



**CALUMS**

CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

-

**VIRGINIA CAMPUS**

***ACADEMIC CATALOG***

***2022-2023***

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## ABOUT THIS CATALOG

This document, the California University of Management and Sciences-Virginia (referred as CalUMS-VA or University) 2022-2023 Academic Catalog, is published to help prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but, instead, serves as an announcement of current policies. CalUMS-VA reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

Implicit in each student's matriculation at CalUMS-VA is an agreement to comply with the University's rules and regulations which CalUMS-VA may modify to properly exercise its educational responsibilities. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program of study he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is admitted to, and begins courses in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation, provided the student complies with all the requirements contained in the later catalog.

The Academic Dean is responsible for the content of the catalog. It may be amended, changed or supplemented after the effective date has started. Such modifications, known as the CalUMS-VA Academic Catalog Addendum, will be typed, dated and posted by the Administrative Office on the school's bulletin boards; and attached to the school catalog in effect until such time that a new school catalog is published. This catalog is published not more frequently than once each year.

This catalog is available online at <https://www.calumsva.edu/academic-catalog>.

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## CATALOG OF RECORD

Student graduation requirements are stated in the catalog in effect at the time of enrollment. The program of study must reflect the total number of units required in the catalog under which the student petitions to graduate. The best balance of required courses is recommended by academic advisors to formulate an acceptable program within the established total unit guidelines.

## CUSTODIAN OF RECORDS

CalUMS-VA maintains student records in accordance to the State Council of Higher Education for Virginia (SCHEV) guidelines in the Commonwealth of Virginia. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof cabinets. Academic records including transcripts, programs of study, enrollment dates, and grades are kept for an indefinite period of time. Other files, including fiscal and admissions records, are maintained for a minimum of five (5) years.

## ACADEMIC CALENDAR 2022-2024

WINTER QUARTER	WINTER 2022	WINTER 2023	WINTER 2024
Registration for Winter begins	Nov 8	Nov 7	Nov 6
Registration for Winter ends by 5pm	Dec 10	Dec 9	Dec 8
Late Registration for Winter begins	Dec 11	Dec 10	Dec 9
New Year's Day (University closed)	Jan 1	Jan 1	Jan 1
Class begins	Jan 3	Jan 2	Jan 2
Last day to late register, add, or drop by 5pm	Jan 12	Jan 11	Jan 10
Last day to drop a class with 100% tuition refund by 5pm	Jan 12	Jan 11	Jan 10
First day to withdraw with a grade of "W"	Jan 13	Jan 12	Jan 11
Last day to withdraw with 50% tuition refund by 5pm	Jan 19	Jan 18	Jan 17
Last day to withdraw with 25% tuition refund by 5pm; no refunds after this date	Feb 5	Feb 4	Feb 3
Midterm grades due by 5:00pm	Feb 7	Feb 6	Feb 5
Registration for Spring begins	Feb 7	Feb 6	Feb 5
President's Day (University closed)	Feb 21	Feb 20	Feb 19
Last day to withdraw with a grade of "W" by 5pm	Feb 19	Feb 18	Feb 17
Last day of classes (including final exams)	Mar 13	Mar 12	Mar 10
Quarter break begins	Mar 14	Mar 13	Mar 11
Quarter break ends	Apr 3	Apr 2	Mar 31

SPRING QUARTER	SPRING 2022	SPRING 2023	SPRING 2024
Registration for Spring begins	Feb 7	Feb 6	Feb 5
Registration for Spring ends by 5pm	Mar 11	Mar 10	Mar 8
Late Registration for Spring begins	Mar 12	Mar 11	Mar 9
Class begins	Apr 4	Apr 3	Apr 1
Last day to late register, add, or drop by 5pm	Apr 13	Apr 12	Apr 10
Last day to drop a class with 100% tuition refund by 5pm	Apr 13	Apr 12	Apr 10
First day to withdraw with a grade of "W"	Apr 14	Apr 13	Apr 11
Last day to withdraw with 50% tuition refund by 5pm	Apr 20	Apr 19	Apr 17
Last day to withdraw with 25% tuition refund by 5pm; no refunds after this date	May 7	May 6	May 4
Midterm grades due by 5:00pm	May 9	May 8	May 6
Registration for Summer begins	May 9	May 8	May 6
Last day to withdraw with a grade of "W" by 5pm	May 21	May 20	May 18
Memorial Day (University closed)	May 30	May 29	May 27
Last day of classes (including final exams)	Jun 12	Jun 11	Jun 9
Quarter break begins	Jun 13	Jun 12	Jun 10
Quarter break ends	Jul 4	July 2	Jun 30



<b>SUMMER QUARTER</b>	<b>SUMMER 2022</b>	<b>SUMMER 2023</b>	<b>SUMMER 2024</b>
Registration for Summer begins	May 9	May 8	May 6
Registration for Summer ends 5pm	Jun 10	Jun 9	Jun 7
Late Registration for Summer begins	Jun 11	Jun 10	Jun 8
Independence Day (University closed)	Jul 4	Jul 4	Jul 4
Class begins	Jul 5	Jul 3	Jul 1
Last day to late register, add, or drop by 5pm	Jul 13	Jul 12	Jul 10
Last day to drop a class with 100% tuition refund by 5pm	Jul 13	Jul 12	Jul 10
First day to withdraw with a grade of "W"	Jul 14	Jul 13	Jul 11
Last day to withdraw with 50% tuition refund by 5pm	Jul 20	Jul 19	Jul 17
Last day to withdraw with 25% tuition refund by 5pm; no refunds after this date	Aug 6	Aug 5	Aug 3
Midterm grades due by 5:00pm	Aug 8	Aug 7	Aug 5
Registration for Fall begins	Aug 8	Aug 7	Aug 5
Last day to withdraw with a grade of "W" by 5pm	Aug 20	Aug 19	Aug 17
Labor Day (University closed)	Sep 5	Sep 4	Sep 2
Last day of classes (including final exams)	Sep 11	Sep 10	Sep 8
Quarter break begins	Sep 12	Sep 11	Sep 9
Quarter break ends	Oct 2	Oct 1	Oct 6

<b>FALL QUARTER</b>	<b>FALL 2022</b>	<b>FALL 2023</b>	<b>FALL 2024</b>
Registration for Fall begins	Aug 8	Aug 7	Aug 5
Registration for Fall ends	Sep 9	Sep 8	Sep 6
Late Registration for Fall begins	Sep 10	Sep 9	Sep 7
Class begins	Oct 3	Oct 2	Oct 7
Last day to late register, add, or drop by 5pm	Oct 12	Oct 11	Oct 16
Last day to drop a class with 100% tuition refund by 5pm	Oct 12	Oct 11	Oct 16
First day to withdraw with a grade of "W"	Oct 13	Oct 12	Oct 17
Last day to withdraw with 50% tuition refund by 5pm	Oct 19	Oct 18	Oct 23
Last day to withdraw with 25% tuition refund by 5pm; no refunds after this date	Nov 5	Nov 4	Nov 9
Midterm grades due by 5:00pm	Nov 7	Nov 6	Nov 11
Registration for Winter begins	Nov 7	Nov 6	Nov 11
Last day to withdraw with a grade of "W" by 5pm	Nov 19	Nov 18	Nov 23
Thanksgiving (University closed)	Nov 24 - 27	Nov 23 - 26	Nov 28 - Dec 1
Last day of classes (including final exams)	Dec 11	Dec 10	Dec 15
Quarter break begins	Dec 10	Dec 11	Dec 16
Christmas (University closed)	Dec 25 - 26	Dec 25	Dec 25
Quarter break ends	Jan 1	Jan 1	Jan 5

### FOUNDING PHILOSOPHY

California University of Management and Sciences-Virginia campus was founded on three principal objectives: Technology, Values, and Versatility.

#### TECHNOLOGY

The University encourages students to acquire the necessary knowledge and skills in business and sciences to align advanced technology with the rapidly changing global environment.

#### VALUES

The University encourages each student to examine his/her values in the light of changing technology and value systems in society. The University's educational values rest upon guiding the student to discover these values and applying them in acquisition and application of knowledge to better their own well-being as well as their communities.

#### VERSATILITY

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered as an important factor contributing to a versatile foundation to meet the challenges of the future.

### MISSION

The mission of the University is to provide high quality and affordable education to serve the intellectual and professional needs of individuals and organizations.

CalUMS-VA endeavors to instill in its students the value of lifelong learning and ethical choices. CalUMS-VA also seeks to cultivate in its students the capacity for critical thinking, willingness to accept challenges, commitment to social responsibility, and ability to respond creatively to the ever-changing global environment.

CalUMS-VA prepares its graduates for personal and professional development and for careers in the administration and management of business and technology programs and organizations. Its graduates can manage problems with confidence from an informed perspective and can utilize the theories and concepts learned in their educational experiences to develop practical and innovative solutions.

CalUMS-VA encourages the interplay of individual creativity and intellectual diversity as the source of true understanding. It cultivates an appreciation of human capabilities and cultural diversity as the pathway to individual achievement and self-esteem. Therefore, CalUMS-VA is committed to creating and maintaining an intellectual and educational environment that reflects diverse values. It fosters appreciation of a multi-cultural society and seeks greater involvement with an increasingly interdependent world.

### EDUCATIONAL OBJECTIVES

In order to fulfill its mission, California University of Management and Sciences-Virginia is committed to the following objectives:

1. To educate students in modern techniques necessary for efficient management of organizations.
2. To provide programs with an emphasis on quality education to meet the needs of the community and the changing times.
3. To provide business students with technical and administrative skills in the field of management and technology.
4. To provide and promote timely and pertinent educational opportunities to increase the competence of those who enter into careers in their fields.
5. To prepare students to become successful working professionals.
6. To create opportunities for students to gain experience in technical and academic skills.
7. To offer students affordable and quality undergraduate programs that provide a comprehensive general education, as well as specialized career preparation for an increasingly versatile global economy.
8. To provide graduate students with a professional perspective, broad exposure to the functional areas of business,

specialized instruction in the leadership aspects of business, and an opportunity to gain expertise in a specific field of business or science.

9. To help students understand the institution's academic programs, purposes, policies and procedures by disseminating information in a consistent manner.
10. To provide students with prompt, courteous, and respectful service.

## **EDUCATIONAL PROGRAM**

California University of Management and Sciences-Virginia (CalUMS-VA) offers courses for all programs listed in this catalog at the Virginia campus, located at 12801 Fair Lakes Parkway, Fairfax, VA 22033. CalUMS-VA encourages students and faculty to excel academically in a nurturing and supportive environment.

## **ACCREDITATION AND APPROVALS**

CalUMS-VA is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

Any questions a student may have regarding this catalog, which have not been satisfactorily answered by the University, may be directed to:

**State Council of Higher Education for Virginia (SCHEV)**  
**James Monroe Building**  
**101 North 14<sup>th</sup> Street, 10<sup>th</sup> Floor, Richmond, VA 23219**  
**Website: [www.schev.edu](http://www.schev.edu)**

CalUMS-VA campus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor and master degrees. ACICS is recognized by the United States Department of Education (US ED).

**Accrediting Council for Independent Colleges and Schools (ACICS)**  
**1350 Eye Street NW**  
**Washington, DC 20005**  
**Tel: (202) 336-6780**

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 signing an enrollment agreement.

A student or any member of the public may file a complaint about the University with the State Council of Higher Education for Virginia (SCHEV) by calling 1-804-225-2600, or by completing a complaint form, which can be obtained on the SCHEV's website [www.schev.edu](http://www.schev.edu).

## **UNIVERSITY BACKGROUND**

California University of Management and Sciences (CalUMS) is an institution of higher education which offers bachelor's and master's degree programs.

In 1998, then known as "California College of Management and Sciences," was organized as a non-profit, public benefit corporation chartered in the State of California. It was approved by the Bureau of Private Postsecondary and Vocational Education to offer bachelor's and master's degree programs. In 2002, the school changed its name to "California University of Management and Sciences" or CalUMS.

In 2006, CalUMS in California was awarded with its initial grant of accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer programs through the master's degree level. ACICS was then recognized as a national accrediting agency by the United States Department of Education.

In 2007, California University of Management and Sciences-Virginia (CalUMS-VA or University) was incorporated as a non-profit, public-benefit corporation under the laws of the Commonwealth of Virginia. The branch campus was certified to operate in Virginia by the State Council of Higher Education in Virginia (SCHEV) to offer degrees, courses for degree credit, or programs of study leading to a degree, certificate or diploma.

In 2008, CalUMS-VA was included initially within the scope of CalUMS accreditation by ACICS. In October of 2015, ACICS approved the reclassification of CalUMS-VA branch campus to the main campus in Virginia.

CalUMS-VA is authorized under Federal laws to enroll non-immigrant students.

## **BOARD OF TRUSTEES**

The University was incorporated as a 501(c)(3) non-profit, public-benefit corporation under the laws of Commonwealth of Virginia in March of 2007.

The Board of Trustees of CalUMS-VA reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion. None of these shall affect an abridgement or limitation of any of the rights, powers, or privileges of the Trustees.

The Board of Trustees acts as the legal agent or owner of the University and holds the authority and responsibilities to ensure the fulfillment of the University's mission.

Chairperson	Alex Son
Secretary and Treasurer	Dr. Anne Ahn
Member	Dr. Julie Park
Ex-Officio member	Khulan Och

## **NON-DISCRIMINATION POLICY**

CalUMS-VA does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any University administered programs and activities.

## **STATEMENT OF ACADEMIC FREEDOM**

CalUMS-VA is fully committed to the protection of academic freedom to inquire and express truth in whatever form it is found. A diversity of opinion, course content and teaching methods are welcome and seen as contributing to the growth of CalUMS-VA and the professionalism of its faculty.

## **FACULTY ROLE IN ACADEMIC GOVERNANCE**

Faculty members play an important role in all areas of university activities, especially in the areas of program and curriculum development, student advising, and research functions.

Faculty members are elected or volunteer to serve in various committees to assist in the development and improvement in areas such as academic, operational, personnel student services, research, library and institutional resources and planning.

The Program Advisory Committee, consisting of outside professionals and content experts related to the programs offered by the University, are tasked with determining current trends and practices in the field to align the curriculum with job market demands. Additionally, faculty members provide their comments and suggestions on program alignment standards as presented by the Committee.

The Academic Committee deliberates on academic programs and policies to enhance the quality of the programs offered by the University. Faculty members actively participate in the deliberation process.

The Academic Dean shall work closely with faculty members and consider their input in order to maintain a balanced academic environment in the University.

## **PROGRAM ADVISORY COMMITTEE**

The Program Advisory Committee (PAC) has primary responsibility for ensuring that the school's programs are strategically aligned with current trends and practices of the industries being represented in the field, i.e., business, information systems, and computer systems management. This Committee is comprised of the Academic Dean and selected professionals/experts in the fields of study being offered by CalUMS-VA. The PAC holds meetings twice each

calendar year and evaluates each program for possible enhancements and/or updates. The PAC also schedules separate meetings for new program proposals based on feedback from students, faculty, and the community. The Academic Dean schedules PAC meetings to solicit inputs and recommendations for curriculum development or new program proposals. Recommendations are received and processed by the Academic Dean who prepares them for committee deliberation.

## **DRUG-FREE CAMPUS**

It is the objective of CalUMS-VA to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of the University's offices. Violations of this policy are grounds for disciplinary action as described in Student Handbook, Faculty Handbook, and Employee Handbook. Detailed copies of this policy may be obtained from the Administrative Office.

## **CAMPUS FACILITIES**

CalUMS-VA is located at 12801 Fair Lakes Parkway, Fairfax, Virginia 22033 and housed in approximately sixty-four thousand (64,000) square feet of space. The campus is equipped with classrooms, computer laboratories, library, small study room, administrative offices, student lounge, and restrooms. Classrooms and computer laboratories are provided with audio-visual equipment accommodate eighteen (18) to thirty-six (36) students each. Each classroom is equipped with projection equipment and screens to aid in their presentations and other educational needs.

### ADMISSION POLICIES

CalUMS-VA admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. CalUMS-VA recruits and admits only those students who have the potential to complete its programs successfully. A prospective student's motivation and interest in succeeding in his/her chosen field are important factors for admission consideration, as well as the student's academic qualifications.

### ADMISSION REQUIREMENTS

Students applying to the undergraduate program (bachelor's degree) must have completed at least a high school education from an institution accredited by an agency recognized by the U.S. Department of Education, or from an institution evaluated by a NACES or AICE member agency recommending the U.S. equivalency. These programs are not offered to Ability-to-Benefit (ATB) students.

Students applying to the graduate program (master's degree) must have completed at least an appropriate bachelor's degree with a minimum Grade Point Average (GPA) of 2.0 on a 4.0 scale from an institution accredited by an agency recognized by the U.S. Department of Education or from an institution evaluated by a NACES or AICE member agency recommending the U.S. equivalency. Students who have already completed master's degree may submit their diploma and transcripts for the transfer credit purposes, but not in place of the bachelor's degree.

### ADMISSION PROCEDURES

Students applying to the undergraduate program (bachelor's degree) must submit the following to be considered for admission:

1. Completed Admission Application Form
2. Proof of graduation from an accredited high school or its equivalent: copy of a high school diploma, a recognized equivalent of a high school diploma such as a General Education Development (GED) certificate, or college official transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school
3. Proof of English Language Proficiency
4. Photo Identification (state-issued identification, driver's license, or valid passport with photo and date of birth)
5. Application fee of \$100

Students applying to the graduate program (master's degree) must submit the following to be considered for admission:

1. Completed Admission Application Form
2. Official transcripts of the appropriate bachelor's degree and a copy of its corresponding diploma
3. One (1) page Statement of Purpose
4. One (1) Letter of Recommendation
5. Resume
6. Previous/current work verification letter (if applicable)
7. Proof of English Language Proficiency
8. Photo Identification (state issued identification, driver's license or valid passport with photo and date of birth)
9. Application fee of \$100

### ADDITIONAL ADMISSION PROCEDURES

In addition to the admission requirements and procedures, students must submit the following documents:

1. Foreign credential evaluation report  
Students with high school or college diploma and transcripts that are not in English are required to have their diploma and transcripts translated and evaluated by an approved authority at students' expense. CalUMS-VA only accepts credential evaluations completed by a credential evaluation organization which is a member of the NACES or AICE.
2. Financial Statement that shows adequate funds to support tuition, living expense and other fees for completion of the program for the student's first year study (if international student)
3. A copy of all I-20 forms (if transfer international student)

## TRANSFER STUDENT ADMISSIONS

Students who wish to transfer to CalUMS-VA from another institution of higher education in the U.S. must undertake the same application procedures for each program.

Upon admission, the credits earned in other institution is evaluated by the Academic Office and appropriate credit is granted based upon the existing transfer credit policies and procedures of CalUMS-VA.

## ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Students can submit one of the following test scores to demonstrate their English language proficiency. English proficiency examination must be taken within the past two (2) years. Official test report is required.

Test	Minimum Requirement for Undergraduate Admission	Minimum Requirement for Graduate Admission
TOEFL iBT	45	61
IELTS	5.0 Overall	6.0 Overall
PTE	42	53
iTEP	3.0	3.5
Cambridge English: First (FCE)	154	169
Duolingo English Test	80	100

The following students may be exempted from the English language proficiency requirement:

- those who completed their bachelor, master or doctoral degree from an accredited university in the United States, Canada (except Quebec), Commonwealth Caribbean (Antigua, Barbuda, Belize, Cayman Islands, Dominica, Guyana, Jamaica, St. Kitts and Vis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago), Nigeria, United Kingdom, Ireland, Australia, and New Zealand;
- those who successfully completed at least twelve (12) units (or credits) at an undergraduate program from a U.S. higher education institution accredited by an agency, which is recognized by the U.S. Department of Education; **and**
- those who successfully completed at least eight (8) units (or credits) at a graduate program from a U.S. higher education institution accredited by an agency, which is recognized by the U.S. Department of Education
- those who successfully completed the highest level of English language program at the institutions which entered into a memorandum of understanding with the University.

## ENGLISH LANGUAGE DEVELOPMENT (ELD) REQUIREMENT

Students who do not have acceptable test scores will be required to enroll and complete the English Language Development (ELD) course until they achieve adequate proficiency in the English language. Students must achieve one of the following test scores to enroll in ELD course.

Test	Minimum Requirement for Undergraduate Admission	Minimum Requirement for Graduate Admission
TOEFL iBT	32	44
IELTS	4.5 Overall	5.0 Overall
PTE	30	36
iTEP	2.5	3.0
Cambridge English: First (FCE)	147	154
Duolingo English Test	70	80

**Note:** Any documents submitted to the admissions will become the sole property of CalUMS-VA and will not be returned at any circumstances.

## APPLICATION DEADLINE

Students should apply according to following academic schedule:

Applying For:	Early Application Submission	Regular Application Submission	Transfer Application Submission
Fall	August 1	September 1	September 15
Winter	November 1	December 1	December 15
Spring	February 1	March 1	March 15
Summer	May 1	June 1	June 15

## ADMISSION EVALUATION

Once an application and all supporting documents have been received by the Admissions Office, the application package is reviewed and evaluated on an individual basis. Student may be asked to provide additional evidence of academic proficiency. The admission decisions are based upon the academic and professional background of the student, as well as competitive and programmatic factors. Processing time is approximately two (2) to four (4) weeks. After admission evaluation is finalized, student is notified of the admission decision in writing.

## POST-ADMISSION PROCEDURES

Once a student is admitted to a program, he or she is assigned to an academic advisor who advises the student in academic planning. Orientation for new students is held within a week prior to the beginning of each academic quarter. All students receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

International Student: The Admissions Office issues the letter of acceptance along with the Certificate of Eligibility (I-20 Form) to the student who has completed all the admissions requirements and procedures of the program.

Students who have been issued an I-20 Form must report to the University within seven (7) days after arriving in the U.S. or the I-20 will be voided.



## FINANCIAL INFORMATION

### TUITION AND FEES

Students are required to pay tuition and fees during registration. Cash, money orders, credit cards, and personal checks are acceptable modes of payment.

Tuition Per Unit (Graduate Level)	\$400*
Tuition Per Unit (Undergraduate Level)	\$225*
Tuition per quarter (ELD course)	\$1000*
Application Fee	\$100
Foreign Transcript Evaluation Fee	
- General	\$100
- Course-by-Course Evaluation	\$200
Foreign Transcript Evaluation Rush Service Fee (additional)	\$100
English Language Proficiency Test (iTEP)	\$90
Make-up Examination Fee	\$50
Comprehensive Examination Fee	\$300
Registration Fee (per quarter)	\$65
Re-admission Fee	\$100
Late Registration/Payment Fee	\$200
Installment Fee	\$30
Catalog Fee (hard copy)	\$15
Transcript Fee	\$12
Student's ID Fee	\$10
Project Publishing Fee	\$50
Graduation Fee	\$300
Add/Drop exceeding fee (3 and more)	\$50
Administrative Fee	\$300
Returned Checks/Credit Card Charge Back Fee	\$35
Wire Transfer Refund Fee	\$50
Mailing fee	
- Domestic	\$20
- International (fees vary depending on destination)	\$60 - \$100

Tuition for each Academic Fiscal Year shall be established and published prior to the first day of each Academic Fiscal Year, which begins on July 1 (Summer Quarter).

## ESTIMATED COST OF DEGREE PROGRAMS

Estimated Cost of a **Bachelor's Degree Program**, based on 180 Units, 12 Quarters.

Application Fee	\$100
Tuition (180 units x \$225)	\$40,500
Graduation Fee	\$300
Registration Fee (12 quarters x \$65)	\$780
Estimated Cost of Textbooks	\$2000
<b>Total</b>	<b>\$43,680</b>

Estimated Cost of a **Master's Degree Program**, based on 56 Units, 6 Quarters.

Application Fee	\$100
Tuition (56 units x \$400)	\$22,400
Graduation Fee	\$300
Registration Fee (6 quarters x \$65)	\$390
Estimated Cost of Textbooks	\$1600
<b>Total</b>	<b>\$24,790</b>

## PAYMENT POLICIES

After registration and payment of registration fee, students must pay at least 50% of the tuition and other applicable fees prior to the first day of the new quarter. The remaining 50% of the tuition and fees must be paid during the grace period ending on the Wednesday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the tuition and fees are subject to a penalty charge. Students who are not able to make payments as of the above schedule may request a payment plan with installments spread over the course of the quarter. If approved, the students should attach the Application for Payment Plan and the Payment Plan Agreement to the course registration form.

## DEFERMENT OF TUITION

Application for payment plan payments is considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units. This payment plan is not applicable to the students enrolled in their first and last quarter. The school does not allow any installment payments beyond graduation.

## FINANCIAL ASSISTANCE

Scholarships are awarded on the basis of academic excellence and talent. Scholarships do not have to be repaid. Work-study programs are available for students to work part-time on campus and earn money to help pay for college related expenses.

California University of Management and Sciences-Virginia campus does not participate in any state and federal financial aid program at the time of this catalog publication.

## STUDENT'S RIGHT TO CANCEL POLICY

Applicants have the opportunity to withdraw without any financial obligation within seven (7) business days of visiting the school or attending scheduled orientation if they have not previously visited the school and receive a full refund.

Applicants have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, within seven (7) business days after signing the enrollment agreement and receive a full refund.

Applicants who are denied admission to the school will receive a full refund of all payments within forty-five (45) days of the date of determination of admission.

Cancellation may occur when the student provides a written notice of cancellation at the following address:

California University of Management of Sciences-Virginia  
The Registrar Office  
12801 Fair Lakes Parkway, Fairfax, VA 22033

This can be done by mail or by hand delivery. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Student Enrollment Agreement.

Verbal cancellations or failure to attend class after the first-class session are not acceptable notices of cancellation. The cancellation will be effective the day it is received in the Registrar Office if hand delivered, or the date post marked if mailed.

## REFUND POLICY

The applicant who cancels his/her enrollment within seven (7) business days after the signing the enrollment agreement, have the right to receive full refund of all payments without any financial obligation. The cancellation must be in writing and submitted to the Registrar Office. Please review the section "Students' Rights to Cancel" for more information.

After the seven (7) business day cancellation but before instruction has begun, the applicant will receive full refund of all payments except application fee \$100.

The school will issue all refunds within forty-five (45) days of the date the written notification of cancellation is received by the Registrar.

A student who discontinues studies prior to the end of a term for which he or she is enrolled will receive a refund in accordance with the following schedule:

1. If a student drops a course or courses on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the period of enrollment, except registration fee.
2. If, after classes have commenced and before expiration of the Add and Drop Period of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the period of enrollment, except registration fee.
3. If after the expiration of the Add and Drop Period and before the expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for the period, less registration fee.
4. If after expiration of 25% of the period of enrollment for which he or she was charged, and before expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all amounts paid or to be paid by or on behalf of the student for the period, less registration fee.
5. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will not be entitled to a refund.

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

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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 programs. The school will refund any money that the student paid within 45 days after the school receives the notice of cancellation.

CalUMS-VA campus does not provide federal financial aid program at this time.

## **SCHOLARSHIP OPPORTUNITIES**

The Scholarship Committee is led and appointed by the Campus Director. The Campus Director makes the final decision. Each quarter the Scholarship Committee awards the qualified students at the Student Orientation.

The University offers variety of scholarship opportunities. All scholarships are strictly tuition scholarships, which are awarded quarterly.

### **CAMPUS DIRECTOR'S SCHOLARSHIP AWARD**

At the discretion of the Campus Director this scholarship is awarded to exceptional students whose performance in academics, involvement in student activities, and services to the University exceed above and beyond the basic requirements. Students receiving other types of university scholarships, financial aid, or university assistance do not qualify for this award.

A prospective recipient must meet the following criteria:

1. Completed at least two (2) quarters of full-time study at the University
2. Enrolled in full-time for the quarter in which this scholarship is awarded
3. Involved in activities and/or services to fellow students and the University
4. Demonstrated a genuine need for financial assistance
5. Abided by the code of conduct stated in this catalog

- The Campus Director in consultation with the Scholarship Committee designates the one (1) recipient per quarter.
- The Student Services Office notifies the student of the award prior to the following academic quarter.
- All scholarships are presented to students during the quarterly Student Orientation.
- Qualified students may not receive more than two (2) scholarships during his/her tenure at the University.
- The amount of this scholarship can be up to \$750.

### **ACADEMIC EXCELLENCE SCHOLARSHIP AWARD**

This scholarship is awarded to the student who demonstrates excellence in academic performance each quarter. Students receiving other types of university scholarships, financial aid, or university assistance do not qualify for this award.

A prospective recipient must meet the following criteria:

1. Completed at least two (2) quarters of full-time study at the University
2. Enrolled in full-time for the quarter in which this scholarship is awarded
3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.7 or higher
4. Involved in activities and/or services to fellow students and the University
5. Demonstrated a genuine need for financial assistance
6. Abided by the code of conduct stated in this catalog

- Prospective recipients are required to submit a scholarship application with one (1) page of written essay to the Academic Office by the final week of the academic quarter.
- The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipient. Up to five percent (5%) of the registered students of that academic quarter can be

selected.

- The Student Services Office notifies the students of the award prior to the following academic quarter.
- All scholarships are presented to students during the quarterly Student Orientation.
- Qualified students may not receive more than two (2) scholarships during his/her tenure at the University.
- The amount of this scholarship per student per quarter can be up to \$500.

### **STUDENT SERVICES SCHOLARSHIP AWARD**

This scholarship is awarded to the student who demonstrates excellence in student services and activities each quarter. Students receiving other types of university scholarships, financial aid, or university assistance do not qualify for this award.

Prospective recipients must meet the following criteria:

1. Completed at least two (2) quarters of full-time study at the University
  2. Enrolled in full-time for the quarter in which this scholarship is awarded
  3. Earned a Cumulative Quarter Grade Point Average (CGPA) of 3.0 or higher
  4. Involved in activities and/or services to fellow students and the University
  5. Recommended by the student councils and the student services advisor
  6. Engaged in student council activities and programs
  7. Abided by the code of conduct stated in this catalog
- Prospective recipients are encouraged to submit a scholarship application with one (1) page of written essay to the Student Services Office by the final week of the academic quarter.
  - The Scholarship Award Committee reviews and evaluates an application and supporting documents of each prospective recipient. Up to five (5) students can be selected.
  - The Student Services Office notifies the student of the award prior to following academic quarter.
  - All scholarships are presented to students during the quarterly Student Orientation.
  - Qualified students may not receive more than two (2) scholarships during his/her tenure at the University.
  - The amount of this scholarship per student per quarter can be up to \$300.

### **GRADUATE ALUMNI SCHOLARSHIP AWARD**

This scholarship is awarded to a qualified student who is pursuing an additional graduate program. Eligible student may receive up to fifty percent (50%) tuition scholarship for the entirety of the program. Award is applied at each enrolled quarter. In order to be eligible for consideration, student should:

- Have graduated from CalUMS graduate degree program in good academic and financial standing;
- Be enrolled for an additional graduate degree program as a returning student.
- Meet the SAP requirements each quarter

Graduate Alumni Scholarship is renewable by maintaining a CGPA of 3.0 or higher every quarter. Failure to maintain the required CGPA will result in the loss of scholarship.

### **THIRTY-OPPORTUNITY SCHOLARSHIP AWARD**

This scholarship is determined at the time of admission based on criteria outlined below. This eligible student may receive up to thirty percent (30%) tuition scholarship for the entirety of the program. Award is applied at each enrolled quarter.

1. CalUMS Undergraduate Alumni who is pursuing an education in the graduate program.  
In order to be eligible for consideration, student should:
  - Have graduated from CalUMS undergraduate degree program in good academic and financial standing;
  - Be enrolled for a graduate degree program as a returning student.
  - Meet the SAP requirements each quarter
2. Student with a graduate degree from the accredited U.S. institution of higher education who is pursuing an

education in the additional graduate program.

In order to be eligible for consideration, student should:

- Have a graduate degree with good academic and financial standing
- Be enrolled for an additional graduate degree program as a new student
- Meet the SAP requirements each quarter

3. Student from institutions which entered into a memorandum of understanding with the University.

In order to be eligible for consideration, student should:

- Demonstrate proof of English proficiency for undergraduate or graduate program admission to CalUMS-VA
- Be enrolled for a degree program as a new student
- Meet the SAP requirements each quarter

Thirty Opportunity Scholarship is renewable by maintaining a CGPA of 3.0 or higher at graduate level and a CGPA of 2.0 or higher at undergraduate level every quarter. Failure to maintain the required CGPA will result in the loss of scholarship.

## STUDENT RIGHTS

The University maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the expedient handling of grievances. In addition, CalUMS-VA endorses the basic principles of the Code of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students understanding and cooperation are essential to the successful implementation of this legal structure.

### FREEDOM OF ACCESS

CalUMS-VA is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all campus services and facilities for which he or she is entitled and qualified. Access will be denied to persons who are not CalUMS-VA students.

### CLASSROOM RIGHTS AND PRIVILEGES

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion. Students' views, political associations, and beliefs that are confided to instructors and advisors during the performance of their duties are confidential.

### NON-DISCRIMINATION POLICY

CalUMS-VA does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other campus-administered programs and activities.

### STUDENT RECORDS POLICY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

#### PRIVACY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including social security number, ethnicity, gender, grades, financial information, disciplinary action, date and place of birth, dates of attendance, and degrees awarded. A copy of the University's FERPA policy is available from the Registrar. The Act provides each current and former student with the right to inspect and review information contained in the academic file. A student interested in reviewing the file must submit a request in writing to the Registrar. A student also has the right to submit a written request for amendments to the academic record. A student may request that directory information be withheld by completing a Request to Prevent Disclosure of Directory Information.

#### BUCKLEY AMENDMENT

In compliance with Public Law 93-380, Section 438 (The Buckley Amendment), student grades, records, or personal information may not be given to third persons without written consent of the student. Permission must be given by the student in order for information in the file to be used as reference check for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student's file. The declaration can be all-inclusive or on a case-by-case access basis. The provision to release financial aid data to authorized agencies is not a violation of the Buckley Amendment.

#### RETENTION OF STUDENT RECORDS

A detailed system of records is maintained by the University for each student. Each student's file shall contain application documents, admission credentials, grades earned, Satisfactory Academic Progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation and degrees granted. Such records shall be considered the permanent property of the University and shall not be available for loan or release to others without the written consent of the appropriate student. Student records are to be kept for a period of five (5) years. Student transcripts are retained permanently.

### RIGHT TO APPEAL

CalUMS-VA has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note however those extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation is required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Campus Director.

The purpose of appeal procedures is to provide a system that will represent “fairness and the absence of arbitrariness.”

CalUMS-VA makes every effort to assure that the appeal procedures are transparent to students and are not burdensome.

## **RIGHT TO FILE A COMPLAINT POLICY**

In case a student, the parent of a student or any other individual has a complaint that an official of CalUMS-VA is violating FERPA, and the complaint cannot be satisfactorily resolved within CalUMS-VA, that person has the right to file a complaint with the Department of Education by contacting:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)**

## **DISABILITIES POLICY**

CalUMS-VA is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Campus Director and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

## **HEARING COMMITTEE**

Academic dishonesty or acts of student conduct that violate the University’s Standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from CalUMS-VA. However, in conformance with due process and prior to implementing any disciplinary action, the student will be given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

## **STUDENT GRIEVANCE PROCEDURES**

### **GENERAL INFORMATION**

Students who feel aggrieved in their relationships with CalUMS-VA, its policies, its practices and procedures, or its faculty and staff, should submit their grievance in writing to the Academic Dean, who will respond to the grievance within five (5) working days after its receipt.

It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who submits a grievance complying with the student grievance procedures indicated in this Catalog.

Should a student feel aggrieved with an action taken by the Academic Dean, a petition should be submitted to the Campus Director, who, if necessary, will arrange a hearing with the Management Committee for the student and Academic Dean. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by CalUMS-VA should be directed to the following:

- State Council of Higher Education for Virginia (SCHEV)  
James Monroe Building



101 N. 14<sup>th</sup> Street, 10<sup>th</sup> Floor  
Richmond, VA 23219-3603  
Tel: (804) 225-2600, Fax: (804) 225-2604

- Accrediting Council for Independent Colleges and Schools (ACICS)  
1350 Eye Street, NW  
Washington, DC 20005  
Tel: (202) 336-6780, Fax: (202) 842-2593

### **COMPLAINT PROCEDURES**

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances, a complaint may be filed with the Academic Dean, Campus Director, or the responsible administrator requesting an investigation into the alleged action(s).

*Step 1:* The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

*Step 2:* The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

*Step 3:* The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating or unusual circumstances.

*Step 4:* If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

### **FORMAL GRIEVANCE PROCEDURES**

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence concerning the grievance shall be forwarded by the student and the other party to the appropriate administrator to be retained in a confidential file pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Campus Director.

### **FOR ALL GRIEVANCES**

#### **<Step 1>**

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:

- a. Agreeing to grant the remedy(ies) requested in full,
- b. Agreeing to grant the remedy(ies) requested in part with an explanation, or
- c. Agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided he/she has complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **<Step 2>**

2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days have elapsed, the student may, in writing, either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided he/she has complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **<Step 3>**

First Appeal Level

#### **A. Student V. Student**

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Advisor within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days have elapsed.
2. The Student Services Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Advisor.
  - a. The Committee shall be appointed by the Student Services Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The committee shall forward its recommendations to the Student Services Advisor within 30 days of its appointment.
  - c. The committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
  - d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Advisor shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **B. Student V. Staff**

1. Step 1 and 2 of the grievance procedures are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Campus Director.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days have elapsed.
3. The Campus Director shall follow the procedures outlined in Step 3, A 2 (a-d), and 3 above.

#### **C. Student V. Faculty**

1. Steps 1 and 2 of the grievance procedures are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Academic Dean.

2. The Academic Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the grievant is not satisfied with the results at Academic Dean's level, he/she can appeal to the Campus Director within 30 days of receiving the written response from the Academic Dean or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The Campus Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Campus Director.
  - a. The committee shall be appointed by the Campus Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one student member with voting privileges for each faculty, staff, or administrative member with voting privileges. The committee shall forward its recommendation to the Campus Director within 30 calendar days of its appointment.
  - b. The Campus Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

**D. Student V. Director and Staff V. Staff**

1. Steps 1 and 2 of the grievance procedures are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Campus Director within 30 days of receiving a written response from the Director or, in the absence of a written response, 30 days but not more than 45 days have elapsed.
2. The Campus Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Campus Director.
  - a. The committee shall be appointed by the Campus Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one student member with voting privileges for each faculty, staff, or administrative member with voting privileges. The committee shall forward its recommendation to the Campus Director within 30 calendar days of its appointment.
  - b. The Campus Director shall respond to the grievant in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

## PERSONAL CONDUCT

Each student is expected to conduct himself/herself properly. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action through the Student Government Association or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is *STRICTLY PROHIBITED*.

## CODE OF CONDUCT

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school-sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, CalUMS-VA reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests.

All amendments of the standards must be approved by the Campus Director in conjunction with the Board of Trustees. These standards are subject to amendment at any time with notices being posted on the campus bulletin board.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time
- Student intoxication on campus
- A student threatening another student, faculty, staff or administrator
- Falsification of University documents, records, or identification dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to CalUMS-VA
- Cheating or compromising test materials
- Removal of library materials without permission
- Disruption of class or academic activities
- Usage of abusive language to another student, faculty, staff, or administrator
- Theft or damage of university property or a fellow student's property
- Being under the influence of or misuse of a controlled substance(s)
- Physical assault for any reason except clear self-defense
- Vandalism of University property
- Conviction for a crime beyond normal traffic violations
- Aiding and/or abetting in any of the above situations
- Possession of firearms or illegal weapons as defined by state and federal guidelines
- Violation of any state policies or regulations governing a student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status will not change unless it is found that the student poses a significant threat to CalUMS-VA community. Hearings are confidential and private. The accused student is afforded the opportunity to rebut all charges. CalUMS-VA must establish the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Campus Director, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not support the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this action. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

**Dismissal**

Separation of the student from the University on a permanent basis.

**Suspension**

Separation of the student from the University for a specific length of time.

**Probation**

Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

The University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University or a course for disciplinary reasons must exclude themselves from classes, activities, school facilities, and general premises. Any exception must be approved by the Campus Director.

Students who have not fulfilled their financial obligation to the University are in violation of the enrollment agreement. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.

**STUDENT OBLIGATIONS**

In order for students to remain in good standing, they must:

- maintain academic standards, attend classes, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow students; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.

Additionally, full-time and/or international students must:

- enroll in a minimum of twelve (12) units per quarter in the undergraduate program or a minimum of eight (8) units per quarter in the graduate program;
- complete a minimum of thirty-six (36) units per year in the undergraduate program or a minimum of twenty-four (24) units per year in the graduate program; and,
- complete three (3) consecutive quarters before being entitled to annual vacation.

**END-OF-COURSE EVALUATION PROCEDURE**

Students are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation survey is distributed toward the end of each quarter. The evaluation survey is anonymously completed, collected and returned to the Student Services Office. These evaluations are analyzed by the Academic Office and distributed to the individual instructors. Overall summaries of end-of-course evaluations are also presented at faculty meetings.

**CLASS ATTENDANCE**

Regular and prompt attendance in all classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Only registered students, faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

**CLASSROOM CONDUCT**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student

conduct, exhibiting undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

## **CHEATING AND PLAGIARISM POLICIES**

### **CHEATING**

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating includes but is not limited to:

- copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
- submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen or is based on fabricated data;
- consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
- employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or whole, an evaluation instrument;
- falsification or misrepresentation of class attendance or role sheets; and
- aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

### **PLAGIARISM**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is: *"the act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own"*.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course. Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- referral to the Academic Dean and/or the appropriate committee.

Students who are accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook.

## **DRUG, ALCOHOL AND SMOKING POLICIES**

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community, which include administration, faculty, staff, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on campus property and on any field trips sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Office or referrals to agencies providing assistance with alcohol or drug related problems. It is the policy of CalUMS-VA that smoking is prohibited in all campus buildings. Violation of the smoking policy may result in suspension or termination of academic status or employment.

## **SEXUAL HARASSMENT POLICY**

CalUMS-VA strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment of employees and students and unacceptable behavior will not be tolerated.

CalUMS-VA is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the University's policy as well as local, state, and federal laws.

It is a violation of the University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating the University policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension, or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

## **GENERAL DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join the University. When an individual is in a position to influence the education, employment, or participation in a university activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.

### STUDENT ADVISING

Several advisory options are available at California University of Management and Sciences-Virginia:

First, full-time faculty members are available for academic advising. The academic advisors are available during regular business hours for consultation with regard to academic and career planning.

The scope of academic advising includes:

1. analyzing interests related to academic and career planning
2. determining the best educational program for achieving a chosen career or goal
3. selecting courses and student activities that maximize opportunities and potential
4. developing an academic plan which encompasses both the course work and the supplemental needs of the student

Second, the Student Services Advisor provides assistance in finding part-time employment while enrolled at the University. The Student Services Office also provides confidential and personal discussions concerning life situations that may affect the student's learning or personal development.

#### **ACADEMIC RESPONSE TIMEFRAME**

Academic Advisors respond to all inquiries within two (2) business days.

### STUDENT ORIENTATION

The Student Orientation Program assists first-time students and new transfer students in their transition to CalUMS-VA. This program exposes new students to broad-based educational opportunities on campus and introduces students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University offers this orientation within a week prior to the beginning of each academic quarter.

### LIBRARY ORIENTATION

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The University also offers this orientation, by appointment, at any time.

### JOB PLACEMENT SERVICE

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with computer and business-related companies. Assistance in the preparation of a resume can be provided upon student request. Students' resumes are maintained for alumni at their request. In addition, the University maintains a bulletin board showing current job announcements and career opportunities within the community is maintained. These services are provided at no cost to the students. The University, however, does not guarantee employment or a specific level of income from this service.

### TUTORIAL SERVICES

CalUMS-VA provides tutorial assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to encourage in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the students. The University encourages students to take advantage of the free tutoring services.

### HOUSING SERVICE

CalUMS-VA does not provide student housing. However, there are many private apartment buildings around the campus. The Student Services Office helps students find appropriate housing accommodations.

### STUDENT HANDBOOK

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students.



## **EXTRA CURRICULAR ACTIVITIES**

The Student Services Office conducts extra-curricular activities for students aimed to further enhance their learning experience at the University. These activities include educational activities related to the offered programs, sports activities, welcome and reunion parties, attendance and memberships to external clubs or organizations, academic symposia, pep-talks, and student/faculty community services.

## **STUDENT GOVERNMENT ASSOCIATION**

All students are encouraged to sign up and participate in the Student Government Association. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic programs and improving student life at the University.

## **REFUSAL OF SERVICES**

CalUMS-VA may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse any type of necessary service to a student who has left matriculation with financial obligations uncleared including, but not limited to, issuance of an official transcript, any form of official documents and re-admission.

## **LIBRARY**

The University library supports and enriches the programs of study at the University. Our library maintains a collection of resources devoted to the areas of business, business management, international accounting, healthcare, marketing, investment and finance, information technology, and information management as well as variety of books, journals, periodicals, audio and video tapes, disks, and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice.

Access to the Internet is available for library users. The library offers maps, on-line and interactive CD ROM, pamphlets, brochures, career and college information resources, music compact disks, and videos. Library resource cataloging is done online and can be retrieved through the library database system. The library also offers the following services to students, faculty, and staff:

- Circulation
- Copy Center
- Group Discussion Room
- Use of Computer systems
- Reference and Research Services

### **LIBRARY HOURS**

Monday – Friday: 9am – 6pm (till 9pm if there are evening classes)

Saturday: 9am – 5pm (if there are weekend classes)

## **COMPUTER LABORATORY**

The computer laboratory helps students learn and practice their computer skills as well as language skills. It is equipped with desktop computers and a network laser printer. A computer laboratory coordinator is assigned to assist students in their use of the computers.

All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, and presentation), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for student to practice their speaking and listening skills by using the software programs installed for this purpose. By using a headset and a microphone, a student can listen, repeat, and compare the instructor's pronunciation with their own.

### NEW POLICIES AND PROCEDURES OF SCHEV

California University of Management and Sciences-Virginia Campus (CalUMS-VA) makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the State Council of Higher Education for Virginia (SCHEV). In instances where these policies and procedures have been implemented before the publication of a new catalog, CalUMS-VA brings these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administrative Office, student lounges, and hallways
- Flyers with the necessary information will be available in the Administrative Office
- Instructors will announce the new changes to students in classes, if necessary
- The University's website and social media platforms

#### **Inclement Weather Policy**

If inclement weather forces the cancellation of classes or requires a delay in opening the campus, announcements are posted on the school's website and social media platforms. An email is sent to all students, staff, and faculty. Make-up classes is scheduled by the instructor.

### REGISTRATION AND ENROLLMENT

CalUMS-VA admits new students every quarter. All students must register for certain courses in accordance with their academic plans and for which they meet the stated prerequisites. All students are strongly encouraged to meet with their academic advisors before class enrollment and at least once each quarter. Registration materials are available in the Registrar office.

### ENROLLMENT AGREEMENT

Any written contract or agreement signed by a prospective student will not become enacted until the student makes an initial visit to the institution or attends the first class of instruction. The University encourages all prospective students to visit the campus prior to the first day of class for a tour of the facilities and to ask questions about the programs, school performance, and other information that may affect the student's decision to enroll.

### ADD AND DROP POLICY

During the Add & Drop period, not more than two (2) courses may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other ADDs are allowed after the Add & Drop period except under the same kind of emergency circumstances that would apply in the case of incomplete grades. In all cases, the resulting academic load of the student must adhere to the Standards of Satisfactory Academic Progress (SAP) policies and regulations of the University.

A student who wishes to ADD a course(s) must:

1. Make a request by completing the Add/Drop Request Form
2. Obtain the academic advisor's approval to add a course(s)
3. Submit the completed and approved form to the Registrar Office to receive the registration immediately

A student who wishes to DROP a course(s) must:

1. Make a request by completing the Add/Drop Request Form
2. Submit the completed form to the Registrar Office and receive approval immediately

The Add & Drop period ends on the second Wednesday of the quarter by 5pm.

### ACADEMIC/STUDY LOAD

A minimum academic or study load for a full-time undergraduate student is twelve (12) units per quarter. A minimum academic/study load for a full-time graduate student is eight (8) units per quarter.

A maximum academic/study load for a full-time student is sixteen (16) units per quarter. To enroll in more than sixteen (16) units, students must have a grade point average (GPA) of 3.5 or higher in their last completed quarter, which they attended on a full-time basis. Course Overload Request form must be submitted requesting an approval of the Academic Dean.

Course overload or maximum course load is granted only once during his/her study in a graduate program. Students in their first quarter are not eligible for course overloads.

## LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may still register for courses up to the last day of the Add&Drop period upon paying a late registration fee. Students are not allowed to register for courses after the Add&Drop period, except in emergency cases with permission from the instructor involved and authorization from the Academic Office.

## MINIMUM REQUIRED UNITS FOR GRADUATION

Program	Units
Bachelor of Science in Business Management	180
Master of Business Administration	56
Master of Science in Computer Information Systems	56
Master of Science in Healthcare Management	56

## ATTENDANCE POLICY

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all missed work. It is the student's responsibility to check assignments with his/her instructor.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his or her absence. Students who miss twelve (12) hours of class time or three (3) consecutive classes during any regular quarter may be dropped from the course. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the missed work is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve (12) hours of class time or three (3) consecutive classes during the quarter will be reported to the Academic Office by the instructor. The Academic Office will then initiate the process of advising or dropping that student from the course.

## ASSIGNMENTS/HOMEWORK

In general, students are expected to spend at least two (2) hours of out-of-class coursework for every one (1) lecture or didactic hour in each course. This policy is in compliance to clock-to-credit hour conversion policies and regulations of the federal government.

## AUDITING A CLASS

An applicant wanting to audit a course or courses must apply for admission. For an upper-level course, the applicant must demonstrate sufficient knowledge so he/she can benefit from auditing the course. No more than two (2) auditing students will be accepted for any one course. The application fee is waived, but the applicant is required to pay fifty percent (50%) of the course tuition, the registration fee, and materials fee. Audit Grades are recorded in the official transcript.

## CLASS SCHEDULE

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Registrar Office. The class schedule may be revised after the quarter has begun before the Add/Drop deadline. All revisions are filed with the Registrar Office. The initial class schedule and any revision thereafter must be approved by the Academic Dean.

University does not guarantee the availability of a particular course or section. Course schedules are subject to change without prior notice to the end of Add/Drop for current quarter. Any course enrollment with under six (6) students is subject to cancel.

## **ACADEMIC YEAR**

CalUMS-VA academic work is established by quarters. One (1) Academic Year is three (3) consecutive academic quarters. One (1) Academic Quarter term of instruction lasts ten (10) weeks.

Quarter Unit: Each course equals four (4) units.

## **CREDIT EXAMINATION (CHALLENGE EXAMINATION)**

Undergraduate students in good standing with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses. Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate degree. The passing grade for credit by examination at the undergraduate level is C grade. Credits earned by challenge examinations is recorded as "P" in the transcript. If a student does not pass the challenge examination, "NP" is entered in the transcript. The tuition for credit awarded is the same as normal tuition. Credit Examinations cannot be taken for 500 level courses and above. Students wishing to earn credit by taking a challenge exam must consult the Academic Dean.

## **CREDIT BY ADVANCED PLACEMENT (AP)**

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CalUMS-VA, if the student has earned a minimum score of three (3) out of possible five (5) on the AP exam. Evaluation and approval of credits shall be done by the Academic Dean.

## **GRADE REPORT**

Final grades are posted by the instructor no later than a week after the end of the quarter. The Registrar Office shall prepare a final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Registrar Office. Questions regarding final grades must be brought to the attention of the Registrar Office during the quarter.

## **PROGRAM PREREQUISITE COURSES (\*)**

Program prerequisite courses are required courses for those students with insufficient background in the chosen master degree. Asterisk symbol (\*) indicates the prerequisite course. The grade with \* is not included in the calculation of the student's GPA.

## **STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, all students have the right to inspect and review their educational records in accordance with provisions of the aforementioned act and within CalUMS-VA guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to CalUMS-VA or other evidence of federal income tax dependency.

At the discretion of CalUMS-VA officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at the Registrar Office. This must be done within the first ten (10) working days of the enrollment period of a quarter. The privacy request will be valid for one calendar year.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The University requires that all courses be successfully completed in order to graduate from the program. A student must meet the following standards of academic achievement and successful course completion while enrolled at the University.

### MAXIMUM PROGRAM LENGTH

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed.

The Maximum Time Frame for graduate degree programs are shown in the following table:

Program	Units Required for Graduation	Normal Time (weeks)	Max Time Frame (MTF) (weeks)
Bachelor of Science in Business Management	180	120	180
Master of Business Administration	56	60	90
Master of Science in Computer Information Systems	56	60	90
Master of Science in Healthcare Management	56	60	90

### EVALUATION

CalUMS-VA conducts evaluations of student progress quarterly, taking into consideration the following factors:

1. Minimum Cumulative GPA
2. Percentage of Minimum Courses Successfully Completed of Courses Attempted
3. Maximum Time Frame Allowable

### MINIMUM ACADEMIC ACHIEVEMENT

#### Bachelor's Degree

A student whose CGPA is below the required CGPA at the denoted time frames will be dismissed from the university. The minimum passing grade for an undergraduate course is D.

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses Attempted	Maximum Time Frame (MTF) (1.5 times the standard program length)
Up to 25%	1.50	67%	180 weeks
26%-50%	2.00	67%	180 weeks
51%-75%	2.00	67%	180 weeks
76% - MTF	2.00	67%	180 weeks

#### Master's Degree

A student whose CGPA is below the required CGPA at the denoted time frames will be dismissed from the university. The minimum passing grade for a graduate course is C.

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses attempted.	Maximum Time Frame (MTF) (1.5 times the standard program length)
Up to 50%	2.50	67%	90 weeks
51% - MTF	3.0	67%	90 weeks

## GRADING SYSTEM

Standard letter grades are used for graduate degree programs. Only these letters are recorded on transcripts and in computing a student's Grade Point Average (GPA).

The conversion equivalents of student grades are shown in the following table:

Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0 (for Undergraduate Level) 0.0 (for Graduate Level or higher)
F	0.0 (Failure)
P	(Passed)
NP	(Not Passed)
I	(Incomplete)
TC	(Transfer Credit)
W	(Withdrawal)
R	(Repeated Course)
IP	(In Progress)
AU	(Audit)

## UNIT OF CREDIT

A unit of credit is equal to: at least ten (10) clock hours of instruction (lecture hours) and at least twenty (20) clock hours of out-of-class student work; or at least twenty (20) clock hours of laboratory or supervised work; or at least thirty (30) clock hours of internship/externship work, as determined by the University. One (1) clock hour equals fifty (50) minutes. One quarter hour is equal to one (1) unit.

## PASSED (P)

A grade of Passed (P) on the academic record means that the student successfully passed the course. A (P) grade is not included in the calculation of the student's cumulative GPA. However, a (P) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (P) grade will be added to Total Units Attempted.

## NOT PASSED (NP)

A grade of Not Passed (NP) on the academic record means that the student did not pass the course. An (NP) grade is not included in the calculation of the student's cumulative GPA. However, an (NP) grade is included in the calculations

of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (NP) grade will be added to Total Units Attempted.

### **INCOMPLETE (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the student's transcript. An Incomplete (I) grade is not included in the calculation of the student's cumulative GPA. However, an (I) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted.

To receive credit for the course, work must be finished within one (1) quarter after receiving the Incomplete (I) grade. If the instructor who issued the "I" grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. If the work was finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to the Academic Office within one (1) quarter after the quarter when the Incomplete (I) grade was recorded. If, however the work was not finished on time, an "F" grade will be posted on the student's transcript. Multiple Incomplete grades may lead to academic probation or dismissal from the University.

### **TRANSFER CREDIT (TC)**

Courses with a Transfer Credit (TC) grade are not included in the calculation of the student's cumulative GPA. However, transfer credits are included in the calculations of the Minimum Completion Ratio and the Maximum Time Frame (MTF). Twelve (12) quarter units shall constitute one (1) quarter term to be used in the determination of time limitations for undergraduate program graduation, i.e., MTF. Eight (8) quarter units shall constitute one (1) quarter term to be used in the determination of time limitations for graduate program graduation, i.e., MTF.

### **WITHDRAWAL (W)**

Students may withdraw from courses during the Add/Drop period after classes begin without affecting their grade point average. Students thereafter are required to obtain an approval from the Academic Office to withdraw. Withdrawal from enrolled classes after the Add/Drop period with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three (3) weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three (3) weeks of class without being excused. Withdrawal grades are not included in the GPA.

A refund of tuition, if any, will be made in accordance with the Refund Policy.

### **REPEATED COURSE (R)**

Students can repeat any unsatisfactory or failed course. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining Satisfactory Academic Progress.

A Repeated Course (R) grade is not included in the calculation of the student's cumulative GPA. However, an (R) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (R) grade will be added to Total Units Attempted.

### **IN PROGRESS (IP)**

A grade of In Progress (IP) on the academic record means that the student is currently registered in the course. An IP grade cannot remain in the student's academic record later than the Wednesday following the date when all the grades from the instructors are due in any given quarter term. An (IP) grade is not included in the calculation of the student's cumulative GPA. However, an (IP) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (IP) grade will be added to Total Units Attempted.

### **AUDIT (AU)**

The grade of Audit (AU) is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. (AU) grades are not included in the calculation of the student's cumulative GPA. However, an (AU)

grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (AU) grade will be added to Total Units Attempted.

## GRADE POINT AVERAGE (GPA)

A student's grade point average (GPA) is computed by the following formula:

$$GPA = \text{Total Grade Points Earned} \div \text{Total Units Attempted with Letter Grade}$$

Undergraduate prerequisite courses required for the graduate degree program are not included in the GPA calculation.

## GRADE CHANGES

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student's transcript. Exceptions shall only be allowed in the case of: (a) those recorded through mechanical error, or (b) through an error in the calculation of the grade by the instructor. In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Office within three (3) weeks from the last week of the quarter.

## GRADE APPEAL PROCESS

Most grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved. A student appeal of final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

The following due process must be followed by students who wish to file a grade appeal:

- Step 1. The student shall meet with the faculty member involved in an attempt to resolve the complaint.
- Step 2. If the matter is not resolved at Step 1, the student shall submit a written appeal to the Academic Dean. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Academic Dean will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Academic Dean and faculty member involved will then communicate a decision in writing to the student.
- Step 3. If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. Academic Dean will then schedule a meeting with the student to hear the student's complaint. Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty members in order to hear the student's complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. The Academic Dean will communicate the decision of the Hearing Committee in writing to the student. The decision of the Hearing Committee is final.

The above 3-step process will be accomplished in a reasonable period of time not to extend beyond six (6) months from the occurrence of the incident. A student's failure to comply with the steps above will nullify the complaint.

## ACADEMIC SAP STATUS

A student may be placed on the following academic SAP status and must take the required action associated with each status. A student who is placed on academic SAP status, but meets the requirements in the subsequent quarter will return to good standing status. A student who does not meet the requirements in the subsequent quarter will be placed on the next status. A student is eligible to enroll unless the student is in Academic Probation status.

**Good Standing:** Students are in good standing when the minimum CGPA and completion percentage of the SAP table is met or exceeded. Students in good standing are eligible to register for courses.

**First Warning:** Students are placed on First Warning status following the first quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the academic advisor and meet an academic advisor at least once within the quarter.



**Second Warning:** Students are placed on Second Warning status following the second consecutive quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least two times within the quarter. Students who are on Second Warning status and still did not meet the minimum CGPA and/or completion percentage of the SAP table will be issued a Notice of Dismissal.

**Dismissal:** Students who were on Second Warning status and failed to meet the stated minimum CGPA and/or completion percentage of the SAP table are subject to dismissal. Students may however appeal their dismissal in writing to the SAP Appeals Committee. If the SAP Appeals Committee finds merit in the student's appeal, the student will be placed on Academic Probation status. If by the close of the academic probation period the student was able to meet the stated minimum CGPA and/or completion percentage requirements of the SAP table, the student will be reinstated in good standing. No further appeals are accorded to the student after the academic probation period.

**Academic Probation:** Students who have successfully appealed their dismissal are placed on Academic Probation status. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least three times within the quarter.

## APPEAL PROCEDURE

Students have the right to appeal dismissal status where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the Academic Dean, describe any mitigating circumstances the student feels deserve further consideration, and be submitted at least five (5) days before the beginning of the quarter in which the student requests re-admission. After the appeal is received, the student will be notified within seven (7) business days on whether the appeal is granted or denied. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. It is in the student's interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written Notice of Dismissal.

## SAP APPEALS COMMITTEE

The SAP Appeals Committee consists of members of the University chosen by the Academic Dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member, extended illness or personal injury of the student, or death of an immediate family member. If a student warrants subsequent dismissal status, each successive appeal should cite a different reason for re-entry. A student may not use the same reason for re-entry more than once. Students will be required to indicate why their enrollment should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. This may include:

- Copy of death certificate.
- Medical certificate from a registered physician.
- Statement from tutor, faculty member, or other University official.
- Bank statements or financial accounts.
- Other relevant evidence specific to the appeal.

## PROGRAM CHANGE

A program change occurs when a student changes programs at the same academic level without graduating. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. Qualitative and quantitative measurements are based on the second program requirements. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed sixty-seven percent (67%) of the program prior to changing.

Students changing programs must follow the procedures below:

1. Submit a statement that articulates the reason for changing the program
2. Submit the Change of Program Request Form to the Registrar Office
3. Meet with Academic Advisor
4. Request a review of transfer credits, if needed

## **PROGRAM UPDGRADE**

A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a student moves from a Bachelor's program to a Master's program. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. In cases where a student downgrades from a higher-level to lower level program, the same process is followed.

Students changing programs must follow the procedures below:

1. Submit a statement that articulates the reason for upgrading/downgrading the program
2. Submit the Upgrade Request Form to the Registrar Office
3. Meet with Academic Advisor
4. Request a review of transfer credits, if needed

## **ADDITION OF ACADEMIC PROGRAM**

A student applying for a new program after successful completion of a program should undertake the same application procedure for the program as that undertaken by new students. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the transferable courses and units from the program attended earlier will be based on the Transfer Credit Policy of the University, as described in the catalog.

## **DISMISSAL AND EXTENDED ENROLLMENT**

Students in the dismissal status are not allowed to register for the courses.

The following reasons that student can be dismissed:

1. Failure to meet the standards of SAP requirement after the Academic Warning
2. Failure to meet the standards of SAP requirement after Academic Probation
3. Failure to complete the program within the Maximum Time Frame (MTF)
4. Violation of any regulations and code of conducts of the University

Students who have been dismissed due to the failure to maintain satisfactory academic progress may apply to continue their studies at the University in an extended enrollment status upon approval of the Academic Dean. The extended period will be for one (1) quarter only. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs incurred during this quarter.

At the completion of this quarter, students who have established satisfactory academic progress according to the SAP evaluation tables should submit a written request to the Administrative Office to return to a regular student status through reinstatement. Upon receipt of this request, a meeting will be scheduled between the Academic Dean and the student requesting reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one (1) quarter. All credits attempted during the extended period will count toward the maximum 150% program length. If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to grade change policy of the University. In no case, can a student exceed the 150% maximum time frame of the program length.

## **READMISSION**

Students who have been dismissed from the University must wait at least two (2) quarter before applying for re-admission and must submit a Petition for Re-admission to the Academic Dean. In order to be considered, the student must submit a written petition that describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Admissions Office will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at CalUMS-VA.

## **LEAVE OF ABSENCE (LOA)**

A leave of absence (LOA) may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed Leave of Absence Request Form to the Registrar Office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of “W” for any coursework that cannot be assigned a final grade. LOA may not be granted during a student’s first quarter and does not exceed one hundred eighty (180) days in any twelve (12) – month period. LOA has no effect on satisfactory academic progress if no credits are attempted during the leave period.

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Leave of Absence Request Form. The leave of absence is effective only when the Academic Office has acted upon the request and granted permission. A student who has taken a leave of absence without permission of the Academic Office will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

During the leave of absence students are not entitled to assistance from the faculty or use of campus facilities. If the leave of absence is approved, the leave is recorded on the student’s transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Leave Absence Request, or for whom a leave has been denied or has expired, should refer to Re-admission.

### **NON-MEDICAL (PERSONAL) REASONS**

The student requesting a Leave of Absence for non-medical or personal reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a “Leave of Absence Request” form, with the period of leave not to exceed one hundred eighty (180) days in any twelve (12) month period
2. Receive approval for the Leave of Absence request from the Academic Office

### **MEDICAL REASONS**

The student requesting a Leave of Absence for medical reasons who wishes to maintain his/her enrollment status may do so under the following conditions:

1. File a “Leave of Absence Request” form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Registrar Office. If this length of time must be extended due to further medical reasons, the student in question must file a new Leave of Absence Request form with supporting documents from his/her Physician/Practitioner, indicating in the appropriate place that this is an extension.

A Leave of Absence may not exceed one hundred eighty (180) days in any twelve (12)- month period. Also, LOA time for medical reasons will not be counted against the student’s expected “time of completion” requirement.

2. Receive approval for the Leave of Absence request from the Academic Office

## **TRANSFER OF CREDIT POLICY**

Transfer credit is generally granted for courses comparable to those offered by the University that were successfully completed with a grade of “C” or above for Bachelor’s degree or a grade of “B” or above for Master’s degree at another institution accredited by an accrediting agency which is recognized by the U.S. Department of Education. The University evaluates all credits/hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts is officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Office, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a Pass (P) or Fail (F) grade of the student's work on the form and submit it to the Registrar Office no later than the Add/Drop deadline of the following quarter. The Registrar Office shall place "TC" for the appropriate course on the student's transcript only upon receiving a Pass grade for this one (1) unit requirement.

The Registrar Office advises students of any award of transfer credits in writing. The Registrar Office also maintains records of transfer credits granted in individual student's transcript and academic file. Transfer credit evaluation shall be completed within the quarter that the official transcript was received. Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement.

Transfer credits are counted towards the maximal length of study at the University. Twelve (12) quarter units for Bachelor's degree or eight (8) quarter units for Master's degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credit appears on a student's academic record, and the units are included in the student's cumulative earned units. Up to one hundred twenty-four (124) quarter units are accepted in transfer from another institution in Bachelor's degree programs. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master's degree programs. All transfer credits are recorded as "TC" on the student's record. Transfer credit is not calculated in the student's cumulative grade point average.

The maximum transfer credit units and units required to be completed in residency at CalUMS-VA can be summarized as follows:

<b>Degree Level</b>	<b>Maximum Quarter Units Acceptable for Transfer Credit</b>	<b>Units Required to be Completed-In-Residency at CalUMS-VA</b>
<b>Bachelor</b>	124	56 (in Major courses)
<b>Master</b>	16	40

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CalUMS-VA**

All courses or credits completed at the CalUMS-VA are transferable to the California University of Management and Sciences – California Campus.

The transferability of credits you earn at the California University of Management and Sciences-Virginia is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the CalUMS-VA's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 CalUMS-VA to determine if your credits or degree, diploma or certificate will transfer.

**MAINTAINING FULL-TIME STATUS**

In order to maintain full-time status, an undergraduate student must attempt at least twelve (12) quarter units each quarter for academic credit and a graduate student must attempt at least eight (8) quarter credits each quarter for academic credit.

**CLASSIFICATION OF STUDENTS**

Based on the number of units successfully completed, a student will be classified as Freshman, Sophomore, Junior, or Senior for the bachelor's degree and as First or Second Year student for the master's degree. The following standards

are applied in this regard:

#### **Bachelor Degree Program**

<b>Graduate</b>	A student who has been awarded the Bachelor's degree or a higher degree by a recognized institution.
<b>Senior</b>	A student who has completed 135 units or more units.
<b>Junior</b>	A student who has completed less than 135 units and more than 89 units.
<b>Sophomore</b>	A student who has completed less than 90 units and more than 44 units.
<b>Freshman</b>	A student who has completed less than 45 units.

#### **Master's Degree Program**

<b>Graduate</b>	A student who has been awarded the Master's degree or a higher degree by a recognized institution.
<b>Second Year</b>	A student who has completed 28 or more units.
<b>First Year</b>	A student who has completed less than 28 units.

Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student.

#### **Bachelor Degree Program**

<b>Full-time</b>	A student carrying 12 or more units.
<b>Part-time</b>	A student carrying less than 12 units.

#### **Master's Degree Program**

<b>Full-time</b>	A student carrying 8 or more units.
<b>Part-time</b>	A student carrying less than 8 units.

### **AUTHORITY OF INSTRUCTORS**

Students are expected to regularly attend all classes in which they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Academic Dean, may at any time place on probation, or exclude from his/her course, any student guilty of unbecoming conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor's judgment, has neglected the work of the course. A student thus excluded will receive a grade of "F" (Failure) in the course. The student may contest such an action by filing a student grievance petition through an academic advisor.

### **FINAL EXAMINATIONS**

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter. CalUMS-VA requires all instructors to give a final exam in each course during the last class period of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. The student also has to go to the Administrative Office to fill out the make-up examination form and pay a \$50.00 fee. No exceptions will be made to these regulations without the written approval of the instructor

and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score that is ten (10) points lower than the numerical score achieved on the final.

## **INDEPENDENT STUDY**

Independent Study is offered only to students during the last two (2) quarters of study. The Academic Dean must authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

In order to register for an Independent Study course, students must submit their request to the Academic Office no later than the end of the first week of the quarter. Up to two (2) courses can be completed through Independent Study over the final two quarters in Master's degree program. Up to three (3) courses can be completed through Independent Study over the final two quarters in Bachelor's degree program. The Independent Study requirements must be followed and completed by the faculty and student, and then submitted to the Academic Dean for approval.

The student is expected to meet with the instructor of the independent study at least once a week during the quarter. Thus, each independent study requires a minimum of ten meetings during the term. The faculty member is expected to communicate with the student to ensure that the work is at the same level of quality and quantity as any typical course offered at the University. Meeting dates between faculty and student and assigned work must be planned ahead of time and recorded prior to submission of the form.

## **WITHDRAWAL FROM COURSES**

Students may withdraw from courses during the Add & Drop period without affecting their grade point average (GPA). Students thereafter are required to obtain a permit from the Academic Office to withdraw. Withdrawal from enrolled courses after the Add & Drop period with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a course by the following procedures:

1. Fill-out and complete the Course Withdrawal Request Form.
2. Submit the completed Withdrawal Request Form to the Registrar Office immediately.

Both student and instructor are notified of the result in writing by the Registrar Office.

No withdrawals are permitted during the final three (3) weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the appropriate forms: Add & Drop Form or Withdrawal Request Form. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

## **WITHDRAWAL FROM THE UNIVERSITY**

The following withdrawals from the University are considered:

1. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Academic Office.

The following procedures must be observed by the student:

- Notify the Academic Office or Registrar Office of intent to withdraw by completing and submitting the Withdrawal Notice Form.
- Clear all outstanding due(s) with the University.
- Students who submit their Notice of Cancellation (Withdrawal Form) shall receive their refunds within thirty (30) days from receipt of the said form

When student decides to enroll, student must submit a Petition for re-admission to the Academic Dean.

2. Students who fail to register two consecutive quarters, without the Academic Office's approval, will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, CalUMS-VA will mail the refund check to the student at the address indicated in the student's registration record, within thirty (30) days from the last day of the second quarter. A student may withdraw from the University on or before the last day of the add & drop period without any penalty. The student will be refunded the full amount of monies paid less non-refundable fees if he/she is a continuing student. For students who request for withdrawal with appropriate forms, and then obtain an approval of the Academic Dean, the refund shall be made according to the University's Refund Policy. This policy is binding whether or not the student filed his or her withdrawal notice to the University.

## **CLEARANCE FOR GRADUATION**

During each registration period, graduating seniors meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees. All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

The graduation fee is a one time and non-refundable fee which is applied to student's account they graduate regardless of whether he/she intends to participate in the commencement ceremony. This fee covers the cost of diploma and cover, program evaluation, mailing fees, and other expenses associated with graduation.

## DEGREE PROGRAMS

California University of Management and Science-Virginia (CalUMS-VA), as a degree-granting institution, offers academic programs, leading to the following degrees as approved by the State Council of Higher Education for Virginia (SCHEV) and accredited by the Accrediting Council for Independent Colleges and Schools (ACICS):

1. Bachelor of Science in Business Management (BSBM)
2. Master of Business Administration (MBA)
3. Master of Science in Computer Information Systems (MSCIS)
4. Master of Science in Healthcare Management (MSHM)

### GENERAL EDUCATION REQUIREMENTS

Virginia State public institutions, private colleges, and universities require a certain number of units of General Education (G.E.) prior to the award of undergraduate degrees.

The minimum number of units required per general education category for bachelor's degree program is shown below:

General Education Category	Units
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24
<b>Total G.E. Units Required</b>	<b>68 Units</b>

#### LIST OF GENERAL EDUCATION COURSES

##### **Communications (4 Courses)**

Course #	Course Title	Units
CE 101	College English	4
CE 111	Reading and Composition	4
CE 121	Creative Writing	4
CE 131	Communication & Speech	4

##### **Humanities and Arts (16 Courses)**

Course #	Course Title	Units
HA 101	Introduction to Art	4
HA 102	Art History	4
HA 103	Art Appreciation	4
HA 111	History of Western Civilization	4
HA 112	History of Eastern Civilization	4
HA 121	American Literature	4
HA 122	World Literature	4
HA 131	Introduction to Philosophy	4
HA 132	Oriental Philosophy	4
HA 133	Western Philosophy	4
HA 141	U.S. History	4
HA 142	World History	4
HA 151	Religions of the World	4
HA 161	Introduction to Ethics	4
HA 171	Classics	4
HA 181	Logic	4



**Social and Behavioral Sciences (18 Courses)**

Course #	Course Title	Units
SB 101	Introduction to Economics	4
SB 102	Introduction to Business	4
SB 103	Consumerism	4
SB 111	Introduction to Sociology	4
SB 112	Introduction to Social Welfare	4
SB 121	Introduction to Family Issues	4
SB 122	Human Nature, Drugs & Society	4
SB 123	New Perspectives on Aging and Health	4
SB 131	Introduction to Psychology	4
SB 132	Social Psychology	4
SB 141	U.S. Government	4
SB 142	Public Administration	4
SB 143	Minority Studies	4
SB 151	Introduction to Political Science	4
SB 152	Introduction to International Relations	4
SB 161	Introduction to Geography	4
SB 171	Cultural Anthropology	4
SB 181	Mental Health/Mental Hygiene	4

**Science and Technology (16 Courses)**

Course #	Course Title	Units
ST 101	General Biology	4
ST 102	General Microbiology	4
ST 103	General Ecology	4
ST 104	General Chemistry	4
ST 105	General Physics	4
ST 111	Introduction to Geology	4
ST 112	Introduction to Zoology	4
ST 113	Introduction to Botany	4
ST 121	Introduction to Health Science	4
ST 122	Nutrition	4
ST 131	College Algebra	4
ST 141	Calculus I	4
ST 142	Calculus II	4
ST 151	Statistics I	4
ST 152	Statistics II	4
ST 161	Introduction to Scientific Inquiry	4

**GRADUATION REQUIREMENTS**

The Bachelor of Science degree is conferred upon satisfactory completion of a minimum of one hundred eighty (180) quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

Program Requirements	Units
General Education Courses	68
Major Courses	92
Electives Courses	20
<b>Total</b>	<b>180</b>

Up to one hundred twenty-four (124) quarter units of coursework can be accepted for transfer credits from another institution. At least fifty-six (56) quarter units of Major courses must be completed in residency at the University. Deviations and substitutions for the requirements must be approved by the Academic Dean before the start of classes.

The Master's degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required. The requirements can be summarized as follows:

<b>Courses</b>	<b>With Project</b>	<b>With Comprehensive Exam</b>
Major Courses	44 Units	44 Units
Electives	8 Units	12 Units
Project/Exam	4 Units	0 Units
<b>Total</b>	<b>56 Units</b>	<b>56 Units</b>

The student must register for the MS611 Project or MS621 Comprehensive Exam by the end of the registration period of the student's third to last quarter.

Up to 16 quarter units of coursework can be accepted for transfer credits from another institution. At least 24 quarter units must be completed in residency at the University. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

## **BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (B.S.B.M.)**

### **PROGRAM OBJECTIVES**

The purpose of the Bachelor of Science in Business Management program is to provide students with an understanding of the challenges, concerns, and responsibilities that they will experience in the business world. This is accomplished through: (1) academic courses, which cover the functional areas of business; and, (2) infusion of current trends and technologies into business management courses as part of the students' learning process.

Upon completion of this program, graduates may attain occupations as business administrator, operation manager, plant superintendents, administrative coordinator, administrative officer/specialist, office manager, management analyst, management consultant etc.

Graduates will be able to:

1. Express and demonstrate the different roles of human resources in an organization.
2. Apply basic mathematical tools and techniques in evaluating the firm.
3. Identify strategies and operational plans available to the firm.
4. Demonstrate the role of information systems and technology in assisting businesses with management and operations.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a graduate degree, if they choose.

### **PROGRAM COURSE REQUIREMENTS**

#### **General Education Courses (17 Courses)**

<b>General Education Category</b>	<b>Units</b>
Communications	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24

**Major Courses (23 Courses)**

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 211	Principles of Accounting I	4
BM 221	Business Statistics I	4
BM 231	Business Communications	4
BM 271	Business Law	4
BM 281	Mathematics for Business & Economics	4
BM 311	Principles of Accounting II	4
BM 321	Business Statistics II	4
BM 331	Financial Management	4
BM 332	Investment Theory	4
BM 341	Human Resources Management	4
BM 342	Organizational Development	4
BM 351	Marketing Management	4
BM 352	Consumer Behavior	4
BM 361	Management Science	4
BM 362	Production & Operations Management	4
BM 371	Strategic Management	4
CS 201	Introduction to Computer Information Systems	4
CS 211	Computer Applications in Business & Economics	4
EC 201	Principles of Economics	4
IB 201	International Business Management	4
IT 201	Introduction to e-Commerce	4
IT 202	Introduction to Internet Marketing	4

**Elective Courses (Choose 5 Courses)**

Course #	Course Title	Units
BM 381	Corporate Finance	4
BM 387	Business and Web Analytics	4
IB 321	International Market and Export Management	4
IB 332	Transportation Import and Logistics Management	4
EC 331	Economics Development	4
CS 221	Introduction to Data Structures and Algorithms	4
CS 311	Management Information Systems	4
CS 321	Database Concepts	4
CS 331	Principles of Programming Languages	4
CS 341	Business Telecommunications	4
CS 351	System Analysis & Design	4

**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)****PROGRAM OBJECTIVES**

The Master of Business Administration (M.B.A.) program is designed to develop strategic, behavioral, and technical competencies that enable individuals to be superior performers in their business environment. Such positions include chief diversity officer, chief executive officer, chief financial officer, chief operating officer, executive director, general manager, supply chain manager, leadership development manager, management analyst, management consultant, program management analyst etc.

Graduates will be able to:

1. Express and demonstrate a theoretical and practical understanding of the role of managers in organizing strategic progress.

2. Demonstrate the quantitative and qualitative skills necessary to value the equity of a firm.
3. Utilize mathematical models for structuring, managing, and improving recurring business processes.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## PROGRAM COURSE REQUIREMENTS

Students for the Master of Business Administration (M.B.A.) program must provide proof that they have completed a bachelor's degree in a business-related area such as business administration, economics, or international business from a recognized post-secondary institution of higher learning. Those who have not completed their bachelor's degrees in a business-related area will be required to enroll and complete the program prerequisite courses as determined and approved by the Academic Dean.

### Prerequisite Courses (4 courses)

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in accounting, economics, and business management are required to complete up to four (4) prerequisite courses. Some program prerequisites may be waived or taken in combination with another course with the Academic Dean's approval.

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
EC 201	Principles of Economics	4
XXXX	<i>Any one (1) other from BSBM Major Courses</i>	4

### Major Courses (11 courses)

Course #	Course Title	Units
BA 501	Management Communication	4
BA 511	Business Statistics and Analysis	4
BA 512	Advanced Strategic Management	4
BA 521	Leadership and Organizational Behavior Operations	4
BA 531	Planning and Control	4
BA 532	Advanced Management Science	4
BA 541	Financial Management & Analysis	4
BA 551	Marketing Management Theory	4
BA 573	Project Planning and Management Seminar	4
EC 521	Business and Economic Forecasting	4
IB 521	International Management Theory	4

### Elective Courses

With MS611 Project, choose any two (2) courses that are not listed as major courses of MBA programs; subject to approval by the Academic Office.

With Comprehensive Exam, choose any three (3) courses that are not listed as major courses of MBA programs; subject to approval by the Academic Office.

### Program Completion Courses (Choose 1 course below)

Course #	Course Title	Units
MS 611	Project	4
MS 621	Comprehensive Exam	0

# MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (M.S.C.I.S.)

## PROGRAM OBJECTIVES

The Master of Science in Computer Information Systems (M.S.C.I.S.) program is designed to prepare students for the supervisory position in the technology-oriented jobs of the future that will require project management, systems development, network management, and information management skills. Graduates may attain occupations as application development director, data processing manager, information systems manager or director, information technology manager, network manager, systems engineer, system programmer, management information systems director etc.

Graduates will be able to:

1. Demonstrate skills necessary for strategic, tactical, and operational planning of information systems in organizations.
2. Manage various components of database systems within organizations of varying needs.
3. Apply project management skills, teamwork, and organizational structures in strategic planning.
4. Demonstrate an understanding about security concepts in the leading Information System standards, protocol, and reference models.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## PROGRAM COURSE REQUIREMENTS

Students for the Master of Science in Computer Information Systems (M.S.C.I.S.) program must provide proof that they have completed a bachelor's degree in a computer information systems related area such as computer engineering or information systems from a recognized post-secondary institution of higher learning. Those who have not completed their bachelor's degrees in computer information systems related areas will be required to enroll and complete the program prerequisite courses as determined and approved by the Academic Dean.

### Prerequisite Courses (4 courses)

Students who completed their bachelor's degree in a non-information field or students with insufficient background in computer information systems are required to complete up to four (4) prerequisite courses. Some program prerequisites may be waived or taken in combination with another course with the Academic Dean's approval.

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
CS 201	Introduction to Computer Information Systems	4
CS 221	Introduction to Data Structures and Algorithms	4

### Major Courses (11 courses)

Course #	Course Title	Units
CS 521	Management information System	4
CS 532	Organizational Transformation	4
CS 551	Information Systems Project Management	4
CS 552	Comparative System Development Methodologies	4
CS 561	Data Modeling and Database Administration	4
CS 568	Advanced SQL	4
CS 571	Network Planning and Administration	4
CS 582	Information Systems Security	4
BA 501	Management Communication	4
BA 511	Business Statistics and Analysis	4
BA 573	Project Planning and Management Seminar	4

### Elective Courses

With MS611 Project, choose any two (2) courses that are not listed as major courses of MSCIS programs; subject to approval by the Academic Office.

With Comprehensive Exam, choose any three (3) courses that are not listed as major courses of MSCIS programs; subject to approval by the Academic Office.

### Program Completion Courses (Choose 1 course below)

Course #	Course Title	Units
MS 611	Project	4
MS 621	Comprehensive Exam	0

## MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT (M.S.H.M.)

### PROGRAM OBJECTIVES

The Master of Science in Healthcare Management (M.S.H.M.) program is designed to equip well-seasoned healthcare professionals with core executive competencies in managing healthcare organizations in a dynamic and market-driven environment. Graduates may attain occupations as health manager, office manager, practice administrator, program manager, health information management director, health information management corporate director etc.

Graduates will be able to:

1. Demonstrate the problem-solving skills in managing the operational and financial aspects of the healthcare delivery systems.
2. Exhibit understanding of the legal and regulatory framework in healthcare and implications for healthcare management.
3. Apply core business principles to develop viable healthcare management solutions.
4. Conduct progressive research examining the dynamic environment of healthcare administration.
5. Integrate ethical principles with the industry knowledge while practicing leadership skills.

### PROGRAM COURSE REQUIREMENTS

Students for the Master of Science in Healthcare Management (M.S.H.M.) must provide proof that they have completed a Bachelor's degree in a healthcare management or related area such as healthcare administration, healthcare management, health services, or nursing from a recognized post-secondary institution of higher learning. Those who have not completed their bachelor's degrees in healthcare management related areas will be required to enroll and complete the up to four program prerequisite courses as determined and approved by the Academic Dean.

**Disclaimer: MSHM is not designed to prepare graduates for nursing home, assisted living facility, long-term care, or home care administrator positions. Students interested in practicing a regulated profession must contact the appropriate state regulatory agency for certification or licensure requirements. In Virginia, certain educational training requirements must be satisfied for initial Nursing Home Administrator licensure, and initial Assisted Living Facility Administrator licensure. This program does not satisfy the educational requirements for these licensed professions.**

### Prerequisite Courses (4 courses)

Students who completed their bachelor's degree in a non-healthcare field or students with insufficient background in healthcare management are required to complete up to four (4) prerequisite courses. Some program prerequisites may be waived or taken in combination with another course with the Academic Dean's approval.

Course #	Course Title	Units
BM 201	Principles of Management	4
BM 221	Business Statistics I	4
EC 201	Principles of Economics	4
HM 201	Healthcare Concepts	4

**Major Courses (11 Courses)**

Course #	Course Title	Units
HM 511	Healthcare Management Theory	4
HM 512	Strategic Leadership in Healthcare Organizations	4
HM 521	Human Resource Development in Healthcare	4
HM 525	Economic Policy in Healthcare Management	4
HM 531	Healthcare Operations Management & Control	4
HM 535	Healthcare Information Systems	4
HM 541	Healthcare Financial Management	4
HM 545	Dynamics of Healthcare Law	4
HM 551	Healthcare Market Planning & Analysis	4
HM 555	Global Alignment in Healthcare Management	4
HM 571	Healthcare Cases & Research Methodologies	4

**Elective Courses**

With MS611 Project, choose any two (2) courses that are not listed as major courses of MSHM programs; subject to the approval of the Academic Office.

With Comprehensive Exam, choose any three (3) courses that are not listed as major courses of MSHM programs; subject other approval of the Academic Office.

Course #	Course Title	Units
HM 550	Public Health Policy	4
HM 560	Practical Ethics in Healthcare Settings	4
HM 561	U.S. Health Insurance System	4
HM 562	The Long-Term Healthcare System	4
HM 582	Health Information Security & Privacy	4

**Program Completion Courses (Choose 1 course below)**

Course #	Course Title	Units
MS 611	Project	4
MS 621	Comprehensive Exam	0

## ENGLISH LANGUAGE DEVELOPMENT (ELD)

CalUMS-VA also offers one non-credit course, six (6) hours per week on quarterly basis (10 weeks). This course focuses on American-English as it is used in the college classroom. It covers grammar, critical reading, vocabulary, and expository writing. It does not apply toward a university degree. It is offered for entering students with below-average scores on the English reading and writing placement tests and is designed to enable students to meet University-level expectations in reading and writing. Scores on the initial placement examination administered by the University determine which course an entering student will be required to take. At the end of every quarter, the University offers the English Proficiency Examination (iTEP). The score on this exam determines which course that student is eligible to register for the following quarter. Students may need to spend more than one quarter strengthening English skills.

### SATISFACTORY PROGRESS

Students enrolled in ELD course are assessed at the end of the quarter to determine satisfactory progress. Each student is expected to pass ELD course and the University administered test (iTEP). The score on this exam determines which course that student is eligible to register for the following quarter.

### GRADING

Students are graded as Pass (P) or Not Pass (NP) at the end of quarter based on a number of criteria including class attendance, homework, final, and other evaluation tools (iTEP). Due to the fact that ELD students takes one intensive course, that is non-credit, no cumulative grade point (GPA) is considered.

### ACADEMIC PROBATION

Students who do not maintain satisfactory progress by failing to earn a passing grade and achieve a minimum score of English Proficiency will be placed on probation for one (1) quarter, during which they will be advised and given assistance to improve their progress. If students do not meet the minimum for satisfactory progress by the end of the quarter, they will be dismissed.



## COURSE NUMBERING SYSTEM

**100-299:** Courses offered primarily in the freshman and sophomore years and are generally introductory in nature.

**300-399:** Courses offered primarily for advanced undergraduate students, usually having prerequisites.

**500-599:** Courses open only to graduate and post baccalaureate students or seniors with prior approval of the Academic Dean.

**600-699:** Courses open only graduate involving project and comprehensive exam. Not open to undergraduates.

## COURSE CODE IDENTIFICATION SYSTEM

Courses offered at the University are grouped into subject codes indicating the classification in which they are presented.

Code	Course Classification
<b>CE</b>	Communications Courses
<b>HA</b>	Humanities and Arts Courses
<b>SB</b>	Social and Behavioral Sciences Courses
<b>ST</b>	Sciences and Technology Courses
<b>BA</b>	Business Administration Courses
<b>BM</b>	Business Management Courses
<b>CS</b>	Computer Information Systems Courses
<b>EC</b>	Economics Courses
<b>IB</b>	International Business Courses
<b>HM</b>	Healthcare Management
<b>IT</b>	Internet-Related Courses
<b>MS</b>	Program Completion Courses

## COMMUNICATIONS

CE 101 College English 4 units

*Prerequisite: None*

This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance and Participation 10%, Seat Work and Assignments 20%, Quizzes 20%, Term Paper 25%, Final Exam 25%

CE 111 Reading and Composition 4 units

*Prerequisite: CE 101 or Can be waived by the Academic Dean*

This course involves both literary analysis and composition. It will use literature study as a basis for improving writing and critical analysis skills. By reading narrative and expository texts, students improve their abilities to recognize main ideas and supporting details. They will explore interpretations of stories and learn several reading strategies appropriate for different types of text. The writing process is emphasized as an integral aspect of thinking and learning and will be a pervasive activity in this class. This course is designed to improve skills through practice in writing paragraphs, essays, and reports that are clear, concise, and unified. Students will learn to conduct library-reading research. Focusing on methodology, students will also learn to generate worthwhile questions, collect primary data, locate secondary resources, and form original research insights.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Class Exercises 35%, Writing Projects 35%, Journal Summaries and Portfolio 20%

CE 121 Creative Writing 4 units

*Prerequisite: CE 101 or Can be waived by the Academic Dean*

This course covers learning style assessment, brainstorming and essay development, editing, proofreading and revision, and final draft presentation. Basic elements of creative writing forms will be discussed. It gives students an opportunity to write and develop skills in various forms of creative writing and be able to emphasize the kind of writing in which they are most interested. Students will integrate critical thinking skills with effective written analysis and arguments, distinguish between deductive and inductive reasoning, and write and critique essays using research strategies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 8%, Assignments 14%, Quizzes 20%, Mid-Term Exam 25%, Final Exam 33%

CE 131 Communication and Speech 4 units

*Prerequisite: CE 101 or Can be waived by the Academic Dean*

This course introduces students to the principles of interpersonal communication and public speaking. It is designed to improve speaking and analytical skills through a functional approach to effective communication with practical application of the three major speech types: informative, impromptu, and persuasive speaking. Students will learn to identify and practice effective communication techniques, both verbal and nonverbal, and identify major barriers to effective listening and how to overcome them. These skills will be increased by developing a verbal profile and confidence in oral presentations. Students are expected to participate in class discussions, deliver a variety of speeches, and act as an audience to those delivering speeches.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

## HUMANITIES AND ARTS

HA 101 Introduction to Art 4 units

*Prerequisite: None*

This course is a study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, art movements and concepts will be studied.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 102 Art History 4 units

*Prerequisite: None*

Art History is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 103 Art Appreciation 4 units

*Prerequisite: None*

This course provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 111 History of Western Civilization 4 units

*Prerequisite: None*

This course is a survey of the origins of western civilization and its development from ancient times to the Renaissance and Reformation. Emphasis will be placed upon: the reasons for the rise and fall of the civilizations of antiquity; their cultural legacy; the changing role of religion in human society from the earliest societies through the Reformation; the development of western political institutions; the major technological changes that helped to drive western civilization; and the "Age of Discovery."

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

### HA 112 History of Eastern Civilization

4 units

*Prerequisite: None*

This course is an introductory survey of the history of India, China, Japan, and related regions from the period of prehistory to the arrival of the Europeans in the 17th century. This course concentrates on examining such topics as the area's cultural, political, religious, economic, and social development.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

### HA 121 American Literature

4 units

*Prerequisite: None*

This course is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity and gender equity plus other artistic, political, and cultural developments and how these changes have affected contemporary literature; emphasis is placed on American authors, including recent immigrants.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

### HA 122 World Literature

4 units

*Prerequisite: None*

This course will focus on studying some of the popular myths and archetypes of the ancient cultures. These early cultures strived to attain order in their societies. They accomplished this by using a series of metaphors and myths that explained the arrangements and structures of their surroundings. Since each of these cultures influenced their neighbors, we can gain a better understanding of their similar outlooks and beliefs by comparing and contrasting their local metaphors.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

### HA 131 Introduction to Philosophy

4 units

*Prerequisite: None*

This course is an overview of the classical and modern problems of philosophy. It focuses on consideration of the nature of knowledge, views of the cosmos or world and the problems of truth, beauty, ethics, and theology.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### HA 132 Oriental Philosophy

4 units

*Prerequisite: None*

Introduction of the basic concepts of oriental philosophy will encourage students' better understanding of the roots of Oriental culture and thoughts. This course focuses on general comprehension of an empirical approach to oriental philosophy, scientific actualization of historical background of oriental philosophy, and comparison of oriental philosophy phenomena with that of western philosophy.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### HA 133 Western Philosophy

4 units

*Prerequisite: None*

This course provides an introduction of the fundamental picture of western philosophy in order for the students to gain an understanding of the basic roots of western culture and thoughts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### HA 141 U.S. History

4 units

*Prerequisite: None*

This course is designed as an introduction to U.S. History from pre-contact to the present day. It will encourage students not only to gain a familiarity with the events, ideas, and developments that have most shaped the American

past but to reflect upon why that past might matter, and why the interpretation of its meaning can become such a source of conflict.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

#### HA 142 World History

4 units

*Prerequisite: None*

This course will provide a better understanding of the civilization from the beginnings of civilization to the present times in general, as well as the people and societies. A broader understanding of our power struggles in societies and the mechanism of human survivorship will help us to overcome barriers and achieve our goals.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

#### HA 151 Religions of the World

4 units

*Prerequisite: None*

This course provides a philosophical overview of the world's great religions and focuses on such topics as historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

#### HA 161 Introduction to Ethics

4 units

*Prerequisite: None*

The purpose of this course is to achieve an understanding of fundamental moral concepts such as the bases and limitations of human conduct, good and evil actions, norms of morality, law, freedom, and responsibility. It will investigate the relation between thought and action in light of the influential ethical theories of classical, medieval, and modern writers.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

#### HA 171 Classics

4 units

*Prerequisite: None*

This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaean periods until the beginning of the Roman Empire in the first century B.C. Students will study this entire time span in chronological order, with some emphasis on the monuments of the Classical and Hellenistic periods.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

#### HA 181 Logic

4 units

*Prerequisite: None*

Logic is a study of the structure and function of language, and inductive and deductive forms of reasoning and argumentation. It includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

## **SOCIAL AND BEHAVIORAL SCIENCES**

#### SB 101 Introduction to Economics

4 units

*Prerequisite: None*

This is a course that introduces the methods and techniques for analyzing economic activities in a capitalist economy. In the first part of the course, students will examine microeconomics factors that enter the decisions calculus of the individual economic units-consumers and producers – as they interact in various market settings. In the second part of the course, students will be introduced to techniques used to measure and analyze the operation of the entire economy – all markets simultaneously. For this purpose, we introduce the role of government and policies to create solutions for the basic problems of capitalist economies – unemployment, inflation, and the business cycle.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 102 Introduction to Business**

4 units

*Prerequisite: None*

This course surveys the functions, characteristics, organization, and problems of business. This course serves as a foundation for later specialized study and directs the thinking of students to possible careers.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 103 Consumerism**

4 units

*Prerequisite: None*

This course will focus on tracing both the development of consumer culture and the history of critical interpretation of that culture. Through the analytic lenses of theorists from both the political left and right, the class will investigate the social origins of such notions as taste and style while exploring the relationships between consumerism and other aspects of culture, including gender and class.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 111 Introduction to Sociology**

4 units

*Prerequisite: None*

The scientific study of human societies and behavior, emphasizing the sociological perspective, methods of investigating society and theories of social foundations of culture and socialization, social interaction among individuals, groups and organizations, dynamics of social inequality, and the role of social institutions in shaping the lives of individuals and society.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 112 Introduction to Social Welfare**

4 units

*Prerequisite: None*

This is an introductory to social work course in which students learn about the profession of social work and the populations and issues that concern social workers. Students learn about social work practice and methodology, various fields of social work practice, and client populations. This course also includes an agency-related field experience.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 121 Introduction to Family Issues**

4 units

*Prerequisite: None*

This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that, although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 122 Human Nature, Drug & Society**

4 units

*Prerequisite: None*

This course provides an introduction to the principles and assessment of physical growth, development and maturation that are the basis for monitoring the health of populations, of individuals, and of children from conception through adolescence. Societal norms and influences are discussed in detail.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 123 New Perspectives on Aging and Health**

4 units

*Prerequisite: None*

This course deals with the nature and experience of adult development from adulthood until the end of life. Emphasis will be placed on personal/individual issues, health issues in aging from a mind-body-spirit perspective.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 131 Introduction to Psychology

4 units

*Prerequisite: None*

This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psychological principles to personal adjustment.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 132 Social Psychology

4 units

*Prerequisite: None*

Social Psychology is the scientific study of the ways individuals affect, and are affected by, their interactions with others. Internal processes such as social cognition, self-concept, person perception, the development of beliefs and attitudes will also be covered. Students will learn classical theories of social psychological thought and will be exposed to current research in the field.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 141 U.S. Government

4 units

*Prerequisite: None*

This course provides an understanding of the foundations of the United States Government and the inalienable rights, civil rights, and civil liberties of an American citizen. It also outlines the duties and responsibilities of the citizen in the United States political process, teaches a basic understanding of the three branches of United States government, and relates the study of the United States government to current issues.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 142 Public Administration

4 units

*Prerequisite: None*

This course is designed to assist students in developing an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 143 Minority Studies

4 units

*Prerequisite: None*

This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the "double differences" where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

### SB 151 Introduction to Political Science

4 units

*Prerequisite: None*

The purpose of this course is to train students in how to analyze political phenomena in a rigorous and scientific manner. This knowledge requires an understanding of two different components: research design and statistics. In the first component, students will learn how to discriminate between theories, pose proper research questions. In

the second component, student will construct a relevant hypothesis, make valid causal inferences, formulize concepts, and test their hypotheses

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 152 Introduction to International Relations** 4 units

*Prerequisite: None*

A study of contemporary relations among states, including an analysis of basic concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, trans-nationalism, and independence. Attention is also given to different approaches to the study of international relations.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 161 Introduction to Geography** 4 units

*Prerequisite: None*

This course presents study and unification of a number of earth sciences that give general insight into the nature of the environment focuses on concepts of geographic thought, tools of geography, map structure, population patterns, space relationships, and modern problems of geography.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 171 Cultural Anthropology** 4 units

*Prerequisite: None*

This course is an introduction to the study of how the basic concepts and techniques developed by cultural anthropologists help us understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. The major goals of the course are to provide students with an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**SB 181 Mental Health/Mental Hygiene** 4 units

*Prerequisite: None*

This course will enable students to understand the basic aspects of human mentality and to analyze its nature and treatment. It strives to provide students with a general comprehension for an empirical approach to mental hygiene, practical actualization of historical background of mental hygiene, and comparison of western mental hygiene with that of Oriental.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

## **SCIENCE AND TECHNOLOGY**

**ST 101 General Biology** 4 units

*Prerequisite: None*

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate an understanding of life at the molecular and cellular levels.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 102 General Microbiology** 4 units

*Prerequisite: None*

This course is a study of pathogenic microorganisms including a description of basic cell structure, biochemistry, metabolism, nutrition, reproduction and genetics. Mechanisms of transmission, microbial entry, pathogenesis, prophylaxis, epidemiology, and microbial control of selected human pathogens will be explored. Basic body defense mechanisms and immunological responses to pathological conditions will be examined.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 103 General Ecology** 4 units

*Prerequisite: None*

This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 104 General Chemistry** 4 units

*Prerequisite: None*

Principles of chemistry and their application; atomic structure; bonding; kinetic theory; states of matter; kinetics and gas phase equilibrium; primarily inorganic chemistry. Special emphasis is placed on the analytical approach to problem solving. A background in mathematics is strongly recommended.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 105 General Physics** 4 units

*Prerequisite: None*

The course covers the topics of a typical general physics course with calculus, including classical mechanics and elements of thermodynamics. Also, this course offers the possibility of a more in-depth view of the subject matter, including applications such as the physics of sports and some elements of star formation/celestial mechanics. Emphasis is placed on the importance of conservation laws and on the use of simple models to describe complex phenomena.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 111 Introduction to Geology** 4 units

*Prerequisite: None*

This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 112 Introduction to Zoology** 4 units

*Prerequisite: None*

This course includes principles of animal biology, a survey of the animal kingdom and emphasizes the structure function, development, classification, evolutionary, behavioral and ecological concepts of zoology. Required for majors in biology, medicine, forestry and agriculture.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 113 Introduction to Botany** 4 units

*Prerequisite: None*

Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

**ST 121 Introduction to Health Science** 4 units

*Prerequisite: None*



This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 122 Nutrition 4 units

*Prerequisite: None*

Explores scientific concepts of nutrition related to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 131 College Algebra 4 units

*Prerequisite: None*

This course is an overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 141 Calculus I 4 units

*Prerequisite: None*

This course deals with a review of limits and derivatives of elementary functions, Inverse trigonometric functions and their derivatives, L'Hospital's rules, the definite integral, and fundamental theorem of Calculus. It also includes the application of areas of regions and volumes of solids of revolution.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 142 Calculus II 4 units

*Prerequisite: ST 141*

Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Students will be exposed to the techniques of integration; The Mean Value Theorem and its consequences; Taylor series with applications; parametric and polar curves with applications; and first order linear and separable differential equations with applications.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 151 Statistics I 4 units

*Prerequisite: None*

Students learn to use various graphical displays and measures of location and variability to describe data. The course considers elementary probability and sampling distributions and uses the normal and t- distributions in estimation and hypotheses testing. This course includes descriptive techniques for simple linear regression and correlation.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 152 Statistics II 4 units

*Prerequisite: ST 151*

This course is a continuation of Statistics I. Confidence intervals and hypothesis tests are studied in more detail, beginning with two sample inferences for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 161 Introduction to Scientific Inquiry 4 units

*Prerequisite: None*

This course is intended to present the concepts and principles of scientific research. This course covers how to survey and critique the literature, formulize their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

## BUSINESS ADMINISTRATION

BA 501 Management Communication 4 units

*Prerequisite: None*

The course prepares students to write business messages and make presentations in a business environment. The course teaches students how to successfully interview for business positions and maintain effective communication practices to foster teamwork at the workplace.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

BA 511 Business Statistics and Analysis 4 units

*Prerequisite: BM 221*

The course covers the application of statistics and the derivation of basic statistical concepts used in business. Topics include probability distributions, moment-generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

BA 512 Advanced Strategy Management 4 units

*Prerequisite: BA 511*

The course focuses on the application of conceptual models that clarify the interactions between external competition, firm positioning, patterns of technological and market change, and the nature and development of internal firm capabilities. We will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework: 15%, Mid-Term: 15%, Final: 15%, Project: 30%, Oral Presentation: 15%, Attendance: 10%

BA 521 Leadership and Organizational Behavior 4 units

*Prerequisite: None*

This course will review how managers can become effective leaders by drawing on knowledge of contemporary concepts in the areas of organizational behavior, change and leadership. In addition to developing diagnostic and problem-solving skills, a major focus of this course will be helping students develop a professional competency in the interpersonal skills that numerous studies have shown to be critical for being a successful leader in an organization. Case studies, self-assessments, and experiential exercises will be used to develop skills that are at a professional level of competence and to explore practical applications of the concepts covered in this course.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework/competency exercises 10%, Attendance/participation/class work 10%, Mid-term Exam 30%, Final Exam 30%, Individual project/presentation 20%

BA 531 Operations Planning and Control 4 units

*Prerequisite: None*

This course is about planning and control systems for the management of short and intermediate range decisions encountered in production and operations. Forecasting, production planning and scheduling, inventory management, material requirements planning ("MRP"), capacity planning, just-in-time, and other current topics are covered.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Assignment 12.5%, Homework 12.5%, Reaction Paper 12.5%, Research Paper 12.5%, Exams 50%

BA 532 Advanced Management Science 4 units

*Prerequisite: BA 531 or Approval of Academic Dean*

This course focuses on understanding levels for structuring, managing, and improving recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. The fundamental principles are explored so that students learn to critically evaluate these and other operational improvement programs.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Quizzes 15%, Group Work 15%, Homework and Participation 10%, Exams 60%

**BA 541 Financial Management & Analysis** 4 units

*Prerequisite: None*

This course examines the role of financial statement analysis in the evaluation of the firm and the prediction of its future condition. The major emphasis is on using financial statements for performance evaluation, equity valuation, credit analysis, and business decision-making.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Assignments 10%, Term Paper 20%, Mid-term 35%, Final Exam 35%

**BA 542 Investment Theory & Portfolio Management** 4 units

*Prerequisite: BA 541 or Approval of Academic Dean*

This course is a survey of investments including corporate and government securities, real property, and financial intermediaries. It deals with comprehensive review of investment theories, emphasizing security analysis, valuation, and portfolio management.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

**BA 551 Marketing Management Theory** 4 units

*Prerequisite: None*

This course introduces the student to marketing management's role in an organization's total business strategy. The student will engage in an intensive study of marketing management with emphasis on marketing environment; development of marketing strategies and formulation of policies; and integration of marketing with other functional areas of business through case studies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

**BA 552 Consumer Behavior Theory** 4 units

*Prerequisite: BA 551 or Approval of Academic Dean*

This course emphasizes understanding the processes that influence the acquisition, consumption, and disposition of private and public-sector goods and services. This course focuses on review and application of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain an understanding of the complex forces as they affect the marketplace.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

**BA 561 Financial Accounting** 4 units

*Prerequisite: None*

Financial accounting and reporting related to development of accounting standards, financial statements, income measurement, cash receivables, inventory, property, plant, and equipment, intangibles, and investments

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

**BA 562 Auditing Seminar** 4 units

*Prerequisite: BA 561 or Approval of Academic Dean*

This course is a study of advanced auditing and attestation issues, with an emphasis on operational auditing. Topics include professional ethics, risk analysis, internal control, fraud detection, analytical procedures, determining and assessing operational objectives, and reporting and implementing audit findings.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Article Critique and Write-ups 10%, Topic Participation, Critical Analysis, and Discussion 15%, Term Paper Project 25%, Mid-term Exam 25%, Final Exam 25%

BA 571 Decision Making Theory 4 units

*Prerequisite: None*

An integrated approach to decision analysis in terms of theory and practice with the objective of gaining insights to individual utilities, subjective probabilities, risk attitudes and use of decision models in decision support systems. Actual cases are discussed and the course culminates with individual student decision projects.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

BA 572 Environmental and Risk Management 4 units

*Prerequisite: None*

This course is designed to introduce students to the complexities of making decisions about threats to human health and the environment when people's perceptions of risks and their decision-making processes differ from expert views. Recognizing the limitations of individuals in processing information, the course explores the role of techniques such as decision analysis, cost-benefit analysis, risk assessment and risk perception in structuring risk management decisions.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

BA 573 Project Planning and Management Seminar 4 units

*Prerequisite: None*

Selected and individualized methodology related to identifying, planning, conducting, analyzing, and reporting research related to the culminating special project.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Case studies 10%, MS Project work/team building 10%, Research project 20%, Mid-term and final exams 60%

## BUSINESS MANAGEMENT

BM 201 Principles of Management 4 units

*Prerequisite: None*

This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 15%, Assignments 15%, Midterm Exam 35%, Final Exam 35%

BM 211 Principles of Accounting I 4 units

*Prerequisite: None*

This course deals with basic accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Tests 52%, Homework 14%, Mid-term Exam 17%, Final Exam 17%

BM 221 Business Statistics I 4 units

*Prerequisite: None*

The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance 5%, Homework 10%, Class project and report 10%, Three Midterms (each 15%) 45%, Final Exam 30%

BM 231 Business Communications 4 units

*Prerequisite: None*

This course introduces the students to the basic concepts in communication, particularly in the business environment.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance 10%, Written One Page Summary of Business Journal Articles [4] 15%, Reaction Paper on Special Speaker's Topic Presentation 20%, Mid-Term Exam – Written and Oral Presentation Business Topic 25%, Final Exam 30%

- BM 271 Business law** **4 units**  
*Prerequisite: None*  
 This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%
- BM 281 Mathematics for Business & Economics** **4 units**  
*Prerequisite: None*  
 The course covers basic elements of statistics for business and economics. Topics to be covered include: descriptive statistics, elements of probability, probability distributions, and sampling distributions. Calculus will be used to explain and illustrate these topics in business and economics.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Attendance and Participation 10%, Homework Assignments 20%, Tests: 35%, Final Exam: 35%
- BM 311 Principles of Accounting II** **4 units**  
*Prerequisite: BM 211*  
 Development of accounting theory and practice in accordance with generally accepted accounting principles (GAAP). Major topics include the accounting process, income statement, balance and statement of cash flows. Additional topics include: revenue recognition, cash and marketable securities, receivables, inventory, plant and equipment, intangible assets, and current liabilities.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Attendance and Participation 20%, Pre/Post tests 20%, Homework Assignments 20%, Midterm Exam 20%, Final Exam 20%
- BM 321 Business Statistics II** **4 units**  
*Prerequisite: BM 221*  
 Application of statistical methods used for a description and analysis of business problems. The development of analytical skills is enhanced by use of one of the widely available statistical packages and a graphing calculator. Topics include continuation of hypothesis testing, multiple regression and correlation analysis, residual analysis, variable selection techniques, analysis of variance and design of experiments, goodness of fit, and tests of independence.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Homework 20%, Quizzes 20%, Midterm Exam 30%, Final Exam: 30%
- BM 331 Financial Management** **4 units**  
*Prerequisite: BM 211*  
 This course provides an intelligent direction to the flow of funds for maximizing firm value and introduces techniques and concepts necessary to effectively manage the financial resources of any organization in order to achieve strategic goals. Topics include the time value of money, stock and bond valuation, risk and return, capital investment decisions, analysis of financial statements, financial forecasting, working capital management, the investment banking process, and the sources of funding for a business.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Attendance and Participation 10%, Homework 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%
- BM 332 Investment Theory** **4 units**  
*Prerequisite: BM 331*  
 This course covers risk and return, valuation of stocks and bonds, capital asset pricing model, stock and bond portfolio management, efficient capital markets, evaluation of investment performance, and introduction to options.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Attendance and Participation 10%, Quizzes 20%, Security Project 30%, Midterm Exam 20%, Final Exam 20%
- BM 341 Human Resources Management** **4 units**  
*Prerequisite: None*  
 Principles, methods, and procedures in management of human resources are covered as well as development and objectives of human resources management, planning, legal compliance, job analysis, recruitment, selection, training and development, compensation, and employment relations. Students develop a human resource budget, a recruiting plan, an organizational chart, and a plan for human resource development for their business plan.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 15%, Quizzes 15%, Case Study Presentation 25%, Mid-term Exam 20%, Final Exam 25%

**BM 342 Organizational Development** 4 units

*Prerequisite: BM 341*

This course studies approaches to developing and maintaining coherent group functioning within organizations, and to implementing planned organization change. Techniques are examined for improving individual and group behavior within organizations on the levels of communication, attitudes, motivation, and decision making; and for coordinating the introduction and implementation of change within an organization.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Mid-Term Exam 35%, Quizzes 20%, Final Exam 35%

**BM 351 Marketing Management** 4 units

*Prerequisite: None*

This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing are involved, with other functional areas of business being examined through case studies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Case Assignments 30%, Midterm Exam 30%, Final Exam 30%

**BM 352 Consumer Behavior** 4 units

*Prerequisite: BM 351*

In this course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of private and public-sector goods and services. This is a comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Case Presentation 25%, Research Project 35%, Midterm Exam 20%, Final Exam 20%

**BM 361 Management Science** 4 units

*Prerequisite: None*

The course provides an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. It also deals with a survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**BM 362 Production & Operations Management** 4 units

*Prerequisite: BM 361 or Approval of Academic Dean*

Analysis and applications of concepts and techniques of the quantitative approach, systems analysis, and operations analysis to managerial functions, with emphasis on production. Operations management is concerned with the process of transforming inputs into higher value outputs with maximum efficiency.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Group Case Study Presentation 35%, Quizzes 20%, Mid-Term Exam 20%, Final Exam 25%

**BM 371 Strategic Management** 4 units

*Prerequisite: None*

This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

BM 381 Corporate Finance 4 units

*Prerequisite: BM331*

This course serves as an introduction to corporate financial management and corporate capital budgeting. Its purpose is to develop a framework for analyzing firms' investment and financial decisions. This course will examine various financial theories including the concept of present value, the opportunity cost of capital, discounted cash flow analysis, issues in financial management, and risk and return.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%

BM387 Business and Web Analytics 4 units

*Prerequisite: None*

This course introduces the concepts and techniques for retrieving and analyzing social network and social media data and website usage. It develops the skills in data analysis, data interpretation, data visualization and other areas of expertise that are in growing demand in the business world. Students learn to use key metrics to identify important social actors, subgroups, and network properties in social media.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%

## COMPUTER INFORMATION SYSTEMS

CS 201 Introduction to Computer Information Systems 4 units

*Prerequisite: None*

This course is an overview of computer, communication, and software systems. It covers business applications of information technology, managing the acquisition and use of application systems, and working with the information systems organization.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Class Attendance & Participation 14%, Chapter Quizzes 41%, Case Study Paper 18%, Case Study Presentation 27%

CS 211 Computer Application in Business and Economics 4 units

*Prerequisite: None*

This course is an introduction to the uses of computers in business. Topics include concepts, components, and operations of computer systems. It also covers hardware, software, procedures, systems and their integration into business applications.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Assignments 25%, Midterm Exam 30%, Final Exam 35%

CS 221 Introduction to Data Structure & Algorithms 4 units

*Prerequisite: Approval of Academic Dean*

This course is an introduction to the design, analysis, and variety of algorithms. This course covers the specification of computational tasks, varieties of algorithms for tasks, demonstrating that algorithms perform given tasks, the structure of algorithms and measures for comparing the performance of algorithms. Also, this course considers the implementation of algorithms and relevant data and program structures, and principles of program design.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Assignments 20%, Quizzes 20%, Project 20%, Midterm Exam 20%, Final Exam 20%

CS 311 Management Information System 4 units

*Prerequisite: None*

This course deals with integrating topics of management and organization theory, information and communication theory, and systems theory relevant to managing an organization's information resources. It also covers computer hardware and software, telecommunications, and database concepts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Homework Assignments 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%

CS 321 Database Concepts 4 units

*Prerequisite: CS 221 or Approval of Academic Dean*

This course is designed to teach fundamentals about database development, namely data modeling, database design and database implementation, while exploring techniques for managing, protecting, retrieving and updating

information. Emphasis will be put on the relational model. Topics such as normalization, query processing (especially with SQL), relation calculus, and relational algebra will be studied in detail.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Homework Assignments 20%, Project 30%, Midterm Exam 20%, Final Exam 30%

**CS 331 Principles of Programming Languages** 4 units

*Prerequisite: None*

Study of the principles relating to design, evaluation, and implementation of programming languages of historical and technical interest and their relationships to other languages. Topics discussed for each language include: history, design, structural organization, data structures, name structures, control structures, syntactic structures, and implementation of issues.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Quizzes 25%, Midterm Exam 25%, Final Exam 40%

**CS 341 Business Telecommunications** 4 units

*Prerequisite: None*

This course covers the basics of telecommunications as applied in the business environment. The course covers basic telecommunications concepts and terminology, along with a wide review of telecommunications networks available for business and used by the communications manager or information technology professional.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Class Participation 10%, Quizzes 20%, Project 30%, Midterm Exam 20%, Final Exam 20%

**CS 351 System Analysis & Design** 4 units

*Prerequisite: None*

This course is an introduction to information system concepts and the system development process. It emphasizes the development phase of analysis, the application of structured methods, and the use of tools (computer and other). This course is also designed to understand the system life cycle approach and its phases and to apply a structured methodology to the analysis of real-world problems.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance and Participation 10%, Homework 15%, Project 35%, Midterm Exam 20%, Final Exam 20%

**CS 521 Management Information System** 4 units

*Prerequisite: CS201*

This course analyzes information systems from a management control perspective, emphasizing organization environment, technology, decision models and performance evaluation as determinants of information processing requirements. Cases and design projects explore the management of information processing systems, major functional applications, and the impact of information technology on individuals and society.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance 11%, Chapter Quizzes 52%, Case Study Paper & Presentation 37%

**CS 531 Information Systems Planning** 4 units

*Prerequisite: None*

Course applies principles of managerial planning to information systems (IS). Covers strategic, tactical, and operational planning of IS, with special emphasis on linkage between strategic plans of organization as a whole and those of IS.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 30%, Case Study Paper 30%, Case Study Presentation(s) 30%

**CS 532 Organizational Transformation** 4 units

*Prerequisite: None*

This course is targeted towards information systems professionals who are involved in the planning and implementation of large scale, cross-functional enterprise systems. Students will examine the characteristics of technology efforts that change and transform the way people perform their tasks and how the new technology structures the flow of information and decision making using workflow modeling methods.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

**CS 541 Staffing the Information Systems Function** 4 units



*Prerequisite: None*

Systems theory, quality, decision making and the organizational role of information systems are introduced. Information technology, including computing and telecommunications systems, is stressed. Concepts of organization, information systems, and re-engineering are introduced.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

CS 542 Information Systems Resource Acquisition 4 units

*Prerequisite: None*

This course introduces students to the management and technical skills required to be an Information Systems Consultant. It requires a working understanding of various technologies including hardware, software, database, telecommunications, and e-Commerce, and therefore should be taken late in the program. The course prepares students to observe, evaluate and make improvements in the way businesses deploy technology to accomplish their goals.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Midterm Exam 50%, Final Exams 50%

CS 551 Information Systems Project Management 4 units

*Prerequisite: None*

Students will be introduced to the processes and tools for the systems development life cycle including analysis and design techniques, information systems planning and project identification and selection, requirements collection and structuring, process modeling, data modeling, design of interface and data management, system implementation and operation, system maintenance, and change management implications of systems. Globalization issues in systems will be discussed. Students will use current methods and tools such as rapid application development, prototyping, and visual development.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 552 Comparative System Development Methodologies 4 units

*Prerequisite: None*

Telecommunications fundamentals including data, voice, image, and video are presented. Students are introduced to the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks. Essentials of local area networks (LAN), metropolitan area networks (MAN), and wide area networks (WAN) are covered including transmission and switching efficiency and regulatory and technical environments.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 561 Data Modeling and Database Administration 4 units

*Prerequisite: None*

The concepts, principles, issues and techniques for managing corporate data resources are introduced. Techniques for managing the design and development of large database systems including logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data mining are covered.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 562 Data Communication & Computer Networks 4 units

*Prerequisite: None*

The course emphasizes basic principles and topics of computer communications. The first part of the course provides an overview of interfaces that interconnect hardware and software components, describes the procedures and rules involved in the communication process and most importantly the software which controls computers communication. The second part of the course discusses network architectures and design principles, and describes the basic protocol suites. The third part of the course introduces the concept of internet working, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Midterm Exam 50%, Final Exams 50%

### CS 568 Advanced SQL

4 units

*Prerequisite: CS 561*

This course provides students with the theory and application of Structured Query Language (SQL) for those who develop database applications. Students will gain a solid working knowledge of this powerful and universal database programming language used in today's business environment. Database theory and database design will be covered. Microsoft (MS) Access will be used for demonstrations throughout this course. Differences between MS Access and MySQL, MSSQL, Oracle, or IBM DB2 will be highlighted where significant.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

### CS 571 Network Planning and Administration

4 units

*Prerequisite: None*

Approaches to managing the information systems function in organizations, including examination of the dual challenges of effectively controlling the use of well-established information technologies, while experimenting with selected emerging technologies, are reviewed. The role of the CIO in the organization will be discussed.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

### CS 581 Distributed Systems

4 units

*Prerequisite: None*

The purpose of the Distributed Systems course is to learn the state-of-the-art of practical distributed systems and to distill design principles for building large network-based computational systems. The readings and discussions will help in identifying the research frontier and extracting methods and general approaches to implement these advanced systems. Topics include dynamic packet routing, global namespace systems, component architectures, ontologies, resource allocation strategies, distributed security and authentication protocols, fault-tolerant databases, distributed artificial intelligence, and virtual worlds.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Midterm Exam 50%, Final Exams 50%

### CS 582 Information Systems Security

4 units

*Prerequisite: None*

The course will introduce and build upon security concepts that are introduced in Information Systems pre-requisite courses. The student will examine security from the perspective of multiple industry standards. The course will develop those concepts and introduce the 10 security domains as specified by the International Information Systems Security Certification Consortium (ISC) 2 book of knowledge for security. The course will also prepare the student to take the professional Certified Information Systems Security Professional (CISSP) examination.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Midterm Exam 50%, Final Exams 50%

### CS 591 Managing Electronic Commerce

4 units

*Prerequisite: None*

Importance of e-commerce and the role of the Internet, strategic planning of e-commerce systems, value chain models, customer relationship thinking, supply chain management and industry analyses are studied. The goal of the course is to initiate students into evaluation and preliminary study of data structures of electronic commerce and services from the point of view of companies and organizations, and evaluation of the development in chosen fields from the point of view of electronic commerce.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Midterm Exam 50%, Final Exams 50%

## ECONOMICS

### EC 201 Principles of Economics

4 units

*Prerequisite: None*

This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also, it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 331 Economic Development 4 units

*Prerequisite: EC 201*

An examination of those areas in the economic analysis of development where there have been recent analytical or empirical advances. Emphasis is given to the formulation of theoretical models and econometric analysis and testing. Topics covered include models of household/ firm behavior, savings behavior, equity and efficiency in pricing policy, project evaluation, measurement of poverty and inequality, and the analysis of commodity prices.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 521 Business and Economic Forecasting 4 units

*Prerequisite: BA 511*

This course covers training for forecasting economic trends with major proprietary computer software used by professionals, main concepts and modeling techniques in forecasting, diagnostic checking, model selection, and forecast evaluation and reporting.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

EC 591 Economic Analysis and Public Policy 4 units

*Prerequisite: Approval of Academic Dean*

Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeconomic analysis of government growth and stabilization policies.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

## ENGLISH LANGUAGE DEVELOPMENT (ELD)

EL 101 English Language Development 60 hours

This course is one non-credit course, six (6) hours per week on quarterly basis (10 weeks). This course focuses on American-English as it is used in the college classroom. It covers grammar, critical reading, vocabulary, and expository writing. It does not apply toward a University degree. It is offered for entering students with below-average scores on the English reading and writing placement tests and is designed to enable students to meet University-level expectations in reading and writing. Scores on the initial placement examination administered by the University determine which course an entering student will be required to take. At the end of every quarter, the University offers the English Proficiency Examination (iTEP). The score on this exam determines which course that student is eligible to register for the following quarter. Students may need to spend more than one quarter strengthening English skills.

Hours: Lecture: 60, Lab: 0, Practicum/Internship: 0  
Course Instruction: Final Exam 100%

## INTERNATIONAL BUSINESS

IB 201 International Business Management 4 units

*Prerequisite: None*

The purpose of the course is to develop skills in identifying, analyzing and developing solutions for current management issues in the international environment. This course explores the issues of marketing, finance, and management as they exist in the international business environment from both a multinational corporate perspective and single business person orientation.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

IB 321 International Market and Export Management 4 units

*Prerequisite: None*

Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship  
Course Requirements: Final Exam

IB332 Transportation & Logistics Management 4 units

*Prerequisite: None*

Importance of water, railway, highway, air, and pipeline transport modes in modern economy; carrier management, government participation, and use of energy in transportation system.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Final Exam

IB 521 International Management Theory 4 units

*Prerequisite: None*

This course is an analysis of the strategic and operational issues that arise from the international nature of multinational corporations' activities. Issues covered include alternative internationalization strategies, interaction between firms and governments, dealing with global competitors, and staffing and organizational implications of cross-border operations.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Weekly Reports, Term Paper, Final Exam

IB 531 International Trade Policy 4 units

*Prerequisite: Approval of Academic Dean*

This course focuses on an examination of the special problems and issues surrounding the economic interaction of sovereign nations. Topics include gains from trade, balance of payments, determination of exchange rates, free trade and protectionism, international capital markets, and issues in international policy coordination

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Weekly Reports, Term Paper, Final Exam

IB 552 Foreign Exchange 4 units

*Prerequisite: None*

This course deals with the diverse ways in which a company is exposed to foreign exchange risk and in particular how to manage these kinds of exposures. Emphasis is on the corporate view of international financial management. In addition to theoretical concepts, this course offers ample practical applications in international financial markets.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Weekly Reports, Term Paper, Final Exam

IB 591 International Development Strategy 4 units

*Prerequisite: None*

This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Weekly Reports, Term Paper, Final Exam

## **INTERNET-RELATED**

IT 201 Introduction to e-Commerce 4 units

*Prerequisite: None*

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

IT 202 Introduction to Internet Marketing 4 units

*Prerequisite: None*

This course introduces the students on how organizations can use the Internet to support their marketing activities. Building on traditional marketing theory and concepts together with emerging academic literature, the course details a structured approach to applying the Internet for marketing.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

## HEALTHCARE MANAGEMENT

HM 201 Healthcare Concepts 4 units

*Prerequisite: None*

This course is the study of origins, uses, content and format of healthcare data and data sets across the continuum of healthcare. Accreditation, certification, and licensure standards applicable to healthcare system are examined. Qualitative and quantitative analysis of healthcare data, forms and screen design and control will be discussed.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 511 Healthcare Management Theory 4 units

*Prerequisite: None*

This course is intended for graduate students and is intended to build understanding of managing health care services and health care delivery organizations.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 512 Strategic Leadership in Healthcare Organizations 4 units

*Prerequisite: None*

This course explores how healthcare organizations can create sustainable competitive advantage in a volatile, reimbursement driven industry. Topics include external and internal environmental analysis, strategy formulation, organizational design and control and the impact of mergers and alliances on industry performance. Healthcare case studies are used to illustrate key concepts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 521 Human Resource Development in Healthcare 4 units

*Prerequisite: None*

This course is designed to expose the students to the major issues, laws, managerial processes, procedures, and psychological factors which should be considered when developing a management system for healthcare organizations in the 21st century.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 525 Economic Policy in Healthcare Management 4 units

*Prerequisite: None*

This course will explore health policy as examined from an economic perspective. Basic economic theories and their relationships to the structure and function of the U.S. healthcare system are explored. Alternative healthcare systems and healthcare reforms are also evaluated.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 531 Healthcare Operations Management & Control 4 units

*Prerequisite: HM 511 or Approval of Academic Dean*

This course explores opportunities for improvement in the design and management of healthcare operations. The course utilizes operations management tools such as optimization, scheduling, economic analysis, decision analysis, and Monte Carlo simulation.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 535 Healthcare Information Systems 4 units

*Prerequisite: HM 531 or Approval of Academic Dean*

This course provides students with the ability to define operational and strategic objectives for healthcare management information systems. Emphasis will be on the hardware, software and communication links and the proper interpretation and utilization of processed information for program management purposes.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

- HM 541 Healthcare Financial Management 4 units  
*Prerequisites: None*  
 This course discusses financial management and decision-making techniques for healthcare professionals. Structurally, it involves pertinent accounting principles, healthcare industry knowledge, economic analysis on such topics as budget preparation, investment alternatives, financial forecasting, and capital structures in healthcare organizations.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 545 Dynamics of Healthcare Law 4 units  
*Prerequisites: None*  
 This course provides an overview of the legal issues that professionals and executives face in managing healthcare organizations in the 21st century. It includes topics such as patients' rights, antitrust, institutional liability, and employee relations.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 550 Public Health Policy 4 units  
*Prerequisites: None*  
 This course is an introduction to the population health approach to public health. It is designed to expose students to a foundational knowledge of U.S. & global public health, and develop an appreciation of how public health knowledge relates to their lives. It is an overview of the basic principles of public health practice: principles of evidence-based public health and tools for implementation, including health communications and informatics; applications of social and behavioral sciences; and health policy, law, and ethics. Methods for addressing non-communicable diseases and communicable diseases are introduced. An overview of the U.S. health care system and comparison with health care systems in other countries are explored, as well as public health institutions and systems.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 551 Healthcare Market Planning and Analysis 4 units  
*Prerequisite: HM 512 or Approval of Academic Dean*  
 This course provides an in-depth analysis of the healthcare industry and the challenges that healthcare executives face in terms of strategic marketing. Topics include managing healthcare demand and policies, pharmaceutical markets and drug innovations, ethical implications of market profitability, and risk return trade-offs.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 555 Global Alignment in Healthcare Management 4 units  
*Prerequisite: HM 511 or Approval of Academic Dean*  
 This course covers major health and health-related issues involved in developing, resource-limited, and emerging nations. Students will study and analyze a variety of health priorities among various populations and cultural settings in relation to global health goals and partnerships.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 560 Practical Ethics in Healthcare Settings 4 units  
*Prerequisites: None*  
 This course will provide the opportunity to apply foundational concepts of ethics to a variety of healthcare settings. Additionally, the use of deliberative methods to think through and discuss the unique features presented by different healthcare settings and professional conduct will be an integral component of the course. The typical charges of institutional ethics committees will be examined: consultation, education, and policy review/development.  
 Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
 Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%
- HM 561 U.S. Health Insurance Systems 4 units  
*Prerequisites: None*

This course is a description and analysis of the U.S. health insurance system. Specific topics include private vs. public insurers, demand for health insurance, health plan types and characteristics, premium setting, and reimbursement of health providers.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 562 The Long-Term Healthcare System 4 units

*Prerequisites: None*

This course explores the continuum of long-term care services available in the U.S. Students will examine issues of access, financing, combinations of housing and services for disabled adults, and challenges to providing a range of quality long-term care options.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 571 Healthcare Cases and Research Methodologies 4 units

*Prerequisites: HM 511, HM 512, and HM 531*

This course provides an overview of the research process as well as studies on healthcare cases. The purpose, conduct and evaluation of research will be discussed utilizing examples from the health sciences literature. Basic concepts of biostatistics will also be introduced.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

HM 582 Health Information Security and Privacy 4 units

*Prerequisites: None*

Health information security and privacy are of utmost importance in today's healthcare environment. This course introduces the concepts, practices and concerns of information security unique to the healthcare settings. The course provides the student with a thorough understanding of the HIPAA security and privacy rules, meaningful use security requirements, security risk assessment and how to integrate privacy and security into medical practices. Privacy and security resources will also be provided.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

## PROGRAM COMPLETION

MS 611 Project 4 units

*Prerequisite: 32 units of graduate level courses completed and Approval of Academic Dean*

This course aims to enhance the student's project research, planning, and presentation skills focusing on an approved master's project. Students is required to complete 10 lecture hours and 60 lab hours. Research preparation and approval of selected project proposals are conducted under the guidance of the academic advisor. A faculty member is assigned to the student as academic advisor for the duration of the preparation, implementation, and evaluation of the project. Final evaluation and grading of the project is conducted by the Academic Dean.

Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0

MS 621 Comprehensive Examination 0 unit

*Prerequisites: 44 units of major courses completed and Approval of Academic Dean*

This written examination is designed to test the student's overall knowledge and skill levels within the program's field of study to determine his/her eligibility for completing the program requirements prior to graduation. Prior to taking the examination and in addition to the course prerequisites, the Academic Dean assesses the standards of academic progress of the student to establish preparedness and proper foundation. Three members of the academic committee will be formed to develop the reading list to be assigned to the student. The reading list includes books, journals, and/or other publications which are related to the program's field of study. The examination is designed to be completed in a period of 10 hours. Final evaluation and grading is conducted by the Academic Committee.

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