



International Edition
2009-2011



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2009-2011 Bulletin

Aim

To make an affordable accredited Christian education accessible to those who find themselves unable to attend a traditional, campus-based program because of time, distance, financial, or personal limitations.

All programs contained in this bulletin are approved by the Education Licensure Commission of the District of Columbia, U.S.A. Selected degree programs in this bulletin are offered only in cooperation with other approved international colleges and universities.

Griggs University Headquarters

Mailing Address

PO Box 4437
Silver Spring, MD 20914-4437 U.S.A.

Office Location

12501 Old Columbia Pike
Silver Spring, MD 20904-6600 U.S.A.

General Inquiries

Phone: 301-680-6570
1-800-782-4769
(Enrollment inquiries only. Nontransferable.)
Fax: 301-680-6583
E-mail: enrollme3@griggs.edu
Web site: www.griggs.edu

Enrollment Services

Phone: 301-680-6570
800-782-4769 *(U.S. only)*
Fax: 301-680-6577

Student Accounts Office

Phone: 301-680-6572

Admissions/Records Office

Registrar: 301-680-6579
Transcripts/Grades: 301-680-6578
Exams: 301-680-6582
Fax: 301-680-6526

Submission Fax Lines

866-684-0458 (U.S.)
301-680-5156 (International)

Office Hours (Eastern Time)

Monday–Thursday 8:30 a.m.–5:00 p.m.
Friday 8:30 a.m.–11:30 a.m.

Appointments are recommended; please call 301-680-6570 to schedule. If you plan to enroll in person, please arrive at least two hours prior to closing time.

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This bulletin is an official publication of Griggs University. The contents of this catalog, including academic policies, financial policies, tuition charges and fees, are subject to change through normal administrative channels. Any such revision will apply to present and new students alike.

■ Accredited by:



The Accrediting Commission of the
Distance Education and Training Council

1601 18th Street NW, Suite 2
Washington, D.C. 20009-2529
202-234-5100

*The Accrediting Commission of the Distance Education and Training Council is listed by the
U.S. Department of Education as a nationally recognized accrediting agency.*



The Accrediting Association of Seventh-day Adventist Schools, Colleges,
and Universities, a recognized member of the National Council for Private
School Accreditation

12501 Old Columbia Pike
Silver Spring, MD 20904-6600
301-680-6000

■ A member of:



The University Continuing Education Association



The International Council for Distance Education



American Association of Collegiate Registrars and Admissions Officers

The American Council on Education

Association of Christian Continuing Education Schools and Seminaries

■ Listed in:

Accredited Institutions of Post-Secondary Education
by American Council of Education

Frederick Griggs



Man With a Vision

Frederick Griggs (1867–1952) was a pivotal figure in the development of the Seventh-day Adventist (SDA) school system.

At the turn of the century he led the development of a curriculum that balanced practical preparation for life with the liberal arts. In addition, Griggs designed a unified school system with a well-defined administrative structure that essentially remains unchanged to this day. Griggs established a complete education system, including elementary schools, academies, colleges, and a correspondence school known as Home Study International.

Griggs was a well-educated man with a broad background in literature, music, history, and education. He learned early about schools as he watched his farmer-minister father take the lead in getting a public school established in his district. This school opened in 1875 and provided Griggs with his basic education through the eighth grade.

During his career, Griggs was the principal of two academies, president of two colleges, administrator of the worldwide educational program of the church, chief executive officer of the church's Far Eastern Division, and chair of several publishing house boards and a university board.

In 1990, the Board of Directors of Home Study International recognized the contributions of this educational pioneer by naming the college higher education division, Griggs University (GU). Griggs University is dedicated to maintaining the standards for excellence in education promoted by Frederick Griggs.

From the President

Many people dream about an education because it unlocks a future of new possibilities. You are to be commended for taking the first step to achieve that education.

Griggs University sets the highest priority on serving students. Our teachers have outstanding academic credentials.

The course writers are exceptional professionals in their specialties and hold degrees at master's and/or doctoral levels. The courses are intellectually stimulating and designed for academic excellence.

As to our track record, since 1909 Griggs has been a “friend in need” to thousands of people. When students have been at an impasse, they have turned to Griggs for fully-accredited courses from preschool through college and adult education. Now students seeking degree and certification programs can find the answer to their education needs with Griggs University.

We stand ready to help you achieve your educational goals. Don't get sidetracked from realizing your dream of a quality education. Take action today!



Don Sahls

Introduction

Griggs University's degree programs were begun in an effort to meet the needs of adult students whose lives are filled with family and occupational commitments.

Students can work toward their degrees without being confined exclusively to class schedules or to a campus—they can live anywhere, move any time without interfering with their course work, start any time during the year, study on their own time, and set their own pace. The program offers flexibility with the same quality of education available on any campus.

Griggs University uses a variety of methods to help students meet their educational goals. These methods may include: correspondence courses, intensive seminars, independent study, and distance education via electronic media.

Mission

Griggs University/Griggs International Academy provides accredited coursework and programs for students around the world from preschool through university. Our values-based distance education programs are adaptable to individual learner needs—available to an individual or to a group. Griggs' nurturing faculty and staff are committed to inspiring students to achieve a high standard of academic excellence that will build a foundation for service to God, church, and society.

Philosophy

Griggs University is committed to the harmonious development of the physical, mental, social, and spiritual powers and to the belief that true education has to do with the whole being. The university attempts to provide the student the best opportunities for developing a well-rounded Christian character and endeavors to equip the student for work in the service of the church, community, and society.

We Believe . . .

Griggs University/Home Study International is operated by the Seventh-day Adventist Church. Seventh-day Adventists accept the entire Bible as divinely inspired. We believe in one God and accept Christ as the Savior of humankind. We honor the Seventh-day Sabbath and await Christ's Second Coming.

GU upholds among its fundamental beliefs that:

- There is only one God—Father, Son, and Holy Spirit—a unity of three co-eternal Persons— immortal, omnipotent, omniscient, omnipresent, and worthy of worship, adoration, and service by the whole creation.
- God the eternal Father is the Creator, Sustainer, and Sovereign of all creation. He is just, merciful, gracious, and abounds in steadfast love.
- God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, in Him the character of God is revealed, and by His death on the Cross the salvation of humanity is accomplished and mediated through His high-priestly ministry.
- God the eternal Spirit was active in creation and redemption. He inspired the writers of Scripture, draws and convicts human beings and is sent by the Father and the Son to be always with His children.
- The Holy Scriptures contained in the Old and New Testaments of the Bible are the written Word of God, given by divine inspiration. In this divine speech is the knowledge necessary for salvation, the standard of character, the test of experience, and the authoritative revealer of doctrines. They record God’s acts in history.
- Salvation is provided for all who accept Jesus Christ as their personal Savior. Through Him humans are justified, receive adoption, become partaker of the divine nature, and enjoy the assurance of salvation now.
- The principles of God’s law are embodied in the Ten Commandments and exemplified in the life of Christ. While salvation is all of grace and not of works, obedience to the law of God demonstrates our love for Him and concern for our fellow human beings.
- The church is the people of God. It is formed by those in whose hearts the living Christ dwells through the Spirit, and who are committed to continuing His work on earth and exhibiting His life in their conduct.
- The Sabbath of the fourth commandment is a memorial of creation and a symbol of redemption in Christ. Its observance on the seventh day is a sign of our sanctification, a token of our allegiance to Christ, and a foretaste of our eternal future in God’s kingdom.
- The wages of sin is death. But God, who alone is immortal, will grant eternal life to the redeemed at the Second Coming of Jesus. Until that day death is an unconscious state for all people.
- The second coming of Christ is the blessed hope of the Church and will be literal, personal, visible and worldwide.

History

In 1909 the General Conference of Seventh-day Adventists voted to offer college courses by correspondence to help train workers for the church. Since then, more than 300,000 students have been served in the elementary, secondary, and college levels through the various divisions of Home Study International.

On September 4, 1990, the Board of Directors of Home Study International voted to name the higher education division Griggs University in honor of Dr. Frederick Griggs, founder of HSI. The name is duly registered in the State of Maryland, and the Maryland Higher Education Commission on October 3, 1990, authorized Griggs University to offer degrees in religious disciplines.

In order to meet the growing needs for lay leaders, religion teachers, and church business leaders, Griggs University expanded its program offerings in 1996. Griggs International Academy and Griggs University work together as academic and administrative partners to serve students around the world.

Griggs University/Griggs International Academy is located at the world headquarters of the Seventh-day Adventist Church and serves as the recognized extension division in distance education for the Seventh-day Adventist school system. Although the work of GU is concerned primarily with the students enrolled in the Seventh-day Adventist school system, *GU is open without restrictions to any student of any race or religion who is academically qualified to receive benefit from its courses.*

Core Values Statement

To accomplish our mission, Griggs University/Griggs International Academy is committed to these core values:

Excellence: We view each student as a special creation, endowed by God with individual talents and abilities that we encourage them to develop by providing a quality, academically rigorous Seventh-day Adventist Christian education at all levels.

Respect: We believe that it is our responsibility to uplift one another by demonstrating respect and consideration for all parents, students, and educators through learning that is student-centered and redemptive, and customer service that is helpful and friendly.

Integrity: We recognize that mutual trust rests upon a foundation of honesty and transparency. We are honest and straightforward in our dealings, both business and academic, and expect no less from our parents, students, and faculty.

Community: We believe that a safe learning environment and an accepting community are important to effective learning, especially in distance education. We strive to create a learning community where all participants (parents, students, faculty, and administrators) feel valued and understand that they are part of a team by providing opportunities for constructive interaction, and sharing of experiences.

Fair Practices Statement

The governing body of Griggs University has ruled officially, and in practice abides by, the following policies:

- Griggs University is committed to equal education and employment opportunities for all men and women. GU does not discriminate on the basis of race, sex, age, or religion among its students or among applicants for admission.
- Preferential hiring shall be practiced only on the basis of freely chosen adherence to Adventist tenets as an essential to the operation of a Seventh-day Adventist institution.
- Compensation and benefits will be administered without regard to race, color, ethnic background, country of origin, creed, age, handicap, or sex except where age is a bona fide occupational qualification.
- Decisions for the promotion of employees will be based upon the qualifications of an individual as related to the requirements of the position for which he or she is being considered.
- Inasmuch as the personal life and professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist practices.

Privacy of Student Records

Directory information may be given to a third party without the written consent of the student. The university considers the following to be directory information: student name, address, telephone number, sex, marital status, list of courses, fields of study, month and day of birth, dates of attendance, degrees and awards received, and previous educational institution(s) attended.

Personally identifiable information, including grade reports, will be released to parents/guardians of single students unless a student specifically requests in writing that this not be done. Federal guidelines also allow the university to share academic information with college personnel and other institutions that may have legitimate educational interest in this information.

Students have the right to inspect and review their records kept by the university.

Program Availability and Cooperating Educational Organizations

Please note that some of the degree programs are offered only in cooperation with partner institutions and approved educational organizations. GU has partnerships with the following institutions:

Andrews University
Columbia Union College
Oakwood University

Additional Degree Opportunities

Griggs University enjoys a close working relationship with several colleges and universities around the world. Many of them offer residential instruction, tutorials, student services, and examination services. Degree programs are offered in a variety of disciplines. For current information on program offerings, independent study and residency requirements, please contact Griggs University's vice president for education, or visit our Web site at www.griggs.edu

Nondegree Program

Griggs University provides a nondegree program for church members and leaders in cooperation with the International Institute of Christian Ministries. This nondegree program is designed to provide professional training for all church members as well as to prepare gifted members to disciple others and to qualify them to occupy leadership positions in the church. Individuals who successfully complete all requirements will receive a joint certificate from Griggs University and the International Institute of Christian Ministries.

The following nondegree courses are offered:

- Local Church Leadership
- Personal Evangelism
- Public Evangelism
- Adult Religious Education
- Children's Religious Education
- Youth and Young Adult Religious Education

Note: *When certain courses in these curricula are combined they may qualify as GU credit and be applied to a degree program.*

For complete details write to Dr. Jonathan Kuntaraf, Personal Ministries Department, General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring, MD 20904.



Financial Information

Griggs University is a nonprofit institution sponsored and operated by the General Conference of Seventh-day Adventists. As a church-related institution, Griggs University supports its operations strictly through tuition income, contributions, and church subsidies. GU does not participate in any state or federal educational assistance programs or veterans' assistance programs.

Cost of Enrolling

- Supplies (due up front)
- 6% Maryland sales tax on supplies if delivered or picked up in Maryland (due up front)
- Nonrefundable shipping and handling fee (due up front)
- Nonrefundable enrollment fee (due up front: payable each time you enroll)
- Nonrefundable technology fee(s) (due up front)
- Tuition (may be paid up front, or 80% of it may be paid in installments by completing Monthly Payment Plan Application/Agreement on bottom of FORM 3 in Enrollment Packet)

Checks

Fund Availability: GU reserves the right to verify availability of funds for any check received.

Returned Checks: A fee of \$25 will be charged for any check returned by the bank, and all services will be held until the account is made current with a payment by money order or cashier's check.

Degree Application Fee

When students seek admittance to one of Griggs University's degree programs, they must complete a Degree Application Form, provide the proper information, and pay a \$50 nonrefundable application fee. Once students have been accepted, they never have to pay the application fee again.

Enrollment Fee

All students who enroll are required to pay a nonrefundable enrollment fee each time they enroll. A student may sign up for several courses at one time using the same forms, thus saving on enrollment fees.

Method of Payment

Payments may be made by Discover®, MasterCard®, VISA®, cash (if paying in person), certified check, bank draft, or money order in U.S. dollars only. Students living outside the U.S. (including those in Canada) should send payments by international postal money order or bank drafts in U.S. dollars only. Please do not send personal checks written on bank accounts outside the United States and its possessions. Payments received in currency other than U.S. dollars will be returned.

Miscellaneous Fees

Alternate exam	\$25
Application for degree	\$50
Challenge exam	\$75
Course change (per course)	\$30
Credit by exam (per hour awarded).....	\$35
Credit for life experience:	
Portfolio assessment	\$50
Recording fee (per hour awarded)	\$35
Diploma/Graduation	\$75
Nonrefundable Enrollment fee (payable each time a student enrolls).....	\$80
Late payment fee	\$15
Recording fee for credits earned	
by challenge or experiential learning.....	\$35/credit hour
Replacement exam.....	\$10
Returned check.....	\$25
Senior project	\$50
Withdrawal/Cancellation (\$30 per course; maximum \$150)	\$30-\$150

Fees may change without notice.

Monthly Payment Plan

The tuition may be paid in full upon enrollment or 80 percent of it may be financed over a maximum three-month period. This privilege is extended only to individual students. *Sponsoring institutions are not eligible to apply for the monthly payment plan.* Those who elect the three-month payment schedule are required to sign an agreement and are expected to fulfill the financial responsibility associated with it. Students who enroll in more than one course at a time may contact 301-680-6570 to inquire about the possibility of an extended payment schedule. Please note that 20 percent of tuition, all charges for supplies, tax on supplies if delivered in Maryland, shipping/handling fee, and nonrefundable enrollment fee must be paid in full at time of enrollment.

Monthly Payment Plan Agreement: The person responsible for the student's finances is required to complete the agreement included on FORM 3 in the Enrollment Packet. Signature, U.S. social security number, address, and phone number are required. By signing this agreement, the student and the person responsible for finances agree to abide by the terms stated in the agreement. The signer of the agreement must be 18 years of age or older.

Maximum Amount Financed: The amount financed cannot exceed 80 percent of the amount due for tuition. In case of an error or miscalculation, GU reserves the right to adjust without notice the amount financed provided the amount in question does not exceed \$50. Annual Percentage Rate (APR) is 0 percent.

Credit Approval: Your application for the monthly payment plan on the bottom of FORM 3 in the Enrollment Packet is subject to prior credit approval, which may be based on information obtained from a credit reporting agency. GU reserves the right to deny credit on the basis of one's credit history. There can be no more than three monthly payments of no less than \$25 for each monthly payment.

Final Examinations: Final examinations are mailed only when the student's course balance is zero and monthly payments on other courses are up to date. If you wish to complete your studies earlier than the number of months chosen for payments, you must speed up your payments and allow at least 15 days before you schedule to take your exam. If your final examination needs to be sent "rush," you must pay by credit card, money order, or cashier's check.

Application of Monthly Payment Amounts to Multiple Courses: If you are enrolling for multiple courses and are choosing the monthly payment plan, GU automatically divides the monthly payment amount and applies equal amounts to each course. If you plan to complete one or more of your courses earlier than the others, please provide the Student Accounts Manager your completion schedule for each course. GU will make the necessary adjustments.

Payment Due Date—on the first of each month: Your initial payment is due by the date specified on the enrollment statement.

Past Due/Delinquent Accounts: Your semester exams, grades, and transcripts are held if payment is not received by the tenth of the month. If your account is past due 30 days or longer, it will be considered delinquent. All services will be held, including grade reports and transcripts. All payments on delinquent accounts must be made by credit card, money order, or cashier's check (no personal or business checks) until the account becomes current. GU or its assignee may, without notice (unless such notice is required by law), require immediate payment in full of the remaining balance. A late payment fee of \$15 per month will be charged until amount due is paid. GU may report delinquent accounts to a credit bureau. All costs of collection will be added to delinquent accounts. A late payment fee of \$15 per month will be charged on delinquent accounts until the amount due is paid.

Security Interest on Refunds: GU holds a security interest in any refund that may be due from GU if there is an outstanding account. Any monies sent to GU will first be applied to past due accounts.

Purchase Orders from Employers

GU will accept purchase orders from organizations that have established a credit history with GU. If you are an employee of a Seventh-day Adventist organization located outside the North American Division, GU will honor purchase orders only when issued by the division treasurer. If you are an employee of a Seventh-day Adventist organization within the North American Division, GU will honor purchase orders only when issued by the treasurer of the organization, and the maximum that may be covered is 100 percent of tuition. Payment is due within 30 days from the date of enrollment; the monthly payment plan is not available to organizations. Payment of a student's account is the sole responsibility of the student and/or parent(s).

Return of Books and Buy-Back Policy

General Information: GU does not pay postage for returned books. When returning books, please address the package as follows:

GU Bookstore
Attention: Return Books
12501 Old Columbia Pike
Silver Spring, MD 20904 U.S.A.

Please include the student number and list of books returned for each student as well as your current mailing address and phone number with area code. Do not enclose enrollment forms, payments, cancellation letters, or any communication that does not pertain to the items returned in the package. Once the returned books are received by GU, it will take approximately two weeks for the in-house book return process. While you may drop off books you wish to return, immediate credit for such book returns is not available.

Books required for a course may change without notice. GU will only accept back those supplies that may be resold for current use. The copyright date of any book GU may accept back must match the copyright date of the book currently in use by GU. Textbooks that are not used in current GU courses will not be accepted back. If a book that has been returned to GU cannot be accepted back for any reason, it is held for one month (30 days) and then discarded; it will only be returned to the customer if he/she requests it within the 30 days.

When GU accepts back a book, the student's account will be credited and the credit will go toward any balance due; if no balance is due, a refund check will be sent to the original payee (unless GU is instructed otherwise by the original payee).

To find out if a book may be returned for credit, or for information regarding book return procedures, please call the GU Bookstore at 800-782-4769 or 301-680-6570.

The GU Bookstore supervisor has full discretion in the acceptance of returned items.

Return of Books Policy (returning books upon cancellation—that is, before GU begins providing educational services): If the enrollment is canceled within the first five business days after the enrollment is processed and the books and supplies are returned to the GU Bookstore *unopened and unused*, GU will give full credit for the books and supplies. If the cancellation of enrollment is made after the first five business days from the date of enrollment and the books and supplies are returned to the GU Bookstore unopened and unused, GU will give up to 85% of the purchase price (a 15% restocking fee is charged) for the books and supplies. Credit will not be given for items such as instructional guides, workbooks, and cassettes if the wrapper has been removed or the items have been used.

Buy-Back Policy (returning books upon withdrawal—that is, after GU begins providing educational services—or upon completion of a course): If you wish to return used books upon withdrawal or after completing your program, GU may offer from 30% to 50% of the current selling price, depending on the condition of the returned books. GU does not buy back used consumables such as cassettes, workbooks, lab kits, instructional guides, or other auxiliary supplies.

Shipping

The GU bookstore uses common private carriers such as UPS, DHL, and Federal Express as the preferred carriers for shipments. The U.S. Postal Service is used when requested by a student or when a street address with phone number is not given in the Shipping Information area of FORM 3 in the Enrollment Packet.

Canadian Shipments: Shipments to Canada may be made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow two to three weeks for delivery.

International Shipments: Shipments to countries other than the United States are made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow three to four weeks for delivery to a street address with phone number. From the date the supplies are shipped, allow five to eight weeks for delivery to a post office box address.

U.S. Shipments: Shipments to contiguous U.S. ZIP code areas may be made by standard, air, or next-day air methods. Please pay the appropriate fee from the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow up to seven business days for delivery by standard method, two to three business days for air, and one business day for next-day air.

All U.S. ZIP code areas outside the contiguous U.S. must pay air rates, according to the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow two to four weeks for delivery.

Textbooks and Supplies

Griggs University uses textbooks and supplementary educational materials produced by academic publishing companies. You are NOT required to purchase textbooks from GU; however, if you purchase textbooks from other sources, you must obtain the exact version/edition required for the course. Because of course revisions, titles of textbooks and supplies are subject to change. Only materials listed in FORM 2 of the Enrollment Packet can be ordered through the GU bookstore.

All supplies listed for each course, except those marked optional, are necessary to complete the course. You cannot complete a course without an instructional guide since it contains all the assignments and lesson helps. Please secure all your materials at time of enrollment. GU cannot guarantee availability after the initial enrollment.

Textbooks and supplies are handled on a cash basis only (no C.O.D. shipments) and must be paid for before shipment.

Advertised prices for books and supplies are subject to change without notice if publishers increase their prices.

Book suppliers. If you wish to order textbooks from another textbook supplier, you may request a copy of the Course Supply Information List from Griggs by calling 1-800-782-4769. This list provides textbook title, author, publisher, copyright date, and ISBN number.

Transferring a Course

No course will be transferred to another student.

Tuition Refund Policy

GU's refund policy for cancellation/withdrawal is based on Distance Education and Training Council guidelines. Please remember that the enrollment fee is nonrefundable except when cancellation is made within five business days after enrollment is processed. Textbooks and supplies are subject to GU bookstore return policies (see pages 20). Shipping and handling fees are nonrefundable.

Cancellation occurs if a student wishes to terminate a course of study before beginning it. To qualify for a full refund on tuition, *you must cancel within the first five business days after the enrollment is processed*. Call 301-680-6571 or write to request cancellation. Return all books and supplies unopened.

If you cancel after the first five business days from the date of enrollment and have not started or sent in any submissions, a cancellation fee of \$30 per course up to a maximum of \$150 will be retained. The remainder will be refunded (usually to the original payee).

Withdrawal occurs if a student wishes to terminate a course of study after GU begins providing educational services. If you wish to withdraw, a withdrawal fee of \$30 per course up to a maximum of \$150 will be retained, after which you may expect a refund (usually to the original payee) of tuition according to the schedule that follows:

Portion of Course Completed	Percentage of Tuition Refund
1% – 10%	90%
11% – 25%	75%
26% – 50%	50%
51% and above	None

Due to the cost of processing, any credit balance less than \$2.51 will not be refunded unless specifically requested.

Used Book Discount Policy

If you request used books, Griggs University will, where possible, substitute used books for new ones. Because the availability of used books in any given course varies from week to week, the university cannot guarantee them in advance. Your shipping ticket will record the discount you have been given for used books (usually 30 percent).

If you have paid in full with a check, you will receive a check for the used book discount. If you paid the minimum due with a check and are making monthly payments, the credit for the used book discount will be applied to your first monthly payment. If you paid with a credit card, whether in full or the minimum due, the used book discount will be given before the charge is made to your credit card.

If used books are supplied, the shipping and handling fee remains the same as for new books.



Master of Business Administration

The Master of Business Administration degree provides individuals with the opportunity to develop advanced business skills using the flexibility and convenience of distance education. The curriculum consists of 36 hours of study and provides a solid foundation in major business functional areas. Information literacy, speaking, writing, and interpersonal skills are stressed throughout the curriculum. This program is available internationally only, not in North America.

Please note that this program is offered through consortial collaboration between Columbia Union College and Griggs University.

Prerequisite Courses

Due to the intensive nature of the program, students need to be familiar with basic business concepts and applications in a variety of business discipline areas. The undergraduate courses listed below are prerequisites to core MBA courses and must be completed with a grade of B or better prior to attempting the graduate-level courses:

ACCT	Principles of Accounting I course or courses
ECON	Micro-economics, Macro-economics, or a combination course

Other Strongly Suggested Prerequisites:

ACCT	Principles of Accounting II, or Managerial Accounting
FNCE	Business Finance
MATH	Probability and Statistics or Business Statistics or any other course that has a strong statistical component such as: Decision Sciences, Quantitative Methods or Analysis for Managers, Research Methods and Statistics, Statistical Methods.

Program Objectives

The program is designed to enable students to develop and enhance:

- **Discipline-specific Competency:** Demonstrate a mastery of course content, research capability, and the ability to apply theory in practice.
- **Communication:** Demonstrate effective communication skills through reading, writing, speaking and listening, and proficiency in the use of electronic modes of communication.
- **Analytical Skills:** Demonstrate administrative/management skills, including the ability to anticipate, understand, diagnose, and analyze problems using appropriate resources and technology.
- **Professional Development:** Develop management skills that will facilitate progression to the next career step.
- **Ethos:** Develop and demonstrate an ethic consistent with the ethos of the university.
- **Teamwork:** Develop the ability to participate either as a member or leader of an organization, a committee, task force, board, or other group project in generating and achieving its collective goals.
- **Effective Citizenship:** Develop awareness of the characteristics and needs of a diverse community, understand the value of contributing time and effort to achieve community goals, and accept responsibility for personal actions.
- **Critical Thinking Skills:** Demonstrate critical thinking skills in order to manage creatively, anticipate and solve problems, plan strategically, use resources and technology creatively and effectively.

MBA CURRICULUM 36 semester hours

ACCT 610	Managerial Accounting	3
ACCT 620	Financial Accounting	3
BUAD 555	Decision Science & Statistics for Managers	3
BUAD 560	Management Communication	3
ECON 528	Managerial Economics	3
FNCE 680	Corporate Finance	3
MGMT 540	Operations Management	3
MGMT 621	Group Behavior & Team Building	3
MGMT 622	Developing Ethical Leadership	3
MGMT 630	Managing Human Capital	3
MGMT 689	Strategic Management	3
MKTG 676	Marketing Management	3

Total Hours.....36

Principles of Conduct

The Master of Business Administration program is committed to providing its students with the best academic environment possible. Thus, the program's principles of conduct are delineated here to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all students in the program.

The program operates with the expectation that each student will assume responsibility for his or her individual actions in following a standard of conduct to uphold the ideals listed above.

The program expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior which might impair the program's purpose or reputation in the community. Students who commit acts which endanger themselves or others or put those around them at potential risk, or who destroy, impair, or wrongfully appropriate property may forfeit the right to be students in the program.

General Information

Griggs University does not consider race, sex, age, handicap, color, or national origin in determining qualifications for admission. Admission is granted to applicants who meet the minimum standards outlined below and whose principles and interests are in harmony with the ideals and traditions of the university. Although religious affiliation is not a requirement for admission, all students are expected to abide by the university's policies and standards as a Seventh-day Adventist institution.

Please note that general financial and academic information applies to both graduate and undergraduate programs.

Application Procedures and Requirements

All applicants must:

1. Submit a completed application and return it and the non-refundable application fee of \$50 to:

**Graduate Admissions
Griggs University
12501 Old Columbia Pike
Silver Spring, MD 20904**

2. Request official transcripts to be forwarded to Graduate Admissions from every college or university attended. If the applicant is a GU alumnus, transcripts must be sent only if he or she has completed courses at other institutions since graduation from GU.

Note: *An individual who refrains from giving full and accurate information concerning previous attendance at other educational institutions will not knowingly be accepted or retained as a student. All academic documents submitted become the property of GU.*

3. Have completed or be within six (6) semester hours of completing a three or four-year undergraduate bachelor's level business degree or an alternate undergraduate bachelor's level degree with successful completion of required prerequisite courses.
4. Have a minimum 2.75 GPA in their undergraduate degree. Conditional admission may be offered to applicants who do not meet this requirement.
5. Submit a current resume or vita covering education and/or work experiences.
6. Submit a written statement clearly stating the reasons for seeking the degree for which they are applying, professional plans, and how graduate study will help them achieve their goals.
7. Demonstrate the ability to pursue graduate study in the English language, if English is not the first language, by passing the Test of English as a Foreign Language (TOEFL) with a Score of 550 on the written exam or 213 on the computer-based exam. Applicants who have completed their bachelor's degree in English will have this requirement waived.
8. Obtain recommendations from three officials familiar with their work and capabilities. (For Seventh-day Adventist students, this must include one recommendation from either a church treasurer or a union vice president.)

When admission requirements have been met, students are notified by phone or e-mail along with an official letter of acceptance.

Accuracy of Information

All information presented in the application to the university must be accurate, complete, and honestly presented. Any information submitted on behalf of the applicant must be authentic. Providing inaccurate information, misleading information, or omitting information on the application to the university may be cause for the rescission of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

Ownership of Documents

All materials submitted, including transcripts, become the property of Griggs University and will not be returned to the applicant.

Admission Status Classifications

Regular Status: Students meeting the minimum requirements will be granted acceptance with regular status.

Provisional Status: Students who do not meet the above minimum admission requirements may be granted acceptance with provisional status. Students granted provisional admittance may take no more than three MBA courses, provided that the students already have the necessary pre-requisites to take the MBA courses. They must also achieve a 3.0 GPA during their first three courses. After completion of 3 courses with the required GPA, the students' status will be changed to regular. Students who do not have a minimum GPA of 3.0 after the completion of the 3 courses will be dismissed from the program.

Denial

Applicants may be denied admission when evidence displays that the applicant:

- Is not qualified or is under-prepared to pursue a graduate degree.
- Engages in behavior contrary to the codes of the university.
- Has submitted fraudulent information or documents.
- Displays unstable emotional health.

General Fees and Financial Policies

All the general fees and collection policies of Griggs University apply to the MBA program except as noted.

Tuition

Tuition is calculated at a rate of \$350 per semester hour.



Academic Information

Class Load Units of Credit

Credit is indicated in semester hours.

Full-Time Status

A student carrying six (6) or more hours in a 16-week period is considered to be a full-time student.

Normal Limit

A normal study load is three (3) semester hours per eight-week period. A student of exceptional ability may register for additional study with the approval of the Academic Advisor. A student placed on academic probation may not enroll for more than three (3) semester hours in an eight-week period. A course in which an incomplete still exists is considered when determining the load of the student for the following session.

Academic Performance

Evaluation of students' academic performance is the responsibility of the course instructors. Students must demonstrate satisfactory academic progress to continue in the program.

No student may carry more than two incomplete (I) grades at any one time in the program. All (I) grades must be resolved within eight weeks after the original course grade was issued.

Students who receive a "D" or "F" in a course will be placed on academic warning. Students must repeat the course unless an exception is granted by the Registrar. Students who receive more than two "D" or "F" grades will be dismissed from the MBA Program.

Students whose graduate grade point average falls below 3.00 any time after the completion of four courses (12 credit hours) will be placed on academic probation. Students on academic probation will be limited to taking only one course per session and must raise their GPA above 3.00 after completing two courses (6 credit hours). If the graduate GPA is still below 3.00 after 6 credit hours on academic probation, students will be dismissed from the MBA Program.

Course Repeat Policy

A course in which a grade below “B” is received may be repeated. Courses may be repeated only once.

Transfer Credit

Credits presented for transfer should be relevant to the student’s academic program at Griggs University. The university reserves the right to reject credit earned at other institutions or require validation examinations, especially in professional programs, to meet current content requirements in specific courses.

A maximum of nine (9) semester hours from recognized accredited colleges and universities will be accepted. These hours must have been completed within three years of enrollment at Griggs University. If you wish to transfer credits, please provide the Registrar with course descriptions and syllabi. Transfer credits must be from an accredited institution and you must have earned a B or better grade in all courses. A validation examination may be required in cases of some transfer students in order to update the content of courses required by the program.

CLEP and Other Credit

No CLEP credits will be accepted for graduate credits. In addition, no credits will be awarded for any non-academic experience. CLEP will be allowed as evidence of completion for prerequisite requirements.

Submission of Late Work

No material which may affect a student’s grade will be accepted after the official ending date and time of the course unless an incomplete form has been approved by the instructor and the MBA Director.

Academic Grievance Procedure

Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the faculty member involved to discuss the matter.
2. If a satisfactory decision still has not been reached, the case may be presented to the Registrar. Students are expected to state their grievances in writing and in specific detail.
3. If a satisfactory decision still has not been reached, students may present their case to the Vice President for Education, after which they can appeal in writing to the Graduate Council. The decision of the council is final.
4. Any appeal of a grade must be initiated within the first month following the awarding of the grade in question.



Graduation Requirements

Academic Advising

The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should consult with the Registrar for academic advising, during which a plan will be developed to fulfill these requirements. Students should contact the Registrar early in the program and regularly during the course of study.

Degree Candidacy Requirements

Each student must complete a total of 36 semester hours of study, of which at least 27 hours must be completed at GU.

Each student must complete each course with a grade of C or better and must have an overall grade point average of at least 3.00.

Application for Graduation

All GPA requirements must be met at least 16 weeks prior to the expected date of graduation.



Course Descriptions

ACCT 610 Managerial Accounting (3)

Prerequisites: Undergraduate course or courses in Principles of Accounting with a grade of “B” or higher.

This course allows students to examine cost accounting systems, decision support systems and management control systems to develop skill in and understanding of the use of internal accounting data by management. Specifically, students will learn about the construction and strategic use of: cost accounting systems including activity-based costing; decision support systems including relevant costs and capital budgeting; management control systems including planning and budgeting systems.

ACCT 620 Financial Accounting (3)

Prerequisites: Undergraduate course or courses in Principles of Accounting with a grade of “B” or higher.

This course develops the basic concepts and procedures underlying corporate financial statements and introduces tools for analyzing profitability and risk. Students explore the impact of the alternatives available within generally accepted accounting principles on financial statements, especially in terms of management’s financial reporting strategy. Students also examine the use of accounting data in corporate planning and control, and analyze the impact of accounting information on strategic decisions.

BUAD 555 Decision Science & Statistics for Managers (3)

Prerequisite: Undergraduate course in statistics with a grade of “B” or higher.

This course introduces the concepts of model building, statistical analysis and its role in rational decision making. Students will acquire knowledge of specific modeling techniques such as decision analysis, linear programming, statistical analysis and simulation, along with some insight into their practical application. In addition, students are encouraged to take an analytic view of decision making by formalizing trade-offs, specifying constraints, providing for uncertainty and performing sensitivity analyses.

Students will learn both the limitations and potential of statistics and how to interpret results. Topics include coefficient evaluation and interpretation, confidence intervals for means and proportions, continuous distributions (especially the normal), descriptive statistics (central tendency, covariance, dispersion, skewness), and regression analysis (indicator variables, model building and evaluation, multicollinearity, omitted variables bias and prediction intervals). Application areas include finance (for example, portfolio construction), marketing (for example, promotion and advertising response) and operations (such as quality control).

BUAD 560 Management Communication (3)

This course gives students the opportunity to improve their ability to communicate effectively as managers. Students examine and practice the communication strategies and skills that are essential for success in business, such as: understanding of and ability to apply communication strategy; managerial writing ability; managerial speaking ability; understanding of cross-cultural communication; and understanding of corporate communication.

ECON 528 Managerial Economics (3)

Prerequisites: Undergraduate course or courses in Microeconomics and Macroeconomics with a grade of “B” or higher.

This course introduces students to the economic constraints and forces determining the profitability and viability of the firm. Topics covered include costs, pricing, competition, economic efficiency, industry equilibrium and change, government intervention and public policy and revenue and profit models under various market conditions and regulatory constraints. Additional topics include game theory, law, market failure, pollution, taxation and time.

FNCE 680 Corporate Finance (3)

Prerequisite: Undergraduate course in Business Finance with a grade of “B” or higher.

This course introduces basic concepts of corporate finance and provides tools for financial decisions. Concepts include: Capital Budgeting, which teaches project acceptance criteria consistent with management’s objective of maximizing the market value of the firm; Cost of Capital, which uses various models for estimating a project’s expected return; Capital Structure and Dividend Policy, which discusses how capital structure and dividend decisions affect firm value. Other concepts covered are issues of corporate control and governance; the workings of the debt and equity markets; and options.

MGMT 540 Operations Management (3)

Prerequisites: Undergraduate course in statistics with a grade of “B” or higher.

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 quality management.

MGMT 621 Group Behavior and Team Building (3)

This course introduces theories and techniques for assessing group behavior and building teams. Students learn to identify temperaments and how they interact in a team setting, use models of team development to diagnose team growth, acquire a basic knowledge of group facilitation techniques, manage conflict within a group, and learn where use of teams is appropriate. Topics include lateral and vertical leadership, team building and performance and team leadership.

MGMT 622 Developing Ethical Leadership (3)

The basic premise of this course is that effective leaders create conditions that enable organization members to be maximally effective in their roles and that lead them to act in the organization's best interests. The purpose of this course is to develop students' effectiveness as leaders by introducing them 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 and developing ethical approaches to problem solving.

MGMT 630 Managing Human Capital (3)

This course explores current issues relative to managing the human resources of the organization and issues of organization structure as they impact those human resources. As the economy has moved from being product based to being information and service based, the human resources (or capital) of the firm have taken on increased importance. However, an information and service economy introduces issues relative to human resources and structure that have never been dealt with before. Some of these issues include outsourcing and temporary employees, virtual organizations, the need for employees to adapt to constant change, the need for organizations to create a culture of innovation, unprecedented demands by employees for organizational recognition of personal and family issues and the need for the organization to adapt to many cultures, even within the U.S.

MGMT 689 Strategic Management (3)

This course introduces the student to strategy development. It highlights how to analyze a firm's operating environment and how to sustain a competitive advantage. Students will master various analytical tools to perform in-depth analyses of competitors and industries, predict competitive behavior and better position their organizations. Other issues include: cannibalization, globalization, market entry/exit decisions and resource allocation.

MKTG 676 Marketing Management (3)

This course introduces students to the role of marketing within business firms and how it relates to value creation, strategic corporate management and marketing decision. Students will apply analytical concepts and techniques developed from economics, psychology, statistics, and finance to the definition and analysis of marketing decision problems. Topics include advertising, buyer behavior, distribution channels, electronic commerce and marketing, market segmentation, marketing research, positioning, pricing, product policy and targeting.

Graduate Faculty

RUSSELL BURRILL

D.Min., Fuller Theological Seminary, 1997

M.A., Andrews University, 1964

GARLAND CHRISTOPHER

Ph.D., University of California, Berkeley, 1974

M.B.A., University of California, Berkeley, 1969

ROGER COON

Ph.D., Michigan State University, 1969

M.A., Andrews University, 1959

JOHN DYBDAHL

Ph.D., Fuller Theological Seminary, 1981

M.A., M.Div., Andrews University, 1966–67

REX D. EDWARDS

D.Div., Vanderbilt University, 1974

M.A., M.Div., Andrews University, 1970–73

MARTIN FELDBUSH

D.Min., McCormack Theological Seminary, 1983

M.Div., Andrews University, 1968

BCC, Association of Professional Chaplaincy Ministry, 1980

RON FLOWERS

D.Min., Fuller Theological Seminary, 2000

M.Div., Andrews University 1968

ROY GANE

Ph.D., University of California, Berkeley, 1992

M.A., University of California, 1983

V. BAILEY GILLESPIE

Ph.D., Claremont University, 1973

LEE J. GUGLIOTTO

Ph.D., University Wexford, 1989

B.D., M.Div., Luther Rice Seminary, 1978–80

ROBERT JOHNSTON

Ph.D., Hartford Seminary, 1977

B.D., Andrews University, 1966

GEORGE KNIGHT

Ed.D., University of Houston, 1976

M.Div., Andrews University, 1967

HANS LARONDELLE

Th.D., Reformed Free University, Amsterdam (1971)

WILLIAM MAGROGAN

M.A., California State University, Fullerton, 1985

M.B.A., Stanford University, 1972

J. DAVID NEWMAN

D.Min., McCormick Seminary, 1991

M.A., Andrews University, 1974

GERHARD PFANDL

Ph.D., Andrews University, 1990

M.A., Andrews University, 1977

CALVIN ROCK

Ph.D., Vanderbilt University, 1984

D.Min., Vanderbilt University, 1979

M.A., University of Detroit, 1966

ED RUDOW

Ph.D., Colorado State University, 1971

M.S., Colorado State University, 1970

QUENTIN SAHLY

M.B.A., University of Tennessee at Martin, 1998

RUSSELL L. STAPLES

Ph.D., Princeton, 1981

B.D., Adventist Theological Seminary, 1959

MYRNA WALTERS

Ph.D., University of Nebraska, 1978

M.A., University of Nebraska, 1970

M.A., California State University at Los Angeles, 1966

JAMES ZACKRISON

D.Miss., Fuller Theological Seminary

M.A., Andrews University

M.A. Fuller Theological Seminary

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Secretary
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Lawrence Tanabose
General Secretary
South Pacific Division

Homer Trecartin
Associate Secretary
General Conference of Seventh-day Adventists

*Neal C. Wilson
Past President
General Conference of Seventh-day Adventists

**Member of Executive Committee*

A Century of Service



At the beginning of the twentieth century, an educator by the name of Frederick Griggs envisioned making Christian education available to people around the world. His vision took shape in 1909 with the establishment of The Fireside Correspondence School. Within two years, The Fireside Correspondence School offered 11 secondary and 9 college courses. By 1916 its students represented nearly every state and province in the U.S. and Canada, as well as 10 other countries. The Fireside Correspondence School was later renamed Home Study Institute (HSI); the name was subsequently changed to Home Study International.

In 1990, the HSI Board of Directors assigned names to its three academic divisions; thus, Home Study Elementary School, Home Study High School, and Griggs University became part of HSI's terminology. In 1991, Griggs University began offering college degrees.

In recent years, the homeschool movement has exploded, but the term "home school" has taken on special meaning for school districts and families who design their own school programs. Pressure from students, parents, and other institutional partners drove the HSI Board of Directors to re-examine the school's name in order to better reflect the mission and operation of HSI. In 2005, the Board voted to change the name of our organization to Griggs University (GU) and Griggs International Academy (GIA).

Since 1909, more than 200,000 people have studied with Griggs. Griggs plays a unique and vital role in the educational development of students of all ages in all parts of the world. People from all walks of life have discovered that distance education helps develop self-reliance, independent thinking, and responsibility. From its humble beginnings in a one-room office, Griggs has grown into a worldwide school that maintains high scholastic standards and utilizes the services of qualified professionals in all phases of its operations. Yet Griggs weds the convenience of an education that travels with you to the personal touch provided by faculty and advisors who care about students.

In 2009, Griggs University/Griggs International Academy celebrates its 100th anniversary. At this time, the administration, faculty, and staff will rededicate themselves to the vision of Frederick Griggs, who believed that every student has the right to a Christian education. All of us at Griggs recognize that we share with parents a sacred responsibility to help students develop the skills, knowledge, and judgment necessary to build a better community than the one they inherited. By remaining true to our mission and by recognizing the incalculable value of each student, Griggs University/Griggs International Academy looks forward to another century of service to students and families throughout the world.