



CALIFORNIA INTERNATIONAL BUSINESS UNIVERSITY

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NOTICE OF NONDISCRIMINATORY POLICY

California International Business University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, sex, sexual orientation or veteran status in administration of its educational policies, admissions policies or any other school administered programs.

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President's Message

Michael L. McManus, Ph.D

An Institutional Mission Commitment, One Person at a Time

Our CIBU Mission Statement encapsulates a terse commitment to provide a valuable educational and professional preparation for the global business economy. We do our best to state our purpose in a few, concise words, politically-correct, timely, universal, and personal.

I have been writing on the theme of bringing a relevant personal dialog to globalism, and a sense of professional and personal psychology to the global business world.

We are in the business of bringing this message with clarity and zeal to each person in our educational community, every student in our classes, and many in our readership *one person at a time*.

CIBU is unique. It is intimate, family-oriented, community-sensitive, intense, focused. It has students from many highly different cultures and politics. All aspire to the degrees that are now globally universal and fairly similar (more similar than different) across most universities...the bachelor's the master's and the doctoral degrees. So what's the quintessential ingredient that makes us different?

We differ from the basic premise of *mass market higher education*. We do not strive for economies of scale. We do strive for qualities of scale—small scale—we master the advantages of scale. We are not dependent on public support or funding...there are no public service mandates on us. We champion the individual, not the collective. We specialize in global teams, not cultural dominance of one style over all.

We are an American institution. We inherit the intellectual heritage of Ben Franklin, the independence of Henry Thoreau, the modest style of Abe Lincoln, the mental acuity of Bill Gates and Steve Jobs. We embrace the cause of the yet-to-be-born entrepreneur hero. We have graduates who will build companies and some who will build family and societal systems with integrity. We will have some who need others just to stand up. We hope we can be there to help.

Thus, the CIBU quality is one of utmost personal education. You cannot get lost in our system. You may choose to be shy, but you will have your chance to shine and be your own hero. And if you are a star, or if you want to be a star, this university will find you.

We are intensely committed to your personal journey with us. We are committed to preparing you to fly a million miles and be a global business star. We will teach you the points of the journey, the markers that we all have seen, but we want to show you how to deeply see and appreciate all the cultures and systems you will fly over at incredible heights and at incredible speeds. You will have lifetime memories that begin here. There are some that you cannot begin to understand until you begin the journey with us. They are bigger than anything you can now imagine.

So, get ready, join us here at CIBU for an educational foundation for your career and the makings of the magic and miracles that only being here can bring. These will be among the best years of your life, day by day, one person at a time.

September 2009

Vision and Mission

Background

The vision of CIBU was created by its two co-founders, Dr. Klaus Evard and Dr. Michael McManus, who brought together European and American traditions of excellent business schools. Both shared the conviction that there was a need for and certainly room for truly international business schools in the United States. Their energy, compassion and commitment envisioned a school in a growth-oriented business environment in the US, which would bring together young aspirants from countries of the world who would study together with excellent faculty in a collaborative spirit. CIBU today is an expression of that original vision.

Mission Statement

The university's mission is to foster the development of an international perspective and the necessary educational experience to prepare its graduates to function more effectively in the growing transnational world of commerce. That mission has guided CIBU's strategies and activities.

The primary objective of CIBU, 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.

Accreditation and Approvals

Accreditation

California International Business University is a senior college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street, NE, Suite 980, Washington D.C. 20002-4241, (202) 336-6780, to award bachelor's degrees, master's degrees and doctoral degrees.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

California State License

California International Business University is a California non-profit, 501(c)(3) public benefit Corporation chartered in the State of California and is a private institution. The school was granted approval to operate in compliance with state standards as set forth in section 94897 of the California Private Postsecondary Education Act of 2009, to provide postsecondary educational programs and to confer academic degrees by authority of the Bureau for Private Postsecondary Education. License to operate under this section indicates that the university has been visited and reviewed according to specific standards and that the curriculum is consistent in quality with curricula offered by appropriate established institutions.

CIBU is not supported by funding from public, state or national government sources.

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

CIBU Academic Objectives (by degree)

Degree	Objectives
Bachelor of Science in Management (BS)	<p>The CIBU upper-level bachelor’s degree program is designed to build on prior academic training to introduce students to domestic and international business issues. BS objectives include:</p> <ul style="list-style-type: none"> -To prepare students for employment in the fields of management, marketing, human resources and international business. -To develop an understanding of international business and globalization. -To emphasize the importance of effective oral and written communication, teamwork, decision making, entrepreneurial management, and diversity in the business environment.
Master of Business Administration (MBA)	<p>The MBA program is designed to train students to understand accounting, legal and management issues in international corporations and entrepreneurship opportunities/challenges. Additional objectives of the MBA program are:</p> <ul style="list-style-type: none"> -To prepare students using classic and contemporary theories in business administration blended with key practical skills all managers need to succeed. -To prepare students to meet the demands of today's competitive global business environment by providing current management concepts and techniques. -To demonstrate disciplined managerial skills, including analysis, planning, and implementation, while considering the impacts of technology, globalization, emerging markets, and diversity on organizations.
Master of Science in International Management (MSIM)	<p>The program is designed to provide students with the management and economic skills to secure employment as business managers in a global economy. The MSIM program is structured to train students to understand human resource and legal issues associated with international business, to analyze economic indicators, and to function effectively in a multinational business environment. Additional objectives of the MSIM program include:</p> <ul style="list-style-type: none"> -To provide students a wide-ranging appreciation for the political, historical, cultural, economic, and geographical factors that impact international business. -To develop entrepreneurial and managerial skills for working within an intercultural environment. -To provide a variety of real world models and case studies and apply that information to making effective management decisions in a global marketplace.
Doctor of Business	The program provides mature insights and exposure to career role

Administration (DBA)	models and leaders and prepares students to conduct research and publish in their field of study. The objectives of the Doctor of Business Administration are: -To prepare students for careers in advanced positions of leadership in business, government, and international institutions. -To provide graduates with the research skills to develop, identify and assess key global business indices and effectively transform such data into strategies for the global economy.
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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 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.

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.

CIBU’s 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 is required. Content material is presented in both lecture and various media frameworks as well as pragmatic, practice-oriented structures. Case studies are utilized to focus on theoretical content and act as a practical way of applying theory. Teaching includes exposure to actual company leaders, executives, founders and entrepreneurs through company visitations and guest presentations.

Location

California International Business University is located in downtown San Diego, California, near the city’s business and financial district, in 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, 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.

History

California International Business University's philosophy has a unique history. It had its inception in the pioneering work of CIBU's founders, Professor Dr. Klaus Evard of Germany and Dr. Michael McManus of the United States. Professor Dr. Klaus Evard, whose Ph.D. degree in Finance and Economics is from the prestigious Sorbonne in Paris, created the European Business School (EBS) in 1971, one of Europe's premiere business schools. He led EBS through its first twenty-two years as its founder and president. In 1990, he founded a second business school in Germany, the International School of Management in Dortmund, which currently enrolls over 500 students in a four-year undergraduate degree program. For his pioneering work as an educational entrepreneur in business schools, Professor Evard received the esteemed Bundesverdienstkreuz, Germany's Medal of Honor for national and international achievements.

Dr. Michael McManus was educated at the Wharton School of the University of Pennsylvania, Nijenrode School of Business (Netherlands), and Cornell University, where he was awarded his Ph.D. in Human Resource Management. He has been a faculty member at a number of business schools in the United States including San Diego State University and Pepperdine University, and at the European Business School (EBS) in Germany.

Dr. McManus and Professor Evard first met in 1988 and conceived the model of a transnational business school. To further this goal, a board of CIBU Ambassadors was formed to guide California International Business University. Their members included the former US Ambassador to the United Nations, Vernon Walters, well known television personality and entrepreneur, Art Linkletter, and former Minister of Finance for Taiwan, Robert Chien.

California International Business University has been located in downtown San Diego since the summer of 1995. Growth continues in both student enrollment and number of countries represented by international students.

CIBU is a California 501(c) (3) non-profit, public benefit corporation. Governance responsibility is managed through the Board of Trustees and Corporate Officers. The governing body meets two times per year.

CIBU Faculty

Phillip R. Babb, J.D., Bachelor of Science, Law, Western State University College of Law, San Diego, CA; Master of Business Administration, National University, San Diego, CA; Juris Doctor, Western State University College of Law (Now Thomas Jefferson School of Law), San Diego, CA.

Dr. Babb has been a practicing attorney for more than thirty years in the areas of family, criminal, business and personal injury law and the last five years providing mediation services. He has taught more than 150 courses at the doctoral, graduate and undergraduate levels, including at law schools. At CIBU, Dr. Babb is the General Legal Counsel and Chair of the Law Department and teaches law courses and negotiation at the Doctoral, Master and Undergraduate levels. He is admitted to practice in the Supreme Court of the United States of America, the Supreme Court of the State of California and the United States District Court (Southern District of California). Prior to his law career, Dr. Babb was a career naval officer with the United States Navy. Dr. Babb teaches in the area of Business Law.

Tim Becker, D.B.A., Bachelor of Arts, German, Luther College, Decorah, Iowa; Master of Business Administration, University of Dallas, Irvine, Texas; Doctor of Business Administration, Marketing, United States International University, San Diego, California.

Dr. Becker has exceptional teaching and business development experience in many industries in the United States and Australia. He is president of Total Recall Learning, an innovative learning-training software development company. He also has extensive experience in the areas strategic management, new products, and business development. Dr. Becker teaches in the area of Marketing, Management and e-Commerce.

Tem E. Bugarin, D.B.A., Bachelor of Science, Mathematics, California State University at Fresno, CA., Master of Science, Operations Research/Systems Analysis, Naval Postgraduate School, Monterey, CA.; Master of Business and Public Administration, Southeastern University, Washington, D.C.; Master of Arts, International Relations, Salve Regina College, Newport, R.I.; Doctor of Business Administration with an emphasis on Strategic Management and International Marketing, United States International University, San Diego, CA.

Dr. Tem Bugarin is a retired Navy Captain who is a scientist with SPAWAR Systems Command, San Diego, CA. He taught middle managers and junior naval officers the art of leadership, management, and statistical methods in insuring quality and efficient maintenance controls of assigned equipment. Dr. Bugarin also has taught Quantitative Methods – Probability and Statistics, Organizational Behavior, Strategic Management and Implementation, and Quality Control Process for the University of Phoenix for the last eight years. Dr. Bugarin teaches in the area of Statistics, Methodology and Marketing.

Yun-Ching Yeh (Winnie) Davis, M.B.A., Bachelor of Science in Meteorology, Chinese Culture University, Taipei, Taiwan; Master of Business Administration in Management; Master of Arts in Human Resource Management, Hawaii Pacific University, Honolulu, HI.

Ms. Davis was an environment engineer for Pacific Engineer. She now manages her family-owned business as well as several other successful businesses and organizations. Ms. Davis teaches in the area of Human Resource Management.

Holly B. Edwards, B.A., Bachelor of Arts, English, Western Kentucky University, Bowling Green, KY.

Ms. Edwards has had several years of experience as an ESL Instructor to students of all ages, both overseas and in the United States. Presently, aside from her teaching duties at CIBU, she is also working as a marketing associate for CIBU to South Korea as well as an ESL Instructor at Intrax International Institute in San Diego, California. Holly Edwards teaches in the area of Business English.

Peggy Fleming, M.B.A., Master of Business Administration, California School of International Management (now CIBU), San Diego, CA.

In 1997, Ms. Fleming teamed up with programming expert Matthias Klier and management consultant Steve Riedel and started several Internet portals such as MarketentryUS.com, Biotech-Network.com, and praktika.de, one of Europe's leading Internet career portals. She runs the San Diego office of praktika.de and was elected President of the German American Chamber of Commerce California, Inc., in 2004. Ms. Fleming's fields of expertise are Internet Technology and International Management. Ms. Fleming teaches in the area of Marketing and Management.

R. David Flesh, M.B.A., Bachelor of Science, Engineering, Arizona State University, Tempe, Arizona; Master of Science, Economics, Arizona State University, Tempe, Arizona; Master of Business Administration, University of California, Berkeley, California.

Mr. Flesh has extensive experience in the field of economics and environmental science. He served as Group Director of Environmental Science for a consulting firm in La Jolla, California and as Chief Economist for the City of San Diego. Currently, Mr. Flesh is a principal negotiator and economic advisor for the City of San Diego on its ocean monitoring contracts with federal agencies. Mr. Flesh teaches in the area of Economics.

Amy Forsythe, M.S., Bachelor of Arts, Communications, California State University San Marcos, California; Master of Science, Global Leadership, University of San Diego, San Diego, CA.

Ms. Forsythe served in the U.S. Marine Corps as a combat correspondent from 1993 to 2010. As a combat correspondent, she served one tour in Afghanistan in 2003 and two tours in Iraq in 2006 and 2008 covering combat operations and reconstruction efforts for print, radio, video and web-based media outlets. She is now a Public Affairs Officer in the U.S. Navy Reserves based on Coronado Island. She worked as a television producer and reporter for KOCT-Oceanside Community Television station covering military and lifestyle events from 1998 to 2010. Ms. Forsythe teaches in the area of Business Communications and Global Media strategies.

Philip Harris, Ph.D., Bachelor of Business Administration, St. John's University, Queens, N.Y.; Master of Science, Educational Psychology, Fordham University, New York, N.Y.; Ph.D., Educational Psychology, Fordham University, New York, N.Y.

Dr. Harris is a management and space psychologist who is President of Harris International, Ltd., a global management consulting practice since 1970. Dr. Harris focuses on leadership development as an organizational psychologist and has authored and/or edited 40 professional books and published over 200 journal articles and reviews. Currently he is co-authoring the sixth edition of Managing Cultural Differences, a classic textbook adopted in some 200 universities. Dr. Harris's extensive professional and educational biography is listed in Who's Who in America. Dr. Harris teaches in the area of Cross-Cultural Management.

Brian P. Hawkins, M.B.A., Bachelor of Science in Business Administration, University of San

Diego, San Diego, CA; Master of Business Administration, International Marketing & Advertising focus, Thunderbird School of Global Management, Glendale, AZ. Mr. Hawkins has lived and worked in Italy and France, speaks six languages, and has overseen projects in Mexico, Europe, and South Africa for AT&T, Kellogg and Kimberly Clark. He has worked with Monsanto, True Value Hardware, American Red Cross, Reuben H Fleet Science Center, City of San Diego, and California State Parks. Mr. Hawkins has launched a consultancy, Brands Beyond Borders, and a global lifestyle magazine and online community for brand passionaries (www.styleexplorers.com). Mr. Hawkins, who serves as Dean of Undergraduate Programs at CIBU, teaches in the area of Business Communication and Entrepreneurship

Robin Heckler, M.B.A., Bachelor of Science in Business Management, San Diego State University, San Diego, CA; Master of Business Administration, University of Illinois, Urbana-Champaign, IL. She also has a Human Resources Certificate from San Diego State University and is certified as a Senior Professional in Human Resources (SPHR) by the Society of Human Resource Management.

Ms. Heckler has over 15 years in corporate Human Resources experience including working for two Fortune 100 companies. Her extensive experience also includes 20 years of corporate training and development and Dale Carnegie instruction for the Human Relations and High Impact Presentations courses. Ms. Heckler teaches in the areas of Human Resource Management, Event Management and Case Study Practicum - Internship.

William S. Howe, III, Ph.D., Bachelor of Arts, English, Northwestern University, Evanston, IL; Master of Arts, English, University of Massachusetts, Amherst, MA; Master of Education, Educational Administration and Policy, Harvard University, Cambridge, MA; Master of Arts, Sociology, Stanford University, Stanford, CA; Doctor of Philosophy, Educational Administration and Policy, Stanford University, Stanford, CA.

Dr. Howe, has been involved in higher education as a professor, administrator, and researcher for 26 years. His specialty is leadership – theory, research, education/development, and practice. He was one of the founding faculty of the Jepson School of Leadership Studies at the University of Richmond, and, in addition, has helped build and/or has directed leadership education programs at Stanford University, the University of San Diego, National University, the University of California at San Diego, and Thomas Edison State College. His research has focused on leadership studies as a field of inquiry and on leadership education in the United States. Dr. Howe is President of the Institute for the Advancement of Leadership, and in that capacity he consults with universities and businesses in the areas of leadership and organization development. He teaches in the areas of Leadership, Organization Development and Change, Human Resource Management, and Strategic Management.

Steven J. Keener, D.B.A., Bachelor of Science, Economics, University of California Los Angeles, Los Angeles, CA; Master of Business Administration, Pepperdine University, Malibu, CA.; Doctor of Business Administration, California School of International Management (now CIBU), San Diego, CA.

Dr. Keener has worked as an executive in various global corporations and has traveled the world as a corporate strategist with primary responsibilities in business acquisitions and partnerships. He is currently President of Business Financial Solutions which provides a full service package for small businesses representing consulting, global sourcing and preparing financials including corporate compliance for federal and state requirements. He is teaching in the area of US Business and Marketing Studies.

Michael L. McManus, Ph.D., Bachelor of Science, Economics, University of Pennsylvania, Wharton School, Philadelphia, PA.; Netherlands Opleidings Instituut voor het Buitenland, N.O.I.B., Nijenrode (junior-year program), The Netherlands; Master of Science, Human Resource Management & Organizational Behavior, Cornell University, Ithaca, N.Y.; Ph.D., Human Resource Management, Organizational Behavior, Marketing, Cornell University, Ithaca, N.Y.

Dr. McManus, prior to becoming President of California International Business University, has held both academic and consulting positions that included teaching and administration both in the United States and Europe. He has held professorships at the European Business School at Pepperdine University, Los Angeles, CA and was a Visiting Associate Professor at San Diego State University where he later served as Assistant Vice-President. His consulting activities include President of Technology Systems International; consultant to the U.S. Navy on organizational effectiveness systems; the City of San Diego, State of California Department of Justice; Corning Glass Company; and the Federal Reserve System, Buffalo, New York. He has authored a number of articles in organizational behavior and human resources and has co-authored Surviving Merger and Acquisition. Dr. McManus teaches in the areas of Human Resource Management and Entrepreneurship.

Marilyn Orbann, B.A., Bachelor of Arts in History, University of San Diego, San Diego, CA.

Ms. Orbann has extensive experience in teaching English to speakers of other languages. She has held positions of project manager, branch manager and systems analyst within the Information Technology fields. Ms. Orbann is a retired U.S. Navy Commander and teaches in the area of Business Communication.

Nory R. Pascua, J.D., Bachelor of Arts, Business Administration with an emphasis in Legal Studies, cum laude, National University, San Diego, CA. Juris Doctorate, Thomas Jefferson School of Law, San Diego, CA, Supreme Court of the State of California and the United States District Court of the Southern District of California.

Ms. Nory Pascua has her own law firm and is specializing in family law and criminal defense. In 2004, she was appointed by the U.S. District Court of the Southern District of California to serve as Guardian Ad Litem in a criminal prosecution case. She is fluent in Tagalog. Nory Pascua has served as the President of the Filipino American Lawyers of San Diego and Affiliate President of the National Asian Pacific American Bar Association. Dr. Pascua teaches in the area of business law.

Jorge Reinoza, M.B.A., Bachelor of Science, Business/Marketing, La Universidad de Los Andes, Venezuela; Master of Business Administration, University of Tampa, Tampa, FL. He has served as an aggregate professor at the Universidad de Los Andes in his native Venezuela. He has taught graduate and undergraduate management and marketing courses for nineteen years in Venezuela, Mexico, Ecuador and the United States.

Mr. Reinoza has an extensive background in the tourist industry. He was the owner of a travel agency in Venezuela, and the Marketing Manager of Adventure Tours, an International Travel Agency with branches in three countries. Mr. Reinoza is an internationally renowned artist. His work has been honored and recognized, winning “First Place” at the famous 2004 San Diego County Fair and “Best of Show” in the August 2004 exposition of The San Diego Watercolor Society. Mr. Reinoza teaches in the area of Marketing.

Dermot Rodgers, M.A., Bachelor of Arts in Social and Behavioral Sciences, Borromeo College of Ohio, Wickliffe, OH; M.A. and M.Div Master of Divinity, Oblate College, Washington, D.C. He

also holds a certificate in Teaching English to Speakers of Other Languages (TESOL) from Southern States University, and is an ordained priest in the American Catholic Church, Diocese of California. Mr. Rodgers has over 20 years in pastoral ministry, serving communities in the U.S., Puerto Rico and Honduras. His extensive experience in working with immigrant communities and teaching English to international students affords him a great sensitivity both in the classroom as a teacher and in his role in the office of academic support. Mr. Rodgers teaches in the area of Business English.

George K. Sharghi, D.B.A., Bachelor of Science, Economics, National University of Iran, Teheran, Iran; Master of Science, Industrial Management, University of Dallas, Dallas, TX; Doctor of Business Administration, Finance & Marketing, United States International University, San Diego, CA.

Dr. Sharghi has taught at a number of universities both on-ground and online for the past 20 years and produced and edited books in the areas of finance and accounting for managers. His specialties include managerial finance, managerial economics and international marketing, business and finance. Additional professional and academic experiences include: Financial Manager of Security Pacific Corporation, Asset/Liability Management (\$14 Billion); Financial Manager of Great American Bank, Budget and Financial Planning Group; Member of American Financial Association; and faculty member at the College of Business Administration, California State University. Dr. Sharghi teaches in the areas of Finance, Economics and Management.

William J. Smith, M.B.A., Bachelor of Arts, Personnel Administration, Hofstra University, Hempstead, N.Y.; Master of Business Administration, Corporate Finance, Cleveland State University, Cleveland, OH.

Mr. Smith is employed as a Securities Broker/Account Manager for a major national securities brokerage firm. In addition to his nine years teaching graduate and undergraduate finance courses, Mr. Smith has over 20 years experience as a commercial lender in the Banking Industry, holding several senior management positions. His professional experience also includes starting, owning and operating his own business. Mr. Smith also maintains a series 7 and 63 securities license as well as a State of California Life Insurance Agent License. Mr. Smith teaches in the Economics, Accounting, and Finance fields.

Eddie Sturgeon, J.D., Bachelor of Arts, Economics, San Diego State University, San Diego, CA; Juris Doctor, University of Santa Clara School of Law, Santa Clara, CA.

Since 1998, Judge Sturgeon has sat on the San Diego Superior Court. For the decade prior to 1998, he was a Judge of the El Cajon Municipal Court. Judge Sturgeon has had his own law firm and has practiced law since 1976. He is a member of the Board of Directors of the San Diego County Judges Association and Past President of the Foothills Bar Association of El Cajon. He is admitted to practice in the Supreme Court of the State of California, the United States District Court (Southern District of California), and the United States Court of Appeals (Ninth Circuit). Dr. Sturgeon teaches in the areas of Business Law and Ethics.

Antonio F. Vianna, M.M. Bachelor of Science, Biology, Union College Schenectady, N.Y.; Master of Management, Northwestern University, Chicago, IL.

A former Officer in the United States Air Force, Mr. Vianna is frequently on television and radio offering practical tips for taking charge of your career. He is on the faculty of local San Diego universities teaching business and management courses. He is a published author of fiction and non-fiction works and is available as a guest speaker for corporate and special event engagements. Mr.

Vianna teaches Human Resources Management.

Rita Wagstaff, M.L.S. Bachelor of Science, General Science and Master of Arts, Education, University of Iowa, Iowa; Master of Library Science, San Jose State University, San Jose, CA.

Ms. Wagstaff has been employed in library services for more than ten years occupying positions from library technical assistant, library automation consultant, law librarian and academic librarian. Professional awareness is maintained through affiliations and involvement with the Special Library Association, American Library Association, Working Writers, inc., and the International Registry of Writers, Speakers and Translators Association.

Ms. Wagstaff is specifically trained in advanced research methods which particularly support students enrolled in the master and doctoral degree programs. This training includes advanced searching of bibliographic and monographic references, professional and scholarly journal searches, reference services, specialty research & methodology materials. Many of these sources reside in on-line databases.

Paula White, M.B.A., Bachelor of Science, Business Administration, Southern Illinois University, Edwardsville, IL; Master of Business Administration, Washington University, St. Louis, MO.

Ms. White, CPA, has extensive experience in financial consulting and tax preparation in her own practice. Working in industry, Ms. White was employed by Fortune 500 companies and was responsible for consolidation accounting and financial reporting of all the US, Canadian, Mexican, Israeli and Australian subsidiaries, evaluating acquisition/divestiture candidates; preparing the long-range business plans and developing sensitivity analysis. Ms. White is also an instructor at the University of Phoenix. She teaches in the area of Accounting.

Jack Fei Chan, Ed.D., Educational Specialist Doctor of Education University of South Dakota, Vermillion, SD.

Dr.Chan is a research expertise in marketing, organizational behavior, business strategies, distance learning, and transnational education. During his academic service period in Taiwan, Dr. Yang not only worked very diligently on academic research work but also very focus on practical business application and consultation, he is the senior business consultant of General Chamber of Commerce of the Republic of China (ROCCOC) and Sun-Net Technology Cooperation for many years.

Dr. Yang is also an expertise in higher educational and offshore program development and administration. He served as Department Chair, journal assistant editor, conference chair, and national research project director for many years. He published over thirty research papers for international conferences and journals and published three books as well. Moreover, Dr. Yang annually received over \$30,000 research grant from National Science Council and Ministry of Education in Taiwan for many years. In year 2010, Dr. Yang received over \$45,000 research grant from National Science Council for National Digital Archive and E-learning research project and Dr. Yang is the project director.

Educational Programs

The curriculum of California International Business University 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. The design of the programs reinforces its mission for inter-cultural sharing of perspectives and learning among students, faculty and visiting lecturers.

CIBU 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, MSIM, 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. 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 will need to recognize the global nature of organizational and economic activities.

The Doctor of Business Administration Degree

The Doctor of Business Administration (DBA) degree is a specialized program primarily for adults 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.

The Master of Business Administration Degree

The Master of Business Administration Degree (MBA) is a thirteen-course program that can be completed in approximately fifteen to eighteen months.

The Master of Science in International Management Degree

The Master of Science in International Management Degree (MSIM) is an eleven-course program that can be completed in approximately one academic year, twelve months.

The Bachelor of Science in Management Degree

California International Business University offers an upper-division Bachelor of Science in Management (BS) degree program for students who have completed their general education requirements and wish to pursue an undergraduate business degree. Only upper division courses are offered at CIBU. CIBU administration will assist students to review academic files and ensure that all necessary degree requirements are fulfilled.

Facilities and Other Information

Learning Resources

CIBU has a Learning Resource Center with a variety of print materials, such as newspapers, periodicals, journals and business holdings for library and research assignments. Students have access to Internet-based reference resources. In addition, DBA students are issued library cards for San Diego State University library use and MBA/MSIM students may request SDSU library cards. CIBU has an interlibrary loan agreement with the University of San Diego (USD) and open access to the San Diego Public Law Library (SDPLL).

Students have access to the many public and university libraries in the San Diego region, including San Diego County and City libraries. A list of these libraries and contact information is provided to each student at matriculation. Residents may establish library cards with the San Diego City and County libraries with proper identification.

Student Services

Career advising is available through the office of the Career Development Center (CDC). Specific services offered through the CDC include:

Assistance with internship placement

Resume development workshops

Career advising

Assistance with Optional Practical Training (OPT) if student qualifies

Wireless Laptop University

The School 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. Laptop and wireless interface information and minimum specifications are available from the front desk and in the Student Handbook. Nearby printing facilities are listed in the Student Handbook.

Visitors

Visitors are welcome to tour California International Business University'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 Coordinator at CIBU@CIBU.edu.

Housing

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 in our on-line Student Handbook at www.CIBU.edu.

California International Business University does not provide student housing 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 help them in their transition to life in San Diego. It is highly recommended that a student book a minimum of one month's housing prior to arrival in either an American Homestay or a downtown hotel (See Student Handbook).

Transportation

California International Business University is a short walk from 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 cause 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. A commuter flight to San Diego from Los Angeles might be preferable.

University Catalog

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 the 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 California International Business University. Included in the publication are academic standards and a listing of the courses required for graduation.

Instructional Materials and Equipment

Students are expected to purchase required books and other class materials for each course. Students should budget a minimum of \$100 per course. Instruction will be provided in classrooms, which are equipped with white boards, projectors and video equipment.

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 Director of Enrollment Services.

Application Filing Period

California International Business University matriculates students throughout the year. New students may enter classes at the beginning of each quarter or intersession. Specific admission application deadlines for each quarter are as follows:

Fall Quarter -- August 1
Winter Quarter -- November 1

Spring Quarter -- February 1
Summer Quarter -- May 1

The academic calendar can be found as a supplement in the back of the Catalog as well as on the website www.CIBU.edu. Overseas students are encouraged to submit completed applications 10 weeks prior to the quarter 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 six weeks prior to matriculation.

Transcripts

Applicants must file the official transcripts from each college attended with the School's Admissions Committee, supervised by the Director of Enrollment Services. Official transcripts should be sent directly to:

California International Business University
Attn: Admissions
520 W. Ash Street, Third Floor, San Diego, California 92101.

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.

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 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 to consider include:

Agencies which can help you to evaluate your transcripts are:

WES

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

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 California International Business University. 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).

Health Insurance

International (F-1 Visa) students are required to obtain basic health and medical insurance to protect themselves, and their dependents, if married, from unexpected expenses incurred due to medical needs or emergencies. This requirement can be fulfilled by students submitting a copy of their health plan policy or enrollment card. International students may obtain their policies in their home countries and information on a plan available in the U.S. will be provided at the Orientation at the start of each quarter. Please be advised that U.S. plans do NOT provide dental care, only emergency dental work directly related to an accident. Foreign students are NOT eligible for any free medical services in America.

Visas

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 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 skills in English to be considered for admission. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction may be required to pass a test of English language proficiency as a requirement for admission.

In cases where the student is not a native English speaker or his/her upper level degree was not earned at a school where English is spoken, both a written essay and interview (by phone or in person) will be used to assess the applicant's English level in addition to submitting Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), or Test of English for International Communication (TOEIC) test scores. The school does not provide English instruction (ESL) but students have a wide variety of ESL programs available in the community, should they wish to supplement their academic program. In most cases, applicants shall present a TOEFL (or equivalent test) minimum score of 500 for bachelor's students and 550 for Graduate level work. The minimum score for the TOEIC is 750.

Transfer Credits/Non-Academic Credits

Evaluation for transfer credit will be conducted by the Director of Enrollment Services 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, 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. Ten (10) quarter hours at the graduate master's and doctoral levels and 135 quarter units at the undergraduate level are the maximum transferable credits allowed.

Transferring Credit from CIBU to another Institution

CIBU graduates and students who are or may contemplate transferring credits from CIBU to another institution should recognize that CIBU courses and programs focus on career preparation. The granting of such credit is at the discretion and based on the policies of each respective institution. Accordingly, CIBU courses may not always be accepted as transfer credit by other institutions. Therefore, no guarantee can be made that other institutions will accept transfer credit of CIBU courses. However, CIBU will help with the process in any way practical.

Admission and Transfer Credit Criteria (Non-Collegiate)

The maximum number of credits acceptable for non-collegiate learning for the bachelor's degree is 75-quarter units. The credit may be from the following sources.

A maximum of 50-quarter units may be earned at the lower division level by CLEP general examinations.

No more than 25-quarter 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 45 quarter 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 Director of Enrollment Services or designee.

To apply, please complete the Application for Admission form, submit the required financial documentation, request original transcript(s) for degrees obtained, include the non-refundable

application fee (see below), and complete all other admission requirements listed on the current Admission Checklist. Then mail all completed documents to: California International Business University, Attn: Admissions, 520 W. Ash Street, Third Floor, San Diego, California 92101. Tel: (619) 702-9400, Fax: (619) 702-9476, e-mail: CIBU@CIBU.edu

The non-refundable application fee is \$150 for US residents and \$250 for international students and must accompany the application package. Students may pay by international money order in U.S. dollars, check drawn on a US bank or Master Card or Visa credit cards (plus applicable fees). If using a credit card, please include the account number, expiration date and exact name on the card as well as the billing address.

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 Admission Committee'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.

Tuition and Fees

Tuition and fees are due in full upon registration and late fees may apply if fees are not paid according to the posted schedule. A 4% fee is added to credit card transactions.

Enrollment Agreement

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.

Financial Responsibility of Students

Enclosed with the Catalog is the tuition and fee schedule for the coming academic year. Tuition fees are listed per quarter, 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 expenses for a nine-month academic year in addition to the cost of tuition.

Financial Aid

CIBU does not provide financial aid. However, a limited number of on-campus assistantship opportunities exist from time to time. Such opportunities may allow tuition credit. Scholarships and student loans are not available through CIBU. Students may apply for on-campus assistantships when notices appear on bulletin boards in the student lounge and through regular communication channels. Decisions are based on technical qualifications and experience.

Academic Policies and Procedures

Academic Year

The academic year is divided into four quarters of ten weeks each and two four-week inter-sessions. The inter-sessions are between the end of the Fall Quarter and the beginning of the Winter Quarter and between the end of the Spring Quarter and the beginning of the Summer Quarter. Academic credit is in quarter units. Each class is equivalent to 5 quarter units.

International students are reminded to consult with the Director of Enrollment Services or the 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 3 courses per quarter and students must be enrolled 3 quarters out of 4.

Applications are accepted throughout the year. New students may begin classes at the beginning of each quarter or intersession. Orientations are held at the start of each quarter 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 Director of Enrollment Services and the Designated School Official (DSO) prior to submitting a petition requesting a leave of absence. Approved leave of absence permits students to resume their studies at California International Business University 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 quarters as when he or she left.

Buyer's Right to Cancel

Students have the right to cancel the enrollment agreement and obtain a refund. The university shall refund 100 percent of the amount paid for university charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if the notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when a student gives written notice of cancellation to the university by mail or email. The written notice of cancellation is effective when received by the university. It does not need to take any particular form; however, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Refund Information

Students may withdraw from a course after instruction has commenced and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if they have completed 60% or less of the instruction. To determine the refund deduct a registration fee not to exceed one hundred dollars (\$100.00) from the tuition charge then divide this 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 plus the amount of the registration fee and the documented cost of any books

or equipment that were not returned. For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition and a registration fee of \$100.00, the student would receive a refund of \$300.00, or calculated another way, \$500.00 tuition and registration fee, less the registration fee (\$100.00) divided by the 40 hours of the program by the net tuition (\$400.00). This will result in the hourly quotient \$10.00 per hour, totaling \$100.00 for the tuition charge. This charge plus the registration fee would be deducted from the amount paid. Total paid \$500.00, less registration fee \$100.00, less tuition charge \$100.00 = refund paid \$300.000.

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 or withdrawal. All cancellations should be directed to the Director of Academic Administration and Director of Enrollment.

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. If a student misses two classes, the Director of Academic Administration or the appropriate Dean will contact the student and counsel the student on CIBU's attendance policy. Two unexcused absences from a class in the 10 week quarter 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 quarter the student will receive a written warning and may be placed on academic probation. Additional absences may result in expulsion from CIBU.

Statement on Academic Freedom

Academic freedom and its attendant responsibilities are essential to the fulfillment of the purposes of California International Business University. 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 and Employee Involvement

The institution is committed to a philosophy and policy of involving faculty and employees on the administrative staff in governance of academic matters which relate to improvement of the educational programs, professional development initiatives, and academic support programs of the university.

This commitment 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 following structural approaches are designed to support faculty teamwork, communication and involvement, and the greater community network of the university for faculty and employees on the administrative staff:

Regular General Faculty Meetings (All Faculty, twice yearly), to include administrative staff

Departmental Chairs and Meetings for coordination

Solicitation of inputs by Deans

All-University Curriculum Committee meetings

Special standing committees, i.e., DBA Program Committee, Curriculum Committee, President's Advisory Committee

Faculty utilization of CIBU sponsored social networking media to enhance teaching and system-wide communication

Faculty and staff in-service events, programs, special gatherings

Although this an institution-wide policy of involvement, it shall be the responsibility of the President, assisted by the academic Deans, to ensure that practices support the overall commitment to institutional effectiveness and continual improvement of the academic standards and programs of the university at large.

CIBU Teaching Methods and Philosophy

Team-based student activities are encouraged by faculty to foster student interaction for learning purposes, including the practice of encouraging learning teams. Case study, course projects, outside speakers and visitation or field study trips are also used as teaching methods.

Student Records and Transcripts

The following types of records are maintained by the university regarding admission to and attendance at the university:

- 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.

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. For a fee, students may request that the university send a transcript of their work to a third party, such as an employer or school. Official transcripts will bear the institutional seal of the university and the signature of an authorized university official.

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

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.

Definition of Unit of Credit

One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter unit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$.

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 = Course requirements have not been met. The student does not earn credits.

I = Incomplete grade is issued with approvals by the faculty and the Records Office. Completion of course work and grade conversion must follow the academic policy in effect.

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P = Passing. Does not affect GPA, receives credit only.

AUD = Audit. Student was enrolled on a non-credit basis.

W = Withdraw. Student was permitted to drop the course after the add/drop deadline.

IP = In Progress. Academic work has not been completed and is in progress at the present time.

TR= Transfer Credits, does not affect GPA, receives credit only

Grading Scale:

Letter Grade	Description/Quality	Points
A	95-100 Excellent	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86 Good	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 Poor	1.0
D-	60-62	.7
F	Failure	0.0
P	Passing	Does not affect GPA, receives credit only
I	Incomplete	Does not affect GPA until instructor submits final letter grade for the course. Work must be completed within 30 days of end of course.
W	Withdraw	Student was permitted to drop the course after the add/drop deadline.
AUD	Audit	Student was enrolled on a non-credit basis.
IP	In Progress	Academic work has not been completed and is in progress at the present time.
TR	Transfer Credits	Does not affect GPA, receives credit only

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. Incompletes and withdrawals 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 above chart). For example, a student receiving an “A” for a 5-quarter unit course would earn 20.0 grade points ($4.0 \times 5 = 20.0$).

In the following example, a student has attempted 3 courses of 5 quarter units each and has received the grades indicated:

Course	Credits	Final Grade	Grade Points
Course #1	5	A	20.0
Course #2	5	B	15.0
Course #3	5	A	20.0
Totals	15		55.0

Dividing the total number of grade points earned by the total number of credits attempted ($55 \div 15$), 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 quarterly 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 20 quarter units of credit, but only the 15 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 or a “P,” 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 quarter following the quarter the questioned grade was received.

Standards of Satisfactory Progress (SSP)

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; a graduate student remains in good standing if he/she earns a cumulative G.P.A. 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. The minimum standards are described in detail below.

Maximum Program Length (MPL)

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

The MPL for CIBU programs are as follows:

Degree	Minimum Time	Maximum Time
Bachelor of Science in Management (BS)*	3 Quarters	4 Quarters
Master of Science in International Management (MSIM)	5 Quarters	6 Quarters**
Master of Business Administration (MBA)	6 Quarters	8 Quarters**
Doctor of Business Administration (DBA)	12 Quarters	18 Quarters**

*The MPL reflects student enrollment of one year pursuant to articulation agreements with partner institutions. No students currently are permitted to enroll in the BS program without an agreement with a partner institution.

** The MPL describes the length of time a student with no transfer credits can remain enrolled in a graduate program at CIBU. A student with prior, transferable academic experience will have a shorter normal program length and therefore a shortened MPL.

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.

Evaluation Points in the Academic Program

A student is evaluated at the end of every quarter for compliance with CIBU’s SSP. 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 SSCP is described later in this policy.

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

Undergraduate Students

Evaluation Point	Min. CGPA	SSCP
25% of MPL	2.0	55%
50% of MPL	2.0	60%
End of 1st academic year	2.0	66%
100% of MPL#	2.0	66%

- Mandatory dismissal point. No probation permitted.

SSP Chart - Graduate Students

Evaluation Point	Min. CGPA	SCCP
25% of MPL	3.0	55%
50% of MPL	3.0	60%
End of 1st academic year	3.0	66%
End of 2 nd academic year#	3.0	66%
End of Subsequent years#	3.0	66%
100% of MPL#	3.0	66%

- 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 SSP charts or fail to maintain a GPA of 2.0 for undergraduate students or 3.0 for graduate students during any quarter.

Maximum Terms of Academic Probation

A student may remain on academic probation for two quarters 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 quarter.

Removing Academic Probation Status

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 quarter thereafter, however.

SSP 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 quarters, 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 MTF.

Academic Evaluation of Students Placed on Academic Probation

An academic evaluation of the student placed on academic probation will be conducted by an academic counselor and the Curriculum Committee. 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), I (incomplete), P (Pass), 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 AUD (audit) and TR (transfer) do not count as credits attempted or completed; they have no effect on the calculations of GPA and SCCP.
4. Credits transferred will reduce the normal program length by the number of units transferred. Transferred credits therefore shorten the maximum program length for the programs. Credit transferred has no effect on the calculation of the student’s GPA or SCCP.

Appeal of Academic Probation Status or Dismissal

A student who has been placed on probation or dismissed and disagrees with the finding may appeal according to the grievance procedures set forth in this catalog and in the CIBU Student Handbook. Academic Administration will hold a hearing and make a decision on the probation/dismissal. This procedure also applies for students who wish to appeal because of special or mitigating circumstances. Dismissed students who successfully appeal the decision will be placed on probation upon return to CIBU.

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.

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 California International Business University that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind. “Sexual harassment” means any unwelcome 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.

Sexual Assault

California International Business University 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 university officials. 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 the Director of Operations or other university official.
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.

California International Business University 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

California International Business University 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:

No misuse, alteration, or mutilation of university property.

No theft of any kind.

No physical or verbal abuse of faculty, administration, or fellow students is permitted, nor is inappropriate conduct that can threaten or endanger anyone at the university.

No obstruction or interference of movement on campus, or disruption of activities on campus.

No unlawful possession, use, or distribution of illegal drugs, or abuse of alcohol on university property during any student activities.

No violation of any Federal, State, or local ordinance.

No aiding, abetting, encouraging, inciting, or participating in a riot.

No use or possession of any dangerous weapons, firearms, ammunition, substances, materials, bombs, explosives, or incendiary devices prohibited by law.

No 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.

No deliberate violation of written or verbal directions of any kind by officials acting within the scope of their duties.

No violations of any of the US copyright laws, including software copyrights.

Drug and Alcohol Policy

California International Business 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. 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.

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 Graduate Programs for review and action, or contact the appropriate state agency directly.

If the student continues to be unsatisfied with the outcome, he or she may file a complaint with the appropriate state agency, the Dept of Consumer Affairs, ATTN: Correspondence Unit 1625 N.

Market Blvd. Sacramento, CA 95834. They can also check the website:

http://www.dca.ca.gov/online_services/complaints/citizen_complaint.shtml

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.

CIBU Student Policies and Procedures

Student Policy and Procedures

Non-Discrimination policies

California International Business University (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 HR Department, California International Business University, 520 W. Ash 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 Graduate Programs, California International Business University, 520 W. Ash 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

California International Business 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.

Sexual Harassment

It is the policy of CIBU that all students receive their education in an environment that is free from all forms of sexual discrimination and harassment. Sexual harassment, whether by a faculty member, staff, or student, is prohibited. For the purposes of CIBU's policy, sexual harassment includes unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature where:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in a university-sponsored education program or activity

Submission to, or rejection of, such conduct by an individual is used as the basis for academic or other decisions affecting that individual

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.

Drug Policy

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.

Student Discipline and Grievances

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, an administrative hearing on the issues and provisions for appeal.

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.

Students must give credit for any factual information that is not either the result of original research or common knowledge. For example, major historical facts, such as the dates persons landed on the moon, are considered common knowledge, so there is no need to cite a source for them. It would be necessary, however, to give credit to an author who provided an argument about the strategic importance of the Theory of Relativity.

Students do not need to cite the source for a well-known proverb (“It takes one to know one”) or a familiar quotation (“To be or not to be...”). Generally, students who are not sure about citing a source are encouraged to cite the source.

It is better to be safe than sorry.

To avoid unintentional plagiarism, students should properly quote and cite the source for their ideas. If there are any questions, students should check with the professor.

The root of plagiarism is the Latin word *plagiarius*, which means “Kidnapper”.

Plagiarism, like kidnapping, is a serious offense. Students found intentionally plagiarizing are subject to the penalties provided for herein.

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 one of the deans.

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 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 INS. 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. 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

Attorneys 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.

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

officials 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 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 recommendation 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 recommendation 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 recommendation. Such commentary must be submitted to the president within seven days of receipt of the panel's recommendation.

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

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.

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

The Appeal Process: When students believe that they have grounds for appealing a grade issued by an instructor due to an occurrence of one or more of these circumstances, the following procedures must be followed:

Initial Inquiry

Student grade appeals must be communicated to the faculty member in writing within 30 days following the completion of the course. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. A mere disagreement with a faculty member's judgment is not sufficient. Appeals based on a desire to improve a grade through additional work or retesting are not acceptable.

Grade Appeals Committee

If an appeal cannot be resolved after the student has consulted with the faculty member, the student must put the appeal in writing to the Dean of Academic Programs or designee within 30 days of the written appeal to the faculty member. The student must provide in writing relevant evidence to support the request for a grade appeal. The dean or designee forwards the student's written statement to the instructor for a response, which the instructor should provide within 30 days. The faculty member's written response is forwarded to the student with a copy to the Director of Academic Administration.

If the appeal remains unresolved, the Director of Academic Administration refers all documentation to the Grade Appeals Committee, appointed by the President, or designee, consisting of three persons from the staff or faculty. The grade appeals committee considers the documentation provided and may decide.

To change the instructor-assigned grade

To grant the student a grade appeal hearing

To deny the student a grade appeal hearing due to insufficient evidence

The Grade Appeals Committee renders a final written decision within 30 days of receiving documentation from the Director of Academic Administration. This decision is forwarded to the Director of Academic Administration who informs the student and the faculty member..

The decision of the Grade Appeals Committee on these matters is final and cannot be appealed unless the student has raised issues of discrimination or sexual harassment. In such cases, the student should follow the procedures described in this section of the catalog on Grievances Relating to Discrimination or Sexual Harassment.

The Grade Appeal Hearing

If the Grade Appeals Committee decides that a grade appeal hearing is justified, the student, the Director of Academic Administration, and the faculty member are notified. The grade appeal hearing should be held within 90 days of the student's original written appeal. This hearing is conducted by the Grade Appeals Committee, which hears and considers relevant evidence and statements from the student, faculty member and witnesses, if any. Parties may be accompanied by an advisor or counsel, but the advisor or counsel will take no part in the hearing.

Based on the grounds for a grade appeal described above, the written documentation, and the statements made at the grade appeal hearing, the Grade Appeals Committee renders a final written decision within ten days of the hearing. This decision is forwarded to the Director of Academic Administration who informs the student and the faculty member.

The decision of the Grade Appeals Committee is final and cannot be appealed unless the student has raised issues of discrimination or sexual harassment. In such cases, the student should follow the procedures described in the section of this catalog on Grievances Relating to Discrimination or Sexual Harassment.

Student Rights

CIBU has adopted policies with regard to student rights and grievances that are maintained in the 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 Director of Enrollment Services. The written request must specify the records that the student desires to access or 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, staff, of the university policies.

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.

Admission Requirements

Applicants for the program must have previously earned a master's degree. The degree must be from CIBU, an institution either accredited by a regional or national association recognized by the U.S. Department of Education, 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 of a master's degree. Students lacking a master's, though having its academic equivalent in appropriate course work, may petition the Director of Enrollment Services for admission.

Transfer Credit

Maximum graduate level transfer credit is twenty-seven quarter units (post-bachelor's degree).

Program Requirements

A minimum of 135 graduate level quarter-units (27 courses) after the bachelor's degree plus submission of a dissertation must be completed for graduation.

Students who have completed the CIBU MBA (13 courses) will take a total of 14 more 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. If a deficiency exists in a student's 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 Doctoral 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 (see also Appendix A)

The following courses are offered to fulfill the requirements:

	Core Courses 20 Units required	Units
CIBU 720	Introduction to Statistical Methods	5
CIBU 722	Advanced Quantitative Methods	5
CIBU 725	Survey Research	5
CIBU 730	Dissertation Methodology	5

All other residential Doctoral coursework must be completed before starting the following Dissertation Sequence of courses.

	Dissertation Sequence 15 Units required	Units
CIBU 790	Dissertation Design and Implementation	5
CIBU 791	Dissertation in Progress	5
CIBU 792	Dissertation Completion & Defense	5

Additional Courses (*Core Capstone-Required)

Concentration Areas		Units
Accounting, Finance, & Economics	CIBU 627: Corporate Finance	5

	CIBU 628: Money and Banking	5
	CIBU 631: Managerial Accounting	5
	CIBU 633: Economic Analysis	5
	CIBU 781: International Managerial Finance *	5
Organizational Behavior	CIBU 610: Organizational Development and Culture	5
	CIBU 626: Human Resource Management	5
	CIBU 641: Cross Cultural Management	5
	CIBU 783: Executive Leadership *	5
Business Law	CIBU 620: Business Law and Ethics	5
	CIBU 632: Law for Managers	5
	CIBU 635: International Business Law	5
	CIBU 788: International Negotiations *	5
Marketing	CIBU 629: Marketing	5
	CIBU 639: Marketing Research	5
	CIBU 646 International Marketing	5
	CIBU 663: International Advertising and Communications	5
	CIBU 786 Strategic Global Marketing *	5
Management and Strategy	CIBU 622: Management Information Systems	5
	CIBU 624: Strategic Management	5
	CIBU 625: Entrepreneurship	5
	CIBU 642: International Management	5
	CIBU 644: Global Business Strategy	5
	CIBU 785: International Management Consulting*	5
	CIBU 630: Operations Management	5

Master of Business Administration (MBA) Program

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

Admission Requirements

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 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 of a bachelor’s degree.

Applicants from a wide variety of fields of study with a bachelors degree from social sciences to natural sciences, to business, to liberal arts to applied fields may apply to the masters (MBA) degree program. Each applicant will be considered for admission based on his or her unique undergraduate educational degree background, as well as business and/or entrepreneurial related employment experience. Applicants with degrees from business related fields and business related employment experience will be considered for direct admission to the masters level program, while applicants with undergraduate concentrations from non-business related fields may be required to complete pre-masters level coursework.

Transfer Credit

Individuals may transfer (a maximum of 9 quarter units) from prior work with the approval of the Dean of Graduate Programs or designee.

Program Requirements

The MBA program is a 13-course, 65-quarter unit study. Students are required to complete ten core academic area courses plus three 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 quarter.

Degree Requirements – MBA (65 quarter units)

The following courses fulfill the requirements listed above:

	MBA Core Courses	
Course Number	AREA	Qtr Units
	Accounting	
CIBU 631	Managerial Accounting	5
	Business Law/Ethics	
CIBU 620	Business Law and Ethics	5
	Finance/Economics	
CIBU 627	Corporate Finance	5
CIBU 633	Economic Analysis	5
	Entrepreneurship	
CIBU 625	Entrepreneurship	5
	Global Management	
CIBU 642	International Management	5
CIBU 630	CIBU 630: Operations Management	5
	Human Resources	
CIBU 610	Organizational Development & Culture	5

	Marketing	
CIBU 629	Marketing	5
	Strategic Management	
CIBU 624	Strategic Management	5

MBA Elective Courses

	MBA Elective Courses	
Course Number	Select Four Courses	Qtr Units
	Business Law/Ethics	
CIBU 632	Law for Managers	5
	Finance/Economics	
CIBU 634	Portfolio Analysis	5
	Entrepreneurship	
CIBU 623	History of American Business Enterprise	5
CIBU 615	E-Commerce	5
CIBU 645	Lifestyle Marketing and Media	5
	Global Management	
CIBU 636	International Business & Commerce	5
	Human Resources	
CIBU 626	Human Resource Management	5
	Marketing	
CIBU 646	International Marketing	5
	Business English	
CIBU 694	Business English	5

Master of Science in International Management (MSIM) Program

The program is designed to provide students with the management and economic skills to secure employment as business managers in a global economy. The MSIM program will train students to understand human resource and legal issues associated with international business, to analyze economic indicators, and function effectively in a multinational business environment.

Admission Requirements

An applicant 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 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.

Applicants from a wide variety of fields of study with a bachelors degree from social sciences to natural sciences, to business, to liberal arts to applied fields may apply to the masters (MSIM) degree program. Each applicant will be considered for admission based on his or her unique undergraduate educational degree background, as well as business and/or entrepreneurial related employment experience. Applicants with degrees from business related fields and business related employment experience will be considered for direct admission to the masters level program, while applicants with undergraduate concentrations from non-business related fields may be required to complete pre-masters level coursework.

Transfer Credit

Individuals may transfer (a maximum of 9 quarter units) from prior work with the approval of the dean or designee.

Program Requirements

The MSIM program is an 11-course, 55-quarter-unit program. Students are required to complete a total of eleven of the courses listed below, seven courses constitutes core requirements. Elective courses may be selected based on students’ interests.

Degree Requirements – MSIM – 55 Quarter Units

The following courses fulfill the requirements listed above:

	MSIM Core Courses	
Course Number	AREA	Qtr Units
	Business Law/Ethics	
CIBU 620	Business Law and Ethics	5
	Finance/Economics	
CIBU 633	Economic Analysis	5

	Entrepreneurship	
CIBU 625	Entrepreneurship	5
	Global Management	
CIBU 642	International Management	5
	Human Resources	
CIBU 610	Organizational Development & Culture	5
	Marketing	
CIBU 629	Marketing	5
	Strategic Management	
CIBU 624	Strategic Management	5

MSIM Elective Courses

	MSIM Elective Course	
Course Number	AREA	Qtr Units
	Business Law/Ethics	
CIBU 632	Law for Managers	5
	Finance/Economics	
CIBU 634	Portfolio Analysis	5
	Entrepreneurship	
CIBU 623	History of American Business Enterprise	5
CIBU 615	E-Commerce	5
CIBU 645	Lifestyle Marketing and Media	5
	Global Management	
CIBU 636	International Business & Commerce	5
	Human Resources	
CIBU 626	Human Resource Management	5
	Marketing	
CIBU 646	International Marketing	5
	Business English	
CIBU 694	Business English	5

Bachelor of Science in Management (BS)

This program is designed to provide upper division course offerings toward the completion of CIBU's BS degree. This is for students who have successfully satisfied lower division required credits at other institutions.

The university offers upper division management courses leading to a Bachelor of Science in Management (BS). Students applying for this program must have a minimum of 90-quarter units (or the equivalent) transferable through collegiate or acceptable non-collegiate sources to enroll in this program.

Admission and Transfer Credit Criteria (Collegiate)

Applicants must submit a completed application and official transcripts from all previous college level academic work and the application fee. California International Business University will accept such credits from regionally accredited or nationally accredited schools. Transfer credits will be given for only those courses that meet the standards of the university. Courses taken at foreign institutions will be judged on an individual basis by Admissions and Records.

The maximum number of lower division credits accepted for transfer is 135-quarter units. The maximum number of upper division credits accepted for transfer is 45-quarter units. Since California International Business University does not offer lower level general education courses, a combination of transfer courses and equivalency of general education credits must be completed prior to graduation.

Program Requirements

A minimum of 45-quarter units of upper division core courses, including specific core courses, must be completed at California International Business University. A total number of 180-quarter units with an overall minimum GPA of 2.0 are required for degree completion. All transfer credit requests will be subject to review and approval by the Admissions and Records as to their applicability.

There shall be a minimum of 60 quarter hours, 90 quarter hours, or their equivalent within the areas of concentration (management); and a minimum of 36 quarter hours, or 54 quarter hours, or their equivalent in general education courses.

Junior Year Requirements

	Junior Year Requirements	
Course Number	Courses	Qtr Units
CIBU 310	Money & Banking	5
CIBU 311	International Advertising and Communications	5
CIBU 312	Import/Export Management	5
CIBU 313	Strategic Planning	5
CIBU 314	Research Methods in Business	5
CIBU 320	Marketing Principles	5
CIBU 330	Principles of Economics	5
CIBU 331	Investment Theory	5
CIBU 360	Financial Accounting	5

Degree Requirements (BS)

	BS Core Courses	
Course Number	Courses	Qtr Units
CIBU 411	Human Resource Management	5
CIBU 415	Business Communications	5
CIBU 420	Worldwide Marketing Research	5
CIBU 425	Entrepreneurship	5
CIBU 432	Business Law	5
CIBU 436	U.S. Business	5
CIBU 437	Corporate Finance	5
CIBU 445	Comparative Economics	5
CIBU 480	Case Study Practicum	5

	BS Elective Courses	
Course Number	Courses	Qtr Units
CIBU 494	Organizational Development & Culture	5
CIBU 495	Tourism, Conventions, Event Management	5

Course Numbering

The course numbering system of California International Business University divides courses into three categories: upper-division undergraduate, master's degree level and doctoral courses. Upper-division undergraduate courses are numbered from CIBU 300 through CIBU 499. Master's level courses are numbered from CIBU 600 through CIBU 699, and exclusively doctoral courses range from CIBU 700 to CIBU 799. Students enrolled in a graduate degree program may take lower numbered classes only by petitioning for same and receiving the approval of the faculty member and Dean of Graduate Programs.

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

Course Descriptions (5 quarter units each)

CIBU 310: Money & Banking

Surveys issues related to financial intermediaries, with an emphasis on commercial banks. Addresses asset/liability management, credit-risk management, and maintenance of adequate capital.

CIBU 311: International Advertising and Communications

This course surveys global advertising methods and networks, and the global advertising industry. Topics also include mass communication markets, methods, and case studies.

CIBU 312: Import/Export Management

An operational approach to material management through Import/Export. The course covers operational procedures, marketing techniques, and trade agreements. In addition, office management, financing, methods of payment, international credit and insurance, transportation, and government formality documents are explored.

CIBU 313: Strategic Planning

The function and process of strategic planning will be examined. The course will include study of theoretical foundations and theory of strategic planning; corporate strategic planning practices; control and evaluation of strategic planning; cross-cultural perspectives and case study.

CIBU 314: Research Methods in Business

A review of the variety of quantitative and qualitative research methods in business and management..

CIBU 320: Marketing Principles

The study of the survey and analysis of the activities and institutions involved in the flow of goods and services from source to consumer. Understanding and application of the four principles of marketing and various marketing principles necessary to make sound marketing decisions.

CIBU 330: Principles of Economics

Historic and classic economic theory and models will be examined; macro and micro economic theory and models; econometrics; economic forecasting and modeling to industrial and specific economic sectors.

CIBU 331: Investment Theory

The study of investment theory and models; investment and portfolio analysis; investment management models; institutional models, and corporate investment analysis and strategy.

CIBU 360: Financial Accounting

This course covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of the financial effects of economic events.

CIBU 411: Human Resource Management

The study of the human resource and personnel management function in organizations with emphasis on selection, training, regulatory issues, maintenance and coordination issues of the human resource function.

CIBU 415: Business Communications

A challenging course designed to help the student master his/her English language skills by using fundamental communication business tools such as writing messages, letters, e-mails, reports and presentations. The focus in the classroom will be to use and improve actual English speaking and communication skills within the context of the business world.

CIBU 420: Worldwide Marketing Research

This course explores the current research methodology used to examine marketing issues, both in the U.S. and globally. The student will study the principals, methods and techniques to collect, analyze and apply primary and secondary market data to answer marketing questions.

Prerequisite: CIBU 320 or equivalent course in Marketing Principles

CIBU 425: Entrepreneurship

This course reviews the historical and contemporary literature on leadership and provides students various opportunities to develop and apply relevant concepts.

CIBU 432: Business Law

Students will explore contract law, business law, and dispute resolution systems from a US perspective. Students will receive extensive conceptual and theoretical treatment of the subject reinforced with case study and analysis.

CIBU 436: U.S. Business

The student is introduced to the language, principles and practices used in the United States business system. The course examines the theories and policies used to manage both large and small businesses. Special attention is given to the careers in business and the fundamental concepts of accounting, marketing, finance, law, management, and information systems.

CIBU 437: Corporate Finance

This course presents to role of financial management in contemporary organizations. Course content deals with techniques for determining the capital budget and structure, dividend policy, risk, analysis, short- and long-term financing decisions, and forecasting. Financial decision-making, including risk and rates of return and financial statement analysis are covered.

Prerequisite: CIBU 330 or course equivalent to Principles of Economics

CIBU 445: Comparative Economics

This course examines elements of Microeconomic and Macroeconomics using global economic systems as the focus for planning monetary and expansion policies used by international governments.

Prerequisite: CIBU 330 or course equivalent course to Principles of Economics

CIBU 480: Case Study Practicum

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

CIBU 494: Organizational Development and Culture

This course treats the contemporary theory and practice of organization development while also focusing on organizational culture. Though its primary focus is on North American organizations, it offers insights and applications pertinent to organizations around the globe. The course examines the organization development process, including intervention strategies, and the role of organization development in creating the changes that improve individuals, teams, and organizations.

CIBU 495: Tourism, Conventions, Event Management

This course examines the strategic management process as it applies to events, and 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, the organization and administration of attraction-based events. Emphasis will be on the San Diego and Southern California areas.

Graduate Courses

CIBU 610: Organizational Development and Culture

This course 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 615: E-Commerce

The study of new business technologies using the Internet. New business strategies developing internet business plans, web site design factors, security issues, understanding back-end systems, and measuring results. This entrepreneurial course guides the student from idea generation and

progresses topic by topic through the nuts and bolts of creating and maintaining an e-business.

CIBU 620: Business Law and Ethics

This course will explore the laws, ethics and values of the global business world. It will examine the values and ideology upon which the free enterprise system is based, utilizing debate and written exercises. It also considers ethical issues arising from personal morals to business practices.

CIBU 622: Management of Information Systems

Role of information system in organization from management perspective: information systems administration, quality assurance, risk management, countermeasure components, security and control.

CIBU 623: History of American Business Enterprise

This course 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 rise of big management and bureaucracy.

CIBU 624: Strategic Management

This course will introduce contemporary theory of strategic management, with an emphasis on the role of the global manager. The challenges of inter-cultural management will be explored.

CIBU 625: Entrepreneurship

A course that 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

The employment relationship. Functions and techniques; role of government, unions, behavior, and environmental variables in human resource management.

CIBU 627: Corporate Finance

This course 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 unit of study in this course.

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

CIBU 628: Money and Banking

The study of currency and banking from a global perspective for international companies is the foundation of this course. Surveys issues related to financial intermediaries, with an emphasis on commercial banks. Addresses asset/liability management, credit-risk management, and maintenance

of adequate capital.

CIBU 629: Marketing

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

This course examines the principles and techniques for designing, analyzing, and managing operations processes. It addresses how all operations and behavior components fit together and how to identify and resolve the right problem. Topics include statistical process control, supply chain management, total quality management, project management, and waiting line theory.

CIBU 631: Managerial Accounting

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

CIBU 632: Law for Managers

Study of the legal environment in which profit and not-for-profit organizations operate. Includes study of courts and procedure, criminal law, torts, contracts, and formations, operation and termination of corporations, agency and partnership relationships.

CIBU 633: Economic Analysis

Fundamental factors in economic fluctuation. Examination of business cycle theories and various policy proposals for economic stabilization. A consideration of current economic condition and an examination of methods employed in preparing national economic forecasts.

CIBU 634: Portfolio Analysis

This course focuses on the role of the 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: International Business Law: E-Commerce & Intellectual Property

International Business Law with a focus on the study of Intellectual Property to include Patents, Trademarks and Copyright, Trade Secrets, Non-Disclosure Agreements, Employees and Independent Contractors, Undeveloped Ideas, Semiconductor Chip Protection and more. E-Commerce Law and International laws relating to Intellectual Property with a special emphasis on the practical implications of Intellectual Property and E-Commerce law.

CIBU 636: International Business and Commerce

The study of international trade and global business factors. The course includes five major topics; globalization, country differences, cross-border trade and investment, global money systems, and competing in a global marketplace. The course is up-to-date and comprehensive in its approach to foundational skill as well as economic and political factors. The course stresses the student as a future international business manager requiring the needed skills in organizational strategy,

structure and functions.

CIBU 639: Marketing Research

This course stresses the contemporary practice of marketing research including a variety of statistical analyses. The course explores the process of collecting marketing research data and how marketing research is used in marketing managerial decision making.

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

CIBU 641: Cross Cultural Management

The challenges of managing a cross-cultural workplace will be explored through the literature and cases. Focus is on the management of multi-cultural organizations; the roles of the International Manager multi-national management styles and strategies and factors affecting expatriate success.

CIBU 642: International Management

This course explores the requirements, principles and strategies needed for successful management and organizational development of multi national companies. Cultures, customs and competitive strategies are included.

CIBU 644: Global Business Strategy

An integrative approach that focuses on the worldwide competitive environment. Students will be introduced to a systematic framework for evaluating which elements of strategy to globalize and to implement a globalization strategy.

Prerequisite: CIBU 642, 624, or 636

CIBU 645: Lifestyle Marketing and Media

This course investigates current innovative entrepreneurial opportunities rising from the study of evolving consumer lifestyles and the marketing and media trends associated with them. It is a formative base for the Los Angeles Study Tour. The course will take a practical approach to learning and culminate in individual venture plans created around consumer wants and needs within the lifestyle industry.

CIBU 646: International Marketing

This course will establish fundamental interactive marketing concepts, strategy, theory and research. Emphasis will be placed on transnational marketing strategies.

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

CIBU 663: International Advertising and Communications

This course surveys global advertising methods and networks, and the global advertising industry. Topics also include mass communication markets, methods, and case studies.

CIBU 694: Business English

This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tool such as letters, reports, and oral presentations in structured business environments.

CIBU 720: Introduction to Statistical Methods *

The course emphasizes the practical application of the statistical methods including the use of statistical packages where appropriate. This course will cover a preview of Business Statistics, Visual Description of Data, Statistical Description of Data, Data Collection and Sampling Methods, Probability: Review of Basic Concepts, Discrete Probability Distributions, Sampling Distributions, Hypothesis Tests Involving a Sample Mean or Proportion, Analysis of Variance Tests, Chi-Square Applications, Parametric Methods, Simple Linear Regressions and Correlation and Multiple Regression and Correlation.

CIBU 722: Advanced Quantitative Methods *

The course offers a general introduction to psychometric methods primarily emphasizing classical tests theory, test construction and validation and test use. The emphasis lies with developing a firm understanding of basic Non Parametric Methods. Theoretical basis of classical test theory: statistical treatment of reliability and validity; emphasis on application and interpretation of results through analyses will be covered. Prerequisite: CIBU 720.

CIBU 725: Survey Research *

This course will cover the foundations of research, sampling methodology, measurement of data, types and components of designs, analysis and write-up procedures. Most of the course is studying how surveys can be developed and how survey data can be analyzed. While this course is not about statistics, per se, students will be introduced to some basic statistical procedures. Prerequisites: CIBU 720 and CIBU 722.

CIBU 730 Dissertation Methodology *

The purpose of the Research Design and Methods course is for doctoral students to demonstrate an understanding of the purpose of research, research design, and research methods. Research is the application of the scientific method to solving real world problems; research design is the plan for the application of accepted practices; and research methods provides models for the appropriate collection, organization, and analysis of unbiased data for decision making, replication, and to contribute to the knowledge base. Prerequisites: CIBU 720, 722, and 725

CIBU 781: International Managerial Finance *

This advanced course in international finance consists of coursework in 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 *

This doctoral seminar will review contemporary theories of leadership, and their application in applied settings. For students, the emphasis will be on an introspective self-analysis and application to leadership within a social-peer group context.

CIBU 785: International Management Consulting *

This course examines the worldwide industry of management consulting. The course will cover industry structure and dynamics, the consultant's work and lifestyle, and the consulting process. Students will develop personal consulting skills including managing team dynamics, framing client'

problem, gathering data, making conclusions and effectively communicating recommendations.

CIBU 786 Strategic Global Marketing *

This advanced course builds upon the principles covered in basic marketing study. It takes the concepts of the marketing mix, controllable and uncontrollable variables, and consumer behavior beyond the indigenous marketplace to the expansive field of the 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 788: International Negotiations *

This course explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of international and intercultural conflicts and resolution. Students will examine diverse intercultural conflicts and learn culturally responsive strategies and incorporate them into more effective negotiation planning. Negotiation role-playing will be used to develop options designed to reach personal and organizational objectives in negotiation. Negotiation case studies and discussion will provide a solid pre-negotiation foundation and framework to manage global negotiations. Students will review negotiation planning, strategies, tactics and ethics.

CIBU 790: Dissertation Design and Implementation*

This course surveys conventional dissertation methods, design and research approaches, and provides students a seminar in which they 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*

This course addresses the student's need to assemble data collected; appropriate statistical tools and methods; and to furnish written chapters of the dissertation as the student nears the oral defense phase of completion. Prerequisites: CIBU 720, 722, 725, 730, and 790.

CIBU 792: Dissertation Completion and Defense*

The student completes data collection and analysis phases of the dissertation followed by oral presentation and defense. Prerequisites: CIBU 720, 722, 725, 730, 790, and 791.

***Core Capstone required courses in the DBA program.**

Orientation

Orientation for new students takes place at CIBU on the Wednesday, Thursday or Friday before the Quarter 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.

Administration

Michael McManus, Ph.D., President
Phillip Babb, J.D., General Legal Counsel
Brian Hawkins, Dean Academic Programs
Jorge Reinoza, Associated Dean
Frank Aguilar, Director of Enrollment Services and Career Development
Kathie Kautz, Assistant Director of Enrollment Services
Marilyn Orbann, Director of Institutional Development and Compliance
Burcu Tanyeri, Director of Marketing Communications
Carl Orbann, Comptroller
Rita Wagstaff, University Librarian
Farideh Salehi, Administrative Assistant

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William Locke, Ph.D., Trustee
Leon White, D.B.A., Trustee
Stuart Lourie, Trustee

Tuition - 2011 (effective January 1, 2011)

All tuition and fees are due in full no later than the first day of classes for the quarter enrolled

Bachelor of Science in Management (BS)

Tuition per course \$1,430.00

Master of Science in International Management & Master of Business Administration

Tuition per course \$1,480.00

Master of Science in International Management (MSIM)

Program Tuition (11 courses) \$16,280.00

Master of Business Administration (MBA)

Program Tuition (13 courses) \$19,240.00

Doctor of Business Administration (DBA)

Tuition per course \$1,530.00

Fee Schedule for Student Services

Application- Non U.S. Resident \$250.00

Application- U.S Resident	\$150.00
Audit fee	50% of Tuition
Transfer fee (CIBU to another institution).....	\$150.00
Transcript evaluation fee (per transcript).....	\$150.00
Diploma	
Diploma fee (pick up in person)	\$35.00
Replacement diploma fee (pick up in person)	\$50.00
Replacement diploma fee (mailed in the US)	\$85.00
Replacement diploma fee (mailed internationally).....	\$100.00
Transcripts	
Transcripts fee (each).....	\$25.00
Transcripts fee (international)	\$50.00
Enrollment Confirmation Letter (per request)	\$25.00
Enrollment Confirmation Letter with Transcript (per request).....	\$50.00
DBA Continuing Enrollment fee (quarterly)	\$2,000.00
DBA Continuing Enrollment Fee for students enrolled in CIBU 791 – Dissertation in Progress	
Dissertation Defense fee	\$1,000.00
OPT assistance fee	\$100.00
SEVIS form I-20 replacement fee (for lost or damaged I-20s)	\$50.00
CIBU Reinstatement fee	150.00
Replacement or Extra Student ID Card	\$15.00
Returned check for insufficient funds	\$50.00
Library	
Overdue fee for library books	\$.25/day/book
Lost library book	Replacement cost + processing fee
Leave of Absence fee	\$50.00
Drop/add course fee (after first week)	\$50.00 per course
Tuition late fee charge	\$50.00 per course per week
Special Document requests	\$25.00
Wire Transfer fee (per transaction).....	\$50.00
Expedited shipping by DHL (per shipping).....	\$70.00
All correspondence and forms are sent via the US Postal Service	
Graduation fee.....	TBD
Graduation Guest fee (per person).....	TBD based on graduation venue
Credit card fee (not applicable for application fee)	4% of total charge

2010/2011 Academic Calendar

WINTER QUARTER 2011	January 10– March 18
Registration Period	November 29 – January 6
Orientation (required for new students)	January 7
Last Day to Register for Classes	January 6
Instruction Begins	January 10
Last Day to Drop Classes	January 14
Final Exam Period	March 14 - 18
Term Ends	March 18
SPRING QUARTER 2011	March 21 – May 27
Registration Period	February 28 to March 17
Last Day to Register for Classes	March 17
Orientation (required for new students)	March 18
Instruction Begins	March 21
Last Day to Drop Classes	March 25
Memorial Day Holiday	MAY 30
Final Exam Period	May 23 – May 27
Term Ends	May 27
LA Experience Study Tour	May 30 – June 3
Graduation	June 10
SPRING/SUMMER INTERSESSION 2011	May 30 – June 17
Directed Study Begins	MAY 30
LA Experience Study Tour	MAY 30 – JUNE 3
Intersession Ends	June 17
SUMMER QUARTER 2011	June 20 – August 26
Registration Period	May 23 – June 16
Last Day to Register for Classes	June 16
Orientation (required for new students)	June 17
Instruction Begins	June 20
Last Day to Drop Classes	June 24

CIBU CATALOG – ACADEMIC YEAR 2010–2011

July 4 th Holiday	July 4
Final Exam Period	August 22 – 26
Term Ends	August 26
FALL QUARTER 2011	September 6 – November 11
Registration Period	August 15 – August 30
Last Day to Register for Classes	August 30
Orientation (required for all new students)	August 31st and September 1st
Labor Day Holiday	September 5
Instruction Begins	September 6
Last Day to Drop Classes	September 13
Final Exam Period	November 7 – 11
Term Ends	November 11
FALL/WINTER INTERSESSION 2011	November 14 – December 9
Directed Study Begins	November 14
Berkeley Program	November 14 – 18
Holiday – Thanksgiving Break	November 24 – 28
Intersession Ends	December 9

Appendix A - CIBU Doctoral Degree Program

Standards and Policies

Nature of Doctoral Education and Specific Objectives of the CIBU Doctor of Business

Administration Degree Program Students who pursue this program should understand that they are:

pursuing advanced studies and opportunities beyond the master's degree level;

pursuing a specialized and practical competence;

pursuing coursework which heightens their own level of professional competence in an area or sub field of business administration;

pursuing an understanding of appropriate research methods;

pursuing an advanced degree which should require evidence that its fulfillment enables one to function and perform in the chosen field of endeavor or application;

pursuing a field of study which is designed to provide the student with the opportunity to develop a mastery of a subject, underlying relevant theories, and methodology in a specific field of study; and

pursuing a program which requires submission of an acceptable doctoral dissertation.

Committee Oversight

CIBU has established a DBA Program Committee. This committee at large shall consist of CIBU Doctoral Faculty, CIBU administration, and faculty or qualified individuals (minimum three) not affiliated or in the employment of CIBU. All such individuals shall possess a doctoral or terminal degree in business, management or a related field of study.

The function of such Committee shall be to assist in the development, modification, and maintenance of the doctoral degree program. The Committee shall meet at a minimum twice yearly and at other times as appropriate.

Program Administration

The administrative responsibility of the doctoral degree program shall be that of the Executive Director, who shall be qualified for such responsibility by his or her appropriate administrative, educational, and experiential background in this area. The minimum qualifications for such position shall include a doctoral or terminal degree within the field. The Executive Director shall serve the university on a full-time basis with supporting administrative staff assistance.

Educational Activities

The objectives of the doctoral program as stated above reflect the application of the university's general institutional mission at the highest level of study possible. This involves subject area mastery, a high level of knowledge competency of the general field of business and management at the international level, and a special competence in research methodology as related to the student's chosen dissertation research. Some applicants will be international students who wish to pursue this terminal degree and pursue career avenues in executive management, research, consultancy, and/or higher education in their home countries. Other students in the program may be US citizens who have similar plans for utilization of the knowledge and credential. In all cases, the students shall

understand that the doctoral degree is *not* a traditional Ph.D. degree program with emphasis on pure research and emphasis on novel or original research. The degree does fall within the family of *professional doctoral degrees* which emphasize both relevant research and practical applications and the demonstration of the ability to integrate both research and applied orientations.

Program Development

New developments and modifications in the CIBU DBA Program must involve doctoral faculty from the DBA Program Committee. Such program features may include general program policies, procedures, student requirements and regulations, and curricula.

Flexible instructional approaches and scheduling patterns are encouraged in order to foster an overall innovative character of the program, including the serving of varying students and their needs. This includes a core curricula, elective courses, instructional experience, field research, and internship/externship.

Transfer Credit

Maximum graduate level transfer credit is twenty-seven quarter units. The exact number of transfer units, up to a maximum of twenty-seven quarter units, will be determined by the Executive Director and the Doctoral Admissions Committee.

Program Requirements

A minimum of 135 graduate level quarter-units after the bachelor’s degree plus submission of a dissertation must be completed for graduation.

Students who have completed the CIBU MBA (13 courses) will take a total of 14 more courses plus the Dissertation.

Degree Requirements – DBA

The following courses are offered to fulfill the requirements:

	Core Courses 20 Units required	Units
CIBU 720	Introduction to Statistical Methods	5
CIBU 722	Advanced Quantitative Methods	5
CIBU 725	Survey Research	5
CIBU 730	Dissertation Methodology	5
	Dissertation Sequence 15 Units required	Units
CIBU 790	Dissertation Design and Implementation	5
CIBU 791	Dissertation in Progress	5
CIBU 792	Dissertation Completion & Defense	5

Courses Offered (*Core Capstone-Required)

Concentration Areas		Units
Accounting, Finance, & Economics	CIBU 627: Corporate Finance	5
	CIBU 631: Managerial Accounting	5
	CIBU 633: Economic Analysis	5
	CIBU 781: International Managerial Finance *	5
Organizational Behavior	CIBU 610: Organizational Development and Culture	5
	CIBU 626: Human Resource Management	5
	CIBU 641: Cross Cultural Management	5
	CIBU 783: Executive Leadership *	5
Business Law	CIBU 620: Business Law and Ethics	5
	CIBU 632: Law for Managers	5
	CIBU 635: International Business Law	5
	CIBU 788: International Negotiations *	5
Marketing	CIBU 629: Marketing	5
	CIBU 639: Marketing Research	5
	CIBU 646 International Marketing	5
	CIBU 663: International Advertising and Communications	5
	CIBU 786 Strategic Global Marketing *	5
Management and Strategy	CIBU 622: Management Information Systems	5
	CIBU 624: Strategic Management	5
	CIBU 625: Entrepreneurship	5
	CIBU 642: International Management	5
	CIBU 644: Global Business Strategy	5
	CIBU 785: International Management Consulting *	5

Minimum and Maximum Study Period

The doctoral degree is normally earned over a three to five year period of full-time study after the bachelor's degree. However, no student will be permitted to remain enrolled at CIBU for more than 18 quarters. Students also may petition to take a leave of absence from study, and this time shall not count towards the maximum limit of study.

Curriculum

The DBA curriculum approximates that of comparable programs at other institutions both quantitatively and qualitatively. This includes usage of instructional texts, materials, and technology, as well as examinations and dissertation procedures. Curricular offerings require the appropriate use of research and library resources, including on-line access to EBSCO and other literature databases.

The Dissertation Committee

Each student shall form a Dissertation Committee in order to guide and oversee academic and dissertation progress toward degree completion. Such Dissertation Committee shall consist of three CIBU Doctoral Program Faculty and one faculty member from another appropriately accredited institution within the student's area of study and research.

The Dissertation Committee shall assist the student in design of his or her course selections, professional activities, and field research. Toward the completion of the program for each student, such Dissertation Committee shall review, evaluate and assess the dissertation and its progress or lack thereof toward degree completion. All members of the Dissertation Committee must evaluate the dissertation, including participate in the oral defense of the dissertation meeting. Students must obtain a passing grade on the dissertation from all members of the Dissertation Committee in order for the student to complete final degree requirements.

Chair of the Dissertation Committee

Students must select one of the three CIBU doctoral faculty on his or her Dissertation Committee to Chair the Committee. The role of such Chair is to serve as the student's prime advisor in the program overall, and the dissertation in particular. Students may change Dissertation Committee members or the Chair only through petition to and acceptance by the DBA Program Committee.

Student Responsibility for Self-Assessment of Progress

A Doctoral Program Progression Chart shall be completed progressively throughout the enrolled student's program. The student bears the responsibility for timely updates to his or her Progression Chart, including obtaining Dissertation Committee signatures as needed. The student may make a personal copy of the chart for personal records, and the master original copy must remain in the student's official student file held in Admission and Records Department.

Student Appointments and Communication with Dissertation Committee Members

It shall be the responsibility of each student to maintain timely and sufficient communication with his or her Chair and Dissertation Committee, and to arrange, confirm, and reconfirm, as necessary, appointments, special meetings, including special exams and oral dissertation defense. It is suggested that students confirm and reconfirm in writing, by email, and phone messages all such Dissertation Committee meetings in order to avoid confusion and missed appointments.

The Dissertation Requirement

Doctoral students must select a topic and produce a research-based study which includes problem definition, data collection, research methods, analysis, and literature review. The study must conform to universal dissertation standards of US universities and offer sufficient evidence that the student has demonstrated his or her ability to perform acceptable research on an original topic. Dissertations must have or express a practical value or application. Dissertations must be written and edited for any and all errors, and must be produced with APA Dissertation format. After completion of a successful oral defense of the written dissertation copy, students are expected to fulfill any final editorial comments as required by the Dissertation Committee, with final edit by the Chair. The student shall be considered to have fulfilled this requirement when he or she delivers the final edited copy, appropriately bound in hard cover, to the office of the Executive Director of the Doctoral Program.

Faculty

CIBU has a designated doctoral faculty which is qualified to work with students in the DBA Program by virtue of its educational credentials, teaching, research, and consultation experience. Such faculty is assigned to teach doctoral courses within areas of academic preparation and professional expertise. All doctoral faculty members possess doctoral or terminal degrees within their fields of study. See attached list of CIBU doctoral faculty. Such faculty members meet minimum institutional requirements for remaining active within the institution's teaching faculty and for related professional development activity within their fields.

Teaching Schedules and Load

Doctoral faculty shall teach no more than one doctoral-level course per quarter and may supervise students' independent study or directed study courses with the approval of the Executive. The Executive Director shall work with doctoral faculty to ensure that the faculty member's overall teaching load, administrative duties, serving on Dissertation Committees, and other institutional commitments are consistent with the students' and the institution's best interests.

Faculty Stability

The university is committed to an outstanding and long term offering of the DBA doctoral program. Therefore, the Executive Director and the DBA Program Committee shall appoint doctoral faculty who have the necessary technical credentials and experience to sustain proper continuity of program and faculty resources.

In most cases, the doctoral faculty have a long term, demonstrated commitment to the university as evidenced by the longevity of faculty teaching and demonstrated service on students' doctoral Dissertation Committees since the institution's founding in 1995.

Admissions

All admissions, application, transfer, and graduation requirements are consistent with CIBU's overall philosophy, mission, and objectives as an institution offering advanced degree programs to students from the US and foreign countries.

All students admitted to the doctoral program shall possess a master's degree from CIBU, an appropriately accredited institution recognized by the U.S. Department of Education, or, in the case

of international enrollment, from institutions at a similar level of recognition in foreign countries. In cases of a non-US educational credentialed background, students are required to have their credentials reviewed by external credential review agencies as approved by the institution.

All doctoral applicants must follow the same procedure as specified in the CIBU Catalog for MBA Applicants, including TOEFL submission, and a letter expressing the student's interests and intent to pursue the doctoral degree.

Applications will be reviewed and evaluated by the Executive Director and a Doctoral Admissions Committee consisting of CIBU doctoral faculty. Candidates will be notified by letter of official acceptance or not, and an interview may be suggested or required at the discretion of the Doctoral Admissions Committee. Upon matriculation, a specific enrollment agreement must be completed in order to begin the doctoral program.

Transfer of Credit

No more than 27 quarter units of the total program requirement may be transferred from another institution(s). Coursework from other institutions must be from CIBU or accredited graduate institutions, must be at the same level of study, must conform to credit hour requirements, and must show course similarity or relevance in terms of topic and content. Academic credit shall not be awarded for experiential learning activity.

Library, Instructional Resources, and Technology

The university maintains a Learning Resource System which will assist the student throughout his or her doctoral program.

Staff

A professionally trained individual holding a Master of Library Science or equivalent shall supervise and manage library and instructional resources. This individual will develop a plan for assisting students in all CIBU programs, including doctoral students with research needs.

Physical Holdings

The university maintains a core collection of business-related books, scholarly journals, business periodicals, newspapers and reference materials. A section of the library is devoted to these and other printed material relevant to the DBA program. The university licenses *EBSCO's Business Source Elite* database with full text coverage of scholarly business, management and economics journals. The universal Library of Congress classification system is utilized for all materials. A resource inventory and catalog system (Reader ware) is utilized for physical holdings. An acquisitions plan guides new additions and gifted.

Additional Library Access

Students have access to the many public and university libraries in the San Diego region, including San Diego City and San Diego County libraries. DBA students are issued library cards for San Diego State University library use and MBA/MSIM students may request SDSU library cards. CIBU has an interlibrary loan agreement with the University of San Diego (USD) and open access to the San Diego Public Law Library (SDPLL).

Faculty Role

Doctoral Faculty are responsible for inspiring, motivating, and directing student usage of appropriate learning resources through integrating relevant required literature access as part of the learning requirements for courses taught in the doctoral curriculum. Doctoral faculty should provide suggestions and inputs to the Learning Resource staff concerning acquisitions for the university's core collection of books and periodicals.

Tuition and Fees

A Tuition fee table for courses taken and other specific service fees in the DBA Program is published in the catalog in the general section on Tuition and Fees. A 4% fee is added to credit card transactions.

DBA Faculty

Phillip R. Babb, J.D., Bachelor of Science, Law, Western State University College of Law, San Diego, CA; Master of Business Administration, National University, San Diego, CA; Juris Doctor, Western State University College of Law (Now Thomas Jefferson School of Law), San Diego, CA.

Dr. Babb has been a practicing attorney for more than thirty years in the areas of family, criminal, business and personal injury law and the last five years providing mediation services. He has taught more than 150 courses at the doctoral, graduate and undergraduate levels, including at law schools. At CIBU, Dr. Babb is the General Legal Counsel and Chair of the Law Department and teaches law courses and negotiation at the Doctoral, Master and Undergraduate levels. He is admitted to practice in the Supreme Court of the United States of America, the Supreme Court of the State of California and the United States District Court (Southern District of California). Prior to his law career, Dr. Babb was a career naval officer with the United States Navy. Dr. Babb teaches in the area of Business Law.

Tim Becker, D.B.A., Bachelor of Arts, German, Luther College, Decorah, Iowa; Master of Business Administration, University of Dallas, Irvine, Texas; Doctor of Business Administration, Marketing, United States International University, San Diego, California.

Dr. Becker has exceptional teaching and business development experience in many industries in the United States and Australia. He is president of Total Recall Learning, an innovative learning-training software development company. He also has extensive experience in the areas strategic management, new products, and business development. Dr. Becker teaches in the area of Marketing, Management and e-Commerce.

Tem E. Bugarin, D.B.A., Bachelor of Science, Mathematics, California State University at Fresno, CA., Master of Science, Operations Research/Systems Analysis, Naval Postgraduate School, Monterey, CA.; Master of Business and Public Administration, Southeastern University,

Washington, D.C.; Master of Arts, International Relations, Salve Regina College, Newport, R.I.; Doctor of Business Administration with an emphasis on Strategic Management and International Marketing, United States International University, San Diego, CA. Dr. Tem Bugarin is a retired Navy Captain who is a scientist with SPAWAR Systems Command, San Diego, CA.

Dr. Bugarin has taught middle managers and junior naval officers the art of leadership, management, and statistical methods in insuring quality and efficient maintenance controls of assigned equipment. He has taught Quantitative Methods – Probability and Statistics, Organizational Behavior, Strategic Management and Implementation, and Quality Control Process for the University of Phoenix for the last eight years. Dr. Bugarin teaches in the area of statistics, methodology and marketing.

Philip Harris, Ph.D., Bachelor of Business Administration, St. John's University, Queens, N.Y.; Master of Science, Educational Psychology, Fordham University, New York, N.Y.; Ph.D., Educational Psychology, Fordham University, New York, N.Y.

Dr. Harris is a management and space psychologist who is President of Harris International, Ltd., a global management consulting practice since 1970. Dr. Harris focuses on leadership development as an organizational psychologist and has authored and/or edited 40 professional books, and published over 200 journal articles and reviews. Currently he is co-authoring the sixth edition of Managing Cultural Differences, a classic textbook adopted in some 200 universities. Dr. Harris's extensive professional and educational biography is listed in Who's Who in America. Dr. Harris teaches in the area of cross-cultural management.

William S. Howe, III, Ph.D., Bachelor of Arts, English, Northwestern University, Evanston, IL; Master of Arts, English, University of Massachusetts, Amherst, MA; Master of Education, Educational Administration and Policy, Harvard University, Cambridge, MA; Master of Arts, Sociology, Stanford University, Stanford, CA; Doctor of Philosophy, Educational Administration and Policy, Stanford University, Stanford, CA.

Dr. Howe, has been involved in higher education as a professor, administrator, and researcher for 26 years. His specialty is leadership – theory, research, education/development, and practice. He was one of the founding faculty of the Jepson School of Leadership Studies at the University of Richmond, and, in addition, has helped build and/or has directed leadership education programs at Stanford University, the University of San Diego, National University, the University of California at San Diego, and Thomas Edison State College. His research has focused on leadership studies as a field of enquiry and on leadership education in the United States. Dr. Howe is President of the Institute for the Advancement of Leadership, and in that capacity he consults with universities and businesses in the areas of leadership and organization development. He teaches in the areas of leadership, organization development and change, human resource management, and strategic management.

Michael L. McManus, Ph.D., Bachelor of Science, Economics, University of Pennsylvania, Wharton School, Philadelphia, PA.; Netherlands Opleidings Instituut voor het Buitenland, N.O.I.B., Nijenrode, (junior-year program), The Netherlands; Master of Science, Human Resource Management & Organizational Behavior, Cornell University, Ithaca, N.Y.; Ph.D., Human Resource Management, Organizational Behavior, Marketing, Cornell University, Ithaca, N.Y.

Dr. McManus, prior to becoming president of California International Business University, has held both academic and consulting positions that included teaching and administration both in the United States and Europe. He has held professorships at the European Business School at Pepperdine University, Los Angeles, CA and was a Visiting Associate Professor at San Diego State University

where he later served as Assistant Vice-President. His consulting activities include President of Technology Systems International, consultant to the U.S. Navy on organizational effectiveness systems; the City of San Diego, State of California Department of Justice; Corning Glass Company and the Federal Reserve System, Buffalo, New York. He has authored a number of articles in organizational behavior and human resources and has co-authored Surviving Merger and Acquisition. Dr. McManus teaches in the areas of human resource management and entrepreneurship.

George K. Sharghi, D.B.A., Bachelor of Science, Economics, National University of Iran, Teheran, Iran; Master of Science, Industrial Management, University of Dallas, Dallas, TX; Doctor of Business Administration, Finance & Economics, United States International University, San Diego, CA.

Dr. Sharghi has taught at a number of universities both on-ground and online for the past 20 years and produced and edited books in the areas of finance and accounting for managers. His specialties include managerial finance, managerial economics and international marketing, business and finance. Additional professional and academic experiences include: Financial Manager of Security Pacific Corporation, Asset/Liability Management (\$14 Billion); Financial Manager of Great American Bank, Budget and Financial Planning Group; Member of American Financial Association; and faculty member at the College of Business Administration, California State University. Dr. Sharghi teaches in the areas of finance, economics and management.

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