be made by the faculty supervisor and the person responsible for supervision of the student in the work place. The grade will be assigned on an S/U basis.

BIOL 151

GENERAL BIOLOGY I

4 (3-3-6)

Introduction to basic cellular and molecular principles of living organisms. Topics include the cell and cellular chemistry, genetics, and mechanisms of evolution. One laboratory per week.

BIOL 152

GENERAL BIOLOGY II

4 (3-3-6)

Introduction to the study of the biology of organisms and populations. Topics include systematic microbial, plant and animal structure and function, and ecology. One laboratory per week. *Prerequisite:* BIOL 151 or consent of Instructor.

BIOL 211

PRINCIPLES OF BIOLOGY

3 (2-3-4)

Basic general education biology course designed to give the student a modern treatment of the fundamental processes and principles of plant and animal life. One laboratory per week.

BIOL 221

GENETICS

4 (3-3-6)

Study of the principles of inheritance in microorganisms, plants and animals. Both classical and molecular genetics will be covered and topics will include gene structure and function, chromosome mapping, population and evolutionary genetics, and gene regulation. Laboratory work will include both descriptive and experimental analysis of heredity, as well as classical techniques. One laboratory per week. *Prerequisite:* BIOL 152 General Biology II; *Co-requisite:* CHEM 231 Organic Chemistry I.

BIOL 252

GENERAL MICROBIOLOGY

4 (3-3-6)

A general study of bacteria, yeast, molds and viruses, considering their morphology, physiology, genetics and methods of control. The importance of microorganisms in environmental and applied fields will be considered. One laboratory per week.

Prerequisites: BIOL 152 General Biology II, CHEM 231 Organic Chemistry I.

BIOL 321
CELL AND MOLECULAR BIOLOGY 4 (3-3-6)

Study of cell structure and function. Topics will include membranes, energy and information flow, cell movement and organelles. The laboratory will include techniques such as purification and analysis of protein and isolation of cellular organelles. One laboratory per week. *Prerequisite:* BIOL 221 Genetics; *Co-requisite* CHEM 232 Organic Chemistry II.

BIOL 335
BIOSTATISTICS 3 (2-3-4)

An introduction to the principles of scientific research and experimental design. Both qualitative and quantitative research methods with applications will be included. Statistics and analytical methods as applied to data in the life sciences will include topics such as probability and random variables; hypothesis testing and confidence intervals for means, variances and proportions; the chi-square statistic, linear correlation and multiple regression, analysis of variance. Tutorials will focus on problem solving and designing experiments with applications to various topics and careers in the life sciences.

Prerequisites: BIOL 152 General Biology II, BIOL/HLED 371 Research Methods.

BIOL 362
SYSTEMS PHYSIOLOGY 4 (3-3-6)

Study of the principles of animal function focusing on the mechanisms by which animals maintain homeostasis in their environment. Topics will include propagation and transmission of neural signals, muscle contraction, osmoregulation and excretion, circulation, respiration, digestion, and reproduction. One laboratory per week.

Prerequisites: BIOL 152 General Biology II, CHEM 232 Organic Chemistry II.

BIOL 369
INTRODUCTION TO MARINE BIOLOGY 3 (2-3-4)

A study of the biology of organisms that live in the marine environment including their taxonomy and ecology. The physical/chemical aspects of the marine environment and their relation to organismal distribution will be studied. Intertidal, costal, pelagial and deep sea environments and their characteristic organisms will be described. Planktic, nektonic and benthic organisms, as well as trophic structure, predator-prey and symbiotic relationships will also be covered. Laboratories will be field trips to intertidal and coastal environments and visits to marine institutes. *Prerequisite:* BIOL 152 General Biology II.

BIOL 371
RESEARCH METHODS 3 (2-3-4)

The principles of scientific research and experimental design will be examined by use of case studies from various areas of life sciences. Tutorials will focus on literature research, use of electronic databases and scientific writing. A research proposal is required.

Prerequisite: BIOL 152 General Biology II or consent of Instructor.

BIOL 381
GENERAL ECOLOGY 4 (3-3-6)

Study of the interrelationships of plants and animals to their environment. Topics will include interactions in the context of energy flow, nutrient cycles, limiting factors, succession and population dynamics. Laboratory work will introduce various ecological sampling techniques. Field trips are required. One laboratory per week. *Prerequisite:* BIOL 152 General Biology II.

BIOL 382
BIODIVERSITY AND SYSTEMATIC BIOLOGY 4 (3-3-6)

Study of the principles of classification of organisms with an emphasis on the biodiversity of the living flora and fauna. The course will cover areas on scientific taxonomy, description of organisms, preservation techniques, their evolutionary histories, and their environmental adaptations. *Prerequisites:* BIOL 152 General Biology II, and Senior standing

BIOL 390/490
TOPICS IN BIOSCIENCE 1-4

Courses on various current topics in biological science, specifically designed to be taught by visiting professors in their specialized areas. The number of credits may vary according to the duration of time it is taught. Typically taught as an evening class or a summer class often as an intensive course. *Prerequisite:* BIOL 152 General Biology II or consent of Instructor.

BIOL 422
MOLECULAR BIOLOGY TECHNIQUES 3 (1-6-2)

Study of molecular biology techniques used in biotechnological research. Lectures will focus on principles of molecular techniques such as electron microscopy; DNA technology such as transformation, sequencing, cloning, sub-cloning, library construction and screening; RNA isolation and characterization, analysis of expression, microarrays, nucleic acid hybridization and RT-PCR. The laboratory will focus on both prokaryotes and eukaryotes and include techniques such as PCR, gene isolation and cloning, RNA libraries and gene expression. Two laboratories per week. *Prerequisite:* BIOL 321 Cell and Molecular Biology.

BIOL 441
SYSTEMATIC BOTANY 3 (2-3-4)

Study of the principles of classification of vascular plants with an emphasis on flowering plants. Natural history and ecology will be emphasized. Field trips are required. One laboratory per week.

Prerequisite: BIOL 152 General Biology II.

BIOL 442
ECONOMIC BOTANY 3 (2-3-4)

Study of economically important plants and plant products with an emphasis on local plants of Thailand and Southeast Asia. Topics will include medicinal plants and historical development of some important plants and plant products. One laboratory per week.

Prerequisite: BIOL 152 General Biology II or consent of Instructor.

BIOL 444

MEDICINAL PLANTS

3 (2-3-4)

The study of medicinal plants common to Southeast Asia and the procedures used in treating diseases, ailments and conditions using herbal medicine. The course will examine the phytotherapeutic properties of plants, methods of collection, preparation and administration of herbal medicine. One laboratory per week. *Prerequisite: BIOL 152 General Biology II or consent of Instructor.*

BIOL 452

BIOETHICS

3 (3-0-6)

Presentation and discussion of issues in bioethics. Will include reading of current biological literature and both oral and written presentations. *Prerequisites: BIOL 371 Research Methods and Senior standing.*

BIOL 461

PARASITOLOGY

3 (2-3-4)

A general survey of the more important parasites of man and domestic animals. Focus will be on ecological factors, host-parasite interactions, pathogenicity and pathology, and treatment of parasitized populations. One lab per week. *Prerequisite: BIOL 152 General Biology II; Recommended: BIOL 252 General Microbiology.*

BIOL 462

ORNITHOLOGY

3 (2-3-4)

Study of native birds of Thailand and Southeast Asia with special emphasis on external features, taxonomy, nesting and feeding habits, physiology, flight and migratory patterns. One laboratory per week. *Prerequisite: BIOL 152 General Biology II or consent of Instructor.*

BIOL 480

INTERNSHIP

2 (0-12-0)

Practical experience in the major generally in an off-campus setting. Fifty hours of experience are required for each hour of credit. *Prerequisite: BIOL 371 and permission of the program coordinator.*

BIOL 482

PHILOSOPHICAL INSIGHTS

ON CREATION AND EVOLUTION

3 (3-0-6)

Study of the philosophical basis of modern natural science as it relates to current issues in origins, biotechnology, bioethics, and environmental responsibility. Scientific knowledge in the areas of anthropology, biochemistry, geology, genetics, morphology, paleontology, and radiometric dating will be examined, along with philosophical, theological and scientific implications. *Prerequisites: BIOL 152 General Biology II, CHEM 232 Organic Chemistry II, PHYS 232 General Physics II, and senior standing.*

BIOL 483

HISTOLOGY

3 (2-3-4)

A descriptive and functional analysis of normal human tissues and organs. *Prerequisite: BIOL 152 General Biology II.*

BIOL 484

IMMUNOLOGY

3 (3-0-6)

Study of the basic aspects of the human immune system including topics such as antigen and antibody structure and reactions, humeral and cell mediated immunity, hypersensitivity, immune diseases and transplantation. *Prerequisite: BIOL 321 Cell and Molecular Biology.*

BIOL 486

DIRECTED RESEARCH

2 (0-4-2)

Individual research project designed under the supervision of a Biology Department research advisor. May include literature search, preliminary experiments, data collection, and data analysis. *Prerequisite: BIOL 332 Biostatistics. Maybe expanded to 6 credits*

BIOL 496

SEMINAR

1 (1-0-2)

Recent developments and current topics in selected areas of modern biology. The class will involve reviewing current peer reviewed articles in the selected areas. Two class hours per week.

Prerequisite: BIOL 152 General Biology II and senior standing.

BUAD 234

COMMUNICATION FOR BUSINESS

3 (3-0-6)

A study of the principles basic to making effective oral and written intercultural presentations in the business setting. The course covers such topics as: face to face presentations; interpersonal communication in the workplace including listening skills and non-verbal skills; interviews; individual and team reports as well as ethical written business communication through letters, memos, reports and proposals. The course includes a section on the utilization of presentation software.

BUAD 331

BUSINESS LAW

3 (3-0-6)

A course designed to cover the origin and operation of laws and legal institutions, which includes torts, contracts, sale of goods, product liability, negotiable instruments, ethics and international transactions.

BUAD 334

BUSINESS ETHICS & RELATIONS

3 (3-0-6)

A critical examination of social and ethical issues and problems facing the business community. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. Case analyses will be used in course.

BUAD 355

INTERNATIONAL BUSINESS

3 (3-0-6)

The course deals with the basic concepts of international business theory and activity. Topics include globalization, differences in political economy and culture, investment, monetary system, entry structures and strategies, materials management and economic integration.

BUAD 499
BUSINESS RESEARCH METHODS 3 (3-0-6)

An introduction to the research process and methods commonly used in business settings. Emphasis is placed on the clear formulation of research questions and hypotheses. A student project provides practical experience in data collection, processing, analysis and reporting of research findings. *Prerequisite: MATH 235 Statistics*

CHEM 131
GENERAL CHEMISTRY I 4 (3-3-6)

Introduction to the fundamental laws and accepted theories of chemistry. Topics will include atomic and molecular structure and bonding, chemical reactions and stoichiometry. One laboratory per week.

CHEM 132
GENERAL CHEMISTRY II 4 (3-3-6)

Introduction to the fundamental laws and accepted theories of chemistry. Topics will include acids and bases, kinetics, equilibrium, electrochemistry, thermodynamics, and nuclear chemistry. One laboratory per week. *Prerequisite: CHEM 131 General Chemistry I.*

CHEM 231
ORGANIC CHEMISTRY I 4 (3-3-6)

Study of the carbon containing compounds with emphasis on nomenclature, molecular structure, functional groups and their relationship to physical and chemical properties. One laboratory per week.

Prerequisite: CHEM 132 General Chemistry II.

CHEM 232
ORGANIC CHEMISTRY II 4 (3-3-6)

A continuation of the study of aliphatic and aromatic functional groups, including biochemical compounds. Will include a brief introduction to the theory and practice of NMR, UV/VIS and IR spectroscopy. One laboratory per week. *Prerequisite: CHEM 231 Organic Chemistry I.*

CHEM 351
BIOCHEMISTRY 4 (3-3-6)

An introduction to the chemistry of biological compounds. A systematic study of carbohydrates, lipids, amino acids, proteins, nucleic acids, and their components is presented. Metabolism of biological compounds is studied as are the interrelations among the carbon, nitrogen, and energy cycles. One laboratory per week.

Prerequisite: CHEM 232 Organic Chemistry II.

CIS 221
ESSENTIALS OF COMPUTER PROGRAMMING 3 (2-2-5)

This is an introductory course in computing which explores the fundamental concepts of computer programming like: variables, constants, arrays, functions, procedures, and data types. The course also reviews structured programming techniques with special attention given to program control structures: sequence, selection, repetition. Laboratory work covers development of small programs using a high level programming language and an integrated development environment (IDE) for development, testing and debugging.

Prerequisite: CPTR 114 Computers and Information Technology

CIS 224
OBJECT ORIENTED PROGRAMMING 3 (2-2-5)

This course studies Object Oriented (OO) Programming paradigm: class, object, method, attribute, polymorphism, inheritance, etc. using an OO programming language and an integrated development environment (IDE). Careful attention is given to software development style, documentation, and efficient algorithms. A number of object-oriented programming exercises are assigned for development during the lab time or as assignments. *Prerequisite: CIS 221 Essentials of Computer Programming*

CIS 243
NETWORKING AND DATA COMMUNICATIONS 3 (2-2-5)

This course provides an overview of computer network technologies. The course begins with an overview of networking standards, the OSI model and Internet model and proceed on to cover the basic model of network components and concepts. Emphasis is made on LAN technologies including the physical layer, switching and basic routing. Topics covered include communications equipment, media, servers, and clients, data transmission and error-detection, protocols, communication services with an introduction to networking concepts, management, and security. *Prerequisite: CPTR 114 Computers and Information Technology*

CIS 266
SYSTEMS ANALYSIS AND DESIGN 3 (2-2-5)

This course covers software development process and techniques. The topics include systems components, software development methodology, requirement specification and analysis, feasibility study, system design, software implementation, testing, installation, deployment and maintenance. Special emphasis is given to analysis and design of information systems within organizations.

Prerequisite: CPTR 114 Computers and Information Technology

CIS 321
DATA STRUCTURES AND ALGORITHM 3 (2-2-5)

This course reviews advanced programming concepts and algorithms like recursion, sorting and searching. Data structures like arrays, lists, array lists, linked lists, stacks, queues, trees and graphs are also part of the course content. *Prerequisite: CIS 224 Object Oriented Programming.*

CIS 322
ADVANCED PROGRAMMING 3 (2-2-5)

This course reviews the application of the concepts of object-oriented systems in design, build, test, document and maintenance. Case study approach provides the framework for developing prototypes of business applications using one or more graphical user interface. Laboratory work is required. *Prerequisite: CIS 224 Object Oriented Programming.*

CIS 323

VISUAL BASIC PROGRAMMING 3 (2-2-5)

This course emphasizes the creation of professional business applications using the Application Programming Interface (API) of Windows to solve business problems. Students learn how to create graphical objects, interfaces and controls, write event driven code, and work with multiple forms and executable files. It includes a presentation of interaction with relational databases using Visual Basic as the front end. Laboratory is required. *Prerequisite: CIS 224 Object Oriented Programming.*

CIS 326

WEB PAGE PROGRAMMING 3 (2-2-5)

Design, construction, development, maintenance, and administration of a web site using HTML, scripting languages, or similar programming tools. Topics covered include: web design theory, internal and external links, tables and forms, cascading style sheets, dynamic web pages using a scripting language, and multimedia web pages.

Prerequisite: CPTR 114 Computers and Information Technology

CIS 327

WEB APPLICATION DEVELOPMENT 3 (2-2-5)

Emphasis is placed upon the development of enterprise applications in Internet environments. Major topics include: Web forms, web controls, state management, error handling, master pages, security fundamentals, data controls and data management. Laboratory work is required. *Prerequisite: CIS 224 Object Oriented Programming.*

CIS 328

MOBILE DEVICES APPLICATION DEVELOPMENT 3 (2-2-5)

This course is concerned with the development of applications on mobile and wireless computing platforms. Android will be used as a basis for teaching programming techniques and design patterns related to the development of standalone applications and mobile portals to enterprise and m-commerce systems. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices. Students will work at all stages of the software development life-cycle from inception through to implementation and testing. In doing so, students will be required to consider the impact of user characteristics, device capabilities, networking infrastructure and deployment environment, in order to develop software capable of meeting the requirements of stakeholders. *Prerequisite: CIS 224 Object Oriented Programming.*

CIS 361

DATABASE DESIGN 3 (2-2-5)

A detailed study of the concepts of databases and database design. Topics studied include: components of a database system, structure query language (SQL), relational model and normalization, data modelling with the entity-relationship model, transforming data models into database designs, etc. *Prerequisite: CPTR 114 Computers and Information Technology*

CIS 362

DATABASE APPLICATIONS 3 (2-2-5)

Examination and evaluation of the use of database management systems in the context of business information systems with emphasis on application. Topics covered include: Managing an instance, creating a database, database server installation, architectural components, security, backup configuration. Advanced data management programming techniques and database business problems are also discussed. Laboratory work is included. *Prerequisite: CIS 361 Database Design / CIS 224 Object Oriented Programming.*

CIS 420

ELECTRONIC BUSINESS 3 (3-0-6)

Study of the evolving Internet technologies and electronic business models while exploring the business implications of these fascinating developments. Examination of the architectures, technologies, tools, and implications of the emergence of electronic business in the cyberspace. Students will identify and study the principles and concepts needed for designing and analyzing the high-performance, scalable, and secure electronic business systems. *Prerequisite: CPTR 114 Computers and Information Technology*

CIS 425

INFORMATION SYSTEMS SECURITY 3 (3-0-6)

Emphasizes the importance of security concepts in a network environment. Topics covered include: physical and logical system security, firewalls, routers, proxies, access controls, intrusion detection and monitoring, cryptography, disaster recovery, and policy based networking. *Prerequisite: CIS 243 Networking and Data Communication*

CIS 444

NETWORK DESIGN AND ADMINISTRATION 3 (2-2-5)

Study of the network architecture, design, and administration concepts. Topics include: OSI Model, TCP/IP, network topologies, client-server model, network operating systems, network servers, network devices, wireless networks, domains and domain controllers, network security, routers and other network applications. This course also examines network administration within the context of local area networks with emphasis on network concepts, installation, organization of the server and workstations, and management/enhancement of the network. The laboratory component for this course covers LAN switching and basic routing technologies such as bridging, spanning tree protocol, IP addressing, subnet and dynamic routing. *Prerequisite: CIS 243 Networking and Data Communication*

CIS 464

DECISION SUPPORT SYSTEMS 3 (3-0-6)

A study of the strategies, methods, and tools for dealing with decision making in different organizational contexts. Topics discussed include: structure and functions of decision support systems; group support systems; web-based decision supports systems and others. Real-world cases will be used to discuss the application of DSS tools to support the decision-making processes. Practical experience with a decision support system is recommended.

Prerequisite: CIS 467 Management Information Systems

CIS 467

MANAGEMENT INFORMATION SYSTEMS 3 (3-0-6)

This course provides an overview of information systems in business. Emphasis is given to information technology and how it can help create competitive firms and assist in prudent decision making in a global marketplace. Topics include types and structures of management information systems, analysis of the need for information, web enable enterprise, global information systems, system planning and development, systems acquisition, risk to information systems, impact of information technology on executive decision making, organizational structure and culture, and the application of information technology in business strategy to create competitive advantages.

Prerequisite: MNGT 231 Principles of Management

CIS 468

INFORMATION RESOURCE MANAGEMENT 3 (3-0-6)

Designed to serve as a bridge between business administration and information systems, this course provides an overview and understanding of the issues involved in the management of information assets in organizations. The course orientation is the management of people, information, and technology. Emphasis is given to ethical issues and value-based reasoning as they relate to an information systems environment.

CIS 480

EMERGING TOPICS IN INFORMATION TECHNOLOGY 3(3-0-6)

Emphasizes contemporary topics of information systems, information technology, information design and management.

CIS 483

SYSTEMS DEVELOPMENT PROJECT I 3 (1-4-4)

Computer Information System development project for senior students. Application of concepts, techniques, and tools used in analysis and design of a computer-based information system in an applied setting. In this first stage of the project students will produce the next documents: Development plan and scheduling, system proposal, business analysis, database design, and report and user interface design. *Note: Senior Standing*

CIS 484

SYSTEMS DEVELOPMENT PROJECT II 3 (1-4-4)

This course continues the journey of the System Development Project with the software implementation, testing, debugging and installation of a computer-based information system in an applied setting.

Prerequisite: CIS 485 Professional Internship.

CIS 485

PROFESSIONAL INTERNSHIP 3 (0-12-0)

Supervised work experience of 160 hours in the area of the students concentration, preferably off campus during the summer vacation. Evaluation shall be by the faculty supervisor and the person responsible for supervision of the student in the work place. The grade will be assigned on an S/U basis.

CPTR 114

COMPUTERS AND INFORMATION TECHNOLOGY 3 (2-3-4)

An introduction to the world of personal computing using IBM PC compatible computers. Topics include hardware and software basics, word processing, database systems, electronic spreadsheets and internet skills.

ECON

231 MICROECONOMICS 3 (3-0-6)

An introduction to economic analysis, problems and policies; the functioning of the market system; the roles of individuals and firms in competitive and monopolistic product and resource markets, distribution of income, inequality, poverty, agriculture, health care and the use of the environment.

ECON 232

MACROECONOMICS 3 (3-0-6)

An introduction to economic analysis, problems and policies; the functioning of the market system; national income and expenditure; economic growth and instability; monetary and fiscal policies; public debt; international trade theory, problems and government policies; economics of development.

EDUC 111

ORIENTATION TO HIGHER EDUCATION 1(1-1-3)

A basic orientation for new students to help them succeed academically and to enjoy full collegiate life. The students are taught study methods, library skills, social adeptness, time management techniques, skills for managing personal finances, and work philosophy and attitudes

EDUC 154

GENERAL SCIENCE FOR THE PRIMARY CLASSROOM 3 (2-2-5)

This subject introduces the student to concepts in general science as found in most primary education curricula and ensures mastery of the principles and practice of these concepts with the goal of being able to teach these concepts in the primary education classroom.

EDUC 220

EDUCATIONAL PSYCHOLOGY 3 (3-0-6)

This subject analyses and understands human development in terms of the physical, mental, social and spiritual aspects based on values and ethics. Child development is applied to curriculum development, teaching and learning management, and is based on the principles developed in educational psychology. Learning theories, the nature of the learning process, and child development are integrated and used as guidelines for teaching and learning management, classroom management, and guidance and counseling in order to promote learners' abilities and skills, improving their quality of life, and fully developing their potential.

Prerequisites: PSYC 115 General Psychology, PSYC 113 Child and Adolescent Psychology

EDUC 237

INFORMATION TECHNOLOGY IN THE CLASSROOM

3 (2-2-5)

This subject introduces students to various technologies, concepts, theories, the problems arising from the use of technology, and the trends in information innovation that promote the quality of learning. It includes guidelines for the selection of appropriate information technology to aid teaching and develop learning, developing learning sources and networking. The students will practice designing lessons to use through the information technology network, use information technology to evaluate and improve lessons; create and develop information technology for classroom management, so that learners may achieve their potential.

Prerequisite: CPTR 114 Computers and Information Technology, EDUC 111 Orientation to Higher Education

EDUC 250

LANGUAGE ARTS FOR THE PRIMARY CLASSROOM

3 (3-0-6)

This subject introduces the student to the concepts and principles of the language arts as found in primary education curricula and ensures mastery of the principles and practice of these concepts with the goal of being able to teach these concepts in the primary education classroom.

EDUC 253

MATHEMATICS FOR THE PRIMARY CLASSROOM

3 (3-0-6)

This subject introduces the student to mathematical concepts found in primary education curricula and ensures mastery of the principles and practice of these concepts with the goal of being able to teach these concepts in the primary education classroom.

EDUC 256

CHILDREN'S LITERATURE AND POETRY

2 (2-0-4)

An introduction to children's literature, children's interests in reading, changes in reading habits, and criteria and values for selecting reading materials for children in a primary education setting.

Prerequisites: ENGL 111 English Composition I, ENGL 112 English Composition II

EDUC 270

PHILOSOPHICAL FOUNDATIONS OF EDUCATION

3 (3-0-6)

The course comprises an overview of various schools of thought pertinent to the field of education in South-east Asia. It includes an analysis of the assumptions, aims, and practices of major philosophies that influenced education and a survey of some 20th and 21st century movements in educational theorizing. These will be discussed within a Christian values-based perspective. The roles of the teacher and student, curriculum, methodology and classroom environment are discussed within the various philosophical and educational approaches. All the philosophies and/or educational theories are discussed, analyzed and evaluated in terms of metaphysics (nature of reality), epistemology (the nature of knowledge and truth) and finally in the light of axiology (values: morals/ethics and aesthetics). Students will work out a personal approach to the theory and practice of education with regard to people, society, and the human calling in the world. *Prerequisites:* EDUC 275 Introduction to Theories and Methods of Learning and Teaching

EDUC 275

INTRODUCTION TO THEORIES AND METHODS OF LEARNING AND TEACHING

3 (2-2-5)

The course is comprised of theories and methods of teaching and learning, instructional model development, techniques in learning management, and learning evaluation within a values and ethics-based approach. Design and management of learning experiences, integration of contents for group learning, and learner-oriented learning management are discussed and analyzed in relation to the educational settings in Thailand and SE Asia. Students are involved in formulating, designing, organizing and implementing innovative learning plans and models appropriate for specific age groups, as well as selecting, developing and producing media, instruments and activities that promote learning based on evaluation.

Prerequisites: PSYC 113 Child and Adolescent Development

EDUC 284

CLASSROOM AND EDUCATIONAL MANAGEMENT

3 (3-0-6)

This course is comprised of classroom management theories and principles including educational leadership, information systems, organizational culture and relationships, and communication as well as classroom activities and program development within a values and ethics-based approach. The course introduces academic program preparation, educational quality assurance, and training programs for community development. Teamwork and systematic thinking are also analyzed and discussed. Trainee teachers are taught how to demonstrate leadership skills through effective communication and values control, and how to implement innovations in educational management programs. *Prerequisites:* PSYC 113 Child and Adolescent Development

EDUC 344

METHODS OF TEACHING MATHEMATICS

3 (2-2-5)

This subject is an introduction to objectives, methods, and materials for teaching primary school mathematics and integrating critical thinking, technology and values into the school curriculum. The course requires observation and micro-teaching in a primary education mathematics class. *Prerequisites:* MATH 112 Survey of Mathematics, EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 253 Mathematics for the Primary Education Classroom

EDUC 345

METHODS OF TEACHING LANGUAGE ARTS AND READING

3 (2-2-5)

This subject is an introduction to objectives, methods, and materials for teaching primary school language arts and reading, including the integration of critical thinking, technology and values into the school curriculum. The course requires observation and micro-teaching in a primary education language arts class.

Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 256 Children's Literature and Poetry, ENGL 250 Fundamentals of Speech and Communication

EDUC351
**PHILOSOPHY OF ADVENTIST EDUCATION AND
INTEGRATION OF FAITH, VALUES AND LEARNING 3 (3-0-6)**

This subject first looks at the philosophy and principles of education from a Biblical perspective, including the writings of Ellen G. White, as interpreted by the Seventh-day Adventist Church. Second, it will look at the practical application of Christian philosophy and the integration of faith and values in learning and teaching in various subject areas.

EDUC 354
**INTRODUCTION TO EDUCATIONAL AND PSYCHOLOGICAL
RESEARCH 3 (3-0-6)**

This course is structured to enable students to develop basic research skills and is divided into two modules. First, a number of research theories, models, and designs are introduced in order to provide a foundational understanding of qualitative, quantitative, and mixed research approaches. Second, elements of the research process are covered so that students may apply the research training they have received. This involves evaluating research papers, developing and presenting a research proposal, collecting and analyzing data, and writing a research paper. Students are encouraged to conduct research at their institution so that the results can be used for instructional development or organizational improvements.

Prerequisite: MATH 235 Statistics

EDUC 357
**SOCIAL STUDIES FOR THE PRIMARY
CLASSROOM 3 (3-0-6)**

This subject introduces the student to concepts in social studies as found in most primary education curricula and ensures mastery of the principles and practice of these concepts with the goal of being able to teach these concepts in the primary education classroom.

EDUC 359
**FUNDAMENTALS OF MUSIC FOR THE CLASSROOM AND
SCHOOL 3 (2-2-5)**

This course offers a theoretical and experiential approach to the structures of music involving pitch and rhythmic notations, scales, intervals, and chords. The course is designed for prospective pre-school and primary teachers, as well as the general student in order to select and use music within an ethical, values-based perspective.

EDUC 361
PROFESSIONAL EXPERIENCE I 3 (1-4-4)

The professional experience practicum is designed to give students classroom exposure and experience in primary school classrooms. Students are required to observe and report on at least 60 hours of instructed classes. They will be required to do the following: observe experienced regular teachers; write observation reports; document and report on the learning progress of an individual student; establish collaborative relationships with staff and teaching faculty of an institution; assist in class and reflect on what they are observing and learning.

The student's observation reports and reflective journals are evaluated by a university lecturer. *Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 220 Educational Psychology*

EDUC 390
EDUCATIONAL MEASUREMENT AND EVALUATION 3 (2-2-5)

This course is an introduction to educational measurement and assessment including construction, application, interpretation, and evaluation of learning and performance by means of classroom tests and diagnostic techniques with the goals of determining extent of learning on the part of the learner and using assessment FOR learning and in modifying curricula. Assessment will be discussed within the context/s of being formative or summative, traditional versus alternative methods (authentic, portfolios, performance) and from an ethical, values-based perspective. *Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, PSYC 113 Child and Adolescent Development*

EDUC 430
INTRODUCTION TO CURRICULUM DEVELOPMENT 3 (3-0-6)

This subject examines curriculum theories, curriculum evolution, educational concepts, and curriculum development in educational institutions. It looks at the following aspects: determination of a curriculum's philosophy and objectives, curriculum standards and intended levels, curriculum implementation, curriculum analysis and evaluation, problems and trends in curriculum development, curriculum quality assurance, and studies the vision and development plan/s for education in Thailand.

EDUC 431
BEING A PROFESSIONAL TEACHER 3 (3-0-6)

This subject investigates the characteristics of good, effective teachers: roles, duties, and workloads. It includes studying the criteria and standards for the teaching profession, ethics in the teaching profession, educational laws and legal issues, professional development of teachers, including developing teachers' potential and capabilities, promotion, and building positive attitudes towards the teaching profession. Students will be expected to develop the following competencies: be caring, merciful and kind to learners, show attributes of patience and responsibility, be a lifelong learner, and demonstrate innovation and vision in their teaching field. They will learn the importance of complying with the laws, criteria, and standards governing the field of education and adopt its professional ethics as their own, and be an effective academic leader. *Prerequisite: Senior standing or end of junior year*

EDUC 441
**METHODS OF TEACHING HISTORY AND SOCIAL
STUDIES 3 (2-2-5)**

This subject is an introduction to objectives, methods, and materials for teaching history and social studies at the primary education level, including the integration of critical thinking, technology and values

into the school curriculum. The course requires observation and micro-teaching in a primary education history or social studies class. *Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 357 Social Studies for the Primary Classroom, HIST 212 Introduction to History of Western Civilization, HIST 213 Introduction to History of Eastern Civilization*

EDUC 443

METHODS OF TEACHING SCIENCE 3 (2-2-5)

This subject is an introduction to objectives, methods, and materials for teaching primary school science, including the integration of critical thinking, technology and values into the school curriculum. The course requires observation and micro-teaching in a primary education science class. *Prerequisites: BIOL 211 Principles of Biology, EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 154 General Science for the Primary Classroom*

EDUC 447

METHODS OF TEACHING BIBLE AND RELIGION 3 (2-2-5)

This subject involves a study in the objectives, methods and materials used in teaching the Bible (and religion) to learners from kindergarten to high school (K – 12) with emphasis on current teaching and learning strategies, spiritual growth and development of children and youth, and Christ's methods of teaching values and truth. The students are expected to observe classes, develop and teach micro-lessons to their peers and children's classes and reflect on their learning, observing and teaching experiences. *Prerequisites: EDUC 220 Educational Psychology, EDUC 275 Introduction to Theories and Methods of Learning and Teaching, RELB 116 Life and Teachings of Jesus, RELT 150 Fundamentals of Christian Beliefs*

EDUC 449

METHODS OF TEACHING HEALTH AND FITNESS 3 (2-2-5)

This subject is an introduction to objectives, methods, and materials for teaching primary school health and fitness classes, including the integration of critical thinking, technology and values into the school curriculum. The course requires observation and micro-teaching in a primary education health classroom and physical education class. *Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 284 Classroom and Educational Management, HLED 117 Health and Fitness*

EDUC 451

METHODS OF TEACHING MUSIC IN THE CLASSROOM AND SCHOOL 3 (2-2-5)

This is a practical course providing an overview of objectives, procedures, and materials appropriate for primary and secondary school music classes and for a school music program. It includes the integration of critical thinking and uses an ethical, values-based approach to teaching and using music. *Prerequisite: EDUC 359 Fundamentals of Music for the Classroom and School, EDUC 275 Introduction to Theories and Methods of Learning and Teaching*

EDUC 460

PROFESSIONAL EXPERIENCE II 9 (1-16-10)

This professional experience practicum is designed to give students classroom practice after Professional Experience I has been completed. Students are required to teach sixteen (16) hours per week for fifteen (15) weeks (240 hours). An additional minimum of twenty (20) hours per week for fifteen weeks (300 hours) is used for preparation, planning, evaluating and reflecting on classroom practice. The practicum comprises a variety of teaching strategies, methodologies and instructional models that are to be applied to practice in a primary classroom. Students handle instructional planning, design, sequence and organize tasks, as well as manage the classroom environment and plan and implement assessment activities. The students' effectiveness as classroom practitioners are evaluated by both a university lecturer and a supervisor from the school in which the professional experience practicum is based. *Prerequisite: Senior Standing (have completed all Methods and related content courses)*

ENGL 111

ENGLISH COMPOSITION I 3 (3-0-6)

English Composition I intends to equip students to think critically and write logically. Students learn to write essays using the four principles of unity, support, coherence, and sentence skills.

ENGL 112

ENGLISH COMPOSITION II 3 (3-0-6)

The course emphasizes writing an argumentative or informative college level research paper. Critical analysis, synthesis and documentation of information are stressed. *Prerequisite: ENGL 111 English Composition I*

ENGL 131

SURVEY OF LITERATURE 3 (3-0-6)

A survey of literature that aims at introducing basic literary terms, the art of reading and studying literature with an emphasis on the methods of analyzing poetry and short stories. *This course is a prerequisite to all literature courses.*

ENGL 151

COLLEGE GRAMMAR 3 (3-0-6)

A study of the parts of speech and classifications of words in the English language. Emphasis is placed on knowledge and correct usage of these classifications relative to the overall structures of the English language.

ENGL 152

APPROACHES TO READING 3 (3-0-6)

An introduction to reading skills including predicting possible outcomes, locating main ideas and supporting details, distinguishing facts from opinions, making inferences and drawing conclusions and evaluating an author's writing patterns, point of view, tone, etc.

ENGL 241**INTRODUCTION TO COMMUNICATION 3 (3-0-6)**

This course introduces students to the field of communication. The basic concepts of communication, history of communication study, techniques used in communication and contexts in which communication occurs are emphasized.

ENGL 250**FUNDAMENTALS OF SPEECH AND COMMUNICATION 3 (3-0-6)**

A practical course designed to acquaint students with the process of public speaking and the basic principles involved in speech preparation and presentation.

ENGL 254**APPLIED PHONETICS AND DICTION 3 (3-0-6)**

A study of the anatomy and physiology of speech production with analysis of the sounds produced when speaking, practice in transcribing into phonetic script; and practice in proper reading. Production of correct and clear pronunciation is emphasized.

Prerequisite: ENGL 255 Introduction to Linguistics

ENGL 255**INTRODUCTION TO LINGUISTICS 3 (3-0-6)**

A survey course introducing students to the nature of language and language change, phonology, morphology, syntax, semantics and the social aspects of language.

ENGL 257**EXPOSITORY WRITING 3 (3-0-6)**

Provides practice in writing a wide variety of nonfiction essays. Students engage in discussion of published nonfiction works and respond to one another's writing in small groups. Class meetings are conducted as writing workshops. *Prerequisite: ENGL 111 English Composition I*

ENGL 258**CRITICAL READING AND THINKING 3 (3-0-6)**

The practice of reading passages from different books, periodicals and journals on a wide variety of topics including business administration, economics, political science, social science, literature, language and philosophy. Readings on opinion types (editorials, commentaries, letter to the editors) and analysis on advertisements are also part of the class activities. Emphasis is placed on analyzing main ideas, styles of writing, and issues involved.

Prerequisite: ENGL 152 Approaches to Reading or by permission

ENGL 292**INTRODUCTION TO RESEARCH METHODS AND WRITING 3 (3-0-6)**

The class introduces the students to a variety of research methodologies, provides practice in thought processes involved in research such as analysis and synthesis, and helps the students to be aware of ethical issues in research. *Prerequisite: ENGL 112 English Composition II*

ENGL 321**LANGUAGE ACQUISITION AND LEARNING 3 (3-0-6)**

A study of child and adult first and second language acquisition and learning with an emphasis on cognitive, culture, affective and social variables in second or foreign language learning situations as they apply to the teaching of English as a second language.

ENGL 323**DEVELOPMENT OF LANGUAGE TEACHING METHODS 3 (3-0-6)**

An overview of the development of language teaching methodology from the 19th century to the present. Approaches, methods and techniques will be analyzed both in the light of the understandings of language learning of the specific time periods, as well as, in the light of current understandings.

ENGL 324**METHODS OF TESOL 3 (3-0-6)**

An overview of the range of methodological approaches to language teaching as they relate to the teaching of four macro skills in English (listening, speaking, reading and writing) at various levels.

ENGL 331**BRITISH LITERATURE 3 (3-0-6)**

This course surveys selected works in British literature and is designed to familiarize students with major literary writers of the different periods, trends, themes and genres. *Prerequisite: ENGL 131 Survey of Literature*

ENGL 332**AMERICAN LITERATURE 3 (3-0-6)**

The course provides a survey of selected American works and authors representing the major periods in American history. It examines the genres, themes, and concepts within the different movements.

Prerequisite: ENGL 131 Survey of Literature

ENGL 333**SACRED LITERATURE 3 (3-0-6)**

A study of the literary masterpieces of world religions in English translation. The course applies techniques of oral interpretation and literary analysis. *Prerequisite: ENGL 131 Survey of Literature*

ENGL 337**ASIAN LITERATURE 3 (3-0-6)**

A study of selected literary masterpieces from Asia, in translation or written in English, from classical times to the present.

Prerequisite: ENGL 131 Survey of Literature

ENGL 343**INTERPERSONAL COMMUNICATION 3 (3-0-6)**

The course is designed to focus on the principles and practices of interpersonal communication in both dyadic and group settings. Emphasis is placed on the role of communication in establishing and maintaining healthy relationships in the realms of personal life, family, community and workplace.

ENGL 346

EVOLUTION OF MODERN MEDIA

3 (3-0-6)

Definitions, growth, ramifications and contexts of modern media. The course includes communication assignments intended for a variety of media forms.

ENGL 347

CONTEMPORARY COMMUNICATION THEORIES

3 (3-0-6)

Introduction to and application of contemporary communication theories.

ENGL 348

COMMUNICATION FOR BUSINESS

3 (3-0-6)

A study of the principles basic to making effective oral and written intercultural presentations in the business setting. The course covers such topics as: face to face presentations, interpersonal communication in the workplace including listening skills and nonverbal skills, interviews, individual and team reports as well as ethical written business communication through letters, memos, reports and proposals. The course includes a section on the utilization of presentation software.

ENGL 351

NEWS WRITING

3 (3-0-6)

A Study of the theory and practice of news writing, with an emphasis on writing news stories for different media. *Prerequisite:* ENGL 111 English Composition I

ENGL 356

FEATURE WRITING

3 (3-0-6)

Feature writing and reporting course designed to provide basic competency beyond news writing. Topics include feature writing, story forms and organization, interviewing and reporting techniques, as well as ethical issues related to journalistic writing. *Prerequisite:* ENGL 111 English Composition I

ENGL 357

CREATIVE WRITING

3 (3-0-6)

A study in the principles, techniques and various kinds of creative writing with emphasis placed on student production of original material. The students will be presented with the opportunity to develop their own style and to find possible markets for their manuscripts that may be worthy of publication. *Prerequisite:* ENGL 111 English Composition I

ENGL 373

MASS MEDIA ENGLISH

3 (3-0-6)

Introduction to English as used by modern forms of mediated communication. The course features extensive reading, watching, listening, and writing assignments that familiarize the student with mass media language.

ENGL 377

ENGLISH USAGE

3 (3-0-6)

A specialized study of vocabulary, confused sets of words, multiple uses of words, figurative language and the differences between English spoken in various parts of the world. *Prerequisite:* ENGL 151 College Grammar

ENGL 379

SOCIOLINGUISTICS

3 (3-0-6)

An examination of the relationship between language and social and cultural influences such as national and ethnic origin, social class, education, gender, age, sub-culture and affiliation.

ENGL 414

ENGLISH FOR TOURISM

3 (3-0-6)

A study of the English for Tourism with emphasis on the specialized vocabulary and techniques needed for working in this field.

ENGL 428

PRACTICUM IN TESOL

3 (0-10-0)

A practicum providing supervised teaching experiences in English language instruction for students preparing to teach in specialized English language situations. Students will log a minimum of 150 hours in teaching related activities. Students are expected to build links between education theory and classroom practice. (*Senior Standing*)

ENGL 432

MORAL AND ETHICAL THEMES IN LITERATURE

3 (3-0-6)

A study on moral and ethical issues in literary works selected based on their relevance to contemporary circumstances. This course intends on nurturing high moral and ethical values in students.

ENGL 443

SMALL GROUP AND TEAM COMMUNICATION

3 (3-0-6)

Small Group and Team Communication is a specialized course which familiarizes students with the communication process in small groups. It examines the nature of groups, theories of small group communication, diversity issues, conflict management, group norms and development stages, group processes, group-think, cohesiveness, group roles and group problem solving.

ENGL 446

CROSS CULTURAL COMMUNICATION

3 (3-0-6)

A study of the relationship between culture and communication, and the ways culture influences values and perceptions. Discussions and activities help students develop analytical and communication skills, which enable them to interact with cultural sensitivity and communicate effectively in intercultural, interethnic, and cross-gender contexts.

ENGL 448**COMMUNICATION PRACTICUM 3 (0-10-0)**

Application of communication skills under the supervision of a professional communicator in a work environment. Students will log a minimum of 150 hours of experience in a relevant work environment. Students are expected to make connection between communication theories and communication practice at work. (*Senior Standing*)

ENGL 452**ADVANCED ENGLISH GRAMMAR 3 (3-0-6)**

The course provides a deeper study of the structure of the English language. Descriptive in its approach, it is designed to help English majors enhance both their linguistic analysis skills and the use of the language. *Prerequisite: ENGL 151 College Grammar*

ENGL 457**HISTORY OF THE ENGLISH LANGUAGE 3 (3-0-6)**

A study of the development of the English language from Old English to Modern English with special focus on the phonological, syntactic and lexical development of the language. The main purpose is to understand the background of Modern English in terms of its sounds, grammatical forms, and vocabulary.

ENGL 458**INTERNSHIP 3 (0-16-0)**

Supervised work experience of 240 hours in the area of work related to students' area of emphasis, preferably off campus during the summer. Evaluation shall be made by the faculty supervisor and the person responsible for supervision of the student in the work place. (*Senior Standing*)

ENGL 459**SEMINAR IN LANGUAGE AND LITERATURE 3 (3-0-6)**

A course based upon the discussion on significant topics in language development. Active participation with studying research methods, giving oral reports, and presentation of scholarly papers is expected of each student. (*Seniors only*)

ENGL 471**COMMUNITY BUILDING EXPERIENCE 2 (1-2-3)**

This is a course designed to instill in students a sense of responsibility to the community and foster a lifetime commitment to civic participation while nurturing leadership and team skills. Class activities include planning and implementation of academic services in the surrounding communities to assist them in preparing for the ASEAN community. *Prerequisite: 30 hours of community service done and reported according to the approved procedures.*

ENGL 473**WORK PREPAREDNESS 1 (1-0-2)**

This course familiarizes students with matters related to job search such as job hunting, job application, resume writing, interview, dress, portfolios and etiquette. Students will produce portfolios of their college

work and extra-curricular experience. In addition, topics on successful working experience will also be addressed. Students will also have the opportunity to identify their weaknesses in their use of English and formulate strategies for improvement.

ENGL 498**DIRECTED RESEARCH 3 (3-0-6)**

Individual research project designed under the supervision of lecturer from the English Department. The research project includes literature review, data collection and data analysis.

ENSC 211**UNDERSTANDING OUR ENVIRONMENT 3 (2-3-4)**

This course serves as an introduction to and covers broad aspects of environmental science. For all cases, the resulting environmental impacts are studied in detail. Specifically, this course examines the risks associated with growth in a developing world; environmental impact of population growth on natural resources; mineral and resource extraction; water resource uses; and renewable and non-renewable sources for power generation. Emphasis is placed on a holistic approach to environmental science using laboratory exercises, environmental surveys, and class discussions to reinforce scientific principles. *One laboratory per week.*

ENTR 221**PRINCIPLES OF ENTREPRENEURSHIP 3 (3-0-6)**

An introduction to the basic concepts and skills of entrepreneurship, and processes of identifying and launching enterprises for the various forms of business. Topics include corporate entrepreneurship, business development strategies, business plans and the risk and rewards in an entrepreneurial journey.

ENTR 367**GROWTH STRATEGIES FOR EMERGING ENTERPRISES 3 (3-0-6)**

This course focuses on the application of management and entrepreneurial concepts for small businesses in their growth stage. Students will be exposed a variety of tools and techniques used in growing a business. *Prerequisite: ENTR 221 Principles of Entrepreneurship.*

ENTR 428**CORPORATE ENTREPRENEURSHIP 3 (3-0-6)**

This course focuses on the creation and management of entrepreneurial initiatives within established corporations. The course concentrates on what managers do to foster climates that facilitate internal corporate entrepreneurship, including the nature of entrepreneurship in established corporations (intrapreneurship), entrepreneurial vision and direction, developing an environment to support entrepreneurship, sound venturing strategies regarding the type of new businesses corporations choose to pursue, and strategies for those ventures to structure and manage for maximizing performance. *Prerequisite: ENTR221 Principles of Entrepreneurship.*

ENTR 445

SOCIAL ENTREPRENEURSHIP

3 (3-0-6)

This course is about using entrepreneurial skills to craft innovative responses to social needs. These skills include recognizing opportunities, mobilizing resources, managing risks, creating viable economic models, and building organizations. Social Entrepreneurship is a new model in the nonprofit sector that helps to generate a vital source of funding and support for the social missions of many organizations. Broadly defined, it includes for-profit companies that pursue social responsible business practices, ventures that create economic opportunity for other and not-for-profit organizations that are found as an innovative response to a particular social issue or cause. It also includes for-profit ventures within a not-for-profit organization. This course explores these organizational options and strategies, especially how not-for-profit firms can generate sufficient resources to become sustainable organizations. *Prerequisite: ENTR 221 Principles of Entrepreneurship.*

FINC 232

BUSINESS FINANCE

3 (3-0-6)

A study of roles and objectives of business finance, planning, financial management, financing, working capital management, financial analysis, capital budgeting, dividend policy, financial policies, and risk management. *Prerequisite: ACCT 132 Accounting Principles II.*

FINC 342

PRINCIPLES OF FINANCIAL PLANNING

3 (2-2-5)

This course explores the financial planning process, the code of ethics and professionally responsibility, personal financial statements, budgeting, emergency funding planning, credit and debt management, buying vs. leasing, financial institutions, client behavioral characteristics, educational funding, economic concepts, time value of money, property titling, business law, quantitative analysis, monetary settlement planning. *Prerequisite: FINC 232 Business Finance.*

FINC 442

INVESTMENT ANALYSIS

3 (2-2-5)

The nature of securities markets and the characteristics of various types of securities for institutional and personal investment are examined. Source of investment information, security valuation and investment planning are introduced. *Prerequisite: FINC 232 Business Finance.*

FINC 484

ADVANCED CORPORATE FINANCE

3 (3-0-6)

This course examines in depth the concepts and methods of financial management. Topics include risk and returns, asset valuation, capital budgeting, capital structure, business financial planning and working capital management. *Prerequisite: FINC 232 Business Finance.*

GENL 110

SEMINAR IN CHARACTER DEVELOPMENT

0 (1-0-0)

Weekly Chapel programs that develop positive character traits in all students as well as strengthen the quality of their spiritual lives. Students learn practical Christian, moral, and ethical principles and values that can be applied to daily life and that enhance mental stability, prepare them for service to society, enable them to become ethical leaders, and help them develop and bring peace to their communities.

HIST 212

INTRODUCTION TO HISTORY OF WESTERN CIVILIZATION

2 (2-0-4)

This course provides an overview of the major historical figures, events and themes which capture the thread of progress of Western Civilization. Course work will introduce students to the basic chronological framework of Western history as well as aid them in gaining an understanding of the key political, cultural, and social events of the West. This introductory course will focus on the age of antiquity, medieval and the early modern eras.

HIST 213

INTRODUCTION TO HISTORY OF EASTERN CIVILIZATION

2 (2-0-4)

This course provides an overview of the major historical figures, events and themes which capture the thread of progress in Asia, Africa, the Middle East and other parts of the non-Western world. Course work will introduce students to the basic chronological framework of history as well as aid them in gaining an understanding of key political, cultural, and social events from these regions. The course will focus on the age of antiquity, medieval and the early modern eras.

HLED 117

HEALTH AND FITNESS

3 (2-2-5)

The development of fitness which includes the concepts of cardiovascular endurance, strength, flexibility, weight control, nutrition, stress management, exercise prescription, assessment and exercise programs.

HLED 120

PRINCIPLES OF HEALTH

3 (2-2-5)

An introduction to the principles of health as understood by the World Health Organization and which are appropriate for the worldwide church of Seventh-day Adventists. This study will explore modern ideas for the preservation of physical, mental, social and spiritual health from a Christian perspective. It is meant to sensitize clients to issues debated in the modern world and import practical knowledge useful for living a long and health life. *Prerequisite: HLED117 Health and Fitness*

HLED 261

ANATOMY AND PHYSIOLOGY I

3 (2-2-5)

Anatomy and Physiology I: A study of the fundamentals of human anatomy and physiology. This course is designed to introduce the major topics of anatomy (structure) and physiology (function) to stu-

dents interested in pursuing further studies in medical or biomedical studies. The course aims to help develop an understanding of body systems, their components and process involved in maintenance. It will look at the various systems of the body which include but are not limited to the respiratory system, cardiovascular system, nervous system, digestive system, urinary system, muscular system, skeletal system, reproductive system, and also look at the special senses such as sight, taste, and hearing. This two part course will be taught in both lecture sessions and a weekly three hour laboratory session over two semesters.

HLED 262

ANATOMY AND PHYSIOLOGY II

3 (2-2-5)

Anatomy and Physiology II: A continuation of the study of the fundamentals of human anatomy and physiology. HLED 262 completes the introduction of the major topics of anatomy (structure) and physiology (function) to students interested in pursuing further studies in medical or biomedical studies that was started in HLED 261. The course aims to help develop an understanding of body systems, their components and process involved in maintenance. It will look at the various systems of the body which include but are not limited to the respiratory system, cardiovascular system, nervous system, digestive system, urinary system, muscular system, skeletal system, reproductive system, and also look at the special senses such as sight, taste, and hearing. This two part course will be taught in both lecture sessions and a weekly three hour laboratory session over two semesters.

HLED 281

PRINCIPLES OF EPIDEMIOLOGY

3 (3-0-6)

Epidemiology is the study of the distribution of disease and health in human populations. Learn the basic principles of epidemiology, their application to specific public health situations, and criteria for critically evaluating epidemiology studies. You discuss epidemiological concepts and their application to sample problems. Topics include disease risk, methods of evaluating the causative factors of disease, and the assessment of epidemiological study designs and research activities.

Prerequisite: HLED 117 Health and Fitness.

HLED 371

RESEARCH METHODS

3 (2-3-5)

The principles of scientific research and experimental design will be examined by use of case studies from various areas of life sciences. Tutorials will focus on literature research, use of electronic databases and scientific writing. A research proposal is required.

Prerequisite: BIOL 152 General Biology II or consent of Instructor.

HLED 390/490

TOPICS IN BIOSCIENCE

1-4

Courses on various current topics in biological science, specifically designed to be taught by visiting professors in their specialized areas. The number of credits may vary according to the duration of time it is taught. Typically taught as an evening class or a summer class often as an intensive course. *Prerequisite: BIOL 152 General Biology II or consent of Instructor.*

HLED 463

EXERCISE PHYSIOLOGY

3 (2-3-4)

Effects of movement upon the structure and function of body organs. One laboratory per week. *Prerequisite: BIOL 152 General Biology II, HLED 120 Principles of Health.*

HLED 480

INTERNSHIP

2 (0-12-0)

Practical experience in the major generally in an off-campus setting. Fifty hours of experience are required for each hour of credit. *Prerequisite: HLED 371 Research Methods and permission of the program coordinator.*

HLED 482

GLOBAL AND INDIGENOUS PUBLIC HEALTH

3 (3-0-6)

Public (population) health from global (developed and developing countries) and Indigenous peoples perspective. Determinants of physical and mental population health: biological (for example, genetics, age), environmental (for example, water, air, land, housing, food safety, climate change) and social (for example, nutrition, food security, culture, gender, class, stress, addiction, social exclusion/support, work conditions/unemployment). Health inequalities within and between populations. Exploration of the impact of social and environmental health determinants in low/medium/high income countries and migrant, refugee and indigenous peoples. Social justice and equity. Health behaviors, communicable disease, non-communicable disease and injury. Prevention and improvement of global and indigenous population health problems. *Prerequisite: HLED 120 Principles of Health.*

HLED 483

HEALTH COMMUNICATION

3 (3-0-6)

This course demonstrates how mass communication is used to promote health. The theory and practice of communication strategies in health promotion, education and communication will be a special emphasis of the course. Health communication advisories can be skillfully used to educate and influence communities, health professionals and policy makers. Students will learn how to harness this powerful medium to decrease disease risk and enhance population health.

HLED 485

ENVIRONMENTAL HEALTH AND TOXICOLOGY

3 (3-0-6)

Environmental health is concerned with effects the environment can have on the general health and well-being of humans. Environmental toxicology investigates the impacts pollutants have on the structure and function of ecosystems. Major topics will include toxicological aspects of water and air pollution, biological contaminants, heavy metals, and pesticides and other toxins as they relate to environmental health.

HLED 486

DIRECTED RESEARCH

2 (0-4-2)

Individual research project designed under the supervision of a Biology Department research advisor. May include literature search, preliminary experiments, data collection, and data analysis.

Prerequisite: BIOL 332 Biostatistics. Maybe expanded to 6 credits

HLED 496

SEMINAR

1 (1-0-2)

Recent developments and current topics in selected areas of modern biology. The class will involve reviewing current peer reviewed articles in the selected areas. Two class hours per week.

Prerequisite: BIOL 152 General Biology II and senior standing.

HMNT 210

APPRECIATION OF FINE ARTS

2 (2-0-4)

An introductory study and appreciation of Thai, Asian and Western art and music. The course exposes students to the rich cultural heritage of the art and music of the civilizations considered, and students will enjoy going to museums, exhibitions, and concerts as part of their experience in class field trips.

HMNT 216

THAI CULTURE AND BASIC CONVERSATIONAL

SKILLS

2 (2-0-4)

A study of essential Thai language as well as the origins and traditions of Thai culture and the values that undergird Thai cultural, socio-economic, political and religious structure. Consideration is also given to the impact of foreign cultures on Thailand in the past and the present.

MATH 081

INTERMEDIATE ALGEBRA

3 (3-0-3)

This course is the intermediate part of algebra mathematics course provides the algebraic foundation necessary to study college-level mathematics. As a review of algebra 1 & 11 (Introductory Algebra), this course includes solving equations, graphing, basic geometry, and general problem solving. Credit hours does not apply towards graduation.

MATH 112

SURVEY OF MATHEMATICS

3 (2-2-5)

An application of basic mathematic skills designed specially to meet the general education requirements of the curriculum. Topics cover number systems, sets, topic and functions. In addition, attention is given to simple problem-solving techniques, mathematical data, evaluation of basic statistical information, and decision-making based on mathematical information.

MATH 231

MATHEMATICS FOR LIFE I

3 (3-0-6)

Mathematics for Life I contains topics that are essential for success in calculus which include functional notation, graph reading, the natural exponential and logarithmic functions, average rates of change, trigonometric functions of a real variable and limits. Technology is integrated into the presentation which explores topics from algebra, graphical, and numerical perspectives with an ongoing focus on real-world problem solving. *Prerequisite: Math placement score minimum B grade.*

MATH 232

MATHEMATICS FOR LIFE II

3 (3-0-6)

Introduces the Discrete-Time Dynamical System, Limits and derivatives, differential equations, integrals, and their applications for students majoring in life and social science. Includes probability Theory and descriptive statistics and models and emphasis in statistical reasoning. *Prerequisite: MATH 231 Mathematics for Life I.*

MATH 235

STATISTICS

3 (2-3-4)

An introduction to descriptive and inferential statistics including organization and analysis of data, elementary probability, probability estimation, hypothesis testing, correlation and regressions analysis, non-parametric statistics. Applications will include the use of statistics for planning and decision-making in organizations as well as their use for social science and educational settings.

MKTG 232

PRINCIPLES OF MARKETING

3 (3-0-6)

An introduction to marketing theory and practice and an examination of the major elements involved in the marketing process. Emphasis is placed on analyzing marketing from the viewpoint of the decision-maker. Topics include the marketing concept, the marketing environment, consumer behavior, marketing strategies, promotion decisions, analyzing marketing opportunities, distribution and pricing decisions, product policy and the construction and management of marketing mix.

MKTG 321

SALES AND SELLING

3 (3-0-6)

A study and an analysis of the basic principles of sales management. Topics include: the sales process and effective sales techniques focusing on building long-term relationships with customers, staffing the sales force, sales training, forecasting and planning, organizing and motivating sales people, compensation for the sales force, leadership and evaluating performance. The course also covers initiating an on-line selling program and the employment. *Prerequisite: MKTG 232 Principles of Marketing.*

MKTG 322

CONSUMER BEHAVIOR

3 (3-0-6)

This course introduces students to consumer behavior. It studies the way in which consumers respond to external stimuli from various media, how individuals differ in their response and how underlying psychological processes influence their response. It also examines how consumers are affected by other factors such as group dynamics, attitudes and values, personality, social class and culture. Organizational buying behavior is also discussed.

MKTG 447

ADVERTISING & PROMOTION MANAGEMENT 3 (3-0-6)

A managerial analysis and examination of the non-personal demand generating elements of the firm's marketing efforts. Topics of study include communication theory, advertising, marketing, audience and target segment and selection, media analysis, public relations, publicity and most other non-personal communications activities.

Prerequisite: MKTG 232 Principles of Marketing.

MNGT 224

ORGANIZATIONAL BEHAVIOR 3 (3-0-6)

A study of the application of behavioral science concepts to better understand individual and group behavior in organizations. Topics to be covered include individuals in organizations and their relationship to groups, personality, motivation, leadership, communication, group dynamics, change and conflict, contingencies of work unit design, and the influence of structure on behavior. *Prerequisite: MNGT 231 Principles of Management.*

MNGT 231

PRINCIPLES OF MANAGEMENT 3 (3-0-6)

A study of the fundamental theories and practice of management. Emphasis is placed on the evolution of management thought, planning and decision making, organizing, leading and controlling. Ethical and social responsibilities of managers are also critically examined.

MNGT 324

MANAGEMENT AND INNOVATION 3 (3-0-6)

An analysis of the demands of the managerial life-creativity, leadership, risk-tolerance, patience, commitment, and other factors involved in the process of innovation. An examination of the personal, social, and business risks and costs in the managerial entrepreneurial journey. A study of opportunity recognition and entry strategies with emphasis on creative thinking, case studies of innovative endeavors, and in-depth study of feasibility and business analysis techniques.

MNGT 337

OPERATIONS MANAGEMENT 3 (3-0-6)

A study of the fundamental principles and concepts of operations management and the application of management principles and mathematical techniques to production problems and decisions faced in both manufacturing and service organizations.

MNGT 342

MANAGERIAL ACCOUNTING 3 (3-0-6)

Management accounting focuses on the internal reporting of relevant financial and non-financial information that helps managers make decisions to fulfill the goals of an organization. Discussion and cases present alternative tools for planning, controlling and evaluating the firm's operations and resources. Topics such as budgeting, product costing, performance evaluation and transfer pricing are covered, with emphasis on related incentive and multinational considerations. *Prerequisite: ACCT 132 Accounting Principles II / MNGT 231 Principles of Management.*

MNGT 345

QUALITY MANAGEMENT SYSTEMS 3 (3-0-6)

A study of the methods, management systems and quantitative tools and techniques used to define, control, and assure the quality of goods and service. Emphasis is given to customer driven quality that is an ongoing process. Students will be introduced to internationally recognized quality systems used to ensure continuous quality improvement and accreditation.

MNGT 368

MANAGEMENT PLANNING AND CONTROL 3 (3-0-6)

Study the concepts of managerial planning and control, environmental evaluation to develop objectives, organizational policy, short-term planning, long-term planning, methods and techniques of control to achieve objectives, managerial assessment and control, as well as the development of planning and control processes. *Prerequisite: MNGT 231*

MNGT 378

PROJECT MANAGEMENT 3 (3-0-6)

A study of the project management process and how projects can help businesses achieve their strategic goals. Topics include technical tools that help organizations plan, schedule, administer, and evaluate projects more efficiently, and interpersonal skills needed to manage projects. *Prerequisite: MNGT 231 Principles of Management.*

MNGT 446

SMALL BUSINESS MANAGEMENT 3 (2-2-5)

This course is small-business oriented and helps the student understand and develop the entrepreneurial spirit and how to use it in the formation of a business. Coverage includes opportunity recognition, small business trends, and the challenges and objectives of owning a small business, structure and establishment of small size businesses, importance of ownership and entrepreneurship to the operation, planning, and controlling resources in the plant, as well as trade limitations and conditions of small enterprises. Students will be required to have experience creating and/or operating an on-campus business venture. *Prerequisite: ENTR 221 Principles of Entrepreneurship.*

MNGT 455

HUMAN RESOURCE MANAGEMENT 3 (3-0-6)

An introductory study examining the fundamental concepts of Human Resource Management. This course is designed to develop skills in applying these concepts to organizational issues and problems. Topics include analysis in determining human resource requirements planning, selection of and developing human resources, managing labor relations, health and safety issues and future needs.

MNGT 463

LEADERSHIP & ORGANIZATIONAL CHANGE 3 (3-0-6)

This course examines organizational leadership in the context of managing continuous change. It focuses on the role of leadership

and vision in change agents with emphasis on approaches and the management of organizational change and the challenge for leaders to build a culture for change.

MNGT 466

NEGOTIATION & CONFLICT RESOLUTION 3 (3-0-6)

Introduces key conflict resolution and negotiation techniques that can be effectively used in organizational settings. It explores managerial approaches to conflict and negotiations strategies for promoting constructive resolution of disagreements and encourages students to develop a personal conflict-resolution style. Conflict resolution methods applicable to commercial transactions, employee relations, union management negotiations, and superior/subordinate interactions are examined.

MNGT 467

MANAGEMENT INFORMATION SYSTEMS 3 (3-0-6)

This course provides an overview of information systems in business. Emphasis is given to information technology and how it can help create competitive firms and assist in prudent decision making in a global marketplace. Topics include types and structures of management information systems, analysis of the need for information, database management, control, maintenance, database security, impact of information technology on executive decision making, organizational structure and culture, and the application of information technology in business strategy to create competitive advantages.

Prerequisite: MNGT 231 Principles of Management.

MNGT 485

PROFESSIONAL INTERNSHIP 3 (0-12-0)

Supervised work experience of 160 hours in the area of the student's concentration to help bridge the gap between education and practice. An evaluation of the work experience shall be provided by both the student and the person responsible for supervision of the student in the work place. Grading for this course is assigned on an S/U basis.

MNGT 488

SEMINAR IN CURRENT BUSINESS ISSUES 3 (3-0-6)

This course explores current issues, trends, and challenges relevant to the field of business administration. Case studies provide examples of real world problems, extreme examples of success and failure, and potential problem-solving strategies. The objective is to integrate and synthesize prior coursework. *Note: Senior Standing*

MNGT 498

STRATEGIC MANAGEMENT 3 (3-0-6)

A study of business operations from an integrated viewpoint. Knowledge from the functional areas of business is applied to strategic issues and problems found in organizational settings. Topics include policy making, strategic management, layout strategies in each department in the organization and delivery strategies consistent with the organizational environment. Library research, business simulations, in-depth case analyses, and formal presentations required.

Prerequisite: Senior Standing

MUSC 101-102

INTRODUCTORY VOCAL TECHNIQUES 1 (0-2-2)

An introduction to the basic elements of singing such as notation, pitch, rhythm and elementary harmonies with emphasis on ensemble and choral group work.

MUSC 111-114

INTRODUCTORY PIANO LESSONS 1-2 (0-1-2/0-2-4)

Introductory study of fundamental piano skills. For all lessons taken for credit, practice hours must be logged daily and recorded weekly at lessons. Students will be expected to participate in recitals.

MUSC 121-124

INTRODUCTORY VOICE LESSONS 1-2 (0-1-2/0-2-4)

Introductory study of fundamental voice skills. For all lessons taken for credit, practice hours must be logged daily and recorded weekly at lessons. Students will be expected to participate in recitals.

MUSC 131-134

INTRODUCTORY INSTRUMENTAL LESSONS 1-2 (0-1-2/0-2-4)

Introductory study of a musical instrument other than the piano.

MUSC 210

MUSIC APPRECIATION 2 (2-0-4)

The study of Western and non-Western music, including historical background and basic analysis, as well as a listening lab. Students will attend and observe a variety of concerts.

MUSC 211-214

INTERMEDIATE PIANO LESSONS 1-2 (0-1-2/0-2-4)

Intermediate piano studies in preparation for a solo recital.

Prerequisite: MUSC 111-114 and/or intermediate level skills and recommendation of instructor. See MUSC 111-114 for practice requirements.

MUSC 221-224

INTERMEDIATE VOICE LESSONS 1-2 (0-1-2/0-2-4)

Intermediate voice studies in preparation for a solo recital.

Prerequisite: MUSC 121-124 and/or intermediate level skills and recommendation of instructor. See MUSC 121-124 for practice requirements.

MUSC 231-234

INTERMEDIATE INSTRUMENTAL LESSONS 1-2 (0-1-2/0-2-4)

Intermediate study of a musical instrument other than the piano.

MUSC 270

CHORAL PERFORMANCE 1 (0-3-1)

An auditioned University choir that rehearses three times a week, sings for church and presents one full concert per semester.

MUSC 275
CHAMBER CHOIR
1 (0-3-1)

A select touring choir that performs sacred and secular repertoire as well as dramatic musical works from all eras. *Participation in MUSC 270 Choral Performance required.*

MUSC 280
ENSEMBLE
1 (0-3-1)

Vocal or instrumental duos, trios, quartets or larger groups arranged by and under the direction of the music faculty.

MUSC 300
MUSIC PROFICIENCY EXAM
1 (0-3-1)

Exam of intermediate instrumental skills required for a Music Concentration endorsement. Includes major and minor scales, chords, single part choral/orchestral score sight reading, choral warm-ups, knowledge of performance indications, and the ability to perform compositions at the intermediate level. Candidates for a concentration in music will be advised to prepare for the proficiency exam in the first term of music study.

MUSC 305
RECITAL
1 (0-3-0)

A thirty-minute recital (vocal, instrumental or conducting based on area of specialization) at an intermediate or higher level. Typically presented in the fourth semester of music study, and open to the campus. Required of all Music Concentration candidates. Repertoire must be memorized. Recitals will be arranged in consultation with the music instructor/s. *Prerequisite: MUSC 111-114 and recommendation of instructor.*

MUSC 311-314
ADVANCED STUDY IN PIANO
1 (1-3-1)

Prerequisite: Demonstrate advanced ability in Piano. Subject to approval of and arrangement by the Music Department.

MUSC 321-324
ADVANCED STUDY IN VOICE
1 (1-3-1)

Prerequisite: Demonstrate advanced ability in Voice. Subject to approval of and arrangement by the Music Department.

MUSC 351
MUSIC THEORY I
3 (3-0-6)

Intensive study of Western traditional harmonic concepts beginning with fundamentals. Sight singing and ear training skills are integrated throughout. *Prerequisite: entrance exam.*

MUSC 352
MUSIC THEORY II
3 (3-0-6)

Continuation of MUSC 321 through secondary dominants. Sight singing and ear training skills are integrated throughout. *Prerequisite: MUSC 321 Music Theory I.*

MUSC 359
FUNDAMENTALS OF MUSIC FOR THE CLASSROOM AND SCHOOL
3 (2-2-5)

This course offers a theoretical and experiential approach to the structures of music involving pitch and rhythmic notations, scales, intervals, and chords. The course is designed for prospective preschool and primary teachers, as well as the general student in order to select and use music within an ethical, values-based perspective.

MUSC 370
PIANO PEDAGOGY AND PRACTICUM
2 (1-2-4)

Supervised piano teaching including discussion of appropriate materials, repertoire and techniques. *Prerequisites: completion of MUSC 321 and 322 and piano proficiency; concurrent study of MUSC 211 or 311, and recommendation of piano instructor.*

MUSC 371
VOCAL PEDAGOGY AND PRACTICUM
2 (1-2-4)

Supervised vocal teaching including discussion of appropriate materials, repertoire and techniques. *Prerequisites: completion of MUSC 321 and 322 and piano proficiency; concurrent study of MUSC 211 or 311, and recommendation of voice instructor.*

MUSC 380
BASIC CONDUCTING
2 (1-2-4)

Study of the art of conducting music ensembles. Includes a conducting practicum. Limited class size – preference will be given to music minors, education majors, and students of theology. *Prerequisite: previous or concurrent choir or instrumental ensemble membership and recommendation of instructor.*

MUSC 451
METHODS OF TEACHING MUSIC IN THE CLASSROOM AND SCHOOL
3 (2-2-5)

This is a practical course providing an overview of objectives, procedures, and materials appropriate for primary and secondary school music classes and for a school music program. It includes the integration of critical thinking and uses an ethical, values-based approach to teaching and using music. *Prerequisites: EDUC 275 Introduction to Theories and Methods of Learning and Teaching, EDUC 359 Fundamentals of Music for the Classroom and School, or recommendation of the music instructor.*

PHYS 231
GENERAL PHYSICS I
4 (3-3-6)

Study of kinematic and dynamic motion of particles in linear and rotational motion, force, work, momentum, energy and properties of matter. One laboratory per week. *Prerequisite: MATH 232 Mathematics for Life II or equivalent.*

PHYS 232
GENERAL PHYSICS II
4 (3-3-6)

Study of thermodynamics, wave properties, electric and magnetic forces, optics, relativity and an introduction to quantum and nuclear physics. One laboratory per week. *Prerequisite: PHYS 231 General Physics I.*

UNDERGRADUATE COURSE DESCRIPTIONS

PSYC 113

CHILD AND ADOLESCENT DEVELOPMENT 3 (3-0-6)

Study of physical, mental, emotional, social and religious/moral developmental tasks, problems and issues in the different growth stages specific to children and adolescents. Special attention to applications in school and community settings.

Corequisite: PSYC 115 General Psychology

PSYC 115

GENERAL PSYCHOLOGY 3 (3-0-6)

A study of the basic principles and concepts of psychology, emphasizing the scientific basis as well as applied nature of psychological investigation, its fundamental vocabulary and methodologies. It will provide the intellectual orientation to the interplay between brain, mind, behavior and people.

PSYC 315

PSYCHOLOGY AND EDUCATION OF THE EXCEPTIONAL CHILD 3 (3-0-6)

Study of determinants, characteristics, problems, and judgments of gifted/talented persons or those with mental, physical, emotional, or social disabilities. Clinical definitions of abnormal behavior. Survey of assessment, remediation, adjustments and educational methods for exceptional children. Processes for the provision of special education and related services. *Prerequisite: PSYC 113 Child and Adolescent Development, EDUC 220 Educational Psychology*

PSYC 325

FUNDAMENTALS OF GUIDANCE AND COUNSELING 3 (2-2-5)

Introduction to the major theories and practices in counseling. The philosophy, functions and organization of counseling in the community and in school settings. Opportunity is provided for the development of initial skills in counseling in simulated practice sessions. An ethical, values-based approach will be utilized.

Prerequisite: EDUC 220 Educational Psychology

RELB 116

LIFE AND TEACHINGS OF JESUS 3 (3-0-6)

A study of the origins of the Christian faith in its historical and cultural milieu at the beginning of the Common Era. The course examines the life and teachings of Jesus Christ and their impact on history.

NOTE: A service learning component will be utilized for this course.

RELB 123

ELEMENTARY HEBREW 3 (3-0-6)

Introduction to the fundamentals of Biblical Hebrew grammar, structure, alphabet, and basic vocabulary. Practice in the use of language tools. Readings in selected Hebrew texts.

RELB 124

INTERMEDIATE HEBREW 3 (3-0-6)

Translation of selected portions of the Hebrew Old Testament. Introduction to the steps and tools of Hebrew exegesis.

Prerequisite: RELB 123 Elementary Hebrew.

RELB 215

ETHICAL MODELS 3 (3-0-6)

A study of ethics and approaches to ethical living from a Christian religious perspective. The course also examines other historical and philosophical models of ethical behavior and applies them in the contemporary setting. Emphasis is given to ideas, experiences and materials, which facilitate the development of character and a personal value system.

RELB 221

ELEMENTARY GREEK I 3 (3-0-6)

Introduction to the fundamentals of the grammar and syntax, vocabulary, and translation of the Koine Greek of the New Testament. Practice in the use of language tools.

RELB 222

ELEMENTARY GREEK II 3 (3-0-6)

A continuation of RELB 221. *Prerequisite: RELB 221 Elementary Greek I.*

RELB 260

THE LAW AND THE WRITINGS 3 (3-0-6)

Synopsis of Old Testament law and writings and the study of their structure, themes, theology, historical settings, and significance as sacred Christian literature, with an emphasis on the basic hermeneutical principles for the study of the Old Testament.

RELB 321

INTERMEDIATE GREEK I 3 (3-0-6)

Introduction to the intermediate grammar and syntax of Biblical Greek. Readings in selected texts of the Greek New Testament.

Prerequisite: RELB 222 Elementary Greek II.

RELB 322 I

INTERMEDIATE GREEK II 3 (3-0-6)

A continuation of RELB 321. *Prerequisite: RELB 321 Intermediate Greek I.*

RELB 327

INTRODUCTION TO THE OLD TESTAMENT 3 (3-0-6)

Introduction to the purpose, literary forms, and messages of the Old Testament books in the Bible, and some of the problems raised by lower and higher criticism. Topics include a short introduction to the main phases of Old Testament history.

RELB 346

INTRODUCTION TO THE NEW TESTAMENT 3 (3-0-6)

Introduction to the history, literary forms, and messages of the New Testament books in the Bible, and some of the problems raised by lower and higher criticism.

RELB 361

SURVEY OF THE GOSPELS 3 (3-0-6)

The course Survey of the Gospels is a course in the area of biblical studies that explores the content and structure of the four gospels following a chronological and synthetic study emphasizing the time, place, circumstances and persons involved in the events of Jesus' Ministry.

RELB 421

OLD TESTAMENT APOCALYPTIC WRITINGS 3 (3-0-6)

Survey of the apocalyptic writings of the Old Testament and the intertestamental period. The style, methodology, and message of the apocalyptic. A search for the meaning and relevance of the book of Daniel by the help of the latest scholarship and verse by verse immersion in the text. *Prerequisite: RELB 327 Introduction to the Old Testament.*

RELB 422

CHRISTIAN APOCALYPTIC WRITINGS 3 (3-0-6)

A study of the background, contents, and construction of the book of Revelation. A review of the various models of interpreting the book. Chapter by chapter exegesis of the Revelation with an appraisal of its current relevance in Christian life and proclamation.

Prerequisite: RELB 346 Introduction to the New Testament.

RELB 451

HEBREW PROPHETS 3 (3-0-6)

A study of the prophetic traditions of the Old Testament and their Christian application, and a study of the theological themes of Old Testament prophets and introduction to the phenomena of prophecy.

RELB 466

EPISTLES IN THE EARLY CHRISTIAN CHURCH 3 (3-0-6)

Exegetical reading and study of the Pauline and General Letters of the New Testament. A thematic study of letters from Paul, Peter, James, Jude, and John. In-depth study into selected Letters as illustration of various approaches in Bible study.

RELB 481

HEBREW EXEGESIS 3 (3-0-6)

A verse by verse translation and exegesis of an Old Testament book or selected texts. *Prerequisite: RELB 124 Intermediate Hebrew or permission of the instructor.*

RELB 482

GREEK EXEGESIS 3 (3-0-6)

A verse by verse translation and exegesis of a New Testament book or selected texts. *Prerequisite: RELB 322 Intermediate Greek II or permission of the instructor.*

RELB 496

TOPICS IN BIBLICAL STUDIES 3 (3-0-6)

Study of research methods in religion, with special attention to bibliographic and archaeological techniques. Through the in-depth study of one single book to be selected for the students to examine

contemporary lifestyles, cultural settings, linguistic peculiarities, and socio-religious contexts, to extract the mandate and message communicated by the author. *Prerequisite: Senior standing.*

RELG 224

RESEARCH WRITING IN RELIGION 3 (3-0-6)

Research Writing in Religion is a course in the area of research that studies the methods in research and writing in the areas of religion, theology and pastoral ministry. It includes instruction in the use of library materials and in effective planning of upper-division research papers.

RELG 271

ADVENTIST HERITAGE AND MISSION 3 (3-0-6)

Study of the Second Advent Awakening in the nineteenth century and subsequent development of the Seventh-day Adventist Church.

RELG 325

HISTORY OF CHRISTIANITY I 3 (3-0-6)

Study of the rise and growth of the Christian Church from Pentecost to the Reformation, with highlights on themes related to Asia.

RELG 326

HISTORY OF CHRISTIANITY II 3 (3-0-6)

This course includes the study of modern Church History since the Reformation and the study of the development of Christian missions with an emphasis on Asia.

RELG 375

HISTORY OF CHRISTIAN DOCTRINAL DEVELOPMENT 3 (3-0-6)

Study of orthodoxy and the development of vital Christian doctrines, tracing the stages and forms of the Apostolic Creed and major theological themes (theology, Christology, anthropology, soteriology, ecclesiology, eschatology, etc.) and unique Adventist doctrines.

RELG 390

SELECTED TOPICS IN CHURCH HISTORY 3 (3-0-6)

An in-depth study of relevant areas of Church History.

RELM 280

RELIGIONS OF SOUTH-EAST ASIA AND THE WORLD 3 (3-0-6)

A study of major world religions and contemporary expressions of faith with emphasis on the South-East Asian setting. Analysis of their teachings, ethical and moral values, worship styles and ethical lifestyles.

RELM 346

COMMUNICATING RELIGIOUS TRUTH IN SOUTHEAST ASIA 3 (3-0-6)

Analysis of the traditional and innovative evangelistic approaches effective in individuals, small groups, and masses in Southeast Asia. Special investigation on the use of technology and marketing methods in communicating the Adventist message today.

RELM 420

URBAN MINISTRY AND EVANGELISM 3 (3-0-6)

A study of the city as the focus of evangelism. Strategies for reaching secular people with the gospel through worship evangelism, special target group ministries, church planting, etc.

RELM 446

PSYCHOLOGY OF RELIGIOUS EXPERIENCE 3 (3-0-6)

Investigation of religious phenomena and crises throughout life, with emphasis on conversion, spiritual growth, commitment, and the part religion plays during danger, near-death experiences, final moments, as well as personal victories. Analysis of the development of spirituality throughout childhood, adolescence, young adulthood, maturity, and old age. *Prerequisite: PSYC 115 General Psychology.*

RELM 477

INTERFAITH DIALOGUE IN THAILAND 3 (3-0-6)

A study of interfaith dialogue between various religions in Thailand, with emphasis on Buddhist, Christian, and Muslim religions.

RELM 491

TOPICS: SELECTED TOPICS IN MISSION 3 (3-0-6)

Study of contemporary issues in cultural anthropology with a missiological viewpoint. Topics include ecumenism, power encounters, polygamy, membership commitment, multicultural churches, indignity, ancestor worship, and/or closed countries.

RELP 222

CHRISTIAN APOLOGETICS 3 (3-0-6)

A survey of representative approaches to Christian apologetics from the church fathers to the present. The course includes a cultural component as each different culture presupposes a different set of questions and answers for relevant apologetics.

RELP 223

PRINCIPLES OF CHRISTIAN MISSION 3 (3-0-6)

A general introduction to Christian missions including Biblical paradigms and practical perspectives. A survey of theological motivation for missions and communication theories applicable to Christian ministry including principles of cross cultural interaction and an outline of church growth principles.

RELP 235

CHRISTIAN SALESMANSHIP 2 (1-3-1)

Introduction to Seventh-day Adventist evangelism through literature, and the principles of Christian Salesmanship through community visitation.

RELP 242

PERSONAL AND CONGREGATIONAL SPIRITUALITY 3 (2-2-5)

Study of Biblical and historical data on personal and congregational spirituality including practical application.

RELP 251

INTRODUCTION TO CHURCH ACCOUNTING 3 (3-0-6)

The basic concepts of accounting related to the local church and mission level. Theoretical foundation of accounting, introduction to the accounting cycle, preparation and analysis of financial statements, auditing and control systems, budgeting. The class may involve the use of basic accounting software suitable for local church use.

RELP 255

CHURCH LEADERSHIP AND ADMINISTRATION 3 (3-0-6)

Study of effective church administration, the principles of shepherd leadership and the function of the local pastor as the leader. The basic policies and structures of the Seventh-day Adventist Church.

RELP 312

MARRIAGE AND FAMILY 3 (3-0-6)

A study of the factors necessary for building healthy relationships within the family group and with significant others, as well as an examination of the principles involved in a mature approach to courtship, marriage, and parenthood. Special emphasis is given to the biblical concepts that underpin such relationships.

RELP 321

MINISTERIAL PRACTICAL TRAINING I 1 (1-1-3)

Ministerial Practical Training is a course in the area of practical theology that focuses on Church Ministries that involves students in a variety of ministries and church activities and it aims at the development of the professional skills required to function as a local church pastor. Ministerial Practical Training I incorporates pre-requisites for advancement to apply for Ministerial candidacy and focuses on leadership training by which students develop and perform a series of seminars in areas of spiritual enrichment, worship, youth ministries, evangelism, and small groups.

RELP 322

MINISTERIAL PRACTICAL TRAINING II 1 (1-1-3)

Ministerial Practical Training II continues with Ministerial Practical Training I with emphasis in teaching and training the local church leaders.

RELP 327

HOMILETICS I 3 (2-2-5)

Survey of the foundations for effective Biblical preaching with attention to the call and preparation of the preacher, principles of Biblical hermeneutics, the elements of sermon formulation, and principles of sermon delivery. Peer review on the delivery of a topical, biographical, or narrative sermon. The laboratory sessions of the course may be offered in the vernacular.

RELP 328
HOMILETICS II 3 (2-2-5)

Study on the preparation and delivery of expository sermons, with attention to the discovery of the exegetical idea of the text, the formulation of the homiletical idea, and preaching with conviction. Peer review on the delivery of expository sermons. The laboratory sessions of the course may be offered in the vernacular.

RELP 330
PUBLIC EVANGELISM WITH FIELD PRACTICUM 3 (2-3-4)

Study of the basic principles related to public evangelism. Topics include planning, budgeting, advertising, use of aids and audiovisual materials, gaining local church participation and various approaches to public evangelism. The course includes participation in a field school of evangelism or practicum in cooperation with one of SAUM missions. The course may be offered in the vernacular.

RELP 360
PRINCIPLES OF PASTORAL MINISTRY 3 (3-0-6)

An introduction to the gospel ministry. The nature and function of pastoral ministry with the intent of acquainting the prospective minister with the unique combination of roles and responsibilities carried by a pastor in a local congregation. The course may be offered in the vernacular.

RELP 366
STRUCTURE AND OPERATION OF THE SEVENTH-DAY ADVENTIST CHURCH 3 (3-0-6)

Study of the structure, organization, and operations of the Seventh-day Adventist Church from the viewpoint of a local pastorate. Differentiation between spiritual nurture functions and the corporate business of the Church such as finances, authority, ownership, etc. Study of the principles and policies that govern Church operations.

RELP 377
CHRISTIAN WORSHIP AND LITURGY 3 (2-2-5)

Study of the theology, elements, history, and of Christian worship and the use of music in worship setting. Analysis of each component in the typical Adventist Worship Services to discover new scripture-based approaches in liturgy to make worship more meaningful to all worship groups within the church. Mastery of liturgical elements associated with birth, marriage, dedications, baptism, prayers, funeral, and other ceremonies of the Adventist Church. A survey of music fundamentals, sacred music, and the use of indigenous music forms and styles in the promotion of worship in national context. The course includes participation practical worship planning and execution.

RELP 380
FAMILY LIFE ISSUES 3 (3-0-6)

A study of the principles and contemporary issues that relate to family wellness. Topics include the building of healthy relationships, spousal interaction, child or spousal abuse, problems in parenting, aging, health and crises at critical periods in the life cycle. An introduction to the principles of marital counseling is included.

RELP 386
PRINCIPLES OF YOUTH MINISTRY 3 (2-2-5)

Practical hands-on experience in youth ministry designed to prepare pastors for distinctive roles in ministry to the youth of the church, including serving as youth pastor in a designated congregation to acquire leadership skills through participation in Earliteens and Youth Sabbath School, Youth camps, Pathfinder clubs, evangelistic meetings, etc. The course normally includes some pathfinder leadership or Master Guide training. The course may be offered in the vernacular.

RELP 395
CREATIVE CHRISTIAN COMMUNICATION 3 (3-0-6)

Analysis of effective contextualized Christian witness and evangelism in diverse settings. The course may be offered in the vernacular.

RELP 421
MINISTERIAL PRACTICAL TRAINING III 1 (1-1-3)

Ministerial Practical Training III completes the cycle of pastoral training by which a student functions as a local church pastor and performs and develops strategic planning, leads out in worship, participates in church administration and conducts stewardship seminars, as well as utilizes the laity for the ministry through preaching and teaching efforts.

RELP 422
MINISTERIAL PRACTICAL TRAINING IV 1 (1-1-3)

Ministerial Practical Training IV continues with ministerial Practical Training III and focuses in the actual function of the student as a church pastor and develops a clear identity for a process of becoming a minister of the Adventist Church

RELP 476
PASTORAL CARE AND COUNSELING 3 (2-2-5)

Introduction to the principles and practice of the pastoral care of individuals through the application of counseling techniques and the spiritual resources of the Christian community. Theological reflection on the counseling techniques in the context of pastoral redemptive care. The course includes a clinical practical section which includes personal counseling and observation visits to correctional and rehabilitation centers, hospitals, nursing homes, etc. *Prerequisite: PSYC 115 General Psychology.*

RELP 488
INTERNSHIP IN PASTORAL CARE 1-3 (0-2-1/0-4-2/0-6-3)

Application of pastoral care skills under the supervision of a professional chaplain or counselor in an appropriate setting like hospital chaplaincy, prison ministry, or a counseling service. The course may be offered in the vernacular.

RELP 490
DIRECTED READINGS IN PASTORAL CARE 3 (1-0-6)

Independent supervised study in pastoral care. Research reports or paper required. *Prerequisite: Senior standing.*

RELP 494

ISSUES IN PASTORAL WORK

3 (3-0-6)

Seminar on specific relevant issues and problems relating to the work of a local pastor in the Southeast Asian setting. Topics include dealing with doctrinal issues, conflict management, meeting community opposition, and financial challenges. *Prerequisite: Senior standing.*

RELT 113

ORIGINS OF LIFE

3 (3-0-6)

A study of the problem of the origin of the universe and the human race drawing insight from religious, philosophical, and scientific reflection. In exploring the basic questions of human existence the course seeks to introduce the student to the methods and questions of these disciplines. The course also explores the biblical concept of origins and compares and contrasts this view with those of other paradigms.

RELT 114

UNDERSTANDING SELF AND SOCIETY

3 (3-0-6)

A study of the views concerning the nature of humanity and the role of the individual in society. The course explores the various aspects of the problem of personal identity, the nature of group dynamics, and historical perspectives on the concept of the ideal society. The course employs biblical concepts for comparison and evaluation of the various issues involved. *NOTE: A service learning component is utilized for this course, and will comprise 20% of the final grade.*

RELT 150

FUNDAMENTALS OF CHRISTIAN BELIEFS

3 (3-0-6)

Topical study of the basic Christian teachings and doctrines, such as Salvation, the Sabbath, the Second Coming of Jesus Christ, Health practices, Temperance, Global Mandate, State of the Dead, the Judgment, etc. *NOTE: A service learning component will be utilized for this course.*

RELT 213

HUMAN DESTINY

3 (3-0-6)

A survey of man's encounter with ideas of ultimate concern and the quest for ultimate meaning. Consideration will be given to various philosophical approaches to notions of utopia, the idealized future, time and eternity, and life and death. Special emphasis is given to the biblical data pertaining to these subjects.

RELT 340

GENDER ISSUES IN THE ASIAN CONTEXT

3 (3-0-6)

In-depth analysis of the Biblical data of the role of women in the Christian church with case studies and perspectives related to the Southeast Asian setting.

RELT 350

BIBLICAL THEOLOGY

3 (3-0-6)

Biblical Theology is a disciplined reflection on the divine revelation in Holy Scripture. More generally, a biblical theology draws its concepts

from the Bible and attempts to be faithful to the scriptural norm. This requires a grasp of the literary, linguistic, and historical contexts for each theological concept of the Bible.

RELT 360

MINISTRY AND MESSAGE OF E. G. WHITE

3 (3-0-6)

Study of the life, ministry, and message of Ellen White in connection with the development, history, progress, and current work of the Seventh-day Adventist Church of which she was one of the principle founders. It is related to History of the Seventh-day Adventist Church, but focuses specifically in the ministry, message, and writings of Ellen White.

RELT 390

READINGS IN SPIRITUAL CLASSICS

1-2 (1-0-2/1-0-4)

A directed study on theological, devotional, and biographical books that have shaped Christian spirituality through the centuries.

RELT 435

PAULINE THEOLOGY

3 (3-0-6)

An investigation of the person of Paul and his contemporary world. A study of his letters and their influence on the development of Christian theology is also addressed.

RELT 455

BIBLICAL HERMENEUTICS AND DOING THEOLOGY IN ASIA

3 (3-0-6)

The study of the critical disciplines employed in interpreting the Biblical text for ethical and theological reflection with introduction to the development of Asian theological thinking and issues related to Asian hermeneutics.

RELT 457

SYSTEMATIC THEOLOGY

3 (3-0-6)

Systematic Theology introduces the students to the study of theology as a discipline. It accepts the Bible as the authority of the Christian church and, for this reason, as the final authority on truth. It provides in depth focus in the organic and historical development of fundamental themes such as the doctrine of revelation-inspiration, doctrine of God, doctrine of man, doctrine of Christ, doctrine of salvation, doctrine of the church, and doctrine of last things. *Prerequisite: RELT 150 Fundamentals of Christian Beliefs.*

RELT 481-3

DIRECTED READINGS IN RELIGIOUS STUDIES

1-3 (1-0-2/1-0-4/1-0-6)

An independent in depth study course on a relevant area in religious studies. The course is offered by permission of the dean to advanced students. *Prerequisite: Senior Standing.*

RELT 486

SEMINAR IN ADVENTIST THEOLOGY 3 (3-0-6)

A Seminar on issues peculiar or relevant to Seventh-day Adventist theology. A research paper is required.

RELT 487

SELECTED TOPICS IN THEOLOGY 3 (3-0-6)

Seminar-workshop exploring issues in theology or recent trends in Asian theology. *Prerequisite: Senior Standing.*

RELT 488

SEMINAR IN PASTORAL ETHICS 3 (3-0-6)

Seminar on ethical issues in various pastoral roles and responsibilities including confidentiality, clergy sexual misconduct, collegiality with professional peers, and the ethics of preaching, counseling, and social witness. A research paper is required.

RELT 491-3

SENIOR PROJECT 1-3 (1-0-2/1-0-4/1-0-6)

Independent guided research. *Prerequisite: Senior Standing.*

RELT 497

SEMINAR IN CONTEMPORARY THEOLOGY 3 (3-0-6)

Seminar-workshop exploring issues relevant in contemporary theology. *Prerequisite: Senior Standing.*

RELT 498

DIRECTED READINGS IN CHRISTIAN WOMEN'S ISSUES 2 (1-0-4)

A study of books that deal with women's role in the church, feminist theology, or with women's issues in Asian churches.

Prerequisite: Senior standing.



Graduate Courses

ACCT 501

ACCOUNTING FOR MANAGERS AND ADMINISTRATORS

3 (3-0-9)

This subject is designed to cover financial and management accounting as an essential part of business administration education. It provides an overview of accounting and financial reporting, accounting measurements and reports, managing financial reporting, cost concepts and analysis, product costing and cost management, analysis for capital investment decisions, and measurements for management control.

ACCT 550

ADVANCED FINANCIAL ACCOUNTING

3 (3-0-9)

In depth coverage of corporate accounting, which includes business combinations, consolidation of financial statements, ownership issues, receivership, liquidation and reorganization, foreign currency transactions and translations, segment reporting and business ventures.

ACCT 555

ADVANCED AUDITING AND ASSURANCE

3 (3-0-9)

Advanced auditing theory is a more advanced and intensive study of auditing theory, historical and current developments including statements of auditing standards and other pronouncements of professional organization, examination of the concepts and problems including ethics and responsibilities. Emphasis is placed on the application of theory to problem solving and cases. Contemporary professional issues including auditing through the computer and statistical sampling will also be examined.

ACCT 560

ADVANCED MANAGEMENT ACCOUNTING

3 (3-0-9)

Management accounting information systems are one of the main decision-support systems in organizations. The subject equips students with the skills and knowledge to design and use effective management accounting information for planning and controlling organizational activities. Topics include absorption costing, cost behavior and cost volume-profit analysis, budgetary planning and control, differential costs, activity-based costing, and standard costing and variance analysis.

ACCT 565

ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS

3 (3-0-9)

This course covers accounting for non-profit organizations with emphasis on government agencies, colleges, universities, hospitals and health care organizations. This course also provides insight into the special problems posed to management of the not-for-profit organi-

zations and the use of accounting information to help identify and solve problems frequently encountered in the management of these organizations.

ACCT 590

CURRENT DEVELOPMENTS AND ISSUES IN ACCOUNTING

3 (3-0-9)

This course is designed to cover current issues and developments in financial accounting. The topics covered depend on the current issues in the field of financial accounting. It is designed to familiarize students with significant problems currently facing the accounting profession, to examine in depth various solutions proposed by accounting scholars and others, and to strengthen students' understanding of today's critical issues in accounting theory.

Pre-requisite: ACCT 550 Advanced Financial Accounting

BUAD 551

RESEARCH METHODS – BUSINESS ADMINISTRATION

3 (2-2-7)

This course is structured to enable students to develop basic research skills and is divided into two modules. First, a number of research theories, models, and designs are introduced in order to provide a foundational understanding of qualitative, quantitative, and mixed research approaches. Second, elements of the research process are covered so that students may apply the research training they have received. This involves evaluating research papers, developing and presenting a research proposal, collecting and analyzing data, and writing a research paper. Students are encouraged to conduct research at their institution so that the results can be used for instructional development or organizational improvements.

BUAD 560

MANAGERIAL COMMUNICATION

3 (2-2-7)

The theory and practice of effective communication in local and global business management is addressed in this course. Emphasis is placed on the development of practical skills in business communication including the use of technology in communication. Topics covered will include oral communication, written business communication, preparation of reports and proposals, intercultural communication, and communication technology.

BUAD 580

INDEPENDENT STUDY

3 (0-0-12)

This course is a self-study course under the supervision of an advisor on a topic agreed to by the Postgraduate Studies Committee.

Prerequisite: Permission from Postgraduate Studies Committee

BUAD 599

RESEARCH PROJECT 12(0-0-36)

This is a guided independent research project to demonstrate the student's skills in the use of research methods and design. The research process normally includes description of the problem and purpose of study; limitations/delimitations, literature review; research methodology, data collection, data presentation and analysis; conclusions, implications and/or recommendations – leading to a paper appropriate for professional publication and/or presentation.

Prerequisite: Completed all required courses of the MBA program

ECON 528

ECONOMICS FOR ADMINISTRATORS 3 (3-0-9)

Analysis of selected topics in micro and macro economics, including international economics, to enable students to understand how the overall economy works, and how individual operators make their decisions within market systems. Business managers need to be aware of the economic environment in which they function, and the impact this environment has on their decision-making. Topics covered include supply and demand, employment, production costs, competition, fiscal policy, monetary policy, financial systems, international trade, economic development and issues.

EDUA 523

EDUCATIONAL ADMINISTRATION AND MANAGEMENT 3 (3-0-9)

This subject integrates the various aspects of an educational business by focusing on the principles of leadership, educational management, management policies and strategic planning and administration within the framework of values, ethics, legislation, regulations, policies and national educational plans of a country. It focuses on the information, analyses, organizational processes, financial planning and budgeting, skills and organizational judgment, and policy planning managers must use to craft strategies, position their enterprises and assets, and define organizational boundaries, so as to ensure long-term success in the face of economic, social and political contexts influencing education. It includes supervisory functions, planning for educational reform with specific goals and objectives in mind within an ethical, values-based approach to educational administration and management.

EDUA 524

SUPERVISION IN EDUCATION 3 (2-2-8)

This subject includes the study of the principles and models of educational supervision of student teachers and teachers employed by schools, including the methods and processes of educational supervision by using a variety of user-friendly supervision methods and using an ethical, values-based approach. Strategies of supervision will include analysing teacher and staff behaviour and attitudes, introducing innovation, approaches and models to teacher evaluation and performance, doing research to promote and improve supervision systems, analyze and evaluate the results of learning process management, apply the results to curriculum development and in-

novation, thereby enabling supervisors to coordinate activities, professional development (know how to present knowledge, concepts and theories regarding learning) and liaise with various departments and agencies. The relationship between educational supervision and administration is discussed. *Advisable Pre-requisites: EDUC 390 Educational Measurement and Evaluation, PSYC 114 Adult and Life-span Development, Pre-requisites: EDUC 220 Educational Psychology, EDUC 275 Theories and Methods of Learning and Instruction*

EDUC 500

EDUCATIONAL RESEARCH METHODOLOGY 3 (3-0-9)

This course is structured to enable students to develop basic research skills within a values-based, ethical framework and is divided into two modules. First, a number of research theories, models, and designs are introduced in order to provide a foundational understanding of qualitative, quantitative, and mixed research approaches. Second, elements of the research process are covered so that students may apply the research training they have received. This involves evaluating research papers and other academic works, developing, writing and presenting a research proposal, collecting and analyzing data, and writing a research paper, article or report. Students are encouraged to conduct research at their institution so that the results can be used for instructional development or organizational improvements.

EDUC 501

ADVANCED RESEARCH METHODS AND THESIS PROPOSAL 3 (1-4-7)

This study builds on EDUC 500 Educational Research Methodology and provides the skills needed to write research theses within a values-based, ethical framework. The course develops a more detailed knowledge of research methods involving both quantitative and qualitative research and focuses on the development of a detailed thesis proposal. The course also develops skills in the use of computers for data analysis. *Pre-requisites: EDUC 500 Educational Research Methodology*

EDUC 506

STUDENT WELFARE IN A CARING SCHOOL 3 (3-0-9)

The school is examined as a setting for student welfare/well-being/pastoral care. The subject deals with organizational and administrative structures, policies, strategies, missions, visions, issues and skills that are considered essential to the effective functioning of caring learning communities, within the context of schools' mission statements and philosophies and from a holistic perspective (physical, social, mental and spiritual). A range of topics/issues specifically relevant to schools is covered from an ethical, values-based perspective with the goal of encouraging and developing learners holistically and providing essential life skills. *Pre-requisites: PSYC 113 Child and Adolescent Development, EDUC 220 Educational Psychology*

EDUC 512
**VALUE ISSUES AND MORAL DEVELOPMENT
IN A CHANGING SOCIETY 3 (3-0-9)**

This subject introduces the student to the development of morality, ethical reasoning, faith, emotional expression, and the valuing process. In doing this, it links contemporary psychology and education and provides a brief summary of current research about the development of faith and morality. The subject discusses what values are, how they are caught, the nature of personal identity, human responses to life's ethical dilemmas and other social issues, and how social climate influences morality and religious faith. There is also a review of some approaches to teaching in the realms of morality, faith, and the valuing process. Students will assess themselves in terms of morality and professional ethics with a view to professional, ethical conduct and modelling. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology, Advisable: PSYC 113 Child and Adolescent Development*

EDUC 525
**LEGAL AND POLICY ISSUES IN
EDUCATION 3 (3-0-9)**

The purpose of this subject is to expose the classroom teacher, curriculum developer and administrator to a range of classroom, school and community issues that have legal implications. Current school and educational policies and practice will be analyzed in terms of national legislation, regulations and policies relevant to Thailand, south-east Asia and countries where students are/will be teaching within the various economic, social, political and technology contexts affecting education. Students will learn to develop strategic and risk management plans by developing, evaluating and reporting on educational policies based on relevant legislation and organizational mission, vision, philosophy and values.

EDUC 529
CURRICULUM DEVELOPMENT 3 (3-0-9)

This subject examines curriculum theories, curriculum evolution, educational concepts, and curriculum development in educational institutions. It looks at the following aspects: determination of a curriculum's philosophy and objectives, curriculum standards and intended levels, curriculum implementation, curriculum analysis and evaluation, problems and trends in curriculum development, curriculum quality assurance, and studies the vision and development plan/s for education in Thailand and other countries within an ethical, values-based framework. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology, PSYC 113 Child and Adolescent Development*

EDUC 531
ENSURING QUALITY IN EDUCATION 3 (3-0-9)

This subject explores research into teacher and school effectiveness. The current socio-political pressures to achieve improved levels of effectiveness and quality are examined by studying values, principles, procedures and elements necessary for educational quality

assurance within the context of national educational standards by utilizing both internal and external quality measures, planning for quality education, then evaluating educational institutions by writing self-evaluation reports and doing research to continue improving education

EDUC 534
ADVANCED INSTRUCTIONAL MODELS 3 (2-2-8)

This subject introduces students to a number of the learning theorists whose ideas anticipated some of the more recent findings of cognitive science and neurophysiology. It then reviews the scope of current learning theories including multiple and emotional intelligences, learning and teaching styles, expert and novice performance, aspects of problem solving and models of learning within a values-based framework. Collectively these ideas provide a basis for an examination of models of instructional delivery and associated planning. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology, Advisable: PSYC 113 Child and Adolescent Development, EDUC 284 Classroom and Educational Management*

EDUC 536
CONCEPTS IN LEARNING 3 (3-0-9)

This subject views the nature of human memory and its involvement in cognitive function. It examines conceptual and schematic theory and presents a constructivist approach to human knowledge. It provides knowledge and theory useful to topics such language development, psychology of reading, metacognition, the nature of expertise and problem solving. All these topics have implications for classroom practice and are approached from a values-based perspective.

Pre-requisite: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology, Advisable: PSYC 113 Child and Adolescent Development

EDUC 538
INFORMATION TECHNOLOGY IN EDUCATION 3 (2-2-8)

This subject introduces students to various technologies, concepts, theories, the problems arising from the use of technology, and the trends in information innovation that promote the quality of learning within an ethical, values-based framework. It includes guidelines for the selection of appropriate information technology to aid teaching and develop learning, developing learning sources and networking. The students will practice designing lessons to use through the information technology network, use information technology to evaluate and improve lessons; create and develop information technology for classroom management, so that learners may achieve their potential.

EDUC 542
PERSPECTIVES ON CLASSROOM ASSESSMENT 3 (2-2-8)

This subject addresses educational measurement and evaluation including construction, application, interpretation, and evaluation of learning and performance by means of classroom assessments. The goals are to determine the progress and extent of student learning

and to make appropriate curricular modifications based on assessment results. Assessment is discussed within the context/s of being formative or summative, traditional versus alternative methods (authentic, portfolios, performance), and from an ethical, values-based perspective. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology; Advisable: EDUC 390 Educational Measurement and Evaluation; PSYC 113 Child and Adolescent Development*

EDUC 593**INDEPENDENT STUDY****6 (0-0-18)**

This subject allows students to pursue an independent study program in an ethically and morally acceptable manner, yet not at the level of a research dissertation. The self-directed project may focus on a number of issues, challenges, concerns, problems or trends relating to content covered in one of the course work subjects the student has previously completed or the application of a previously studied model or schema within an extended domain. Further, the report needs to include a critical and reflective assessment of the student's own work. The emphasis will be on identifying areas of personal interest; in-depth reading in these areas; and generation of an extended scholarly report. *Pre-requisites: EDUC 500 Educational Research Methodology*

EDUC 595**THESIS I****6 (0-0-18)**

The subject involves the student working towards a scholarly research study in an ethical manner in an area of their choice that falls within the framework of their degree, in the form of a thesis.

Pre-requisites: EDUC 500 Educational Research Methodology, EDUC 501 Advanced Research Methods and Thesis Proposal

EDUC 596**THESIS II****6 (0-0-18)**

The subject involves the student working towards completion of and bringing to conclusion a scholarly research study in an ethical manner in an area of their choice that falls within the framework of their degree, in the form of a thesis. *Pre-requisite: EDUC595 Thesis I*

EDUE 540**TESOL THEORY****3 (3-0-9)**

This subject examines several theories and approaches to the teaching and learning of a second language. In the first module a selection of perspectives and approaches to first and second language acquisition are critically evaluated; factors affecting second language acquisition are identified; and interfaces between second language acquisition theory and language teaching are examined. The second module explores the major approaches and methods in language teaching. Each approach or method is analysed in terms of its theory of language and language learning, goals, syllabus, teaching activities, teacher and learner roles, materials and classroom techniques. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology; Advisable: PSYC 113 Child and Adolescent Development*

EDUE 541**TESOL METHODOLOGY****3 (2-2-8)**

This subject develops a framework for teaching practice in the language classroom. Module One develops a foundation for decision making processes in the classroom as it evaluates principles of teaching and learning and examines some of the factors that impact on planning including teacher characteristics, student characteristics, and classroom management. Module Two identifies the 'four skills' of listening, speaking, reading and writing as fundamental to language teaching, whilst advocating an integrated and interactive approach. Life-long learning is advocated and encouraged. Methodology, ethical issues and values in the language classroom will be discussed and reflected on from an ethical, values-based perspective.

Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction, EDUC 220 Educational Psychology, Pre- OR Co-requisite: EDUE 540 TESOL Theory

EDUE 544**LANGUAGE, CULTURE AND LEARNING****3 (3-0-9)**

Cultural differences in the classroom require a well-planned response by the teacher. This subject focuses on concepts of culture and cultural issues and how they relate to language and learning. The subject first examines the relationship between language and culture, including how and why communication across cultures succeeds or fails, the need for an awareness of the learner's culture, and how one's own cultural background can inadvertently affect teaching methodology. A range of strategies and methods for integrating linguistic and cultural learning in classrooms are examined, including how learners can acquire an understanding of their own and another culture and how to teach across cultures using a values-based approach. *Pre-requisites: EDUC 275 Theories and Methods of Learning and Instruction,*

FINC 566**ORGANIZATION AND MANAGERIAL FINANCE****3 (3-0-9)**

This unit will introduce students to the theory and practice of corporate finance. The primary concerns of business managers are generally considered to be capital budgeting decisions, the firm's cost of capital and capital structure, capital structure and dividend policy, its short-term operating cash flows, corporate control and governance and the workings of the debt and equity markets and options. These issues are examined in detail and provide the basic structure for the unit content. Emphasis will be placed on the use of case studies and examples to demonstrate the use of financial theory in solving practical business problems.

MKTG 575**MARKETING MANAGEMENT FOR ADMINISTRATORS****3 (3-0-9)**

This subject explores the concepts and practices of marketing management, including both theoretical and practical issues, by using readings, case studies and activities as well as class and individual contacts. Topics include the marketing concept, the marketing envi-

ronment, buyer behavior, marketing research, marketing planning, marketing strategies, managing the marketing mix and product planning, pricing, promotions, public relations, and electronic marketing. The aim of these topics is to provide students with a thorough understanding of the processes of analysis, planning, implementation and control relating to the marketing function in an organization.

MNGT 521

MANAGING ORGANIZATIONAL BEHAVIOR 3 (3-0-9)

This subject emphasizes the application of behavioral science concepts to understanding of individual and group behavior in organizations within an ethical framework. It introduces students to frameworks that are useful for diagnosing problems involving human behavior, helping them learn how to exercise leadership to solve problems from managing the motivation and performance of individuals and teams to leading at the executive level. Students develop analytical skills necessary to interpret and apply basic psychological and sociological research findings. Topics to be covered include attitude formation, perceptual processes, motivation, leadership, group processes, job design, organization systems, organizational culture, and organizational change.

MNGT 530

MANAGING HUMAN CAPITAL 3 (3-0-9)

This course will provide an analysis of human resource management's key issues in the context of a holistic view of the worth and dignity of the individual. It will critically assess the human resource function and draw links between general management practice and strategy. The nature of the subject content and teaching strategies will integrate skills with knowledge rather than seeing them as dichotomous.

MNGT 534

MANAGEMENT INFORMATION SYSTEMS 3 (2-2-8)

This subject focuses on management and the use of information systems. Students will be presented with a view that sees information as a commodity. From this perspective, effective and secure approaches to the management of information will be explored. This exploration will be undertaken via practical use of and appropriate technologies, theoretical review of issues in using these technologies and investigation into the evolution of information resource management.

MNGT 550

CHANGE MANAGEMENT 3 (3-0-9)

Change and conflict are characteristics of developing organizations and are integral to the context in which organizational leadership must function. This subject is designed to introduce managers to fundamental concepts and provide opportunity for them to develop insights and interpersonal skills to manage change and conflict effectively. Students will evaluate and develop strategies for dealing with change and conflict responding to and managing both with styles which take account of the culture of the organization and operate within an ethical framework.

MNGT 555

QUANTITATIVE METHODS FOR MANAGEMENT 3 (3-0-9)

Quantitative Methods for Management Operations is a study of quantitative methods or tools for solving managerial problems. The emphasis of this course is to provide students with a working knowledge of quantitative tools available to them, and how these tools may be used to assist in making decisions and solving problems. Topics include data analysis, probability concepts and applications, break-even analysis, decision trees, PERT/CPM, queuing theory, statistical quality control, forecasting, inventory systems and management, linear programming, location analysis, project management and transportation models.

MNGT 560

PRODUCTION AND OPERATIONS MANAGEMENT 3 (3-0-9)

This course introduces students to the systematic direction and control of the processes that transform inputs into finished goods or services and provides a process-oriented understanding of operations. Students learn about the concepts and analytic methods that are useful in understanding the management of a firm's operations. Topics include product and process development, supply chain management, the relation of operations strategy to product and service design and to business strategy, and total management.

MNGT 575

INTERNATIONAL BUSINESS MANAGEMENT 3 (3-0-9)

This course is designed to analyze the nature and scope of international business in the global market economy. Topics covered include international business environments, the framework for international transactions, global strategies, and cross-cultural concerns and issues in international business management.

MNGT 589

STRATEGIC MANAGEMENT 3 (3-0-9)

This subject is designed to provide the students with theory and practice in strategic management by the use of lectures and case analysis. Emphasis is on analyzing the external and internal environment, assessing the strengths and weaknesses of the organization, selecting strategic alternatives, implementing and controlling of programs to achieve long and short term organizational goals within an ethical framework. *Prerequisite: Completed/completing at least 6 required courses of MBA program*

MNGT 590

CURRENT ISSUES AND DEVELOPMENTS IN MANAGEMENT 3 (3-0-9)

This course is designed to cover current issues and developments in management. It will take the form of a seminar of open discussion and guest lectures relating to current issues developing within the science of management. The topics covered may include key concepts of leadership, motivation, management of change, societal issues, good governance, community relations and organizational development. *Prerequisite: MNGT 521 Managing Organizational Behavior*



Appendix I

Assessment Philosophy and Policy

ASSESSMENT PHILOSOPHY AND POLICY

Preamble

Assessment of students in Asia-Pacific International University degree programs shall be in accordance with the following institutional student assessment policy.

A. Rationale for Student Assessment

Assessment of student work through grading of assignments or providing of term tests or examinations has the following objectives:

1. To provide learning experiences in which students may develop and demonstrate a range of intellectual abilities.
2. To permit lecturers and tutors to measure the achievements of students against both institutional objectives and standards current in comparable affiliated international institutions abroad and in the higher education community of Thailand. Assessment is thus an important factor in quality assurance.
3. To provide a means of monitoring students' progress and to diagnose specific strengths and weaknesses in student learning, so that teachers and students may work together to remedy difficulties and maximize student achievement.
4. To provide a variety of formative and summative assessment tasks which recognize individual differences between students and address a range of skills and abilities.
5. To assist in the process of a designing curriculum and in the choice of presentation methods.

6. To indicate to lecturers areas where modifications in their teaching may be desirable in order to facilitate improved student learning.

The assessment process should be characterized by:

- Content Validity: Does the assessment measure what it claims to measure? Does it reflect the teaching process? Is it representative of the content as taught?
- Predictive Validity: Does the assessment predict success in desired outcomes, for example, effectiveness in ministry, accounting, nursing, teaching?
- Suitability: Is the assessment process suitable to the discipline?
- Reliability: Is there consistency in the evaluation?

B. General Criteria of Assessment

The assessment process will endeavor to provide indicators of:

- The student's mastery of a corpus of knowledge and/or skills.
- The student's understanding of key interpretive issues.
- The student's ability to deduce, analyze, synthesize and evaluate.
- The student's capacity for sound scholarship in the selection, use and documentation of sources.
- The student's ability to apply theories and methodological content of the discipline.
- The student's capacity for independent thought.
- The student's capacity to argue and communicate coherently and persuasively either symbolically or in oral and written form.

C. Modes of Assessment

Students may be assessed on the basis of either coursework or course examinations or, as is likely in most instances, by a combination of both. All written and oral assessment in the international programs of study will use English medium. All semester work will be returned for review by students after assessment. Final Examination scripts will not be returned to the student. They will be retained by the institution for a period of at least twenty-four months after the student graduates.

Specific modes of assessment may for example include the following:

- Written final examinations including essays, short answer & multiple choice items.
- Practical Laboratory Examinations.
- Short answer/Multiple Choice item tests.
- Extended essays, research assignments, reading reports.
- Independent research projects, field work performance.
- Class presentations, oral assessments, open-book assessments.
- Portfolios of work, artifact collections, works of art.
- Process diaries, work books, project work, laboratory reports.
- Clinical skill assessments.

The modes will be appropriate to both the level of difficulty and to the specific objectives of each subject and will reflect the expectation of increasing levels of achievement and sophistication as a student progresses. For example, assessment of 200-level subjects will rely less on multiple choice or short answer type questions than 100-level subjects might, while 300-level subjects and above will primarily utilize extended response questions that assess a student's ability to analyze, synthesize, evaluate, demonstrate problem solving abilities and develop an argument, communicating clearly and persuasively in the English language.

Evaluation should seek to be as objective as possible although it is recognized that in some disciplines non-objective factors are important. Lecturers through their assessment criteria will not assign marks for such intangible matters as, 'attitude' or 'spirit'. Normally, marks assigned for 'general participation' in a course should not exceed 10%.

D. Patterns of Assessment

At the beginning of each academic semester, Faculties/Programs of Study in Boards or, where appropriate, course teaching teams, will scrutinize the type and volume of work expected in all their courses to ensure that coincidence of demands placed on students are appropriate and reasonable. In general, a workload of 3 hours per week for each credit point will be expected of students.

Each Program of Studies will submit a summary of each course's workload for review by the Faculty Board. Within Faculties, an effort will be made to avoid unmanageable peaks of assessment for likely course combinations in student programs to facilitate the objective of reflective and contemplative learning.¹ The pattern of assessment will be structured so as to accommodate the diagnostic purpose of assessment.

Each course description will indicate the percentage each assignment or assessment measure contributes towards the final grade given for that course. The total number of assessable assignments including a final examination will generally not exceed four for a 3 or 4 credit hour course. Where an assessable assignment or module constitutes an essential component of the course that must be passed satisfactorily, the course outline must clearly state the minimum percentage that constitutes a satisfactory pass in each of the essential components. Teachers of courses which normally include a sequence of assessable practical classes should regard that sequence as one assignment. The assessments schedule will be clearly stated to the students at the beginning of each semester in the course descriptions or course handouts in order to encourage students to make efficient use of their time. The total length of all written assign-

ments set in courses of 3 Credit Hours (apart from the end of term examination) will not exceed the following limits:

First year courses - 2,500 words

Second year courses- 3,000 words

Third year courses and above - 3,500 words

Courses in which the nature of the learning requires assessment to be entirely or mainly by course-work or workshop assignments, shall follow criteria established within each relevant Faculty and approved by the Academic Board.

Appropriate equivalent criteria approved by the Faculty and the Academic Board shall be established in those disciplines in which assessments are substantially in a non-written form.

To ensure equivalence of demand, assessments for courses carrying other than 3 Credit Hours will be on a pro-rata basis. In those courses where short periodic tests are appropriate there should be no more than four during the semester. They should not normally be scheduled during the last two weeks of classes.² The deadline for submission of essay and research assignments is eight calendar days prior to the end of classes.

Exemptions from this requirement for any course must be specifically approved by the Program Chair or Dean of Faculty each semester.

E. Grading

A letter grade will be assigned to a student on completion of a course. It represents an assessment of the student's achievement and is calculated on the bases of semester work and course examinations. The following range of grades will be utilized for all courses in the International program:

Grade	GPA	Minimum	Maximum	Range
A	4.00	80	100	11
B+	3.50	75	79	5
B	3.00	70	74	5
C+	2.50	65	69	5
C	2.00	60	64	5
D+	1.50	55	59	5
D	1.00	50	54	5
F	0.00	0	49	49

A failing grade may be awarded in a course when percentages above 50 are achieved but where minimum requirements in essential components have not been met. Such minimum requirements should be made clear in course descriptions.

A 'C' grade will be the passing grade necessary for major and minor courses and a 'D+' will be the passing grade for core courses.

Other completion codes:

AU = Audit

FS = Failed but granted a supplementary exam

I = Incomplete

IP = In Progress

S = Satisfactory

U = Unsatisfactory

W = Withdrew from class with permission

CE = Credits from Challenge Exam

CP = Credits from Portfolio

CS = Credits from Standardized Exam

CT = Credits from Training

F. Internal Quality Assurance Processes

Setting and Marking of Examinations and Assignments

- Instructors shall ensure that final examination papers are reviewed by a teaching colleague prior to their being submitted to the Faculty Examination Board for review and approval. This "cross-setting" and approval procedure has the objective of ensuring clarity in the instructions and in the questions, appropriateness of language, balance of requirements, and appropriate allocation of weighting to questions as well as eliminating typing and grammatical errors. The process also provides feedback to the lecturer regarding question types, coverage of syllabus and level of difficulty.
- the results obtained are border-line marginal helps to reduce the margin of error in marking, ensures that the student is treated fairly and protects the examiner. "Cross-marking" may be done by requesting a teaching colleague to assess a clean or unmarked copy of the examination paper or assignment or if appropriate by consulting with a teaching colleague concern-

ing the overall marks awarded a student for a semester.

- assurance procedures is through the systematic use of the Student Evaluation of Learning and Teaching survey instrument (SELT) which is used in every course that is taught each year.
- Student contribution to quality assurance procedures is also facilitated by student membership on the Academic Board. One student representing the Student Association is nominated to the Board each year.

G. Board of Examiners

One month before the conclusion of each semester, all instructors who teach in a particular program of studies shall meet as a Program of Studies Examination Review Board to consider and approve the final examination papers. At the conclusion of each semester, this same group shall meet again as a Grade Review Board for the purpose of reviewing the distribution of grades, moderating borderline results and determining that all results are according to approved course requirements and regulations. All assessments will be reviewed to ensure that they are fair, uniform, and of an acceptable standard. Detailed minutes shall be kept of each meeting in the format required by the Office of the Higher Education Commission.

The Exam and Grade Review Board will include all teaching faculty and 2 members who are external to the Faculty who are generally nominated by the Faculty and appointed by the Academic Board. External members shall serve for a period of three years. External advisors to the committee may also be appointed to these Boards from institutions other than Asia-Pacific International University.

H. External Moderation

External course moderators currently teaching in other institutions of higher education located in Thailand or overseas shall be appointed for each discipline area within Programs of Study. Course moderators will be chosen for their competence in each of the examinable areas of the curriculum, and shall serve for the duration of an accreditation period.

External course moderators are an integral part of the quality control process. Their role is to ascertain that students receive fair evaluation and to assist in ensuring that rigorous academic standards are maintained for the degrees that are awarded. In each program, they will review a representative sample of examination scripts and assignments in the light of the course descriptions and the examination paper.

In particular, the external moderators will address the following concerns:

- Establishing that the content of the course description has been taught at the appropriate level for the particular course.
- Establishing that the objectives set out in the course description have been met.
- Establishing that the materials (examination scripts/assignments/assessable work submitted) have been fairly and consistently assessed as measured against standards current in comparable institutions in the International Higher Education community.

Deans of Faculties shall plan for a regular schedule of course moderation so that each course offered by the Faculty is externally moderated at least once in every two or three years.

Course Moderators will submit a written report to the Faculty Examination Board on the standard of assessed work and the grading of the examinations. They will also advise the Vice President for Academic Administration and the Dean of Faculty as requested on matters concerning the program of study and conduct of examinations.

I. External Curriculum Advisory Committees

An external curriculum advisory committee shall be established for each Program of Study which shall provide wider advice to the Faculty and the University on directions and emphases in curricular program development. External curriculum advisory committees are comprised of no less than 7 persons, including at least three academic specialists in the particular discipline area from other

universities, at least one employer of recent graduates, and professional society representatives (if applicable) or practicing professionals who have expertise or who may be alumni of the institution. An external member of the committee – usually an academic specialist – chairs this committee. The membership of the committee shall be nominated by the Dean of Faculty, in consultation with the Vice-President for Academic Administration, and appointed via action of the Academic Board.

The external advisory committee shall meet at least once every 5 years and consider an agenda comprised of the following items:

- A progress report on the conduct of the degree program during the previous year, review enrolment patterns, grading patterns and staffing changes.
- Reports from external moderators on the courses listed for external moderation during that year.
- Proposed changes in the curriculum and/or new developments in the program of studies.
- Changes in government regulations that may impact on the delivery of the course.
- Reports on developments in the profession or in the discipline that may need to be reflected in the curriculum.
- Reports on the employment or postgraduate study destinations of graduates.
- Review proposed changes to the curriculum (program of study) that have been suggested by the curriculum development committee, and make appropriate recommendations.

(Endnotes)

¹ The format to be adopted in such reports could be presented as follows:

Course	Classes and Assignments	Words or Equivalent	Semester Value (%)	Expected Input (hours)	Cumulative Input (hours)
GE341	Lectures			26	26
	Practicals		10	9	35
	Essay	2,000	20	20	55
	Field	1,000	20	30	85
	Exam	3 Hrs	50	35	120
	Total		100		120

² Exceptions might be subjects in language, mathematics or computing for example.

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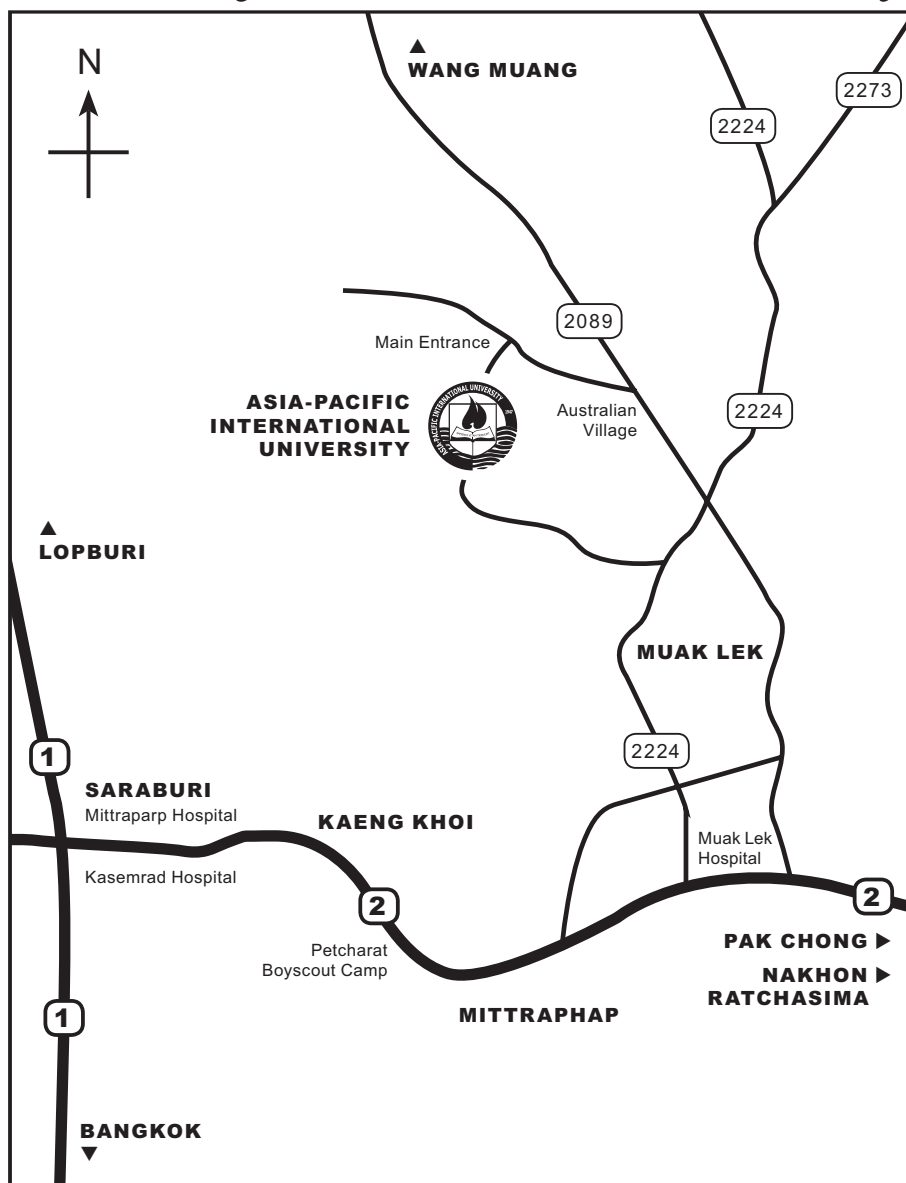
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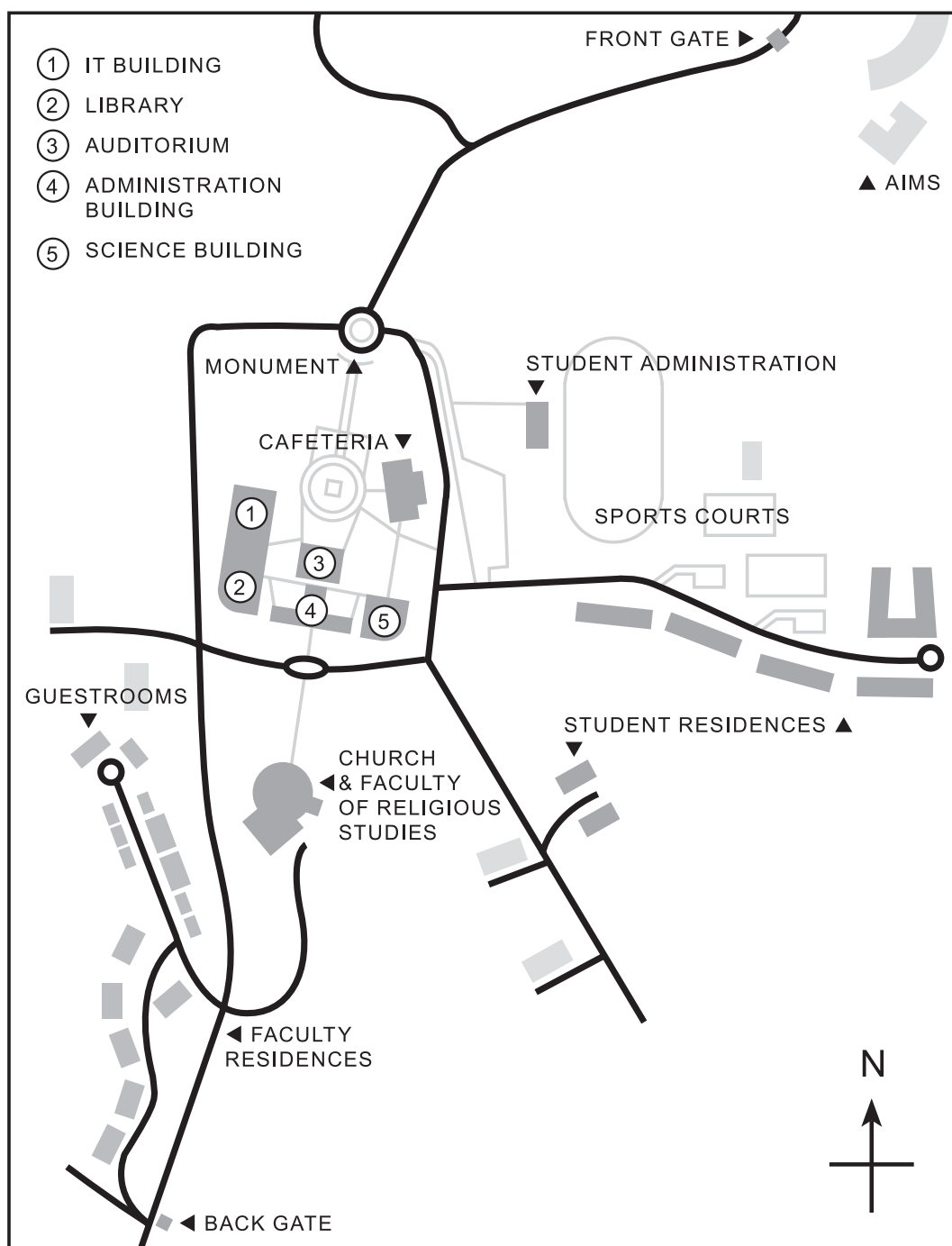
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Map to Asia-Pacific International University



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Campus Map



The University Song

*Set in tropic view and beauty
Lies our school, our AIU;
Teaching the path of duty
And the path of service true.*

*On to excellence, our Alma Mater,
With hopes that never falter.
We'll cherish friends and times we've spent,
Memories, lessons — all they've meant.
We will lift your standard high
With principles that never die.
AIU, we pledge to you
Love and loyalty anew.*

*These minds you helped enlighten
We will use the world to bless;
These lives you helped to brighten
We will live Christ to confess.*

*On to excellence, our Alma Mater,
With hopes that never falter.
We'll cherish friends and times we've spent,
Memories lessons — all they've meant.
We will lift your standard high
With principles that never die.
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