

# California University of Business and Technology



## Catalog 2018

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# THE UNIVERSITY

## AUTHORITY TO OPERATE AND AUTHORIZATIONS

California University of Business and Technology is granted institutional approval to operate as a private post-secondary institution by the Bureau for Private Postsecondary Education in the Department of Consumer Affairs, Sacramento, California. The State “approval” or “approval to operate” means that the Bureau (the Council) has determined and certified that an institution meets minimum standards established by the Bureau (Council) for integrity, financial stability and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student achievement prior to, during, and at the end of its program.

The school is authorized under federal law to enroll nonimmigrant alien students.

The University is an unaccredited institution and is therefore not eligible to participate in the Title IV federal financial aid programs.

A degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

## MISSION

California University of Business and Technology (CUBT) is committed to advancing academic excellence in quality university-level career education by utilizing hybrid instructional methodologies and offering personalized support services for cognitive skills and learning styles that help individuals of a diverse student population who may not have regular access to career advancement programs to complete an appropriate academic degree in a manner consistent with expected standards and supportive of their current lifestyles and to successfully meet their academic and professional growth goals.

We regard learning as a lifelong process, and strive to provide an education that will stimulate and challenge the development of intellectual, analytical and critical abilities, and further will enable students to live productive lives while achieving a balance between self-fulfillment and service to others. Students at CUBT are encouraged to think critically with sensitivity to the human community and the ethics of the biosphere and competitive global arena.

*(Approved by California University of Business and Technology Board of Directors  
December 14, 2017)*

## OBJECTIVES

The University's objective is to graduate students who will become effective leaders in today highly competitive marketplace.

California University of Business and Technology is committed to accomplish its objectives by graduating students who demonstrate:

- 1) The knowledge and skills necessary to analyze problems and identify and evaluate appropriate information resources, and critical skills for application of this knowledge to innovative solutions.
- 2) Integration of practical and theoretical aspects of human experience.
- 3) Sensitivity to a moral and ethical commitment to themselves, their work, their society, and the world.
- 4) Understanding of flexibility necessary to meet the changing educational needs of the communities it serves.

## PURPOSE

The purposes of California University of Business and Technology are:

- 1) to create for the students the environment and programs which help to satisfy current needs and anticipate future ones,
- 2) to serve the intellectual needs and professional aspirations of its students and contribute to the intellectual and professional vitality of its host communities, and society at large,
- 3) to provide educational programs and curricula that integrate philosophy, theory and practice so that students synthesize knowledge and skills to confront important value issues and make personal commitment, and
- 4) to provide integrated educational programs that are consistent in quality with those of established accredited institutions.

## VALUES

We the students, faculty and staff of California University of Business and Technology (CUBT) hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with the following six values of CUBT.

- a) **Learning and Scholarship.** We work with students in their education as a part of their individual development, both inside and outside of the education arena, to understand why learning is a lifelong process.

- b) **Individualized Attention.** We provide an environment that is supportive, with student faculty connections, excellent student services support which gives individual attention to each student.
- c) **Commitment.** With students around the world at CUBT, we work with them to understand and prepare them for leadership and service in their professional and personal lives.
- d) **Engagement.** We provide students with high standards with a learning environment that promotes, teaching, learning, and innovation, in all disciplines, to help them succeed with their goal in the professional world.
- e) **Community.** We care about each member of the CUBT community. We hope that individual acts add up to the culture of caring that we espouse. How can I help? As part of our values, we extend hospitality and help to every member of our community.
- f) **Integrity.** We promote an environment defined by the highest academic, social and ethical standards.

## VISION

CUBT will become nationally recognized as a professional institution for forgotten professional people. Specialized faculty and staff with a modern learning environment will have students experience best teaching practices and modern learning approaches in education. The University selects and supports students who will prosper in its modern academic programs, learn to practice professionally in the world.

## OWNERSHIP

California University of Business and Technology is a California not for profit organization chartered by the Secretary of State in July 20, 1990. The University is designed by the IRS as a 501 (c)(3) organization. Contributions to the University are tax deductible and the University is tax-exempt under the rules of the Internal Revenue Service, and the California Franchise Tax Board, as amended.

CUBT is governed by its Board of Directors, which is comprised of the following members:

Name	Title	Length of Term	Academic Credentials	Qualifying Professional Experience
Tony Rodriquez	Board Chair	5	MBA	Community Leader
Wayne Huang	Board member President	27	Ph.D.	CEO of CUBT/ Top administrator at other institutions
Judy Wood	Board Secretary	27	Ph.D.	Business Professional



In addition to the Board of Directors, the University has established the following committees and/or resources to assist in the University's continued development and success in offering programs that are current and relevant:

The University does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

**Institutional Advisory Committee:**

Tony Yu, MBA

K.P. Wong, Ph.D.

Charlie Huang, B.A.

Tony Rodriguez, MBA

Leo Chan, MBA

Gift Jettaporn, MBA

Mod Thongkham, MBA

**Institutional Review Board (IRB)**

In the U.S., IRBs are governed by Title 45 CFR (Code of Federal Regulations) Part 46 regulations which are part of the National Research Act of 1974. CUBT's Institutional Review Board assures that all research conducted by faculty, staff, or students is in compliance with the Office of Human Research Protections.

**California University of Business and Technology Foundation**

The Foundation has as its sole purpose the support and promotion of California University of Business and Technology. To achieve this purpose, the Foundation establishes goals for the acquisition of individual, congregational, foundation, corporate, and deferred gifts to California University of Business and Technology.

**Friends of California University of Business and Technology**

An auxiliary of CUBT Foundation, it is organized for the support of California University of Business and Technology by sponsoring various events and fund-raising projects.

**Public Relations**

The purpose of California University of Business and Technology Public Relations is to increase public awareness, understanding, appreciation and support of the University's teaching and public service programs. Services are rendered in the areas of visitor information, speaker's publication and media relations.

**CUBT Publishing**

The purpose of CUBT Publishing is to publish all university texts, references and relevant materials for educational purposes.

# ACADEMIC OFFERRINGS, OPERATIONS AND FACILITIES

## DEGREE PROGRAMS

California University of Business and Technology offers educational instruction through its three professional schools - School of Management Studies, School of Education, and School of Technology for a total of six professional degree programs.

- **Undergraduate Degree Programs:**

- **School of Management Studies**

- Bachelor of Business Administration (BBA Completion Program)

- **Graduate Degree Programs:**

- **School of Management Studies**

- Master of Business Administration (MBA)

- Doctor of Business Administration (DBA)

- **School of Education**

- Master of Arts in Education (MAEd)

- Doctor of Education (EdD)

- **School of Technology**

- Master of Arts in Computer Information Systems (MACIS)

The educational programs offered are not designed to lead to position in a profession, occupation, trade, or career field requiring licensure in this state. Please refer to the individual degree sections of this catalog for specific information regarding each of these programs. California University of Business and Technology reserves the right to change or revise program requirements or curricular when it is deemed necessary or advisable, or beneficial, to the student.

## ACADEMIC METHODS

The University's degree programs are designed for students who possess a high degree of initiative, motivation, and intellectual curiosity, as well as the maturity to benefit from the flexibility of the courses offered.

In addition to the residential courses, most courses offered are also offered through distance education. Distant education is delivered to students via the Internet, using the learning management system NEO, which allows for the delivery, and tracking of e-learning courses and content, discussion forums, and testing. Students interact with their faculty and peers in the online student portal. To receive attendance credit for the week, students participate in discussion forums, read articles, view/listen to media, review material, and upload projects and assignments for feedback by peers and faculty.

Upon enrollment, students receive a password to gain access to the LMS. Each course has a unique location on the LMS. Course curriculum, the syllabus, lectures, reference materials, and links to resources are included in the courses.

## **ARTICULATION AGREEMENTS**

The University has entered into articulation or transfer agreement that provides for the transfer of credits earned in the program of instruction with the following institutions:

Trident University, American Business and Technology University, UEI, and Herguan University.

## **ONLINE TECHNOLOGY REQUIERMENTS**

Students must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft 2010 or Microsoft Office 365
- Intel I3 Processor or higher
- A monitor capable of displaying 1024x768 at 16bit color
- Minimum 4 GB of RAM
- High-speed Internet access on LAN connection (DSL or faster)
  - Wireless connection (802.11n or ac)
  - While dial-up may work, it may not be suitable for many applications
- A supported web browser
  - Mozilla Firefox, version 37 or greater
  - Internet Explorer, version 10 or greater
  - Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone

- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released.

**Operating Systems for PC Users:**

- Windows 7/8/10 - 32 or 64 bit
- Windows Media Player

**Operating Systems for Mac Users:**

- OS X 10 - version 10.8x or newer
- Apple QuickTime

**Additional requirements for Accounting programs:**

- 6 GB free hard disk space
- Computer administrator rights (the ability to install software)
- CD/DVD drive
- Windows PC or access to Windows PC (the Optum program is not compatible with Mac computers)

**Additional requirements for tablet users:**

- Windows PC or access to Windows PC to attach and upload documents\*\*

**TECHNICAL ASSISTANCE**

Technical assistance for online students is available 7 days a week, 24 hours a day through the learning management system at <http://cubtneolms.edu>/or by calling 626.333.8878.

**ONLINE COMPLETION POLICY AND FACULTY RESPONSE EXPECTATIONS**

A student who does not complete at least 75% of the gradable assignments in a course will be awarded a grade of an “F”. The faculty response time to student submissions is as follows:

<b>Submission</b>	<b>Response (# of days)</b>
Questions	1
Academic Postings	3
Course projects	7
Final Course Exams	7
Program Thesis/Dissertations	30

## **ONLINE STUDENT IDENTITY AUTHENTICATION AND PRIVACY**

The CUBT's Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the University in accord with established institutional privacy and confidentiality policies with access provided only to agents of the University who require immediate and necessary use of the information to fulfill the various academic activities of the University. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from CUBT. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

## **FACILITIES AND ACCESS**

### **CLASSROOMS**

The University has instructional/classrooms located at both the main campus on 2440-131 S. Hacienda Blvd., in Hacienda Heights, CA 91745 and at the branch campus located less than 5 miles from the main at 1199 Fairway Dr., City of Industry, CA 91789. The campuses offer a drug-free environment.

## **LIBRARY AND LEARNING RESOURCES**

The University maintains a library and learning resources room to support the University's academic offerings, including books and technical reports, and professional and popular journals. The room is located at the branch campus and is open to all students to access those resources.

The University also has access to the holdings of other libraries in Southern California through inter-library loan. In addition, direct borrowing privileges will be established with neighboring universities.

The University library has over thousand books and serves its faculty and students at no cost. Students and faculty are expected to follow the library policy to check out books or use the resources. Students and faculty can access and log into the university network at no cost, and have access to Learn which is an online library data base which includes full text articles, journals and reference materials. Faculty members and students also have

remote access to major professional journals and mass media publications such as LexisNexis.

Library Hours: Monday through Friday: 9 am to 5 pm  
Saturday: 10 am to 1 pm

The university maintains and provides students access to computers, and electronic devices to help students and faculty with their study and research.

## **CAMPUS ACCESS, STAFF AND FACULTY OFFICE HOURS**

The campus is open Monday through Friday from 9 am to 5 pm and Saturdays from 10 am to 1 pm. Administrative staff are available Monday through Friday from 9 am to 5 pm. Faculty hours are posted on the individual course syllabi.

Access to the online LMS is 24/7. Technical assistance is available Monday through Friday from 9 am to 5 pm.

## **INSTRUCTION LANGUAGE**

The university instructs all courses in English only, and no language other than English will be used for instruction.

## **ADMISSIONS**

The University is committed to the concept of equal opportunity and admits qualified students without discrimination regard to race, color, religion, age, sex, national origin, or other legally impermissible factors.

### **ADMISSION DATES**

New students are accepted to the University prior to the beginning of a semester to begin classes at the next scheduled fifteen-week semester (please refer to the Academic Calendar in this catalog for semester start dates). All accepted students are encouraged to consult with an academic advisor to arrange the best possible course schedule well in advance of the semester start date. With approval from the Academic Dean, students may be allowed to start courses after the semester begins, to begin within the first two weeks of the semester start. No students are allowed to start a course on week 3 or after a semester start.

## ADMISSION REQUIREMENTS

### Bachelor's Degree Program (completer program)

- Applicant must have earned an Associate Degree or the equivalent from an accredited postsecondary institution.
- Applicants whose native language is not English must demonstrate competency in written and spoken English (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS section of the catalog). If the applicant has earned a degree from an appropriately accredited institution where English is the principal language of instruction, the applicant is exempt from the testing requirement.
- Applicant must have earned a minimum (30 semesters credits, or 45 quarter credits) of General Education as follows:

ARTS - One course from: AT 101, 102, 103, 104

ENGLISH - two courses from: EN 101, 201, 202

HUMANITIES - two courses from: HU 101, 102, 103, 201, 202, 203, 204

LITERATURE - one course from: LI 101, 202

PSYCHOLOGY - one course from: PS 101, 201, 202

SCIENCE & MATHEMATICS - two courses from:  
SM 101, 102, 103, 104, 201, 202, 203, 204, 205, 206

SOCIAL SCIENCE - one course from: SS 101, 102, 103, 201, 202, 203

Applicants who have not met all the lower division requirements upon application may be accepted pending the completion of those requirements before graduation. An individual evaluation of accepted transfer credits as well as general education deficiencies will be provided by the university at the time admission is offered.

### Master's Degree Programs

- Applicant must have earned a Bachelor’s Degree, or its equivalent, from an accredited institution, with a CGPA of 2.0.
- Applicants to the Masters of Business Administration Degree program must have completed the following prerequisite course work, or their equivalents:

BA 300 Introduction to Financial Accounting  
 BA 360 Principles of Microeconomics  
 BA 410 Principles of Management  
 BA 420 Principles of Marketing

- Applicants whose native language is not English must demonstrate competency in written and spoken English (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS section of the catalog). If the applicant has earned a degree from an appropriately accredited institution where English is the principal language of instruction, the applicant is exempt from the testing requirement.

## **Doctoral Degree Programs**

- Applicant must have earned a master degree or its equivalent, from an accredited institution, in the specified degree objectives, with a minimum CGPA of 3.0.
- Applicants to the doctoral degree programs must satisfy the following prerequisite course work, or their equivalents:

For the doctor of business Administration degree program:

BA 520 Managerial Finance  
 BA 530 Quantitative Analysis in Business  
 BA 550 Managerial Marketing

For the doctor of education degree program:

ED 500 Administration Leadership and Ethics  
 ED 510 Instructional Technology  
 ED 520 Curriculum Construction

- Applicants whose native language is not English must demonstrate competency in written and spoken English (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS section of the catalog). If the applicant has earned a degree from an appropriately accredited institution where English is the principal language of instruction, the applicant is exempt from the testing requirement.

## **Non-Degree Students - Auditors**



Any persons may take course(s) as an auditor, without credit earned, as a non-degree student. Such person must meet the admission requirements for the program.

## **ADMISSION PROCEDURES**

Applications for admission should be filed as early as possible and at least one-month prior to the desired entrance date, to be assured consideration for admission. The admission procedure is as follows:

1. Submit a completed Application for Admissions form accompanied by a non-refundable \$75.00 application fee. Application forms may be obtained from the Admissions Office. Checks or money orders should be made payable to California University of Business and Technology.
2. Official transcript(s) confirming the applicant meets the degree requirements for entrance into the program must be requested and sent directly from the prior institution(s) to the University. Applicants may be enrolled provisionally based on their statements of degree achievement, but verifying documents must be received prior to the end of their first semester, or the student will be withdrawn.
3. Students who have completed studies at a foreign university must send their official transcripts for a detailed credential review to be evaluated for equivalency. All detailed credential reviews must be performed by a state recognized evaluation service, and the results sent directly to the University.
4. Students from non-English speaking countries must submit evidence of English proficiency (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS section of the catalog).
5. Sign an enrollment agreement reflecting the degree program to be attended, semester credit hours, and program costs.

Transfer credits will not be evaluated until the student has applied for admission and official transcript furnished the office of admissions.

Applications for admission will be considered by the Admission Committee in the order received. The applicant will receive prompt written notification of acceptance or rejection of admission. An executed copy of the enrollment agreement will be provided to applicants within 10 days of acceptance.

Instructional materials are mailed to the student when the application is accepted and tuition payment is received. Additional materials are mailed as required to ensure the maintenance of student progress.

## Re-admittance to the University

Students who break study for any reason (vacation, withdrawal from school, financial suspension, etc.) must file an application for re-admittance before they can be reinstated. Re-admittance will be approved only after evidence is shown to the re-admission committee of the university's satisfaction that reasons which caused the withdrawal or termination have been rectified. The applicant must pay a reinstatement fee of \$100.00. A formal letter of re-admittance is issued to all reentering students. Students who have not received the re-admittance letter before the start of classes should check with the Admissions Office before attempting to enroll in class. Re-admittance of a student is at the University's discretion.

## ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS

All applicants whose native language is not English must demonstrate an established level of English language proficiency through either the TOEFL® (Test of English as a Foreign Language), the academic format of the IELTS™ (International English Language Testing System), or the TOEIC® (Test of English for International Communication), GMAT, LSAT, CLEP, ACT or English college entrance exams established by transcripts of prior study from English schools.

The TOEFL® Test - Test of English as a Foreign Language. The TOEFL® test is the most widely accepted English-language test in the world.

IELTS™ is the International English Language Testing System. It measures ability to communicate in English across all four language skills – listening, reading, writing, and speaking – for people who intend to study or work where English is the language of communication.

The TOEIC® Test - Test of English for International Communication. The TOEIC® test provides reliable measurement of English proficiency and it is used by hundreds of companies, government agencies, and English language learning programs.

The test must have been taken within two years of the first semester of enrollment. The original test scores are required to be submitted to CUBT by applicants, either in person or by mail.

The following table explains the TOEFL®, IELTS™, and TOEIC® requirements at CUBT. Note that there is no separate essay score on the internet-based TOEFL® as essay scores are included in the writing score. Although the internet-based TOEFL® includes a speaking component, a minimum score on the speaking section is not required.

TOEFL®/IELTS™/TOEIC® scores.  
Degree Institutional

	TOEFL® Internet	TOEFL®	IELTS™	TOEIC®
--	-----------------	--------	--------	--------

	based			
Bachelor	500	61	5.5	550
Master	525	71	6.0	680
Doctoral	550	80	6.5	790

**Exception:** International applicants who have earned a degree from English-speaking accredited or approved institutions in the United States, Great Britain, Ireland, Australia, or New Zealand do not have to submit the TOEFL® /IELTS™/ TOEIC®. Requirement may be waived on a case-by-case basis for students who have earned a degree from a foreign institution where the language of instruction was English. Documentation that the school's language of instruction was English must be provided during the admission process.

## STUDENT ENROLLMENT STATUSES

**Registered:** California University of Business and Technology considers a student officially registered after the Application Form and Enrollment Agreement have been completely and all applicable tuition and fees have been paid; or alternatively, arrangements for payment and/or employer billing have been approved.

Students may register in person by visiting the University, or by mail with completed Registration Form and Enrollment Agreement along with tuition and fee payments.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to your signing an enrollment agreement.

**Matriculated:** A student who has applied and been accepted to attend a degree program by the Admissions Office.

**Non-matriculated:** A student who has not been admitted to a degree program but has been approved for registration to audit courses.

## UNIVERSITY POLICIES AND STATEMENTS

### ACADEMIC YEAR

An Academic Year is defined as two semesters.

## **ACADEMIC EVALUATION METHODS**

The overall student performance is evaluated differently in each course using one or a combination of the following methods:

- Written and online examinations based on analytical or logic inference questions, multiple choice questions, short answer questions, and essay questions.
- Practical examinations including: classroom observation of projects, independent hands-on design projects, and presentation/discussion of projects.
- Written and/or research papers on assigned topics.

Grading criteria for each course is specified on the course syllabi.

## **ACADEMIC FREEDOM**

The University has a policy on academic freedom in which both students and faculty at CUBT are expected to maintain highly academic freedoms to seek knowledge in good faith.

Faculties are allowed latitude with respect to their discussions with students and the positions they take. Further the University has a policy that a faculty member can articulate or even advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal

Students are particularly encouraged to challenge traditional notions about what is true, what is truth, what is real and what is man's environmental reality, and furthermore are encouraged to conduct innovative experimentation, non-traditional analyses and critical examination of heretofore generally accepted precepts.

The policies and procedures that specify individual responsibilities to respect educational freedom indicates the various ways by which each members of the university community encourages the maintenance of the high standard of academic integrity and freedom.

CUBT is dedicated to the pursuit of truth and acquisition of knowledge through the unfettered opportunity to engage in research and intellectual exchange. Consequently, the university considers the following academic freedoms to fulfill its mission:

- The right to engage in scholarship and to form academic opinions;
- The right to equal treatment under university policies and to equal access to university resources;
- The right of access to course and degree requirements and expectations;
- The right to objective analysis based solely on the quality of academic performance;

- The right to an academic environment free of harassment and/or intimidation; and
- The right to engage in free expression, subject only to reasonable regulation concerning time, place and manner.

## **ACADEMIC HONESTY POLICY**

California University of Business and Technology (CUBT) expects students to be honest in all their academic work. By enrolling at the CUBT, students agree to adhere to the high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the university. As members of the university community, students also have an ethical obligation to report violations of the CUBT academic honesty policies they may witness.

California University of Business and Technology (CUBT) students are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to incorporate the words or ideas of another without giving credit to the source (including having someone else plan or write your work), or to cheat on an examination corrupts the essential process by which knowledge is advanced. It is the official policy that acts of alleged academic dishonesty be reported to the Office of Academic Affairs.

## **VIOLATIONS OF THE ACADEMIC HONESTY POLICY**

Violations of the Academic Honesty Policy will be judged seriously and thoroughly. The following actions will be considered infractions of the policy: plagiarism; cheating; and receiving and/or providing unauthorized assistance on exams, essays, composition, projects, and, homework. Other violations include: presenting the work of others as your own and using technological devices that have not been approved by the instructor.

The instructor may assign a grade of "F" or zero to an assignment or research, thesis, dissertation, test, exam or other course work for admitted or alleged academic dishonesty. Penalties may include expulsion from the University

Subject to approval by the University for Student Petition, the student may reregister and repay tuition to retake the course, thesis, or dissertation.

### **Plagiarism**

Plagiarism is to present as one's own, the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge. Plagiarism also includes using print, electronic, or other source material without acknowledgment or in any way that makes such material appear as one's own.

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation
3. Representing as one's own in any academic exercise the words or ideas of another including, but not limited to quoting or paraphrasing without proper citation.
4. Plagiarism is the representation of previously written, published, or creative work as one's own. Examples include, but are not limited to:
  - representing any scholarly work of others as one's own
  - offering as one's own work the words, ideas, or arguments of other persons without appropriate credit
  - Falsifying bibliographies.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.

### **Fabrication**

Falsification or invention of any information, data, research or citation in any academic exercise

### **Cheating**

Cheating is having another person or a company do the research, writing and/or rewriting of an assigned paper or report, or thesis or dissertation.

Submitting work that is not the student's own, including papers, assignments or exams

### **Collusion**

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

### **Penalties**

The penalty for an academic honesty violation on a significant course requirement such as a final copy of a term paper/project, thesis, dissertation or final examination shall be an "F" for the course, and possible additional penalties. The penalty for academic honesty violations in other coursework will be left to the discretion of the faculty member and may be modified upon appeal.

*Note: A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript*

Portions adapted from the academic honesty policies of University of California Irvine, Cypress College, Golden West College, and California State University Long Beach, St. Petersburg College as published in their catalogs.

## **ACADEMIC HONORS**

Students achieving a Grade Point Average (GPA) greater than or equal to 3.25 for the term are recognized by being named to the Dean's List. Students who are on the Dean's List for two successive quarters and who have a Cumulative Grade Point Average (CGPA) between 3.50 and 4.00 are recognized by being named to the President's List.

Excellence in educational achievement is recognized each semester by the compilation of a Dean's List. An undergraduate student successfully completing at least 12 credit hours, with a minimum term grade point average of 3.25 or better; a graduate student successfully completing at least 9 credit hours, with a minimum term grade point average of 3.80 or better, will qualify for the Dean's Honor List. "Dean's Honor List" will also appear on the transcripts of students obtaining a 4.0 grade point average.

## **ACADEMIC TRANSCRIPTS**

Copies of the student's transcript, official transcripts as well as certificates of good standing and honorable dismissal, are available by written application to the Registrar's Office. Please refer to the schedule of fees section of the catalog for these costs.

Student transcripts include all the following:

- The courses that were completed and the course grades earned.
- If any, transfer credit awarded, including the course title for which credit was awarded.
- Date and Degree conferred.
- The name, address, email address, and telephone number of the institution.

Official transcripts will be provided subject to payment of the prescribed fee and provided there is no outstanding financial obligations due to the University.

Transcripts from other institutions submitted to California University of Business and Technology become property of the University and are not reproduced and/or mailed to other institutions, agencies or individuals.

## ATTENDANCE POLICIES

Punctual and regular attendance is essential for the successful completion of any course in the degree program within California University of Business and Technology. Attendance is regarded as evidence of good professional student behavior and all students are expected to attend, and to participate actively and professionally in all courses.

**Residential Courses:** It is recognized that there are exceptional circumstances wherein a student may be absent from class due to an unexpected illness, and or unexpected family or personal reasons. In such circumstances, the student is required to contact and inform the school. The student is responsible for notifying the school in writing and in advance of their absence, whenever possible. Students who miss more time than approved by the school, or who are excessively absent without formal approval of the school will be required to withdraw from the program.

Tardiness, and or leaving class early, is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on three occasions will be considered as one unexcused absence. A student who is absent for 14 consecutive days will be withdrawn.

**On-line:** Attendance for online courses is defined as documented participation in an educationally related activity. Students are required to participate online at least once a week. A student who is absent for 14 consecutive days will be withdrawn.

## CATALOG OF RECORD

Because of ongoing modifications and changes in courses and program requirements, it is the policy of university to clear students for graduation, in so far as possible, under program requirements as stated in the catalog in effect when they enrolled and under which they have maintained continuous residence. Student programs will reflect at least the total number of credits required in the catalog under which they petition to graduate, and, if additional work must be taken, it should be kept to a minimum. Curriculum advisors will utilize the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the total credit guidelines as stated above.

## CHANGING PROGRAMS

Students can change their declared academic program of study at any time during their study at the university. To make a program change, the student should complete the change program form at the Registrar's office. The student should meet with an academic advisor for an interview and discussion of the student's goals and qualifications. The student's current and prior credentials will be assessed to determine the proper courses for the new degree requirements. The specific requirements for changing the major



depend on the number of credit hours the student has completed and the requirements of the intended program. Prior degree program credits will be reassessed to determine the eligibility of transfer to the new degree program.

## **CONCURRENT ENROLLMENT**

Under exceptional circumstances, students enrolled may wish to enroll for courses at other institutions and apply credits earned toward their degrees. The written permission of the University must be obtained prior to registration at other institutions.

## **COURSE NUMBERING SYSTEM AND PREREQUISITES**

### **Courses Numbering:**

All courses numbered from 100 through 499 are undergraduate courses:

100 - 299	Courses are lower division (freshman and sophomore level)
300 - 499	Courses are upper division (junior and senior level)

All courses numbered from 500 through 699 are graduate courses.

500 - 599	Graduate courses (Master level)
600 - 699	Graduate courses (Doctoral level)

The letter prefix before each number indicates the major program (example: BA -Business Administration, etc.)

**Prerequisites:** Requirements to register for specific courses are introduced by the words "prerequisite". All prerequisites must be satisfied for a student to register for the course.

## **COURSE SCHEDULED HOURS AND HOURS OF INSTRUCTION**

All classes are scheduled for 90 minutes, one day per week, for 15 weeks. In addition to the on-ground instruction, students are required to participate online. The total time a student is expected to devote to each 3-credit class, including on ground and on-line instruction and homework is 135 hours, or 9 hours per week.

## **DISCIPLINARY PROBATION, AND TERMINATION ACTION**

A student may be placed on disciplinary probation or dismissed for failing to abide by the rules of the University.

The faculty or administration will make a report in writing to the Academic Review Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct is not limited to and includes the

following such as attendance, disputes with instructors, unethical behavior or inappropriate attitude towards other students. The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

When a student is placed on probation, he/she will be notified in writing and the reasons will be stated. Notification letters will be by Certified mail or hand-delivered and acknowledged by signatures of the student and copies of the letter will be placed in the student's file.

The Academic Review Committee will determine when the terms of the probation have been satisfied that probation can be removed. The student will remain on probation until the specified terms mentioned in the letter of probation for ethical, professional, or personal conduct are met.

## **TERMINATION OF ENROLLMENT BY THE UNIVERSITY**

California University of Business and Technology reserves the right to terminate a student's enrollment from any program for any of the following reasons:

- Violation(s) of the Code of Conduct
- Failure to demonstrate reasonable and successful progress.
- Failure to make tuition payments in accordance with an agreement.
- Excessive absences

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the University Registrar a written request that identifies the record(s) the student wishes to inspect. The University official will plan for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write to the University Registrar, clearly identify the part of the record the student

wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the University's decision regarding the request for amendment. The student must submit a request for appeal in writing to the University Registrar providing all reasons and supporting documentation why further consideration should be made. The University will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent).
- Appropriate parties regarding financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Judicial orders or lawfully issued subpoenas.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Each third-party request for educational records requires the student's written consent be provided to the University Registrar and include the following:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made;
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Within the University the following directory information may be disclosed without student consent:

- Student Name (first name, last initial) or Student ID.
- Program of Attendance.
- Honors, Awards and/or Recognitions.

If a student does not want the University to disclose directory information without prior written consent, the student must notify the Registrar in writing by the fifth business day after the start of the program. **California University of Business and Technology** does not release student directory information to the public.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

To protect students, a record will be kept of those granted access, other than CUBT officials. Such records will be maintained for each file reviewed.

**GRADING SYSTEM**

**Grading**

The University's grading system is as follows:

	Percentage	Grade	Status/Grading Points
Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.70
Above Average	86.5 – 89.49	B+	3.30
	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.70
Average	76.5 – 79.49	C+	2.30
	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.70
Below Average	66.5 – 69.49	D+	1.30
	60.0 – 66.49	D	1.00

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Unsatisfactory	Below 60	F	0.00
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### Cumulative Grade Point Average Calculation (CGPA)

The CGPA is calculated by multiplying the course credits by the quality points. The total of quality points is then divided by the credits earned to represent the CGPA. For example:

Letter Grade	Quality Points	Credits Attempted	Total Quality Points Earned
A	4.0	4	16
B	3.0	4	12
F	0	4	0
	<b>TOTAL</b>	<b>12</b>	<b>28</b>

28 Quality Points earned divided by 12 credits (28/12), represents a CGPA of 2.33.

### Non-Credit Grades

A student may receive one of the following grades when the course is not completed or the requirements for earning course credits are not met:

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I	Incomplete*
WP	Withdrawal/Within Deadline**
WF	Withdrawal/After Deadline**
TR	Recognizes completion of equivalent credit at another, or this institution
NC	No Credit
AU	Audited/No Credit**
RT	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript. *****

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\* No credit awarded. Converts to F if not completed in specified period

\*\* No credit awarded

\*\*\* Higher of two attempts included in GPA

### Grade of Incomplete

In certain circumstances where a student is unable to complete the coursework prior to the end of the semester, the student may file a petition to receive an Incomplete grade. The instructor's approval is required. Incomplete grades will be indicated by a mark of "I" on the student's grade report and transcript until the student either successfully completes the course requirements, where the "I" will be changed to a letter grade earned or fails to complete the course requirements, where the "I" will be changed to the grade earned prior to the approval of the incomplete.

Provided faculty approval, students have a maximum of one semesters, following the semester for which an incomplete is given, to successfully complete any deficient coursework.

## **GRADE CHANGES AND APPEALS**

A grade change may be made only in the case of a declared clerical or other administrative error. The definition of a clerical error is a typographical error or the unintentional error made by the instructor or by an assistant in calculating or recording the grade.

An appeal for a change of grade must be initiated by the student and must first be approved by the instructor and the Chief Academic Officer of the school. The instructor must also submit the Grade Change Form, approved by the Chief Academic Officer, before it can be accepted by the Registrar's Office. An appeal for a change of grade must be initiated as soon as possible, but within a semester following the semester that the incorrect grade was assigned, to insure and confirm that proper documentation is available.

## **GRADUATION REQUIREMENTS**

### **1) Bachelor:**

To earn a baccalaureate degree, a student must have completed 120 semester credits in specified areas of instruction with a cumulative grade point average of 2.0. Of the total, a minimum of 60 semester credits in the major field and a minimum of 30 semester credits in general education are required. A minimum of the 25% of the total, or 30 semester credits, must be earned at California University of Business of Technology through regular course work.

### **2) Master:**

To earn a Master's degree with exception of MBA, a student must complete a total of 30 semester credits of credit in the major field of study which include 24 semester credits of graduate level courses (courses numbered 500-590), with a cumulative grade point average of 3.0. To earn a MBA, a student must complete a total of 36 semester credits of credit in the major field of study which include 30 semester credits of graduate level courses (courses numbered 500-590) with a cumulative grade point average of 3.0. A minimum of the 50% of the total credits required must be earned at California University of Business and Technology through regular course work.

### **3) Doctor:**

To earn a professional doctoral degree, a student must complete a total of 90 semester credits of credit beyond the bachelor's degree, or 60 semester credits of credit beyond the master's degree in the major field of study with a cumulative grade point average of 3.0. A minimum of the 50% of the total credits required (90 credits beyond the bachelor's degree) must be earned at California University of Business and Technology through regular course work. Credit for doctoral dissertation may not exceed fifty percent of the minimum number of credits a student is required to complete the degree program.

### **Written Comprehensive Examination**

A prospective doctoral student is required to pass a set of Written Comprehensive Examination as soon as possible but no more than 15 months after beginning the program.

The comprehensive examination will be written. It includes subjects that are deemed by the department to represent sufficient in-depth preparation and breadth for advanced study in the degree program.

Each prospective doctoral student taking the examination will be notified of "passing" or "failing" the examination within a month after taking the examination. A prospective doctoral student must pass the Written Comprehensive Examination within the first two years of study in the degree program.

Only those students who pass the comprehensive examination shall be allowed to continue in the doctoral program. The comprehensive examination can be repeated only once at the discretion of the Doctoral Advisory Committee. A student failing the comprehensive examination the second time is disqualified from pursuing the doctoral degree at CUBT, and will be withdrawn.

### **Doctoral Research and Defense**

After passing the Comprehensive Examination, the student shall present a research plan/proposal to the Doctoral Research Committee for the subject of the research work.

It is the student's responsibility to obtain consent from a faculty member in the student's major department to serve as his/her prospective dissertation advisor.

On the student's request, the dissertation advisor will form a Doctoral Committee. The committee will consist of at least three members, including the dissertation advisor and at least two members. The committee must also include at least one member from outside the department. The Doctoral Committee will review the student's proposed program of studies and determine any further changes that may be required prior to approving the proposal.

After completing the dissertation, the student must present the results, findings of the research to the Doctoral Committee orally and obtain critiques, feedback, and suggestions from the committee. Before the degree is to be conferred, the candidate must submit to the Department two copies of the final version of the dissertation describing the research in its entirety.

## **DEGREE CANDIDACY**

Immediately after the completion for degree requirements, students may petition the University for admission to degree candidacy.

## **COMMENCEMENT**

The annual Commencement Exercises of California University of Business and Technology are held in July and December (if necessary) to honor the candidates who have completed the requirements for the Bachelor's, Master's and Doctoral degrees during the preceding year. Participation in the ceremony in no way constitutes completion of the degree requirements. Diplomas will be mailed to students as soon as they are available.

## **ACADEMIC ACHIEVEMENT AND STUDENT HONORS**

Students who have earned a cumulative grade point average of 3.5 or higher for the University courses completed will receive their degree with honors.

## **GRIEVANCE PROCEDURE**

The University and administration will work with each student to resolve the issues. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts, then the student may pursue a formal grievance by following the procedure below:

1. Make a signed, written complaint to the Chief Academic Officer describing the basis of the complaint in sufficient detail to allow an investigation.
2. The Chief Academic Officer or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Chief Academic Officer or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the first meeting with the student.
4. If the student is not satisfied with the Chief Academic Officer or designee's report of disposition of the complaint, the student may appeal this result in writing to the President within



10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.

5. The President will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Chief Academic Officer.

6. The President will provide both the student and the Chief Academic Officer with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

7. Students not satisfied with the final disposition of the grievance process may contact the BPPE.

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-7720  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
(916) 431-6959, (888) 370-7589, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov), E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **LEAVE-OF-ABSENCE**

The University encourages all students to maintain 100 percent attendance, and to complete their program as scheduled. However, the University understands that certain emergency and health-related circumstances might occur that prevent continued attendance. A leave of absence is typically granted for military, medical, or health-related reasons. Students must provide written documentation and request a leave of absence in writing prior to starting the leave of absence. All request must be submitted to and approved by the Chief Academic Officer. A leave of absence may be granted only at the beginning of a semester and may not exceed 180 calendar days in a 12-month period. Failure to return from the excused leave of absence as scheduled may result in the student being withdrawn.

## **NON-DISCRIMINATION POLICY**

CUBT is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, sexual orientation, gender identity, age, veteran status (disabled or Vietnam era), or disability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

Any concerns regarding this policy may be filed through the grievance procedure.

## **REPETITION OF COURSES**

Students may repeat a maximum of two graduate courses in which grades lower than B, and three undergraduate courses in which grades lower than C were earned without academic penalty, upon the discretion of the Chief Academic Officer. The final repeated grade earned will only be used to calculate the grade-point average. Student should consult with the Office of Registrar for additional tuition and fees that are required for repetition of courses.

## **STUDENT RECORD RETENTION**

**California University of Business and Technology** maintains records of the name, address, e-mail address, and telephone number of each student who enrolled in an educational program. The University maintains permanent records of the following for each student:

1. The degree, if granted and the date granted.
2. The courses and credits earned for each course attended.
3. The grades earned by the student in each of those courses.

CUBT maintains, for a period of not less than five years, at its location at 2440-131 S. Hacienda Blvd. Hacienda Heights, CA 91745, complete and accurate records of all the following information:

- a. The educational programs offered by the University and the curriculum for each degree program
- b. The names and addresses of the members of the University's faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained by BPPE.
- d. We have consistently maintained our records dating back to our opening in 1990.

## **SEXUAL HARRASSEMENT POLICIES AND PROCEDURES**

California University of Business and Technology reaffirms its commitment to creating and maintaining an academic environment dedicated to learning and research in which individuals are free of sexual harassment from colleagues, faculty, staff, or students. Sexual harassment is defined to mean any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Whenever knowledge is received that any sexual harassment is being imposed, an investigation (and remedial action where appropriate) will be undertaken. Student complaints of sexual harassment should be filed with the Office of Student Services.

## **SEMESTER CREDIT/CLOCKHOUR CONVERSION**

One semester credit is equivalent to 15 clock-hours of lecture, or 30 clock hours of lab or 45 clock hours of clinical activity.

**Lecture:** For every hour of lecture instruction, a minimum of 2 hours of homework is assigned. Therefore, over a 15-week term, a 3-credit course will be comprised of 45 hours of lecture (3 hours per week over 15 weeks) and 90 hours of homework (6 hours per week over 15 weeks).

**Lab:** Students will receive one semester credit for each 30 hours of laboratory instruction, for which 15 hours of homework is expected.

Note: Some courses can be a combination of both lecture and lab so the hours may vary depending on the make-up of the course. Classes lasting longer than one hour are entitled to take a ten-minute break each hour. Thus a “clock hour” is calculated on an absolute minimum of 50-minutes of instruction within a 60-minute period. These time periods cannot be combined or used to shorten the daily class period.

## **STUDENTS’ RIGHTS AND CODE OF CONDUCT**

The university considers the following rights to be inherent to the pursuit of academic excellence and intellectual enterprise. Consequently, the university endeavors to uphold and honor the following on behalf of its students the right to:

- A) academic freedom;
- B) administrative integrity;
- C) an environment conducive to intellectual pursuit;
- D) equal access to university facilities and equal treatment under university policies;
- E) petition for redress of grievances against other individuals or the university; and
- F) privacy and confidentiality of personal and academic records as provided by law.

### **ACADEMIC INTEGRITY**

All students are expected and required to behave themselves with the highest respect for the principle of academic honesty. Respect for the principle of academic integrity requires:

1. the student to be truthful in furnishing the university with required information
2. Acting with complete honesty while engaged in intellectual inquiry
3. Refraining from the commission of plagiarism, fraud, bribery or sabotage upon the university or upon any student or representative of the university community.

### **CODE OF CONDUCT**

Students at the University are expected to adhere to the Code of Student Conduct described below. These standards are a supplement to (not a replacement for) the standards elsewhere on this catalog, including but not limited to regulations on academic integrity, sexual harassment, campus safety and drug/alcohol use.

Violations of policy may result in any of a range of consequences, from verbal or written reprimand to withdrawal from the program. Students dismissed for Code of Conduct violations may appeal the violation using the Student Grievance Process.

Prohibited Conduct:

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the university community or to oneself.
3. Violating the terms of any earlier violation of the Student Code of Conduct.
4. Impersonation of another, using another person's identity, or furnishing materially false information.
5. Initiating, causing, or contributing to any false report, warning, or threat of fire, or other emergency.
6. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
7. Unauthorized use of university property, resources, or facilities.
8. Unauthorized access to, disclosure of, or use of any university document, record, or identification, including but not limited to, electronic software, data, and records.
9. Misrepresenting oneself or an organization as an agent of a university.
10. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.

12. consumption, distribution, unauthorized sale, or possession of alcoholic beverages on campus.
13. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.
14. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
15. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or university policy.
16. Interfering with any university disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
17. Sexual misconduct.
18. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on university property
19. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy.
20. Commission of any offense prohibited by state or federal law or local ordinance. Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Academic Progress Policy Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be making satisfactory progress toward a degree or certificate, a student must both maintain specified cumulative grade point averages and a specified minimum completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every semester

after grades are posted, approximately 10 days after the end of the semester. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length.

The minimum cumulative grade point average (CGPA) and completion rate required for the Bachelor's Degree Program based on semester progression is as follows:

Semesters	Minimum Percentage of Cumulative Credit Hours Completed that were Attempted	Minimum CGPA
All semesters	67%	2.0

The minimum cumulative grade point average (CGPA) and completion rate required for the Graduate Degree Programs based on semester progression is as follows:

Semester	Minimum Percentage of Cumulative Credit Hours Completed that were Attempted	Minimum CGPA
1	50%	2.0
2 and beyond	67%	3.0

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case, may the semester credits attempted exceed 1.5 times the semester credits required to complete the program. At the end of each semester, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the remainder of the current semester (i.e. if you are placed on academic warning for your semester one performance, ten days after the semester ends you will be placed on warning for the next semester, semester two). If a student fails to achieve satisfactory progress by the end of the semester in which they are on Academic Warning, the student will be withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the semester, they will be notified and removed from Academic Warning. CUBT does not offer summer terms.

If dismissed, a student will be entitled to a refund of tuition in accordance with CUBT's refund policy described in the student's enrollment agreement.

**Satisfactory Academic Progress Appeals, Probation, and Academic Plans**

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Chief Academic Officer based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The

student's appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester. If it is determined that a student should have been withdrawn at the end of the prior semester for failure to maintain or regain SAP, he or she will not be charged for the new semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Chief Academic Officer will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 48 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the semester, and the Chief Academic Officer's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary semester, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary semester, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Chief Academic Officer, and based upon very exceptional and documented circumstances.

**Procedure for re-establishing Satisfactory Academic Progress (SAP)**

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period by raising their CGPA or completion rate to the standards established, will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

**The effect on SAP for all Withdrawal and Incomplete Grades**

<b>Grade</b>	<b>Status/ Grading Points</b>	<b>Included in GPA Calculation</b>	<b>Included in Completion Time Calculation</b>
I	Incomplete*	No	Yes
WP	Withdrawal/Within Deadline**	No	No
WF	Withdrawal/After	No	Yes

	Deadline**		
RT	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript.	No	Yes
AU	Audited/No Credit**	No	No
TR	Recognizes completion of equivalent credit at another, or this institution	No	Yes

### **The effect on SAP for repeated courses**

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

### **The effect on SAP for non-punitive grades and non-credit or remedial courses**

CUBT does not offer remedial courses. The grade assignment of AU, which is non credit bearing, is a non-punitive grade that does not impact CGPA or completion rate calculations.

### **The effect on SAP when a student seeks to earn an additional credential**

If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

### **The effect on SAP for Extended-Enrollment Status**

The University does not offer extended-enrollment status.

### **The effect on SAP when student changes programs or is re-admitted to the same program.**

If a student is re-admitted into the University or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and as credits attempted for determining the student's satisfactory academic progress and the appropriate evaluation level for the student.

### **The effect on SAP for Transfer Credits**

The transfer credits accepted will be included in the credits attempted and earned for completion rate. Transfer credits are not included in the CGPA calculation.

### **Re-entry for students dismissed due to failure to meet SAP**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary semester upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.



## TRANSFERABILITY OF CREDIT

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND DEGREES EARNED AT OUR SCHOOL

The following “Notice” is required by Section 94911(h) and Section 94909(a) (15), of the California Private Postsecondary Education Act of 2009.

#### “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at California University of Business and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earned in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California University of Business and Technology to determine if your degree will transfer.

## TRANSFER CREDIT

Students requesting transfer credits to be evaluated must submit a request in writing to the Admissions Office. Transfer credits will only be evaluated upon the receipt of official transcripts. Students will be notified of the credits accepted for transfer, prior to the end of the first semester. A student may appeal the credits accepted for transfer through the grievance procedure.

The specific number of credit hours accepted for transfer is determined on an individual basis and is not automatic. For graduate degrees, no more than 25 percent of the credits can be transferred. In the baccalaureate program, a **maximum** of 90 semester or 135 quarter credits can be transferred.

### Acceptance of Transfer Credits

California University of Business and Technology (CUBT), in accordance with applicable Federal and State law and University policies, requires that students from a two-year or four-year accredited postsecondary institution may receive transfer credits provided:

1. To consider transfer of credit the student must have earned a “C” or higher from an accredited institution (a “B” or higher for Master and Doctorial programs),

within the past 5 years for technology coursework, and within the last 10 years for general education coursework.

2. All transfer coursework is evaluated on a course by course basis and must be determined equivalent in both content and degree level to a required CUBT course.
3. Only the official transcript and course evaluations performed by the University's Central Administrative Office of Admissions and approved by the Dean are final. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.
4. A maximum of 30 credits may be awarded for successful completion of exams from approved national testing programs (Advanced Placement Exams [AP], College Level Examination Program [CLEP], Excelsior, Berlitz®, DANTES[DSST]), according to University policy.

## **THE AWARD OF CREDIT BY CHALLENGE EXAMINATION**

Students may request a “Challenge Examination” in lieu of a required course enrollment if the appropriate program chair agrees that the student has the knowledge in the course’s subject matter to anticipate a successful challenge. An examination will be prepared to test for knowledge or skills equivalent to the end-term requirement expected of those who have completed the course. If the course is not successfully challenged by examination, the student must then enroll for the course.

A graduate student may challenge a maximum of two required courses. An undergraduate may challenge a maximum of three required courses. Elective courses may not be challenged. No repetition of a challenge exam is permitted.

A student who is permitted to challenge a course must prepay the regular course tuition. If the challenge results in a failing grade, an additional fee of \$100 must be paid when enrolling in the course.

CUBT does not grant credit for experiential learning.

## **VOLUNTARY WITHDRAWAL**

For voluntary withdrawal from the university must be made in writing and have completed the Voluntary Withdrawal Form and approved by the Chief Academic Officer. The university makes every effort to make to assure that no misunderstanding or errors occur in the voluntary withdrawal process. Students, who leave the University without notification and not completing the withdrawal procedures within 30 days, will automatically be withdrawn from the University. Students who do not complete this procedure, “voluntary withdrawal” may not be considered for readmission later. Readmission for students withdrawing in good standing is not assured unless it is part of the final agreement in writing, made between the Chief Academic Officer and the withdrawing student.

## **STUDENT SERVICES**

The Office of Student Services provides assistance to students, either directly or through referral. Direct services offered by the Chief Academic Officer include: letters of recommendation; explanations of policies and procedures relating to student records, admission policies, evaluation of credentials, transfer credit, academic probation, disqualification and disciplinary matters; publication of university catalog; and preliminary review and approval of academic petitions.

### **ACADEMIC ADVISEMENT**

Prospective students are welcome to call the University during normal business hours for information about the University and its programs. Academic advisors are available between 10:00 a.m. and 4:00 p.m. pacific time. Prospective students are encouraged to contact Student Services in advance if they wish to arrange for a personal interview. Students with specific questions about transfer credit from other institutions should bring with them copies of their academic transcripts, if these are available.

Academic Advisors attempt to be of help to continuing students in many ways: in term-to-term and long range academic scheduling, in answering questions about University programs and policies, in processing students' requests, and in facilitating student interaction with the University in general. Academic advisors monitor, as well, the progress of all students at the University. Students who find themselves in academic difficulty are encouraged to keep in close contact with the academic staff; advisors make suggestions as to academic improvement, as well as write and monitor academic probation contracts.

Academic Advisors include professors and university staff members best qualified to provide the assistance requested.

### **CAREER SERVICES**

The University will assist graduates to locate appropriate employment in our local business community. Career Services offers graduates assistance in planning and preparing resumes and interviews techniques. All graduates are encouraged to meet with a Career Services Advisor to discuss their employment plans during their study at the university.

CUBT does not guarantee employment, but provides assistance to graduates in their search for a job.

## **INTERNATIONAL STUDENTS (F-1)**

The University is authorized under federal law to enroll nonimmigrant alien students (F-1). Prospective applicants should contact the Office of Student Services and/or the Office of Foreign Students for detailed procedures, and information and documents required for admission and form I-20. CUBT does not provide visa services. CUBT will vouch for student status. A fee is not charged for these services.

The application form and financial statement are required for international students must be submitted on forms available in the Admissions Office. The issuance of an I-20 requires an official transcript from prior schools. Transcripts from international institutions/schools of higher education may require course credit evaluation by a recognized evaluation service selected by CUBT.

Please note requirements of the following information for international students.

- Certified copies of documents must be clear and legible.
- Faxed, and/or scanned photocopies of financial documents, diploma and official transcripts cannot be accepted.
- Translated documents that is issued in the applicant's native language must be notarized. Please provide both the original and translated document into English.
- All Financial documents presented must be original documents in English and U.S. dollars.
- Submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to CUBT in the future.
- Students is required to provide their permanent address in your home country, even if you currently reside in the U.S.

## **LIBRARY/LEARNING RESOURCES**

The University library has over thousand books and serves its faculty and students at no cost. Students and faculty are expected to follow the library policy to check out books or use the resources. Students and faculty can access and log into the university network at no cost, and have access to Learn which is an online library data base which includes full text articles, journals and reference materials. Faculty members and students also have remote access to major professional journals and mass media publications such as LexisNexis.

To complement the University library learning resources, the collections of other libraries in southern California are available through Interlibrary Loan. In addition, reciprocal borrowing privileges exist with several universities in the area.

## **NEW STUDENT ORIENTATION PROGRAM**

Each student attends an orientation. In the orientation students learn how to navigate within the student portal and how to upload coursework. Students are also oriented to CUBT's philosophy, policies, operational procedures, and academic and student services resources.

## **SERVICES FOR HANDICAPPED PERSONS**

The University has made every effort to assist handicapped persons in their pursuit of educational opportunities. Students requiring assistance are to make an appointment to meet with the Chief Academic Officer.

## **STUDENT HOUSING AND HEALTH**

**HEALTH** - The University offers students voluntary health insurance programs at special student rates. Information about these programs is provided after students register at the University.

### **Housing**

The university currently provides no housing for students. The university, through the Office of Student Services can assist students in locating housing in the area. The university is not responsible for locating or providing housing for its students.

Housing near the university is not difficult to find. However, rents for one-bedroom apartments in the near vicinity of the university currently average about \$1,000 per month. Some of our students have found housing by renting rooms in private residences in and around the university.

## **STUDENT ID CARD**

A University ID Card is issued to each student who registers.

## **STUDENT ASSOCIATION**

The University Student Association encourages the development of university community by organizing and providing recreational and social opportunities designed to unite students by introducing them to one another and to enrich their academic experience.

## **RECREATIONAL AND SOCIAL OPPORTUNITIES**

The university encourages social interactions and experiences to seek to promote a sense of community among the members of the university. The university pursues this goal

through two university sponsored organizations: The University Student Association and the CUBT Alumni Association.

## **REGISTRAR/RECORDS**

The Registrar's Office is maintained at the University to meet the needs of the students. The Registrar is responsible for all student records, course scheduling and registration, transcripts, and degree checks and certifications. Students wishing assistance in these areas should contact the Registrar.

## **FINANCIAL INFORMATION**

Obtaining a college education requires a significant financial investment. California University of Business and Technology, provides a quality, private education and it attempts to make it affordable to students from diverse economic backgrounds.

## **FINANCIAL POLICIES**

Registered students must pay their tuition and fees on the day of registration for that semester, or make arrangements with the Business Office for the deferred payment plan. Under this plan, tuition may be paid in two or three installment payments. The first payment must be made at the time of registration. There is no interest or service charge to participate in the deferred payment plan except for a late fee of \$15.00 in the event payments are not made on time. All students are eligible for the deferred payment plan, unless such participation conflicts with rules governing a financial aid plan from a third party. Statements of charges are issued at the time of registration. Non-receipt of periodic billings does not affect the obligation to make payments when due.

Failure to make payments of any amounts owed to the University when they become due is considered sufficient cause, until the debt has been paid or adjusted, to (1) suspend the student and (2) withhold grades, transcripts, diplomas, scholastic certificates and degrees. The University may turn over delinquent accounts to a third party for collection.

### **PLEASE NOTE THE FOLLOWING:**

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

**FINANCIAL PROBATION AND SUSPENSION**

**Probation:** Students in violation of the terms of their fee deferral contract are placed on financial probation, and they will remain on probation until their accounts are current (zero balance).

**Suspension:** Students on financial probation who have not reached the aforesaid agreement with the Business Office, or who have not kept the agreement after it is reached, are withdrawn and placed on financial suspension, which means they are no longer active students at the University. The reinstatement process includes full payment of tuition and formal application for readmission. A reinstatement fee will be charged for readmittance.

**Returned Checks (non-sufficient funds, account closed, etc.):** Students who have checks returned to the University, for any reason, must make arrangements to redeem them with cash, cashier's check or money order as soon as possible. Students failing to make prompt arrangements with the Business Office may be subject to financial suspension.

**Collection Expenses:** All expenses incurred by the University to collect delinquent tuition or fees from students in default of their deferral agreements shall be added to the student account. No transcripts or other documents (including grade reports) will be issued to students until all collection expenses are paid.

**Interest Charged on Overdue Accounts:** In addition to the unpaid balance to be collected, interest of 1.5 percent per month will be collected on the unpaid balance over six (6) months from the date of last enrollment until the date of full settlement of the account.

**TUITION AND FEE CHARGES**

(Including Current Tuition, Non-Refundable Fees, and The Student Tuition Recovery Fund (STRF)).

The amounts in this section are for the current academic year, and are subject to change at the beginning of any semester or summer term of the new academic year. The tuition rates also apply to courses repeated.

To apply for admission, applicants must submit a completed application form together with a \$75 application fee. This is a one time for admission to the university and is charged only for the first semester of enrollment; fee is refundable only to applicants who are denied admission.

**Current Tuition**

<b>Tuition</b>	<b><u>US Resident (1)</u> Per Unit</b>	<b><u>Non-US Resident</u> Per Unit</b>
----------------	--------------------------------------------	--------------------------------------------

<b>Bachelor</b>	<b>\$95</b>	<b>\$105</b>
<b>Master</b>	<b>100</b>	<b>110</b>
<b>Doctor</b>	<b>105</b>	<b>115</b>

(1) Students are required to provide proof of US Resident at the time of enrollment to receive these reduced rates.

**Please Note:** a) **total tuition** is based on the number of units required for your degree program as specified in your letter of acceptance by the University b) Text book, study guides, and all necessary materials are not included in tuition.

**Non-Refundable Fees**

Application Fee	\$ 75
I-20 Processing Fees (initial and continued attendance)	600
Registration Fee (for each enrollment agreement)	50
STRF	0.00 per \$1000 of institutional charges

**Other Fees**

Course Changes (each add/each drop, only allowed during first 2 weeks of the semester)	25
Graduation Fee	250
International Student Fee (First time on campus)	250
Reinstatement Fee	100
Returned Check	15
Transcripts	10
Challenge fee (if challenge is failed)	100
Late fee (payments not received as scheduled)	15

No fees are required for the following items: equipment, lab supplies or kits, textbooks, or other learning media, uniforms or other special protective clothing, in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits. No charges paid to an entry other than an institution that is specifically required for participation in the educational program.

**TOTAL CHARGES**

Total charges for the entire degree program is dependent on the student to complete one of the following degree programs starting from the date of enrollment agreement through the scheduled completion date:

- 1) **For Doctor of Business Administration**, the doctoral degree program is **60** semester credit units plus any prerequisites. Assuming full-time continuous enrollment and no transfer of credit the anticipated graduation date is **36 months** from the date of matriculation.
- 2) **For Master of Business Administration, Master of Arts in Education, or Master of arts in Computer Information Systems**, the master degree program is **36** semester credit units plus any prerequisites. Assuming full-time



continuous enrollment and no transfer of credit the anticipated graduation date is **24 months** from the date of matriculation.

- 3) **For Bachelor of Business Administration**, the bachelor degree program is **120** semester credit units plus any prerequisites. Assuming full-time continuous enrollment and no transfer of credit the anticipated graduation date is **48 months** from the date of matriculation.

The **total charges for the degree program** that the student is obligated to pay upon enrollment are as follows:

- Registration (\$50)
- Tuition for Prerequisites Credits (\$/Credit X # Credit)
- Tuition for Degree Program Credits (\$/Credits X # Credit)
- Graduation Fee (\$250)
- International Fee (\$250 If Applicable)
- Student Tuition Recovery Fund (STRF)

- 1) Total charges for a period of attendance (\$1500-1900/Semester)
- 2) Estimated schedule of total charges for the entire education program (\$5000-9500)

For a total amount as specified in your letter of acceptance for # units required for degree program and prerequisites. Furthermore, the student is responsible for the total amount of all fees and charges pertaining to their program's requirements, and further understand that the student is obligated to pay upon enrollment of each semester.

\*The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements is \$0.00 per \$1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment. For more information, go to [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **The Student Tuition Recovery Fund (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of enrollment agreement, financial aid papers, receipts or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, (916) 431-6959.

## **STUDENT'S RIGHT TO CANCEL AND TUITION REFUND POLICY**

The University's tuition refund policy reflects the Bureau for Private Postsecondary Education Guidelines, and has been developed in compliant with Section 94919, 94920, 94921 and 94922 of the California Education Code, Title 3, Division 10, Part 59, Chapter 8 of the California Private Postsecondary Education Act of 2009. The policy specified in the following.

## **STUDENT'S RIGHT TO CANCEL**

All students have the right to cancel and obtain a 100% refund of charges paid within 5 days of signing the enrollment agreement.

Students who cancel through attendance at the first-class session, or by the seventh day after enrollment, whichever is later will be refunded any monies paid less an application fee of \$75 and registration fee of \$50.00.

*A student's notification of cancellation may be conveyed to the institution in any manner.*

All students have the right to cancel their enrollment agreement and to request a refund. In the event of canceling this enrollment agreement and receiving a refund, the students may send a notice in writing to the Office of the Controller, California University of Business and Technology, 2440-131 S. Hacienda Blvd., Hacienda Heights, CA 91745.

Any money due a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.

## **TUITION REFUND POLICY AND PROCEDURES**

**WITHDRAWAL** Any request to withdraw from California University of Business and Technology (CUBT), after the expiration of the cancellation period, **is to** be made in writing. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics and/or conduct, including, but not necessarily limited to, a student's lack of attendance. Refunds due under the terms of the refund policy will be paid within 30 days of written notification of withdrawal. If the University cancels or discontinues a course or degree program, the University will make a refund of all charges for the discontinued course or degree program.

**1) Refund Policy:** After the expiration of the period to cancel, students still have the right to withdrawal. Enrolled students who wish to withdraw from degree programs before 60% of the semester has elapsed, have a right to a pro-rata refund of tuition for the current semester, less an application fee of \$75 and registration fee of \$50.00. Once more than 60% of the semester has elapsed, there will be no refund to the student for the current semester. The percentage of the semester that has elapsed is determined by dividing the number of days elapsed from the start of the semester to the student's last day of attendance, divided by the number of days in the semester. The last day of attendance is the last day the student attended a residential course, or the last day the student participated in an educationally related activity online, whichever is later.

CUBT shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all the material be sent. If CUBT transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

### EXAMPLE OF PRO-RATA REFUND

A student enrolls in the MBA program in the spring semester, and withdraws with a last day of attendance of 3/22, representing 44 days from the start of the semester to the last day attended. As the % of coursework attended is 40% (44 days attended divided by 109 days in the semester =40%), the student is due a 60% tuition refund. The refund calculation is as follows:

Cost per Course	\$300.00
Number of Courses <b>Student attended in the semester</b>	(4)
Tuition Costs (\$300 x 4 = \$1,200.00)	\$1,200.00
Application fee	\$75.00
<b>Total Student Paid</b>	<b>\$1,275.00</b>
% of courses attended based on Last Day Attended	40%
% of tuition costs eligible for tuition refund	60%
Total Student Paid	\$1,275.00
Minus Amount of tuition CUBT earned (\$1200 x 40%)	-\$480.00
Minus Non-Refundable Registration Fee	-50.00
Minus Non-Refundable Application Fee	-75.00
<b>Total Refund to student</b>	<b>\$670.00</b>

**2) If the student has received federal student aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.**

**Refund Procedures:** All students who wish to withdraw should send a writing notice to the Office of the Controller, California University of Business and Technology, P. O. Box 5116, Hacienda Hts., CA 91745.

For determining a refund under this section, a student shall also be deemed to have withdrawn from a program of instruction when any of the following occurs:

- -The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- -The institution terminates the student's enrollment for failure to maintain academic progress; failure to abide by the rules and policies stated in the catalog; absences more than the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- -The student has failed to attend class for two weeks, and fail to inform the school.
- -Failure to return as scheduled from an approved leave of absence.

Any refund due under the terms of the policy will be paid within 30 days of withdraw. The fee for the State of California, Student Tuition Recovery Fund (STRF), must be paid by the student (for California residents only), and is not included in the tuition fee which is non-refundable.

No fees are required for the following items: equipment, lab supplies or kits, textbooks, or other learning media, uniforms or other special protective clothing, in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits. No

charges paid to an entry other than an institution that is specifically required for participation in the educational program.

If the University cancels or discontinues a course or degree program, the University will make a full refund of all charges for the said course or degree program. Any refund due the student by the above calculation will be mailed to the student within 45 days of the receipt of your request. A negative refund amount signifies that additional tuition and fees are due.

## **FINANCIAL AID**

### **General Information**

Students and their parents are expected to make the maximum effort to cover their own college expenses. Currently the University has no plan to participate in federal and state financial aid programs and student loan programs through state and federal government entitlement.

However, private companies often reimburse students for their education, and governmental agencies and programs may support through workers' compensation, private insurance, disability or other entitlement, dependent on their financial policies and practices.

## **UNDERGRADUATE DEGREE PROGRAMS**

One of the most innovative undergraduate programs is CUBT's upper-division curriculum designed for professional people whose initial professional preparation was accomplished at the associate's degree level or equivalent. The curriculum builds on prior education to develop practical decision making, problem solving, effective leadership, and communication skills. Progression through the course sequence is compatible with continuing responsibilities to employment. Insofar as possible, learning is individualized and based on applied principles of adult education emphasizing the practical and relevance of theoretical content.

### **BACHELOR OF BUSINESS ADMINISTRATION**

(Completer Program)

#### **SCHOOL OF MANAGEMENT STUDIES**

In keeping with the University's mission for excellence in education, the prime objective of the School of Management Studies is the quality preparation of students to become leaders, valuable resources, and contributing members of community, and society in general, through the contributions of their leadership, managerial, and analytical abilities in business, government, non-profit institutions and engineering technology.

In search for excellence in a rapid changing and technologically complex business world, the programs of the School of Management Studies are aimed at assisting students in the enhancement of the following timeless abilities: communication; and synthesis; Knowledge integration; and research. In this way, students are prepared to lead and manage in the 21st century. The Bachelor of Business Administration resides in the School of Management Studies.

## **OBJECTIVES OF THE PROGRAM**

Business administration is the study of basic knowledge and specialized skill to understand business processes and prepare to make valid business decisions.

Upon successful program completion, the graduate will be prepared to:

1. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment
2. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies
3. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning
4. Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative
5. Develop viable alternatives and make effective decisions in an international business setting.

## **GRADUATION REQUIREMENTS**

All candidates for bachelor's degree are required to complete a total of 120 semester units (including transfer credits accepted), in which at least 30 units are in general education, and 60 units from core curriculum, and have achieved a minimum CGPA of 2.0. At least 30 units of 120 units must be completed at this University. Upon completion of the required units and the comprehensive proctored examination or special project (BA 495), and having satisfied their financial obligation to the University, students are awarded a Bachelor of Business Administration degree.

## **PROGRAM OUTLINE**

### **- Upper Division**

<b><u>Junior Year, First Term</u></b>	<b>Credits</b>
BA 300 Introduction to Financial Accounting	3
BA 310 Introduction to Managerial Accounting	3
BA 320 Business Law	3

BA 330 Statistics for Business and Economics	3
BA 340 Principles of Computer and Information Systems	<u>3</u>
	15
<b><u>Junior year, Second term</u></b>	
BA 350 Principles of Macroeconomics	3
BA 360 Principles of Microeconomics	3
BA 370 Business Finance	3
BA 380 Junior Internship	3
BA 390 Topics Course	<u>3</u>
	15
<b><u>Senior year, First Term</u></b>	
BA 400 Business Ethics & Society	3
BA 410 Principles of Management	3
BA 420 Principles of Marketing	3
BA 430 Consumer Behavior	3
BA 440 Small Business Operation	<u>3</u>
	15
<b><u>Senior year, Second term</u></b>	
BA 450 Financial Analysis & Forecasting	3
BA 460 Cost Accounting	3
BA 470 Strategic Management & Policy	3
BA 480 Supervised Internship	3
BA 490 Research and Problem	<u>3</u>
	15

## GRADUATE DEGREE PROGRAMS

### MASTER OF BUSINESS ADMINISTRATION

#### SCHOOL OF MANAGEMENT STUDIES

In keeping with the University's mission for excellence in education, the prime objective of the School of Management Studies is the quality preparation of students to become leaders, valuable resources, and contributing members of community, and society in general, through the contributions of their leadership, managerial, and analytical abilities in business, government, non-profit institutions and engineering technology.

In search for excellence in a rapid changing and technologically complex business world, the programs of the School of Management Studies are aimed at assisting students in the enhancement of the following timeless abilities: communication; and synthesis; Knowledge integration; and research. In this way, students are prepared to lead and manage in the 21st

century. The Master of Business Administration resides in the School of Management Studies.

## **OBJECTIVES OF THE PROGRAM**

The Master of Business Administration degree is designed for qualified students who are preparing for careers as professional managers and who desire an integrated program with limited concentration in one of the functional areas of business. Thus, the courses in the program concentrate on presentation of techniques which provide skills in analysis, decision-making, and effective assessment in all areas that a business manager deals with daily.

Upon successful program completion, the graduate will be prepared to:

1. Demonstrate an understanding of the essential professional tools to advance in managerial careers.
2. Integrate business data and concepts with core business knowledge to make tactical and strategic business decisions using appropriate information technology
3. Manage group dynamics in a multicultural team environment and can respond to international issues that impact business
4. Recognize and respond to ethical issues related to business practice
5. Demonstrate effective oral communication skills and produce professional written communications

## **GRADUATION REQUIREMENTS**

All candidates for the Master of Business Administration degree are required to complete **a total of 36 semester units**, including 30 semester units of graduate level courses and 6 semester unites of thesis writing, and have achieved a CGPA of 3.0. Upon completion of the required credits, thesis, and achieving a 3.0 CGPA, students are awarded a Master of Business Administration degree.

### **PROGRAM OF STUDY (Example)**

#### **SEMESTER ONE:**

	Credits
BA 500 Current Issues in Business Law and Ethics	3
BA 510 Accounting for Decision Making	3
BA 520 Managerial Finance	3

#### **SEMESTER TWO:**

BA 530 Quantitative Analysis in Business	3
BA 540 Strategic Management	3
BA 550 Managerial Marketing	3



**SEMESTER THREE:**

BA 560 Operational Management	3
BA 595 Research and Design	3
BA 570 International Business	3

**SEMESTER FOUR:**

BA 590 Graduate Internship	3
BA 599 Master's Thesis	6

Graduate Internship is required for the program. Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in business administration.

**MASTER OF ARTS IN COMPUTER INFORMATION SYSTEMS****SCHOOL OF TECHNOLOGY**

Consistent with the University's mission, the primary objective of the School of Technology is to prepare students for a place in the expanding field of technology, and to inform students about technology effects on the structure and dynamics of business and technology. The Master of Arts in Computer Information Systems resides in the School of Technology.

**OBJECTIVES OF THE PROGRAM**

The Master of Arts in Computer Information Systems is designed for qualified students who are preparing for careers as in information systems, and who desire to advance study in the management disciplines with a solid and extensive study of the design and development of information systems from both an administrative and a technical perspective.

The following are the primary program learning outcomes. Upon successful program completion, the graduate will be prepared to:

1. Have comprehensive and professional understanding of the modern systems approach to business information systems
2. Gain skills and knowledge in the latest applications of Information Technology to assume a prominent role in directing and improving the management process

3. Learn the wide spectrum of emerging technologies, and its role as catalyst to achieve strategic and competitive advantage in the global market
4. Contribute to and interact with internal customers at every level in an organization's structure
5. Demonstrate an understanding of computer applications and proficiency with the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intra-business commercial ventures

## GRADUATION REQUIREMENTS

All candidates for the Master of Arts in computer information systems are required to complete **a total of 36 semester credits** including 30 semester credits of graduate level courses and 6 semester credits of thesis writing. Upon completion of the required credits, and the thesis, students who have achieved a CGPA of 3.0 or above, and have met their financial obligations to the University, are awarded a Master of Arts in Computer Information Systems degree.

### PROGRAM OF STUDY

#### SEMESTER ONE

	Credits
IS 500 Professional Ethics	3
IS 510 Management Information Systems	3
IS 520 Operating Systems Survey	3

#### SEMESTER TWO

IS 530 Database Organization	3
IS 540 Data Communications and Networks	3
IS 550 Systems Analysis and Design	3

#### SEMESTER THREE

IS 595 Research and Design	3
IS 525 IT Project Management	3
IS 545 Ethical Hacking and Cybersecurity	3

#### SEMESTER FOUR

IS 590 Graduate Internship	3
IS 599 Master's Thesis	6

Graduate Internship is required for the program. Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in computer information system.

# **MASTER OF ARTS IN EDUCATION**

## **SCHOOL OF EDUCATION**

The School of Education has five major objectives consistent with the missions and purposes of the University. They are:

1. To provide opportunities for the intellectual, professional and moral development of students in education
2. To help students to obtain the skills, knowledge, and understanding to advance their careers;
3. To provide programs for emerging societal needs, and enable students to function effectively in a dynamic technological society;
4. To encourage basic and applied research in education (and human services)
5. To develop students' research skills to enable them to explore various issues facing contemporary society.

## **OBJECTIVES OF THE PROGRAM**

The Master of Arts in education degree is designed to strengthen the capability of professional educators, and to provide a study of foundation, curriculum and instruction, administration leadership, and the results of research. The program combines theory with practice throughout using field experience with the course work culminating in a project.

The following are the primary program learning outcomes. Upon successful program completion, the graduate will be prepared to:

1. To provide opportunities for the intellectual, professional and moral development of students in education
2. To help students to obtain the skills, knowledge, and understanding to advance their careers;
3. To provide programs for emerging societal needs, and enable students to function effectively in a dynamic technological society;
4. To encourage basic and applied research in education (and human services)
5. To develop students' research skills to enable them to explore various issues facing contemporary society.

## **GRADUATION REQUIREMENTS**

All candidates for the Master of Arts in education are required to complete a total of 36 semester credits including 30 semester credits of graduate level courses and 6 semester credits of thesis writing. Upon completion of the required credits, the thesis, and having

achieved a CGPA of 3.0 or above and having satisfied all financial obligations to the University, students are awarded a Master of Arts in Education degree.

## **PROGRAM OF STUDY**

<b>SEMESTER ONE</b>	<b>Credits</b>
ED 500 Administration Leadership and Ethics	3
ED 510 Instructional Technology	3
ED 520 Curriculum Construction	3
<b>SEMESTER TWO</b>	
ED 530 Facility Planning and Evaluation	3
ED 540 Financial Aspects of School Administration	3
ED 550 Legal Aspects of American Education	3
<b>SEMESTER THREE</b>	
ED 595 Research and Design	3
ED 525 Multicultural Education	3
ED 545 Educational Technology	3
<b>SEMESTER FOUR</b>	
ED 590 Graduate Internship	3
ED 599 Master's Thesis	6

Graduate Internship is required for the program. Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in education.

## **Doctorial Programs**

### **DOCTOR OF BUSINESS ADMINISTRATION**

The Doctor of Business Administration degree is designed for qualified students who, from positions in business, or industry, can advance the state-of-the-art of business practice and enhance the contributions to the larger community, through studies in theory, concepts, methods and/or practices in business administration.

### **SCHOOL OF MANAGEMENT STUDIES**

In keeping with the University's mission for excellence in education, the prime objective of the School of Management Studies is the quality preparation of students to become leaders, valuable resources, and contributing members of community, and society in general, through the contributions of their leadership, managerial, and analytical abilities in business, government, non-profit institutions and engineering technology.

In search for excellence in a rapid changing and technologically complex business world, the programs of the School of Management Studies are aimed at assisting students in the enhancement of the following timeless abilities: communication; and synthesis; Knowledge integration; and research. In this way, students are prepared to lead and manage in the 21st century. The Doctor of Business Administration resides in the School of Management Studies.

## **OBJECTIVES OF THE PROGRAM**

Graduates of the Doctor of Business Administration program will be able to:

- Identify and solve complex problems in education
- Demonstrate ethical responses on matters related to equity and social justice in education
- Apply pedagogical principles to curriculum design and student assessment
- Apply administrative theory to educational leadership
- Conduct original research that contributes to the body of knowledge in education

## **GRADUATION REQUIREMENTS**

All candidates for the doctor of business administration degree are required to complete a **total of 90 semesters credits** as follows:

30 Credits transferred from a master degree (MBA) or equivalent

45 Credits of graduate level courses

15 Credits dissertation writing based on original research.

90 Total Semester Credits

Upon completion of the required credits and the dissertation, students are awarded a Doctor of Business Administration.

The Doctor of Business Administration degree which is a professional Doctoral degree is awarded to a student who has completed a prescribed level of study above (including the dissertation) normally requiring a minimum of three academic years of full-time graduate study or the equivalent in part-time study.

### **Written Comprehensive Examination**

A prospective doctoral student is required to pass a set of Written Comprehensive Examination as soon as possible but no more than 15 months after beginning the program.

The comprehensive examination will be written. It includes subjects that are deemed by the department to represent sufficient in-depth preparation and breadth for advanced study in degree program.

Each prospective doctoral student taking the examination will be notified of “passing” or “failing” the examination within a month after taking the examination. A prospective doctoral student must pass the Written Comprehensive Examination within the first two years of study in the degree program.

Only those students who pass the comprehensive examination shall be allowed to continue in the doctoral program. The comprehensive examination can be repeated only once at the discretion of the Doctoral Advisory Committee. A student failing the comprehensive examination the second time is disqualified from pursuing the doctoral degree at CUBT.

### **Doctoral Research and Defense**

After passing the Comprehensive Examination, the student shall present a research plan/proposal to the Doctoral Research Committee for the subject of the research work.

It is the student’s responsibility to obtain consent from a faculty member in the student’s major department to serve as his/her prospective dissertation advisor.

On the student’s request, the dissertation advisor will form a Doctoral Committee. The committee will consist of at least three members, including the dissertation advisor and at least two members. The committee must also include at least one member from outside the department. The Doctoral Committee will review the student’s proposed program of studies and determine any further changes that may be required prior to approving the proposal.

After completing the dissertation, the student must present the results, findings of the research to the Doctoral Committee orally and obtain critiques, feedback, and suggestions from the committee. Before the degree is to be conferred, the candidate must submit to the Department two copies of the final version of the dissertation describing the research in its entirety.

## **PROGRAM OF STUDY**

### **SEMESTER ONE**

	Credits
BA 600 Critique of Research in Business Administration	3
BA 610 Case Studies in Business Administration	3

BA 615 Ethics in Business Administration and Operation	3
BA 620 The Firm in the World's Economy	3

## **SEMESTER TWO**

BA 630 Evaluating Market Performance	3
BA 640 Technology and Information Systems Management	3
BA 650 Human Resource Management and Industrial Relations	3
BA 680 Special Topics in Business Administration	3

## **SEMESTER THREE**

BA 660 The Executive of the Future	3
BA 670 Business Field Project	3
BA 675 Practice in Organizational Development	3

## **SEMESTER FOUR**

BA 685 Graduate Projects	3
BA 690 Internship in Business Administration	3
BA 695A The Doctoral Proposal: Research Design and Methodology	3

## **SEMESTER FIVE**

BA 695B The Doctoral Proposal: Research Design and Methodology	3
BA 699A Doctoral Dissertation I	6

## **SEMESTER SIX**

BA 699B Doctoral Dissertation II	9
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Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in business administration.

## **Doctor of Education**

### **SCHOOL OF EDUCATION**

The School of Education has five major objectives consistent with the missions and purposes of the University. They are:

1. To provide opportunities for the intellectual, professional and moral development of students in education
2. To help students to obtain the skills, knowledge, and understanding to advance their careers;
3. To provide programs for emerging societal needs, and enable students to function effectively in a dynamic technological society;
4. To encourage basic and applied research in education (and human services)
5. To develop students' research skills to enable them to explore various issues facing contemporary society.

## **OBJECTIVES OF THE PROGRAM**

The Doctor of Education degree is designed for qualified students who, from positions in school administrations, University faculty, curricula developers, educational materials specialists, can meet the needs of individuals preparing for careers of leadership and applied research in the schools and community educational programs, through studies in theory, concepts, methods, and/or practices in education.

Upon successful program completion, the graduate will be prepared to:

1. Identify and solve complex problems in education
2. Demonstrate ethical responses on matters related to equity and social justice in education
3. Apply pedagogical principles to curriculum design and student assessment
4. Apply administrative theory to educational leadership
5. Conduct original research that contributes to the body of knowledge in education

## **GRADUATION REQUIREMENTS**

All candidates for the doctor of education degree are required to complete **a total of 90 semester units** as follows:

30 Units transferred from a master degree (MEd) or the equivalent

45 Units of graduate level courses

15 Units dissertation writing based on original research.

90 Total of Semester Units

Upon completion of the required units and the dissertation, students are awarded a Doctor of Education.

The Doctor of Education degree which is a professional Doctoral degree is awarded to a student who has completed a prescribed level of study above (including the dissertation)



normally requiring a minimum of three academic years of full-time graduate study or the equivalent in part-time study.

### **Written Comprehensive Examination**

A prospective doctoral student is required to pass a set of Written Comprehensive Examination as soon as possible but no more than 15 months after beginning the program.

The comprehensive examination will be written. It includes subjects that are deemed by the department to represent sufficient in-depth preparation and breadth for advanced study in degree program.

Each prospective doctoral student taking the examination will be notified of “passing” or “failing” the examination within a month after taking the examination. A prospective doctoral student must pass the Written Comprehensive Examination within the first two years of study in the degree program.

Only those students who pass the comprehensive examination shall be allowed to continue in the doctoral program. The comprehensive examination can be repeated only once at the discretion of the Doctoral Advisory Committee. A student failing the comprehensive examination the second time is disqualified from pursuing the doctoral degree at CUBT.

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It is the student’s responsibility to obtain consent from a faculty member in the student’s major department to serve as his/her prospective dissertation advisor.

On the student’s request, the dissertation advisor will form a Doctoral Committee. The committee will consist of at least three members, including the dissertation advisor and at least two members. The committee must also include at least one member from outside the department. The Doctoral Committee will review the student’s proposed program of studies and determine any further changes that may be required prior to approving the proposal.

After completing the dissertation, the student must present the results, findings of the research to the Doctoral Committee orally and obtain critiques, feedback, and suggestions from the committee. Before the degree is to be conferred, the candidate must submit to the Department two copies of the final version of the dissertation describing the research in its entirety.

## **PROGRAM OF STUDY**

### **SEMESTER ONE**

	Units
ED 600 Critique of Research in Education.	3
ED 610 Case Studies in State Politics and Education	3
ED 615 Ethics in Education	3
ED 620 Social Diversity and Educational Reform	3

### **SEMESTER TWO**

ED 630 Managing Complex Organization	3
ED 640 Education and Sociocultural change	3
ED 650 Interaction Processes in Education: Design and Evaluation	3
ED 680 Special Topic in Education	3

### **SEMESTER THREE**

ED 660 The Role of Education in Cultural Transmission	3
ED 670 Tutorial Work in Education	3
ED 675 Practicum in Cultural Pluralism	3

### **SEMESTER FOUR**

ED 685 Graduate Projects	3
ED 690 Internship in Education	3
ED 695A The Doctoral Proposal: Research Design and Methodology	3

### **SEMESTER FIVE**

ED 695B The Doctoral Proposal: Research Design and Methodology	3
ED 699A Doctoral Dissertation I	6

### **SEMESTER SIX**

ED 699B Doctoral Dissertation II	9
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Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in education.

## COURSE DESCRIPTIONS

### ARTS (AT)

#### **AT 101 Experiences in Music**

An aesthetic perspective on various types of music including popular, classical, and non-Western styles, Introductory experiences in music reading and understanding of basic musical principles.

*Prerequisite: None*

#### **AT 102 Art History**

Survey of the major monuments of Western art, Neolithic to the modern; emphasis on the function of form in the communication of cultural values.

*Prerequisite: None*

#### **AT 103 Experiences in Theater**

An activity-oriented course designed to acquaint students with the ephemeral, experiential nature of the theater. Course content includes play-going, play-making (i.e., screen work), rudimentary play analysis and discussion, and direct participation in no-campus production work.

*Prerequisite: None*

#### **AT 104 Experiences in Art**

This course open students' minds to the World of Art, helping them to see a new the world around them, discover and explore their creativity, appreciate role of art in everyday life, and make aesthetic judgments.

*Prerequisite: None*

### BUSINESS ADMINISTRATION (BA)

#### **BA 101 Speech Communication**

Emphasis on basic principles of communication, with special application to public speaking.

*Prerequisite: None*

#### **BA 102 Introduction to Management**

Basic management functions are analyzed, providing conceptual Decision making activated to promote efficient and effective Management. Integration of the proven traditional functional approach to managing with current developments in the contingency approach, system, theory, and behavioral science.

*Prerequisite: None*

#### **BA 103 Interpersonal Communication**

Psychological, physical and cultural barriers to interpersonal communication with emphasis on overcoming these barriers to improve interpersonal communication.

*Prerequisite: None*

#### **BA 115 Mathematics for Business and Economics**

Linear equations and applications, linear forms and systems of linear equations, matrix algebra and applications, linear programming (graphical and simplex methods), probability and applications, mathematics of finance. Derivatives, curve sketching and optimization, techniques of derivatives, logarithmic and exponential functions with applications, techniques and applications of integrals, multivariate calculus.

*Prerequisite: None*

### **BA 201 Business and Professional Communication**

Communication skills and theories most relevant to students in contemporary business and professional fields. Focus upon developing skills in interviewing, small group communication and public speaking.

*Prerequisite: None*

### **BA 202 Organizational Behavior**

Introduction to major concepts of behavioral science which apply to the management of organizations. Provides an understanding of human behavior under the organizational context. Topics will also include effective motivation, utilization, and control of human resources from the managerial perspectives.

*Prerequisite: None*

### **BA 300 Introduction to Financial Accounting**

This course covers the basics, an introduction to the theory, the methods, and the concerns of corporate financial accounting. In addition, students will learn to adjust and close entries in sole proprietorship accounting.

*Prerequisite: None*

### **BA 310 Introduction to Managerial Accounting**

This course covers partnership and corporation equities, budget planning, concepts of managerial accounting. In addition, the student will have an understanding of managerial accounting concepts in relation to specialized accounting entities for managerial planning and decision.

*Prerequisite: None*

### **BA 320 Business Law**

This course covers the basics, an introduction to the theory, the methods, and the concerns of business law. In addition, students will learn to adjust and close entries in personal property and bailments, sales, security devices, agency, and employment. Students will also learn corporations and partnerships.

*Prerequisite: None*

### **BA 330 Statistics for business and Economics**

This course covers the basics, an introduction to the theory, the methods, and the concerns of statistics for business and economics. In addition, students will learn in analyzing, presenting and interpreting numerical data for business purposes. Students will also learn to the general application of statistical principles.

*Prerequisite: None*

### **BA 340 Principles of Computer and Information Systems**

The student will have solid foundations around how to use information systems as an adjunct tool to analyze business problems and further will have an understanding of the use of information systems to support end user activities, business operations, and managerial strategic decision making.

This course covers the basics, an introduction and the concerns of Principles of Computer and Information Systems. In addition, students will learn to dealing with organization and characteristics survey of computers, languages, systems and application including

spreadsheet, word processing and database. Students will also learn how to general introduction to algorithms and programming.

*Prerequisite: None*

### **BA 345 Information Systems Planning**

Information needs of business functional areas. Information architectures and information systems planning concepts practices. Evaluation of computing and information resources. Cost benefit analysis and implementation planning.

*Prerequisite: None*

### **BA 350 principles of Macroeconomics**

This course covers the basics, an introduction to the theory, the methods, and the concerns of macroeconomics. In addition, students will learn to survey of macroeconomics principles and their application to current problems. Students will also have an understanding of macroeconomics by showing them how it applies to everyday life.

*Prerequisite: None*

### **BA 360 Principles of Microeconomics**

This course covers the basics, an introduction to the theory, the methods, and the concerns of macroeconomics. In addition, students will learn to have an understanding of macroeconomics by showing them how it applies to everyday life.

*Prerequisite: None*

### **BA 370 Business Finance**

This course covers the basics, an introduction to the theory, the methods, and the concerns of business finance. In addition, Student will have solid foundations in the area of the basic principles and techniques of financial managements practical applications. Students will also learn Organization, financing, and management of a business organization. topics covering financial instruments, optimum capitalization mixes, leverage, capital budgeting and cost of capital are developed.

*Prerequisite: None*

### **BA 380 Junior Internship**

This course covers the on-site-intern work experience will provide the student practical experience in the operational aspects of specific enterprise settings, and further which will help to develop career goals and decide which career is most appropriate for him/her.

*Prerequisite: None*

### **BA 385 Database Management**

Data and information requirements analysis, information modeling and conceptual database design. Database management system components, functions, and model, and database implementation and updating.

*Prerequisite: None*

### **BA 390 Topics Course**

This course covers an understanding of how to conduct business research (e.g. marketing research for the prospective business decision-maker to effectively manage a business with success.

*Prerequisite: junior standing*

### **BA 395 Microcomputer Application Development**

Business program design and development at a professional level. Individual programs in business, graphic, and artificial intelligence applications.

*Prerequisite: None*

### **BA 400 Business Ethics and Society**

This course covers the basis, an introduction to the theory, the methods, and the concerns of ethics and society. In addition, Student will have an opportunity to look at the major social issues facing management today and certain business ethics in operational aspects of business.

*Prerequisite: None*

### **BA 410 Principles of Management**

This course covers the basis, an introduction to the theory, the methods, and the concerns of management. In addition, student will have solid foundations in the field of management with emphasis on social responsibility, ethics, planning premises, electronic media, POM. Student will also learn international management.

*Prerequisite: None*

### **BA 420 Principles of Marketing**

This course covers the basis, an introduction to the theory, the methods, and the concerns of marketing. In addition, student will have a basic knowledge of the marketing system. Student will also have knowledge of applications.

*Prerequisite: None*

### **BA 430 Consumer Behavior**

This course covers the basis, an introduction to the theory, the methods, and the concerns of consumer behavior. In addition, student will have basic tools necessary to analyze consumers and develop more effective marketing strategies.

*Prerequisite: None*

### **BA 440 Small Business Operation**

This course covers the basis, an introduction to the theory, the methods, and the concerns of consumer small business operation. In addition, The student will have the basic skills needed to manage a small business with success.

*Prerequisite: None*

### **BA 445 Business Systems Analysis**

In-depth analysis of information systems applications Supporting a broad spectrum of business functions. Integrated application systems and strategic information systems.

*Prerequisite: None*

### **BA 450 Financial Analysis and Forecasting**

This course covers the basis, an introduction to the theory, the methods, and the concerns of financial analysis and forecasting. In addition, student will have the analytical tools to understand why the financial marketplace behaves as it does and how to make financial decisions based on available information.

*Prerequisite: None*

### **BA 460 Cost Accounting**

This course covers the basis, an introduction to the theory, the methods, and the concerns of cost accounting. In addition, student will have a strong background in cost accounting concepts and procedures. Student will also have an opportunity to grasp the concepts of managerial accounting.

*Prerequisite: None*

### **BA 465 Network Management**

Administration and tuning telecommunications network. Analysis of network components, traffic, security and failure in the network study of regularly and legal issues in the field.

*Prerequisite: None*

### **BA 470 Strategic Management and Policy**

This course covers the basis, an introduction to the theory, the methods, and the concerns of strategic management and policy. In addition, student will have a broad understanding of the importance and complexity of strategic decisions as they impact business operation, and furthermore will be able to develop a capability to make plausible assumptions and to apply analysis techniques to test overall soundness of the assumptions and strategies, and to relate a business strategy to the mission of a company.

*Prerequisite: None*

### **BA 480 Supervised Internship**

This course covers the on-site-intern work experience will provide the student practical experience in the operational aspects of specific enterprise settings, and further will help to develop career goals and decide which career is most appropriate for him/her.

*Prerequisite: Upper Division Standing*

### **BA 490 Research and Problems**

This course covers the research methodology to conceptualize an appropriate topic in the area of interested subject for further research and analysis, and furthermore to know how to write an acceptable report. Student will also presentation.

*Prerequisite: Upper Division Standing*

### **BA 495 Special Projects**

Individualized study projects or major paper, by special arrangement with instructor.

*Prerequisite: Upper Division Standing*

### **BA 500 Current Issues in Business Law and Ethics**

This course covers the basis, an introduction to the theory, the methods, and the concerns of business law and ethics. In addition, the student will have a solid foundation in business law and also have an opportunity to apply moral standards to ethical issues in business.

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*Prerequisite: None*

### **BA 510 Accounting for Decision Making**

This course covers the basis, an introduction to the theory, the methods, and the concerns of accounting for decision making. In addition, the student will have solid foundations to deal with problems and issues particularly related to computer-based accounting information systems for decision-making.

*Prerequisite: None*

### **BA 520 Managerial Finance**

This course covers the basis, an introduction to the theory, the methods, and the concerns of managerial finance. In addition, the student will have solid foundations in the field of financial management including analysis, planning and capital management, and will understand how to maximize shareholder wealth in any set business.

*Prerequisite: None*

### **BA 530 Quantitative Analysis in Business**

This course covers the basis, an introduction to the theory, the methods, and the concerns of quantitative analysis in business. In addition, students will learn solid foundations in the field of how to learn the concepts and methods of quantitative management decision techniques, how to develop the capability to formulate an approach to a decision problem in quantitative terms so that applicable techniques can be implemented. The student will also have basic foundations in applying the computer-based software algorithms to support quantitative analysis in decision-making situations to enhance “what-if: and sensitivity analysis.

*Prerequisite: None*

### **BA 540 Strategic Management**

This course covers the basis, an introduction to the theory, the methods, and the concerns of strategic management. In addition, the student will have a broad understanding of the importance and complexity of strategic decision as they impact business operations and furthermore the student will have solid foundations to develop a capability to make plausible assumptions, and to apply analysis techniques to test overall soundness of the assumptions and strategies

*Prerequisite: None*

### **BA 550 Managerial Marketing**

This course covers the basis, an introduction to the theory, the methods, and the concerns of managerial marketing. In addition, the course is to provide the student with the steps involved in the analytical and decision-making processes involved in formulating, implementing and controlling a strategic marketing program.

*Prerequisite: None*

### **BA 560 Operational Management**

This course covers the basis, an introduction to the theory, the methods, and the concerns of operational management. In addition, Student will have an opportunity to learn the different frameworks under which operations management exists: system, decision-making, strategic decisions, control decision, etc. and also to examine how managers make strategic choices in varying economic climates, and to develop a capability to use computer-based algorithms to do sensitivity analysis.

*Prerequisite: None*

### **BA 570 International Business**

This course covers the basis, an introduction to the theory, the methods, and the concerns of international business. In addition, students will have solid foundations in the field of



international business organization, marketing, finance, management. Students will also learn how to operate in international business.

*Prerequisite: None*

### **BA 590 Graduate Internship**

This course covers the on-site-intern work experience which will provide students practical experience in the operational aspects of specific enterprise settings, and further will help to develop career goals and to decide which careers are most appropriate for them.

*Prerequisite: Advance Standing*

### **BA 595 Research and Design**

This course covers the contents for conceptualizing an appropriate topic in the area of interested subject for further research and analysis, and furthermore to know how to write an acceptable proposal and presentation

*Prerequisite: Advance Standing*

### **BA 599 Master's Thesis**

This course covers solid foundations to know how to conduct an in-depth, comprehensive research study that well demonstrates acceptable academic research standards and criteria.

*Prerequisite: BA 595*

### **BA 600 Critique of Research in Business Administration**

This course covers the basis, an introduction to the theory, the method, and the concerns of research in business administration. In addition, the student will have solid foundations in business administration through case reading/study the process of formulation and implement of policy and strategy in operating organizations and students will also future understand the interplay between operational theory and organizational theory.

*Prerequisite: None*

### **BA 610 Case Studies in Business Administration**

This course covers the basis, an introduction to the theory, the method, and the concerns of research in business administration. In addition, the student will have solid foundations in the field of marketing strategy and planning, and other up-to-date treatments of problems in enterprise, and particularly will understand certain competitive challenges that arise in firms that serve natural markets but that are faced with increasing global market force, especially global competition.

*Prerequisite: None*

### **BA 615 Ethics in Business Administration Operation**

This course covers the basis, an introduction to the theory, the method, and the concerns of ethics in business administration and operation. In addition, Student will have an understanding of the legal aspects of marketing liability and will have an appreciation of management's responsibility both ethically and socially, and students will also applications of moral standards to ethical issues in business.

*Prerequisite: None*

### **BA 620 The Firm in the World's Economy**

This course covers the basis, an introduction to the theory, the method, and the concerns of The Firm in the World's Economy. In addition, the student will have an extensive view of the global financial community and students will also learn the problems and advantages that come with international firms.

*Prerequisite: None*

### **BA 630 Evaluating Market Performance**

This course covers the basis, an introduction to the theory, the method, and the concerns of Evaluating Market Performance. In addition, the student will have some insights into the world of marketing management with success through reading case studies and students will also analyzing mistakes and discoveries.

*Prerequisite: None*

### **BA 640 Technology and Information Systems Management**

This course covers the basis, an introduction to the theory, the methods, and the concerns of information systems management. In addition, the student will have an understanding of the considerations and issues involved in organizational decision making in technology-sensitive organizations and further will know how to define and evaluate methods and models for effective organizational decision making principles and methods to current technology and students will also innovations management issues.

*Prerequisite: None*

### **BA 650 Human Resource Management and Industrial Relations**

This course covers the basis, an introduction to the theory the methods, and the concerns of human resource. In addition, the student will have solid foundations in the field of management theory, organizational design and communications systems, and will have an opportunity to know how to enhance one's ability to act effectively as managers of professionals and support staff and to understand the linkages among productivity, quality of life, and students will also have profit activities of personnel and management.

*Prerequisite: None*

### **BA 660 The executive of the Future**

This course covers the basis, an introduction to the theory, the methods, and the concerns of the executive of the future. In addition, the student will have solid foundations in the field of the design of performance appraisal, training and compensation systems and furthermore will know how to develop techniques for productivity, improvement as well as the development and application of the processes of selection and retention of personnel in both private and students will also learn public sectors.

*Prerequisite: None*

### **BA 670 Business Field Project**

This course covers the basis, an introduction to the theory, the methods, and the concerns of business field project. In addition, the student will have an opportunity to review concepts, tools and techniques potentially available for solving certain problem now encountered by an organization or setting, and to present his/her findings and conclusions through field empirical research for the real problem.

*Prerequisite: None*

### **BA 675 Practice in Organizational Development**

This course covers the basis, an introduction to the theory, the methods, and the concerns of organizational development. In addition, through supervised practical work, the

student will have an opportunity to obtain a working knowledge of using logistics to understand factors for the success of a company.

*Prerequisite: None*

### **BA 680 Special Topics in Business Administration**

This course covers the basis, an introduction to the theory, the methods, and the concerns of business administration. In addition, the student will be provided with knowledge of advanced economic theory and students will also analysis of problems faced by management in the business world today.

*Prerequisite: Advance Standing*

### **BA 685 Graduate Projects**

This course covers the basis, an introduction to the theory, the methods, and the concerns of graduate projects. In addition, the student will have solid foundations to understand how to review and design an independent research by demonstrating a knowledge of applicable strategies and techniques.

*Prerequisite: BA 680*

### **BA 690 Internship in Business Administration**

This course covers on-site-intern work experience will provide the student practical experience in the operational aspects of specific enterprise settings, and further which will help to develop career goals and students will also decide which career is most appropriate for him/her.

*Prerequisite: Advance Standing*

### **BA 695A The Doctoral Proposal: Research Design and Methodology**

This course covers the basis, an introduction to the theory, the methods, and the concerns of research design and methodology, the student will have an opportunity to conceptualize an appropriate topic in the area of interested subject for further research and analysis, and furthermore to know how to write an acceptable proposal and students will also presentation.

*Prerequisite: Advance Standing*

### **BA 695B The Doctoral Proposal: Research Design and Methodology**

This course continues to covers the basis, an introduction to the theory, the methods, and the concerns of research design and methodology, the student will have an opportunity to conceptualize an appropriate topic in the area of interested subject for further research and analysis, and furthermore to know how to write an acceptable proposal and students will also presentation.

*Prerequisite: BA 695A*

### **BA 699A Doctoral Dissertation**

This course covers the basis, an introduction to the theory, the methods, and the concerns of Doctoral Dissertation. In addition, the student will have solid foundations to know how to conduct an in-depth, comprehensive research study that well demonstrates acceptable academic research standards and students will also have solid criteria.

*Prerequisite: BA 695AB*

### **BA 699B Doctoral Dissertation**

Dissertation Project; preparation, completion and submission of and acceptable dissertation for the doctoral degree.

*Prerequisite: BA 699A*

## **ENGLISH (EN)**

### **EN 101 English Communications**

Course includes intensive drill in pronunciation, structural patterns, vocabulary, composition, and conversation.

*Prerequisite: None*

### **EN 201 Writing for Public Relations**

How to write proposals, progress reports, conclusory project reports (specifications) and other technical papers. Course includes language, format, use of graphics and statistics, and presentation.

*Prerequisite: None*

### **EN 202 Writing and Research**

Students will learn to research and write narrative, descriptive, expository, and argumentative papers. Through discussion and interactive workshops, they will learn to critique and improve their own writing and the writing of others.

*Prerequisite: None*

## **HUMANITIES (HU)**

### **HU 101 American Culture**

Culture and society of the United States of America. Survey of ethnic, racial, cultural diversity, social organization and religion.

*Prerequisite: None*

### **HU 102 Education for Healthful Living**

Values and benefits derived from maintaining a physically active life, and its contribution to the physical and mental well-being of the individual. Includes instruction and laboratory experiences in physical fitness.

*Prerequisite: None*

### **HU 103 Foundations of Religion**

Biblical study and a variety of readings. The significance of Luther's Law-Gospel principle for the main issues of Christian faith and life, with particular emphasis on worship and witness.

*Prerequisite: None*

### **HU 201 Asian Studies**

An anthropological perspective on Asian Societies during pre-modern times; emphasis on social values and religious ideology in the context of history, geography, and ecology.

*Prerequisite: None*

### **HU 202 Comparative Religion**

A comparative study of ethical thought and practice in cultures and of persons shaped by the major world religions

*Prerequisite: None*

## **HU 203 Contemporary Social Problems**

Analysis of factors in current American social problems: crime, delinquency, prostitution, family disorganization, race relations, mental illness.

*Prerequisite: None*

## **HU 204 Ethics**

Value perspectives on communication in varied settings: interpersonal, organizational, and public. Issue of truth and responsibility in family and social interactions, advertising, and governmental communication.

*Prerequisite: None*

## **LITERATURE (LI)**

### **LI 101 World Literature**

Reading and analysis of representative short stories, plays, and a short novel. Application of the social principles in each work to modern life.

*Prerequisite: None*

### **LI 201 Themes in Literature**

An introduction to literary terms, themes, genres, and philosophies. Focus on verbal and written interpretation, evaluation, and criticism.

*Prerequisite: None*

## **EDUCATION (ED)**

### **ED 500 Administration Leadership and Ethics**

This course covers the basis, an introduction to the theory, the methods, and the concerns of administration leadership and ethics. Students will have an opportunity to understand the needs of school leaders. In addition, students will learn solid foundations in the field of the nature and conduct of moral education. Students will also learn to analyze and record business transactions.

*Prerequisite: None*

### **ED 510 Instructional Technology**

This course covers the basis, an introduction to the theory, the methods, and the concerns of instructional technology. Students will have solid foundations in assessing instructional reform effectiveness. In addition, Students will learn further in demonstrating change strategies which result in improved educational outcomes. Students will also learn value professional responsibility which lead to educational reform in the area of the process of teaching and assisting in preparing to teach.

*Prerequisite: None*

### **ED 520 Curriculum Construction**

This course covers the basis, an introduction to the theory, the methods, and the concerns of curriculum construction. Students will have solid foundations to know how the parts of a curriculum fit together. In addition, students will learn how to identify assumptions underlying curricula. Students will also learn an in-depth knowledge of certain contemporary curriculum design.

*Prerequisite: None*

**ED525 Multicultural Education**

This course presents a historical context for multicultural education and its efforts to help students understand the social and educational issues that society faces today. Using a case approach, students learn to think critically and reflectively about the academic, social, cultural, and emotional needs of all students, as well as to evaluate intercultural conflicts from various viewpoints.

*Prerequisite: None*

**ED 530 Facility Planning and Evaluation**

This course covers the basis, an introduction to the theory, the methods, and the concerns of facility planning and evaluation. Students will flexibility for broad programmatic use. In addition, students will learn to develops competence in matching design to learning requirements. Students will also learn solid foundations in the field of appropriateness for development and instruction in educationally powerfully learning environments.

*Prerequisite: None*

**ED 540 Financial Aspects of School Administration**

This course covers the basis, an introduction to the theory, the methods, and the concerns of financial aspects of school administration. Students will have solid foundations in the field of all aspects of school finance, taxation, finance change, allocation. In addition, students will also learn the use of funds, and effective management.

*Prerequisite: None*

**ED 545 Educational Technology**

In this course students are introduced to current research and trends related to the adoption of technology in education. Students will identify, develop and implement a variety of technological applications that supports and enhances their educational technology philosophy.

*Prerequisite: None*

**ED 550 Legal Aspects of School Administration**

This course covers the basis, an introduction to the theory, the methods, and the concerns of legal aspects of school administration. Students will have the legal knowledge to perform their jobs as educational administrators and policy makers. In addition, students will also learn functions, relationships, and responsibilities of school districts; interpretations of legal status as shown by statues and court decisions.

*Prerequisite: None*

**ED 590 Graduate Internship**

This course covers supervised work experience in a professional environment related to a MAED degree program and career objectives. In addition, students will also learn prearranged work in a real world setting in which require applications of instructional technology and student will be responsible for periodic reports as required by the instructor.

*Prerequisite: Advance Standing*

### **ED 595 Research and Design**

This course covers literature survey, selection of a thesis topic, development of research methods and procedures. In addition, students will have an opportunity to conceptualize an appropriate topic in the area of interested subject for further research. Students will also learn the analysis outline of a thesis in the form of thesis proposal acceptable and approved by the program director or faculty member.

*Prerequisite: Advance Standing*

### **ED 599 Master's Thesis**

This course covers the solid foundations to know how to conduct an in-depth, comprehensive research. In addition, students will learn and demonstrate acceptable academic research standards and criteria, as well as thesis project which includes preparation, completion and submission of and acceptable thesis for the master's degree.

*Prerequisite: ED 595*

### **ED 600 Critique of Research in Education**

Survey and Critique of the research based literature reflecting current trends and recent developments in Education. Emphasis on cross-disciplinary inquiring.

*Prerequisite: None*

### **ED 610 Case Studies in State Politics and Education**

Principles, institutions, and processes of state government; emphasis on political factors influencing educational policymaking. Case analyses of current issues and trends in state education reform.

*Prerequisite: None*

### **ED 615 Ethics and Education**

Nature and conduct of moral education; fundamental approaches to moral education; investigation of major ethical issues in contemporary American education.

*Prerequisite: None*

### **ED 620 The Social Diversity and Educational Reform**

The relation of social diversity (race, ethnicity, gender, and class) to quality in schooling. Alternative conceptions of the purposes of education in reform movements.

*Prerequisite: None*

### **ED 630 Managing Complex Organizations**

Introduction to the nature of managerial work in various types of organizations including educational institutions. Topics examined from view-point of manager: leadership, change, decision-making, conflict resolution, and communication. Case studies from management oriented problems.

*Prerequisite: None*

### **ED 640 Education and Sociocultural Change**

Models of cultural change are developed that stress the impact of abrupt changes in the conditions of life on the personal adaptations of individuals and local communities brought about by modernization and urbanization. Education as an instrument of change and its intervention in the process of indigenous cultural transmission as an aspect of these processes. Case studies of document to help build appropriate models. Students apply the models developed to the analysis of third world and other relevant situations.

*Prerequisite: None*

### **ED 650 Interaction Processes in Education: Design and Evaluation**

Educational applications of sociological and psychological theory and research to classroom processes, staff relations, teams, and task forces. The principles for design and evaluations of group work for students and teamwork for teaching staff. Topics include social processes of influence, role differentiation, and evaluation. Methods for systematic evaluation and observation are included; students receive practical experience in using these methods.

*Prerequisite: None*

### **ED 660 The Role of Education in Cultural Transmission**

Application of anthropology to education; transmission of culture in educational environments, especially in terms of values and roles.

*Prerequisite: None*

### **ED 670 Tutorial Work in Educating**

A self-study course for experienced field workers, under the direction of a faculty mentor, in the subject area of education . This course is designed for students who can demonstrate prior knowledge and competence in the subject area of the required core.

*Prerequisite: None*

### **ED 675 Practicum in Cultural Pluralism**

An intensive review of the curricular strategies which schools have utilized to address the cultural diversity of their student bodies. Visits to local schools for observation of desegregation, bilingual, and multicultural programs. Each student prepares a critical review of these programs as a course project.

*Prerequisite: None*

### **ED 680 Special Topics in Education**

Examination in depth of problems or issues of current concern in education. Emphasis on recent contributions to theory, research, and methodology.

*Prerequisite: Advance Standing*

### **ED 685 Graduate Projects**

A special project course in which advanced students is permitted to broaden their knowledge by conducting research and study in specific field in education.



*Prerequisite: ED 680*

### **ED 690 Internship in Education**

Based on interests and career goals students complete an-on-the-job experience in an educational setting. The primary purpose of the internship is to integrate the graduate academic study of professional skills with working experience in an educational setting.

*Prerequisite: Advance Standing*

### **ED 695A The Doctoral Proposal: Research Design and Methodology**

Covering literature survey, selection of dissertation topic, development of research methods and procedures, and the outline of dissertation in the form of the dissertation proposal acceptable and approved by the program director or faculty member.

*Prerequisite: Advance Standing*

### **ED 695B The Doctoral Proposal: Research Design and Methodology**

Covering literature survey, selection of dissertation topic, development of research methods and procedures, and the outline of dissertation in the form of the dissertation proposal acceptable and approved by the program director or faculty member.

*Prerequisite: ED 695A*

### **ED 699A Doctoral Dissertation I**

This course covers the basis, an introduction to the theory, the methods, and the concerns of Doctoral Dissertation. In addition, the student will have solid foundations to know how to conduct an in-depth, comprehensive research study that well demonstrates acceptable academic research standards and students will also have solid criteria. Dissertation Project; preparation, completion and submission of and acceptable dissertation for the doctoral degree.

*Prerequisite: ED 695AB*

### **ED 699B Doctoral Dissertation II**

Dissertation Project; preparation, completion and submission of and acceptable dissertation for the doctoral degree.

*Prerequisite: ED 699A*

## **INFORMATION SYSTEMS (IS)**

### **IS 500 Professional Ethics**

This course covers the current issues relevant to professional ethics in the industry of computer information systems, including their impact to the information age. In addition, Students will have solid foundations in all aspects of professional ethics in computer technology.

*Prerequisite: None*

### **IS 510 Management Information**

This course covers the basis, an introduction to the theory, the methods, and the management information systems. Students will have solid foundations of the concept of the information system, particularly in the areas of how it is used in business, why it is used, and how the resulting information can support end user activities, business operation and managerial strategic decision making. In addition, students will also understand fundamental features of information systems and the state-of-the-art concepts and procedures so vital to management information systems associated with acquiring, organizing, and controlling information and information processing resources; anticipated impacts of future developments in information systems technology.

*Prerequisite: None*

### **IS 520 Operating Systems Survey**

This course covers the basis, an introduction to the theory, the methods, and the operating systems survey. Students will develop an understanding of structured programming and structured design, and will have basic knowledge of operating systems. In addition, students will also learn the range of the operating systems, their architecture, capacities and limitations; resource management as the central feature common to all control programs; descriptive (rather and analytical) approach; cost consideration.

*Prerequisite: None*

### **IS 525 IT Project Management**

In this course students learn practical project management skills and competencies as they plan, organize, schedule, and control IT-related projects. Emphasis is placed on cost estimation, project communication and risk management.

*Prerequisite: None*

### **IS 530 Data Base Organization**

This course covers the basis, an introduction to the theory, the methods, and the concerns of database organization. Students will be able to develop specific skills and concepts in the understanding of factors in the identification of data administration issues and their resolution. In addition, students will also learn extensive and intensive emphasis on data administration and system development in a database environment; factors in the identification of data administration issues and their resolution; database management system hardware and software requirements consideration in the selection, acquisition, installation and operation of commercial DBM's.

*Prerequisite: None*

### **IS 540 Data Communications and Networks**

This course covers the basis, an introduction to the theory, the methods, and the concerns of data communications and networks. Students will have solid foundations in the design of digital communications systems, and particularly will understand a source encoding methods including scalar and vector quantization, the spectral characteristics and performance characteristics of continuous-phase modulation (CPM), synchronization techniques; trellis-coded modulation, and the use of the cutoff rate as a criterion for modulation/demodulation and coding/decoding design. In addition, students will also learn the basic concepts of, and standard terminology in, data communications, network design and distributed information systems; equipment, protocols and architectures; transmission alternatives.

*Prerequisite: None*

### **IS 545 Ethical Hacking and Cybersecurity**

In this course students evaluate issues related to cybersecurity as well as employing techniques to protect cyber assets. Topics in the course include security testing, risk mitigation, and threat response. Emphasis is placed on identification of system vulnerabilities and threats through ethical hacking and establishing proactive measures to prevent attacks.

*Prerequisite: None*

### **IS 550 Systems Analysis and Design**

This course covers the basis, an introduction to the theory, the methods, and the concerns of system analysis and design. Students will have an understanding of the duties of the systems analyst together with an understanding of the specific methods and techniques for conducting systems project-from the preliminary investigation of the project through the systems implementation and evaluation. In addition, students will also learn the place and role of systems analysis and design within the systems development life cycle; emphasis on skills required in particularizing systems specifications and in implementation planning; consideration of managing aspects of systems design.

*Prerequisite: None*

### **IS 590 Graduate Internship**

This course covers practical experience in the operational aspects of specific enterprise settings, and further will help to develop career goals and decide which career is most appropriate for him/her. In addition, students will also perform supervised work experience in a professional environment related to a MAIS degree program and career objectives. Prearranged work in operational activities of designated enterprises. Comprehending experience in information systems. Student will be responsible for a report or periodic reports as required by the instructor.

*Prerequisite: Advance Standing*

### **IS 595 Research and Design**

This course covers the methods, the research and design for computer information systems. Students will have an opportunity to conceptualize an appropriate topic in the area of interested subject for further research and analysis, and furthermore to know how to write an acceptable proposal and presentation. In addition, students will also learn covering literature survey, selection of thesis topic, development of research methods and procedures, and the outline of thesis in the form of thesis proposal acceptable and approved by the program director or faculty member.

*Prerequisite: Advance Standing*

### **IS 599 Master's Thesis**

This course covers solid foundations to know how to conduct an in-depth, comprehensive research study that well demonstrates acceptable academic research standards and criteria. In addition, students will also learn thesis project; preparation, completion and submission of and acceptable thesis for the master's degree.

*Prerequisite: IS 595*

## **PSYCHOLOGY (PS)**

### **PS 101 Psychology**

Psychological development and activity, comparison of developmental, naturalistic and mechanistic schools. Emphasizes applications to everyday life.

*Prerequisite: None*

### **PS 201 Human Behavior**

Factors that influence human behavior, including learning, thinking, perception, motivation, and emotion; analysis of determinants of development, adjustment, and maladjustment.

*Prerequisite: None*

### **PS 202 Critical Thinking**

The course is designed to train the student in informal logic. The course will focus on common logical fallacies as found in newspapers, television, magazines and books, conversation, etc. It will not attempt what is done in attempt what is done in formal logic (truth tables, Venn diagrams, the Symantec calculus, etc.)

*Prerequisite: None*

## **SCIENCE & MATHEMATICS (SM)**

### **SM 101 Human Biology**

Introduction to recent developments in molecular genetics and biochemistry with emphasis on their impacts on the individual and society.

*Prerequisite: None*

### **SM 102 Physical Science**

Fundamentals of physics presented with minimal mathematics; emphasis is on the structure and beauty of physical law and their strong bearing upon technology.

*Prerequisite: None*

### **SM 103 Geography**

Basic physical elements of geography (especially climate, landform, soils, and natural vegetation), and their integrated patterns of world distribution.

*Prerequisite: None*

### **SM 104 Computer Science I**

Development of the modern computer, general exposure to computer design, software creation, operation systems, data structures, coding; computer applications for the non-specialist; project required.

*Prerequisite: None*

### **SM 201 Computer Science II**

Introduction to problem solving, algorithmic thinking, structured PASCAL programming, basic data structures, static vs. dynamic storage allocation, linked lists, trees, sorting, and searching techniques.

*Prerequisite: None*

### **SM 202 Ecology**

Structure and dynamics of communities and ecological system; emphasis on quantitative ecology.

*Prerequisite: None*

### **SM 203 Principles of Mathematics I**

The first course in an overview of mathematics for the Liberal Studies major. Topics covered include algebra, logic, geometry, statistics and problem solving. Prerequisite: Intermediate Algebra equivalency as determined by placement test.

*Prerequisite: None*

### **SM 204 College Algebra**

Real numbers, equations and inequalities, graphing, functions, polynomials, exponential and logarithmic functions; system of equations, matrices and determinants, and other selected topics. Prerequisite: Intermediate Algebra or its equivalent, or pre-determined by placement test.

*Prerequisite: None*

### **SM 205 Principles of Chemistry**

Chemistry is the study of the interactions of substances at the atomic level in our world. It takes a look at the action and interaction of substances from aspirin to water. The major topics of investigation will focus on water, resources, petroleum, food, and air.

*Prerequisite: None*

### **SM 206 Principles of Physics**

Course seeks to integrate the knowledge of physical laws and principles governing the universe and our immediate environment with their resulting impact on humanity. Physical laws discussed in terms of mechanics, energy, electromagnetism, atomic physics, and relativity.

*Prerequisite: None*

## **SOCIAL SCIENCE (SS)**

### **SS 101 U.S. History**

A special survey of the history of the United States of America with emphasis on the ideas, events, and personalities influential in shaping our modern culture.

*Prerequisite: None*

### **SS 102 American Government**

Organization and functioning of the national government with emphasis on constitutional bases. Detailed examination of the principles and specifics of the constitution.

*Prerequisite: None*

### **SS 103 Sociology**

Characteristics of social life, processes of interaction, individual and groups, social pattern and problems.

*Prerequisite: None*

### **SS 201 Political Science**

Modern political ideologies; their assumptions, perceptions, and prescriptions regarding political stability and social injustice: anarchism, communism, socialism, liberalism, conservatism, and fascism.

*Prerequisite: None*

### **SS 202 History of the Western World**

The emergence and expansion of the major political, cultural, social, and economic developments of the Western World from the earliest times through the 17th century.

Includes the Ancient, Medieval, Renaissance, and Reformation periods, followed by the Commercial and Scientific Revolutions of the 17th century.

*Prerequisite: None*

### **SS 203 Studies in Eastern Civilization**

A survey of the major themes of the political and cultural history of the Eastern world from its origins until modern times. This course focuses especially upon the Chinese and Japanese cultural traditions with some attention to other Asian motifs. Emphasis will be on an understanding and appreciation of the eastern worldview and ethos.

*Prerequisite: None*

## **ADMINISTRATION AND FACULTY**

### **ADMINISTRATIVE OFFICERS**

President/Chief Executive Officer  
Vice-President/Academic Affairs

Chief Operating Officer/Registrar  
Chief Academic Officer/ Associate Registrar and Student Services  
Director/Finance and Controller  
Admissions/ Advising Services

Dean/School of Management Studies  
Dean/School of Education  
Dean/School of Technology

Wayne Huang, Ph.D.  
Wayne Huang, Ph.D.  
(Acting)  
Sue Chang, L.H.D.  
George Huang, EdD.  
Judy Wood, Ph.D.  
Gituar Khumkrajang,  
D.B.A  
Misaki Ogikubo,  
M.B.A  
Dr. Peter Nasmyth Jr.  
Dr. George Huang  
Dr. Anthony Falls

### **PROGRAM DIRECTORS**

- 1) Bachelor of Business Administration - Dr. Parichart Nualchavee
- 2) Master of Arts in Computer Information Systems - Dr. Anthony Falls

- 3) Master of Business Administration - Nattaya Khumkrajang
- 4) Master of Arts in Education – Dr. George Huang
- 5) Doctor of Business Administration - Dr. Peter Nasmyth Jr.
- 6) Doctor of Education - Dr. George Huang

## **FACULTY**

### **School of Management Studies**

#### **Dean**

Peter Nasmyth Jr., JD

#### **Full-Time Faculty**

Deryl Gulliford, MHA, Ph.D., J.D.

John D. Theodore, Ph.D., D.B.A.

Orlando Rivero, MPA, D.B.A.

Wang Xiao, LLB

Franklin Orellana, MIT

George Chang, Ph.D.

Peter Nasmyth Jr., JD

#### **CUBT Teaching Area**

Level- MBA, DBA

Level- MBA, DBA

Level- MBA, DBA

Level- BBA, MBA

Level- BBA, MBA

Level- MBA, DBA

Level-MBA, DBA

#### **Adjunct Faculty**

Good Chanphum, MBA

Charlotte Xia, MBA

Ella Gu, MBA

Chalinee Menachaya, MBA

Nattaya Khumkrajang, MBA

Anthony Falls, MIT, EdD.

Bhuvanshu Srivastava, MBA

Patta Fuengthongdaeng, MBA

Naphutsanun Thongkomchu, MBA

Teerat Raknam, MBA

Xiaoyu Liu, MBA

Natanan Panlamyong, MBA

Level- BBA, MBA

Level- BBA, MBA

Level- MBA

Level- MBA

Level- MBA

Level-DBA

Level- MBA

Level- MBA

Level- MBA

Level- MBA

Level- MBA

Level-MBA

### **School of Technology**

## **Dean**

Anthony Falls, MIT, EdD.

## **Full-Time Faculty**

Pang-His Liu, MSEE

Level-MACIS

Franklin Orellana, MIT

Level-MACIS

George Chang, Ph.D.

Level-MACIS

Anthony Falls, MIT, EdD.

Level-MACIS

Richard Gegavine, MACIS

Level-MACIS

## **School of Education**

### **Dean**

George Huang, M.A.T., EdD.

### **Full-Time Faculty**

George Huang, M.A.T., EdD.

Level-MAED, EdD

John D. Theodore, Ph.D., D.B.A.

Level-MAED, EdD

Peter Nasmyth Jr., JD

Level-MAED, EdD

## **School of Management**

### **Dean**

**Peter Nasmyth Jr.**

Business Administration

JD University of La Verne

### **Anthony Falls**

Computer Information Systems

Business Administration

MIT American InterContinental

University

EdD University of La Verne

### **George Huang**

Education

BS University of California, Irvine

M.A.T. University of Southern California

EdD. University of La Verne

## **Full Time Faculty**



**Deryl Gulliford**

Business Administration  
MHA Clayton University, St. Louis, Mo.  
Ph.D. University of Cincinnati  
J.D. Greenwich University

**John D. Theodore**

Education/Business Administration  
Ph.D. University of Kansas  
D.B.A. University of South Africa

**Orlando Rivero**

Business Administration  
MPA Nova Southeastern University  
D.B.A. Argosy University

**Wang Xiao**

Business Administration  
LLB University of Washington

**Franklin Orellana**

Business Administration/ Computer Information System  
MIT American InterContinental University

**George Chang**

Business Administration / Computer Information Systems  
Ph.D. City University Los Angeles

**Pang-His Liu**

Computer Information Systems  
MSEE University of California, Irvine

**George Huang**

Education  
BS University of California, Irvine  
M.A.T. University of Southern California  
EdD. University of La Verne

**Peter Nasmyth Jr.**

Business Administration  
JD University of La Verne

**Anthony Falls**

Computer Information Systems  
Business Administration

MIT American InterContinental  
University  
EdD University of La Verne

## **Adjunct Faculty**

### **Good Chanphum**

Business Administration  
MBA University of La Verne

### **Charlotte Xia**

Business Administration  
MBA University of Denver

### **Ella Gu**

Business Administration  
MBA University of Dubuque

### **Chalinee Menachaya**

Business Administration  
MBA Chulalongkorn University  
BA Thammasat University

### **Nattaya Khumkrajang**

Business Administration  
MBA University of the Thai  
Chamber of Commerce

### **Richard Gegavine**

Computer Information Systems  
BS Technological University  
of the Philippines  
MACIS California University of  
Business and Technology

### **Patta Fuengthongdaeng**

Business Administration  
BBA Assumption University  
MBA California State  
University, Northridge

### **Bhuvanshu Srivastava**

Business Administration

BT Institute of Advance Studies  
 in Education University  
 MBA California University of  
 Business and Technology

**Naphutsanun Thongkomchu**  
 Business Administration  
 BBA Prince of Songkhla  
 University  
 MBA Rankhamhaeng  
 University

**Natanan Panlamyong**  
 Business Administration  
 BA Ramkhamhaeng University  
 MBA Ramkhamhaeng University  
 DBA California University of  
 Business and Technology

**Teerat Raknam**  
 Business Administration  
 MBA Pacific States University

**Xiaoyu Liu**  
 Business Administration  
 MBA Missouri State University

## Academic Calendar 2017-2018

The University operates on a 15-week semester basis.

### Fall 2017

Classes Start	September 25	Campus open
Columbus Day	October 9	Campus open
Veterans' Day	November 11	Campus closed
Thanksgiving Holidays	November 20-24	Campus closed
Christmas Holidays	December 18-29	Campus closed
New Year's Eve	December 31	Campus closed
New Year's Day	January 1	Campus closed
Classes Resume	January 2	Campus open
Martin Luther King, Jr.'s Birthday	January 16	Campus closed
Registration for Spring 2018	January 8	Campus open



## **Period Covered by this Catalog and Notices**

The above Catalog is only applicable for the year of 2018, beginning January 1, 2018 and ending December 31, 2018.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

This catalog is designed and published to help prospective and enrolled students make decisions toward their academic goals. The catalog does not constitute an unchangeable contract but, instead, serves as a statement of present policies. Implicit in each student's enrollment at the University is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog are advised that the information is subject to change without notice, and should note that rules, laws, and policies change from time to time and may alter the information contained in this catalog. More up to date or current information may be acquired from appropriate departments or administrative offices. The University website should be consulted for updates, including catalog supplements. This catalog is available at the Admissions Office and on the CUBT website.

### **71775.5 Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.**

(a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:

#### **"Notice to Prospective Degree Program Students**

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ "

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

(1) The institution's catalog where each degree program is described.

(2) The institution's website where each degree program is described.

(3) The institution's degree program brochures.

**Note:** Authority cited: Sections 94877 and 94885.1, Education Code. Reference: Sections 94885, 94885.1, 94897, 94900, 94900.5, 94909, 94927.5 and 94932, Education Code.

## **Request for additional Information**

### **CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY**

Please send me more information about California University of Business and Technology

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Name of colleges/University attended: \_\_\_\_\_

Specific program(s) of interest \_\_\_\_\_

I am interested in the following:

General Univ. information     Faculty Application  
 Application for admission     Endowed information  
 Financial information     Others \_\_\_\_\_

Mail to: California University of Business and Technology,  
P.O. Box 5116, Hacienda Heights, CA 91745

