Center for the Study of Administration Schedule of Classes-Book list, Policies & Procedures Fall 1987

Nova University

Follow this and additional works at: https://nsuworks.nova.edu/hsb_pgcoursecatalogs

Part of the Business Commons

NSUWorks Citation
https://nsuworks.nova.edu/hsb_pgcoursecatalogs/117

This Course Schedule is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Huizenga Postgraduate Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.
Nova University
Doctoral Programs in Administration: DBA/DPA/HRM/DIBA/IEF
Center for the Study of Administration
3301 College Avenue
Fort Lauderdale, FL 33314

CLASS SCHEDULE FOR
FALL 1987, WINTER, SUMMER 1988

IF YOU HAVE QUESTIONS ABOUT-- UNIX NAME
--registration contact Kristie Tetrault (305-475-7690). (kristie)
--course materials, contact Christine Santigate (305-475-7483) (santa)
--admissions, contact Trudy Stone (305-475-7648) (trudy)
--dissertation and comprehensive exam procedures, contact Susan Hyatt (305-475-7481) (susan)
--receipts & refunds, contact Jane Jones (Comptroller's Office) (305-475-7614)
--transcript and grade questions, contact Registrar's office (305)475-7414
--UNIX questions, contact Cheri Gumm (305-475-7686) (cheri)

Mary P. Rafferty, D.P.A.
Administrative Director
Doctoral Programs
(305-475-7477)

March 1987
### IMPORTANT DATES FOR FALL TERM 1987:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term begins:</td>
<td>9/4/87</td>
</tr>
<tr>
<td>Term ends:</td>
<td>12/31/87</td>
</tr>
<tr>
<td>Period of regular registration for CONTINUING Students:</td>
<td>7/1-31/87</td>
</tr>
<tr>
<td>Period of regular registration for NEW Students:</td>
<td>Through 8/31/87</td>
</tr>
<tr>
<td>Late registration period for CONTINUING Students:</td>
<td>8/1-31/87</td>
</tr>
</tbody>
</table>

**Deadline for receipt of application for admission for FALL Term**: 7/1/87

### IMPORTANT DATES FOR WINTER TERM--1988:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term begins:</td>
<td>1/1/88</td>
</tr>
<tr>
<td>Term ends:</td>
<td>5/6/88</td>
</tr>
<tr>
<td>Period of regular registration for CONTINUING students</td>
<td>11/1-30/87</td>
</tr>
<tr>
<td>Period of regular registration for NEW Students</td>
<td>Through 12/31/87</td>
</tr>
<tr>
<td>Late registration period for CONTINUING students</td>
<td>12/1-31/87</td>
</tr>
</tbody>
</table>

**Deadline for receipt of application for admission for Winter term**: November 1, 1987

### IMPORTANT DATES FOR SUMMER TERM--1987:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term begins:</td>
<td>5/7/88</td>
</tr>
<tr>
<td>Term ends:</td>
<td>8/31/88</td>
</tr>
<tr>
<td>Period of regular registration for CONTINUING Students:</td>
<td>3/1-31/88</td>
</tr>
<tr>
<td>Period of regular registration for NEW Students</td>
<td>Through 4/30/88</td>
</tr>
<tr>
<td>Late registration period for CONTINUING students:</td>
<td>4/1-30/88</td>
</tr>
</tbody>
</table>

**Deadline for receipt of application for admission for SUMMER Term**: 3/1/88

**Application deadline for all new students applies to eligibility to attend cluster classes. NEW students may register for the Washington Policy Seminar CSA6060 and, the computer mediated CSA6071 Courses after registration deadline.**
REGISTRATION NOTES

The Classes in the Nova University Doctoral Programs for the Center for the Study of Administration are delivered in a trimester format. There are three terms: Fall, Winter, and Summer.

Cluster Class Sessions: DPA, DBA, DIBA, and HRM. Class sessions are held during the first three months of each term. For the Fall term cluster classes are held in September, October, and November. Each class meets monthly for a two-day, Saturday and Sunday session during the three month period. The IEF Program is offered only in the National Cluster format--concentrated six day sessions each term.

SEMINARS. Segments of the degree program are offered in a seminar format.

CSA6060 Business and Policy Seminar is held three times a year: in April, August, and December in Washington, D.C.

CSA6460 International Business and Policy Seminar is held once a year on Campus in January.

CSA6070 Seminar in Research Methods is held for students who began the program before September 1985 in April, August, and December on campus subject to student enrollment.

CSA6210/6140/6310/6560 are offered on-campus also in April, August, and December.

CSA6080 Professional Studies Workshop is held in conjunction with meetings of the American Society for Public Administration (generally March/April) for the DPA, the Academy of Management (generally August) for the DBA and DIBA, and ASPA (American Society for Personnel Administration) for HRM.

COMPREHENSIVE EXAMINATION. The comprehensive examination (CSA6089 and CSA6090) will be offered in the following locations subject to student enrollment: (Please be sure to register during the regular registration period to insure site availability).

<table>
<thead>
<tr>
<th>April</th>
<th>August</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denver</td>
<td>Seattle</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Phoenix</td>
<td>Austin</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>St. Louis</td>
<td>Chicago/N. Indiana</td>
</tr>
<tr>
<td>Davenport</td>
<td>Philadelphia</td>
<td>Orlando</td>
</tr>
<tr>
<td>D.C. Campus</td>
<td>Campus</td>
<td>Campus</td>
</tr>
</tbody>
</table>

ELIGIBILITY REQUIREMENTS.

* To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, tuition fully paid, and full admission status.
In addition to the above, to be eligible for CSA6090 (Part I), you must have completed 20 credits of coursework, including CSA6060 for DPA, DBA and HRM or 6460 for IEF and DIBA.

To be eligible for CSA6089 (Part II), you must have passed CSA6090 (Part I) and CSA6140 for DBA and DIBA or CSA6210 for DPA, 6310 for HRM or 6560 for IEF.

COMPUTER-MEDIATED COURSE (CSA6071):

DBA, DPA, and HRM students who begin their doctoral program after the Summer 1985 Term, and DIBA students who began their program after February 1986, are required to take CSA6071 - Computer Mediated Seminar in Research Methods. Satisfactory completion of CML is a prerequisite for the other CM segments. Other students are encouraged to take this course. The course is in single credit increments. Students should register for one credit at a time. Purchase of computer time is in addition to the tuition for the course. The first assignment of this course is a prerequisite for CSA6030 - Information & Decision Science and for other courses as indicated.

Any Student who needs to register for the reading courses, CSA6150/6250/6370/6570/6480 ...

---Prepare a "two pager" for the course. In this "two pager" discuss the area in which you wish to do your readings. Support this choice by explaining how you feel readings in this area would relate to your dissertation. Include a description of your educational and professional background, data you would have access to, and any other information which would help the Research Office assess the feasibility of your proposed study.

---The Research Office will review your submissions, communicate with you on the feasibility of the study and assist you in identifying a faculty person with whom to do the readings course.

---When your topic is approved you will receive written confirmation from the Research Office. This confirmation will be accompanied by an Instructor Approval Form for the Readings course. You should then contact the instructor, secure his/her agreement and forward to the instructor the Instructor Approval Form for signature. The instructor should then return the form to you.

---This form should accompany your registration. It should be sent, together with the appropriate fees, to the Program Office. You will be registered for the course under the instructor’s name to facilitate grade processing on your academic record.

NOTE: This is a lengthy process. Please carry out these activities the term before the term during which you wish to take this course.
Please be advised that failure to comply with these instructions will result in your registration being returned.

Order of Course Delivery CSA Doctoral Programs

Eight of the CSA Doctoral Courses are offered in a revolving format. To aid students in planning, these courses are listed below in the order in which they are delivered. Using this information a student can project coursework for his/her entire program.

<table>
<thead>
<tr>
<th>DBA</th>
<th>DPA</th>
<th>HRM</th>
<th>DIBA</th>
<th>IEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6010</td>
<td>CSA6010</td>
<td>CSA6010</td>
<td>CSA6410</td>
<td>CSA6510</td>
</tr>
<tr>
<td>CSA6030</td>
<td>CSA6030</td>
<td>CSA6030</td>
<td>CSA6030</td>
<td>CSA6530</td>
</tr>
<tr>
<td>CSA6110</td>
<td>CSA6240</td>
<td>CSA6320</td>
<td>CSA6110</td>
<td>CSA6110</td>
</tr>
<tr>
<td>CSA6020</td>
<td>CSA6020</td>
<td>CSA6020</td>
<td>CSA6470</td>
<td>CSA6520</td>
</tr>
<tr>
<td>CSA6040</td>
<td>CSA6040</td>
<td>CSA6330</td>
<td>CSA6450</td>
<td>CSA6450</td>
</tr>
<tr>
<td>CSA6120</td>
<td>CSA6220</td>
<td>CSA6340</td>
<td>CSA6420</td>
<td>CSA6540</td>
</tr>
<tr>
<td>CSA6130</td>
<td>CSA6230</td>
<td>CSA6350</td>
<td>CSA6430</td>
<td>CSA6430</td>
</tr>
<tr>
<td>CSA6050</td>
<td>CSA6050</td>
<td>CSA6360</td>
<td>CSA6050</td>
<td>CSA6550</td>
</tr>
</tbody>
</table>

In addition to taking 3 of these courses each year, it is recommended that students attend the Washington Policy Seminar (CSA6060) or for the International students CSA6460 in the first year. Students should also register immediately for the first credit of CSA6071--Computer Mediated Research Methods. As we proceed with the development of the cm integration into the program, cm competency will become a prerequisite for more and more courses.

Class Hours: 8:00 AM - 5:30 PM

NOTE: Registration Fee is $25.00, payable three times a year each time a student registers. Late Registrations MUST be accompanied by a late registration fee of $25.00 in addition to the regular registration fee. Registrations postmarked after the regular registration period--August 31, are subject to an additional fee of $50.00. Tuition is currently $275.00 per credit hour.

SPECIAL SEMINAR FEES: The Doctoral Programs Office assesses a special seminar fee for the courses indicated, payable at the time of registration, in addition to the tuition for the course.

- CSA6060/6460 Business and Public Policy Seminar: $125.00
- CSA6070 Seminar in Research Methods: 75.00
- CSA6080 Professional Studies Workshop: 50.00
- CSA6140/6210/6310/6560: 75.00
## Cluster Schedule

### Doctoral Programs - Center for the Study of Administration

### Fall Term

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Course Number and Name</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Potomac Cycle I</strong></td>
<td><strong>CSA6110 International Business</strong> (4 cr)</td>
<td>F I</td>
</tr>
<tr>
<td>(Business &amp; Public Admin. courses offered in this cycle)</td>
<td><strong>Teacher:</strong> Dr. Robert Kerwin</td>
<td>Date: 9/19-20 10/10-11 11/7-8</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Masters Course - Accounting/Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CSA6240 Constitutional/Administrative Law and Ethics</strong> (4 cr)</td>
<td>F I</td>
</tr>
<tr>
<td>(Business &amp; Public Admin. courses offered in this cycle)</td>
<td><strong>Teacher:</strong> Dr. Albert Mavrinac</td>
<td>Date: 9/19-20 10/10-11 11/7-8</td>
</tr>
<tr>
<td><strong>Potomac Cycle II</strong></td>
<td><strong>CSA6050 Operations Management</strong> (4 cr)</td>
<td>F I</td>
</tr>
<tr>
<td>(Business Adm. courses only)</td>
<td><strong>Teacher:</strong> Dr. Robert Wright</td>
<td>Date: 9/19-20 10/10-11 11/7-8</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Masters Course - Quantitative Methods/Statistics</td>
<td></td>
</tr>
<tr>
<td><strong>Orlando</strong></td>
<td><strong>CSA6010 Administrative Theory &amp; Practice</strong> (4 cr)</td>
<td>F I</td>
</tr>
<tr>
<td></td>
<td><strong>Teacher:</strong> Dr. Ronald Greenwood</td>
<td>Date: 9/19-20 10/10-11 11/7-8</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Masters Course - Management/Organizational Theory</td>
<td></td>
</tr>
<tr>
<td><strong>Seattle</strong></td>
<td><strong>CSA6050 Operations Management</strong> (4 cr)</td>
<td>F I</td>
</tr>
<tr>
<td></td>
<td><strong>Teacher:</strong> Dr. Efraim Turban</td>
<td>Date: 9/19-20 10/10-11 11/7-8</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Masters Course - Quantitative Methods/Statistics</td>
<td></td>
</tr>
</tbody>
</table>
Austin

CSA6020 Organizational Behavior/Personnel Administration (4 cr) F I
Teacher: Dr. Robert Preziosi
Dates: 9/19-20 10/10-11 11/7-8
Prerequisite: Masters Course - Management/Organizational Theory

St. Louis

CSA6030 Information & Decision Science (4 cr) F I
Teacher: Dr. Itzhak Wirth
Dates: 9/19-20 10/10-11 11/7-8
Prerequisite: Completion of CSA6071 cml

Chicago (at Northern Indiana)

CSA6020 Organization Behavior and Personnel Management (4 cr) F I
Teacher: Dr. Michael Gast
Dates: 9/19-20 10/10-11 11/7-8
Prerequisite: Masters Course - Management/Organizational Theory

Los Angeles

CSA6110 International Business (4 cr) F II
Teacher: Dr. Anthony F. Laviano
Prerequisite: Masters Course - Accounting/Finance

Ft. Lauderdale

CSA6020 Organizational Behavior/Personnel Administration (4 cr) F I
Teacher: Dr. Richard Rees
Dates: 9/19-20 10/10-11 11/7-8
Prerequisite: Masters Course - Management/Organizational Theory

Ft. Lauderdale

CSA6010 Administrative Theory & Practice (4 cr) F II
Teacher: Dr. Robert Baer
Dates: 9/26-27 10/24-25 11/21-22
Prerequisite: Masters Course - Management/Organizational Theory
Ft. Lauderdale  
Cycle II  
(Business Adm., Human Resources Mgmt., & Intl. Mgmt. courses)

CSA6410 International Management  (4 cr)  F II  
Teacher: Dr. Carl Rodriguez  

Delaware Valley

CSA6040 Economic Analysis  (4 cr)  F II  
Teacher: Dr. James Bofill  
Prerequisite: Masters Course - Economics/Macro/Micro

N. Indiana

CSA6050 Operations Management  (4 cr)  F II  
Teacher: Dr. Efraim Turban  
Prerequisite: Masters Course - Quantitative Methods/Statistics

Birmingham

CSA6110 International Business & Finance  (4 cr)  F II  
Teacher: Dr. Richard Pasternak  
Prerequisite: Masters Course - Accounting/Finance

Colorado Springs

CSA6050 Operations Management  (4 cr)  F II  
Teacher: Dr. Itzhak Wirth  
Prerequisite: Masters Course - Quantitative Methods/Statistics

Phoenix

CSA6040 Economic Analysis  (4 cr)  F II  
Teacher: Dr. Pedro Pellet  
Prerequisite: Masters Course - Economics/Macro/Micro

Rhode Island

CSA6130 Financial Analysis, Management, and Control  (4 cr)  F II  
Teacher: Dr. Edward Pierce  
Dates: 9/12-13  10/10-11  11/14-15  
Prerequisite: Masters Course - Accounting/Finance
CSA 6120 Marketing Management & Research

Teacher: Dr. Abram Poczter
Prerequisite: Masters Course - Marketing
Doctoral Comprehensive Examination

December 12-13, 1987

Los Angeles - Embassy Suites-Los Angeles
1440 E. Imperial Ave.
El Segundo, CA 90245
(213) 640-3600

Austin - Wyndham Hotel-Southpark
4140 Governor's Ros
Austin, TX 78744
(512) 448-2222

Chicago/ N. Indiana - Calumet College
2400 N.Y. Ave.
Whiting, IN 46394
(312) 721-0202

Orlando - Southern College
5600 Lake Undermill Rd.
Orlando, FL 32807
(305) 273-1000

Campus - Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314
(Room to be posted)

Proctor:

PLEASE NOTE PAGE 2 OF SCHEDULE FOR ELIGIBILITY REQUIREMENTS FOR THE COMPREHENSIVE EXAMINATION.
FALL DISSERTATION DEFENSE DATES:

Washington, DC  November 28-29, 1987

On-Campus  December 10-11, 1987* (Reserved for students taking coursework on-campus December 6-11, 1987)*

On-Campus  December 17-18, 1987

Deadline for Submission of Final Draft:

The final draft of your dissertation must be submitted to Dr. Burnell no later than September 30, 1987, together with the dissertation draft form signed by your committee.

If some minor corrections have been suggested, these corrections must be returned no later than October 31, 1987.

Dissertation Drafts will be accepted only from students with approved dissertation proposals. All papers will be processed in the order in which they are received, regardless of the number of times it may need to be returned for corrections. NO DISSERTATIONS ACCEPTED FOR FALL DEFENSE AFTER OCTOBER 31, 1987.

CM COURSES

cm2 - Suggestion - There is a deadline for paper submission. You might want to check the syllabus on line, complete the papers, and THEN register for the course.

cm3 - This is a methodology review. Do not register for this course until after you have had your dissertation two-pager approved. You will do this course with an instructor who can help you review methodologies appropriate for your dissertation area.

cm4 - This course reviews dissertation-related statistical techniques using SPSSX on Nova's VAX computer. Approval of the two-pager is also a prerequisite for this course.
FALL TERM - SEMINAR SCHEDULE
Doctoral Programs - Center for the Study of Administration

CSA6060 Business & Public Policy Seminar - Dr. Robert Baer
Washington, D.C. (November 29 - December 5, 1987) (4 cr)

CSA6080 Professional Studies Workshop-International. In conjunction
with Academy of International Business.
Chicago, IL (November 12 -15, 1987)

CONTINUING STUDENTS must register for this course BEFORE the
end of July. No registrations will be accepted after this
date.

********************************************************************
* Campus Activities: *
* CSA6070 Seminar in Research Methods, Fort Lauderdale (4 cr) *
  December 6 - 11, 1987
  This course is offered only if there are sufficient students.*
  CSA6210 Ideology & Strategy of Administration (4 cr)
  CSA6140 Strategy, Policy & Planning (4 cr)
  Dr. Edward Pierce, Dr. Charles Hofer
  December 6 - 11, 1987
  [CSA6210 and 6140 are capstone courses for DPA, DBA, and DIBA,
  respectively. They should be taken as final courses in the
  program. They may not be taken until a student has passed
  Part I of the comprehensive examination.]
  CSA6040 Economic Analysis (4 cr)
  Teacher: Dr. Pedro Pellet
  Dates: December 6 - 11, 1987
  Prerequisites:
  (1) Masters Course-Economics/Macro/Micro
  (2) Completion of cml. During the period September through
  December teacher and student will communicate regarding
  the course using UNIX.
  CSA6330 Performance and Reward Systems (4 cr)
  Teacher: Dr. William Harrington
  Dates: December 6 - 11, 1987
  CSA6450 Comparative Government and
  Economic Systems (4 cr)
  Teacher: Dr. Robert Baer
  Dates: December 6 - 11, 1987

********************************************************************
## Cluster Schedule

**Doctoral Programs - Center for the Study of Administration**

**Winter Term**

### Sequence I:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Teacher</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9-10</td>
<td>CSA6020 Organization Behavior/Personnel Management</td>
<td></td>
<td>Masters Course - Management/Organizational Theory</td>
</tr>
</tbody>
</table>

### Sequence II:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Teacher</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/23-24</td>
<td>CSA6010 Administrative Theory &amp; Practice</td>
<td></td>
<td>Masters Course - Management/Organizational Theory</td>
</tr>
</tbody>
</table>

### Potomac Cycle I

**Bus. & Pub. Admin. courses offered in this cycle.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6020</td>
<td>Organization Behavior/Personnel Management</td>
<td>(4 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Potomac Cycle II

**Bus. courses only in this cycle.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6010</td>
<td>Administrative Theory &amp; Practice</td>
<td>(4 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Orlando

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6030</td>
<td>Information and Decision Sciences</td>
<td>(4 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Seattle

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6010</td>
<td>Administrative Theory &amp; Practice</td>
<td>(4 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Austin

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA6040</td>
<td>Economic Analysis</td>
<td>(4 cr)</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: Completion of CSA6071 cml

Prerequisite: Masters Course - Economics/Macro/Micro
St. Louis
CSA6110 International Business (4 cr) W I
Teacher:
Dates:
Prerequisite: Accounting/Finance

Chicago
(at Northern Indiana)
CSA6040 Economic Analysis (4 cr) W I
Teacher:
Dates:
Prerequisite: Masters Course - Economics/Macro/Micro

Los Angeles
CSA6020 Organizational Behavior/Personnel Management (4 cr) W I
Teacher:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory

Ft. Lauderdale
CSA6040 Economic Analysis (4 cr) W I
Cycle I
(Business Adm. & Public Adm. Courses)
Teacher:
Dates:
Prerequisite: Masters Course - Economics/Macro/Micro

Ft. Lauderdale
CSA6030 Information & Decision Sciences (4 cr) W II
Cycle II
(Business Adm., Human Resources Mgmt., & Intl. Mgmt. Courses)
Teacher:
Dates:
Prerequisite: Completion of CSA6071 cml

Delaware Valley
CSA6220 Comparative Administrative Systems (4 cr) W II
Teacher:
Dates:

N. Indiana
CSA6010 Administrative Theory & Practice (4 cr) W II
Teacher:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory
<table>
<thead>
<tr>
<th>Location</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Springs</td>
<td>CSA6010</td>
<td>Administrative Theory &amp; Practice</td>
<td>(4 cr)</td>
<td>W II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Masters Course - Management/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organizational Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenix</td>
<td>CSA6120</td>
<td>Marketing Management/ Research</td>
<td>(4 cr)</td>
<td>W II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Masters Course - Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhode Island</td>
<td>CSA6050</td>
<td>Operations Management</td>
<td>(4 cr)</td>
<td>W II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Quantitative Methods/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birmingham</td>
<td>CSA6020</td>
<td>Organization Behavior/ Personnel Management</td>
<td>(4 cr)</td>
<td>W II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Masters Course - Management/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organizational Theory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davenport, Iowa</td>
<td>CSA6130</td>
<td>Financial Analysis, Management &amp; Control</td>
<td>(4 cr)</td>
<td>W II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Masters Course - Accounting/Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Cluster under development.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* Doctoral Comprehensive Examination  
* April 30-May 1, 1988  
* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor:  

* Proctor: Dr. Mary Rafferty  

* Nova University  

* 3301 College Ave.  

* Ft. Lauderdale, FL 33314  

*(Room to be posted)*  

* PLEASE NOTE PAGE 2 OF SCHEDULE FOR ELIGIBILITY REQUIREMENTS FOR THE  

* COMPREHENSIVE EXAMINATION.  

************************************************************************

I

II
WINTER DISSERTATION DEFENSE DATES:

Washington, DC: April 9-10, 1988
On-Campus: April 28-29, 1988 (Reserved for students taking coursework on-campus)
On-Campus: May 3 & 5, 1988

Deadline for Submission of Final Draft:
The final draft of your dissertation must be submitted to Dr. Burnell no later than January 31, 1988, together with the dissertation draft form signed by your committee.

If some minor corrections have been suggested, these corrections must be returned no later than February 29, 1988.

Dissertation Drafts will be accepted only from students with approved dissertation proposals. All papers will be processed in the order in which they are received, regardless of the number of times it may need to be returned for corrections. NO DISSERTATIONS ACCEPTED FOR WINTER DEFENSE AFTER February 29, 1988.

CM COURSES

cm2 - Suggestion - There is a deadline for paper submission. You might want to check the syllabus online, complete the papers, and THEN register for the course.

cm3 - This is a methodology review. Do not register for this course until after you have had your dissertation two-pager approved. You will do this course with an instructor who can help you review methodologies appropriate for your dissertation area.

cm4 - This course reviews dissertation-related statistical techniques using SPSSX on Nova's VAX computer. Approval of the two-pager is also a prerequisite for this course.
WINTER TERM - SEMINAR SCHEDULE
Doctoral Programs - Center for the Study of Administration

CSA6460 International Business & Policy Seminar - January 24-29, 1988
CSA6080 Professional Studies Workshop DPA in conjunction
with American Society for Public Administration
April 17-20   Portland, Oregon

CSA6060 Business & Public Policy Seminar (4 cr)
Washington, D.C.   April 10-16, 1988
CONTINUING STUDENTS must register for this course BEFORE the end
of November. No registrations will be accepted after this date.

************************************************************************

* Campus Activities:
*
* CSA6070 Seminar in Research Methods, Fort Lauderdale (4 cr)
  Teacher:
  Dates: April 24-29, 1988
  This course is offered only if there are sufficient students.
* CSA64210 Ideology & Strategy of Administration (4 cr)
* CSA64140 Strategy, Policy & Planning (4 cr)
  Teacher:
  Dates: April 24-29, 1988
  [CSA6210 and 6140 are capstone courses for DPA, DBA and DIBA
  respectively. They should be taken as final courses in the program.
  They may not be taken until a student has passed Part I of the
  comprehensive examination.]
* CSA6120 Marketing Management & Research (4 cr)
  Prerequisites:
  1. Masters course Marketing.
  2. Completion of cml. During the period January
     through April, teacher and student will
     communicate regarding the course using UNIX.
  Teacher:
  Dates: April 24-29, 1988
* CSA6220 Comparative Administrative Systems (4 cr)
  Teacher:
  Dates: April 24-29, 1988
* CSA6340 EEO & Employee Justice (4 cr)
  Teacher:
  Dates: April 24-29, 1988
* CSA6420 International Marketing (4 cr)
  Teacher:
  Dates: April 24-29, 1988
* CSA6540 Economics of International Investment (4 cr)
  Teacher:
  Dates: April 24-29, 1988

************************************************************************
Cluster Schedule
Doctoral Programs - Center for the Study of Administration
Summer Term

SEQUENCE I: 5/7-8  6/4-5  7/9-10

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Course Number and Name</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potomac Cycle I</td>
<td>CSA6040 Economic Analysis (4 cr)</td>
<td>S I</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>Masters Course - Economics/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Macro/Micro</td>
<td></td>
</tr>
<tr>
<td>Potomac Cycle II</td>
<td>CSA6030 Information &amp; Decision Sciences (4 cr)</td>
<td>S I</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>Completion of CSA6071.cml</td>
<td></td>
</tr>
<tr>
<td>Orlando</td>
<td>CSA6110 International Business (4 cr)</td>
<td>S I</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>Accounting/Finance</td>
<td></td>
</tr>
<tr>
<td>CSA6240 Constitutional/Administrative (4 cr)</td>
<td>S I</td>
<td></td>
</tr>
<tr>
<td>Teacher:</td>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Law and Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin</td>
<td>CSA6220 Comparative Administrative Systems (4 cr)</td>
<td>S I</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of CSA6071.cml</td>
<td></td>
</tr>
</tbody>
</table>
St. Louis
CSA6020 Organizational Behavior/ Personnel Management (4 cr) S I
Teacher: Dates: Prerequisite: Masters Course - Management/ Organizational Theory

Chicago
CSA6220 Comparative Administrative Systems (4 cr) S I
Teacher: Dates:

Los Angeles
CSA6040 Economic Analysis (4 cr) S II
Teacher: Dates: Prerequisite: Masters Course - Economics/ Macro/Micro

Ft. Lauderdale
CSA6120 Marketing Management/ Research (4 cr) S I
Teacher: Dates: Prerequisite: Masters Course - Marketing
CSA6220 Comparative Administrative Systems (4 cr) S I
Teacher: Dates:

Ft. Lauderdale
CSA6110 International Business (4 cr) S II
Teacher: Dates: Prerequisite: Accounting/Finance
CSA6320 Job Analysis, Planning and Staffing (4 cr) S II
Teacher: Dates:
Delaware Valley  
CSA6230 Public Budgeting & Finance  
(4 cr)  S II

Teacher:
Dates:
Prerequisite:

N. Indiana  
CSA6030 Information & Decision Science  
(4 cr)  S II

Teacher:
Dates:
Prerequisite: Completion of CSA6071.cml

Birmingham  
CSA6040 Economic Analysis  
(4 cr)  S II

Teacher:
Dates:
Prerequisite: Masters Course - Economics/Macro/Micro

Denver  
CSA6030 Information & Decision Science  
(4 cr)  S II

Teacher:
Dates:
Prerequisite: Completion of CSA6071.cml

Phoenix  
CSA6130 Financial Analysis, Management & Control  
(4 cr)  S II

Teacher:
Dates:
Prerequisite: Masters Course - Accounting/Finance

Rhode Island  
CSA6010 Administrative Theory & Practice  
(4 cr)  S II

Teacher:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory
CSA6050 Operations Management  (4 cr)  S II

Teacher:
Dates:
Prerequisite: Masters Course - Quantitative Methods/Statistics
* Doctoral Comprehensive Examination  
* August 27-28, 1988  
* Seattle  
* Proctor:  
*  
* Phoenix  
* Proctor:  
*  
* St. Louis  
* Proctor:  
*  
* Philadelphia  
* Proctor:  
*  
* Campus  
* Proctor:  
*  
* PLEASE NOTE PAGE 2 OF SCHEDULE FOR ELIGIBILITY REQUIREMENTS FOR THE  
* COMPREHENSIVE EXAMINATION.  
*
SUMMER DISSERTATION DEFENSE DATES:

Washington, DC            July 23-24, 1988
On-Campus                    August 25-26, 1988* (Reserved for students
taking coursework on-campus)
On-Campus

Deadline for Submission of Final Draft:

The final draft of your dissertation must be submitted to Dr. Burnell no later than May 31, 1988, together with the dissertation draft form signed by your committee.

If some minor corrections have been suggested, these corrections must be returned no later than June 30, 1988.

Dissertation Drafts will be accepted only from students with approved dissertation proposals. All papers will be processed in the order in which they are received, regardless of the number of times it may need to be returned for corrections. NO DISSERTATIONS ACCEPTED FOR SUMMER DEFENSE AFTER JUNE 30, 1988.

CM COURSES

cm2 - Suggestion - There is a deadline for paper submission. You might want to check the syllabus online, complete the papers, and THEN register for the course.

cm3 - This is a methodology review. Do not register for this course until after you have had your dissertation two-pager approved. You will do this course with an instructor who can help you review methodologies appropriate for your dissertation area.

cm4 - This course reviews dissertation-related statistical techniques using SPSSX on Nova's VAX computer. Approval of the two-pager is also a prerequisite for this course.
SUMMER TERM - SEMINAR SCHEDULE
Doctoral Programs - Center for the Study of Administration

CSA6080 Professional Studies Workshop DBA in conjunction with the Academy of Management.
Anaheim, CA August 7-10, 1988

CSA6080 Professional Studies Workshop HRM in conjunction with the American Society for Personnel Administration.
San Francisco, CA June 27-29, 1988


CSA6060 Business & Public Policy Seminar, (4 cr)
Washington, D.C. July 24-30, 1988

CONTINUING STUDENTS must register for this course BEFORE the end of March. No registrations will be accepted after this date.

*************************************************************************

* Campus Activities:

* CSA6070 Seminar in Research Methods, Fort Lauderdale (4 cr)
  August 21-26, 1988

  This course is offered only if there are sufficient students.

* CSA6210 Ideology & Strategy of Administration (4 cr)
* CSA6140 Strategy, Policy & Planning (4 cr)
* [CSA6210 and 6140 are capstone courses for DPA and DBA respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination.]

* CSA6130 Financial Analysis/Management & Control (4 cr)

  Teacher: Dates: August 21-26, 1988

* CSA6230 Public Budgeting & Finance (4 cr)

  Teacher: Dates: August 21-26, 1988

* CSA6350 Training and Personal Behavioral Competencies (4 cr)

  Teacher: Dates: August 21-26, 1988

* CSA6430 International Finance and Banking (4 cr)

  Teacher: Dates: August 21-26, 1988

*************************************************************************
<table>
<thead>
<tr>
<th>Cluster</th>
<th>Class Location</th>
<th>Cluster Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware Valley</td>
<td>Ramada Inn - Phil Airport</td>
<td>Edward Malloy</td>
</tr>
<tr>
<td></td>
<td>76 Industrial Highway</td>
<td>16 Hawthorne Lane</td>
</tr>
<tr>
<td></td>
<td>Essington, PA 19029</td>
<td>Rosemont, PA 19010</td>
</tr>
<tr>
<td></td>
<td>(215) 521-9600</td>
<td>Nova Line: (215) 527-9633</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNIX NAME: ccmalloy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potomac Cycles I,II</td>
<td>No Virginia Comm. College</td>
<td>David Morton</td>
</tr>
<tr>
<td></td>
<td>8333 Little River Tpke.</td>
<td>O: (202) 268-5756</td>
</tr>
<tr>
<td></td>
<td>Annandale, VA 22003</td>
<td>UNIX NAME: morton</td>
</tr>
<tr>
<td></td>
<td>(703) 323-3159</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orlando</td>
<td>Southern College</td>
<td>Dr. James Kelley</td>
</tr>
<tr>
<td></td>
<td>5600 Lake Underhill Rd.</td>
<td>H: (305) 671-6580</td>
</tr>
<tr>
<td></td>
<td>Orlando, FL 32807</td>
<td>O: (305) 867-4735</td>
</tr>
<tr>
<td></td>
<td>(305) 273-1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ft. Lauderdale</td>
<td>Nova University -- Main Campus</td>
<td>Dr. Robert Baer</td>
</tr>
<tr>
<td>Cycle I (DPA)</td>
<td>3301 College Avenue</td>
<td>O: (305) 475-7687</td>
</tr>
<tr>
<td></td>
<td>Ft. Lauderdale, FL 33314</td>
<td>UNIX NAME: baerr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ft. Lauderdale</td>
<td>Nova University - Main Campus</td>
<td>Dr. Mary Rafferty</td>
</tr>
<tr>
<td>Cycles II</td>
<td>3301 College Avenue</td>
<td>O: (305) 475-7477</td>
</tr>
<tr>
<td></td>
<td>Ft. Lauderdale, FL 33314</td>
<td>UNIX NAME: mpraff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Cluster</td>
<td>Nova University - Main Campus</td>
<td>Dr. Mary Rafferty</td>
</tr>
<tr>
<td></td>
<td>3301 College Avenue</td>
<td>O: (305) 475-7477</td>
</tr>
<tr>
<td></td>
<td>Ft. Lauderdale, FL 33314</td>
<td>UNIX NAME: mpraff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin</td>
<td>Windham Hotel-Southpark</td>
<td>William Reilly</td>
</tr>
<tr>
<td></td>
<td>4140 Governors Row</td>
<td>(512) 972-5286</td>
</tr>
<tr>
<td></td>
<td>Austin, TX 78744</td>
<td>UNIX NAME: ccreilly</td>
</tr>
<tr>
<td></td>
<td>(512) 448-2222</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Contact Person</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| St. Louis         | Holiday Inn - North  
4545 No. Lindbergh Blvd.  
St. Louis, MO 63044  
(314) 731-2100      | Glenn G. Schmoll    | (314) 968-0564                                          | ccschmol         |
|                  |             |                    |                                                   |                  |
| N. Indiana        | Calumet College  
Schmidt Building  
2400 N.Y. Avenue  
Whiting, IN 46394  
(312) 721-0202      | James C. Hagearty II | (312) 858-4598                                          | ccbedore         |
|                  |             |                    |                                                   |                  |
| Phoenix           | Embassy Suite Camelhead  
1515 N. 44th Street  
Phoenix, AZ 85008  
(602) 244-8800      | Gerry Bedore        | (602) 934-0072                                          |                  |
|                  |             |                    |                                                   |                  |
| Salt Lake City    | St. Ambrose College  
518 W. Locust St.  
Davenport, Iowa 52803 | Garth Daniels       | (801) 487-4012                                          |                  |
| Utah              |             |                    |                                                   |                  |
|                  |             |                    | (Under development. Contact Program Office.)       |                  |
|                  |             |                    |                                                   |                  |
| Davenport, Iowa   | Digital Electronics Corp.  
Rockrimmon Blvd.  
Colorado Springs, CO 80919  
(303) 594-2000      | James Wiegand       | (309) 344-3839                                          |                  |
|                  |             |                    |                                                   |                  |
|                  |             | Donald Gienty      | (303) 599-0577                                          | ccgienty         |
|                  |             |                    | Nova Line: (303) 548-1313                              |                  |
|                  |             |                    |                                                   |                  |
|                  |             | R. Pasternak       | (303) 629-3246                                          |                  |

26
Seattle

Valley General Medical
400 So. 43rd St.
Renton, WA 98055
(206) 228-3450

Cliff Butler
H: (206) 868-1135
O: (206) 747-7966

UNIX NAME: ccbutler

Elizabeth Rivers

UNIX NAME: rivers

Los Angeles

Embassy Suites-Los Angeles
1440 E. Imperial Avenue
El Segundo, CA 90245
(213) 640-3600

Anthony F. Laviano
16651 Linda Terrace
Pacific Palisades, CA 90272
H: (213) 459-1842

UNIX NAME: cclavian

Rhode Island

Newport Naval Base

Restricted Cluster - Contact
Nova University for Information.

Roger Smith

Sol Lebovitz

Birmingham

Howard Johnson Motor Inn
Highway 31-South
Birmingham, AL 35216
(205) 823-4300

Dr. Ferrel Underwood
2213 Lynngate Drive
Birmingham, AL 35216
H: (205) 822-5889
O: (205) 823-4042
<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBERS</th>
<th>AREA OF INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Henry D. Angelino</td>
<td>3818 Skyview Lane, Fairfax, VA 22031</td>
<td>(H) (703) 425-6175, UNIX NAME: angelino</td>
<td>Public Budgeting &amp; Finance</td>
</tr>
<tr>
<td>Dr. Robert Baer</td>
<td>Nova University - CSA, 3301 College Ave, Ft. Lauderdale, FL 33314</td>
<td>(O) (305) 475-7687, UNIX NAME: baerr</td>
<td></td>
</tr>
<tr>
<td>Dr. William Bentley</td>
<td>15024 S.W. 147th Street, So. Miami, FL 33196</td>
<td>(H) (305) 255-7717, (O) (305) 552-3841, UNIX NAME: bentley</td>
<td></td>
</tr>
<tr>
<td>Dr. Charles Blackwell</td>
<td>Nova University, 3301 College Ave, Ft. Lauderdale, FL 33314</td>
<td>(O) (305) 475-7482, UNIX NAME: charlie</td>
<td></td>
</tr>
<tr>
<td>Dr. Christopher Carlson</td>
<td>Route #2, Box 305, Lovettsville, VA 22080</td>
<td>(H) (703) 822-5171, (O) (703) 323-3270, UNIX NAME: carlson</td>
<td>A) Information Sciences - Artificial Intelligence; Expert Systems, Knowledge-Base Development; Decision Support Systems; MIS; Database Management; System Development Life Cycle. B) Programmatic areas - Community and Economic Development; Medical Systems and Informatics; Transportation; Aerospace; Capital and Money Markets.</td>
</tr>
</tbody>
</table>
Dr. Robert F. Clark
5500 Holmes Run Parkway, Unit 1210
Alexandria, VA 22304
(H) (703) 751-4310
(O) (202) 245-6172
UNIX NAME: rclark

A) Programmatic areas - Human Services; Social Welfare; Health Policy; Education; Income Maintenance; Community Development
B) Administrative areas - Planning; Budgeting; Eval. Research; Mgmt. Information Systems.

Dr. Michael Gast
629 Pauline Court
Gilberts, IL 60136
(O) (312) 576-6662
(H) (312) 428-6684

Human Resources; Organizational Behavior.

Dr. C. Kendrick Gibson
792 W. 26 Street
Holland, MI 49423
(O) (616) 392-5111
(H) (616) 335-3259

Marketing
Sales Management
Health Care Mktg.

Dr. Ronald Greenwood
1376 Hickory Hollow Drive
Flint, MI 48504
(H) (313) 732-5590

Management; Administrative Theory;
History of Management Thought.

Dr. James A. Kelley
8843 Larwin Lane
Orlando, FL 32807
(H) (305) 671-6580

Management and Finance

Dr. Albert A. Mavrinac
47 Winter Street
Waterville, ME 04901
(H) (207) 872-6560
(O) (207) 873-1131
UNIX NAME: amavrina

Politics of Administration;
Administrative Law Issues.

Dr. Richard Mignerey
Nova University - CSA
3301 College Avenue
Pt. Lauderdale, FL 33314
(O) (305) 475-7301
UNIX NAME: remig

Marketing, training & development.
Dr. Richard Pasternak
9244 E. Floyd Ave.
Denver, CO 80231
(H) (303) 695-9362
(O) (303) 556-3246

Labor Economics; Economic Theory; International Business.

Dr. Pedro Pellet
5291 Alton Road
Miami Beach, FL 33140
(O) (305) 475-7688
UNIX NAME: pellet

Economic Analysis, Input-Output Analysis, History of Economic Thought, Microeconomics, Statistics.

Dr. Edward Pierce
Nova University/CSA
Ft. Lauderdale, FL 33314
(O) (305) 475-7684
UNIX NAME: edpierce

Financial Management with emphasis on capital budgeting and investments.

Dr. Abram Poczter
105 Scudders Lane
Glen Head, NY 11545
(H) (516) 676-3378
(O) (516) 686-7987
UNIX NAME: apoczter

Marketing Management/Research

Dr. Neuman Pollack
Nova University - CSA
Ft. Lauderdale, FL 33314
(O) (305) 475-7645
UNIX NAME: neuman

Personnel - Human Resource Management; Public Policy; General Management.

Dr. Robert Preziosi
Nova University - CSA
Ft. Lauderdale, FL 33314
(O) (305) 475-7302
UNIX NAME: preziosi
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>UNIX Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mary P. Rafferty</td>
<td>Nova University - CSA</td>
<td>(O) (305) 475-7477</td>
<td>mpraff</td>
<td>Internationally recognized leadership, or development.</td>
</tr>
<tr>
<td>Dr. Elizabeth Rivers</td>
<td>City University</td>
<td>(H) (206) 883-1782 (O) (206) 643-2000 X246</td>
<td>rivers</td>
<td>Internationally recognized leadership, or development.</td>
</tr>
<tr>
<td>Carl Rodrigues</td>
<td>506 Nelson Ave.</td>
<td>(H) (201) 941-9295 (O) (201) 893-4280</td>
<td></td>
<td>Internationally recognized leadership, or development.</td>
</tr>
<tr>
<td>Dr. Andrew J. Sherbo</td>
<td>3230 S. 28th St. #402</td>
<td>(O) (202) 695-3980</td>
<td></td>
<td>Internationally recognized leadership, or development.</td>
</tr>
<tr>
<td>Dr. Efraim Turban</td>
<td>1020 Granville, Apt. 204</td>
<td>(H) (213) 207-1625</td>
<td>turban</td>
<td>Decision Support Systems; Mgmt. Information Systems; Artificial In-</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90049</td>
<td></td>
<td></td>
<td>tellIGENCE &amp; Support Systems; Productivity Management, Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Care Administration; Quality Circles.</td>
</tr>
<tr>
<td>Dr. Itzhak Wirth</td>
<td>Nova University - CSA</td>
<td>(O) (305) 475-8911</td>
<td></td>
<td>Internationally recognized leadership, or development.</td>
</tr>
</tbody>
</table>
The following books are required for the Doctoral Programs, Center for the Study of Administration. They are of general value and may be used in more than one class.


3. Executive Summary Program
   Macmillan
   Delran, NJ 08075
   A subscription to this executive summary program or any other similar service is recommended for all students to keep up with current publications in management literature. It will be helpful both for the CSA6010 course and in preparation for Part I-A of the Comprehensive examination.


5. Public Administration students only:

**CSA6010** Administrative Theory and Practice


**CSA6020** Organization Behavior/Personnel Management


**CSA6030** Information and Decision Sciences


REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University. Price . . . . . $25.00
2. Send check or money order made payable to Nova University

3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Chris Santigate - CSA Dept.
**CSA6040** Economic Analysis


**CSA6050** Operations Management


REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . . . $25.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Chris Santigate - CSA Dept.

**CSA6060** Business & Public Policy Seminar


**CSA6070** Seminar in Research Methods


**CSA6071** Seminar in Research Methods - Computer Mediated.

**PART I cm1 (1 credit)**


**PART II cm2 (1 credit)**


**PART III cm3 (1 credit)**


**PART IV cm4 (1 credit)**


**CSA6090** Comprehensive Examination

Executive Summary

Executive Summary Program

Macmillan

Delran, New Jersey 08075


**CSA6110** International Business and Finance


**CSA6120** Marketing Management & Research


REQUIRED SUPPLEMENTARY READING MATERIALS (ILM)

1. Purchase from Nova University Price . . . . $25.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Avenue
   Ft. Lauderdale, FL 33314
   Attention: Chris Santigate - CSA Dept.
**CSA6130** Financial Analysis, Management & Control


REQUIRED SUPPLEMENTARY READING MATERIALS (ILM)

1. Purchase from Nova University  
   Price . . . $20.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
   3301 College Avenue  
   Ft. Lauderdale, FL 33314  
   Attention: Chris Santigate - CSA Dept.

**CSA6140** Strategy, Policy and Planning


**CSA6150** Readings in Business Administration

Independent Study - Individualized Bibliography

**CSA6210** Ideology - Strategy


**CSA6240** Constitutional/Administrative Law and Ethics


**CSA6250** Readings in Public Administration

Independent Study - Individualized Bibliography


**CSA6330** Performance and Reward Systems


**CSA6410** International Management


**CSA6450** Comparative Government and Economic Systems

Will be provided with syllabus.
NOVA UNIVERSITY
Doctoral Programs
Center for the Study of Administration

POLICIES AND PROCEDURES FOR COURSE REGISTRATION
AND OTHER MATTERS FOR FALL TERM 1987

IMPORTANT NOTICE: If you plan to participate in any C.S.A. Program activity during the period September 4 - December 31, 1987 it is imperative that you read these policies and follow the appropriate procedures immediately.

Notes: Fall tuition - $275/credit
Registrations must be accompanied by payment.

June 1987
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Course Registration Required</td>
<td>2</td>
</tr>
<tr>
<td>II.</td>
<td>Registration Forms to Use</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>A. Registering for a New Course</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>B. Registering for an &quot;Incomplete&quot; Course</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>C. Changing a Previously Filed Registration</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>D. Filing Registration Forms</td>
<td>2</td>
</tr>
<tr>
<td>III.</td>
<td>Registration Deadlines for CONTINUING Students</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A. Regular Registration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B. Late Registration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>C. End of Registration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>D. Registrations After the Deadline</td>
<td>3</td>
</tr>
<tr>
<td>IV.</td>
<td>Registration Deadlines for NEW Students</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A. Regular Registration for NEW Students</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>B. End of Registration</td>
<td>4</td>
</tr>
<tr>
<td>V.</td>
<td>Distribution of Course Materials</td>
<td>4</td>
</tr>
<tr>
<td>VI.</td>
<td>Dropping or Withdrawing from a Course</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>A. Withdrawal Deadlines</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>B. Withdrawal Procedures</td>
<td>5</td>
</tr>
<tr>
<td>VII.</td>
<td>Failure to Complete Requirements for a Course</td>
<td>5</td>
</tr>
<tr>
<td>VIII.</td>
<td>Class Attendance Requirement</td>
<td>5</td>
</tr>
<tr>
<td>IX.</td>
<td>Tuition</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>A. Payment Due Date</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>B. Deferred Payment</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>C. Method of Payment</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>D. Refunds</td>
<td>6</td>
</tr>
<tr>
<td>X.</td>
<td>Academic Records and Reports</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>A. Active Status</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>B. Leave of Absence</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>C. Inactive Status</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>D. Full Time Status</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>E. I-20 Student Status Letters</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>F. Reports Concerning Enrollment Status</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>G. Reinstatement to Active Status</td>
<td>7</td>
</tr>
<tr>
<td>XII.</td>
<td>Attached Registration Materials</td>
<td>8</td>
</tr>
</tbody>
</table>
I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take ANY course in the program during the FALL Term--1987 must register for the course. The term "course" includes all activities in which class attendance is a requirement as well as the following activities:

1. submitting for review by a member of the faculty any portion of the requirements for DBA7300; DPA6219-6319-6329-6339; or CSA6071, 6091, 6092, 6093, 6094, and 6095.

2. sitting for the Comprehensive Written Examination (CSA6089, or CSA6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. It is imperative that the correct form is used to accomplish your registration objectives. Please note that all registration forms must be returned intact. The student copy will be forwarded to you upon acceptance and processing of registration, at which time you will also receive an updated transcript.

A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, i.e., one that you have not registered for before, use the enclosed Registration Form and as many of the Course Materials Order Forms as are needed. Complete the upper and middle portions of the Registration Form, using a dark ball point pen, listing all NEW courses to be taken. COMPLETE A COURSE MATERIALS FORM FOR EACH NEW COURSE FOR ORDERING COURSE MATERIALS. BE SURE TO INCLUDE COURSE AND SECTION NUMBERS ON ALL FORMS.

B. REGISTERING FOR AN "INCOMPLETE" COURSE: If you have received an "I" on your academic transcript for a course in a previous term, arrangements must be made with your teacher to make up the Incomplete assignment. When these arrangements are made the form should be signed by your teacher and you, and sent to us by the instructor. We will approve the Incomplete makeup and distribute copies to all concerned. No grade changes will be made without Incomplete contracts for the course. Please notice that an Incomplete Fee of $25 will be charged to each student's account at the time the grade is inputted by the Registrar's office.

C. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the FALL Term, and the deadline has not yet passed (see below), you must complete a Change of Registration Form. You may drop or add courses for the FALL Term until August 31, 1987. A fee of $25 must accompany any change of registration made after the registration period. Tuition
refund will be on the following basis - full tuition if course is dropped before the date of the class and up to two weeks prior to a seminar or workshop - 75% tuition if course is dropped after the first weekend and before the second weekend, and within two weeks prior to the commencement of a seminar or workshop; 0% after the commencement of the second class-weekend and the commencement of a seminar or workshop. Registration fees and seminar workshop fees are nonrefundable.

Effective Date: April 17, 1987. The Withdrawal Codes Table (below) was implemented in order to help explain what happens when a student withdraws from a course. The amount of refund the student would receive is determined by the type of withdrawal code that is in their record.

WITHDRAWAL CODES TABLE

<table>
<thead>
<tr>
<th>WITHDRAWAL CODE</th>
<th>CURRENT REFUND POLICY (%)</th>
<th>WITHDRAWAL CODE PRINTED ON OFFICIAL REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD</td>
<td>100 %</td>
<td>N/A</td>
</tr>
<tr>
<td>WK</td>
<td>75 %</td>
<td>W</td>
</tr>
</tbody>
</table>

KEY

N/A - Student's course record not printed on the official reports.
W - Printed on report to represent Withdrawal.

NOTE: All withdrawals must be in writing to be effective.

D. FILING REGISTRATION FORMS: All completed forms regarding registration for the SUMMER Term should be submitted by the student DIRECTLY (not through a Cluster Advisor) to:

Kristie Tetrault
Doctoral Programs - Nova University
3301 College Avenue
Ft. Lauderdale, Florida 33314
(305-475-7690)

III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:

The following deadlines apply to ALL students who matriculated into the CSA Doctoral Programs, i.e., began taking courses, before Sept. 4, 1987.

A. REGULAR REGISTRATION: The period of Regular Registration for FALL Term courses is July 1-31, 1987. Any registration postmarked or, if not mailed, delivered after July 31, 1987 will be considered a Late Registration and subject to the requirements as stated in section III.B below.
B. LATE REGISTRATION: The period of Late Registration for FALL Term courses is August 1-31, 1987. All Late Registrations must be accompanied by a Late Registration Fee of $25. Late Registrations which are not accompanied by the fee will not be accepted and will be returned to the student for payment and resubmission. A Late Registration occurs when, during the period August 1-31, a student either registers for a new course, registers for an "incomplete" course, or changes a previously filed registration.

C. END OF REGISTRATION: The registration period for the FALL 1987 term ends August 31, 1987. Changes in registration for the FALL term will be accepted only under the following conditions:
   a. Course withdrawals in writing, accompanied by a $25 withdrawal fee.
   b. Course additions accompanied by the $25 late registration fee.

D. REGISTRATIONS AFTER THE DEADLINE: The CSA Doctoral Program Office does not encourage registration after the deadline of August 31, 1987. Any continuing student who wishes to make an addition to a registration after the deadline must first contact the Administrative office for clearance. Registrations accepted after the late registration deadline must be accompanied by a late registration fee of $50.

IV. REGISTRATION DEADLINES FOR NEW STUDENTS:
   A "new" student is one who matriculates into the CSA Doctoral Program by attending classes beginning with the FALL '87 term.

   A. REGULAR REGISTRATION FOR NEW STUDENTS: New students should register during the regular registration period July 1-31, 1987. Students not admitted until this registration period has begun or until after July 31, 1987 may register through August 31, 1987 without paying a late fee.

   B. END OF REGISTRATION FOR NEW STUDENTS: Registrations for new students will be accepted after August 31, 1987 for December Workshop courses and UNIX. Fees will be determined based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.

V. DISTRIBUTION OF COURSE MATERIALS:

Course syllabi, and other materials as appropriate will be mailed using mailing labels, pre-addressed by the student at the time of registration. It is important that you provide a separate mailing label for EACH course, with your correct address clearly PRINTED on the label in non-smearing ink. Each course's materials are shipped individually, i.e., all your materials may not be shipped at the same time. If you register
for a course during Regular Registration and do not receive the materials within two (2) weeks after registering contact Christine Santigate (305-475-7483). This does not apply to courses for which you register during Late Registration. These may be delayed.

VI. DROPPING OR WITHDRAWING FROM A COURSE:

A. WITHDRAWAL DEADLINES: If a student withdraws from a course during either the Regular Registration or Late Registration periods, the withdrawal will not appear on the student's academic transcript. The withdrawal is treated simply as a change of registration, i.e. dropping a course. If a student withdraws during the Late Registration period, the request must be accompanied by a Late Registration Fee of $25. A student may also withdraw from a course after the end of the Late Registration period; however, the course will appear on the student's academic transcript with an "RD" indicating a withdrawal from the course. The withdrawal request must be accompanied by a Withdrawal Fee of $25.

B. WITHDRAWAL PROCEDURES: A request to withdraw from a course or courses MUST be in writing (preferably using a Change of Registration Form) and must be submitted to:

Kristie Tetrault
Doctoral Programs - Nova University
3301 College Avenue
Ft. Lauderdale, Florida 33314
(305-475-7690)

The date of the postmark or, if not mailed, the date of receipt is the effective date of the withdrawal request. The withdrawal request must be accompanied by the appropriate Late Registration Fee or Withdrawal Fee.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:

If a student does not complete the requirements for a course, including DPA6219, DPA6319, DPA6329, DPA6339, or CSA6091, CSA6092, CSA6093, CSA6094, or CSA6095 before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student's academic transcript for that course.

VIII. CLASS ATTENDANCE REQUIREMENT:

With the exception of DBA7300, DPA6219, DPA6319, DPA6329, DPA6339, or CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480, CSA6570, CSA6071, a necessary condition for receiving academic credit for any course is attendance at the classes held in conjunction with the course. There are no exceptions to the class attendance
A student must be in good financial standing with the University at the time of registration for courses. If otherwise, the student's registration will not be accepted and will be returned to the student.

A. PAYMENT DUE DATE: The appropriate tuition MUST be paid, in full, at the time of registration. The amount of tuition due is determined by reference to the Tuition Schedule applicable to the individual student (in most cases, the total amount due can be determined by multiplying the number of credit hours of coursework for which the student is registering for the term by the per-credit-hour tuition rate from the applicable Tuition Schedule). Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are NOT submitted to the Accounts Receivable Section, but rather to Kristie Tetrault as indicated above.

B. DEFERRED PAYMENT: Under certain circumstances, students, whose tuition for the term is due at the time of registration, may temporarily defer such payment and still register for courses. Deferral is limited to the following circumstances:

1. The student has applied for a loan through the University's Financial Aid Office, which application has been approved, and the student is awaiting disbursement of the loan funds by the lender; or

2. The student has pre-arranged with the University and an acceptable third party, such as the student's employer or embassy, that the third party will pay the student's tuition upon receipt of a bill from the University for the amount due.

In these (AND ONLY THESE) circumstances, the student may submit the registration materials not accompanied by the tuition payment. HOWEVER, THE STUDENT SHOULD ATTACH A LETTER TO THE REGISTRATION FORM REQUESTING THE TUITION DEFERRAL AND EXPLAINING THE BASIS FOR THE DEFERRAL. THE STUDENT SHOULD ALSO INCLUDE A PHOTOCOPY OF THE STUDENT'S LOAN APPLICATION OR WRITTEN STATEMENT BY THE THIRD PARTY WHO HAS AGREED TO PAY THE STUDENT'S TUITION UPON BILLING.

3. Students who cannot pay cash in advance have several alternative methods of paying, including credit cards, and student financial aid. Student financial aid may be sought through the Office of Student Financial Planning and Resources and includes grants and loans.
If financial aid is not available or a student is covered by employment reimbursement, the University will provide a loan in the amount of tuition only for an "upfront" finance charge.

When a University loan is sought by the student for all or a portion of the tuition amount and forwarded with his registration to the Registrar's office, a Promissory Note will be completed by the student and forwarded to Accounts Receivable. A check must accompany the Promissory Note for the appropriate finance charge. The finance charge will be $10 per credit hour for doctoral students.

C. METHOD OF PAYMENT: Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. ALL CHECKS SHOULD BE PAYABLE TO NOVA UNIVERSITY. Tuition payments may also be charged to a Visa, Mastercard, American Express, Choice, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.

D. REFUNDS: A student who has paid tuition for the term is entitled to a refund of any portion of the tuition attributable to any course from which the student formally withdraws. The course withdrawal request must be made in accordance with the withdrawal procedures stated in these policies and before the withdrawal deadline applicable to the course(s) from which the student wishes to withdraw (see sections II.C and III.A above). If entitled to a refund, under this provision, the student should request, IN WRITING, a refund at the time of withdrawal. REFUNDS ARE NOT GRANTED FOR A COURSE FROM WHICH A STUDENT DOES NOT FORMALLY WITHDRAW BEFORE THE WITHDRAWAL DEADLINE. Refunds, once requested, take from 8 to 10 weeks to process. For inquiries about refunds contact Nova Comptroller's Office, (305-475-7616).

X. ACADEMIC RECORDS AND REPORTS

Students will receive at the end of each term a transcript showing grades for that term. Grades will be distributed as they are received from instructors.

XI. ENROLLMENT STATUS:

A. ACTIVE STATUS: In order to be considered as an "active" student during the FALL Term, you must REGISTER FOR AND COMPLETE at least one course during the term.

B. LEAVE OF ABSENCE: If you request to take a leave of absence from the program OR if you do not register for and complete at least one course during two terms, your status will be recorded as "on leave of absence."
C. INACTIVE STATUS: If you request to become inactive OR if you do not register for and complete at least one course for three successive terms, your status will be "inactive."

D. FULL TIME STATUS: I-20 students requiring certification of status as full time students must carry 20 credits per year.

E. I-20 STUDENT STATUS LETTERS: International students requesting I-20's, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Bonnie Matalon - International Student Advisor, Office of Student Services, Nova University.

F. REPORTS CONCERNING ENROLLMENT STATUS: A student's enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institution granting the student financial support, visa privileges or other benefits on the basis of the student's status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual personal responsibility, and not the University's, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.

G. REINSTATEMENT TO ACTIVE STATUS: A student who is "inactive," as defined in section XI.C above, and who is subsequently reinstated to "active" status is subject to all the academic and financial requirements of the University and the Doctoral Programs in which they are completing a degree that are in effect for new students who are matriculating into the program AT THE TIME OF the student's reinstatement. A student seeking reinstatement must file a written request with the Administrative Director of the Doctoral Programs, accompanied by payment of a Reinstatement Fee of $100. The fee must be paid before the student can be reinstated.

XII. REGISTRATION MATERIALS ENCLOSED:

Registration Form
Course Materials Form
Change of Registration Form (original)
Transcript Request Form (original)