



CALIFORNIA
INTERNATIONAL
BUSINESS UNIVERSITY

An affiliate of Niels Brock Copenhagen Business College

Student Catalog

September 4, 2018 - September 3, 2019

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Dean of Academic Affairs' Welcome Message

Welcome to California International Business University (CIBU). We are excited that you have decided to join the CIBU community and hope that you are equally excited as you discover and learn more about our programs, campus, experiential and international learning opportunities, and resources to support your academic success and life goals.

Your time at CIBU will be a unique period of self-discovery and personal growth. The university faculty and staff encourage you to seize the numerous opportunities that you will have - in the classroom and outside of the classroom - to explore your interests, ask questions about yourself and the world, and to develop your skills.

As with any new endeavor, you may have questions and we are happy to answer any questions that you may have - at our office, via telephone at (619) 702-9400, and via email at cibu@cibu.edu.

CIBU has always had a very specific mission in mind. The mission is that we are ambitiously and constantly dedicated to developing and offering relevant education programs that:

- Ensure the right competences for the corporate world
- Optimize the possibilities of the individual

That is CIBU's contribution to American and foreign competitiveness.

To that end, we are committed to providing you an outstanding learning environment both in and out of the classroom with a dedicated and experienced faculty - in a close-knit, supportive community. At CIBU, you will benefit from the fact that we strive to continue to develop and incorporate the latest knowledge and technology into our educational methods. Combining traditions and learning approaches - built up over decades - which result in a solid and contemporary education that prepares you for the next step in your career and provides you with the right competences for the corporate world.

At CIBU, we aim to create a climate for intellectual and scholarly growth. Diversity and inclusion are keys to ensuring that we offer you a business university education of the highest caliber. CIBU is committed to diversity in all of its dimensions - including a diverse representation at the university, a diverse community of viewpoints and backgrounds, and an acceptance of the complex identities within all individuals affiliated with the university. CIBU believes that the institution will be stronger as a result of a diverse population of students, faculty, staff, and board members. CIBU values all individuals who seek to participate and improve in our higher education community regardless of national origin, gender, age, socioeconomic class, ethnicity, religious belief, sexual orientation, and disability.

You will also benefit from CIBU being an affiliate of Niels Brock Copenhagen Business College (Niels Brock). CIBU is a unique Danish-American business educational institution in America's Finest City. Given the linkage with Niels Brock - the most innovative and international business college in Denmark - CIBU will provide the best possible international business learning environment that you could hope for. Whether you join the CIBU community for your college years or as a short-term student, you will walk away uniquely informed and with a broader perspective of the world that we all live in and work in.

Regards,



Marcus Benniefield, DBA
Dean of Academic Affairs

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University Catalog

This catalog is available on the Internet at www.cibu.edu and in alternate formats upon request. For more information, contact Academic Affairs at (619) 702-9400.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this publication. CIBU reserves the right to add, amend or repeal any of its rules, regulations, policies or procedures. All current or complete information will be emailed to students and others who use this catalog. The information will additionally be posted prominently to the campus' website for students and others who use this catalog.

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.

CIBU hosts events that are often open to the public such as, but not limited to, graduation, job fairs and workshops. Such events may be photographed, videotaped or Webcast. By attending an event, a person is granting the University the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the University to utilize in an appropriate manner any images captured during a public event.

Mission, Vision, and Ethics

Mission

At CIBU we are ambitiously and constantly dedicated to developing and offering relevant education programs that:

- Ensure the right competences for the corporate world
- Optimize the possibilities of the individual

That is CIBU's contribution to American and foreign competitiveness.

Vision

It is CIBU's ambition to be the most international and innovative business university in California – renowned for our faculty and staff to professionally optimize and facilitate the learning process of our students.

Supporting Objectives

The objectives are based on responding to the mission and other challenges. The University shall pursue the following objectives to sustain and strengthen our position as a leading international private business university:

- Having world-class education
- Having attractive educational programs, suitable for everyone
- Remain the preferred partner of the corporate world
- Being an exciting, stimulating and attractive workplace
- Running an effective institution

Goals

The goals include:

- develop an internal climate of diverse students promoting an international understanding of transnational organizations and entrepreneurship;
- provide an ongoing assessment of student learning by using key performance indicators and data to guide the improvement of academic programs;
- prepare students across all programs to effectively engage in organization assessment and problem solving specific to transnational and global organizations.

Cooperation and Linking

CIBU and Niels Brock Copenhagen Business College have joined together to create a unique educational partnership that provides a Danish-American business educational institution in San Diego. The link with Niels Brock Copenhagen Business College, the most innovative and most international business college in Denmark, offers CIBU a truly contemporary and global foundation for practical learning. The link creates value for students and companies by combining the Scandinavian way of learning, which focuses on student involvement and independence, with American commercial thinking. Through Niels Brock Copenhagen Business College, CIBU will partner with recognized universities around the world, giving students access to an extensive variety of business programs abroad. The new international approach to education will provide the best possible learning environment a student could hope for.

Ethics

CIBU is committed to the highest ethical standards in the pursuit of the mission and vision. The policies, procedures, and standards are informed by CIBU core values set forth below. These values are honored in our daily structure and activity as members of this community. We are committed to:

- Respect- We respect the rights and dignity of others.
- Integrity - We conduct ourselves with integrity in our dealings with and on behalf of all individuals in our environment.
- Accountability - We are accountable as individuals and as members of this community for ethical conduct and for compliance with applicable laws, University policies, and directives.
- Excellence - We conscientiously strive for excellence in our work.

Purpose

CIBU's central purpose, as an institution of higher learning, is to be a business university with a true international character within an expanding world of international business educational institutions in America and abroad. The CIBU model trains students to enter into various positions in the international marketplace including, but not limited to, entry-level positions for undergraduate students, management positions for master's degree students, and senior administrative positions for graduates of the doctoral program.

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable and public purposes. This corporation is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986.

Accreditation

Accrediting Council for Independent Colleges (ACICS)

California International Business University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's and master's degrees.

While the doctoral program is approved through ACICS, the Council for Higher Education Accreditation only recognize ACICS' scope of accreditation through the master's degree level.



WASC Senior College and University Commission (WSCUC)

California International Business University (CIBU) has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that CIBU is eligible to proceed with an application for Initial Accreditation. A determination of Eligibility is not a formal status with WSCUC, nor does it ensure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed to be reviewed for Initial Accreditation with WSCUC. The first visit for achieving Initial Accreditation must take place within five years of being granted Eligibility. Questions about Eligibility may be directed to the institution or to WSCUC at www.wascsenior.org or at 510-748-9001.

California State License

CIBU is a California non-profit, 501(c)(3) public benefit corporation chartered in the State of California and is a private institution. It is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate does not imply that the Bureau endorses CIBU programs, or that Bureau approval means that CIBU exceeds minimum state standards. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Bureau for Private Postsecondary Education (BPPE) is the agency that administers the Act.

In addition, CIBU is granted approval to admit nonimmigrant alien students by the United States Citizenship and Immigration Services (USCIS).

CIBU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

University Administration

Governance

CIBU is a private postsecondary university in the State of California. The corporate trustees and officers are listed below.

Board of Directors

ANYA ESKILDSEN
Chair of the Board

STEPHEN SMITH
Board Member

ANNE MADSEN
Board Member

BIRGITTE FABER
Board Member

FLEMMING HANSEN
Board Member

PETER BAEKKELUND
Board Member

HANNE LELOUP
Board Member

JOSEPH VITHAYATHIL
Board Member

University Administration (cont.)

Administration and Staff

EXECUTIVE	ACADEMIC AFFAIRS	STUDENT AFFAIRS
BRIAN HAWKINS, MBA Acting President	MARCUS BENNIEFIELD, DBA Dean, Academic Affairs	BRIAN HAWKINS, MBA Dean of Student Affairs
DAN ERSHADI, MBA Chief Financial Officer	OGNJEN KOVACEVIC, M.A. Librarian/Information Resource Manager	SOFIA REBOLLO DEL VALLE, BSc Registrar/Principal Designated School Official
MARCUS BENNIEFIELD, DBA Compliance Officer		
SOFIA REBOLLO DEL VALLE, BSc Administrative Officer		
NICOLE WITTENBORG, M.A. Admissions and Recruitment Officer		
PRASHA SINGH, BSc Comptroller		

Faculty

Our faculty members are duly qualified and are drawn from a wide range of academic disciplines and serve as advisors in guiding and assisting our students toward the completion of their specific educational programs. CIBU recognizes our faculty members as being instrumental in fulfilling our commitment of developing tomorrow's global business leaders today.

Russell Arden, M.B.A.

Master of Business Administration, San Diego State University
Bachelor of Science International Business Administration, Alliant International University
Teaching specialization: Business and Information Technology

Jannet Armendariz, M.B.A.

Master of International Business Administration, Alliant International University
Bachelor of Science Hotel and Restaurant Management Concentration in Accounting, Alliant International University
Teaching specialization: Accounting, Hospitality Management, Hotel and Restaurant Management

Tim Becker, D.B.A.

Doctor Business Administration, United States International University
Master Business Administration, University of Dallas
Bachelor of Arts German, Luther College
Research interests and teaching specialization: Marketing, Management, e-Commerce

Tem E. Bugarin, D.B.A.

Doctor of Business Administration, United States International University
Master of Arts International Relations, Salve Regina College
Master of Business and Public Administration, Southeastern University
Master of Science Operations Research, Naval Postgraduate School
Bachelor of Science Mathematics, California State University at Fresno
Teaching specialization: Statistics, Methodology, Marketing, Research Methodology, Survey Methods, doctoral instructor, graduate instructor, undergraduate instructor

Dan Ershadi, M.B.A.

Master of Business Administration, Central State University
Teaching specialization: Operations Management, Supply Chain Management, Business Administration, Economic History, Finance, Organizational Development and Culture, graduate instructor, undergraduate instructor

R. David Flesh, M.B.A.

Master of Business Administration, University of California, Berkeley
Master of Science Economics, Arizona State University
Bachelor of Science Electrical Engineering, Arizona State University
Teaching specialization: Economics

Susi Haugh, M.Ed.

Master of Education, San Diego State University
Teaching specialization: Career Development, Leadership, graduate instructor, undergraduate instructor

Brian P. Hawkins, M.B.A

Master of Business Administration, Thunderbird School of Global Management
Bachelor of Science Business Administration, University of San Diego
Teaching specialization: Marketing, New Trends in Hospitality, Entrepreneurship, Entrepreneurship in Hospitality, graduate instructor, undergraduate instructor

Robin Heckler, M.B.A

Master of Business Administration, University of Illinois
Bachelor of Science Business Administration, San Diego State University
Teaching specialization: Human Resource Management, Event Management, Business Internship, Hospitality and Tourism Management, graduate instructor, undergraduate instructor

Peter McLaughlin, J.D.

Juris Doctorate, Western State University
Master of Business Administration, Pepperdine University
Bachelor of Arts History, Seattle University
Teaching specialization: Marketing, Strategic Global Management, Business Law, Business Ethics, Management

Georg Schlueter, Ph.D.

Doctor of Philosophy Engineering Physics, Rheinisch Westfalische Technische Hochschule, Aachen University
Master of Business Administration, Rheinisch-Westfalische Technische Hochschule, Aachen University
Master of Science Nuclear Engineering, Rheinisch-Westfalische Technische Hochschule, Aachen University
Bachelor of Science Rheinisch-Westfalische Technische Hochschule, Aachen University
Research Interests and teaching specialization: Economics, Finance, and Strategic Management

Avneet Sidhu, LL.B., M.A.

Master of Arts, Legal Psychology, Simon Fraser University
Bachelor of Laws, University of British Columbia
Bachelor of Arts, Psychology major, Sociology minor
Teaching specialization: Business Ethics, Business Law, Sociology, Psychology, graduate instructor, undergraduate instructor

Eddie Sturgeon, J.D.

Juris Doctor, University of Santa Clara School of Law
Bachelor of Arts Economics, San Diego State University
Teaching specialization: Business Law, Business Ethics, American Government, doctoral instructor, graduate instructor, undergraduate instructor

Jessica Talia, Ph.D.

Doctor of Philosophy Organizational Leadership, University of the Rockies
Master of Business Administration Health Care Administration, Ashford University
Teaching specialization: Strategic Global Marketing, Executive Leadership

	Academic Objectives
Degree	Objectives
Bachelor of Science in Business Administration (BS)	<p>The bachelor's degree program is designed to introduce students to domestic and international business issues and to provide a strong grounding in general education. BS objectives for students include:</p> <ul style="list-style-type: none"> -Develop and refine an understanding of yourself and others through knowledge, listening, and dialogue <ul style="list-style-type: none"> -Develop critical thinking skills/learn how to evaluate an economic argument -Apply theoretical models and tools to understand real-world business phenomena -Process and critically evaluate financial/marketing/hospitality management theories and apply them to practical situations -Demonstrate an understanding of the processes for analyzing, segmenting, and targeting customers in both consumer and business markets -Identify and interpret the role of financial management in the enterprise -Identify and employ various research designs and their appropriate application
Master of Business Administration (MBA)	<p>The MBA program is designed to train students to understand management issues in international corporations and entrepreneurship opportunities/challenges. Additional objectives of the MBA program for students are:</p> <ul style="list-style-type: none"> -Prepare for careers or career advancement by understanding classic and contemporary theories in business administration and applying those theories with key practical skills all managers need to succeed. -Prepare to meet the demands of today's competitive global business environment by understanding and applying current management and leadership concepts and techniques. -Demonstrate disciplined managerial skills, including emotional intelligence, observation and interpretation, planning, and implementation, while considering the impacts of technology, globalization, emerging markets, and multiculturalism on organizations.
Doctor of Business Administration (DBA) – <i>The DBA program is in teach-out. Not accepting applications for the program.</i>	<p>The DBA program provides mature insights and exposure to career role models and leaders, while it also prepares students to conduct research and publish in their field of study. The objectives of the Doctor of Business Administration program are:</p> <ul style="list-style-type: none"> -Prepare for careers in advanced positions of leadership in business, government, international institutions, and the nonprofit sector. -Understand and apply the research skills to develop, identify, and assess key global business indices and effectively transform such data into strategies for the global economy. Such skills include ability to work across cultures, written and oral communication, and integrated/interdisciplinary thinking.

Non-Degree/Non-Credit	Objectives
<p>Business Fundamentals & Skills (BFS) – <i>Currently not accepting international students for the program.</i></p>	<p>The BFS program is designed to provide professionals and students with business fundamentals and skills for the work place. Curriculum includes fundamentals of the English language, business communication, business writing, vocabulary, and grammar. Objectives for students include:</p> <ul style="list-style-type: none"> -Develop a sound, useful understanding of American business. -Develop effective cultural knowledge, disciplined thinking, oral and written communication, and meeting skills for a global environment.

General Information

Program and Student Characteristics

CIBU programs are transnational, providing a global perspective and the appropriate skills for success and leadership in the global commerce environment.

CIBU programs respond to environmental changes and their impacts, providing the understanding to evaluate and appropriately react to an organization's changing economic, social, political, cultural and technological contexts.

CIBU programs are experiential, providing practical experience in multinational teams on applied organizational challenges.

CIBU and Niels Brock Copenhagen Business College have entered into a unique educational partnership creating a Danish-American business educational institution in San Diego. By linking with Niels Brock Copenhagen Business College, the most innovative and international business college in Denmark, CIBU offers a truly contemporary and global foundation for practical learning. The link creates value for students and companies through combining the Scandinavian way of learning, with its focus on student involvement and independence, with American commercial thinking.

Students who attend CIBU bring special and unique combinations of international experience, talents and skills, including languages, cross-cultural experiences, multinational and entrepreneurial work experiences, and differing cultural perspectives.

Teaching Methodology

CIBU's faculty understands that cultural perspectives are important in the presentation of material, both from faculty and student perspectives. Active student participation and leadership in class and team assignments are required. Content material is presented in lecture and various media frameworks as well as through pragmatic, practice-oriented structures. Case studies are utilized to focus on theoretical content and act as a practical way of applying theory. In addition, teaching includes exposure to actual company leaders, executives, founders and entrepreneurs through company visitations and guest presentations; the use of the Socratic method; and inclusion of strategies such as simulations; problem-based learning, role playing, team-based projects; field trips; and debates.

CIBU students will benefit from our use of the Scandinavian teaching method, which focuses primarily on the student. This leads to authentic and fundamental development of the student's general character. By combining skills with knowledge, CIBU will prepare the student for academic

studies as well as business life.

Diversity Statement

At California International Business University (CIBU), we aim to create a climate for intellectual and scholarly growth. Diversity and inclusion are the keys to ensuring that we offer a business education of the highest caliber. (CIBU) is committed to diversity in all its dimensions, including a diverse representation at the university, a diverse community of viewpoints and backgrounds, and an acceptance of the complex identities within all individuals affiliated with the university.

CIBU believes that our institution will be stronger as a result of a diverse population of students, faculty, staff, and board members. CIBU values all individuals who seek to participate and improve on our higher education community regardless of national origin, gender, age, socioeconomic class, ethnicity, religious belief, sexual orientation, and disability.

CIBU cherishes the varying cultures and perspectives that arise out of a diverse community of educators and students. An important aspect of our focus on diversity is to allow for respect and understanding to occur in and out of our classroom for all individuals.

CIBU continually seeks to foster a community that is accepting and encouraging of the identities of individuals and of groups. CIBU supports associations at the university that focus on a specific affiliation, while also encouraging persons to understand their own individual place in our diverse world. In addition, CIBU will provide resources and space for distinctive projects that further our diversity goals and our shared interests and ideals.

CIBU must be focused on maintaining a diverse university in all respects. CIBU's mission is to ensure the right competences for the corporate world and to optimize the possibilities for the individual. In order for our students to have the right competences for the global marketplace, they must be familiar and accepting of different cultures, perspectives, and identities. Further, in order for the student to optimize the possibilities within themselves, they must be able to challenge their previous held beliefs and conceptions. It is this capability and character that will allow CIBU and its graduates to contribute to American and foreign competitiveness.

Location

CIBU is located at 550 W. B St., San Diego CA 92101. All class sessions will be held at this address.

CIBU is near the city's business and financial district, and close to the Little Italy neighborhood. Many companies and

organizations, including banks and government offices, are within a short walk of the University. Students will also find many bookshops and the city library in the area. The University is a short distance from the Horton Plaza Shopping Mall, the city's vibrant Gaslamp District, and San Diego's world famous Balboa Park, the home to the San Diego Zoo and a number of museums and concert sites.

The San Diego area offers a rich and diverse variety of intellectual, cultural, and recreational activities. The Mexican city of Tijuana is only a few miles away, and Los Angeles is a short drive to the north. CIBU is also strategically positioned to take advantage of the immense economic importance of the Pacific Rim and the complex global economy.

Educational Programs

The curriculum of CIBU is grounded in international business and management theory and practice. Graduate degree programs emphasize corporate experiences from perspectives of case studies, presentations and visitations with executives and entrepreneurs (see master's degree and doctoral degree sections for more information on CIBU's graduate programs). The design of the programs reinforces its mission for inter-cultural sharing of perspectives and learning among students, faculty and visiting lecturers.

Program Objectives

The students studying at CIBU, whether at the graduate or undergraduate level, follow a rigorous course curriculum. The academic programs are designed to provide students with the tools to be successful business leaders and entrepreneurs and exhibit strong leadership qualities needed in the greater global business community. A graduate of CIBU with a BS, MBA and/or DBA will be able to use critical thinking skills to analyze business concepts, and use problem-solving techniques and recommend technological solutions to meet the desired organizational objectives (see master's degree and doctoral degree sections for more information on CIBU's graduate programs). Each graduate will strive for excellent interpersonal skills and demonstrate leadership qualities in a multicultural environment. Graduates will need skills to make ethical business decisions and to recognize the global nature of organizational and economic activities.

Bachelor of Science in Business Administration Degree (with a Concentration in Finance, Marketing, or Hospitality Management)

The Bachelor of Science in Business Administration Degree (BS) is a 128 semester unit program normally completed in 4 calendar years. The program consists of 36 General Education Semester Units (normally 9 courses), 28 Lower-Division Core Courses Semester Units (normally 7 courses), 36 Upper-Division Core Semester Units (normally 16 courses), and 28

Concentration Semester Units (normally 7 courses).

An overall minimum GPA of 2.0 is also required for degree completion.

Facilities and Other Information

Campus

CIBU is conveniently located in downtown San Diego (550 West B Street, San Diego, CA 92101) close to the San Diego Bay. It is just two blocks from the Little Italy neighborhood.

CIBU operates on the 2nd floor of the building. The approximately 8,750 square feet provides plenty of space for quality instruction and student learning. The second floor is where our classrooms are located and we offer eight classrooms, his/her restrooms, a library, and two private/study rooms for instructors and students.

Our facilities include a well-stocked library with student study areas, access to research databases, and student-use computers and printers. The University also provides students with a lounge equipped with a microwave oven, vending machines and a water cooler.

The University is fully-equipped with Wi-Fi that students and faculty have access to while at school. All are equipped with multi-media and audio-visual capabilities, maximizing faculty and students' ability to present.

Learning Resources/University Library

One of the goals of the CIBU Library is to provide services and resources to meet the educational, information and research needs of students, faculty, and staff. CIBU has a Learning Resource Center with a variety of print materials, such as newspapers, periodicals, journals and texts for educational and research needs. Additional resources include electronic databases, and a library catalog. Services include reference, database training, research assistance, library orientations, and career assistance.

Students have access to remote research databases included in The Library and Information Services Network (LIRN), which includes the Gale InfoTrac and ProQuest databases. LIRN provides 24/7 online access to electronic journals, books, videos, podcasts, etc. in a wide variety of disciplines that support our academic and general studies. These full text research databases include Academic OneFile, Business Insights: Global, ABI/Inform Complete, General Business File ASAP, Dissertations and Theses, Entrepreneurship, etc. and allow students to conduct research from home or on campus. In addition, students have access to Hoovers and J. P. Morgan Research, both premier sources of business

information. Students receive training on how to access LIRN and other useful online research tools, such as Google Scholar, The Wall Street Journal online and SSRN. Procedures on how to access the LIRN databases and other library resources are provided at orientation and are available at the Library. To obtain the User ID and Password to access the databases or for assistance searching LIRN, contact the Librarian at library@cibu.edu or call (619)702-9400.

The library's print collection includes approximately 2,100 physical volumes and approximately 100 unique doctoral dissertations by CIBU students, faculty, and other colleagues. The collection also includes a wide variety of business periodicals as well as daily newspapers. All incoming students are provided with a Library Orientation training session/tour and are encouraged to utilize both the print and online resources available to them. In addition to our print collection and online resources, CIBU students can access San Diego State University's (SDSU) databases on their campus. CIBU also maintains a corporate membership with SDSU and issues library cards to DBA students so they may also borrow library materials. CIBU also maintains an Interlibrary Loan agreement with the University of San Diego Library (USD). Students have access to the many public libraries in the San Diego region, including San Diego County and City libraries. Residents may establish library cards with the San Diego City and County Libraries with proper identification (current picture ID and proof of CA residency).

Instructional Materials and Equipment

Students are expected to purchase required books and other class materials for each course. Students should budget \$50-\$140 per course.

Instruction will be provided in classrooms which are equipped with white boards/whiteboard paint, high-definition projectors, projector screens, sound bars, Ethernet and electrical outlets, and Wi-Fi.

Student Services

Many support services and activities are offered through the Student Affairs Office to all CIBU students. Services include:

- **Career advising, information, support and guidance** – assistance with career advice
- **Academic counseling and advising** – assistance with academic goals
- **Assistance with internship search** - assistance with finding an internship
- **Educational, occupational, and personal advising** - professional and personal advice
- **Job placement assistance** – assistance with finding a career that meets the student's goals

- **Resume development and review** – assistance with developing and improving resumes
- **Assistance with Optional Practical Training (OPT) for qualified students** – assistance for international students looking for international work experience
- **Student activities in which to participate** – weekly activities that encourage academic growth and interculturalism
- **Student life and organizations in which to join extracurricular activities including community volunteering and sports clubs** – assistance with student activities outside of the classroom
- **Workshops/forums structured for academic support and skills development** – monthly workshop/forums that improve skills such as soft skills

Academic Counseling and Advising Services

The faculty and the administrative staff are available to assist individual students to attain academic and career goals. Students are encouraged to seek assistance for any problems, personal or otherwise, that would preclude receiving maximum benefits from their educational experience at CIBU. Students who need professional counseling will be referred to outside services. Faculty members, the Registrar's Office, Student Affairs department and the Dean, are available to guide students through problems arising from schedules, course selections, grades, assignments, and graduation requirements.

Career Advising, Information, Support and Guidance Services

CIBU places a high priority on preparing our students for careers throughout the course of their academic studies. Due to the nature of our students, many already have work experience prior to enrollment and anticipate growth within their chosen fields. For others who require placement assistance, the University offers guidance in re-careering and other occupational information.

Job Placement Assistance

CIBU places a high priority on preparing our students for careers throughout the course of their educational program. Due to the nature of our students, many already have work experience prior to enrollment and anticipate growth within their chosen fields – these students sometimes do not request job placement assistance. For others who require placement assistance, the university offers guidance in re-careering and other occupational information. The University Job Placement Assistance is available to students upon day one of enrollment and can be used well-after the student graduates.

CIBU has a strong record of job placement. Our Dean of Student Affairs works closely with students to help them

prepare for each stage of the hiring process/starting his or her own business. With our Job Placement Assistance, we have placed students at companies such as StyleSeek, Taylor Guitars, Sony, etc.

We also have workshops on campus where we offer practical advice on such matters as drafting resumes and preparing for job interviews. In addition, we have hiring managers visit our campus and do on-the-spot interviews with our students who meet the requirements for positions. We also offer a "Career Development" course as an elective for students wanting to work with a faculty advisor on career development and implantation.

The goal of the university's job placement assistance is to:

- Educate students about the career development, planning, and implementation process
- Connect students with employment and experiential learning opportunities
- Develop partnerships with administrators, faculty, alumni, & employers on projects that enhance career opportunities for CIBU students

English Language Services

To ensure that our students get the most out of their learning experience, CIBU offers free English language services to help students succeed. English language services are geared for students who need a little extra guidance with language challenges encountered on a day-to-day basis, both inside and outside of the classroom. The free workshops will answer specific questions students have (e.g. clarifying grammar, understanding vocabulary, refining pronunciation, practicing presentations, etc.) Students will receive help to further their confidence and eagerness to participate in conversations in a small, supportive environment free of intimidation. CIBU also offers ConversationStation, an informal environment in which students can refine their English speaking simply by conversing with others about a variety of topics. Each free workshop is facilitated by a strong speaker of English, who will allow students to suggest interesting current events to discuss.

Wireless Laptop University

The University has a wireless computer environment. Classrooms and study areas are equipped with wireless access points for high speed Internet. All students are required to have a laptop computer for use in the classroom and for course assignments.

Social Media Privacy Policy

Section 99120 of the California Education Code provides: As used in this section, "social media" means an electronic service or account, or electronic content, including, but not

limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations. Section 99121 of the California Education Code provides:

(a) Public and private postsecondary educational institutions, and their employees and representatives, shall not require or request a student, prospective student, or student group to do any of the following:

(1) Disclose a user name or password for accessing personal social media.

(2) Access personal social media in the presence of the institutions' employee or representative.

(3) Divulge any personal social media information.

(b) A public or private postsecondary educational institution shall not suspend, expel, discipline, threaten to take any of those actions, or otherwise penalize a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates this section.

(c) This section shall not do either of the following:

(1) Affect a public or private postsecondary educational institution's existing rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations.

(2) Prohibit a public or private postsecondary educational institution from taking any adverse action against a student, prospective student, or student group for any lawful reason.

Section 99122 of the California Education Code provides: A private nonprofit or for-profit postsecondary educational institution shall post its social media privacy policy on the institution's Internet Web site.

Accordingly, the social media privacy policy of California International Business University strictly adheres to Sections 99120, 99121 and 99122 of the California Education Code.

Orientation

Orientation for new students takes place at CIBU just before the Semester begins. Students are encouraged to arrive in San Diego one or two weeks prior to the start of classes in order to get settled. Check the website at www.CIBU.edu for current information regarding the orientation time and place and news announcements.

Housing

CIBU does not have dormitory facilities under its control. There are a large number of apartments with availability located within a two-mile radius of the university. The average monthly rent for a one-bedroom apartment in these areas is \$1350.00 for a 12-month lease and \$1400.00 for a 10-month lease. Students should allow approximately \$1,050.00 per month for food and living expense.

The San Diego area offers a wide variety of housing options where students will be able to find accommodations that best

suit their needs and budgets. Housing costs vary considerably depending on the type of accommodation selected by the student, i.e., houses, rooms in private homes, hotels, etc. Listings of available apartments can be found on our website at <http://cibu.edu/students/housing/> and in our student handbook.

CIBU does not have dormitory facilities under its control, and the university assumes no responsibility to find or assist a student in finding housing. However, the staff of CIBU tries to provide limited assistance to students seeking suitable housing and to help them in their transition to life in San Diego. It is highly recommended that a student secure a minimum of one month's housing prior to arrival in either an American Homestay or a downtown hotel (See Student Handbook).

Transportation

CIBU is a short walk from the public trolley and bus lines. Students wishing to purchase cars during their stay are reminded that insurance is mandatory in California.

Those flying into San Diego are encouraged to make San Diego (not Los Angeles International Airport) their final destination. It is expensive to arrange ground transportation between the two locations and transportation can cost as much as \$150/person for the one-way trip. Rental car companies add a one-way drop off surcharge of up to \$100 in addition to the one-way rental charge. A commuter flight to San Diego from Los Angeles might be preferable.

University Catalog

It is the policy of CIBU to provide all students with access to the University catalog. The University catalog is available on the CIBU website at www.cibu.edu.

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.

This catalog, school performance fact sheet, and other important information should be reviewed before and after the application and enrollment process. All prospective students are given our website address and are encouraged to review the catalog prior to enrollment. Students are responsible for becoming familiar with the information in the catalog and are personally responsible for following all policies and meeting deadlines and requirements. This responsibility includes, but is not limited to, academic requirements, acceptable campus and classroom behavior, and general rules listed in this catalog.

Upon execution of the enrollment agreement, students acknowledge responsibility for access to the current catalog online and agree to abide by the policies, rules and regulations of CIBU. Included in the publication are academic standards and a listing of the courses required for graduation.

CIBU updates its catalog on at least annually and, otherwise, when policies or procedures change.

The catalog is made available on the school website at www.cibu.edu. The hard copy school catalog is also made available in the Administrative Office at 550 West B Street, San Diego, CA 92101.

Visitors

Visitors are welcome to tour CIBU's facilities and meet with school officials and faculty members. Please call (619)702-9400 to arrange a visit, or write directly to the Admissions Office at admissions@cibu.edu

Admissions

General

Applicants are reviewed without regard to age, color, creed, marital status, national or ethnic origin, physical disability, race, religion, sex, sexual orientation or veteran status. If an applicant has any further questions, he or she should contact the Admissions Assistant.

Application Filing Period

CIBU matriculate's students throughout the year. New students may enter classes at the beginning of each semester. Specific admission application deadlines for each term are as follows:

- Fall Semester -- July 1
- Spring Semester -- November 1

The academic calendar can be found in the Catalog as well as on the [website www.cibu.edu](http://www.cibu.edu). Overseas students are encouraged to submit completed applications 10 weeks prior to the semester in which they wish to matriculate in order to have enough time to request an F-1 Student Visa from the American Embassy or Consulate in their home country.

United States residents are encouraged to submit their applications eight weeks prior to matriculation.

Bachelor's Degree

Requirements for Admission:

- Completed and signed "Application for Admission." (Can be found on our homepage at www.cibu.edu.)

- For International Students Only - Instruction will be in the English language. Applicants whose preparatory education was principally in a language other than English must prove sufficient English skills to be considered for admission. The University requires its applicants to take the Test of English as a Foreign Language (TOEFL) or equivalent test. The minimum scores for admission are:

TOEFL PBT – Undergraduates: 550

TOEFL iBT – Undergraduates: 79

IELTS – Undergraduates 6.5

TOEIC – Undergraduates 750

Applicants must submit such scores on official documents with their application.

Applicants who can indicate sufficient English proficiency through their high school education, in that they have completed at least 210 hours of study in their final three years of high school, are exempted from the English test requirement.

In addition, applicants who hold a bachelor's or higher degree from a university located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, Nigeria, United Kingdom, and other similar English-speaking countries) and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempted from the English test requirement.

- Copies of their high school diploma, GED or equivalent that verifies completion of secondary education.
- Official or certified copies of their transcripts for any college courses or degrees they may have completed.

Applicants for the Bachelor's degree program are required to submit evidence of prior academic experience (if any) via official transcripts of all colleges and universities previously attended.

A certified English translation and evaluation must accompany all transcripts if transcripts are not in English. A general statement (not a line by line review) will be required showing that your highest degree obtained is equivalent to the same in the U.S.A.

- Letter of Motivation. (Procedural details for this requirement are provided in the "Application for Admission").

- Proof of Identification. International students must provide a copy of their passport. U.S. citizens or permanent residents must provide a birth certificate, passport, or green card.
- Proof of Financial Responsibility Bank Letter/Statement (for international students)
- First semester tuition
This will be invoiced when the applicant is found eligible and after the Provisional Letter of Acceptance has been issued.
International students who have paid for their first semester but fail to be granted a student visa for U.S.A. will receive a refund, less an administration fee of \$250.00 and less an International Postage fee of \$50 (once cost incurred).
- Standardized College Entrance Exams: The American College Test (ACT) / Scholastic Assessment Test (SAT) Test Results (optional)
Note: (Regional/national standardized test from home country may also be accepted, please inquire as to which tests are accepted)

CIBU does not accept ability to benefit students at this time.

Transfer Credits

Evaluation for transfer credit will be conducted by the Dean of Student Affairs or designee in consultation with appropriate faculty members. CIBU will retain sole discretion to determine whether previously completed course content corresponds to program requirements and if student performance justifies the awarding of transfer credit.

Transfer credits (from schools other than CIBU) will be accepted from U.S. institutions accredited by agencies recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), and/or foreign institutions approved by their appropriate governmental bodies. For the bachelor's degree program, CIBU will accept credits for courses in which the student received a 2.0 or better on a 4.0 scale or its equivalent. For graduate degree programs, CIBU will accept credits for courses in which the student received a 3.0 or better on a 4.0 scale or its equivalent.

Applicants who wish to obtain transfer credit must provide transcripts to CIBU for evaluation as per our admissions process. Copies of transcripts will be accepted for admissions purposes. However, official transcripts must be sent directly to CIBU from the institution from which the credits were earned within 30 days of enrollment.

For all transfer credits, and specifically those from foreign institutions, CIBU will review catalogs, course syllabi, and other curricular materials as necessary to ensure that the credits accepted are comparable and applicable to CIBU programs. International students must submit original or certified transcripts, translated into English, showing courses completed, grades obtained, dates, and length of program.

The maximum credits CIBU will accept in transfer from another institution will conform to the requirements of the State of California and other regulatory agencies which oversee our operations. Eight (8) semester units at the master's level and 96 semester units at the undergraduate level are the maximum transferable credits allowed. The doctoral program accepts the transfer of an applicable master's degree and a maximum of eight (8) additional semester units.

ADVANCED STANDING CREDIT FROM HIGH SCHOOL OR SECONDARY SCHOOL

Depending on your secondary school curriculum, you may qualify for up to 32 semester credits of advanced standing credit.

- **International Baccalaureate** (IB Diploma) candidates receive 32 semester credits for results of 30 or above; 8 semester credits for results between 24 and 29 for each HL score of 4 and above; 8 semester credits for each IB HL Certificate with a score of 4 or above.
- **Advanced Placement "AP" Tests** (College Board) 8 semester credits for each AP test passed with a grade of 4 or above, not to exceed 24 credits.
- **GCE 'A' Level** Examinations candidates receive 32 semester credits for at least three subjects in which an A, B, or C was achieved; 11 semester credits for each individual subject in which an A, B, or C was achieved for two or fewer subjects. Not to exceed 32 credits.
- **Bulgarian Diploma za Sredno Obrazovanie** candidates receive 32 credits with a minimum average grade of 4.
- **Danish Studentereksamen** candidates receive 32 credits with a minimum average grade of 9.
- **Dutch VWO (Vorbereidend Wetenschappelijk Onderwijs)** candidates receive 32 semester credits a minimum average of 6 .
- **Finnish Ylioppilastutkinto/Studentexamensbetyg** candidate receive 32 credits with a minimum average grade of 9.
- **French Baccalauréat** candidates receive 32 semester credits.
- **German Abitur** candidates receive 32 semester credits with a minimum grade of 3.

- **Italian Maturita** (Esame di stato) candidates receive 32 semester credits with a minimum average grade of 60.
- **Lebanese Baccalauréat** candidates receive 32 semester credits.
- **Norwegian Vitnemål–Videregående Opplæring** candidates receive 32 semester credits with a minimum average grade of 4.
- **Romanian Diploma de Bacalaureat** candidates receive 32 semester credits with a minimum average grade of 4.
- **Swedish Fullständigt Slutbetyg från Gymnasieskolan** candidates receive 32 credits with a minimum average grade of VG (15).
- **Swiss Matura** candidates receive 32 semester credits with a minimum grade of 4 (depending on grading scale).

The University does not currently recognize any other secondary school examinations for advanced standing.

Students have the right to appeal transfer of credit. A written appeal must be made to the University and will be reviewed by a committee or designee.

Articulation Agreements

CIBU has entered into articulation agreements with the following institutions:

- Niels Brock Copenhagen Business College in Copenhagen, Denmark
- ISTECC, Ecole Supérieure de Commerce et de Marketing in Paris, France
- Swiss School of Management in Rome, Italy

For both of these agreements, students applying to CIBU from the abovementioned institutions may transfer applicable credits into CIBU in accordance with CIBU's transfer credit policy and the agreed upon arrangements. These agreements do not contain any specific benefits for currently enrolled or graduated CIBU students. CIBU may enter into additional articulation agreements with other universities foreign or domestic and, if so, will publish those institutions in its catalog.

Credits for Prior Experience

CIBU does not accept credits earned through challenge examinations and achievement tests except as listed below.

A student who has prior experience that contributes to learning relevant to CIBU's curriculum may petition for academic credit. CIBU only allows prior experience that directly relates to military experience in relation with requirements of the Veterans Administration and recommendations of the American Council on Education (ACE). The amount of credit is determined only after assessment by

the student and faculty members. The amount of credit may not exceed 12 units. Students interested in this possibility should consult with the Dean of Student Affairs and complete a petition for prior experiential learning. Evaluation of experiential learning may take varied forms dependent upon the academic program, type of experience, and how units are being used. Students do have the right to appeal the university's decision on the awarding of prior learning experience. No charges/fees are required to petition for prior learning experience credit. Experiential learning credit is awarded on a credit/no credit basis only. CIBU does not grant credit for prior experiential learning in the doctoral program.

Notice to all Veterans: students who are Title 38 beneficiaries must submit copies of all prior college and military training records for evaluation.

Transfer to Other Institutions

Since transfer of course credit to another educational institution is at the option of the receiving university/college, students should consult with the institution to which they possibly wish to transfer credit before enrolling at CIBU. CIBU makes no representation whatsoever regarding transferring credits to any other college or university. You should assume credits are not transferable unless you have written approval from another college or university. Certifications and licenses may require additional study and cost.

Non Degree/Non-Credit – Requirements for Admissions

Business Fundamentals and Skills*

Requirements for applicants include the completion of CIBU's non-degree program application, proof of identification, a bank statement, and proof of medical insurance. Applicants must also provide copies of their high school diploma, GED or equivalent that verifies completion of secondary education.

Requirements for domestic applicants include the completion of CIBU's non-degree program application, a copy of a bank statement, and proof of medical insurance. Applicants must also provide copies of their high school diploma, GED or equivalent that verifies completion of secondary education.

A \$250.00 non-refundable application fee is required. Also, applicants must make deposit (refundable) on first semester tuition. Students must be 18 years of age or older. Students must show proof of the following language ability or equivalent exam level:

TOEFL PBT - 500
TOEFL iBT – 61
IELTS – 5.0

TOEIC – 500

Applicants who hold a high school diploma or equivalent from a high school located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, Nigeria, United Kingdom, and other similar English-speaking countries) and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempted from the English test requirement.

*Currently not accepting international students.

Transfer Credits for Non-Degree/Non-Credit Program

CIBU allows credits to be transferred - from college or university - into the non-degree/non-credit program.

Clock hours from the Business Fundamentals and Skills (non-degree/non-credit) program have been and continue to be accepted into the Bachelor of Science in Business Administration program, for credit hours, at California International Business University. The clock hours from Business Fundamentals and Skills transfer into the following courses in the Bachelor of Science in Business Administration: 201 – Information Technology; 202 – Microeconomics; 206 – Introduction to Marketing; 310 – Cases in Entrepreneurship

Transcripts

Applicants must submit all official transcripts from each college attended with the Admissions Office. Official transcripts should be sent directly to:

California International Business University
Attn: Admissions
550 West B Street, San Diego, California 92101, U.S.A.

An official transcript must have the official seal of the institution from which it was issued. "Issued to Student," hand-carried transcripts or photocopies will not be accepted as official. Applicants submitting transcripts from institutions outside the United States should submit an explanation of the grading process, along with a certified translation of the transcript if it is not in English. CIBU may also request a school catalog and course descriptions.

Official transcripts are required for issuance of an I-20 Form which is used to request the F-1 Student Visa. Transcripts from international institutions of higher education may require a credential analysis by a recognized evaluation service approved by California International Business University. Applicants are responsible for any required fees for such an evaluation. The final decision on awarding credit is made by California International Business University, which carefully

considers the evaluation service's recommendation.

Should CIBU request that transcripts be reviewed by a recognized evaluation service, a general statement (not a line by line review) will be required showing that the highest degree obtained is equivalent to the same in the USA. Agencies which can help you to evaluate your transcripts are:

World Education Services

Website: <http://www.wes.org/>

International Education Research Foundation

Phone (310) 390-6276

Website: <http://www.ierf.org>

Educational Credential Evaluators

Phone: (414) 289-3400

Website: <http://www.ece.org>

E-mail: eval@ece.org

Tuition and Fees Payment Policy

For the educational service each semester, students are obligated to pay registration fees (tuition, credit card usage fee, and wire transfer fee) and may be subject to late fees. If a student does not pay the tuition by the given deadline, he or she will not be considered enrolled or registered for the purposes of California International Business University (CIBU).

Tuition and fee charges are payable in full seven days prior to the first day of the term for which the charges are applicable – regardless if you are a continuing or new student. If charges for the term occur after this date due to registration and/or other activity, charges are due and payable in full on the date said activity occurs. Depending on the type of payment, please allow ample time to post to your account.

A late payment fee of \$75.00 per course may be assessed each week that a Student Account has an overdue outstanding balance. The late payment fee will accrue weekly until the outstanding balance is paid in full.

If you are a U.S. Citizen or Permanent Legal Resident and it becomes necessary for the University to refer an account to an outside collection agency, the student will be responsible for all collection costs and reasonable attorneys' fees. Additionally, a hold will be placed on the student's account. This hold will prevent registration as well as release of transcripts and diplomas.

If you are an international student, it may become necessary for the University to not register you in SEVIS if you have an outstanding balance 4 weeks after the start of class. If a student is not registered in SEVIS the student is in violation and the student's status is terminated in SEVIS. If the student's

status is terminated in SEVIS the Department of Homeland Security is notified and the student has to leave the country. Furthermore, the University is not required to pay for return transportation. Additionally, a hold will be placed on the student's account. This hold will prevent registration as well as release of transcripts and diplomas.

If you are experiencing financial difficulties and find yourself unable to pay your account(s) by the due date, please contact Office of the Registrar. The office is located on campus at 550 West B Street, Suite 330. Office hours are 9:00-5:30, Monday through Friday, and the phone number is (619) 702-9400. If you wish to communicate by email, please send all correspondence to registrar@cibu.edu.

The university is currently offering a limited number of payment plans. For more information, please contact the Dean of Academic Affairs.

The university is currently offering the Buddy Team Applier Program, also known as the Buddy Program. The program allows an applicant and a friend to apply and study at California International Business University (CIBU) together – at a discounted tuition.

Under this program, an applicant and his or her friend may apply to the same educational program and attend courses at the same time – for a discounted tuition. The applicant and his or her friend would pay tuition for one educational program (and not two).

This program applies only to new applicants applying to a degree program at CIBU. The published tuition in the school catalog and on the website, will determine Buddy Program tuition guidelines. All applicants must meet the admissions requirements for their chosen degree program. Students who apply under this program will receive their course schedule on or before university orientation. Contact marcus.benniefield@cibu.edu for more information. Program applies to Bachelor of Science and Master of Business Administration. Program limited to San Diego County Residents only.

Offer expires November 1, 2018.

Proof of Financial Responsibility

International students must submit an original or certified copy of a recent (within 90 days of matriculation) bank statement showing that the student has an account with sufficient funds to cover study at CIBU. In addition, the Affidavit of Support Form must be completed by the student and sponsor (if applicable). This requirement of the University is in accord with the United States Bureau of Citizenship and

Immigration Services (BCIS) regulations, formerly the Department of Immigration & Naturalization Service (INS).

Foreign Student Admission and Visa Services

CIBU is approved by the Student and Exchange Visitor Program (SEVP) in the Student and Exchange Visitor Information System (SEVIS). SEVP and SEVIS are administrated by Immigration and Customs Enforcement, the principal investigative arm of the U.S. Department of Homeland Security (DHS).

CIBU offers immigration status sponsorship for foreign ESL students and for Undergraduate/Graduate Students through a student visa (I-20). Foreign ESL and Undergraduate/Graduate Students who are interested in attending the University or those who have obtained student visas while attending other American colleges or universities in the U.S., should check with CIBU's Admissions Office for details on how they might proceed with their studies at CIBU.

CIBU welcomes applications from international students whose academic work and English proficiency are of a high level. Because academic degrees and coursework must be equivalent to those earned in the United States, international students must submit official, translated transcripts and results from an educational credential evaluation service agency. The evaluation must include degree equivalency to a 2-year associate's or 4-year bachelor's degree from an accredited university, U.S. semester credit and grade equivalent for each course, and U.S. grade point average. Any master's level courses and/or degrees should also be included in the evaluation. Additional information, such as letters of recommendation, may be requested from international graduate students. English proficiency must be evidenced by the TOEFL and all international students must carry a full course load at CIBU unless they are completing their course work entirely on-line from outside the United States.

Individuals living outside the United States often experience difficulty with application materials arriving in a timely manner. International applicants who have received communication from the University requesting missing documents may email those materials to the Admissions Department at admissions@cibu.edu. CIBU strongly urges international applicants to have an e-mail address available for use during the admissions process, since this expedites communication. (Free email accounts are available on-line through Google, Yahoo and others). Applicants must still submit original materials within 30 days of enrollment, as faxed or scanned materials are not considered official documents. CIBU also requests that international applicants who have a fax number and email submit the number and

email address with their application in the event that CIBU needs to contact the applicant quickly.

Students are responsible for obtaining the necessary visas for travel to and study at CIBU. CIBU staff will provide assistance and guidance in obtaining the F-1 Student visa and will provide the necessary documentation for visa application. CIBU does not charge any fees for visa assistance. ONCE all required documentation is received and approved by the Admissions Coordinator. Please note that CIBU does not issue the F-1 Student Visa but does issue the Form I-20 and Acceptance Letter if all academic, financial, and English language requirements are met. The student will then take this paperwork to the Embassy and the Embassy or Consulate staff makes the decision as to whether or not an F-1 Student Visa is issued.

English Language Proficiency

Instruction will be in the English language. Applicants whose preparatory education was principally in a language other than English must prove sufficient English skills to be considered for admission. Students may be required to pass a test of English language proficiency as a requirement for admission. See program admission requirements.

CIBU reserves the right to establish English proficiency via a phone or internet interview, or other method of determination depending on certain circumstances.

Veterans Requirements

V.A. Vocational Rehabilitation

CIBU trains veterans under the Veterans Vocational Rehabilitation programs. Veterans should contact the Veterans Administration to determine eligibility to participate in this program

V.A. Educational Benefits

All degree programs at CIBU are approved for veteran training. Eligible veterans and in-service personnel should obtain application forms from the Registrar's Office. In-service tuition assistance applications are obtained at the education office where the individual is stationed. The Registrar will process all applications when the veteran begins classes. Veterans must send for copies of transcripts from all previously attended colleges. Many of the veteran's questions or problems may be resolved by telephone. If a veteran is unable to stop by the Registrar's Office, then he or she may call (619) 702-9400 to speak with the Veterans Affairs Coordinator. If a student who is receiving benefits from the Veterans Administration does not meet satisfactory progress standards, the Veterans Administration will be notified.

V.A. Admission and Transfer Credit Criteria (Non-Collegiate)

The maximum number of credits acceptable for non-collegiate learning for the bachelor's degree is 50-semester units. The credit may be from the following sources.

A maximum of 33-semester units may be earned at the lower division level by CLEP general examinations.

No more than 16-semester units may be earned for:

- College Level Examination Program (CLEP) subject examinations.
- Defense Activity for Non-Traditional Education Support (DANTES) Independent study/credit-by-examination courses.
- ACT PEP/RCE Proficiency Examinations.
- Credit recommended in the National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education [ACE]) or The Directory of the National Program on Non-collegiate Sponsored Instruction (PONSI).
- A maximum of 30 semester units may be allowed for military experience and military schools of the United States which have been evaluated by the American Council on Education; similar units will be allowed for foreign students as reviewed by the Registrar or designee.

Withdrawal from Classes - Veterans

Each veteran is responsible for notifying the Registrar's Office immediately upon withdrawing from one or more classes. The veteran will be held responsible for any overpayments resulting from a change in status. Each veteran is responsible for notifying the Registrar's Office immediately upon withdrawing from one or more classes. The veteran will be held responsible for any overpayments resulting from a change in status.

For Degree Programs:

Notice Concerning Transferability of Credit and Credentials Earned at our Institution

The transferability of credits you earn at CIBU 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 your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at CIBU 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 CIBU will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIBU to

determine if your credits or degree, diploma or certificate will transfer.

For Non-Degree/Non-Credit Courses: Notice Concerning Transferability of Credit and Credentials Earned at our Institution

Units you earn in a CIBU non-degree/non-credit course (BFS) typically cannot be transferred to another college or university. It is recommended that students check with their registrar's office for this information prior to beginning another program. CIBU can, upon request, provide a program description and information to student's college or university. Grades will indicate a P (Pass) or F (Fail).

Transfer Credit for Non-Degree/Non-Credit Courses

Coursework successfully completed at other state-approved or regionally accredited universities, colleges, or institutions of higher learning may **not** be accepted for transfer credit. Non-degree/non-credit courses are designed as a fully-integrated educational experience, ranging in length from 4 weeks to 1 semester. Classes are not separated and individually taken; therefore, transfer credit cannot be assigned to any portion.

Enrollment Processes

Receipt and Acceptance Notification

Applicants will be notified of the receipt of their application packet and subsequently will be notified by email, fax, and/or telephone of the university's decision concerning their application. Notification will be made as soon as possible after the Committee receives the complete application packet, usually within two weeks.

Enrollment Agreements

Students are required to sign an enrollment agreement before commencing classes. The agreement includes items pertaining to tuition and fees, billing, attendance, and other matters of enrollment. Contact the University for further information.

The student is responsible for the following fees and charges:

- Enrollment Fees:
 - Application Fee (non-refundable fee)
 - \$250.00
 - International Postage Fee (non-refundable, once cost incurred)
 - \$50
- For international students, Transcript Evaluation Fee may be required – this fee is paid to a third-party and not to CIBU.
- Registration Fees:

- Tuition: Calculated by multiplying number of courses to cost per course or non-degree/non-credit program.

▪ Other Charges:

- Credit Card Usage Fee (Non-refundable for each credit card usage) which is 4% of the amount charged.
- Wire Transfer Fee (Non-refundable for each wire transfer payment) which is approximately \$50.
- Student Tuition Recovery Fund (non-refundable)

After enrollment into a degree program, CIBU registers students for classes or coursework for an academic semester (15 weeks in length) each time with tuition required upon registration for that semester only or for that non-degree/non-credit program. Our non-degree/non-credit programs are not longer than 15 weeks. It is the policy of CIBU not to collect the advanced payment of tuition upon registration or enrollment for programs designed to be 4 months or longer. At the student's option, CIBU may accept advance payment of tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

For the educational service each semester, the student is obligated to pay registration fees (tuition, credit card usage fee, and wire transfer fee) and may be subject to late fees. If a student does not pay the tuition by the given deadline, he or she will not be considered enrolled or registered for the purposes of CIBU and the Department of Homeland Security.

Student's and CIBU's Right to Cancel Enrollment

It is the responsibility of all students to be aware of CIBU's refund policy on tuition and other fees. The University's policy seeks to be fair and equitable and in compliance with accreditation and BPPE guidelines.

A student may cancel his/her enrollment agreement in writing, including but not limited to fax, e-mail, and letter. If a student cancels in writing via letter, they should send the notice to the following address: California International Business University 550 West B Street, San Diego, CA 92101. The written notice of cancellation, if sent by letter, is effective when deposited in the mail properly addressed with proper prepaid postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by this Agreement. It is the policy of CIBU to receive notice of cancellation in writing. However, CIBU may effectuate withdrawal because of the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Graduation Participation

Prospective graduates must obtain an Application for Graduation from the Admissions and Registrar office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the semester preceding that in which they expect to graduate.

During each registration period, those close to graduation meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

For doctoral students, two bound copies of the dissertation must be submitted to the Registrar and University Librarian before the degree can be awarded.

Graduation ceremonies are typically held in May. Diplomas will be mailed to those students who have completed their degree programs and must return home in advance of the ceremonies.

All fees and tuition debts must be paid prior to graduation, and all students participating in graduation must pay the graduation fees. Graduation participation fees are \$125 for Bachelor, \$150 for Master's, and \$200 for Doctoral. Graduates participating in the graduation must pay a fee of \$35 per guest. Graduation participation fees are subject to change.

Financial Policies

Tuition Refund Policy

Full refund

To receive a full refund for any tuition paid a student must give notice of cancellation through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students will also receive a full refund of tuition (no refund of administrative fee) under the following circumstances:

- The tuition and other fees were assessed or collected in error
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by CIBU
- CIBU makes a delayed decision that the student was not eligible to enroll in the term for which the tuition and other fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student
- The student was activated for compulsory military service

Refunds will be paid within 30 days of cancellation.

Prorated Refund

After the first day of class, refunds for complete withdrawal or cancellation of registration will be prorated, meaning that the student will receive a pro-rata refund for the unused portion of

the tuition if they have completed 60% or less of the instruction. If the student has completed more than 60% of the instruction no refund will take place.

To determine the refund, divide the tuition charge by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition, the student would receive a refund of \$300.00.

This is calculated by taking \$400.00 and dividing by 40 hours to get the hourly quotient \$10.00 per hour. This is multiplied by the number of hours completed which is 10 hours. This totals \$100.00 for the tuition charge.

Total tuition paid is \$400.00 less tuition charge of \$100.00 = refund paid \$300.000.

Refunds will be paid within 30 days of cancellation or withdrawal.

CIBU does not reimburse or refund expenses for books, other program fees such as student activities, other class materials, third-party fees or other non-tuition related costs.

Continued enrollment but withdrawal from one or more classes: If a student that continues to be enrolled and has paid the full semester tuition chooses to withdraw from one or more courses refunds will be prorated, meaning that the student will receive a pro-rata refund for the unused portion of the tuition if they have completed 60% or less of the instruction. If the student has completed more than 60% of the instruction no refund will take place.

For Title IV recipients, return to Title IV is performed first. Refunds will be paid within 30 days of cancellation or withdrawal. All cancellations should be directed to the Registrar's Office.

CIBU does not reimburse or refund expenses for books, other program fees such as student activities, other class materials, third-party fees or other non-tuition related costs.

Federal Return of Title IV Funds Refund Policy

Return to Title IV is a process by which the percentage of Title IV aid the student received or should have received must be determined after a student has completely withdrawn from their courses (100%) and ceased activities on the campus for any given quarter prior to the 60% completion date. Any financial aid student who completely withdraws from a quarter will be evaluated to see if one of the following must occur:

- They received aid, but owe some back to the school/Federal Government.
- They received aid (or perhaps they did not), but they should have been eligible to receive additional aid for the time they did attend classes.
- They received aid (or perhaps they did not), but the amount received was within the range where nothing needed to be paid back.

The determination of drop date will be based on official notification by the student in any form of writing or from a conversation indicating they are withdrawing. At any time a student withdraws from 100% of their classes and ceases official activities on the campus, the percentage completed calculation will be determined, using school records and federally provided worksheets. If the records available for their 100% withdrawal date are incomplete or inconclusive, the Financial Aid Director may use a default point of 50% completion. Counseling appointments, where official school business is conducted, may count as official campus activities as long as recorded proof is available. We will follow the federally mandated order of repayment for the Title IV funds. We will perform the calculation within 30 days of completely dropping units and will obtain repayment or a satisfactory repayment agreement within the required timeframe of 45 days post calculation.

Once the R2T4 calculation has been completed, the student will be notified of their repayment responsibility and a debit amount equal to the student AND institutional liabilities will be placed on the student's account for repayment. Students will be liable for both portions of the required repayment (Student & Institutional portion). In the cases where a post-withdrawal disbursement is necessary, the amount owed to the student will be disbursed to their student account and refunded through the above mentioned mechanism at the next regular disbursement date. Additionally, for students who owe the college or Department of Education, holds may be placed on the student's ability to register and order transcripts and a National Student Loan Data System (NSLDS) hold may be placed after 45 days, preventing further Title IV aid until the debt has been resolved. If repayment does not happen in a timely fashion the student will be sent to collections by the university along with all debts.

Please contact the Financial Aid Director before withdrawing from all your classes.

Example: Mary is a full time student and received a Pell disbursement of \$1,350 for the quarter. She dropped all her classes during the 5th week of the quarter. After the calculation of Return of Title IV funds, Mary owes and must repay \$234 of the Pell amount.

Order of return of Title IV funds - CIBU returns Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- FSEOG for which a return of funds is required

Time frame for the return of Title IV funds - CIBU returns unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. CIBU considers to have returned funds timely if CIBU does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:

- deposits or transfers the funds into the CIBU's federal funds bank account, and then awards and disburses the funds to another eligible student;
- returns the funds to the Department electronically using the "Refund" function in G5;
- issues a check to the Department.

CIBU is considered to have issued a check timely if CIBU's records show that the check was issued within 45 days of the date CIBU determined that the student withdrew and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

Financial Aid Consumer Information

Financial Aid is the money you receive from a variety of sources to help cover the total cost of education. Regardless of income, most people are eligible for some kind of financial aid. This can include:

- Grants and campus based programs (sometimes called "free money" or gift aid)
- Loans, including Federal Stafford Loans for students, Federal PLUS loans for parents and alternative loans.

Specific written information as provided under Title IV of the Higher Education Act (and its amendments) is available free of charge to interested parties from our Financial Aid Office.

Anyone desiring further information regarding our financial aid programs, policies and procedures may contact the Financial Aid Director during business hours and request our financial aid assistance information pamphlet and FAFSA forms (Free Application for Federal Student Aid)

Recipients of financial aid are subject to all terms and conditions of federal regulations for eligibility, enrollment, disbursement, and continued satisfactory progress. Therefore, financial aid programs under Title IV are awarded based on need as determined by the applicable program regulations to the extent that funds are available to the school or to the student directly.

In addition to the Federal Pell Grant application, the school requires verification of income and assets of the applicant (and spouse) and parents, if applicable, for the base year and academic year and/or award year prior to the determination of the applicant's eligibility status and amount of aid for which the student is eligible. All applicants who are awarded Title IV funds will be given a formal letter regarding the amount, the program, and the conditions of the estimated aid awarded. The written estimated offer must also be accepted in writing by the student prior to any aid being disbursed.

The financial aid paid to eligible students will be paid on a voucher system. The disbursements will be made in a minimum of two equal installments: one at the beginning of the program, and the second at the completion of the program's mid-point.

California International Business University does disburse Title IV aid to eligible students (which includes living expenses if eligible). Eligibility funding will be applied to the extent of the program cost. Excess Title IV funds, if any, for those who did not apply for living expenses, have been applied to a student's account that exceed the school costs will immediately be notified to the student. The student can then make a decision within 14 days if he/she wishes to have the excess amount or can choose to return to the lender to reduce indebtedness of student loan. To those students that were dropped, terminated or withdrew, all excess funds that have been applied to a student's account will be refunded or returned to the lender/holder of the funds accordingly.

Satisfactory academic progress is required for all disbursements of Title IV program awards. For the purpose of financial aid disbursements, satisfactory progress must be maintained.

If the student does not maintain satisfactory academic progress, the subsequent scheduled disbursements will be withheld until the conditions causing the funds to be withheld have been rectified and written verification is received by the Financial Aid Director based on established policy of the President, the Dean of Academic Affairs and Instructors involved in classes in which the student failed to maintain satisfactory academic progress. Please refer to the Satisfactory Progress description found in the Academic Policies of this catalog.

Students dismissed from school for other than failure to maintain satisfactory academic progress will not be eligible to receive any

subsequent scheduled awards and will be required to complete the school process for re-admission. An exit interview will be required with the Financial Aid Director upon dismissal.

Exit interviews are required of all loan recipients who have graduated, dropped or been dismissed. During the exit interview loan recipients will be given a repayment schedule and disclosure form, which summarizes the total amount borrowed, the total amount of interest and the interest rate as outlined on the borrower's interim (in-school) promissory note. The repayment schedule will also fix the first date, in addition to the number of monthly payments, required to pay the loan plus interest.

During the exit interview, the Financial Aid Director will also review the borrower's rights and responsibilities and provide a copy for future reference. The borrower must sign all documents if the borrower does not wish to invalidate any conditions allowed for the repayment of the loan.

All loan recipients may receive payment books through the mail prior to the first payment due date of the loan. All loan recipients are required to notify the Financial Aid Director or Business Office regarding any change of address to ensure all communications regarding the repayment of the loans are received on a timely basis and for the protection of the borrower's rights, since the school has specific United States Department of Education reporting requirements on individual loans made with Federal funds or guarantees of interest payments on an individual basis.

Federal Direct Student Loan Programs

If you need to borrow to help pay for college, there are Federal Stafford loans (unsubsidized and subsidized) for students, and Federal PLUS loans for parents. The amount you can borrow varies by the type of loan and your enrollment status.

(1) Subsidized: are need-based. The current interest rate effective July 1, 2015 is 4.29%. The federal government does not charge interest while you're in school. Six months after graduating, leaving school or dropping below half-time status, you must begin repaying your loan.

(2) Unsubsidized: are for qualified students, regardless of income. While you don't have to show financial need, you do have to meet all the other requirements for the subsidized Stafford loan. Interest payments also begin immediately but may be deferred. Payments on the principal start six months after you are no longer enrolled at least half time. The interest rate on unsubsidized loans effective July 1, 2015 is 4.29%

(3) Federal PLUS (Parent) Loan: are for parents with a good credit history to help pay for their dependent's college costs. Interest begins to accrue when the first funds are released. Repayment begins within 60 days after the last disbursement for the school

year. To apply, your parents must complete the PLUS loan application Promissory Note.

Loans

Students obtaining a loan to pay for an education program, will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Federal Pell Grants

These grants are targeted to Undergraduate students with very high need. The amount of your Pell Grant is determined by the size of your Expected Family Contribution (EFC), the school's Cost of Attendance, your enrollment status, e.g. half-time or full-time and whether you attend for part of all of the school's academic year. As with all grants, Federal Pell Grants do not have to be repaid.

The financial aid programs are made available to students attending this school as a matter of convenience, and in no way is the offer of financial assistance an inducement to enroll or an implied guarantee of employment.

California Student Tuition Recovery Fund (STRF) (Only for student who are California residents) (Foreign student who are enrolled in degree and non-degree programs are considered California residents for STRF purposes)

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and

Vocational Education.

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

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The Student Tuition Recovery Fund pertains to students who are California state residents only. The policy assures student protection in the event of school closure. Students who temporarily reside in California for the sole purpose of pursuing an education, specifically, those holding student visas, are considered "California residents."

Students who are California residents are entitled to protection against loss of prepaid tuition as a result of school closure, failing to live up to its enrollment agreement, or refusing to pay a court judgment as a result of the Student Tuition Recovery Fund (STRF). To be eligible for STRF, a student must be a "California resident" and reside in California at the time an enrollment agreement is signed or upon receipt of course work materials at a California mailing address from an approved institution offering distance learning instruction.

California law requires that upon enrollment, each qualifying institution, including the University, shall collect an assessment of zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero cents (\$0.00).

(Title 5. California Code of Regulations Division 7.5. Private Postsecondary Education Bureau Administration 76120)

It is important that students keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course work which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which to be considered, must be filed within sixty (60) days following the University's closure. All fees assessed are paid by CIBU.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

Financial Responsibility of Students

Enclosed with the Catalog is the tuition and fee schedule for the coming academic year (please see Appendix A). Tuition fees are listed per semester, based on full-time study at CIBU and are payable in U.S. dollars, or by credit card. Tuition costs for the degree programs are published as a supplement to this catalog. Additional costs will include books and supplies, room and board, and travel. The University's current estimate is that a student requires approximately \$13,500 (U.S.) to cover their living expenses for a nine-month academic year in addition to the cost of tuition.

Financing Responsibility:

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Students should be aware of the following paragraph.

NOTICE:

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. IF A STUDENT IS NOT A RESIDENT OF CALIFORNIA, THE STUDENT IS NOT ELIGIBLE FOR PROTECTION OR RECOVERY UNDER THE STUDENT TUITION RECOVERY FUND.

Academic Policies and Procedures

Academic Year

The academic year is divided into three semesters of fifteen weeks each and two inter-sessions. The inter-sessions are between the end of the Fall Semester and the beginning of the Spring Quarter and between the end of the Spring Semester and the beginning of the Summer Semester. Academic credit is in semester units. Each class is equivalent to 4 semester units.

International students are reminded to consult with the Registrar or a Designated School Official (DSO) in order to ensure compliance with U.S. Department of State regulations concerning full-time study. Students have the responsibility to maintain their F-1 student status at all times. CIBU's requirements for international students are 4 courses per semester (Bachelors), 3 courses per semester (Masters), and 3 courses per semester (Doctoral), and all students must be enrolled at least 2 of the 3 semesters in an academic year.

Applications are accepted throughout the year. New students may begin classes at the beginning of each semester. Orientations are held at the start of each semester to welcome new students, explain immigration and University policies and answer questions.

Withdrawing from the University and Leave of Absence

Occasionally, students may temporarily interrupt their studies due to health, personal, or emergency situations. Students should consult the Registrar and the Dean of Student Affairs prior to submitting a petition requesting a leave of absence. Approved leave of absence permits students to resume their studies at CIBU under the same degree requirements that were in effect at the time they began their leave. Due to the rotating schedule of classes, it is helpful if a student re-enters in the same sequence of semesters as when he or she left.

The purpose of this *leave of absence* (LOA) policy at California International Business University is to provide students with an opportunity to have a break in enrollment for an extended period of time. This gap period in enrollment may not be longer than 180 calendar days. The LOA period allows students to remain active during the LOA period without withdrawing or affecting Satisfactory Academic Progress (SAP).

The Dean of Student Affairs or designee may authorize an LOA under the following circumstances:

- The student must provide a signed written request for an LOA on the CIBU LOA Request form. To access that form, students should see the Registrar or Dean of Student Affairs. Under the Authority of the Higher Education Relief Opportunities for Student Act a verbal request may be granted an LOA in case of

exceptional circumstances.

- Under no circumstances may an LOA exceed 180 calendar days in any 12-month period.
- No additional charges will be incurred during an approved LOA.

A student who fails to return on the date specified on the LOA Request form will be withdrawn from the program

Class or Course Cancellation or Discontinuation

If the University cancels or discontinues a course or educational program, it will make a full refund of all charges. Refunds will be paid within 30 days of cancellation.

Directed studies

Directed studies, are sometimes offered to students. They can be taught during intersession, or, on an exceptional basis, during a semester when a student has already taken the courses offered. The courses are approved by the program Dean and supervised by an instructor.

Attendance Policy

Students are required to attend all class sessions and events, and to observe the specific guidelines of each faculty member. This includes mid-term and final exams, and other important events in each class schedule.

Two unexcused absences from a class in the 15-week semester will affect the student's course grade as per the syllabus. In addition, there are possible visa implications with the U.S. government. If a student accrues more than two unexcused absences per course in a semester the student will receive a written warning and may be placed on academic probation. Additional absences may result in expulsion from CIBU.

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence. Cutting of classes will be considered as unexcused absences. Any unexcused absences during such probationary period will be a cause for interruption of the educational program.

Make-Up Work

Make-up work is handled by faculty members on a case by case basis. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

Statement on Academic Freedom

Academic freedom and its attendant responsibilities are essential to the fulfillment of the purposes of CIBU. Consistent with this statement:

- Faculty members shall have the unrestricted freedom in the classroom to discuss such topics as are relevant to their subject.
- There shall be no censorship of library material.
- Faculty members are entitled to freedom in research and in publication of the results that are connected with their academic duties.
- Faculty members are entitled to freedom in the selection of textbooks, audio-visual aids and other teaching aids used for instructional purposes in their classroom.
- Faculty members shall select the method or approach to teaching utilized in their classroom.

Faculty Governance

CIBU is committed to a philosophy and policy of involving faculty in governance of academic matters which relate to improvement of the educational programs, professional development initiatives, and academic support programs of the University.

Specifically, faculty will be involved in the following:

- (a) the development of the educational program of the institution;
- (b) the selection of course materials, instructional equipment, and other educational resources;
- (c) systematic evaluation and revision of the curriculum;
- (d) assessment of student learning outcomes; and
- (e) planning for institutional effectiveness.

This commitment also includes, but is not limited, to encouraging faculty and employee input to policy and practices which ensure compliance with regulatory and accreditation standards as well as measures which individual faculty members as well as departments may make to increase rigor and overall improvement of teaching, research and outreach. Excellence in pedagogy is a central feature of our collective commitment to our students, and the administration of CIBU is committed to encouraging new ideas, inputs, and rewarding extraordinary examples of teaching excellence and creative instructional approaches.

To support these governance values of involvement and system wide collaboration, the university has regularly scheduled meetings to support faculty teamwork, communication and involvement, and the greater community network of the University Faculty and the administrative staff.

Policy relative to compensating an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students

CIBU will not compensate any employee for recruitment, enrollment, admission, student attendance, or sales of educational materials to students.

Student Records and Transcripts

CIBU maintains the following records for each student:

- Original application for admission and all pertinent documents submitted therewith, including all official transcripts and letters of recommendation.
- Academic records of all courses taken, grades received, units, and grade points earned. Changes of status or changes in academic programs.
- Changes of address or place of employment, and telephone numbers. Copies of correspondence, program selections, and special examinations.
- An account ledger showing all charges for tuition, any fees, and any adjustments of such charges, and payments made on the account.
- Records, if any, of academic or financial probation or suspension. Attendance and syllabus acknowledgment.
- Records, if any, of applications for, or data pertinent to, loans or other student financial aid. For international students, Bureau of Citizenship and Immigration Services (BCIS) documents.
- Significant work projects, including a copy of a final thesis or dissertation.
- Attendance,
- Financial aid,
- Course track,
- Enrollment agreement,
- Performance fact sheet,
- Contact information,
- Emergency contact information,
- And a Copy of photo ID.

Academic Records

Academic records are maintained for each student. Student transcripts will be maintained indefinitely and all other records will be kept for at least 5 years from the last attendance date. Students may make a request that the University send a transcript of their work to a third party, such as an employer or school. For the Transcript request fee refer to the "Fee Schedule for Student Services". Official transcripts will bear the institutional seal of the University and the signature of the Registrar. All requests, including those from students and alumni, for academic records should be made to the Registrar's Office.

Upon graduation, additional copies of transcripts and diplomas are available for nominal service fees.

Under the California Code of Regulations, Title 3, Division 10, Private Postsecondary Education, CIBU is required to maintain

student records for a minimum of 5 years and a transcript of grades indefinitely.

Payment and Release of Records

CIBU will not issue a transcript or grant a degree until all academic and financial requirements of the University have been fulfilled.

Confidentiality of Student Records

Only information of an academic nature will be entered into a student's academic record. Students are entitled to examine their CIBU academic record from which official transcripts are generated, and they may request an explanation of any recorded information in the file.

Documents submitted to the University in support of a student's application become the property of the University. The documents cannot be returned or forwarded. However, any request for an exception to this policy must be made in writing to the University. The request and the response will become part of the student's file.

Faculty members and administrative officers of CIBU who have a legitimate interest in student records, and have demonstrated a "need to know," shall be permitted to inspect the records of any previously or currently enrolled student.

Except for specific exceptions as provided by law, CIBU cannot release information concerning students to prospective employers, government agencies, or credit bureaus (or any other third party) without the written consent of the student.

Enrollment Verification and the Family Educational Right to Privacy ACT (FERPA)

The Family Educational Right to Privacy Act (FERPA) provides students at CIBU certain rights with respect to their educational and personal records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99 and 99.31) is a Federal law that protects the privacy of student education records. All active students at CIBU have the right to review their records within 30 days of the day the University receives a request for access. The University requires that the student make the request in writing with his/her signature on the request. Students also have the right to amend any record that they believe is inaccurate. A written request must be made to the Registrar's Office.

The Family Educational Rights and Privacy Act grants students significant rights of access to their records. This Act also protects the privacy of the student records and requires the

University to inform students of all their rights and safeguards. The following explains the various sections of the Act.

Students may gain access to any written records directly concerning them by asking the official (the Registrar) holding the records. Where a record contains information on more than one student, students requesting inspection must be informed about the information pertaining to them. The student does not have the right to inspect personally such records, as this would violate the privacy of another student. There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

Students have the right to the interpretation and explanation of all records subject to review. Furthermore, the subject matter of the files can be challenged directly with the official holding them. If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the Dean of Academic Affairs, who has been designated as the hearing officer.

In addition, students have the right to copies of their records. The student may, however, be charged for this service, but the amount cannot exceed the actual cost of producing them.

The Act also entitles students to the privacy of their records. Only material classified as "directory" information can be released without student consent. Directory information, as defined by CIBU, includes the student's name, address, telephone number, school of enrollment, periods of enrollment, degree awarded and honors, field of study, and date or place of birth. With reasonable notice, students can have any or all of the information withheld.

However, the Act does allow persons serving in official capacities to have access to student records. These include: (1) University officials who have a legitimate interest, i.e., those performing their official duties; (2) officials of other universities in which the student seeks enrollment, provided the student is given notice and the opportunity to review the records sought; (3) government officials acting in their legitimate functions; (4) those persons needing them in connection with a student's application for, or receipt of, financial aid; (5) organizations conducting surveys, provided that the information will not reveal the students name, and

when the information is no longer necessary it will be destroyed; (6) accrediting organizations; and (7) those persons named in a judicial order.

Students may consent to have others review their files. To protect students, a record will be kept of those granted access, other than CIBU officials. Such records will be maintained for each file reviewed.

Retention of Student Records

The University will maintain student transcripts indefinitely.

Grading

Definition of Unit of Credit

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of quarter unit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45).

Instructional Contact Hours/Credits

All degree courses at CIBU provide for 60 instructional contact hours for four (4) credits.

Grading and Grade Point Average (GPA)

Academic grades for individual classes are determined by the instructors based on assignments, tests, examinations, class attendance, participation, and any other criteria established by the instructors and detailed in the syllabi.

Explanation of Grade Symbols on Transcripts:

- A = Highest level, showing excellence.
- B = Performance is good, minimum grade for graduate level.
- C=Performance is adequate in an undergraduate course/below average in a graduate course. D = Performance is less than adequate.
- F = Failure, does not affect GPA and does not contribute to total credits.
- P = Passing, does not affect GPA, receives credit only
- IP = In Progress, an in Progress grade is given when academic work has not been completed and is in progress at the present time.
- TR=Transfer Credits, where applicable. The student has received credits for CIBU-approved courses taken at another institution.
- W= Student was permitted to drop the course after the add/drop deadline.

Grading Scale		
Letter Grade	Description/Quality*	Points

A	93 – 100	4.0
A-	90 - 92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0
IP	In Progress	An in Progress grade is given when academic work has not been completed and is in progress at the present time.
P	Passing	Does not affect GPA, receives credit only
F	Failure	Does not affect GPA and does not contribute to total credits.
TR	Transfer Credits	Where applicable. The student has received credit for CIBU-approved courses taken at another institution.
W	Withdraw	Student was permitted to drop the course after the add/drop deadline.

Description/Quality*

Undergraduate Descriptions	Grade Percentage
Excellent; Dean’s List	90-100%
Good; Honor Roll	85-90%
Adequate	73-76%
Poor; less than adequate but passing	63-66%
Course requirements not yet met	60% and below
Graduate Descriptions	Grade Percentage
Excellent; Dean’s List	93-100%
Good; Honor Roll	90-92%
Adequate	87-89%
Poor; less than adequate but passing	83-86%
Course requirements not yet met	82% and below

Computing Grade Point Average

The GPA is determined by dividing the total number of grade points earned by the total number of credit hours that resulted in a grade of A-F. Withdraws count as credits attempted but do not figure into the computation of the cumulative GPA. The grade points earned for each course are determined by multiplying the credits for the course by the points received for the final grade (see the following chart). For example, a

student receiving an “A” for a 4-semester unit course would earn 16.0 grade points (4.0 X 4 = 16.0).

In the following example, a student has attempted 3 courses of 4 semester units each and has received the grades indicated:

Course	Credits	Final Grade	Grade Points
Course #1	4	A	16.0
Course #2	4	B	12.0
Course #3	4	A	16.0
Totals	12		44.0

Dividing the total number of grade points earned by the total number of credits attempted (44 ÷ 12), this student’s overall GPA would be 3.67.

Only courses in which a student receives a letter grade of A-F (including pluses and minuses) are included in calculating the semester and cumulative grade point averages. If the student had attempted another course for which he or she had received a grade of “P,” for passing, the transcript would reflect that he or she had 16 semester units of credit, but only the 12 credits for which he or she received a letter grade of A-F would be counted for the overall GPA. Thus, the student would still have a GPA of 3.67. However, all of the course units, whether given a letter grade of A-F, count toward the number of units needed for graduation.

Assignment of Grades and Grade Appeals

Faculty members have the right and responsibility to provide careful evaluation and timely assignment of appropriate grades. CIBU has a formal procedure for students who believe that they have been given an incorrect grade: Students should first seek to resolve the matter informally with the instructor. If the matter cannot be resolved informally, the student may appeal the case to the University administration and, where justified, receive a grade correction. It is the student’s responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) denotes a student’s successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of “Satisfactory Academic Progress (SAP)” for students receiving federal financial aid. CIBU makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received.

All students must maintain satisfactory progress at CIBU as determined by the qualitative and quantitative standards established by the institution. According to these standards, an undergraduate student remains in good standing if the student's cumulative grade point average (GPA) is 2.0 or above and all students must progress toward the completion of their respective program within the maximum program length established by CIBU (see below chart).

Maximum Program Length (MPL) – Quantitative Measurement of SAP

The MPL for each program is established by multiplying the number of semesters in the program of study by 1.5.

The MPL for CIBU programs are as follows:

- Bachelor of Science in Business Administration (BSc)
- Normal Program Length* 8 semesters
- Maximum Program Length 12 semesters

* The Normal Program Length describes the length of time a student with no transfer credits shall remain enrolled in a program at CIBU. A student with prior, transferable academic experience will have a shorter normal program length as well as the maximum program length.

Earning Degree/Credential

Students who exceed the MPL cannot receive the original credential (e.g., Bachelor’s Degree) for the program. Instead, students will receive a “Certificate of Completion” for courses completed at CIBU. CIBU reserves the right to confer the original credential for the program based upon extenuating circumstances.

Evaluation Points in the Academic Program – Qualitative Measurement of SAP

A student is evaluated at the end of every semester for compliance with CIBU’s SAP. At each evaluation point, CIBU assesses the student’s cumulative GPA (CGPA) and rate of progression through the program as calculated by the successful course completion percentage (SCCP). This percentage is determined by dividing the number of credits successfully completed by the total number of credits attempted. A description of how each grade at CIBU impacts both the GPA and SCCP is described later in this policy.

A Student is considered meeting the standards of satisfactory progress if fulfilling the following requirements:

Undergraduate Students

Evaluation Point	Min. CGPA	SCCP
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25% of program (32 credits attempted)	2.0	50%
50% of program (64 credits attempted)	2.0	60%
End of subsequent academic years#	2.0	67%
100% of program (128 credits attempted) #	2.0	67%

- Mandatory dismissal point. No probation permitted.

Academic Probation

With the exception of those evaluation points identified with “#,” students are placed on academic probation if they fail to meet any of the requirements in the above SAP charts or fail to maintain a cumulative grade point average (CGPA) of 2.0 for undergraduate students during any semester.

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation. If the student achieves satisfactory progress for the subsequent period but has not earned the required grades for overall satisfactory progress of the program, the student may be continued on probation for one more grading period.

If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student enrollment will be terminated.

When a student is placed on academic probation, the student will be required to communicate with the Dean of Academic Affairs prior to returning to class. The Dean of Academic Affairs will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the student’s permanent record.

Maximum Terms of Academic Probation

A student may remain on academic probation for two semesters unless the student cannot complete the program of study within the MPL, or the period of probation coincides with a mandatory dismissal point (identified with the “#” above). A student placed on academic probation for two consecutive terms must be dismissed if the academic deficiency is not remedied prior to the beginning of the third semester.

Removing Academic Probation Status (Re-establishing Satisfactory Academic Progress)

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Maximum Terms of Academic Probation will be removed from academic probation. The student will be carefully observed every semester thereafter, however.

Academic Dismissal

A student will be dismissed from his/her program of study for the following: 1) failing to maintain the minimum academic requirements (CGPA or SCCP) at any evaluation point identified with “#,” 2) failing to correct his/her academic probation status within two semesters, 3) the academic evaluation (see below) determines that a student on probation does not have the ability or determination to continue in the program of study, or 4) at any point CIBU determines the student will be unable to complete a program of study within the MPL.

Academic Evaluation of Students Placed on Academic Probation

An academic evaluation of the student placed on academic probation will be conducted by the Dean of Student Affairs or designee. The purpose is to determine that the student has the desire and the academic ability to progress satisfactorily in the program. If the academic counselor or the Curriculum Committee finds that the student lacks the desire or ability to progress satisfactorily, the student will be dismissed from CIBU.

Effect of Grades on Satisfactory Academic Progress

1. Units attempted but not completed include the following grades: F (fail), W (withdraw), and IP (in progress). A course attempted, but not completed, lowers the SCCP.
2. For repeated courses, only the higher grade counts toward the GPA. The lower grade is replaced by “*” after the higher grade is earned. The repeated course counts only once for units completed but will count twice as units attempted in the SCCP calculation.
3. The grades TR (transfer) do count as credits attempted and completed; they have no effect on the calculations of GPA and SCCP.

*CIBU does not offer noncredit remedial courses

Credits transferred will reduce the normal program length by the number of units transferred. Transferred credits therefore are counted towards the maximum time frame and shorten the maximum program length for the programs. Credit transferred has no effect on the calculation of the student’s GPA or SCCP.

Withdrawn, Withdrawn Failing, Transfer of Credits

If a student withdraws prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point, the student receives a “WF” and receives a “0” for the course at the discretion of the faculty member. This is included in the GPA. Transfer of credit courses does not affect the GPA. The student who receives a “W” grade will have a 12-month period following the date of

withdrawal to complete the course at no additional tuition.

Mitigating Circumstances

The Dean of Student Affairs may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Appeals & Probation Status

If the student feels there were extenuating circumstances to explain their disqualified SAP status they have the option to appeal to the Dean of Student Affairs or their designee. An appeal may require the student to meet with a counselor, seek tutorial assistance outside the university, correct the difficulties that prevent success and/or other suggested remediation to show increased possibilities of future SAP success. An approved appeal will give the student only 1 semester of probation. The student must meet the SAP requirements in the following semester or be dismissed.

Periods when a student doesn't receive Title IV

In academic quarters when students do not receive Title IV, those terms will still be counted toward the maximum time frame.

Good Standing

The minimum standards to maintain "good standing" on financial aid are:

- FULL-TIME STUDENTS (attempting 12 or more units) must earn at least 10 units each quarter with at least a 2.0 G.P.A. per quarter and cumulative.
- THREE-QUARTER-TIME STUDENTS (attempting 9 – 11.9 units) must earn at least 7.5 units each quarter with at least a 2.0 G.P.A. per quarter and cumulative.
- HALF-TIME STUDENTS (attempting 6 – 8.9 units) must earn at least 6 units each quarter with at least a 2.0 G.P.A. per quarter and cumulative.

Time Frame

Students are allowed a maximum amount of time to reach their goals in their eligible programs. At CIBU, students may not exceed 150% of the designated length of an eligible financial aid program. Therefore, if students reach a total attempted units that meets or exceeds the maximum allowable units they will be considered to have reached their maximum time frame and no longer qualify for federal aid. All work performed at other colleges is included in determining whether students are under or over the allowable unit count. If applicants approach this excess level and are applying for

federal aid, they must submit a petition that will be reviewed to determine whether this student's time frame should be extended once beyond the normal time. The purpose of the federal aid programs is to provide students with the opportunity to gain higher education. When students have had that opportunity, they may not be assisted all the way through to a series of multiple goals if the time they have spent exceeds 150% of the amount of time normally needed to reach this goal.

Financial Aid Warning

If during a quarter a student fails to meet the requirements for either the Completed units OR Quarterly GPA OR Cumulative GPA that student may be placed on Warning. Students in warning status are still eligible for financial aid during the quarter if all other eligibility criteria are being met. An e-mailed notice will be sent to the student indicating that the Satisfactory Academic Progress statuses have been updated.

Example: Mike, who was in good standing after summer school, does NOT meet the SAP requirements in fall quarter. Mike would be on warning for winter quarter OR the next quarter that he attends. For the following quarter Mike could still be paid financial aid.

Financial Aid Disqualification

If during a quarter when a student is on Warning (no appeal needed) or Probation (an approved appeal is needed), a student fails to meet the requirements for either the Completed units OR Quarterly GPA OR Cumulative GPA that student may be placed on Disqualification. Disqualification will be considered a status in which financial aid is cancelled and financial aid eligibility for the disqualified quarter forward will be cancelled, until SAP has been demonstrated or an appeal approved. An e-mail notice will be sent to the student, when an e-mail address is available, indicating that the Satisfactory Academic Progress statuses have been updated.

Example: Mike was on warning after fall quarter and he returns to attend college at least halftime in winter quarter. Mike once again does NOT meet the SAP requirements in winter quarter. Mike would be disqualified for spring quarter OR the next quarter that he attends.

Financial Appeals & Probation Status

If the student feels there were extenuating circumstances to explain their disqualified SAP status they have the option to appeal to the Financial Aid Director or their designee. An appeal may require the student to meet with a counselor, seek tutorial assistance, correct the difficulties that prevent success and/or other suggested remediation to show increased possibilities of future SAP success. An approved appeal will give the student only 1 quarter of Probation and allow them to receive financial aid, pending availability at the time of

approval.

Reinstatement

If a student is in a Disqualified status, they attend a following quarter at haltime or more, and they meet the SAP requirements they will be considered to be making SAP for the quarter after showing success. During the quarter after showing SAP success the student would be in an eligible status and could be awarded, pending availability at the time of Reinstatement. It is the student's responsibility to notify the Financial Aid Director of a successful quarter.

Example: Mike was disqualified after winter quarter and he returns to attend college at least haltime in the spring. Mike finally meets the SAP requirements in spring. Mike would be eligible to let the Financial Aid Director know that he reinstated himself. Mike would be eligible for aid the next quarter he attended, pending eligibility and availability at the time of Reinstatement.

Satisfactory Progress - Veterans

Veteran students should be aware of the standards of satisfactory progress for all students. Satisfactory progress is defined as having a CGPA of 2.0 or above and advancing towards completion of a degree. If a veteran's CGPA falls below a 2.0, the student will be placed on probation. If a veteran does not raise his or her CGPA by the next term, he or she will be suspended and benefits will be terminated. The Department of Veteran's Affairs will be notified when a student is not making satisfactory progress or when the student fails a course.

Changing Programs or Seeking Additional Degrees

Students who change programs (graduate students only) will transfer all previously completed credits into the destination program. The assessment of the satisfactory progress of a student seeking additional graduate degrees (i.e., transferring a CIBU master's degree into the doctoral program) will include all credits earned at CIBU that transfer into the higher credential. Undergraduate credits will not be included in the assessment of CGPA and SCCP for students enrolled in master's degree or doctoral programs. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame

Repeating a Course – Undergraduate Students

Undergraduate students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale. Undergraduate students must repeat courses in which they have received an "F" grade or from which they withdraw. Students will be charged the regular

tuition fees for each course they repeat.

Repeating to Raise the GPA

Repeating a course to raise a passing grade is known as the second grade option. The new grade will replace the old grade for grade point average calculation but the old grade will remain in the transcript along with the new grade.

Undergraduate Students

Undergraduate students may be allowed to petition the Dean's office for permission to repeat a course in which they received a grade of C- or lower.

Personal Conduct Policies

The following paragraphs detail the standards of conduct that California International Business University expects all of its members, students, staff, and faculty alike. Students are subject to disciplinary action, including suspension or dismissal from the academic program, for violations of the University's policies regarding personal conduct.

Sexual Harassment Policy

It is the policy of the University that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind. "Sexual harassment" means any unwelcomed sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
- Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational or working environment.

CIBU is committed to taking appropriate action against those who violate the policy prohibiting sexual harassment. CIBU is committed to protecting victims of harassment from retaliation.

Sexual Assault

CIBU encourages its members to become educated regarding sexual assault. The University encourages its members to

become aware of, and to take responsibility for, their own security. It is the policy of the University to encourage members of the community to report any disturbances to the staff. Moreover, it is the policy of the University that officials must investigate allegations, assess their merit, and take responsive action.

If a member of the CIBU community is subjected to any form of sexual assault, he or she should: Immediately contact CIBU staff. Preserve any evidence (where possible) relevant to the incident.

Members of the University community who have been subjected to sexual assault have several options regarding the notification to local law enforcement agencies, and every effort will be made by the University to respect the wishes of the complainant. These options range from holding the alleged incident in confidence, to full University participation in notification to law enforcement. Should the complainant request further assistance from the university in pursuing resulting actions, every effort will be made to accommodate the needs of the complainant.

CIBU will, within its power, alter the complainant's academic situation after an alleged sex offense has occurred, if it is requested by the complainant, and if it is reasonably available.

The report of an alleged sex offense by the complainant to the President will result in an investigation and a disciplinary hearing. CIBU will provide both the accuser and the accused the same opportunity to have others present during this disciplinary hearing. Both the accuser and the accused shall be informed of the outcome of a CIBU disciplinary hearing brought about because of an alleged sex offense. Information will include both final determination and sanction imposed. Sanctions may include: disciplinary probation, dismissal from a course, suspension or dismissal from the university, termination of employment, and notification to local law enforcement of the determination of the University's disciplinary hearing.

Academic Integrity Policy

CIBU expects that all academic work submitted by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. Further, all acts of academic dishonesty are strictly prohibited. These include, but are not limited to, cheating, plagiarism, fabrication, unauthorized collaboration, misappropriation of resource material, or any other violation of University regulations.

Student, Faculty and Staff Conduct

When any person becomes a member of the University's community, he or she agrees to participate meaningfully in the life of the University and to share in the obligation to promote and preserve its educational endeavors. Students, faculty and staff are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

The following prohibitions apply to students, faculty, and staff of the institution:

- misuse, alteration, or mutilation of University property. No theft of any kind.
- physical or verbal abuse of faculty, administration, or fellow students, is inappropriate conduct that can threaten or endanger anyone at the University.
- obstruction or interference of movement on campus, or disruption of activities on campus.
- unlawful possession, use, or distribution of illegal drugs, or abuse of alcohol on University property during any student activities.
- violation of any Federal, State, or local ordinance.
- aiding, abetting, encouraging, inciting, or participating in a riot.
- use or possession of any dangerous weapons, firearms, ammunition, substances, materials, bombs, explosives, or incendiary devices prohibited by law.
- misrepresentation or falsification of materials leading to the awarding of any degree. If this violation is discovered, which has serious legal and personal consequences, the degree will be revoked.
- deliberate violation of written or verbal directions of any kind by officials acting within the scope of their duties.
- violations of any of the US copyright laws, including software copyrights.

Drug and Alcohol Policy

The Drug Free Workplace Act of 1988 & Drug Free Schools and Communities Act Amendment of 1991 mandate that the University have a drug & alcohol abuse prevention program. The prevention program is comprised of the following components:

1. Education and information about the dangers of drug abuse in the workplace and on University property will be disseminated through University newsletters, bulletin boards, special publications, and special programs to employees, faculty and students.
2. Programs which address unlawfully controlled substance use, including personnel actions that may result from such violations, will be conducted and coordinated by the Student Affairs Department and included in the Employee Handbook (employees) or by the Academics Department (students).

- 3. Self-referrals, as well as supervisory referrals, to drug counseling and rehabilitation programs are available to employees and faculty members through the University's Employee Assistance Program.

CIBU recognizes that employees and students of the university may, in accordance with the federal, state and local laws, choose to use alcohol on their own time. The University will actively work to educate employees and students about alcohol and drugs and make help available for those who need it.

The University recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free educational environment and workplace.

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

The University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance and the abuse of alcohol by students and employees on University property or as part of any of its activities. Individuals found to be in violation or engaged in serious misconduct are subject to legal sanctions under local, State, or Federal law, as well as any administrative sanctions that the University may impose.

CIBU complies with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, and the Drug-Free Workplace Act of 1988, Public Law 100-690. The University supports the purpose of this legislation and provides copies of the school policies governing drug and alcohol abuse to all employees and students.

The University encourages individuals with substance abuse problems to seek assistance.

Employees at CIBU have a free resource through HealthNet. Employees are encouraged to speak with the Vice President for more information on who to contact for help.

Students of CIBU are encouraged to seek help in their local area or through online programs and hotlines. Some examples are:

- www.drugrehabcenter.com
- www.journeyrecoverycenters.com

- www.Unhooked.com

Campus Safety

All students, staff, faculty and guests are encouraged to promptly report criminal incidents, accidents and other emergencies to local authorities. We also require that all restraining orders in effect be reported. This allows us to maintain and increase safety on campus.

Please report incidents to a member of our staff at (619) 702-9400

Campus Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified, with implementing regulations in the U.S. Code of Federal Regulations.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on campus. A recap of that report follows:

Category / Year	2017	2016	2015	2014	2013
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Drugs Possession / Use	0	0	0	0	0
Unlawful Use / Alcohol	0	0	0	0	0
Weapons Use	0	0	0	0	0
Liquor Law Violations		0	0	0	0
Drug Abuse		0	0	0	0

Complaint/Grievance Procedure

From time to time, differences in interpretation of University policies will arise among students, faculty, and/or the administration.

When such differences arise, we urge students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in

this manner, the University administration should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem.

Any student who feels that he or she has been subjected to unfair treatment by the University by any of its employees, entities, policies, procedures or programs may report the matter in writing to the Dean of Student Affairs for review and action. The Dean of Student Affairs Office is located in the administrative location of CIBU and is open Monday through Friday 9 AM to 5 PM. On making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

The first step would be to attempt to resolve the complaint informally. If the complaint is resolved satisfactorily to all parties concerned the case shall be closed, with a written notice to that effect sent to the complainant and the respondent.

If no informal resolution is possible, and the student wishes to pursue the complaint, the grievance may be referred to the Bureau of Private Postsecondary Education (BPPE) State of California, P.O. Box 980818, W. Sacramento, CA, 95798-0818, www.bppe.ca.gov, 916-431-6959

Schools accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACICS. All complaints considered by ACICS must be in written form, with permission from the complainant(s) for ACICS to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACICS. Please direct all inquiries to: Accrediting Council for Independent Colleges and Schools, Suite 980, 750 First Street NE, Washington, DC 20002-4241, (202) 336-6780.

All complaints (both informal and formal) are maintained by CIBU for at least 6 years from the date of the complaint.

Arbitration at CIBU

Alternative Dispute Resolution: While no one expects disputes and conflicts, sometimes they do occur; and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least expensive manner. Students at CIBU therefore agree to follow the three steps below:

Step One: Any and all disputes, conflicts, problems, controversies, or claims of any kind, without exception, arising from or connected to enrollment and attendance at the University ("dispute") should first be taken up with the Dean

of Student Affairs. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Student Affairs Office, and to the Office of the President for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: The parties agree that any dispute arising from enrollment, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act conducted by the Better Business Bureau (BBB).

All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

I. Terms of Arbitration:

A. Both Student and the University irrevocably agree that any dispute between them shall be submitted to binding Arbitration.

B. Neither the Student nor the University shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.

C. The costs of the arbitration fee, filing fee, arbitrator's compensation, and facilities fees will be paid by the University, to the extent these fees are greater than a district court filing fee.

D. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.

E. Any remedy available from a court under the law shall be available in the arbitration.

II: Procedure for Filing Arbitration:

1. Students are strongly encouraged, but not required, to utilize the first two steps of the grievance procedure described above, prior to filing arbitration.

2. A student desiring to file arbitration should first contact the Dean of Student Affairs, who will provide the student with a copy of the BBB rules at no cost. A student desiring to file arbitration should then contact the BBB, which will provide the appropriate forms and detailed instructions. The student should bring this form to the BBB.

3. A student may, but need not to, be represented by an attorney at the Arbitration.

Acknowledgement of Waiver of Jury Trial and Availability BBB Rules:

By signing the Enrollment Agreement, each party understands the nature of arbitration; that arbitration is final and binding, and each party is waiving certain rights, including, but not limited to, its right to litigate its dispute in court, including its right to a jury trial. Both parties understand that the award of the arbitrator will be binding, and not merely advisory.

Student Policies and Procedures

Non-Discrimination Policies

CIBU does not discriminate on the basis of race, religion, color, national origin, sex, handicap or disability, or age in any of its policies, procedures or practices. The University's nondiscrimination policies comply with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Vietnam Era Veterans Readjustment Assistance Act of 1974 (pertaining to veterans), and Section 504 of the Rehabilitation Act of 1973 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the University's programs and activities, including vocational education. To inquire about the equal opportunity policies or to request a copy of the University's grievance procedures covering discrimination complaints, contact the Student Affairs Office, California International Business University, 550 West B Street, San Diego, CA 92101, (619) 702-9400.

Discrimination Grievances

Students who have been subject to any form of discrimination on the basis of race, religion, color, national origin, sex, handicap or disability, status as a Vietnam-era or special disabled veteran or age, or who have been the victim of sexual harassment, may submit their complaint in accordance with the Policies and Procedures for Student Discipline and Grievances. Students should direct inquiries regarding the filing of such grievances to the Dean of Student Affairs, California International Business University, 550 West B Street, San Diego, CA 92101, (619) 702-9400

Inquiries regarding federal laws and regulations about nondiscrimination in education or the University's compliance with those provisions should be directed to:

Office for Civil Rights
U.S. DEPARTMENT OF EDUCATION
50 Beale St., Suite 7200 - San Francisco, CA 94105
Ocr.sanfrancisco@ed.gov
(415) 486-5555

Students with Disabilities

The University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act

of 1973. Accordingly, qualified persons with disabilities cannot, on the basis of disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified disabled student may be excluded from any academic, research, counseling, financial aid, or other post-secondary education program or activity that the University provides to all students on the basis of that student's disability.

Student Discipline

Students are expected to conduct themselves in a responsible manner that reflects generally accepted moral standards, honor, and good citizenship. They are also expected to abide by the regulations of the University. It is the student's responsibility to maintain academic honesty and integrity, and to manifest a commitment to the goals of the University through proper conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal as deemed by CIBU. Any such disciplinary action will be taken following the procedures of due process. Due process mandates that students be given notice and an opportunity to be heard, that is, informed in writing of the nature of the charges against them and provided with an administrative hearing on the issues and provisions for appeal.

Academic Honesty

CIBU expects that all academic work by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. All acts of academic dishonesty are strictly forbidden, including cheating, plagiarism, unauthorized collaboration, or misappropriation of research materials. Students may be placed on probation, suspended, dismissed, or given another sanction for academic dishonesty.

Reasons for Probation, Suspension, and Dismissal of Students

Following the procedures consistent with due process, students may be placed on probation, suspended, dismissed, or given a lesser sanction for any of the following reasons:

Plagiarism: Plagiarism is the presentation of someone else's ideas or work as one's own. An obvious form of plagiarism is intentionally stealing someone else's work. Using another person's sentence, phrase, or even a word that a person coined requires students to acknowledge the source of the sentence, phrase or coined word. To acknowledge the source, students can either use quotation marks or paraphrase the author. In both cases, students must cite the source of the quotation or paraphrased ideas properly.

Cheating or Other Academic Dishonesty

Any form of academic dishonesty reveals a serious lack of personal integrity and detracts from the quality of a student's

education. As such, cheating is a violation of University policy, because it diminishes the quality of student scholarship and defrauds those who rely on the integrity of the University's academic programs.

Academic dishonesty is considered to be any form of cheating or plagiarism (see above), or an attempt to obtain credit for academic work through fraudulent, deceptive or dishonest means. The following are examples of academic dishonesty, but are not intended to be inclusive:

- Using or attempting to use, unauthorized materials, information, or study aids in any academic exercise, such as copying from another student's test
- Submitting work previously presented in another course
- Using sources or materials not authorized by the instructor in an examination
- Altering grading materials
- Sitting for an examination by a surrogate or acting as a surrogate
- Conducting any act which defrauds the results of the academic process
- Violating software copyrights

A faculty member has two options to resolve issues of cheating or plagiarism. The first option is to take care of the matter him- or herself and the second option is to refer the matter to the University for appropriate action.

When an instructor has adequate evidence of academic dishonesty on the part of a student, the instructor can take action against the student under the first option. Variables affecting the severity of student penalties include whether the dishonesty was premeditated, the extent of the dishonesty (one answer or an entire project), the relative importance of the academic exercise (e.g., quiz or final examination), and whether the dishonesty was active or passive (e.g., copier versus the copyee). Specific penalties that are considered are:

- Review with no action
- Warning
- Requirement that the work be repeated
- Reduction of grade on specific work in question
- A failing grade for the work in question, or for the entire course
- Any other penalty appropriate under the circumstances

The guidelines for appropriate penalties include an oral reprimand in cases where there is a reasonable doubt that the student knew that the action constituted academic dishonesty, an "F" on the particular paper, project or examination when the act was not premeditated or there were significant mitigating circumstances, or an "F" in the course where the dishonesty was premeditated or planned.

The instructor will document and report his or her action to the Dean of Academic Affairs.

If the instructor utilizes the second option, he or she will notify the University of the type of academic dishonesty observed, provide a written statement regarding the matter, and provide the University with the names of all witnesses and all information and documentation necessary to prepare a disciplinary hearing or other appropriate action by the University. Any of the specific penalties and guidelines for appropriate penalties above may be considered by the University. In the case of repeated infractions by a student, the University may exercise the option of dismissal.

Action by both the instructor and the University can be appealed through the appeal procedures set forth below.

Non-Academic Reasons for Student Discipline

In addition to the reasons noted above, students may be disciplined for any of the following reasons:

- Forgery, altering University documents, or knowingly providing false information;
- Disruption of the educational or administrative process of the University, by acts or expression;
- Physical abuse or destruction of University property;
- Physical abuse or threat of abuse to students, University employees, or their families;
- Verbal abuse or intimidation of students or University employees including shouting, use of profanity or other displays of hostility;
- Theft of University property;
- Sale or knowing possession of illegal drugs or narcotics;
- Possession or use or threats of use of explosives or deadly weapons on University property;
- Lewd, indecent, or obscene behavior on University property or by telephone;
- Soliciting or assisting another in an act which would subject students to a serious University sanction;
- Any action which would grossly violate the purpose of the University or the rights of those who comprise the University;
- Any act, omission to act or conduct which would be considered a crime under federal/state/local law.

Disciplinary action may include probation, suspension, dismissal from the University and/or notification to Department of Homeland Security. Students suspected of committing any violation of University policy are accorded procedures consistent with due process typically before disciplinary action is imposed. However, in appropriate circumstances students may be suspended prior to a due process hearing.

Any violation of university policy (including all forms of academic dishonesty) can result in a student being barred from graduate or professional schools at this or other universities. In addition, violating University policy can make a student ineligible for government commissions or other employment.

Hearing Committee

Initial Charge: When a violation has occurred, the instructor or responsible administrative person aware of the violation must inform the student who has allegedly committed the act that a formal charge will be filed with the University. An explicit written report, including the date, time and circumstances of the alleged act, must be submitted by the instructor or responsible administrative person to the Dean of Academic Affairs or Student Affairs, as appropriate. This report includes a description of the actions of all parties involved, names of witnesses available, and documentary evidence that supports the charge.

Upon receipt of the written report, a person designated by the Dean must interview the accused student and explain the student's rights and the procedures to be followed.

The Dean will assign a hearing committee to the case.

Disciplinary action is determined by a hearing committee. Students who believe they have been wrongfully charged and/or penalized may appeal the decision to the Student Appeals Committee (SAC -- defined below).

Hearing Procedures: The hearing committee consists of a minimum of three and a maximum of five members, and is appointed by the Dean. The Dean appoints at least one member from the University administrative staff and at least two members from the University faculty. The committee will elect or agree to a chairperson to conduct the proceedings and report the committee's decision. Members of the committee must not have had direct involvement in the case prior to the hearing. A quorum will be three members.

The accused student is notified in writing of the hearing date, time, location, and procedures at least seven working days prior to the hearing.

Hearing procedures include the following:

1) A record is maintained of the proceedings by tape or other appropriate recording. The hearing is closed, and members of the committee will take reasonable precautions to ensure the proceedings remain confidential, unless disclosure is required by law. Formal rules of evidence or trial-like procedures do not apply.

It should be noted that the student and the accusing parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee, whether oral or written
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit additional evidence on behalf of their own position
- To submit a summary argument and to respond to the argument of the opposing party. The opposing party's attorney may be present during any hearings to advise but may not examine witnesses or otherwise take part in the proceedings

2) The chairperson presides over the hearing, reads the charges to the committee and calls any witnesses pertinent to the case.

3) The student is asked to present his or her case. The student may be questioned by any members of the committee. The student is given an opportunity to challenge or rebut any testimony or evidence submitted against him/her. The chairperson may terminate the student's right to address the committee if the student becomes abusive or persists in presenting irrelevant evidence or information.

If the accused student fails to appear, the committee may find against the student, after hearing the charges and establishing a *prima facie* case. Attorneys may be present to advise but may not examine witnesses or otherwise take part in the proceedings.

4) After the hearing, the committee deliberates and decides either to acquit the student of some or all of the charges, or reach a true finding against the student on some or all of the charges and to impose a penalty, in which case the committee specifies the disciplinary action to be imposed.

Notification of Decision: After the committee makes a decision, the student is informed in writing of the committee's decision and of the student's right to appeal the decision. The notification letter is signed by the Chairman of the hearing committee.

Appeals

In the event a student believes that he or she has been wrongfully charged and/or penalized, the student may appeal to the student appeals committee. Such an appeal must be requested in writing within 10 days of notification of the unfavorable action and should be directed to the Dean of Academic Affairs or Student Affairs, as appropriate.

Student Appeals Committee: The Student Appeals Committee (SAC) is appointed by the Dean and is typically comprised of five individuals: a department chair or designee, who will be the chairman, two faculty members, a third faculty member chosen by the student, and a student representative. The committee reviews appeals that are based on evidence that a previous disciplinary decision was determined on faulty information or was excessively harsh for the circumstances involved.

Members of the SAC must not have had direct involvement in the case prior to the hearing.

Procedures: In order to convene the SAC, a student must establish that there is sufficient cause for such an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation, to the Dean. For an appeal to be granted, the student must present a reasonable possibility that the unfavorable decision was clearly wrong given the hearing committee's interpretation of the evidence or in the disciplinary action imposed. Alternatively, the student must assert new evidence which, if true, creates a reasonable possibility of a different decision. Any disciplinary action previously imposed is suspended pending disposition of the appeal.

Once a decision has been reached to convene the SAC, a meeting time is arranged. All relevant information is then considered by the committee, including written statements of the case and the testimonies of any witnesses for each of the opposing parties.

This SAC employs the procedures followed by the Hearing Committee. It should be noted that the student and the accusing parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee, whether oral or written
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit additional evidence on behalf of their own position
- To submit a summary argument and to respond to the argument of the opposing party

Attorneys may be present during any hearings to advise but may not examine witnesses or otherwise take part in the proceedings

The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by

reasonable persons conducting a serious proceeding.

The chairperson rules on all procedural questions.

The student is permitted to bring another person as support or as a spokesperson at any point in the process.

The decision of the SAC is based on the evidence presented, substantive information, and/or argument.

The hearing is then closed. The decision of the committee is based on a simple majority. The committee may recommend to uphold the previous decision, mitigate the sanction, or dismiss some or all the charges.

The chairperson of the SAC sends a written report of the appeal and the committee's recommendation, including a description of the appeal and the rationale for its recommendation, to the Dean or designee. The Dean or designee notifies the student in writing of the final decision.

Members of the committee must take reasonable precautions to ensure that proceedings remain confidential, unless disclosure is required by law.

The committee should complete its work within 30 days from the date the student submits the request for formal hearing.

Grievances Relating to Discrimination or Sexual Harassment

CIBU is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. The University prohibits discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, under any program or activity offered under its control. The University also prohibits sexual harassment. Any student or applicant for admission who believes that he or she is a victim of discriminatory action or sexual harassment may file a complaint using the following procedures.

Procedures: Students who believe they have been discriminated against, have been a victim of sexual harassment, or otherwise believe they have a grievance may file a complaint with the Dean. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged reason for the grievance, or within 120 days of the complainant's learning of the alleged reason for the grievance. If the complaint does not meet the requirements of the

procedure, the Dean must immediately notify the complainant of the specific deficiencies of the complaint.

- 1) Complainants should first discuss the complaint with the Dean to see if the matter can be satisfactorily resolved.
- 2) If the complaint remains unresolved, the complainant can discuss the complaint with the Dean or designee.
- 3) If the circumstances of the complaint prevent using steps 1 and 2, or if the appropriate University staff do not resolve the complaint within five working days, the complainant may then proceed to file a complaint with the Dean or designee.

Filing a Complaint with the Dean or Designee

Informal Procedures:

The complainant submits a written statement regarding the alleged complaint.

Upon receipt of the written complaint, the Dean or designee advises the complainant that an investigation and discussion will begin within 14 days of receipt of the complaint.

If the Dean or designee deems it appropriate, the identity of the complainant may be kept anonymous during the informal procedure.

The Dean or designee attempts to resolve the complaint by discussing the issue with all persons who are parties to the complaint. This resolution is completed within 28 days of filing the complaint.

In the event that the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict is sent to all parties and to the President.

In the event the complaint is not resolved by the Dean or designee, the formal procedures outlined below are followed. These procedures must begin no later than seven days after it is determined that the complaint cannot be resolved informally.

Formal Procedures:

- 1) An ad hoc sexual harassment or discrimination review panel is established as follows:
The complainant nominates one person (student or employee of CIBU) who is unbiased, not involved in the complaint, and willing and available to serve as a member of the review panel.
The individual against whom the complaint is filed nominates a person (student or employee of CIBU) who is unbiased, not involved in the complaint, and willing and available to serve as a member of the review panel.
The two nominated panel members select, by mutual

agreement, a third member (student or employee of CIBU) who is not involved in the complaint, and willing and available to serve as the chair. If the two members are unable to agree on a chair, the President or his designee will make a selection.

- 2) The Dean serves as recorder of the proceedings and advisor to the panel, but does not vote. Proceedings shall be tape recorded or saved via other appropriate means of providing a record of the proceedings. Deliberations will not be recorded.
- 3) The ad hoc review panel hears the complaint and receives testimony and information from such witnesses as it deems appropriate in order to evaluate the complaint.
- 4) The panel makes every reasonable effort to conduct its hearing and present its findings and recommendations within 14 days of the panel's formation.
- 5) Within seven working days after close of the hearing, the panel forwards its findings and recommendations to the President or designee. Proceedings are conducted in a closed hearing. A copy of the panel's findings and recommendations is sent to both parties to the complaint.
- 6) Either party to the complaint can forward commentary to the President or designee for comment on the panel's findings and recommendations. Such commentary must be submitted to the President within seven days of receipt of the panel's recommendations.

The President or designee issues a decision within 14 days following receipt of the panel's findings and recommendations.

The decision of the President or designee is final.

The decision of the President or designee provides an appropriate remedy upon a finding of sexual harassment or discrimination against the complainant.

In the event that this decision is unfavorable to the complainant, the complainant is notified that they have the right to file a complaint under state or federal law and should consult with counsel regarding the matter.

Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person's seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited, and will be regarded as the basis for disciplinary action.

All complaints (both informal and formal) are maintained by CIBU for at least 6 years from the date of the complaint.

Grade Appeals

Faculty members are vested with the authority to establish

course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Dean are assumed to be accurate and final.

Grounds for a Grade Appeal

Occasionally, a student disagrees with a grade. The only circumstances that allow a student to appeal a grade are when one or a combination of the following occurs:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., prejudice, discrimination or sexual harassment
- Inconsistent or inequitably applied standards for evaluation of student academic performance

Students are free to make general inquiries about grades, but are required to follow the published policies and procedures for formal challenges and requests for grade changes.

The following policies and procedures apply to all challenges to assignment grades:

1. A challenge to an assignment grade must be submitted to the instructor of record for the course within 5 days after the student receives the official assignment grade notice.
2. The instructor shall issue a formal response to the grade challenge within 5 days of receipt. If approved by the instructor, a grade change will be reflected in the course record.
3. Grade challenges denied by the instructor may be appealed to the Dean within 2 days after the student receives the formal response from the instructor.
4. The Dean shall issue a formal response to the assignment grade appeal within 5 days of receipt. This response shall be copied to the instructor. If approved by the Dean, a grade change will be reflected in the course record for the specific assignment.
5. Students choosing to challenge an assignment grade acknowledge and agree that the final grade following a grade appeal might be (1) the same grade as prior to the appeal (2) a higher grade or (3) a lower grade than that assigned by the instructor.
6. The decision of the Dean may be appealed to the President or his/her designee only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the

Dean on an assignment grade challenge is final.

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the instructor of record for the course within 7 days after the student receives the official final grade notice.
2. The instructor shall issue a formal response to the grade challenge within 5 days of receipt.
3. Grade challenges denied by the instructor may be appealed to the Dean within 7 days after the student receives the formal response from the professor.
4. The Program Dean shall issue a formal response to the grade appeal within 5 days of receipt. This response shall be copied to the President (or designee).
5. If approved by the Dean, a grade change recommendation shall be submitted to the President (or designee) for review and approval.
6. Upon approval by the President (or designee), the grade change shall be submitted to the Registrar to be finalized.
7. In the event of denial by the Dean, the student may appeal to the President (or designee).
8. The appeal to the President shall be submitted within 3 days of the final response from the Dean. The student's appeal to the President must include the following:
 - a) A statement clearly identifying the course, the course's number, the semester when the course was taken, and the professor.
 - b) The dates, times and places when the student appealed his/her grade to the instructor (if applicable) and information regarding the statements exchanged between the two concerning the grade challenge.
 - c) The reason for the challenge and all relevant documentation and facts to allow the President (or designee) to make a decision concerning the challenge.
9. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged or denial of earlier challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.
10. The President (or designee) shall respond to the student, in writing, within 10 days of receipt of the student's written appeal.
11. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be (1) the same grade as prior to the appeal (2) a higher grade or (3) a lower grade than that assigned by the instructor.

Student Rights

CIBU has adopted policies with regard to student rights and grievances that are maintained in the University's policy manuals. The University's policy seeks to treat all students with respect and fairness. All students may request access to

or release of, at reasonable times, his or her education records as maintained by the University. Such a request must be in writing and addressed to the Registrar. The written request to be released, and to whom released. A student may request any special letters or copies of documents pertaining to his/her student file, but must pay the cost of producing or reproducing such documents.

A student may request changes in his or her records. If, on proper showing of evidence, a material error in the record is proved, a change or correction will be made. The University has adopted a policy whereby all students have the right to appeal decisions of faculty and staff based upon University policies.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution or if

the student has a grievance him/her may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov)

Students are also encouraged to contact:

California International Business University
550 West B Street
San Diego, CA 92101
www.cibu.edu

Program Information

Bachelor of Science in Business Administration (BS) Program

The bachelor's degree in Business Administration (Concentration in Finance, Marketing, or Hospitality Management) is career-oriented and based on strong ties to trade and industry and to the international marketplace. CIBU has a commitment to being at the forefront of the current and evolving practice of business and thereby facilitating education programs that reflect the realities of the marketplace.

With an exciting combination of Scandinavian pedagogical methodology and the well-known systems thinking, liberal arts structure of an American bachelor's degree, the four-year undergraduate program is a decidedly new contribution to the world of business studies.

Case studies replicate actual business situations and are taught so that students must work together to make difficult decisions under typical management conditions, including a lack of complete information, complex tradeoff situations, and time pressure. There are no obligatory periods of work placement/internships in the program, but students are encouraged to complete the final-semester as a "Senior Thesis" in cooperation with an organization or business enterprise. Likewise, all business-related courses have strong practice-oriented elements.

The 4-year bachelor's degree in Business Administration is indeed a broad career-oriented international business economics program based on strong ties to the international market place – with a focus on general education and the option of choosing a concentration in the final 2 years in either finance, marketing, or hospitality management.

Rationale for General Education Coursework

The purpose of the general education courses in the bachelor's degree in Business Administration is to provide students with a broad introduction to skills that will be necessary in the modern corporate world. Areas of instruction include courses in the humanities, social sciences, and mathematics. Specifically, the general education coursework will serve to introduce students to program learning objectives that will be reinforced and applied throughout the program:

- Develop and refine an understanding of yourself and others through knowledge, listening and dialogue
- Develop critical thinking skills/learn how to evaluate

- an economic argument
- Apply theoretical models and tools to understand real-world business phenomena
- Identify and employ various research designs and their appropriate application

The general education courses provide the basis for students to be able to progress through the program. Students will obtain analytical and critical thinking skills that will allow students the ability to understand and apply more advanced concepts and theories that will be necessary for success in the global marketplace.

Finance Concentration

The purpose of the Finance Concentration of the bachelor's degree in Business Administration is to educate graduates who can understand financial practices, apply theories and methodologies within international business and finance, and perform advisory and administrative functions including customer-oriented tasks in specific financial markets, as well as in the finance departments of enterprises in general.

Marketing Concentration

The purpose of the Marketing Concentration in the bachelor's degree in Business Administration is to educate graduates who can understand distribution practices, apply theories and methodologies within international business and marketing, and independently and professionally perform duties related to international business and marketing in the international market place – in small- and medium-sized enterprises, as well as in large international organizations.

Hospitality Management Concentration

The purpose of the Hospitality Management Concentration of the bachelor's degree in Business Administration is to educate graduates who can understand practices, apply theories and methodologies within international business and hospitality management, and perform advisory and administrative functions including customer-oriented tasks in specific hospitality markets, as well as larger hospitality and tourism enterprises in general.

The program provides students with the knowledge and technical skills needed for entry-level positions in business and to allow for opportunities of career advancement. Graduates may pursue career opportunities in the areas of business, management, marketing, finance, or hospitality management (dependent on choice of concentration). The Classification of Instructional Program (CIP) code for the

program is 52.0201. Graduates may be able to obtain positions as denoted in the Department of Education crosswalk between the designated CIP code and the Standard Occupation Classification (SOC) codes listed at <https://nces.ed.gov/ipeds/cipcode/>.

The core business program combines first-rate business education with a broad-based liberal arts foundation to provide the student with the skills, expertise, and intellectual sophistication needed to advance in today's dynamic business environment.

Our program emphasizes global perspectives, fosters a sense of social responsibility, and develops leadership skills – while offering students flexibility to pursue their individual interests.

Students benefit by being able to:

- Choose a specialized study area;
- Study a career-oriented program in either finance, marketing, or hospitality management;
- Have access to respected business and thought leaders in Copenhagen and beyond;
- Explore the social and ethical dimensions of business and professional responsibility;
- Gain international experience through local and study-abroad programs.

Preparatory Background Requirements

Applicants, whether for the full four-year program or for a one-, two-, or three-year undergraduate degree completion program, must be graduates from accredited secondary schools in the United States or overseas, or persons who have successfully completed a secondary school equivalent diploma (e.g., GED). Copies of official academic transcripts from secondary schools and any previous colleges or universities will be accepted during initial evaluation for admissions. Applicants must submit a completed application and official transcripts for all previous secondary and college level academic work, as well as the required administrative fee. CIBU will accept transfer credits from U.S. institutions accredited by agencies recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), and/or foreign institutions approved by their appropriate governmental bodies. Transfer credits will be given only for those courses that meet the standards of the University. Courses taken at foreign institutions will be judged on an individual basis by the Registrar. Students are encouraged to submit all documentation from their individual countries, including *abitur*, diplomas, CEGEP, BTS, etc.

CIBU, it should be noted, conducts the Bachelor of Science program in parallel with program at Niels Brock Copenhagen Business College in Denmark, such that students can move from CIBU to Niels Brock or vice versa to complete part of their undergraduate program. Thus, they can earn a bachelor's degree that truly offers an international experience – completed in part in San Diego and in part in Copenhagen.

The four-year program requires the completion of 128 semester units. For students who have already completed some higher education and can present acceptable transcripts for transfer credit, the guidelines for program entry are as follows:

Entry at year 2: 32 semester units completed;
Entry at year 3: 64 semester units completed;
Entry at year 4: 96 semester units completed.

Those who enter at years 2, 3, or 4 should have previously completed some or all of their "General Education" (Humanities, Social Sciences, and Math) requirements, with the following as broad guidelines:

Entry at year 2: 20 semester units of "General Education" completed;
Entry at year 3: 36 semester units of "General Education" completed;
Entry at year 4: 36 semester units of "General Education" completed.

Students who have not completed those number of "General Education" units at those entry points will have to make up the difference during their program.

The maximum number of upper division credits accepted for transfer is 36 semester units.

Program Requirements

All students, no matter at what point they enter the program, must complete a minimum of eight courses (4 semester units each = 32 semester units) on the CIBU campus.

Degree Requirements – BS (128 Semester Units)

The following courses fulfill the requirements listed above:

BS General Education Requirements (10 courses-36 Semester Units- are required)

Course Number and Description	Semester Units
CIBU 101 English Composition I.....	4
CIBU 102 World Economic History	4
CIBU 103 Introduction to Sociology.....	4
CIBU 104 Introduction to Western Philosophy.....	4
CIBU 105 English Composition II.....	4
CIBU 108 College Algebra	0
CIBU 201 Information Technology.....	4
CIBU 202 Microeconomics.....	4
CIBU 203 Cross-Cultural Communication	4
CIBU 204 Introduction to Statistics.....	4

The following are courses that fulfill the lower-division requirements of the program:

BS Lower-Division Core Courses (Non General Education) (7 courses-28 Semester Units- are required)

Course Number and Description	Semester Units
CIBU 106 Introduction to Finance.....	4
CIBU 107 Macroeconomics.....	4
CIBU 205 Introduction to Accounting.....	4
CIBU 206 Introduction to Marketing	4
CIBU 207 Introduction to Organizational Psychology....	4
CIBU 209 Business Communication	4
CIBU 210 Business Statistics	4

The following are courses that fulfill the upper-division requirements:

BS Upper-Division Core Courses (9 courses-36 semester units- are required)

Course Number and Description	Semester Units
CIBU 402 Risk Management	4
CIBU 404 Senior Thesis	4
CIBU 405 Cases in Management.....	4
Elective Option 1.....	4
Elective Option 2.....	4
Elective Option 3.....	4
Elective Option 4.....	4
Elective Option 5.....	4
Elective Option 6.....	4

The following are courses that fulfill Upper-Division Elective Options:

BS Upper-Division Electives Requirements (6 courses-24 semester units- are required)

Course Number and Description	Semester Units
CIBU 305 Greening Business.....	4
CIBU 306 Project Management	4
CIBU 307 International Marketing.....	4
CIBU 308 Advertising and Promotion.....	4
CIBU 309 International Business Law	4
CIBU 310 Cases in Entrepreneurship.....	4
CIBU 311 International Communication.....	4
CIBU 312 Relationship Marketing.....	4
CIBU 313 The Sales Performance	4
CIBU 314 Dimensions in Human Resource Management	4
CIBU 324 Conventions & Event Management.....	4
CIBU 407 Personal Finance.....	4
CIBU 409 Strategic Marketing	4
CIBU 410 Viral Communication	4
CIBU 414 Global Finance	4
CIBU 415 Entrepreneurship Finance	4
CIBU 423 Guest Services & Reservation Management .	4

The following three tables explain the courses that are required to complete the student’s designated concentration. A student must choose to complete one of the three concentration options:

The following are courses that fulfill the Finance concentration of the program:

BS Finance Concentration Courses (7 courses-28 Semester Units- are required)

Course Number and Description	Semester Units
CIBU 208 Finance Statement Analysis.....	4
CIBU 301 Financial Products and Services.....	4
CIBU 302 Financial Modeling.....	4
CIBU 303 Counseling and Sales	4
CIBU 403 Venture Capital and Private Equity.....	4
CIBU 406 Advanced Financial Management.....	4
CIBU 413 Financial Econometric Modeling	4

The following are courses that fulfill the Marketing concentration of the program:

BS Marketing Concentration Courses (7 courses-28 Semester Units- are required)

Course Number and Description	Semester Units
CIBU 315 Experience Economy	4
CIBU 316 Business to Business Marketing	4
CIBU 317 Supply Chain Management	4
CIBU 318 Developing the Sales Base.....	4
CIBU 408 Innovation	4
CIBU 411 Marketing Instruments	4
CIBU 412 Buying Behavior	4

The following are courses that fulfill the Hospitality Management concentration of the program:

BS Hospitality Management Concentration Courses (7 courses-28 Semester Units- are required)

Course Number and Description	Semester Units
CIBU 320 Hospitality Industry Environment	4
CIBU 321 Kitchen Operations.....	4
CIBU 322 Food & Beverage Operations	4
CIBU 323 Food Cost Control & Management	4
CIBU 420 Rooms Division Operations	4
CIBU 421 Catering Operations & Management.....	4
CIBU 422 World Wine Vintages	4

Course Numbering

The course numbering system of CIBU divides courses into three categories: undergraduate level, master’s degree level, and doctoral degree level. Undergraduate courses are numbered from CIBU 100 through CIBU 499. General Education and lower-division courses are numbered CIBU 100 – CIBU 299. Upper-division courses are numbered CIBU 300- CIBU 499. Students enrolled in an undergraduate degree.

COURSE DESCRIPTIONS

All CIBU courses use the following instruction method:

Lecture. Taken in-classroom (residence).

Courses are conducted through lectures and discussion of selected readings from the course textbook, articles provided by the instructors, at home links to case studies, concentrated in-class discussion and guest speakers. Students will participate in individual and team activities and will be delivering presentations.

UNDERGRADUATE COURSES

CIBU 101 English Composition I

4 credit hours

The content of this course is organized around two principal areas of focus, each with a number of specific subtopics designed to help students develop an adequate understanding of the building blocks of English texts and apply that knowledge to the production of their own short compositions. The first focus area is the fundamentals of language, which include: (a) the Metalanguage of Language Learning; (b) style; (c) vocabulary; and (d) grammar. The second focus area is language in the written form, which include: (a) the building blocks of written English; (b) simple and complex sentence structure; (c) common sentence-level anomalies; (d) English paragraph structure; (e) cohesion and coherence; and (f) outlines and main ideas.

Course Prerequisite: None

CIBU 102 World Economic History

4 credit hours

In this course we will trace the evolution of historical events that have helped to shape the economy of our world as we see it today. In the course of doing so we will be using materials from the discipline of Economic History. It is a discipline that has as its main focus, History, but also encompasses other disciplines such as economics, archaeology, anthropology, psychology, sociology and geography. The purpose of the course is to provide a framework in which the students can understand the historical links with the past and how they relate to the present. It is hoped that not only will the students develop a knowledge of historical events in World Economic History, but will be able to make connections with the other aspects of their courses so that they start to understand the bigger picture that is the world economy. Students will gain a sense of the dynamism that has existed in economic relations since the time of the ancient man and how scholars over time have tried to understand or even affect those relations.

Course Prerequisite: None

CIBU 103 Introduction to Sociology

4 credit hours

Sociologists examine how social arrangements shape human experience and how people create order and conflict. This introduction to sociology offers students foundational understandings of central sociological approaches, including terminology and theory that sociologists use to understand life worlds, social order, social conflict, and social change. The goal of this course is to open students to an awareness of the sociological insights that transcend individualistic explanations of social behavior and organization (i.e. crime is not simply caused by bad people). When students leave this course, they will have a general understanding of what sociologists do and how to view the world through sociological perspectives.

Course Prerequisite: None

CIBU 104 Introduction to Western Philosophy

4 credit hours

Introduction to Western Philosophy will deliver insights into the foundations of various business and academic domains, which will promote more reflective and academically rigorous research and study practices.

All areas within business and science have at some point in history been posed as philosophical inquiries.

Introduction to Western Philosophy will cover the main methodological and theoretical frameworks behind these inquiries. This will be done through a range of philosophical traditions, ranging from the ancient Greek philosophical traditions to the contemporary on-going fields of research.

The content of the course will present the philosophical foundations of various business and academic domains related the educational content of the program. Thereby, it is specifically designed to integrate the philosophical content into the educational development of the students.

Course Prerequisite: None

CIBU 105 English Composition II

4 credit hours

This course is the continuation of English Composition 1 (101), with which it shares the same overall aim, namely to help students develop an adequate understanding of the building blocks of English texts and apply that knowledge to the production of their own

compositions. It is a course based on the principle of learning by doing, in which students are expected to broaden their knowledge of the mechanics of the English language and engage in intensive practice of their writing skills. While English Composition 1 focused on training students to write clear and well-structured paragraphs, this course will provide them with a deeper understanding of standard text structure, and equip them with the basic tools they need to write full-length academic essays in English.

Course Prerequisite: CIBU 101 English Composition I

CIBU 106 Introduction to Finance

4 credit hours

This introductory course in finance provides an overview of financial management and its basic concepts. It explores how a corporate manager acquires, monitors, and manages financial resources. It focuses on the theory, practical concepts, and procedures relevant for making financial management decisions in a corporate environment. The course provides further tools to evaluate the financial implications of some of the key management decisions.

Course Prerequisite: None

CIBU 107 Macroeconomics

4 credit hours

This course provides a comprehensive overview of macroeconomics. It examines both long-run and short-run macroeconomic issues. Topics include economic growth, unemployment, inflation, income inequality, stabilization policy, government debt and deficits, international trade, exchange rates, and financial crises. Students are exposed to both macroeconomic theory and contemporary macroeconomic issues. Special emphasis is placed on developing economic tools like empirical, theoretical, and historical investigation and applying those tools to understanding contemporary issues.

Course Prerequisite: None

CIBU 108 College Algebra

0 credit hours

This course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, arithmetic and geometric sequences, linear and quadratic equations, and exponential functions.

Course Prerequisite: None

CIBU 201 Information Technology

4 credit hours

Information Technology aims to provide to students the foundation knowledge of contemporary Information Technology areas, software, applications and job skills required to enter the Marketing and Finance job field.

A major component of the course is the practical application of the knowledge gained from the theoretical content. Students will learn how to effectively use an operating system along with programs for word processing, spreadsheets, presentations and coding in order to be able to effectively analyze and visualize data.

Course Prerequisite: None, though It is assumed that students will be familiar with introductory concepts in computing skills.

CIBU 202 Microeconomics

4 credit hours

This course will teach students how various stakeholders make up their decisions and how markets work. Consumers, producers and last but not least governments will be analyzed using modern microeconomic tools and theories. The 'art of decision-making' will be learned using case studies and microeconomic games as well as traditional textbooks and online resources. This course will equip students with effective analytical skills, but also with digital skills, to solve various case problems in more advanced classes. The microeconomic theories that will be learned can be applied to a wide range of economic problems.

Course Prerequisite: None

CIBU 203 Cross-Cultural Communications

4 credit hours

This course will introduce you to the major concepts of and debates surrounding cross-cultural communication. Cross-cultural communication involves knowledge about the main elements that make out how people communicate and how these elements are affected by cultural differences. Working mainly from the framework of Fons Trompenaars' 7 culture dimensions and E.T. Hall's culture theory on high- and low-context communication cultures, the subject of cultural differences is debated and related to each students personal experiences.

The skills and topics covered in this course may help each student adapt to any new cultural setting on an informed basis, thus enhance their personal performance both in work relations and otherwise.

Course Prerequisite: None

CIBU 204 Introduction to Statistics

4 credit hours

The course aims at acquainting the students with the basic statistical methods in a business context. The course demonstrates the relevance of the statistical methods in making decisions in the different areas of business: finance, human resource management,

marketing, quality control, management of information systems, and more. The course covers the following: descriptive statistics, random variables and continuous probability distributions, sampling distributions, estimation and confidence intervals, one-sample hypothesis testing, inferences from two samples, Chi-Square tests, and simple linear regression.

Course Prerequisite: CIBU 108 or equivalent

CIBU 205 Introduction to Accounting

4 credit hours

Introduction to Accounting provides an introduction to the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Accounting is referred to as the language of business. Primary areas of study include the theory of debits and credits, special journals, the accounting cycle, notes and interest, receivables and payables, accruals and deferrals, measurement and valuation of assets and liabilities, the determination of net income (profit) and the preparation and analysis of basic financial statements. Broad accounting topic areas to be covered include: Accounting as an information system, Measuring and reporting the operating cycle, Measuring and reporting long-term assets and long-term liabilities, Expanded presentation and analysis of accounting information

Course Prerequisite: None

CIBU 206 Introduction to Marketing

4 credit hours

The purpose of this course is to introduce the student to the marketing of goods and services in a global economy. This is a survey course designed to familiarize you with most of the activities and strategies employed by marketers. The student will acquire a conceptual base for understanding the role of marketing in a business environment. The course will explore the major components of the marketing mix, including pricing, product, distribution, advertising, sales retailing and wholesaling. Other elements of the marketing plan will be studied so that the student gains an understanding of the critical role, which marketing plays in the firm. Students will also learn and become familiar with the important ethical, environmental and social issues in marketing, measured by examinations, discussion and case papers. In addition, the successful completion of a Personal Career Prospectus, an individual term project, will measure students' analytical and critical thinking ability, creative and written communication skills and the capability to prepare a comprehensive marketing plan with the student as the "product."

Course Prerequisite: None

CIBU 207 Introduction to Organizational Psychology

4 credit hours

This is the course that applies the findings of Psychology to the working world. Industrial Organizational Psychology is involved with the study as to how business, in all its forms, works and, more specifically, how people in business work. How do individuals fit into organizations and how do organizations and groups within them work best? I/O Psychology looks at Human Resources, how managers work their wonders, relations between management and unions, and how the different parts of organizations fit together among many other topics. This is a very valuable course for people planning on business careers in organizations (such as non-profits, governments, as well as general business, etc.). It should also be really helpful to anyone who wants to lead others. We're all in business in one way or another.

Course Prerequisite: None

CIBU 208 Finance Statement Analysis

4 credit hours

This course is designed to prepare you to interpret and analyze financial statements effectively. This course explores in greater depth financial reporting topics introduced in the core course in financial accounting and also examines additional topics not covered in that course. The viewpoint is that of the user of financial statements. This course is designed primarily for students who expect to be intensive users of financial statements as part of their professional responsibilities. This course is about analyzing and using information from corporate financial reports for the purpose of financial analysis and valuation. The goal of this course is to learn how to use financial statement information to evaluate the firm's past and present performance and to predict likely future outcomes.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 209 Business Communications

4 credit hours

Business Communication is designed to develop students' ability to communicate effectively and professionally in a business context by developing their business English reading and writing skills. Students will be introduced to the characteristics of relevant genres and will work with communication, message strategies, relevant business terminology, and target audience analysis with a view to producing appropriate business texts. Examples of genres covered in the course are business letters, emails, press releases and newsletters, and web texts. The course will also include practice in using various language aids, review of a number of grammar problems, and ESP-terminology.

Course Prerequisite: None

CIBU 210 Business Statistics**4 credit hours**

Business Statistics is the second of a two-course sequence, which begins with a brief review of descriptive statistics and then covers inferential statistics for the remainder of the course. Students learn the conceptual and theoretical foundations of inference, combined with even more applications of business disciplines, primarily marketing, economics, and finance. This course, like the one that precedes it, places a premium on students being able to assess the quality of real data, as well as being able to describe, interpret, and draw inferences from it. The structure of the course is identical to that of Introduction to Statistics, in that it also requires laboratory sessions throughout the semester in which students learn programming and spreadsheet modeling with R statistical computing software package and office spreadsheet software (e.g., Microsoft Excel®, Google Sheets®), respectively.

Course Prerequisite: CIBU 204 Introduction to Statistics

CIBU 301 Financial Products and Services**4 credit hours**

Fundamental function and structure of financial market and financial system, banking operations in commercial and investment banks, bank products and their using in financial management of firms and financial investment; bank products as instruments for hedging against financial risks; forms of public financial funds and their use in financing of business enterprises.

Upon successful completion of this course, students will be able to understand principles of financial market and banking system, understand principles of banking products, utilize derivatives for hedging against financial risk, and understand principles of non-bank financial funds and its obtaining.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 302 Financial Modeling**4 credit hours**

This is a course about financial *spreadsheet* modeling that requires an understanding of (1) the underlying economics of finance and (2) the use of spreadsheets, starting with basic functions and ending with a complete financial model of a financial market development, process, or product. (The *next* course in this series covers also covers financial modeling; however, its focus is on the problems of financial economics and financial econometrics that require the use of computer programming and statistical software packages such as R, SAS, SPSS, Stata, etc.)

This first course covers a range of topics in finance and financial economics, while also requiring that you learn how other disciplines—including microeconomics, macroeconomics, language studies, philosophy, sociology, science and more—contribute to the discussion about what and how to model financial activity. Each topic below was chosen because it lends itself readily to financial modeling, and collectively these topics insure that you acquire the key learning objectives of the course. Know, however, the number and types of applications are limitless!

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 303 Counseling and Sales**4 credit hours**

The purpose of the subject of advisory sales is to make the student aware of the value of the personal selling in relation to financial businesses. Furthermore, the student must be able to prioritize and plan the personal sales effort in relation to resources, based on knowledge of the client, the services that are offered and buying behavior of the client. By knowledge of different forms of sales and sales- and communication techniques the student must be able to carry through the phases of the sale. The student will be able to analyze and assess the needs of the client. Also be able to define and establish a sales strategy for the individual client. And be able to analyze different form of sales such as initial selling, up-selling and cross-selling. Handle the advisory sales process from the initial contact with the client, uncover the needs of the client, handle objections and complaints, present solutions for support and service.

Course Prerequisite: None

CIBU 305 Greening Business**4 credit hours**

Green business operations and sustainability are becoming increasingly important in the US and global economy as companies attempt to grapple with competing pressures in order to deliver goods and services in an environment where scarce natural and energy resources, pollution regulations, population growth and climate change are driving corporate decision-making. Those businesses who adapt to this new environment will be better positioned to succeed in the global economy where demand for “green” products is increasing exponentially. Environment and energy constraints are becoming increasingly in company’s efforts to manage their operations here and abroad. In addition, social responsibility has become the watch-word in many corporate boardrooms. In as much as companies can lower their costs relative to their competitors and differentiate their products and services the chances of business success will increase greatly. This course is designed as a survey of green business operating principles, sustainability, and social responsibility issues that will impact decision-making of the business leaders of the future.

Course Prerequisite: None

CIBU 306 Project Management**4 credit hours**

This course introduces the tasks and challenges fundamental to project management, the vital function of managing complex projects across multiple functions. Successful project managers possess the skills necessary to manage their teams, schedules, risks, and resources to produce a desired outcome. Students learn the skills and tools of project management with a practical, hands-on approach. A key and often overlooked challenge for project managers is the ability to manage without influence—to gain the support of stakeholders and access to resources not directly under their management control. This course guides students through many of the fundamental project management tools and behavioral skills required in profit and nonprofit organizations. There is a special emphasis on causes of project failure and how to mitigate these issues through proper planning in the early phases of a new initiative.

Course Prerequisite: None

CIBU 307 International Marketing**4 credit hours**

World trade, international capital inflows and outflows, foreign direct investment, global portfolio investments, technological diffusion, e-commerce and the like are now everyday realities. One ignores these trends only at their own peril. Business executives need to understand the factors driving industries and firms to compete on a global basis and to develop management and marketing strategies and policies to deal with this reality. Although the speed and degree of globalization will vary by industry according to a variety of technological and environmental factors, all modern executives, in any field of specialization, must incorporate a global perspective in the execution of their tasks. As global economic growth occurs, understanding marketing in all cultures is increasingly important. International Marketing addresses global issues and describes concepts relevant to all international business executives, regardless of the extent of their marketing involvement.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 308 Advertising and Promotion**4 credit hours**

The course provides a comprehensive overview of advertising and promotion from an integrated marketing communications (IMC) perspective. It creates a clear understanding of traditional advertising and promotional tools, and shows how other key elements within the marketing communications mix (e.g., advertising, direct marketing, promotion and the Internet) can be integrated. Attention is given to key subjects such as market research, media planning, creative strategies for traditional and non-traditional markets, advertising agency practices, competitive positioning, and how each influences the effectiveness of an advertiser's campaign. A primary goal of the course is to shift the perceptual focus of class members from an audience to creators of advertising and promotion strategies for businesses. There is a hands-on practicum in which class participants prepare advertising campaigns for clients.

Course Prerequisite: 206 Introduction to Marketing

CIBU 309 International Business Law**4 credit hours**

This course examines the sources of international business law, the relationship between such law and the any country's legal system, the choice of law in international business disputes, the special issues that arise when doing business with foreign governments, the law governing international sales and the shipment of goods, and international intellectual property protection. In addition, the relationships between law and culture involved in international business transactions will be examined.

Course Prerequisite: None

CIBU 310 Cases in Entrepreneurship**4 credit hours**

Are you an entrepreneur? That is the question many individuals are asking in this age of corporate downsizing, follow-your-dream philosophies, and in the post dot-com age of the entrepreneurial start-up. In this course, students learn the essential attributes of an entrepreneur and the stages one goes through in taking the seed of an idea and growing it into a successful business. It also takes more than a good business plan and money to succeed; however. Entrepreneurs misunderstand that all too often, the strengths that helped them be successful as a start-up become liabilities to overcome in order to take it to the next level. This course provides practical insights into the differences between effective entrepreneurial leadership and management with a variety of case studies. The final outcome of the course is the ability of a team of entrepreneurs to pitch their idea and the details of their business model, financing, production, and distribution to investors.

Course Prerequisite: None

CIBU 311 International Communication**4 credit hours**

This course will provide students with a deep cultural awareness of diverse global views, valuable insights on understanding and overcoming cultural differences, and a clear path to international business success. The course will integrate the theory and skills of intercultural communication with the practices of multinational organizations and international business negotiations. We will

examine intercultural transitions and cross-cultural relationships as well as how virtual teams constant change and influence multinational organizations. Besides the course will provide you with the tools necessary to communicate effectively across cultures as well as help you to understand the strategic use of media technologies in the business world and how to apply these to the financial world.

Course Prerequisite: None

CIBU 312 Relationship Marketing

4 credit hours

Relationship marketing is a business strategy paradigm that focuses on the systematic development and maintenance of collaborative business relationships both internal and external to the firm. The powerful forces of globalization of industries, the total quality management movement, rapid advances in technology, and a shift in the balance of power toward customers have fundamentally changed the rules for business success. Managing sales transactions for short-term results is giving way to building long-term continuous customer value through managing relationships. Both an opportunity and challenge, relationship marketing requires a fundamental change in perspective from share of the market to share of the customer. The key to attaining a higher share of each customer's life-time business is the systematic development and management of relationships with external customers, suppliers, competitors and internal constituents within the firm. This course explores the emerging paradigm of relationship marketing and attempts to provide a structure and overview of its relevant dimensions for the aspiring manager.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 313 The Sales Performance

4 credit hours

The goal of the Sales Performance course is to examine the elements of an effective sales force as a key component of the organization's total marketing effort. The course will extend student's understanding of marketing's reach and potential impact in achieving its overarching goals. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), use of technology to improve sales force effectiveness, and issues in recruiting, selecting, training, motivating, compensating and retaining salespeople. Students learn to apply the discussion topics through an interactive project worked on throughout the course.

The course is primarily an interactive discussion including debates, cases, and multiple opportunities to apply the theories that are discussed. A critical element of the class is a group project simulating a typical complex management situation; the project includes a written paper with the option for a presentation to the class with verbal defense.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 314 Dimensions in Human Resource Management

4 credit hours

This in-depth course surveys the role, major outcomes, policies and procedures of human resource management in organizations today. Course material deals with environmental impacts on human resource management, equal employment opportunity, human resource planning, selection, performance evaluation, wage and salary administration, training and other pertinent topics. Students will increase their understanding of the role of human resource management today, be able to explain the steps necessary to staff and motivate a workforce, and appreciate the role of quantitative and qualitative decision making in human resource management. A new dimension – the art of “green HRM” will also be evaluated for possible future impact.

Course Prerequisite: None

CIBU 315 Experience Economy

4 credit hours

The experience economy is about new forms of value creation. This course emphasizes how experiences can add value to firms and customers. This course provides students with concrete design principles and models that can be used as a basis for creating meaningful and memorable experiences. Both theory and practice are discussed; numerous case studies are examined. The course focuses on (a) experience economy - theory and models; (b) strategic context for use of experience economy; (c) management and strategy for experience economy; and (d) experience economy in relation to innovation and marketing.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 316 Business to Business Marketing

4 credit hours

This course develops students' understanding of the various marketing concepts involved in organizational buying. It helps students to comprehend the buying process of business markets. Concepts including strategic alliance, networking, supply chain management, outsourcing, and issues and impacts of globalization, will be introduced. With value created and delivered in the marketplace as its cornerstone, this course equips students with the necessary marketing tools to deal with issues related to business markets. Business ethics is emphasized in the course and integrated into the topics.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 317 Supply Chain Management**4 credit hours**

This course focuses on management and improvement of supply chain processes and performance. It will be valuable for students who would like to pursue a career in consulting or take a position in operations, marketing or finance functions in a manufacturing or distribution firm. We explore important supply chain metrics, primary tradeoffs in making supply chain decisions, and basic tools for effective and efficient supply chain management, production planning and inventory control, order fulfillment and supply chain coordination. We will also investigate topics such as global supply chain design, logistics, and outsourcing, several other recent supply chain innovations.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 318 Developing the Sales Base**4 credit hours**

The goal of this course is to examine the elements of an effective sales force as a key component of the organization's total marketing effort. The course will extend student's understanding of marketing's reach and potential impact in achieving its overarching goals. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), use of technology to improve sales force effectiveness, and issues in recruiting, selecting, training, motivating, compensating and retaining salespeople. Students learn to apply the discussion topics through an interactive project worked on throughout the course.

The course is primarily an interactive discussion including debates, cases, and multiple opportunities to apply the theories that are discussed. A critical element of the class is a group project simulating a typical ... though complex ... sales management situation; the project includes a written paper with the option for a presentation to the class with verbal defense.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 320 Hospitality Industry Environment**4 credit hours**

This course provides a broad and inclusive perspective on the hospitality industry today and gives students a foundation for understanding and exploring the range of possibilities with which the industry is engaged. While the course presents theoretical/conceptual material crucial to a full understanding of the industry, it grounds learning in practical knowledge and in actual industry operations, particularly through case studies. Students will have opportunities to put their knowledge to use in the classroom and in the field.

Course Prerequisite: None

CIBU 321 Kitchen Operations**4 credit hours**

This course covers the spectrum of food safety and preparation from the vendor to the customer, including kitchen equipment, food purchasing, preparation, cooking, quality assurance, and serving. Students will prepare recipes, menus, and production schedules and will learn risk analysis using the HACCP (Hazard Analysis and Critical Control Points) method. Topics will include kitchen organization and efficiency, equipment use and maintenance, food composition, food ingredients, dining room management, utilizing local food producers, inventorying, hiring and organizing and scheduling staff, assessing quality and efficiency, using economies of scale, food and beverage knowledge and implementation, and effective purchasing. The course is taught with practical exercises and methods, including role play, mock exercises, and video training.

Course Prerequisite: None

CIBU 322 Food & Beverage Operations**4 credit hours**

This course introduces the principles of food service operation by providing a broad overview of the food service industry. The course then focuses on major industry segments, business practices, and trends. Students learn the roles and operating procedures along with dining equipment, product identification, and guest service styles and standards. Other topics treated include menu planning, sanitation, safety, kitchen design, pricing, storage practices, inventory processes, purchasing, food service presentation, human resources utilization, conducting research on food service operations, firing and training employees, departmental structure, reservations, quality control, room service, takeout, catering and special events, cuisines of different cultures, healthy foods today, and wine and wine-food pairing. The course is taught with practical exercises and methods, including role play, exercises, and videos. Students are expected to undertake a project in a local facility that focuses on food and beverage operations.

Course Prerequisite: None

CIBU 323 Food Cost Control & Management**4 credit hours**

Students in this course explore managerial duties and responsibilities for budgeting and forecasting costs, and for developing and maintaining controls in food establishments. They learn how to manage supply and demand while maintaining quality. Emphasis is placed on methods used by hotel managers in order to increase food and beverage operational profits by maximizing revenues and

controlling costs. Topics include accounting, marketing, legal issues, sanitation, service, inventory control, purchasing, pricing, storage, menus, measuring labor production, and using tools to keep costs low and profits high. The course includes practical exercises and methods, including role play, exercises, videos, and a project at a local restaurant or food facility.

Course Prerequisite: None

CIBU 324 Conventions & Event Management

4 credit hours

This course examines the strategic management process as it applies to conventions and events, and it places heavy emphasis on selected aspects of operational planning, notably those associated with human resource management, administration/operations, and evaluation and research. Other areas covered include: the principles of managing venue and facility operations; the process of identifying, developing, and implementing creative concepts for events; and the organization and administration of attraction-based events. Topics include tourism as a positive economic, ecological, social, and cultural force today; cutting edge knowledge and research in the tourism industry; holistic thinking for tourism managers; sustainability within the tourism industry; the use of innovative technologies; and tourism management for the future. Students will conduct a project with a local facility that involves convention or event management.

Course Prerequisite: None

CIBU 402 Risk Management

4 credit hours

This course will look at the financial risks that a company faces when engaging in international trade. One of the major risk relates to foreign exchange risk. This course will look at how to measure foreign exchange risk and what possible actions a company can take to reduce the risk of being adversely affected by exchange rate movements, in both the short and long term. Furthermore, the course will look at how companies can access individual country risk when conducting international trade and how they can try to reduce those risks. Then the course will also cover the main methods that are being used to facilitate international trade and how to reduce international trade financing risks.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 403 Venture Capital and Private Equity

4 credit hours

Over the last two decades, venture capital has become an important segment of the financial system, and the economy at large. The venture capital industry provides vital equity financing to privately-held companies, and covers a surprisingly large spectrum of deals. In this class students will learn about the main challenges faced by venture capital practitioners, taking sometimes the investor perspective, sometimes switching perspective by looking at deal from the perspective of companies, or even limited partners. Students will become familiar with the terminology and institutional background of the industry, and learn to understand the underlying economic issues. Furthermore, this course traces the background and foundations for the growth in the start-up industry, the entrepreneurs who pioneered and today this new era, and the growth in the quality and quantity of financial sources available. We will study the various sources of capital including Angel Investment, Venture Capital, and most recently, Crowd Funding. Angel Investment, though more recently coined, is the most traditional source of capital source for entrepreneurs. Angel Investment is often a vital first stage of development for entrepreneurs whose network of friends, family and associates can lend both financial and formational support. First developed in the 1960's and 1970's, Venture Capital has become an important component of the financial system, driver of economic activity, and segment of the economy at large.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 404 Senior Thesis 4 credit hours

During this course, students will develop a project within the marketing stream, the finance stream, or the hospitality stream under the supervision of an instructor. The course prepares the students to undertake independent research. The specific research goals will be different for each independent researcher but the course will have common assignments and grading scheme. The research project is expected to take its outset in an existing company.

As a preparation to the work with the project, students are given an introduction to research methods and academic writing, including basic knowledge of scientific paradigms and research methods, how to conduct and in written form report a scientific study, and lastly how to collect data and information and evaluate this information according to relevant scientific criteria.

In this course the students will process and analyze the empirical data collected and write a final report on the basis of this and the know-how from the contents of the study program as such.

Course Prerequisite: Having passed the first seven semesters with the relevant concentration

CIBU 405 Cases in Management

4 credit hours

This course focuses on the concepts and methods of managing an organization with a strategic objective in marketing, finance, or

hospitality (according to concentration). The overall course objective is to identify, apply, and evaluate techniques for structuring and resolving problems in organizations. The main educational tool used in the course is the analysis and class discussion of case studies. Readings and lectures are used to supplement the case analyses. Topics include, but are not limited to: Organization Structure, Motivation, Leadership, Operations Management, Strategy, Stakeholder Analysis, Managing Globally and Ethically.

Course Prerequisites: CIBU 106 Introduction to Finance and CIBU 206 Introduction to Marketing

CIBU 406 Advanced Financial Management

4 credit hours

The objective of this course to deepen students' knowledge about different aspect financial management. This include developing students' ability to estimate the value of different projects or investments. It also covers looking at company risk and estimating a company's cost of capital. The main goal of a company is to maximize its value for its shareholders and how company chooses to finance itself will have significant impact on its valuation. Therefore, this course also looks in detail at company capital structure decisions, the different features of debt and equity financing, and cash payout policy.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 407 Personal Finance

4 credit hours

The aim is that the student acquires an understanding of the relationship between personal income, a person's life and financial arrangements. The student should have knowledge of various offers from the financial sector and their purpose seen in relation to personal financial issues. The student should be able to apply methods and tools for the collection and analysis of information concerning personal finance. Finally, the student should be able to evaluate concrete proposals for solutions using both text explanations and simple financial spreadsheet modeling.

Course Prerequisite: CIBU 106 Introduction to Finance

CIBU 408 Innovation

4 credit hours

The management of innovation is one of the most important and challenging aspects of modern organizations. Innovation is inherently difficult, uncertain and risky. Given this, it is essential that students understand the strategies, tools and techniques for managing innovation.

This course studies various definitions and examples of innovation from existing management literature and from a set of example cases that illustrate innovation. Students will gain knowledge of what innovation is and why it matters. Throughout the course students will examine innovation through case studies, best practice analyses, and relevant readings.

Course Prerequisite: None

CIBU 409 Strategic Marketing

4 credit hours

This course will review and appraise contemporary marketing strategies, literature and practice to provide students with a comprehensive understanding of marketing and business strategy. Strategic marketing focuses on the concepts and processes involved in developing market-driven strategies. The key challenges in formulating market-driven strategies include acquiring a shared understanding throughout the organization about the current market and how it may change in the future. Further it includes identifying opportunities for delivering superior value to customers, positioning the organization and its offerings to best meet the needs of its target markets. Finally, the course will teach you how to develop a coordinated marketing program and to deliver superior customer value.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 410 Viral Communication

4 credit hours

Getting users to share your promotional activities for you (either directly or indirectly), can in certain situations be a powerful marketing strategy. In this course we start by analyzing when (and if) viral communication can be beneficial for an organization. We do this by working with strategic brand building, using frameworks by Kevin Lane Keller. After understanding if, when and why (which branding goals) to use viral communication we start working on how to do effective viral communication. We look at current examples of videos and other promotion that have either succeeded or failed in breaking through to become truly viral communication – and analyze why this is.

The last third of the course is dedicated to promotional activities that are indirectly viral, such as Social Media and Search Engine advertising. The course will give the students hands-on experience with ad writing and in the end each student will get the chance to obtain a Google AdWords certification. We will apply the same brand-building framework to Video, Social Media and Google AdWords and analyze how to use the differences to determine when to use a specific promotional activity.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 411 Marketing Instruments**4 credit hours**

This course will focus on how both qualitative and quantitative aspects of how marketing research can help managers to address substantive marketing problems including: market segmentation, targeting and positioning, estimating market potential, forecasting demand, developing advertising and pricing, and introducing new products. To achieve the course objectives, we use a combination of lectures, guest lectures, case discussion, and exercises. Additionally, there is a course project that provides the students with the opportunity to integrate the steps in the marketing research process discussed in class. Class sessions will be devoted to probing, extending, and applying material found in the text. Analysis of cases will form the basis for applying the concepts in real-world situations, and students are expected to come well prepared for these class discussions. An important aspect of the course involves getting "hands-on" experience with marketing research problems through the exercises. Ultimately, the project will require you to integrate everything you've learned to conduct an actual research project from problem definition through a final report.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 412 Buying Behavior**4 credit hours**

The course introduces a wide range of behavioral concepts, and explores the strategic implications of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets. Key to the course is demonstrating how an understanding of buyer behavior can help to improve strategic decision making.

Course Prerequisite: CIBU 206 Introduction to Marketing

CIBU 413 Financial Econometric Modeling**4 credit hours**

Financial Econometric Modeling employs the tools of economics and statistics to the unique problems that arise in the description and analysis of financial data. The purpose of this course is to enable to understand the determinants of macroeconomic indicators, which in turn affect the risk and pricing of financial instruments. This course therefore provides deeper insight into how financial markets operate. In addition, it provides students with tools for measuring and predicting financial market outcomes and events. This course also comes bundled with an "Econometrics Lab" in which students will receive instruction in the mathematical and statistical methods specific to the weekly lesson while being required to use statistical software to derive financial econometric results. The statistical software used for the course is R.

Course Prerequisite: CIBU 106 Introduction to Finance, CIBU 107 Macroeconomics; CIBU 202 Microeconomics, CIBU 208 Financial Statement Analysis, CIBU 302 Financial Modeling

CIBU 414 Global Finance**4 credit hours**

Global Finance exposes students to the world's most integrated industry using a combination of approaches: review of the macroeconomic and financial rationales for the subject, along with a study of the markets, participants, and instruments used. The content of this course takes into account the financial decision making of not only large multinational corporations, but small and medium enterprises, as well as both public and private sector organizations.

Course Prerequisite: CIBU 106 Introduction to Finance, CIBU 107 Macroeconomics; CIBU 208 Financial Statement Analysis, CIBU 302 Financial Modeling

CIBU 415 Entrepreneurship Finance**4 credit hours**

Entrepreneurship Finance addresses the needs of students who are interested in raising the financial capital and building the social networks essential to bringing their business ventures to fruition. These business ideas can result from the student's own creativity, or they can be "intrapreneurial", that is, original within an existing company setting. Each student is required to begin the course with an entrepreneurial or intrapreneurial venture in mind.

The course begins with an overview of various types of entrepreneurial financial structures and instruments, and ends with the students being able to support the entrepreneurial project with financial reasoning and metrics. The test of mastery of this subject consists of a coherent, finance-informed pitch to financiers.

Course Prerequisite: CIBU 106 Introduction to Finance, CIBU 107 Macroeconomics; CIBU 202 Microeconomics, CIBU 208 Financial Statement Analysis, CIBU 302 Financial Modeling

CIBU 420 Rooms Division Operations**4 credit hours**

Students examine how activities are coordinated within the rooms division and between the rooms division and other departments. They compare the application of various systems, procedures, and controls associated with a modern hotel housekeeping department. Emphasis is placed on management delegation, scheduling systems, routines, and equipment requirements. Topics treated include policies and procedures for managing rooms division, front office operations and its relationship with rooms division, reservations, check-in and check-out procedures, night auditing, room cleanliness, inspections, occupancy percentages, the work of the concierge

and security/loss prevention department, yield management, the use of technology and in-room technology, “greening” of rooms, ADA compliance, and sustainability initiatives. The course includes practical exercises and methods as well as a field-based project at a hotel.

Course Prerequisite: None

CIBU 421 Catering Operations & Management

4 credit hours

This course emphasizes logistics in hotel catering departments, including operation, sales, and relationships with other departments within the hotel as well as with outside vendors. Students also learn about vending operations in other industry segments such as convention centers, stadiums, parks, schools, and hospitals. Topics include catering styles, catering business development, catering sales and marketing, catering menu programs, quality service and standards for catering, and managing catering equipment. The course includes practical exercises and methods as well as a field-based project with a local catering operation.

Course Prerequisite: None

CIBU 422 World Wine Vintages

4 credit hours

Students in this course acquire knowledge about manufacturing wines, quality criteria used in assessing wines, and sensory standards of different wines throughout the world. They learn the importance of geography to wines and vineyards in order to apply this knowledge when assisting guests with wine lists and advising guests on wine-food pairings. Topics include determining a great wine, wine varietals, the role of the sommelier, cooking with wine, wine tasting, winemaking, vineyard culture, climate for different wines, and white vs. red wines. Students have the opportunity to conduct a project at an accessible winery.

Course Prerequisite: None

CIBU 423 Guest Services/Reservation Management

4 credit hours

This course familiarizes students with the front office and front office operations in a hotel. Emphasis is placed on guestroom availability, reservation processing, guest registration, team selling, guest/employee relations, night audit, and checkout procedures using various property management systems. Topics include group reservations, forecasting, anticipating customer needs, empowering employees through respect, developing an effective training program, creating employee loyalty, developing standards for service, inculcating a strong service culture, effective supervision, and insisting upon unrelenting quality. Courses make use of practical exercises and methods, and students are required to conduct a project that involves guest services/reservation management at a local hotel.

Course Prerequisite: None

Master's Degree Program - Section

Admissions

General

Applicants are reviewed without regard to age, color, creed, marital status, national or ethnic origin, physical disability, race, religion, sex, sexual orientation or veteran status. If an applicant has any further questions, he or she should contact the Admissions Assistant.

Application Filing Period

CIBU matriculate's students throughout the year. New students may enter classes at the beginning of each semester. Specific admission application deadlines for each term are as follows:

- Fall Semester -- July 1
- Spring Semester -- November 1

The academic calendar can be found in the Catalog as well as on the [website www.cibu.edu](http://www.cibu.edu). Overseas students are encouraged to submit completed applications 10 weeks prior to the semester in which they wish to matriculate in order to have enough time to request an F-1 Student Visa from the American Embassy or Consulate in their home country.

United States residents are encouraged to submit their applications eight weeks prior to matriculation.

Master's Degree (Master of Business Administration (MBA) – (Concentration in Hospitality and Tourism Management or General Track)

Applicants must have earned a Bachelor's degree from CIBU, an institution either accredited by a regional or national association recognized by the U.S. Department of Education, or a foreign institution, licensed and regulated by the appropriate oversight agency in the country of origin. Foreign degrees will be reviewed to determine if they meet the necessary academic requirements.

- Completed and signed "Application for Admission." (Can be found on our homepage at www.cibu.edu.)
- Proof of English Proficiency.
Instruction will be in the English language. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the dominant language of instruction must receive a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or an equivalent score on an internationally recognized test to enter the doctoral program. The

minimum scores for admission are:

- TOEFL PBT – Graduates: 550
- TOEFL iBT - Graduates: 79
- IELTS – Graduates: 6.5
- TOEIC – Graduates: 750

Applicants must submit such scores on official documents with their application.

Applicants who hold a bachelor's or higher degree from a university located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, Nigeria, United Kingdom, and other similar English-speaking countries) and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempted from the English test requirement.

- Official or certified copies of their undergraduate transcripts as well as transcripts for any postgraduate course work they may have taken. These transcripts may be included with the application in sealed envelopes, or sent from the school's registrar office directly to CIBU's Admissions Office under separate cover. Undergraduate transcripts must show a GPA of 2.0 or greater. [Note: Students who have completed a post-secondary degree from an appropriately recognized institution do not need to provide evidence of high school graduation or its equivalency, since they have completed a post-secondary degree].

A certified English translation and evaluation must accompany all transcripts if transcripts are not in English. A general statement (not a line by line review) will be required showing that your highest degree obtained is equivalent to the same in the U.S.A.

- Letter of Motivation. (Procedural details for this requirement are provided in the "Application for Admission").
- Proof of Identification. International students must provide a copy of their passport. U.S. citizens or permanent residents must provide a birth certificate, passport, or green card.
- Proof of Financial Responsibility Bank Letter/Statement (for international students)
- First semester tuition
This will be invoiced when the applicant is found eligible

and after the Provisional Letter of Acceptance has been issued.

International students who have paid for their first semester but fail to be granted a student visa for U.S.A. will receive a refund, less an administration fee of \$250.00 and less an International Postage fee of \$50 (once cost incurred).

Transfer Credits – Master’s Degree Program

Evaluation for transfer credit will be conducted by the Dean of Student Affairs or designee in consultation with appropriate faculty members. CIBU will retain sole discretion to determine whether previously completed course content corresponds to program requirements and if student performance justifies the awarding of transfer credit.

Transfer credits (from schools other than CIBU) will be accepted from U.S. institutions accredited by agencies recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), and/or foreign institutions approved by their appropriate governmental bodies. For the master’s degree program, CIBU will only accept credits for courses in which the student received a 3.0 or better on a 4.0 scale or its equivalent.

For all transfer credits, and specifically those from foreign institutions, CIBU will review catalogs, course syllabi, and other curricular materials as necessary to ensure that credits accepted are comparable and applicable to CIBU programs. International students must submit original or certified transcripts, translated into English, showing courses completed, grades obtained, dates and length of program.

The maximum credits CIBU will accept in transfer from another institution will conform to the requirements of the State of California and other regulatory agencies which oversee our operations. Eight (8) semester units at the master’s level are the maximum transferable credits allowed. The doctoral program accepts the transfer of an applicable master’s degree and a maximum of eight (8) additional semester units.

CIBU does not accept credits earned through challenge examinations and achievement tests except as listed below. CIBU does not accept ability to benefit students at this time. CIBU has not entered into an articulation or transfer agreement with any other college or university. CIBU may enter into articulation agreements with other universities foreign or domestic. However, these agreements do not contain any specific benefits for the students or transfer of additional credits.

Since transfer of course credit to another educational institution is at the option of the receiving university/college,

students should consult with the institution to which they possibly wish to transfer credit before enrolling at CIBU. CIBU makes no representation whatsoever regarding transferring credits to any other college or university. You should assume credits are not transferable unless you have written approval from another college or university. Certifications and licenses may require additional study and cost.

CIBU awards transfer credit for academic credit earned at previous accredited colleges and universities. Applicants who wish to obtain transfer credit must provide transcripts to CIBU for evaluation as per our admissions process. Copies of transcripts will be accepted for admissions purposes. However, official transcripts must be sent directly to CIBU from the institution from which the credits were earned within 30 days of enrollment. Students have the right to appeal transfer of credit. A written appeal must be made to the University and will be reviewed by a committee or designee.

A student who has prior experience that contributes to learning relevant to CIBU's curriculum may petition for academic credit. CIBU only allows prior experience that directly relates to military experience in relation with requirements of the Veterans Administration and recommendations of the American Council on Education (ACE). The amount of credit is determined only after assessment by the student and faculty members. The amount of credit may not exceed 12 units. Students interested in this possibility should consult with the Dean of Student Affairs and complete a petition for prior experiential learning. Evaluation of experiential learning may take varied forms dependent upon the academic program, type of experience, and how units are being used. Students do have the right to appeal the university’s decision on the awarding of prior learning experience. No charges/fees are required to petition for prior learning experience credit. Experiential learning credit is awarded on a credit/no credit basis only.

Graduation Requirement

Master of Business Administration Degree (Concentration in Hospitality and Tourism Management or General Track)

The Master of Business Administration Degree (MBA) is a 48 semester unit program (normally 12 courses of each 4 semester units) that can be completed in approximately fifteen to eighteen months.

An overall minimum GPA of 3.0 is also required for degree completion.

Program Information

Master of Business Administration (MBA) Program - (Concentration in Hospitality and Tourism Management or General Track)

The MBA program is designed to train students to understand accounting, legal and management issues in international corporations and entrepreneurship opportunities/challenges.

Program Requirements

The MBA program is a 12-course, 48-semester unit study. Students are required to complete eight core academic area courses plus four additional master's level courses. Courses should be selected in relation to degree requirements as well as the student's prior academic and work experience, and future employment plans. International students must take a minimum of three (3) courses per academic semester.

Degree Requirements – MBA (48 Semester Units)

The following courses fulfill the requirements listed above:

MBA Core Requirements

(6 courses – 24 Semester Units are required)

Course Number and Description	Semester Units
CIBU 610 Organizational Development & Culture	4
CIBU 620 Business Ethics	4
CIBU 625 Entrepreneurship	4
CIBU 627 Corporate Finance.....	4
CIBU 629 Marketing.....	4
CIBU 630 Operations Management.....	4
CIBU 631 Managerial Accounting	4

MBA Methodology Course Requirements (1 course – 4 semesters Units are required)

Course Number and Description	Semester Units
CIBU 635 Statistical Analysis.....	4

MBA Capstone Requirement (1 course – 4 semesters Units are required)

Course Number and Description	Semester Units
CIBU 681 Thesis Project	4

MBA General Track

(select 3 from below, 12 Semester Units are required)

Course Number and Description	Semester Units
CIBU 624 Strategic Management.....	4
CIBU 626 Human Resource Management	4
CIBU 632 Negotiation & Legal Analysis.....	4
CIBU 633 Economic Analysis	4
CIBU 634 Portfolio Analysis.....	4
CIBU 636 International Business & Commerce.....	4
CIBU 643 Management Information Systems.....	4
CIBU 645 Lifestyle Marketing & Media	4
CIBU 646 International Marketing	4
CIBU 660 Product Development	4
CIBU 680 Business Internship	4
CIBU 685 Leadership	4
CIBU 695 Project Management	4

MBA Concentration in Hospitality and Tourism Management

Concentration in Hospitality and Tourism Management (select 3 from below, 12 Semester Units are required)

Course Number and Description	Semester Units
CIBU 601 Sales Management for Hospitality	4
CIBU 602 New Trends in Hospitality	4
CIBU 603 International Business Law	4
CIBU 604 Career Development	4

Course Numbering

The course numbering system of CIBU divides courses into three categories: undergraduate level, master's degree level, and doctoral degree level. Master's level courses are numbered from CIBU 600 through CIBU 699.

Satisfactory Academic Progress (SAP) – Master's Degree

Satisfactory Academic Progress (SAP) denotes a student's successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress (SAP)" for students receiving federal financial aid. CIBU makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received.

All students must maintain satisfactory progress at CIBU as determined by the qualitative and quantitative standards established by the institution. According to these standards, a graduate student remains in good standing if he/she earns a cumulative GPA of 3.0 or above; and all students must progress

toward the completion of their respective program within the maximum program length established by CIBU (see below chart).

Maximum Program Length (MPL) – Quantitative Measurement of SAP

The MPL for each program is established by multiplying the number of semesters in the program of study by 1.5.

The MPL for CIBU programs are as follows:

- Master of Business Administration (MBA)
- Normal Program Length* 4 semesters
- Maximum Program Length 6 semesters

* The Normal Program Length describes the length of time a student with no transfer credits shall remain enrolled in a program at CIBU. A student with prior, transferable academic experience will have a shorter normal program length as well as the maximum program length.

Earning Degree/Credential

Students who exceed the MPL cannot receive the original credential for the program. Instead, students will receive a “Certificate of Completion” for courses completed at CIBU. CIBU reserves the right to confer the original credential for the program based upon extenuating circumstances.

Evaluation Points in the Academic Program – Qualitative Measurement of SAP

A student is evaluated at the end of every semester for compliance with CIBU’s SAP. At each evaluation point, CIBU assesses the student’s cumulative GPA (CGPA) and rate of progression through the program as calculated by the successful course completion percentage (SCCP). This percentage is determined by dividing the number of credits successfully completed by the total number of credits attempted. A description of how each grade at CIBU impacts both the GPA and SCCP is described later in this policy.

A Student is considered meeting the standards of satisfactory progress if fulfilling the following requirements:

Graduate Students

Evaluating Point	Min. CGPA	SCCP
25% of program	3.0	50%
50% of program	3.0	60%
End of Subsequent academic years#	3.0	67%
100% of program#	3.0	67%

- Mandatory dismissal point. No probation permitted.

Academic Probation

With the exception of those evaluation points identified with “#,” students are placed on academic probation if they fail to meet any of the requirements in the above SAP charts or fail to maintain a cumulative grade point average (CGPA) of 3.0 for graduate students during any semester.

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation. If the student achieves satisfactory progress for the subsequent period but has not earned the required grades for overall satisfactory progress of the program, the student may be continued on probation for one more grading period.

If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student enrollment will be terminated.

When a student is placed on academic probation, the student will be required to communicate with the Dean of Academic Affairs prior to returning to class. The Dean of Academic Affairs will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the student’s permanent record.

Maximum Terms of Academic Probation

A student may remain on academic probation for two semesters unless the student cannot complete the program of study within the MPL, or the period of probation coincides with a mandatory dismissal point (identified with the “#” above). A student placed on academic probation for two consecutive terms must be dismissed if the academic deficiency is not remedied prior to the beginning of the third semester.

Removing Academic Probation Status (Re-establishing Satisfactory Academic Progress)

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Maximum Terms of Academic Probation will be removed from academic probation. The student will be carefully observed every semester thereafter, however.

Academic Dismissal

A student will be dismissed from his/her program of study for the following: 1) failing to maintain the minimum academic requirements (CGPA or SCCP) at any evaluation point identified with “#,” 2) failing to correct his/her academic probation status within two semesters, 3) the academic evaluation (see below) determines that a student on probation does not have the ability or determination to continue in the program of study, or 4) at any point CIBU determines the student will be unable to complete a program of study within the MPL.

Academic Evaluation of Students Placed on Academic Probation

An academic evaluation of the student placed on academic probation will be conducted by the Dean of Student Affairs or designee. The purpose is to determine that the student has the desire and the academic ability to progress satisfactorily in the program. If the academic counselor or the Curriculum Committee finds that the student lacks the desire or ability to progress satisfactorily, the student will be dismissed from CIBU.

Effect of Grades on Satisfactory Academic Progress

1. Units attempted but not completed include the following grades: F (failure), W (withdraw), and IP (in progress). A course attempted, but not completed, lowers the SCCP.

2. For repeated courses, only the higher grade counts toward the GPA. The lower grade is replaced by "*" after the higher grade is earned. The repeated course counts only once for units completed but will count twice as units attempted in the SCCP calculation.

3. The grades TR (transfer) do count as credits attempted and completed; they have no effect on the calculations of GPA and SCCP.

*CIBU does not offer noncredit remedial courses

Credits transferred will reduce the normal program length by the number of units transferred. Transferred credits therefore are counted towards the maximum time frame and shorten the maximum program length for the programs. Credit transferred has no effect on the calculation of the student's GPA or SCCP.

Withdrawn, Withdrawn Failing, Transfer of Credits

If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives a "0" for the course at the discretion of the faculty member. This is included in the GPA. Transfer of credit courses does not affect the GPA. The student who receives a "W" grade will have a 12-month period following the date of withdrawal to complete the course at no additional tuition.

Mitigating Circumstances

The Dean of Student Affairs may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Appeals & Probation Status

If the student feels there were extenuating circumstances to explain their disqualified SAP status they have the option to appeal to the Dean of Student Affairs or their designee. An appeal may require the student to meet with a counselor, seek tutorial assistance outside the university, correct the difficulties that prevent success and/or other suggested remediation to show increased possibilities of future SAP success. An approved appeal will give the student only 1 semester of probation. The student must meet the SAP requirements in the following semester or be dismissed.

Satisfactory Progress - Veterans

Veteran students should be aware of the standards of satisfactory progress for all students. Satisfactory progress is defined as having a CGPA of 3.0 or above and advancing towards completion of a degree. If a veteran's CGPA falls below a 3.0, the student will be placed on probation. If a veteran does not raise his or her CGPA by the next term, he or she will be suspended and benefits will be terminated. The Department of Veteran's Affairs will be notified when a student is not making satisfactory progress or when the student fails a course.

Changing Programs or Seeking Additional Degrees

Students who change programs (graduate students only) will transfer all previously completed credits into the destination program. The assessment of the satisfactory progress of a student seeking additional graduate degrees (i.e., transferring a CIBU master's degree into the doctoral program) will include all credits earned at CIBU that transfer into the higher credential. Undergraduate credits will not be included in the assessment of CGPA and SCCP for students enrolled in master's degree or doctoral programs. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame

Repeating a Course – Graduate Students

Graduate students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale on all courses that carry a graduate credit. At CIBU, graduate students must repeat courses in which they have received a "C-" grade or below or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat.

Repeating to Raise the GPA

Repeating a course to raise a passing grade is known as the second grade option. The new grade will replace the old grade for grade point average calculation but the old grade will remain in the transcript along with the new grade.

Graduate Students

The appropriate CIBU graduate department may allow a student to petition to repeat a graduate course in which the student received a grade of B- or lower.

Course Descriptions

All CIBU courses use the following instruction method:

Lecture. Taken in-classroom (residence).

Courses are conducted through lectures and discussion of selected readings from the course textbook, articles provided by the instructors, at home links to case studies, concentrated in-class discussion and guest speakers. Students will participate in individual and team activities and will be delivering presentations.

GRADUATE COURSES – MASTER’S DEGREE

CIBU 601: Sales Management for Hospitality

4 credit hours

This course analyzes sales management policies and procedures with an emphasis in Hospitality and Tourism. Explores the working hotel sales department and the utilization of property management system data in sales planning, brief preparation, sales presentations, and client contact.

CIBU 602: New Trends in Hospitality

4 credit hours

Course provides an overview of the hospitality and tourism industry, its trends and current concerns, growth and development, industry segments and their distinguishing characteristics. Students are introduced to career opportunities and the employability skills needed.

CIBU 603: International Business Law

4 credit hours

Explores the laws, values, and travel of the global business world. It will examine the values and laws upon which the free enterprise system is based, utilizing debate and written exercises. It also considers comparative law issues arising from personal issues to business practices.

CIBU 604: Career Development

4 credit hours

Introduces career options to students. Course helps students to develop their career goals by exposing them to tools, resources, and skills to make the right choices for themselves.

CIBU 610: Organizational Development and Culture

4 credit hours

Introduces the contemporary theory of organization, organizational behavior and development, and organization design from a North American perspective. The course cases are drawn from North American businesses, featuring classic large and small company experiences, problems, and impacts related to management of cultural issues.

CIBU 620: Business Ethics

4 credit hours

Explores the laws, ethics, and values of the global business world. Examines the values and ideology upon which the free enterprise system is based, utilizing debate and written exercises. Also considers ethical issues arising from personal morals and business practices.

CIBU 624: Strategic Management

4 credit hours

Introduces contemporary theories of strategic management, with an emphasis on the role of the global manager. The challenges of inter-cultural management are explored.

CIBU 625: Entrepreneurship

4 credit hours

Investigates current innovative entrepreneurial issues. Topics include: knowledge-based innovation; calculated risk-taking; management of economic resources; market planning; social areas of responsibility and ethics; legal issues; portfolio management; and the political aspects of entrepreneurship. A venture/business plan is developed during the course.

CIBU 626: Human Resource Management

4 credit hours

Introduces adult learners to the theories and practices of human resource management. Focuses on the human resource environment, acquiring and preparing human resources, assessing performance and developing employees, compensating human resources, and meeting human resource goals relevant to collective bargaining and labor relations, global management, and organizational performance. Students have the opportunity to learn about human resource management and to apply that learning.

CIBU 627: Corporate Finance**4 credit hours**

Presents the perspective of the Chief Financial Officer (CFO) and deals with techniques for determining the capital budget and structure, dividend policy, risk analysis, long-term financing decisions, and forecasting. Financial decision-making, as an integral, practical component of the leadership and managerial function within the firm, constitutes the major focus of study in this course.

Prerequisite: Course equivalent to Principle of Economics or Corporate Finance (graduate level)

CIBU 629: Marketing**4 credit hours**

Focuses on the function of marketing in the organization and in society. Topics include market analysis and consumer behavior, product planning, pricing, promotion, distribution, and international marketing.

CIBU 630: Operations Management**4 credit hours**

Examines the principles and techniques for designing, analyzing, and managing operations processes. Addresses how all operations and behavioral components fit together and how to identify and resolve the right problem. Topics include statistical process control, process design, supply chain management, total quality management, project management, inventory management, capacity management and forecasting.

CIBU 631: Managerial Accounting**4 credit hours**

Examines the theories, practices, and concepts needed to satisfy the decision making requirements of internal users; tax consideration for managerial decision making; and financial reporting for enterprises engaged in international trade or business.

CIBU 632: Negotiation & Legal Analysis**4 credit hours**

Students are introduced to the art of negotiation and mediation, and acquire knowledge of the basic principles and language of negotiation as well as the common and costly negotiating mistakes, and how to avoid them. They learn to prepare and conduct role-play exercises and cases in negotiation and mediation, and also practice legal writing and use the "IRAC" method to analyze and resolve legal and managerial problems, with the end of presenting the results orally and in writing. They participate in a field trip that permits them to observe court proceedings being conducted in one or more of the Superior Courts in San Diego County. Finally, too, they review business ethics and participate in individual and group case studies.

CIBU 633: Economic Analysis**4 credit hours**

Focuses on the fundamental factors in economic fluctuation. Examines business cycle theories and various policy proposals for economic stabilization. Considers current economic conditions and explores methods employed in preparing national economic forecasts.

CIBU 634: Portfolio Analysis**4 credit hours**

Treats the role of portfolio management in the analysis, selection, and investment criteria used to manage an investment portfolio.

Prerequisite: CIBU 627 or course equivalent to Corporate Finance (graduate level)

CIBU 635 Statistical Analysis**4 credit hours**

Statistical Analysis equips students to demonstrate the relevance and application of statistical methods for their master's theses and more generally, for critical thinking and business decision making. The course begins with a discussion of data quality, collection, and analysis, followed by exercises in descriptive statistical analysis, presentation and interpretation of results. It moves on to inferential statistics and hypothesis testing with the use of nonparametric methods such as chi-square and sign tests, as well as analysis of variance. Given the extensive use of simple, multiple and multivariate regression in business applications, students will be required to master these parametric methods in order to engage in a more intense and critical review of their literature, as well as to select methods appropriate for their own research. Other quantitative methods, such as cluster analysis, network analysis, data mining, and machine learning will also be covered. The course ends with a survey of data science and its relation to business intelligence.

For completion of assignments, students may use the statistical programming software of their choice; however, examples demonstrated in class will use the open source R programming interface.

CIBU 636: International Business and Commerce**4 credit hours**

Examines international trade and global business factors. Includes five major topics: globalization, country differences, cross-border trade and investment, global money systems, and competing in a global marketplace. Utilizes an up-to-date, comprehensive approach to foundational skills as well as economic and political factors. Stresses the student as a future international business manager requiring the needed skills in organizational strategy, structure, and functions.

CIBU 643: Management Information Systems**4 credit hours**

Examines the various information and communications technologies. Students will research and practice using modern productivity applications. Students examine how information systems are used to solve problems, make better business decisions, and apply these concepts to analyze business cases.

CIBU 645: Lifestyle Marketing & Media**4 credit hours**

Investigates current innovative entrepreneurial opportunities arising from the study of evolving consumer lifestyles and the marketing and media trends associated with them. Provides a formative base for the Los Angeles Study Tour. Emphasizes a practical approach to learning and culminates in individual venture plans created around consumer wants and needs within the lifestyle industry.

CIBU 646: International Marketing**4 credit hours**

Focuses on fundamental interactive marketing concepts, strategy, theory, and research. Emphasis is placed on transnational marketing strategies.

Prerequisite: CIBU 629 or course equivalent to Marketing (graduate level)

CIBU 660: Product Development**4 credit hours**

Explores the methods that companies use to develop and release new products. New product development is a challenging, rewarding activity that requires multifunctional cooperation and inter-disciplinary skills. For technology companies, successful product development is critical to success.

CIBU 680: Business Internship**4 credit hours**

Provides an opportunity for individual students or teams to study, analyze, conduct research, and present findings within actual business settings and companies. Faculty members directly supervise the application of previous learning and assist students in the presentation of findings to company officials.

CIBU 681: Thesis Project**4 credit hours**

During this course, students will develop a project under the supervision of an instructor. The course requires the students undertake independent research and apply the theories and concepts that they learned throughout the program. The specific research goals will be different for each independent researcher but the course will have common assignments and grading scheme. Students will utilize their skills in research methods, academic writing, and collection and evaluation of empirical data in order to complete their individualized project. At the conclusion of the project, the students will have applied their knowledge in processing and analyzing data in order to complete a final project that serves as a culmination of the knowledge and skills they learned in the program.

Prerequisite: CIBU 635 Statistical Analysis. Student must also have successfully completed at least 24 semester credits of the program.

CIBU 685: Leadership**4 credit hours**

Focus is on the understanding of leadership concepts and their implementation in real practice. Students make use of actual organizational settings to study and apply leadership. The course covers the range of theoretical perspectives about leadership but grounds those perspectives in actually doing leadership. In addition, the course considers leadership practices in multiple cultural contexts around the world.

Prerequisite: 610 or course equivalent to Organizational Development and Culture (graduate level).

CIBU 695: Project Management**4 credit hours**

Project management skills are becoming more desirable by companies, and many successful project managers move on to become senior managers in their companies. Students examine project management skills used by senior managers' in their companies and consider the process of converting business goals into strategy implementation through projects. In addition, they cover the project life cycle for PMBOK® Guide, including initiating, planning, executing, monitoring and controlling, and closing. Hands-on group activities are designed to facilitate students' next project management assignment.

Doctoral Program - Section

Program is in teach-out. Not accepting new applications. The following sections is for informational purposes only.

Admissions

General

Applicants are reviewed without regard to age, color, creed, marital status, national or ethnic origin, physical disability, race, religion, sex, sexual orientation or veteran status. If an applicant has any further questions, he or she should contact the Admissions Assistant.

Application Filing Period

CIBU matriculate's students throughout the year. New students may enter classes at the beginning of each semester. Specific admission application deadlines for each term are as follows:

- Fall Semester -- June 1
- Spring Semester -- November 1

The academic calendar can be found in the Catalog as well as on the [website www.cibu.edu](http://www.cibu.edu). Overseas students are encouraged to submit completed applications 10 weeks prior to the semester in which they wish to matriculate in order to have enough time to request an F-1 Student Visa from the American Embassy or Consulate in their home country.

United States residents are encouraged to submit their applications eight weeks prior to matriculation.

Requirements for Admissions

Doctor of Business Administration (DBA) (No longer accepting enrollments)

Students admitted into the Doctor of Business Administration (DBA) program must demonstrate evidence of their ability to pursue doctoral level work. Students are required to possess a Master's degree in the discipline of Business Administration, Management or related areas. The degree must be from an institution either accredited by a regional or national association recognized by the U.S. Department of Education, CIBU, or a foreign school/licensed/regulated by the appropriate oversight agency in the country of origin. Foreign degrees will be reviewed to determine if they meet the necessary academic requirements. For student's that possess a master's degree, yet a deficiency exists in their background preparation, CIBU will require further preparatory coursework on a case-by-case basis, using credential evaluation results and proficiency exams administered and graded by faculty within functional discipline areas.

Requirements for Admission:

- Completed and signed "Application for Admission." (Can be found on our homepage at www.cibu.edu.)
- Proof of English Proficiency.
Instruction will be in the English language. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the dominant language of instruction must receive a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or an equivalent score on an internationally recognized test to enter the doctoral program. The minimum scores for admission are:

TOEFL PBT – Doctoral: 550

TOEFL iBT - Doctoral: 79

IELTS – Doctoral: 6.5

TOEIC – Doctoral: 750

All DBA applicants must submit such scores on official documents with their application.

- Official or certified copies of transcripts of all undergraduate and graduate degrees or coursework completed. These transcripts may be included with the application in sealed envelopes, or sent from an institution's registrar office directly to CIBU's Admissions Office under separate cover. Undergraduate transcripts must show a GPA of 2.0 or greater. Graduate transcripts must show a GPA of 3.0 or greater. [Note: Students who have completed a post-secondary degree from an appropriately recognized institution do not need to provide evidence of high school graduation or its equivalency, since they have completed a post-secondary degree].

A certified English translation and evaluation must accompany all transcripts if transcripts are not in English. A general statement (not a line by line review) will be required showing that your highest degree obtained is equivalent to the same in the U.S.A.

- Proof of Financial Responsibility Bank Letter/Statement (for international students)
- First semester tuition
This will be invoiced when the applicant is found eligible and after the Provisional Letter of Acceptance has been issued.
International students who have paid for their first semester but fail to be granted a student visa for U.S.A. will receive a refund, less an administration fee of \$250.00 and less an International Postage fee of \$50 (once cost incurred).

Transfer Credits – Doctoral Program

Evaluation for transfer credit will be conducted by the Registrar or designee in consultation with appropriate faculty members. CIBU will retain sole discretion to determine whether previously completed course content corresponds to program requirements and if student performance justifies the awarding of transfer credit.

Transfer credits (from schools other than CIBU) will be accepted from U.S. institutions accredited by agencies recognized by the U.S. Department of Education and/or foreign institutions approved by their appropriate governmental bodies. International students must submit original or certified transcripts, translated into English, showing courses completed, grades obtained, dates and length of program.

The maximum credits CIBU will accept in transfer from another institution will conform to the requirements of the State of California and other regulatory agencies which oversee our operations. The doctoral program accepts the transfer of an applicable master's degree and a maximum of eight (8) additional semester units.

CIBU does not accept credits earned through challenge examinations and achievement tests except as listed below. CIBU does not accept ability to benefit students at this time. CIBU has not entered into an articulation or transfer agreement with any other college or university. CIBU may enter into articulation agreements with other universities foreign or domestic. However, these agreements do not contain any specific benefits for the students or transfer of additional credits.

Since transfer of course credit to another educational institution is at the option of the receiving university/college, students should consult with the institution to which they possibly wish to transfer credit before enrolling at CIBU. CIBU makes no representation whatsoever regarding transferring credits to any other college or university. You should assume credits are not transferable unless you have written approval from another college or university. Certifications and licenses may require additional study and cost.

CIBU awards transfer credit for academic credit earned at previous accredited colleges and universities. Applicants who wish to obtain transfer credit must provide transcripts to CIBU's Registrar Office for evaluation as per our admissions process. Copies of transcripts will be accepted for admissions purposes. However, official transcripts must be sent directly to CIBU from the institution from which the credits were earned within 30 days of enrollment. Students have the right to appeal transfer of credit. A written appeal must be made

to the University and will be reviewed by a committee or designee.

CIBU does not grant credit for prior experiential learning in the doctoral program.

Graduation Requirement

Doctor of Business Administration Degree

The Doctor of Business Administration (DBA) degree is a specialized program primarily for qualified individuals wishing to pursue advanced career tracks in business and management. The University's international character provides significant opportunities for doctoral students to pursue topics of intellectual interest and research with a global emphasis.

The program is designed to accommodate both the working professional and the full-time student. The curriculum sequence, scheduling of courses and dissertation research are designed for qualified individuals to pursue the degree on a part-time or a full-time basis.

A minimum of 112 graduate level semester units after the bachelor's degree plus submission of a dissertation must be completed for graduation. Students who have completed a MBA equal to 48 semester units will need a total of 64 additional semester units plus the dissertation.

Program Information

Doctor of Business Administration (DBA) Program

This program is designed to provide qualifying students the opportunity to achieve a doctoral degree in the field of Business Administration. This professional doctoral degree combines relevant coursework and a research dissertation.

Program Requirements

A minimum of 112 graduate level semester units (Normally 28 semester courses) after the bachelor's degree plus submission of a dissertation must be completed for graduation. Students who have completed a MBA equivalent to 48 semester units will need a total of 64 semester units (normally 16 courses) plus the dissertation.

Preparatory Background Requirement

Students admitted into the DBA program must demonstrate evidence of their ability to pursue graduate level work at the doctoral level. Thus, students are required to possess a master's degree in the discipline of business administration, management or related area. Foreign degrees will be reviewed to determine if they meet the necessary academic requirements. For student's that possess a master's degree,

yet a deficiency exists in their background preparation, CIBU will require further preparatory coursework on a case-by-case basis, using credential evaluation results and proficiency exams administered and graded by faculty within functional discipline areas.

The Doctoral Curriculum: Structure, Content, and Functional Breadth

The curriculum is comprised of four important structural segments:

- The fundamental scientific methodology core of four (4 courses)
- The required doctoral level (CIBU 700 level courses) fundamental advanced functional management area core courses. Within each of the five identified functional areas, there are several courses at the graduate level, but the capstone 700-level course - identified with an asterisk (“*”) - is required.
- Functional area courses selected from the graduate level courses offered in the five functional fundamental areas. (See course outline below)
- The Dissertation Sequence of three courses.

This curriculum structure addresses the need for a doctoral curriculum to embody a thorough methodological and scientific base, preparatory series of graduate level courses in the classical functional management and business administration areas, advanced core courses within each functional area, and a significant capstone project, i.e., dissertation, which contributes to knowledge.

The curriculum structure embraces both traditional and classical doctoral curricular elements, as well as advanced topics which permit students and faculty members to work on contemporary and cutting edge topics in the field. Further, the curriculum structure allows individual students to concentrate their selection of courses for more focused study within functional areas.

Degree Requirements – DBA

Following courses are offered to fulfill program requirements:

Core Courses

16 Semester Units required

Course Number and Description	Semester Units
CIBU 720 Introduction to Statistical Methods	4
CIBU 722 Advanced Quantitative Methods	4
CIBU 725 Survey Research	4
CIBU 730 Dissertation Methodology	4

All other residential Doctoral coursework must be completed before starting the following Dissertation Sequence of courses:

Dissertation Sequence Courses – 12 Semester Units are Required

Course Number and Description	Semester Units
CIBU 790 Dissertation Design & Implementation	4
CIBU 791 Dissertation in Progress.....	4
CIBU 792 Dissertation Completion & Defense	4

The following are Core Capstone Courses:

Capstone Courses 20 Units required

Course Number and Description	Semester Units
CIBU 781 International Managerial Finance	4
CIBU 783 Executive Leadership.....	4
CIBU 785 International Management Consulting	4
CIBU 786 Strategic Global Marketing.....	4
CIBU 787 International Law	4

The following are Elective Courses:

**Elective – General Courses
16 Semester Units required***

Course Number and Description	Semester Units
CIBU 601 Sales Management for Hospitality	4
CIBU 602 New Trends in Hospitality	4
CIBU 603 International Business Law.....	4
CIBU 604 Career Development	4
CIBU 610 Organizational Development & Culture	4
CIBU 620 Business Ethics.....	4
CIBU 623 History of American Business Enterprise	4
CIBU 624 Strategic Management	4
CIBU 625 Entrepreneurship	4
CIBU 626 Human Resource Management.....	4
CIBU 627 Corporate Finance	4
CIBU 629 Marketing	4
CIBU 630 Operations Management	4
CIBU 631 Managerial Accounting.....	4
CIBU 632 Negotiation & Legal Analysis	4
CIBU 633 Economic Analysis	4
CIBU 634 Portfolio Analysis.....	4
CIBU 636 International Business & Commerce	4
CIBU 643 Management Information Systems	4
CIBU 645 Lifestyle Marketing & Media	4
CIBU 646 International Marketing	
CIBU 660 Product Development	
CIBU 667 Women in Leadership.....	4
CIBU 668 Advertising.....	4

CIBU 680	Business Internship	4
CIBU 685	Leadership	4
CIBU 695	Project Management	4

*16 units required if student has completed the MBA or equivalent (48 Semester Units). If student has not completed MBA or equivalent 64 semester units are required.

While the Doctor of Business Administration is approved through ACICS, the Council for Higher Education Accreditation only recognize ACICS' scope of accreditation through the master's degree level.

Course Numbering

The course numbering system of CIBU divides courses into three categories: undergraduate level, master's degree level, and doctoral degree level. Doctoral level courses include the courses that are shared with the master's degree program, which are numbered from CIBU 600 through CIBU 699, and the exclusively doctoral degree courses range from CIBU 700 to CIBU 799.

Satisfactory Academic Progress (SAP) – Doctoral Program

Satisfactory Academic Progress (SAP) denotes a student's successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress (SAP)" for students receiving federal financial aid. CIBU makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received.

All students must maintain satisfactory progress at CIBU as determined by the qualitative and quantitative standards established by the institution. According to these standards, a graduate student remains in good standing if he/she earns a cumulative GPA of 3.0 or above; and all students must progress toward the completion of their respective program within the maximum program length established by CIBU (see below chart).

Maximum Program Length (MPL) – Quantitative Measurement of SAP

The MPL for each program is established by multiplying the number of semesters in the program of study by 1.5.

The MPL for CIBU programs are as follows:

Doctor of Business Administration (DBA)	
Normal Program Length*14 semesters
Maximum Program Length21 semesters

* The Normal Program Length describes the length of time a student with no transfer credits shall remain enrolled in a program at CIBU. A student with prior, transferable academic experience will have a shorter normal program length as well as the maximum program length.

Statute of Limitations for Doctoral Program

The maximum program length (MPL) serves as the statute of limitations by which doctoral students must complete their program (21 semesters).

Earning Degree/Credential

Students who exceed the MPL cannot receive the original credential for the program. Instead, students will receive a "Certificate of Completion" for courses completed at CIBU. CIBU reserves the right to confer the original credential for the program based upon extenuating circumstances.

Evaluation Points in the Academic Program – Qualitative Measurement of SAP

A student is evaluated at the end of every semester for compliance with CIBU's SAP. At each evaluation point, CIBU assesses the student's cumulative GPA (CGPA) and rate of progression through the program as calculated by the successful course completion percentage (SCCP). This percentage is determined by dividing the number of credits successfully completed by the total number of credits attempted. A description of how each grade at CIBU impacts both the GPA and SCCP is described later in this policy.

A Student is considered meeting the standards of satisfactory progress if fulfilling the following requirements:

Graduate Students

Evaluating Point	Min. CGPA	SCCP
25% of program	3.0	50%
50% of program	3.0	60%
End of Subsequent academic years#	3.0	67%
100% of program#	3.0	67%

- Mandatory dismissal point. No probation permitted.

Academic Probation

With the exception of those evaluation points identified with "#," students are placed on academic probation if they fail to meet any of the requirements in the above SAP charts or fail to maintain a cumulative grade point average (CGPA) of 3.0 for graduate students during any semester.

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation. If the student achieves satisfactory progress for the

subsequent period but has not earned the required grades for overall satisfactory progress of the program, the student may be continued on probation for one more grading period.

If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student enrollment will be terminated.

When a student is placed on academic probation, the student will be required to communicate with the Dean of Academic Affairs prior to returning to class. The Dean of Academic Affairs will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the student's permanent record.

Maximum Terms of Academic Probation

A student may remain on academic probation for two semesters unless the student cannot complete the program of study within the MPL, or the period of probation coincides with a mandatory dismissal point (identified with the “#” above). A student placed on academic probation for two consecutive terms must be dismissed if the academic deficiency is not remedied prior to the beginning of the third semester.

Removing Academic Probation Status (Re-establishing Satisfactory Academic Progress)

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Maximum Terms of Academic Probation will be removed from academic probation. The student will be carefully observed every semester thereafter, however.

Academic Dismissal

A student will be dismissed from his/her program of study for the following: 1) failing to maintain the minimum academic requirements (CGPA or SCCP) at any evaluation point identified with “#,” 2) failing to correct his/her academic probation status within two semesters, 3) the academic evaluation (see below) determines that a student on probation does not have the ability or determination to continue in the program of study, or 4) at any point CIBU determines the student will be unable to complete a program of study within the MPL.

Academic Evaluation of Students Placed on Academic Probation

An academic evaluation of the student placed on academic probation will be conducted by the Dean of Student Affairs or designee. The purpose is to determine that the student has the desire and the academic ability to progress

satisfactorily in the program. If the academic counselor or the Curriculum Committee finds that the student lacks the desire or ability to progress satisfactorily, the student will be dismissed from CIBU.

Effect of Grades on Satisfactory Academic Progress

1. Units attempted but not completed include the following grades: F (failure), W (withdraw), IP (in progress). A course attempted, but not completed, lowers the SCCP.

2. For repeated courses, only the higher grade counts toward the GPA. The lower grade is replaced by “*” after the higher grade is earned. The repeated course counts only once for units completed but will count twice as units attempted in the SCCP calculation.

3. The grades TR (transfer) do count as credits attempted and completed; they have no effect on the calculations of GPA and SCCP.

*CIBU does not offer noncredit remedial courses

Credits transferred will reduce the normal program length by the number of units transferred. Transferred credits therefore are counted towards the maximum time frame and shorten the maximum program length for the programs. Credit transferred has no effect on the calculation of the student's GPA or SCCP.

Withdrawn, Withdrawn Failing, Transfer of Credits

If a student withdraws prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point, the student receives a “WF” and receives a “0” for the course at the discretion of the faculty member. This is included in the GPA. Transfer of credit courses does not affect the GPA. The student who receives a “W” grade will have a 12-month period following the date of withdrawal to complete the course at no additional tuition.

Mitigating Circumstances

The Dean of Student Affairs may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Appeals & Probation Status

If the student feels there were extenuating circumstances to explain their disqualified SAP status they have the option to appeal to the Dean of Student Affairs or their designee. An

appeal may require the student to meet with a counselor, seek tutorial assistance outside the university, correct the difficulties that prevent success and/or other suggested remediation to show increased possibilities of future SAP success. An approved appeal will give the student only 1 semester of probation. The student must meet the SAP requirements in the following semester or be dismissed.

Satisfactory Progress - Veterans

Veteran students should be aware of the standards of satisfactory progress for all students. Satisfactory progress is defined as having a CGPA of 3.0 or above and advancing towards completion of a degree. If a veteran's CGPA falls below a 3.0, the student will be placed on probation. If a veteran does not raise his or her CGPA by the next term, he or she will be suspended and benefits will be terminated. The Department of Veteran's Affairs will be notified when a student is not making satisfactory progress or when the student fails a course.

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The appropriate CIBU graduate department may allow a student to petition to repeat a graduate course in which the student received a grade of B- or lower.

Course Descriptions

All CIBU courses use the following instruction method:

Lecture. Taken in-classroom (residence).

Courses are conducted through lectures and discussion of selected readings from the course textbook, articles provided by the instructors, at home links to case studies, concentrated in-class discussion and guest speakers. Students will participate in individual and team activities and will be delivering presentations.

GRADUATE COURSES - DOCTORAL PROGRAM

CIBU 601: Sales Management for Hospitality

(4 credit hours)

This course analyzes sales management policies and procedures with an emphasis in Hospitality and Tourism. Explores the working hotel sales department and the utilization of property management system data in sales planning, brief preparation, sales presentations, and client contact.

CIBU 602: New Trends in Hospitality

(4 credit hours)

Course provides an overview of the hospitality and tourism industry, its trends and current concerns, growth and development, industry segments and their distinguishing characteristics. Students are introduced to career opportunities and the employability skills needed.

CIBU 603: International Business Law

(4 credit hours)

Explores the laws, values, and travel of the global business world. It will examine the values and laws upon which the free enterprise system is based, utilizing debate and written exercises. It also considers comparative law issues arising from personal issues to business practices.

CIBU 604: Career Development**(4 credit hours)**

Introduces career options to students. Course helps students to develop their career goals by exposing them to tools, resources, and skills to make the right choices for themselves.

CIBU 610: Organizational Development and Culture**(4 credit hours)**

Introduces the contemporary theory of organization, organizational behavior and development, and organization design from a North American perspective. The course cases are drawn from North American businesses, featuring classic large and small company experiences, problems, and impacts related to management of cultural issues.

CIBU 620: Business Ethics**(4 credit hours)**

Explores the laws, ethics, and values of the global business world. Examines the values and ideology upon which the free enterprise system is based, utilizing debate and written exercises. Also considers ethical issues arising from personal morals and business practices.

CIBU 623: History of American Business Enterprise**(4 credit hours)**

Traces the rise of business as a major American cultural institution, with consideration given to its impact upon government, law, education and social customs. Special emphasis is given to the changes in managerial thought and practice in the twentieth century, and the rise of big management and bureaucracy.

CIBU 624: Strategic Management**(4 credit hours)**

Introduces contemporary theories of strategic management, with an emphasis on the role of the global manager. The challenges of inter-cultural management are explored.

CIBU 625: Entrepreneurship**(4 credit hours)**

Investigates current innovative entrepreneurial issues. Topics include: knowledge-based innovation; calculated risk-taking; management of economic resources; market planning; social areas of responsibility and ethics; legal issues; portfolio management; and the political aspects of entrepreneurship. A venture/business plan is developed during the course.

CIBU 626: Human Resource Management**(4 credit hours)**

Introduces adult learners to the theories and practices of human resource management. Focuses on the human resource environment, acquiring and preparing human resources, assessing performance and developing employees, compensating human resources, and meeting human resource goals relevant to collective bargaining and labor relations, global management, and organizational performance. Students have the opportunity to learn about human resource management and to apply that learning.

CIBU 627: Corporate Finance**(4 credit hours)**

Presents the perspective of the Chief Financial Officer (CFO) and deals with techniques for determining the capital budget and structure, dividend policy, risk analysis, long-term financing decisions, and forecasting. Financial decision-making, as an integral, practical component of the leadership and managerial function within the firm, constitutes the major focus of study in this course.

Prerequisite: Course equivalent to Principle of Economics or Corporate Finance (graduate level)

CIBU 629: Marketing**(4 credit hours)**

Focuses on the function of marketing in the organization and in society. Topics include market analysis and consumer behavior, product planning, pricing, promotion, distribution, and international marketing.

CIBU 630: Operations Management**(4 credit hours)**

Examines the principles and techniques for designing, analyzing, and managing operations processes. Addresses how all operations and behavioral components fit together and how to identify and resolve the right problem. Topics include statistical process control, process design, supply chain management, total quality management, project management, inventory management, capacity management and forecasting.

CIBU 631: Managerial Accounting**(4 credit hours)**

Examines the theories, practices, and concepts needed to satisfy the decision making requirements of internal users; tax consideration for managerial decision making; and financial reporting for enterprises engaged in international trade or business.

CIBU 632: Negotiation & Legal Analysis (4 credit hours)

Students are introduced to the art of negotiation and mediation, and acquire knowledge of the basic principles and language of negotiation as well as the common and costly negotiating mistakes, and how to avoid them. They learn to prepare and conduct role-play exercises and cases in negotiation and mediation, and also practice legal writing and use the "IRAC" method to analyze and resolve legal and managerial problems, with the end of presenting the results orally and in writing. They participate in a field trip that permits them to observe court proceedings being conducted in one or more of the Superior Courts in San Diego County. Finally, too, they review business ethics and participate in individual and group case studies.

CIBU 633: Economic Analysis (4 credit hours)

Focuses on the fundamental factors in economic fluctuation. Examines business cycle theories and various policy proposals for economic stabilization. Considers current economic conditions and explores methods employed in preparing national economic forecasts.

CIBU 634: Portfolio Analysis (4 credit hours)

Treats the role of portfolio management in the analysis, selection, and investment criteria used to manage an investment portfolio.
Prerequisite: CIBU 627 or course equivalent to Corporate Finance (graduate level)

CIBU 636: International Business and Commerce (4 credit hours)

Examines international trade and global business factors. Includes five major topics: globalization, country differences, cross-border trade and investment, global money systems, and competing in a global marketplace. Utilizes an up-to-date, comprehensive approach to foundational skills as well as economic and political factors. Stresses the student as a future international business manager requiring the needed skills in organizational strategy, structure, and functions.

CIBU 643: Management Information Systems (4 credit hours)

Examines the various information and communications technologies. Students will research and practice using modern productivity applications. Students examine how information systems are used to solve problems, make better business decisions, and apply these concepts to analyze business cases.

CIBU 645: Lifestyle Marketing & Media (4 credit hours)

Investigates current innovative entrepreneurial opportunities arising from the study of evolving consumer lifestyles and the marketing and media trends associated with them. Provides a formative base for the Los Angeles Study Tour. Emphasizes a practical approach to learning and culminates in individual venture plans created around consumer wants and needs within the lifestyle industry.

CIBU 646: International Marketing (4 credit hours)

Focuses on fundamental interactive marketing concepts, strategy, theory, and research. Emphasis is placed on transnational marketing strategies.

Prerequisite: CIBU 629 or course equivalent to Marketing (graduate level)

CIBU 660: Product Development (4 credit hours)

Explores the methods that companies use to develop and release new products. New product development is a challenging, rewarding activity that requires multifunctional cooperation and inter-disciplinary skills. For technology companies, successful product development is critical to success.

CIBU 667: Women in Leadership (4 credit hours)

Examines global women leaders and the role they've played in shaping modern society. Looks at the context of organizational and political systems, as well as at women's contributions in media, sports, and the military. Also examines how cultures view and integrate women into society.

CIBU 668: Advertising (4 credit hours)

Presents the internal workings and external impact of contemporary media industries. Focuses on the development and continuing evolution of the media and entertainment industries to foster an understanding of contemporary media and their effect upon politics, government, economics, society, culture, and commerce.

CIBU 680: Business Internship (4 credit hours)

Provides an opportunity for individual students or teams to study, analyze, conduct research, and present findings within actual

business settings and companies. Faculty members directly supervise the application of previous learning and assist students in the presentation of findings to company officials.

CIBU 685: Leadership (4 credit hours)

Focus is on the understanding of leadership concepts and their implementation in real practice. Students make use of actual organizational settings to study and apply leadership. The course covers the range of theoretical perspectives about leadership but grounds those perspectives in actually doing leadership. In addition, the course considers leadership practices in multiple cultural contexts around the world.

Prerequisite: 610 Organizational Development and Culture or course equivalent (graduate level).

CIBU 695: Project Management (4 credit hours)

Project management skills are becoming more desirable by companies, and many successful project managers move on to become senior managers in their companies. Students examine project management skills used by senior managers' in their companies and consider the process of converting business goals into strategy implementation through projects. In addition, they cover the project life cycle for PMBOK® Guide, including initiating, planning, executing, monitoring and controlling, and closing. Hands-on group activities are designed to facilitate students' next project management assignment.

CIBU 720: Introduction to Statistical Methods* (4 credit hours)

Integrates applied business research and descriptive statistics. Examines the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in business and research.

CIBU 722: Advanced Quantitative Methods* (4 credit hours)

Emphasizes the practical application of statistical methods, including the use of statistical packages where appropriate to assist the decision maker in making decisions based on quantitative research methods. Takes up from the work covered in CIBU 720 Introduction to Statistics Methods. Data categories which drive the appropriate statistical tools, based on the specific data types and the eight-step comparative statistical hypothesis analysis, will be reviewed. Nonparametric statistical tests such as Analysis of Variance, Chi-Square Applications and Sign tests will also be covered, as are simple linear and multivariate regression, correlation analysis, decision-making theory, quality control, and time series analysis. Prerequisite: CIBU 720.

CIBU 725: Survey Research* (4 credit hours)

Covers the foundations of research, sampling methodology, measurement of data, types and components of designs, and analysis and write-up procedures. Focuses on how surveys can be developed and how survey data can be analyzed. Students are introduced to some basic statistical procedures. Prerequisites: CIBU 720 and CIBU 722.

CIBU 730: Dissertation Methodology* (4 credit hours)

Designed to help doctoral students demonstrate an understanding of the purpose of research, research design, and research methods. Considers research as the application of the scientific method to solving real world problems; research design as the plan for the application of accepted practices; and research methods as models for the appropriate collection, organization, and analysis of unbiased data for decision making, replication, and development of the knowledge base. Prerequisites: CIBU 720, 722, and 725

CIBU 781: International Managerial Finance* (4 credit hours)

Explores international financial management, investments, and money and capital markets, together with work in the supporting areas of economics, mathematics, and statistics.

CIBU 783: Executive Leadership* (4 credit hours)

Reviews contemporary theories of leadership and their application to real-world settings. Emphasis is on introspective self-analysis and application of learning to leadership within a social-peer group context.

CIBU 785: International Management Consulting* (4 credit hours)

Examines the worldwide industry of management consulting. Covers industry structure and dynamics, the consultant's work and lifestyle, and the consulting process. Students develop personal consulting skills, including managing team dynamics, framing client problems, gathering data, making conclusions, and effectively communicating recommendations.

CIBU 786: Strategic Global Marketing* (4 credit hours)

Builds upon the principles covered in basic marketing study. Treats the concepts of the marketing mix, controllable and uncontrollable

variables, and consumer behavior beyond the indigenous marketplace to the expansive global arena and the advantages and challenges that global entry entail for the marketer. The role of the multinational corporation as a vehicle for global marketing accomplishment is investigated and evaluated. Ancillary areas such as acquiring multilingual and multicultural human resources for marketing success are explored.

CIBU 787: International Law* **(4 credit hours)**

Explores international law and treaties in a world setting. Students receive extensive conceptual and theoretical treatment of each subject and reinforcement with case study and analysis. The focus includes sources of international law, treaties, international courts, jurisdiction, title to territory, international human rights, and international criminal law. Students utilize the internet to expand and develop the areas studied and also attend and observe court proceeding in the Superior Court in the County of San Diego.

CIBU 790: Dissertation Design and Implementation* **(4 credit hours)**

Surveys conventional dissertation methods, design, and research approaches, and provides students a seminar environment in which to apply rigorous dissertation methods to individual research interests and topics. Students are expected to complete preliminary dissertation proposals, literature review, and research design aspects toward completion of the dissertation. Prerequisites: CIBU 720, 722, 725 and 730.

CIBU 791: Dissertation in Progress* **(4 credit hours)**

Addresses the student's need to assemble data collected; make use of appropriate statistical tools and methods; and furnish written chapters of the dissertation as the oral defense approaches. Prerequisites: CIBU 720, 722, 725, 730, and 790.

CIBU 792: Dissertation Completion and Defense* **(4 credit hours)**

Emphasizes the final completion of the DBA Doctoral Candidate's Dissertation. The student completes data collection and analysis phases of the dissertation followed by oral presentation and defense. Upon successful completion of the dissertation defense, the DBA candidate completes all revisions to the final manuscript and then submits it for final editorial review. Upon approval of the final review by the Dean of Academic Affairs, the candidate will obtain signatures from committee members. The candidate then submits the dissertation for binding. Copies of the dissertation are submitted to CIBU's library and to the Dean of Academic Affairs. All other required courses must be completed before the student can take CIBU 792. Prerequisites: CIBU 720, 722, 725, 730, 781, 783, 785, 786, 787, 790, and 791.

***Required courses in the DBA program**

Non Degree-Non-Credit Courses

All CIBU courses use the following instruction method:

Lecture. Taken in-classroom (residence).

Courses are conducted through lectures and discussion of selected readings from the course textbook, articles

Business Fundamentals and Skills

Not currently accepting international students.

Program Description

The Business Fundamentals and Skills non-degree/non-credit program is designed to offer students choice and flexibility in terms of study program, while at the same time building upon their English competence and business knowledge by delving deeper into subject matter as they progress week-to-week. Students will gain an understanding of self and further their employability through a variety of teaching methodologies that include team projects, presentations, guest speakers, case studies, research, and visits to local businesses and cultural interests. Eighteen hours (18) of morning classroom time per week (9:00 a.m. to 2:30 p.m. Monday through Thursday) will focus on the development of both hard knowledge and soft skills, helping to prepare students for a global career with confidence and know-how. Students will analyze their strengths and weaknesses in preparation for leadership roles, hone confidence in speaking English, and develop a global cultural awareness through this interactive program.

Admissions Requirements

Requirements for applicants include the completion of CIBU's non-degree program application, a copy of passport, a bank statement, and proof of medical insurance. Applicants must also provide copies of their high school diploma, GED or equivalent that verifies completion of secondary education.

Requirements for domestic applicants include the completion of CIBU's non-degree program application, a copy of a bank statement, and proof of medical insurance. Applicants must also provide copies of their high school diploma, GED or equivalent that verifies completion of secondary education.

A \$250.00 non-refundable application fee is required. Also, applicants must make deposit (refundable) on first semester tuition. Students must be 18 years of age or older. Students must show proof of the following language ability or equivalent exam level:

TOEFL PBT - 500

TOEFL iBT – 61

IELTS – 5.0

TOEIC – 500

Applicants who hold a high school diploma or equivalent from a high school located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, Nigeria, United Kingdom, and other similar English-speaking countries) and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempted from the English test requirement.

Transfer Credits

CIBU policy does not allow credits to be transferred from any college or University in to non-degree programs.

Program Requirements

Students will receive Certificate of Completion designated for the length of program for which they have enrolled (4, 6, 8, 10 weeks, or 1 semester). Certificate will include classroom hours, as well as a brief description of coursework included.

Graduation Requirements

Students must attend class on a regular basis, unless otherwise previously arranged with the instructor.

Assessment, progress, and grades will be determined based on attendance, homework, midterm and/or final examination given by the class instructor. Graduates must successfully complete a minimum of 72-hours.

Fee Schedule for Student Services

Administrative/Application Fees

Administrative.....	\$250.00
International Postage (non-refundable, once cost incurred)	\$50.00

Registrar's Office Services

Duplicate Diploma Order	\$35.00
Transcript (more than 3)	\$25.00
Returned check for insufficient funds.....	\$50.00
Special Document requests	\$25.00

Other Tuition

DBA Continuing Enrollment Fee	\$2,000.00
Dissertation Defense Fee	\$1,000.00
Late Fee Charge	\$75.00 (per course)

SEVP Service Fee

OPT assistance Fee.....	\$100.00
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Other

Overdue fee for library books.....	\$0.75/day/book
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Lost library book Replacement cost + \$10 processing fee

Note: All correspondence and forms are sent via the US Postal Service. Special arrangements can be made to ship via DHL for a \$50.00 surcharge

2018 - 2019 Academic Calendar

		Week # in calendar year
FALL SEMESTER 2018	September 4 – December 14, 2018	36-50
Orientation	August 31	35
Labor Day US Holiday (School Closed)	September 3	36
Instruction Begins	September 4	36
Mid-Term Exam Period	October 22 – 26	43
Thanksgiving Break (School Closed)	November 22 - 25	47
Final Exam Period	December 10 - 14	50
Term Ends	December 14	50
Winter Break (School Closed December 24 – January 1, 2019)	December 15 – January 13	51-2
SPRING SEMESTER 2019	January 14 – May 3, 2019	3-18
Orientation	January 11 (0900-1300)	2
Instruction Begins	January 14	3
Mid-Term Exam Period	March 4 – 8	10
Easter Holiday Break (School Closed)	April 15 – 21	16
Final Exam Period	April 29 – May 3	18
Term Ends	May 3	18
Spring Break	May 4 - 12	19
SUMMER SEMESTER 2019	May 13 – August 23, 2019	20-34
Instruction Begins	May 13	20
Memorial Day US Holiday (School Closed)	May 27	22
Mid-Term Exam Period	July 1 – 5	27
Independence Day US Holiday (School Closed)	July 4	27
Final Exam Period	August 19 – 23	34
Term Ends	August 23	34
Summer Break	August 24 – September 2	35

Appendix A – 2018 - 2019 Tuition

Bachelor of Science in Business Administration (BSc)	
Tuition per course (all courses equal four units)	\$1,625
Full-time tuition per semester (4 courses) **	\$6,500
Minimum of 8 courses	\$13,000
Total 32 courses – Full Bachelor Program Tuition	\$52,000
Total charges for the entire educational program- includes tuition, administrative fee (non-refundable), and STRF.	\$52,250
Master of Business Administration (MBA)	
Tuition per course (all courses equal four units)	\$2,167
Full-time tuition per semester (3 courses) **	\$6,500
Program Tuition (approximately)	*\$26,000
Total charges for the entire educational program- includes tuition, administrative fee (non-refundable), and STRF.	*\$26,250
Doctor of Business Administration (DBA)	
Tuition per course (all courses equal four units)	\$1,688
Full-time tuition per semester (2 courses- Minimum) **	\$4,500
Continuing Enrolment fee per semester	\$2,000
Program Tuition	*\$27,000
Total charges for the entire educational program- includes tuition, administrative fee (non-refundable), and STRF.	*\$27,250
Business Fundamentals and Skills	
Full-time tuition per course, per semester	\$4,000
Program Tuition (approximately)	\$4,000
Total charges for the entire educational program- includes tuition, administrative fee (non-refundable), and STRF.	\$4,250

*Excluding possible deductions for accepted credits from eligible transfer institutions.

** Does not Include Administrative Fee (non-refundable) of \$250, STRF (currently \$0), or International Postage Fee (non-refundable, once cost incurred) of \$50.

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