

A nighttime photograph of a city skyline. In the foreground, a multi-lane highway is visible, with long-exposure light trails from cars creating streaks of white and red light. The highway is bordered by a concrete railing. In the background, several skyscrapers are illuminated, including a prominent one with a 'UnionBank' sign. The sky is dark, and the overall scene is lit by the city lights.

# ADAMS UNIVERSITY

CATALOG  
2020

***EFFECTIVE: JANUARY 1, 2020 – DECEMBER 31, 2020***

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This catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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ADAMS UNIVERSITY

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# ABOUT ADAMS UNIVERSITY

## CONTACT INFORMATION

Address: 1605 W Olympic Blvd., Suite 400  
Los Angeles, CA 90015  
Tel: (213) 282-3960  
Fax: (213) 283-0967  
Email: info@adamsu.us

## OFFICE HOURS

Adams University operates and is open during standard business hours Pacific Standard Time (PST).

Monday – Friday 9:00 A.M. – 5:00 P.M.  
Saturday – Sunday Closed

## HOLIDAYS

The holidays observed are as follows:

- New Year's Day (Jan 1)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (Thursday–Friday)
- Christmas Day (Dec 25)

## MISSION & OBJECTIVES

### MISSION

The mission of Adams University is to provide high quality bachelor and master programs in business administration in a campus-based format to educate and empower adults who seek to maximize their professional and personal potential.

### OBJECTIVES

Adams University's objective is to prepare students to have depth of knowledge in business administration and intellectual breadth in other areas. This includes encouraging students to become proactive, creative, independent and bold thinkers by:

- Promoting excellence in education through our programs.
- To prepare students for success in the global economy.
- Developing student critical thinking skills.

- Providing students with career-focused skills to achieve success.
- Supporting scholarly research and professional visibility in areas valuable to business and society.
- Building a community of students, faculty, staff, alumni, and business associates through community outreach and public events.
- Encouraging life-long learning.

## APPROVALS & RECOGNITIONS

### CALIFORNIA SECRETARY OF STATE

Adams University is owned by ADAMS UNIVERSITY, INC., incorporated in the State of California and organized under the laws and regulations of the California Secretary of State. The Articles of Incorporation were filed with the California Secretary of State on March 20, 2017.

### STATE OF CALIFORNIA APPROVAL

The U.S. government requires that all schools are recognized by the governing body of the State in which they are located. AU is legally operating in California and approved as a private postsecondary educational institution to grant all degrees and/or offer credentials as indicated on its Catalog & website.

AU's approval to operate as a private postsecondary educational institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter. **BPPE school code#: 30600353**

## ADMINISTRATIVE STAFF

The AU administrative staff is here to support and serve students in many ways. The staff at AU work to provide our students with a supportive learning-centered service and educational opportunities.

### **Kieron Lopez**

*President & Chief Operating Officer*

### **Guy Langvardt**

*Chief Academic Officer (CAO) / Registrar*

### **Michael Yang**

**Yueming Chen**  
Director of Finance

## CAMPUS AND EQUIPMENT

The Main Campus is located in Los Angeles, CA. The front doors of the main administrative office houses all the administrative offices. Other offices include the Office of Admissions, the Office of Academic Services, the Office of Student Services, and the Office of Student Finance. Additionally, there are three individual office spaces allocated for one-on-one appointments. These open offices will be used for private meetings, as needed by the administration or faculty.

There is one fixed classroom, which can comfortably accommodate 12 students. The classroom provides a standard learning environment for students, which include a whiteboard, an instructor's computer, and a projector screen.

The Student Lounge can comfortably accommodate 9 students at any given time. The Student Lounge contains tables and seats for students to take a break in between classes, eat a meal, or just relax. There are amenities, such as a refrigerator for students and staff to store food, and a microwave to prepare food, a coffee and hot water dispenser. Complimentary coffee, tea, and water, plates, and eating utensils are made available to students. Vending machines in the same floor are available to purchase snacks and drinks.

The Library/PC Lab contains books on business-related subjects and general education disciplines and is available for students. Library books can be used on the premises for as long as a student wants. However, books cannot leave the premises. The Library/PC Lab is also furnished with a large table and chairs, providing students with a quiet area to study. The Library/PC Lab contains two computer workstations and a printer.

## DISCLOSURES

### STATEMENT ON BANKRUPTCY

ADAMS UNIVERSITY, INC. has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT AU

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

California Education Code (CEC) §94897(p) requires AU to disclose to prospective students prior to enrollment that AU and its degree programs are unaccredited, and any known limitations of the degree, including all the following:

1. A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.
2. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
3. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### SCHOOL PERFORMANCE FACT SHEET

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

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

### ARTICULATION AGREEMENTS

AU may enter into articulation or transfer agreements with select institutions. An articulation agreement benefits the student who wishes to transfer into or out

of AU. Factors of the institution evaluated may include but is not limited to approvals and accreditation, the program curricula, and courses.

AU currently does not have an articulation or transfer agreements with any institutions.

### **CONTACTING THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education  
1747 North Market, Suite 225  
Sacramento, CA 95834

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel: (916) 574-8900  
Toll Free: (888) 370-7589  
Fax: (916) 263-1897

## **SCHOOL OF BUSINESS**

The School of Business offers undergraduate and graduate degree programs that seek to develop the critical, analytical, and communication skills of the complete business executive of tomorrow by taking advantage of the most advanced theories, applications, and educational tools of today.

### **PROGRAMS**

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

## **INSTRUCTIONAL FACULTY**

### **BAKER, Christina, PhD., M.B.A**

- Ph.D. in Education; Capella, Dallas, TX
- M.A., Education; Trident University International, Los Angeles, CA
- M.B.A.; Non-Profit Management, Hope International University, Fullerton, CA
- M.S., Education: Specialization in Reading and Literacy, Capella University, Dallas, TX
- M.A., Communication Studies: Speech, California State University, Los Angeles, Los Angeles, CA
- B.A., Speech Communication, California State University, Long Beach, Long Beach, CA

### **COOPER, Karima, D.C.**

- Doctor of Chiropractic, Life University, College of Chiropractic, Marietta, GA
- B.S., Biology Pre-Medicine, Xavier University, New Orleans, LA

### **DEETER, Petra, PhD., M.B.A**

- Ph.D. in Engineering in Chemistry; University of Newcastle, Australia; Callaghan NSW, Australia
- M.B.A.; University of California, Los Angeles Anderson School of Management; Los Angeles, CA
- Bachelor of Engineering in Chemistry; University of Newcastle, Australia; Callaghan NSW, Australia

### **FOGLIA, Lucia, PhD.**

- Ph.D., Philosophy, University of Siena, Siena, Italy
- M.Ed., Counseling and Guidance, Point Loma Nazarene University, San Diego, CA
- M.A., Philosophy, McGill University, Montreal, Canada
- B.S., Psychology, University of Urbino, Urbino, Italy
- B.A., in Philosophy, University of Macerata, Macerata, Italy

### **LANGVARDT, Guy, PhD., M.B.A**

- Ph.D. in Organization and Management; Capella University; Minneapolis, MN
- M.B.A. in International Management; Thunderbird School of Global Management; Glendale, AZ
- B.A. in Psychology; Valparaiso University; Valparaiso, IN

### **LOTT, James, Sr., Psy.D., M.B.A.**

- Psy.D. Phillips Graduate Institute; Chatsworth, CA
- M.B.A. in Business Administration; University of Redlands; Redlands, CA
- B.A. in Sociology; University of California, Los Angeles; Los Angeles, CA

### **LOVITCH, Ira, M.B.A.**

- M.B.A., University of Phoenix; Woodland Hills, CA
- B.A. in History; California State University, Northridge; Northridge, CA

### **SHERM, Alex, D.B.A., M.S.**

- D.B.A.; Westcliff University; Irvine, CA
- M.S. in Economics; Academy of Government Administration Under the President of the Republic of Uzbekistan; Tashkent, Uzbekistan
- M.S. in Mathematics; Samarkand State University; Samarkand, Uzbekistan
- Bachelor of Finance; Financial College; Samarkand, Uzbekistan

**VALENTINE, De Juan, M.B.A.**

- M.B.A.; University of Phoenix; Gardena, CA
- B.S. in Business / Human Resources Management; University of Phoenix, Gardena, CA

## BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE PROGRAM

### NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs.

To continue to offer degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by September 4, 2020, and full accreditation by September 4, 2023.

If the Institution stops pursuing accreditation, it must: (a) Stop all enrollment in its degree programs, and (b) Provide a teach-out to finish the educational program or provide a refund.

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

### PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education:** Evidence of an earned high school diploma, general education diploma (GED), demonstrating that the applicant is qualified to complete the undergraduate degree program. AU does not accept ability-to-benefit (ATB) students. The degree must be earned at an appropriately accredited institution or foreign equivalent.
- **Professional Experience:** Recommends 1 year of full-time professional work experience.
- **Information Technology:** Possess computer and internet skills sufficient to effectively participate in and conduct research at the undergraduate level.
- **Maximum Credit Awarded is 90 Units:**  
*The maximum credit that may be transferred in by*

*coursework or exam is 90 units.*

Transfer Credit (TRC): 90 units

Standardized Exam Credit (SEC): 45 units

### PROGRAM DESCRIPTION

The Bachelor of Business Administration (BBA) program aims at developing a student's intellectual ability, executive personality and managerial skills through a business education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The coursework provides students with a solid business foundation in management, supervision, accounting, finance, human resources, business law, information technology, and marketing. Emphasis is on critical thinking, decision-making, and ethical behavior. The BBA program is designed to provide students with opportunities to explore business administration and meet educational goals and enhance their career opportunities.

### PROGRAM OBJECTIVES

Primary objectives of this program include equipping students with the knowledge and ability to:

- Apply managerial decision making through utilizing best practices in business,
- Interpret business concepts, principles, and financial strategies,
- Apply the principles of leadership and supervision,
- Examine the effects of globalization on their work environment,
- Read and analyze accounting and financial information, and
- Develop a motivation for and appreciate the wisdom of acquiring lifelong learning.

### PROGRAM MODE OF INSTRUCTION

Instruction can be completed through campus and/or online instructional methodologies.

### PROGRAM GRADUATION REQUIREMENTS

- Complete 120 semester units of prescribed curriculum.
- Complete all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Apply for graduation and meet all academic and financial requirements.

**BBA Program Requirements****Code & Course Title** **Units****General Education Module (15 courses)** **45****English and Humanities (5 courses)** **15**

1. ENG 100 English Composition	3
2. ENG 200 Literature	3
3. ENG 300 Critical Thinking	3
4. HIS 100 World History 1	3
5. HIS 110 World History 2	3
6. HIS 200 US History 1	3
7. HIS 210 US History 2	3

**Social Studies (3 courses)** **9**

1. PHIL 100 Introduction to Philosophy	3
2. PSYC 100 Introduction to Psychology	3
3. SOC 100 Introduction to Sociology	3

**Math and Science (7 courses)** **21**

1. BIO 100 Introduction to Biology	3
2. CHM 100 Introduction to Chemistry	3
3. HSCI 100 Introduction to Health Science	3
4. MAT 100 College Algebra	3
5. MAT 200 Introduction to Statistics	3
6. MAT 300 Calculus I	3
7. MAT 310 Calculus II	3
8. PHYS 100 Introduction to Physics	3

**Core Module (16 courses)** **48**

1. ACC 100 Principles of Financial Accounting	3
2. ACC 200 Principles of Managerial Accounting	3
3. BUS 100 Introduction to Business	3
4. BUS 300 Business Ethics	3
5. BUS 310 Business Law	3
6. BUS 400 Business Strategy and Policy	3
7. ECN 200 Introduction to Microeconomics	3
8. ECN 210 Introduction to Macroeconomics	3
9. ECN 300 Money and Banking	3
10. FIN 300 Fundamentals of Finance	3
11. FIN 420 Financial Institutions	3
12. MGT 300 Principles of Management	3
13. MGT 320 Organizational Theory and Behavior	3
14. MGT 400 Operations Management	3
15. MKT 300 Marketing	3
16. MKT 420 Consumer Behavior	3

**Elective Module (9 courses)** **27**

1. ACC 210 Cost Accounting	3
2. ACC 440 International Accounting	3
3. BUS 200 Introduction to Entrepreneurship	3
4. BUS 320 Introduction to International Business	3
5. BUS 330 Introduction to E-Commerce	3
6. FIN 430 Introduction to Investments	3

7. MGT 310 Principles of Human Resources Management	3
8. MKT 310 Pricing Strategies	3
9. INT 100 Introduction to Information Technology	3

**BBA** **120****CAREER OPPORTUNITIES**

- 11-1020 General and Operations Managers
- 11-1021 General Managers
- 11-2010 Advertising and Promotions Managers
- 11-2011 Advertising Managers
- 11-2020 Marketing and Sales Managers
- 11-2021 Marketing Managers
- 11-2022 Sales Managers
- 11-3010 Administrative Services Managers
- 11-3011 Managers, Administrative Services
- 11-3021 Information Systems Managers
- 11-3030 Financial Managers
- 11-3031 Financial Directors
- 11-3051 Managers, Production Control
- 11-3061 Managers, Procurement
- 11-3071 Logistics Managers
- 11-3110 Compensation and Benefits Managers
- 11-3111 Benefits Managers
- 11-3120 Human Resources Managers
- 11-9000 Other Management Occupations
- 11-9111 Managers, Health Services
- 13-1000 Business Operations Specialists
- 13-1071 Human Resources Specialists
- 13-1081 Logistics Planners
- 13-1110 Management Analysts
- 13-1111 Management Consultants
- 13-1140 Compensation, Benefits, and Job Analysis Specialists
- 13-1141 Benefits Specialists
- 13-1161 Marketing Consultants
- 13-1190 Business Operations Specialists, Miscellaneous
- 13-1199 Business Operations Specialists, All Other
- 13-2000 Financial Specialists
- 13-2050 Financial Analysts and Advisors
- 13-2051 Financial Analysts
- 13-2052 Advisors, Personal Financial
- 13-2060 Financial Examiners
- 13-2061 Financial Examiners

- 13-2071 Financial Assistance Advisors
- 13-2090 Financial Specialists, Miscellaneous
- 13-2099 Financial Specialists, All Other
- 15-1121 Information Systems Analysts
- 15-1122 Information Security Analysts
- 15-2031 Operations Analysts
- 39-1020 First-Line Supervisors of Personal Service Workers
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers
- 41-2030 Retail Salespersons
- 41-2031 Retail Salespersons
- 41-3000 Sales Representatives, Services
- 41-3010 Advertising Sales Agents
- 41-3031 Financial Services Sales Agents
- 41-3011 Advertising Account Executives
- 41-3090 Sales Representatives, Services, Miscellaneous
- 41-3099 Business Services Sales Representatives
- 43-1010 First-Line Supervisors of Office and Administrative Support Workers
- 43-1011 Administrative Support Workers, First-Line Supervisors
- 43-3000 Financial Clerks
- 43-3030 Bookkeeping, Accounting, and Auditing Clerks
- 43-3031 Bookkeepers
- 43-3061 Clerks, Procurement
- 43-3090 Financial Clerks, Miscellaneous
- 43-3099 Clerks, Financial, All Other
- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping
- 43-4161 Assistants, Human Resources, Except Payroll and Timekeeping
- 43-4171 Appointment Clerks
- 43-5061 Clerks, Production
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9000 Other Office and Administrative Support Workers
- 43-9060 Office Clerks, General
- 43-9061 Clerks, Office, General
- 43-9190 Office and Administrative Support Workers, Miscellaneous

- 43-9199 Office and Administrative Support Workers, All Other
- 51-1010 First-Line Supervisors of Production and Operating Workers
- 51-1011 First-Line Supervisors of Operating Workers

## MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAM

### NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs.

To continue to offer degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by September 4, 2020, and full accreditation by September 4, 2023.

If the Institution stops pursuing accreditation, it must: (a) Stop all enrollment in its degree programs, and (b) Provide a teach-out to finish the educational program or provide a refund.

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

### PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education:** Evidence of an earned bachelor degree. Other non-business disciplines are required to take three business pre-requisite courses. All degrees must be earned at an appropriately accredited and/or state approved institution or foreign equivalent.
- **Professional Experience.** Recommends 3 years of full-time professional work experience.
- **Information Technology.** Possess computer and internet skills sufficient to effectively participate in and conduct research at the graduate level.
- **Maximum Credit Awarded is 6 Units:**  
Transfer Credit (TRC): 6 credits  
Standardized Exam Credit (SEC): 0 credits

## PROGRAM DESCRIPTION

The Master of Business Administration (MBA) seeks to give the student competency in business knowledge and skills and to demonstrate their practical application to experience. It attempts to provide the optimal condition for learning through an application of business theory to experience. The program is designed to serve the needs of both fully employed and full-time students. The MBA program is designed to provide students with opportunities to explore and master business administration concepts and meet educational goals and enhance their career opportunities.

## PROGRAM OBJECTIVES

Primary objectives of this program include equipping students with the knowledge and ability to:

- Analyze key international issues including cultural elements that influence business,
- Apply the various leadership and communication theories in a real-world setting,
- Apply the various theories and methods associated with employee motivation and morale,
- Apply accounting and finance principles and applications that influence the control and management of an organization,
- Apply theories and concepts of management to enhance one's career,
- Compare and contrast the concepts of social responsibility, integrity, and business ethics
- Continue education through life-long learning
- Develop a motivation for and appreciate the wisdom of acquiring lifelong learning.

## PROGRAM MODE OF INSTRUCTION

Instruction can be completed through campus and/or online instructional methodologies.

## PROGRAM GRADUATION REQUIREMENTS

- Complete 36 semester units of the prescribed curriculum.
- Earn a grade of "C" or higher in all required courses.
- Complete all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale.
- Apply for graduation and meet all academic and financial requirements.

## MBA Program Requirements

Code & Course Title	Units
<b>Core Module (8 Courses)</b>	<b>24</b>
1. BUS 530 Management Information Systems	3
2. BUS 540 Business Law for Managers	3
3. BUS 590 Business Strategy	3
4. FIN 500 Financial Management	3
5. MGT 500 Organizational Behavior & Leadership	3
6. MGT 510 Human Resource Management	3
7. MGT 620 Operations Management & Supply Chain	3
8. MKT 500 Marketing Management	3
<b>Elective Module (choose 3 courses)</b>	<b>9</b>
1. ACC 500 Managerial Accounting	3
2. ACC 510 MBA Financial Accounting	3
3. BUS 560 Business Ethics and Social Responsibility	3
4. BUS 680 Sustainability and Innovation	3
5. ECN 500 Managerial Economics	3
6. ECN 510 International Economics	3
7. ECN 800 Economic Theory and Policy	3
8. FIN 540 Financial Markets and Institutions	3
9. MKT 510 Marketing Channels Strategy	3
10. MKT 520 Strategic Brand Management	3
<b>Capstone Module (1 course)</b>	<b>3</b>
BUS 700 MBA Capstone	3
<b>MBA</b>	<b>36</b>

## CAREER OPPORTUNITIES

- 11-1020 General and Operations Managers
- 11-1021 General Managers
- 11-2010 Advertising and Promotions Managers
- 11-2011 Advertising Managers
- 11-2020 Marketing and Sales Managers
- 11-2021 Marketing Managers
- 11-2022 Sales Managers
- 11-3010 Administrative Services Managers
- 11-3011 Managers, Administrative Services
- 11-3021 Information Systems Managers
- 11-3030 Financial Managers
- 11-3031 Financial Directors
- 11-3051 Managers, Production Control
- 11-3061 Managers, Procurement
- 11-3071 Logistics Managers
- 11-3110 Compensation and Benefits Managers
- 11-3111 Benefits Managers
- 11-3120 Human Resources Managers

- 11-9000 Other Management Occupations
- 11-9111 Managers, Health Services
- 13-1000 Business Operations Specialists
- 13-1071 Human Resources Specialists
- 13-1081 Logistics Planners
- 13-1110 Management Analysts
- 13-1111 Management Consultants
- 13-1140 Compensation, Benefits, and Job Analysis Specialists
- 13-1141 Benefits Specialists
- 13-1161 Marketing Consultants
- 13-1190 Business Operations Specialists, Miscellaneous
- 13-1199 Business Operations Specialists, All Other
- 13-2000 Financial Specialists
- 13-2050 Financial Analysts and Advisors
- 13-2051 Financial Analysts
- 13-2052 Advisors, Personal Financial
- 13-2060 Financial Examiners
- 13-2071 Financial Assistance Advisors
- 13-2090 Financial Specialists, Miscellaneous
- 13-2099 Financial Specialists, All Other
- 15-1121 Information Systems Analysts
- 15-1122 Information Security Analysts
- 15-2031 Operations Analysts
- 39-1020 First-Line Supervisors of Personal Service Workers
- 41-1012 First-Line Supervisors of Non-Retail Sales Workers
- 41-2030 Retail Salespersons
- 41-3000 Sales Representatives, Services
- 41-3010 Advertising Sales Agents
- 41-3031 Financial Services Sales Agents
- 41-3011 Advertising Account Executives
- 41-3090 Sales Representatives, Services, Miscellaneous
- 41-3099 Business Services Sales Representatives
- 43-1010 First-Line Supervisors of Office and Administrative Support Workers
- 43-1011 Administrative Support Workers, First-Line Supervisors
- 43-3000 Financial Clerks
- 43-3030 Bookkeeping, Accounting, and Auditing Clerks
- 43-3031 Bookkeepers
- 43-3061 Clerks, Procurement
- 43-3090 Financial Clerks, Miscellaneous
- 43-3099 Clerks, Financial, All Other
- 43-4160 Human Resources Assistants, Except Payroll and Timekeeping
- 43-4161 Assistants, Human Resources, Except Payroll and Timekeeping
- 43-4171 Appointment Clerks
- 43-5061 Clerks, Production
- 43-6011 Administrative Assistants, Executive
- 43-6014 Administrative Assistants, Except Legal, Medical, and Executive
- 43-9000 Other Office and Administrative Support Workers
- 43-9060 Office Clerks, General
- 43-9061 Clerks, Office, General
- 43-9190 Office and Administrative Support Workers, Miscellaneous
- 43-9199 Office and Administrative Support Workers, All Other
- 51-1010 First-Line Supervisors of Production and Operating Workers
- 51-1011 First-Line Supervisors of Operating Workers

## ACADEMICS

### UNITS OF CREDIT

AU utilizes the semester unit of credit. One semester unit is equivalent to 15 hours of academic engagement and 30 hours of preparation, or the equivalent in accelerated or distance learning terms measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria. Therefore, a 3-credit hour course would require 135 hours (45 hours of academic engagement and 90 hours of preparation).

Student work includes direct or indirect faculty instruction. **Academic engagement** may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic discussion; initiating contact with a faculty member to ask a question about the academic subject

studied in the course and laboratory work, externship or internship. **Preparation** is typically homework, such as reading and study time and completing assignments and projects.

## 2020 ACADEMIC CALENDAR

AU operates on a trimester calendar. There are three (3) trimesters per calendar year. One trimester is 16 weeks. However, each trimester is divided into 2 “sessions”, each 8 weeks long.

Spring Session 1 January 6 – March 1	Spring Session 2 March 2 – April 26
Admissions Deadline December 27, 2019 (Fri)	Admissions Deadline February 21 (Fri)
Classes Begin January 6 (Mon)	Classes Begin March 2 (Mon)
Classes End Mar 1 (Sun)	Classes End April 26 (Sun)
Spring Break   April 27, 2020 – May 3, 2020	

Summer Session 1 May 4 – June 28	Summer Session 2 June 29 – August 23
Admissions Deadline April 24 (Fri)	Admissions Deadline June 19 (Fri)
Classes Begin May 4 (Mon)	Classes Begin June 29 (Mon)
Classes End June 28 (Sun)	Classes End August 23 (Sun)
Summer Break   August 24, 2020 – August 30, 2020	

Fall Session 1 August 31 – October 25	Fall Session 2 October 26 – December 20
Admissions Deadline August 14 (Fri)	Admissions Deadline October 9 (Fri)
Classes Begin August 31 (Mon)	Classes Begin October 26 (Mon)
Classes End October 25 (Sun)	Classes End December 20 (Sun)
Winter Break   December 21, 2020 – January 3, 2021	

### REGISTRATION

Students will be notified via email of the course registration. Registration must be completed within the first 2 weeks of the session. Late registrations may result in a Late Registration fee. The welcome email will provide students with the basic information of the course such as:

- Course Code /Title
- Course instructor’s name
- Email for assistance

Adams Online instruction is not offered in real time and shall transmit the first lesson and any materials to any

student within seven days after the institution accepts the student for admission.

### ACHIEVEMENT OF STUDENT LEARNING OUTCOMES AND BENEFITS

The stated program learning objectives indicate the outcomes and competencies a graduate of the degree program will attain upon successful completion of the program, including expected skills, knowledge, attitudes and insights characteristic of degree holders. Then, to ensure that students achieve this level of expertise, appropriate undergraduate or graduate-level course objectives are designed by experienced faculty using proper categories in the cognitive domain of Bloom’s Taxonomy. Additionally, appropriate assignments are designed by faculty to fit the course, the instructional method, and the level of study.

For undergraduate courses, the primary evaluative techniques are embedded assessments, such as weekly Discussions Questions (DQ’s) and multiple-choice (MC) examinations. MC examinations are utilized because they can evaluate many different subject-matter areas and can be used to measure a wide variety of educational objectives. MC examinations are adaptable to various levels of learning outcomes, primarily Remembering, Understanding, and, Applying levels, according to Bloom’s Taxonomy of Cognitive Domain.

The Discussions Questions (DQ’s) are based around the course text and other resource material applied against real-life business situations. These discussions are designed to improve the ability of students to critically analyze and discuss the relevant issues. DQ’s are reflective in nature and encourage independent learning.

At the graduate-level, Discussion Questions (DQ’s) evaluative techniques are used also. However, instead of multiple-choice examinations, other graduate-level embedded assessments utilize traditional papers, case studies, and/or projects, and capstone or doctoral project, which require the use of Analyzing, Evaluating, and, Creating levels, according to Bloom’s Taxonomy of Cognitive Domain.

### STUDENT SATISFACTION

Indirect Measures are an indirect assessment of student learning since they measure student, graduate or stakeholders’ satisfaction and impressions of educational experiences, rather than knowledge and skills acquired. However, when combined with direct measures of learning, indirect assessments can provide a comprehensive pathway to enhance student academic

achievement. Indirect measures include, but are not limited to, surveys and advisory committee feedback.

AU administers two primary types of surveys: **Course Survey & End of Program Survey**. The course survey is administered at the end of each course, while the End of Program Survey is administered upon graduation of the student's respective program. AU aims for a 30% response rate to its surveys. For Course Surveys, AU aims to achieve an average score of 4 on a 5-point scale. For the End of Program Survey, there are 3 questions that are asked 1) Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started this course or program? 2) Would you recommend these studies to a friend? 3) All things considered, were you satisfied with your studies with us? AU aims for a 75% response rate of "yes" to the above 3 questions.

Once data is compiled for each course at the end of the term, the data is then analyzed by the SCHOOL OF BUSINESS. Through faculty and executive meetings, decisions on how to improve each course to meet course objectives and benefit the overall program are discussed.

Additionally, candid and unstructured feedback and comments from staff, faculty, and students are received throughout the year and are also used constructively to evaluate the success of AU in meeting its goals and objectives. The feedback is usually through the setting of a passing conversation, informal meeting, or casual conversation. And by being so candid and unstructured, the feedback seems very genuine and sincere.

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

Each 3-semester unit course spans 8 weeks and is broken into eight lessons. Each lesson can be completed in one week. By breaking each 3-semester unit course into eight "lessons", the instructor can monitor students' satisfactory academic progress (SAP) in each course. This is an essential element in providing appropriate instruction and support services to students.

Satisfactory Academic Progress (SAP) is defined as achieving a required cumulative grade point average (CGPA) of 2.0 for undergraduate students and 2.5 for graduate students. The mandatory terms are the spring and fall trimesters.

*AU aims for a 70% course completion rate and a 70% program completion rate.*

### **MINIMUM COMPUTER REQUIREMENTS**

It is important to have the right computer equipment to ensure the best possible learning experience.

Electronic communication is the preferred method of communication for students, faculty and staff. To take advantage of this technology, it is required that students, instructional and administrative staff acquire and maintain email access with the capability to send/receive attached files.

The following is the minimum computer configuration needed:

#### **HARDWARE**

- A processor of 1.6 GHz or faster
- 4 GB RAM or higher
- 50 GB hard drive or larger
- High-speed Internet connection
- Monitor and video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD-ROM, USB ports
- Inkjet or laser printer

#### **OPERATING SYSTEM**

- Microsoft® Windows® 7, 8.1 or 10 (32 or 64 bit)
- Apple Mac OS X 10.6 or higher

#### **SOFTWARE**

- Email address
- Internet service provider (ISP) account
- Latest version of Mozilla Firefox (Mac or PC), Microsoft Internet Explorer (PC), Google Chrome (Mac or PC), and/or Safari (Mac or PC)
- Adobe Reader 7.0 or later
- Microsoft Office 2007 or newer
- Flash Player
- Browsers use "plug-ins" (mini applications installed within the browser itself) to enable richer Web experiences.
- Cookies and JavaScript should be enabled in the browser.

### **ADAMS ONLINE, MOODLE**

Online courses use Moodle to complete and/or their coursework. To ensure that students will be successful, an assessment shall be made at the time of processing admissions. The skills assessment survey is located on the last page of the Application for Admissions.

Assessments shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program.

The online system allows for instructors to relay messages to students outside of the classroom, spend more time teaching rather than collecting paper assignments in class, check for academic dishonesty using a plagiarism-detecting software and most importantly, avoid the hassle of late submissions by tracking time-stamped assignments through electronic submission.

Moodle is available to students 24 hours a day, 7 days a week. Online courses are delivered through Adams Online; using a cost-effective, "open-source" learning management system (LMS) called Moodle. Moodle provides functional features such as secure login, discussion boards, automated grading of multiple-choice examinations, grade book, course back-ups, etc.

- Moodle is accessible through any popular browser (IE, Firefox, Chrome). Students are required to have an email address, which can be obtained for free from popular sites.

AU only accepts international students for its online courses and does not accept international students for its on-campus courses. AU does not provide any visa services or vouch for any student status for international students.

## **PROGRAM REQUIREMENTS**

### **GENERAL EDUCATION MODULE**

Prior to completing Adams University's BBA program, 45 semester units of general education is to be completed, and must be transferred to AU.

### **CORE MODULE**

The Core Module consists of courses in degree programs that are specifically required for a program of study. They are the foundation courses to an academic program. The Core Module courses are clearly listed as to which to complete.

### **MAJOR MODULE**

The Major Module courses make up the academic

discipline to which an undergraduate student formally commits. Major Module courses are clearly listed as to which to complete.

### **OPEN ELECTIVES MODULE**

The Open Electives Module can be filled with courses that extend beyond general education, core, or major requirements. Open Electives requirement can be fulfilled by taking any postsecondary course at the same level. Undergraduate course codes are 000-499, while graduate course codes are 500-999. The Open Electives Module courses are open for the student to select if they are not general education, core, or major requirements.

### **CAPSTONE MODULE**

The Capstone Module consists of a capstone class. The capstone course is the culminating class of the MBA program. It combines all the theories and practices into a single project that demonstrates the graduate student's knowledge and expertise acquired from the program. The Capstone Module courses are clearly listed as to which to complete.

## **ELEMENTS OF A COURSE**

### **COURSE EXPECTATIONS**

At the undergraduate level, the expectation is that students will spend on average 10-15 hours a week on the coursework. At the graduate level, the expectation is that students will spend on average 15-20 hours a week on the coursework. AU realizes that there are many elements competing for one's time and attention, AU expects dedication, scholarship, and performance from its students. This means that students must learn to balance the demands of family, work, and class work. Outside commitments should never be an excuse for poor or lack of performance. AU has high standards and they will not be compromised.

### **COURSE STRUCTURE**

A typical 3-unit course is broken into 8-lesson intervals to measure Satisfactory Academic Progress (SAP) – one lesson per week. This gives opportunities for the instructor to guide, assist, and support the learning process. Within each Lesson, a student will be provided instructions and details as to how to complete the Lesson. Each Lesson is comprised of various activities or assessments to measure the level of mastery of various subject areas. Specific chapters are assigned to read,

discussion questions to be completed, or case studies to be analyzed.

Regardless of method of delivery, students are required to answer discussion questions (DQ), submit assignments, and/or take quizzes.

## **SYLLABUS**

The course syllabus includes class assignments and more.

## **READINGS ASSIGNMENTS, ANCILLARY RESOURCES, & OTHER VISUAL MEDIA RESOURCES**

Each student is expected to do all the required readings. It is also recommended that students keep all readings in a file for future use in their program. To avoid frustration, complete all the reading before attempting the quizzes and or assignments.

PowerPoint Presentations make class material more legible and interesting. Bulleted points can help emphasize main points while students fill in additional detail. PowerPoint Presentations:

- Support lectures by highlighting key points
- Present tips and outlines
- Present examples
- Provide pictures and other graphics supporting the material
- Stimulate interest by use of clipart and cartoons

Visual learners use images, pictures, color and other visual media to help learn. Video clips & other visual media bring training and teaching to life and help emphasize ideas and lessons, and promote discussion. These forms of media can lead students to higher-order thinking and appeal to auditory and visual learning styles.

## **COURSE LEARNING OBJECTIVES**

Course Learning Objectives are provided for each course. The Course Learning Objectives describe what students should know or be able to do at the end of the course that they could not do before. Another important element is that the Course Learning Objectives are aligned with the Program Objectives.

## **GRADING CRITERIA**

The Grading Criteria for the course are listed like a table of contents. These criteria can help students perform better and prevent confusion or frustration about their grades. They list each item for which the student is responsible and the points for each assignment.

## **LESSON LEARNING OBJECTIVES**

Lesson Learning Objectives are provided for each Lesson. The Lesson Learning Objectives describe what students should know or be able to do at the end of the lesson that they could not do before. Another important element is that the Lesson Learning Objectives are aligned with the Course Learning Objectives.

## **READING ASSIGNMENTS**

Reading Assignments consist primarily of readings from a textbook. They may also include articles or case studies from other sources, such as news articles or journals, or viewing PowerPoint or videos presentations.

## **PARTICIPATION**

**Classroom Participation** - Campus students are encouraged to participate so they can learn from each other. Active involvement in learning increases what is remembered, how well it is assimilated, and how the learning is used in new situations. In making statements to peers about their own thoughts on a class topic, students must articulate those thoughts and submit them to examination by others. In listening to their peers, students hear many ways of interpreting and applying class material, and thus can integrate many examples of how to use the information.

**Discussions Questions (DQ's)** - Each student, specifically online students are expected to be an active participant in online discussions. Participation is a graded part of the course work. Students' class participation grade will reflect the quality and consistency of his/her contributions. Although a campus or online class does provide more flexibility in terms of the exact days/hours a student must attend class, please do not assume that one does not have to "attend" class. The group class Discussions Questions (DQ's) are based around the course text and other resource material applied against real-life business situations. These discussions are designed to improve the ability of students to critically analyze and discuss the relevant issues.

The expectation is postings are to be posted by the date assigned during the week. Late work is not appreciated and will be penalized per university policy. Postings are expected to be academic in nature and should have at minimum of two academic sources in the main post for the week. Students are suggested to respond to other students per DQ. Responses are to be academic and sophisticated and free of spelling and syntax errors.

Instructors are looking for critical thinking and analysis not unsupported personal opinions. Keep website sources to only two at a maximum in postings. No "Wiki's", for they are not accepted sources. If students ask a question of another student, be sure to follow-up with research findings. These DQ's are a crucial element in the development of knowledge of the subject matter, and an important part of the learning experience. The purpose of the DQ's is to engender academic discussions and we emphasize **research, discovery, questioning, probing, critical thinking**, etc. Instructors are also interested in practical application and sharing experiences.

DQ's are designed to:

- Demonstrate an in-depth understanding of the class material
- Have students research the topic with academic journal and papers.
- Provoke constructive dialogue among students
- Clarify difficult concepts with own research, facts, and examples
- Introduce thoughtful perspectives and insights on material.
- Have students share experiences.

The idea is to create academic dialogue.

## ASSESSMENTS

Classroom and online instructors will utilize various forms of assessments. Commonly used assessments for campus and online courses are described below.

**Multiple-Choice (MC) Exams.** For undergraduate courses, multiple-choice exams are utilized. These assessments are "open book". In an open book exam, a student is evaluated on understanding rather than recall and memorization, arguments and solutions. Open Book exam questions usually require a student to apply knowledge rather than just remember facts.

**Mid-Term and Final Papers.** Many undergraduate or graduate level courses require a traditional academic Mid-Term and Final Paper. Halfway through the course and at the end of the course, students may be required to prepare a traditional academic Mid-Term and Final Paper. Remember to take the time to ensure that thoughts are properly developed. The Mid-Term and Final Paper represents a large portion of a student's grade so give it the time and effort that it deserves. A paper format template and other materials have provided for a student's use in the preparation of the

paper in this course. Please refer to these resources.

**Case Study Analysis (CSA).** Courses may require a Case Study Analysis (CSA), instead of a traditional academic Mid-Term and Final Paper. Case studies will allow students to demonstrate the comprehension, mastery, and application of the information. Studies show that using case studies improves student performance by introducing real world companies & situations and asking students to critique, analyze, and come to a solution. Grading is based on clear organization of material and completeness of information. Be sure to properly cite all information used in the paper such as articles, books, websites, texts, interviews, etc. The goal of the CSA is not to do original field research, but to demonstrate student's ability to apply our concepts in a situation.

**Class Projects (CPR).** Courses may require a class project. The class project is designed to provide a meaningful balance between theoretical and practical learning. Class projects provide students an opportunity to learn to define a problem, conduct research, analyze it, make recommendations, and write and present a final plan. The class project increases students' business competency through guided hands-on business experience, while also introducing them to the challenges of real business. Students will learn mainly from their practical creative projects that constitute the largest proportion of the final grade.

**Class Presentations.** Campus courses may require class presentations. As current and future business leaders, effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing and generally entertaining an audience. Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development too.

## WRITING LEVEL AND STYLE

There exists an unspoken division between graduate level and undergraduate-level writing based upon the expectations of university instructors. Instructors expect writing assignments at the graduate level to be of a higher quality. Many of the mistakes that professors would allow at the undergraduate level are not tolerated once the graduate level has been reached. Graduate-level writing needs to be perfectly clear, concise, and free from common errors.

**Undergraduate Level Writing.** AU requires undergraduate students to demonstrate the ability to think and write critically about the current subject under

study. This affords students the opportunity to demonstrate a level of understanding of the subject. Writing should possess a clearly stated and well-argued conclusion, showing the ability to range over appropriate areas of the subject matter with acuteness of analysis, intelligent challenges to the question set, and an abundance of appropriate authority or evidence intelligently applied.

**Graduate Level Writing.** Writing skills become a more fundamental aspect of attending graduate school than they ever were while an undergraduate. Often, graduate school means bidding adieu to the multiple-choice tests that examine one's ability to recognize the correct answer. Instead, graduate school is designed to test one's ability to recall, identify, examine, and explain the correct answer. Writing is utilized more often throughout graduate school, and graduate students are made readily aware that their writing skills are constantly being assessed.

**APA Writing Style.** AU has adopted APA style as the official writing style for writing assignments. This is a specific set of guidelines outlined by the American Psychological Association. All the rules for APA format are contained within the APA Publication Manual, 5th Edition.

### TIMELY SUBMISSION

Assessments must be submitted or completed by the due date - no exceptions. If a student foresees reasons that s/he will not be able to complete an assignment on its due date, submitting an assignment early is acceptable. All missed assignments and/or additional assignments must be completed according to instructors' guidelines.

### BACK-UP WORK

An external back up is strongly recommended. If possible, an off-site cloud back-up of the computer from Carbonite® or another provider is highly recommended. It is inexpensive and will ensure all files are backed-up in the case of a "crash." Computer crash is NOT an automatic extension of any deadlines. Plan ahead and anticipate problems!! Have a back-up plan!!

## CAMPUS INSTRUCTION

Campus students are required to attend classes scheduled on campus that meet regularly in a traditional classroom environment.

In campus classes, instruction is delivered in a traditional classroom setting. All students who attend classes scheduled on campus are also required to perform online research and activities. In-class questions and discussions are strongly encouraged. Other instructional techniques may also be employed i.e. audio-visual presentations, speakers, critical thinking exercises and group activities.

Using computer-based technologies, instructors use the hybrid model to redesign some lecture or lab content into new online learning activities, such as case studies, tutorials, self-testing exercises, simulations, and online group collaborations. Campus courses are presented in a unique way designed to give the student an integrated and flexible learning environment using a combination of traditional on-campus classes and the Internet.

### ATTENDANCE REQUIREMENTS

Campus students must make every attempt to be in class during all class meetings. Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Except for emergencies, students will notify the instructor twenty-four (24) hours in advance of any absences. Students must maintain satisfactory academic progress. Attendance is strictly monitored. Students may not miss 20% of class sessions or they risk being administratively withdrawn. Students with excessive absences may also be administratively withdrawn from their enrolled program.

ABSENCE	ACTION
1 <sup>st</sup> Absence	Student shall receive an alert from AU by email that this is the 1 <sup>st</sup> absence from class.
2 <sup>nd</sup> Absence	Student shall receive a final warning from AU by email that this is the 2 <sup>nd</sup> absence from class.
3 <sup>rd</sup> Absence	Student shall receive a notice from AU by phone and by email that student is withdrawn from the course due to excessive absences.

### EXCUSED ABSENCES

Students must have a valid doctor's note or police report that clearly explains why the student was NOT able to attend class. Students who have excused absences must submit supporting documentation to AU as soon as possible to avoid repercussion. Excused absences will not count towards the number of absences resulting in administrative withdrawal from the course.

Unexcused absence are absences with reasons such as vacation, personal reasons, leaving the country due to personal reasons, work, or anything that does not involve a doctor's note or police report.

IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR AND SUBMIT/MAKE UP ANY MISSING WORK. The late assignment submissions policy will be at the discretion of instructor.

### **INSTRUCTOR AVAILABILITY**

It is possible to reach all instructors by email at any time. Instructors also provide a local telephone number to be contacted. Campus instructors are available 15 min before and after class and during breaks. Campus instructors and students may also arrange a meeting at a day/time/place convenient for both.

### **LOCATION OF CLASSROOM INSTRUCTION**

Campus/classroom instruction is held at the main campus identified on the list of courses offerings.

## **ONLINE INSTRUCTION**

For online students, Adams Online is the only means to deliver course materials and interact with the instructor.

Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Online lectures may be entirely text-based or consist of some combination of text, graphics, sound and video.

As an online student, you are permitted to sit in the campus class meeting, if applicable. This option is open for all online students. Please make arrangements with the instructor in advance.

### **GENERAL EXPECTATIONS**

The course outline and structure of this course creates a set of common expectations for students' work. At the same time, each individual instructor has a personal style and way of working with learners that is unique. The Online Professor may have expressed that style and manner of working.

## **ADMISSIONS TO AU**

### **GENERAL ADMISSIONS POLICIES**

### **ADMISSIONS NON-DISCRIMINATION POLICY**

AU welcomes all students and does not discriminate based on race, color, national origin, religion, disability, gender or in any other way in its policies, practices, or procedures involving applicants, students, faculty, staff and the public. Please note, however, that AU reserves the right to refuse admission to anyone who does not meet its admissions standards. The admission policy at AU is designed to select a qualified and diverse student body. With open enrollments, AU does not reject applicants based on limited enrollment caps.

### **ADMISSIONS TERMS**

Applications for admission are accepted throughout the year. There are six (6) enrollment terms per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term. Admissions Portfolio's should be submitted 30 days prior to the term of enrollment to ensure timely processing.

- Spring Trimester (Jan-Apr)  
Session 1 (Jan-Mar) / Session 2 (Mar-Apr)
- Summer Trimester (May-Aug)  
Session 1 (May-Jun) / Session 2 (Jun-Aug)
- Fall Trimester (Aug-Dec)  
Session 1 (Aug-Oct) / Session 2 (Oct-Dec)

### **NON-MATRICULATED APPLICANTS**

All degree applicants must matriculate into an academic program. No non-program applicants shall be accepted.

## **ADMISSIONS PORTFOLIO (AP) ITEMS**

The Admissions Portfolio (AP) checklist is to be used by applicants who are applying. Applicants are encouraged to check off each item enclosed. Missing paperwork will delay the admissions processing. See descriptions of each item required.

### **PART 1. ALL APPLICANTS must submit the following.**

1. Application for Admissions
2. Application for Admissions Fee
3. School Performance Fact Sheet (PFS)
4. Academic Credentials (Official Transcripts and/or Foreign Credential Evaluations)
5. Resume
6. Evidence of English proficiency (if applicable)
7. Government-Issued Identification

## **PART 2. Optional.**

1. Transfer Credit (TRC)
2. Standardized Exam Credit (SEC)
3. Letter of Recommendations

### **APPLICATION FOR ADMISSIONS**

Complete all items on the Application for Admissions form. Type on the form ensuring that the details are legible. Then, print the form and sign/date. Scanned/emailed forms are acceptable, except official transcripts. Make sure that Application Portfolio (AP) is submitted before deadlines.

### **APPLICATION FOR ADMISSIONS FEE**

Submitting an application requires a \$75.00 non-refundable application fee.

### **GRADUATE ENTRANCE EXAMINATIONS**

No graduate entrance examinations are required at the time of admissions to graduate programs.

### **INFORMATION TECHNOLOGY SKILLS**

AU requires computer and internet skills sufficient to effectively participate in AU's learning model and conduct research at the appropriate level. Applicants must complete the Library Resources & Skills Assessment on the Application for Admissions.

### **SCHOOL PERFORMANCE FACT SHEET (PFS)**

As a prospective student, students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. Applicant must sign and date the first page and initial the rest of the pages of the School Performance Fact Sheet and submit it with the Admissions Portfolio (AP).

### **OFFICIAL TRANSCRIPT**

Applicants must request an official original transcript from every U.S. college or university attended to be sent to the AU Office of the REGISTRAR. An official original transcript is one that is sent directly to AU from the issuing institution. Scanned or photocopies of the original are not considered official. Prior college and university transfer courses and/or degrees must be earned at an institution accredited by an accrediting association

recognized by the U.S. Department of Education or a foreign institution.

An official transcript is one that is sent directly to AU from the issuing institution. It must bear the college seal, date, and an appropriate signature.

### **RESUME**

As an undergraduate business student, it is helpful to have professional experience at the time of application. As a graduate business student, it is vital. Please submit a professional resume that outlines professional experience. It should list the position held, the name of the company, and the dates employed. A brief job description should also be included so that an understanding of what responsibilities held can be made.

### **ENGLISH PROFICIENCY**

Proficiency in reading, writing, speaking, and understanding English is essential to the student's success at AU for the School of Business Programs. If English is not the student's native language, or if the student has not had secondary education taught in English, the student will be required to provide proof of his/her English proficiency. Since School of Business classes are taught in English, the student must demonstrate ability to read, write and speak English.

English proficiency may be demonstrated by one of the following ways:

#### **Standardized English Exams**

##### **Undergraduate:**

- 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT),
- 61 on the Internet Based Test (iBT), 6.0 on the International English Language Test (IELTS),
- 3.5 on the International Test of English Proficiency (ITEP), or
- 670 on the Test of English for International Communication (TOEIC).
- 400 (old scale) or 120 (new scale) on the GRE test.

##### **Graduate:**

- 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- 71 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 3.7 on the International Test of English Proficiency (ITEP), or

- 720 on the Test of English for International Communication (TOEIC).
- 400 (old scale) or 120 (new scale) on the GRE test.

### Education

- **A high school diploma.** For undergraduate applicants only, provide evidence of a high school diploma completed at an appropriately accredited/recognized high school where the medium of instruction is English.
- **Completed 24 credit hours in English.** For undergraduate or graduate degree applicants, provide a transcript indicating completion of at least 24 semesters, or 36 quarter hours of credit from an appropriately accredited institution where the language of instruction was English with an average grade of "C" or higher or "B" or higher, respectively. Hours of credit from English language training programs do not count towards this requirement.
- **Completed Degree from U.S. Institution/ College/ University.** Provide a transcript indicating completion of degree from an appropriately accredited college or university.

### GOVERNMENT-ISSUED IDENTIFICATION

Acceptable forms of Identification can be:

- U.S. passport
- Permanent resident card
- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles
- Foreign government-issued passport / identity cards or National identity cards / Driver's license

### MAXIMUM CREDITS AWARDED

**Bachelor Level.** A maximum of 75% of the credits required may be awarded for transfer credit or a combination of transfer credit and challenge/test-out credits.

**Master Level.** A maximum of 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

Program	TRC	SEC
Bachelor Degree Programs	90	90
Master Degree Program	6	0

### TYPES OF CREDIT AWARDED

**Transfer Credit (TRC).** AU will consider accepting transfer students from other schools as determined by the Office of ADMISSIONS. AU's policy allows transfer of course credit successfully completed at accredited or foreign equivalent universities, colleges, or institutions that comparably meet university course work requirements and standards, and documented on official transcripts. Credit earned for courses for which a grade of "C" or higher will be considered for transfer.

Once an Enrollment Agreement is signed, the transfer credit (TRC) is 'locked' and AU can no longer award TRC for courses that applicants took in the past. However, AU can award TRC for courses taken 'after' a student signs the enrollment agreement, the submission of official transcripts.

The Office of ADMISSIONS has the sole discretion to award transfer credits based on official transcripts submitted. Unofficial evaluations may be conducted using unofficial transcripts. See "Official Transcript" policy herein.

**Standardized Exam Credit (SEC).** AU recognizes a full range of standardized exams, which measure mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required can earn credits and course exemptions. AU establishes standards that are recommended by the American Council on Education (ACE).

Standardized exam credit (SEC) is awarded only for undergraduate programs and the maximum amount of credit can be found on each respective program description.

- Advanced Placement Program (AP)
- College-Level Examination Program
- DANTES Subject Standardized Tests (DSST)
- Excelsior College Examinations (ECE)
- Graduate Record Examination (GRE) Advanced Subject Tests
- New York University (NYU) Proficiency Testing in Foreign Languages
- Thomas Edison College Examination Programs (TECEP)

### PRIOR EXPERIENTIAL LEARNING CREDIT

AU does not evaluate or award Prior Experiential Learning Credit.

## LETTER OF RECOMMENDATIONS

Academic references are those people who can address applicants' abilities in areas of scholarly or academic activity. These may come from instructors, faculty members, deans, program directors, internship supervisors, etc.

Professional references are those people who can address applicants' abilities in their chosen career field and your overall work ethic. These may come from current or past supervisors, co-workers, human resource managers, etc.

Personal references can discuss personal traits. Be careful not to include family members. While these people may give applicants great recommendations, they are irrelevant. These may come from sports teammates, fellow organization members (i.e. fraternities, sororities, clubs, etc.), fellow volunteers, mentors, etc.

## RE-APPLYING TO AU IN GOOD STANDING

If an applicant was once enrolled as an AU student and either left in good standing or graduated, would like to re-enter AU, the applicant would have to complete the current application for admissions. An application fee is required. Remember to provide your former student ID# on the application for admissions.

Applicants must meet current admissions requirements at the time of application. Documents that need to be re-submitted are those that are considered "time-sensitive". These may include a current resume or bank statement.

## RE-APPLYING TO AU AFTER ADMINISTRATIVE WITHDRAWAL

If a student has been administratively withdrawn from AU, the following procedures apply:

### **Students on academic probation and removed administratively.**

- Students who have been evaluated to not be able to complete the academic program within 150% of the average time for completion will not be considered for re-admission.
- Students who are administratively withdrawn due to academic probation are advised to show

evidence of positive life change and academic progress in support of their application at which time they will be considered for re-admission.

- Students who are administratively withdrawn due to financial delinquency are required to pay off their current account balance at which time they will be considered for re-admission.

### **Re-Admission approval**

- The student will be required to have a meeting with the Dean or Director who then are authorized to approve re-admission.
- If approved, the student must re-apply. There is a \$500 re-admission application fee.

**Transcript.** If the student is re-admitted, on the transcript will appear a notation that the student was re-admitted in the term/session that the student was re-admitted.

## ADMISSIONS PROCESS & PROCEDURE

All applicants applying to an academic program must go through AU's admissions process. The admissions process is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and the student who enrolls for credit. AU asks that applicants participate in the matriculation process with us to ensure their educational success. If applicants commit to an educational goal, then AU commits to helping them succeed.

### **STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)**

Applicants must submit a completed Admissions Portfolio (AP). The AP is an accumulation of all the necessary documents for the Office of ADMISSIONS to evaluate to see if s/he meets the admissions criteria for the applied program. The required items are clearly listed on the Application for Admissions. Certain programs may have unique admissions requirements. Applicant must make sure to review the admissions requirements of the program to which they are applying. Use the check list to ensure that all required documents are submitted.

All materials must be submitted in English, and applicants must verify any translations by including the original or a notarized copy of the original.

The completed AP and any supporting materials (such as transcripts and test scores) become the property of AU and will not be returned to the applicant or transmitted to a third party.

If satisfactory progress is not made on the application process or if the Admissions Portfolio (AP) remains incomplete for over 30 days, the Admissions Portfolio (AP) will be discarded.

## **STEP 2: EVALUATION**

After the AP has been received, the Office of ADMISSIONS will evaluate to see if the applicant is close to meeting the criteria. AU reviews every application individually. If an item is or if satisfactory progress is not made on the application process or the AP remains incomplete for over 30 days, the AP will be discarded.

## **STEP 3: DECISION**

One of the following decisions shall be determined:

1. **Denied:** If the applicant is not accepted, the Office of ADMISSIONS will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.
2. **Accepted:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize the acceptance into the program.

## **STEP 4: ACCEPT ADMISSION OFFER**

If the student wishes to accept the offer of admissions, there will be additional admissions enrollment documents that are required to be signed and returned to enroll in the formally in the program.

## **STEP 5: OFFICIAL ENROLLMENT**

Once the admissions enrollment documents are received, the student will be issued an official enrollment package, which includes an enrollment letter, student identification number (SID#), and ID card. Also, included is a registration form for the term the student wishes to enter.

## **STEP 6: REGISTERING FOR CLASSES**

Students are required to register for classes. A staff from the Office of the REGISTRAR will assist with this process.

Registration requires choosing the appropriate classes. Campus students must register for their first term in person. All successive terms can be register via email. Then, students will meet with the Office of STUDENT FINANCE and set up a payment plan, if applicable.

# **SERVICES**

AU is dedicated to providing the best opportunities to students. Here, students will find information that helps them be an involved and knowledgeable member of our community.

## **ADMISSIONS SERVICES**

### **NEW STUDENT ORIENTATIONS (NSO)**

AU holds mandatory New Student Orientations (NSO). NSO is a required program for all new campus students. AU's staff are knowledgeable about all the resources students will need as a new student. They will help you with orientation, registration, academic policies. Students who missed the mandatory NSO will have an option to participate in the Online NSO for a fee.

### **ADMISSIONS EVALUATION**

Applicants are required to submit an Admissions Portfolio (AP). Upon applying for admissions, AU provides a Program Completion Plan (PCP). This is included with the non-refundable Application for Admissions Fee. The PCP consists of a thorough evaluation of submitted transcripts, foreign credential evaluation, standardized exam credit, and any other documentation that can be evaluated for award of credit.

## **ACADEMIC SERVICES**

### **ACADEMIC ADVISING**

Sometimes students experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills, or unrealistic expectations about how much they can handle. Academic advising can help students figure out what may be impeding their academic progress, and assist them in taking steps to address the problem(s). AU provides a friendly setting in which students may explore concerns of a personal, academic, or career-related nature.

## TEXTBOOK SERVICES

The textbook list is posted in the course syllabus. It is the student's responsibility to obtain the textbook(s) required for the classes they are enrolled in.

The estimated cost of one used textbook is \$80-100. To calculate the total textbook expense for the entire program, multiply \$90 x how many courses in the program.

Most textbooks can also be obtained through major bookstores such as:

- [www.amazon.com](http://www.amazon.com)
- [www.BarnesandNoble.com](http://www.BarnesandNoble.com)
- [www.ecampus.com/textbookpage.asp](http://www.ecampus.com/textbookpage.asp)

## STUDY GROUPS

**Campus Students.** AU believes that study groups can be very valuable in the learning process. They can provide support, discipline, and ready feedback. Campus students can form study groups on campus. Areas are made available for students to study together on campus or at designated centers.

**Online Students.** As with any distance-learning program with students throughout the world, it is difficult for students to convene in traditional study groups for learning purposes. AU provides for “electronic interaction” between students and their instructors, which it believes offsets this limitation. Through electronic means, students are in direct one-on-one contact with their online professors and academic staff to enhance their learning.

## LEARNING RESOURCES

AU's campus and digital library is appropriate to the academic level and scope of AU's programs and provides a range of support to meet students' needs, primarily to serve the scholarly and research needs of the faculty and students of the University.

### Campus Library

Adams University shares a campus and digital library with International American University.

The AU library is for student and faculty use only and is not for the public. The library contains over 300 books, mainly specialized holdings in those subject areas

relevant to AU's course offerings - business, management, and leadership.

Designated library personnel manage the library. Trained administrative staff provides library service assistance to the students. Copies of textbooks are available to be borrowed also but cannot be removed from the premises. Photocopies can be made by students at no cost to students.

The Library/PC Lab contains two computer workstations and a printer. The Library/PC Lab contains office software, such as Microsoft Office, and Adobe Reader, and internet software, such as web browsers, and VoIP software applications. Students can use these computers to check emails, complete and upload assignments, conduct internet research, and print.

**LIRN Online Library.** All students have access to the LIRN virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, and Medical programs. Some of the databases are described below.

The ProQuest Research Library database includes more than 5,060 titles—over 3,600 in full text—from 1971 forward. It features a highly-respected, diversified mix of business scholarly journals, trade publications, magazines, and newspapers.

ABI/INFORM Dateline delivers over 280 journals, with more than 230 available in full text. It includes hard-to-find local and regional business publications with news about local companies, analysis, information on local markets, and more. ABI/INFORM Dateline allows users to research employment opportunities, compile data on benefits and compensation, learn about corporate strategies, and other topics from a local and regional perspective. ABI/INFORM Dateline includes major business tabloids, magazines, daily newspapers, wire services, and area business publications.

Titles include:

- Crain's Chicago Business
- Business Journal – Central New York
- Smart Business Pittsburgh
- Sacramento Business Journal
- Texas Business Review

Gale Cengage Learning's Business, Economics and Theory Collection has a strong emphasis on titles covered in the EconLit database, this collection provides academic journals and magazines focusing on topics in economics. Perfect for business classes, with more than 450 full-text journals to support their research and regular feeds of videos from Forbes.com that contain business news coverage and interviews with CEO's and entrepreneurs.

The access to the LIRN virtual library with millions of newspaper articles, business scholarly journals, trade publications, magazines is more than sufficient to meet the instructional needs for undergraduate and graduate students and instructors.

During New Student Orientation (NSO), a tutorial is provided on how to use the LIRN Research Library. Additional training can be provided on campus at any time by trained administrative staff.

**Local Public Libraries.** Within a five-mile radius of AU's campus, there exist 2 public libraries. These libraries are open to the public and may be used as ancillary resources. The contact information of the libraries is below.

Libraries located near AU's main campus:

- **Pico Union Branch Library**  
1030 S Alvarado St, Los Angeles, CA 90006  
(213) 368-7545  
<https://www.lapl.org/branches/pico-union>
- **Los Angeles Central Library**  
630 W 5th St, Los Angeles, CA 90071  
213-228-7000  
<https://www.lapl.org/branches/central-library>

**E-Resources.** AU's Directory of Online Resources is a compilation of several free online library resources. This is a collection of resources that includes articles, books, and journals.

## STUDENT SERVICES

### LIVING ACCOMMODATIONS

AU does not have dormitory facilities under its control. Housing is the responsibility of the student. There are many apartments for rent within a 1 to 10-mile radius. Many are within walking distance. Single bedroom apartments may cost \$900 to \$1,300/month. Many families have rooms for rent from \$600 to \$800/month.

### CAREER PLANNING & PLACEMENT

Adams University's programs do not prepare graduates for a specific occupation or employment. To support students and graduates in attaining their career goals, career services staff focus both on assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

To support students and graduates in attaining their career goals, student services staff focus both on assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Please note that while Adams University will provide assistance in job placement, there is no guarantee that employment will be made.

### STUDENT ACTIVITIES

AU holds social activities for students to participate. These include bowling, movie, and karaoke night. Cultural holiday parties are also held, for example, St. Patrick's Day, Student Thanx-mas, Halloween.

### ALUMNI ASSOCIATION

AU's Alumni Association is to foster a mutually beneficial relationship between AU and its alumni - to perpetuate a sense of pride in and commitment to the outstanding qualities of AU and the education it provides. It promotes a positive image of AU and its alumni through communication, service and leadership.

AU alumni stay connected through the AU Facebook page, Instagram, and Twitter. Through these web-based media, AU is able to keep alumni connected and share news, events, and updates with them.

### SPECIAL ACCOMMODATIONS

If possible, AU is committed to accommodating any student with a physical disability. In the delivery of online courses, the most likely physical limitations involve visual

impairments, including blindness and dyslexia. Accommodations cannot be provided which would fundamentally alter the nature of the program, cause undue hardship on AU, or jeopardize the health or safety of others. Reasonable accommodations must specifically address the fundamental limitations of the student's specific disability.

Any other types of disabilities (i.e. psychological disorders) are also assessed on an individual basis. Any physical limitation will be identified in the application process and determination of any necessary accommodations will be acknowledged and provided. A doctor's statement will be required as needed.

## REGISTRAR SERVICES

**Student Identification Card.** ID cards are issued identification by AU to students, faculty, staff, or other authorized individuals for the purposes of identification and access to campus activities, facilities, and services. Each card includes a unique photograph, text, and information for the individual to whom it is issued. Lost or misplaced cards can be replaced for a fee. See schedule of fees.

### OFFICIAL RECORDS, TRANSCRIPT, & VERIFICATION SERVICES

**Transcripts.** AU will provide students with one transcript at no charge upon graduation. If students wish to order additional transcripts, send a written request containing a signature to the Office of the REGISTRAR. The fee for an official copy is \$10.00. A check or money order must accompany the request or the request will not be processed.

**Student Enrollment or Degree Verification.** AU shall provide verifications for all current and past students. All enrollment or degree verification requests are provided in writing. Release of enrollment or degree verifications requires a signed authorization from the student. This release can be in the form of AU's **Enrollment Verification Request** form or a third-party release form signed by the student. Softcopy enrollment or degree verifications are free of charge, while printed official verifications require a fee.

### GRADUATION SERVICES

Graduation from AU is a significant accomplishment and tells a great deal about a student's dedication and willingness to finish what s/he started. The challenge to earn a degree in any of University's programs is exciting,

but reaching the academic goals is something of which one will always be proud.

A student is awarded the degree when s/he:

- Has applied for graduation and a formal graduation evaluation is conducted.
- Successfully complete all academic requirements in the program of study.
- Has an overall grade point average of 2.0 at the undergraduate level and 3.0 at the graduate level.
- Satisfy all financial obligations.

Allow 4-6 weeks to receive the Graduation Package.

## UNIVERSITY POLICIES

AU policies have been established to create a safe and productive academic and work environment. All AU employees and students are expected to be familiar with these policies and to follow them. University policies are subject to change at any time and faculty, staff and students are responsible for familiarizing themselves with current policies. Individuals with questions about a policy should contact the main administrative offices.

## ATTENDANCE, WITHDRAW, LEAVE-OF ABSENCE POLICIES

### ATTENDANCE REQUIREMENTS

students must make every attempt to be in class during all class meetings. Regular and punctual attendance, as well as active student participation, is an important part of a campus student's education. Except for emergencies, students will notify the instructor twenty-four (24) hours in advance of any absences. Only medical issues with a doctor's note are excused. Attendance is marked by the instructor and strictly monitored by the administration. Students may not miss more than 20% of class sessions or they risk being administratively withdrawn. Students with 4 absences will be administratively withdrawn from the registered course. Absences are only excused with proper documentation, such as a doctor's note or a police report.

ABSENCE	ACTION
1 <sup>st</sup> Absence	Student shall receive an alert from AU by email that this is the 1 <sup>st</sup> absence from class.
2 <sup>nd</sup> Absence	Student shall receive a final warning from AU by email that this is the 2 <sup>nd</sup> absence from class.

3 <sup>rd</sup> Absence	Student shall receive a notice from AU by phone and by email that student is withdrawn from the course due to excessive absences.
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**Cutting classes** - Cutting of classes will be considered as unexcused absences.

**Online Students** - For 100% online students/programs, campus attendance is not necessary.

**Tardiness** - Tardiness is a disruption of a good learning environment and is to be discouraged. tardiness will be strictly monitored.

**Make-Up Work** - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. **See LATE ASSIGNMENT POLICY** herein.

**Leave of Absence (LOA)** - AU realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave of Absence (LOA).

The student must direct such a request to the Office of the REGISTRAR by completing the LOA Request stating the reason for the request for leave of absence and stating the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. When a student is granted a leave of absence, consequences may include:

1. Receiving an "F" grade for all courses that were not completed,
2. Repeating failed courses, and
3. Extending the graduation date.

### **FULL-TIME ENROLLMENT**

Full-time enrollment is defined as:

- Undergraduate: 12 units per mandatory term.
- Graduate: 9 units per mandatory term.

### **PART-TIME ENROLLMENT**

Part-time enrollment is defined as:

- Undergraduate: less than 12 units per term, including summer term.
- Graduate: less than 9 units per term, including summer term.

## **ACADEMIC & GRADING POLICIES**

### **GENERAL POLICY ON GRADING**

It is an integral part of the teaching responsibility of the faculty to provide careful evaluation, timely assignments, and appropriate grades for each enrolled student. In the absence of compelling reasons, such as a mistake, fraud, bad faith, or incompetence, the grade determined by the instructor of record is to be considered final. Final course grades must be submitted by the faculty to the Office of the REGISTRAR no later than two weeks after the session has ended.

### **TIME BETWEEN GRADING & EVALUATION**

Discussion Questions (DQ) are graded within 4 days. Multiple-choice examinations are graded and returned within a week or auto-graded by Adams Online instantly. Written assessments for courses are more complex shall be graded and returned to students typically within 10 days. This will allow faculty ample time to review, critique, and provide constructive feedback.

### **LATE ASSIGNMENT POLICY**

Students are expected to meet all deadlines relative to discussions and assignments. Entertaining late work is totally at the discretion of the instructor. Each instructor can establish his/her own policy on late work. The general University policy on late work is that submissions will receive a 10% deduction for each day late and all work after the third day will receive a zero. It is incumbent on each student to plan for potential absences during the semester. The generally acceptable reason for late work is hospitalization with documentation. Work requirements, vacations, family problems, etc. are not generally acceptable excuses.

### **INCOMPLETE (I) POLICY**

In extreme circumstances, the instructor may assign a student an "I" (Incomplete) grade. Seeking this approval is solely at the instructor's discretion. If approved, the student will be allowed to finish the coursework in the completion plan without re-enrolling, but must finish no later than two weeks after the course has officially ended. If the student does not complete the required coursework in the required time, the instructor shall determine the appropriate grade.

### **WITHDRAWAL (W) POLICY**

Students who withdraw before the 2nd week shall receive no mark on their transcript. Students who withdraw between the 2nd and 6th week shall receive a "W". Students who withdraw after the 6th week shall receive an "F". Applicable refund policies shall apply.

Week	Consequence
1.	No mark. Must register for another class to maintain full-time enrollment.
2.	No mark. Must register for another class to maintain full-time enrollment.
3.	"W" on transcript, refund calculated.
4.	"W" on transcript, refund calculated.
5.	"W" on transcript, no refund.
6.	"W" on transcript, no refund.
7.	"F" "W" on transcript, no refund.
8.	"F" "W" on transcript, no refund.

### MAXIMUM W'S

A maximum of 25% W's may appear on the student's transcripts. More than 25% W's on transcripts, the student will be administratively withdrawn from the enrolled program.

Degree Program	Max W's
Bachelor Degree	30 W's for 3-unit courses or a maximum of 25% of units taken with AU
Master Degree	3 W's for 3-unit courses or a maximum of 25% of units taken with AU

### INACTIVITY REPORTS

Students who do not demonstrate significant activity in any course in Adams Online within the first 4 weeks may automatically receive an "F" for the course. "Significant activity" shall be determined by the course instructor. Students must maintain Satisfactory Academic Progress (SAP).

### GRADE REPORTS

Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports should be referred to the Office of the REGISTRAR.

### GRADES & GRADE POINTS

Student performance in courses is indicated by one of following grades. Grades, which carry point value and which are used in determining the grade point average (GPA), were as follows:

Percentile	Letter Grade	GPA
100 – 90%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0
Below 59%	F	0.0

*Grades NOT used to compute grade point average:*

- CEC = Challenge Exam Credit
- SEC = Standardized Exam Credit
- Withdrawn = Withdrawn Course
- Repeat = Repeat Course

### APPEALING A GRADE

Students who have questions regarding their grade who believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course within two weeks of receiving the final grade. Complaints after two weeks are not entertained. Students who are unable to arrive at a mutually agreeable solution may file a final appeal with the Dean of Academics. The Dean of Academics will speak with the instructor and student and gather necessary information to formulate a decision. The Dean of Academics has the final decision to either change the grade or keep the grade "as is".

### REPEAT COURSE / GRADE CHANGE

The course repeat policy will not automatically be applied to a student's GPA. After completing the second attempt of a course, a student must submit the REPEAT COURSE GRADE CHANGE FORM to the Office of the REGISTRAR.

Students may repeat any course for credit for which they have received a grade below an A. All attempts of a given course will appear on the official transcript with the grade(s) earned. Upon student request, when such repetition has taken place, the select course will be reflected with a "REPEAT" on the official transcript. The repeated course will not be calculated into the student's GPA or units earned. Students may not apply the course repeat policy to courses once they have graduated.

- The maximum amount of times that a student can repeat a course is two (2) times.
- This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated, all applicable fees apply.
- If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.
- The student will be required to pay for the course again at the tuition rate as stated in the signed enrollment agreement. This will affect the **Total Tuition for Program** as originally stated in the enrollment agreement.

### COURSE SUBSTITUTION

A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Course substitution requests must be submitted through a completed Course Substitution Request. This petition must include a justification as to how the requested substitution meets the content and the spirit of the requirement. The Course Substitution Request must be reviewed and approved by the Dean of Academics or Director. Students must have completed, be currently enrolled in, or have transferred credit to AU for the requested course to be approved as a substitution.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled, with the exception of quarter credit conversions and other limited exceptions. Substitutions may not be made across unrelated academic disciplines.

### ACADEMIC PROBATION

Satisfactory Academic Progress (SAP) is defined as achieving a required cumulative grade point average (CGPA) of 2.0 for undergraduate students and 3.0 for graduate students. The mandatory terms are the spring and fall trimesters.

A student, who falls below the required CGPA at the end of a mandatory term, must receive academic advising. A student who falls below the required CGPA for two consecutive mandatory terms must receive academic advising and will be placed on academic probation. A student who falls below the required CGPA for three

consecutive mandatory terms must receive academic advising and is administratively withdrawn due to failure to maintain SAP.

Students who fall below the required CGPA for three consecutive mandatory terms may petition academic re-eligibility by seeking counsel with the Dean of Academics or Director of Programs. The student must be able to demonstrate that the circumstance(s) that caused the inability to meet the satisfactory academic progress requirements has been resolved or no longer exists. This is handled on a case-by-case basis.

### COMPLETION TIME

**Minimum Completion Time** - Students must be enrolled for a minimum of 2 academic terms to complete a certificate, undergraduate degree, or master degree program. Doctoral programs must be completed in no less than three years from the date of initial enrollment.

**Maximum Completion Time** - Students are required to complete a degree program within 150% of the standard time of completion from the date of initial enrollment.

Degree Program	Standard (Yrs)		150% (Yrs)	
	F/T	P/T	F/T	P/T
Bachelor	5	10	7.5	15
Master	2	4	3	6

### CHEATING AND PLAGIARISM

The Council of Writing Program Administrators (WPA) defines plagiarism to be,

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

Academic writing in American institutions is filled with rules that students often don’t know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else’s words or ideas. A charge of plagiarism can have severe consequences, including expulsion from a university. Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

## **ACTION AGAINST CHEATING AND PLAGIARISM**

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing. The choice of action taken by the faculty member is guided by the extent to which the faculty member considers the cheating or plagiarism reflects the Student's lack of scholarship or lack of academic performance in the course:

1. Review - no action
2. Oral reprimand with emphasis on advising to prevent further occurrence.
3. Requirement that the work be repeated.
4. Assignment of "Failure" for the specific work in question.
5. Referral to the Dean of the University, as appropriate

## **RULES OF CONDUCT**

### **STUDENT HEALTH AND SAFETY REGULATIONS**

AU is not liable for injuries sustained by students in their activity as students, even though such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

### **PHOTO RELEASE**

As a condition of their employment with AU, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to AU with respect to reproduction, display or other use of any photographs in connection with their employment with AU. Students, as a condition of their enrollment and attendance at AU, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to AU with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at AU.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, or offices; directory shoots or with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by AU faculty or staff and the copyrights with respect thereto are and/or become the property of AU's. The digital photos or video footage are added to AU's library of images,

which becomes a resource for the AU's Web site and publications.

### **GRIEVANCE POLICY**

Students have the right to address grievances to the Executive Director. The Executive Director shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the Executive Director shall determine whether a complaint shall be filed with the Executive Office. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Executive Director.

### **GRIEVANCE PROCEDURE**

1. Students have the right to address a formal grievance to the Executive Director in writing.
2. The Executive Director shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student.
3. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the Executive Director shall determine whether a complaint shall be filed with the Office of EXECUTIVE AFFAIRS.
4. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Office of EXECUTIVE AFFAIRS.
5. If no complaint is filed with AU because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Executive Director shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

# STUDENT RECORDS POLICIES

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student. "Students" as used in this notice include former students.

## DISCLOSURE OF STUDENT RECORDS

With several exceptions provided by law, AU cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing AU with written permission to release their records, specifying which records and to whom the release should be made. The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of Students who are dependents for federal income tax dependency.

## AVAILABILITY OF STUDENT RECORDS

Student physical records are maintained on-site for a minimum of five (5) years after departing AU. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized University representative. After 5 years, student records are digitized. Transcripts are kept permanently.

## RIGHTS AND ACCESS BY OTHERS

The law provides that right of access to student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

## RIGHT TO WITHHOLD TRANSCRIPTS, GRADES, OR INFORMATION FOR NONPAYMENT OF TUITION

The Office of the REGISTRAR may withhold a student's transcript or grades if the student is in default on a student tuition contract. AU will not provide documentation for any student or graduate who is

delinquent in payment of tuition, fees or any other financial obligation incurred through the school.

## ADDRESS CHANGE

It is important for us to have current mailing addresses for all students. If a student change address, s/he may notify us via email. If students do not have Internet access, they may notify the Office of the REGISTRAR by phone, mail, or fax.

## NAME CHANGE (STUDENT OR GRADUATE)

Students who need to change the names on their academic records may do so by submitting the Contact Information / Name Change form to the Office of the REGISTRAR. Submit supporting documentation as needed.

## DECEASED STUDENTS (UPDATING RECORDS)

Family members of students who have passed away during their program and are entitled to a refund are required to submit a copy of the Death Certificate to the Office of the REGISTRAR. The office will update the deceased student's file at that time.

## FINANCIAL POLICIES

AU is committed to doing everything possible to help eligible Students meet their financial needs. Major responsibility for securing the necessary financial resources rests with the student.

AU understands that students may work full-time, have children, and must fulfill other outside commitments. When comparing quality and cost, AU is a great option. The tuition is competitively priced to make achieving a quality education affordable and realistic for the average person.

## ENROLLMENT AGREEMENT

An enrollment agreement must be signed for the entire program enrolled. The student's enrollment is official upon signing the enrollment agreement. Students may submit scanned/emailed copies of the enrollment agreement.

## TUITION PAYMENT

AU collects tuition and other fees from a student at the time of course registration at the start of the session,

unless a payment plan is established with the student accountant.

#### **LATE TUITION PAYMENT**

AU will assess a late fee of \$25 for tuition payments not paid on time. Two consecutive late payments will make a student ineligible for payment plans. Five late payments total will make a student ineligible for payment plans.

#### **LATE REGISTRATION FEE**

AU will assess a late fee of \$25 for students who do not register by the Registration Deadline.

#### **RETURNED CHECK FEE**

AU will assess a \$25 for returned checks.

#### **PAYMENT PLANS**

Payment plans are available for full-time enrolled students only. Payment are due at the stated tuition due date which is the 10<sup>th</sup> of the month. See academic calendar for tuition due dates.

Students who are delinquent with two consecutive or five total payments may not qualify for payment plans. Students who miss New Student Orientation (NSO) do not qualify for payment plan for the first term.

#### **FINANCIAL NOTICES**

AU will issue notices in the form of phone calls, emails, and/or letters to students who are late and/or delinquent with payments.

Students may use electronic funds transfer, personal/business/cashier's check, money order, or credit card.

#### **FINANCIAL DELINQUENCY**

A student may be suspended or administratively withdrawn from AU for failure to pay the tuition and fees as agreed to in the enrollment agreement or payment plan or for 60 consecutive days of non-tuition payment.

#### **CANCELLATION OR WITHDRAWAL POLICY**

A student may withdraw / drop from AU at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Office of the REGISTRAR. Official notification is required in writing. Cancellation must be received before any withdrawal from AU is processed.

#### **CANCELLATION OR WITHDRAWAL WHILE USING LOAN**

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

#### **CANCELLATION OR WITHDRAWAL PROCEDURE**

A student who wishes to withdraw from his/her program of study must complete the **Course/Program Withdrawal** form and send to [info@adamsu.us](mailto:info@adamsu.us). The form can also be mailed to:

**OFFICE OF THE REGISTRAR  
ADAMS UNIVERSITY  
1605 W Olympic Blvd., Ste 400  
Los Angeles, CA 90015**

The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. Once received, the Office of the REGISTRAR will approve the Cancellation or Withdrawal.

#### **WITHDRAWING FROM THE PROGRAM**

To withdraw from the program, the student must fill out a **Program Withdrawal Form** and email it to [info@adamsu.us](mailto:info@adamsu.us)

Once the document is received, it will be passed to the Office of STUDENT FINANCE to calculate if any applicable refund is due at the time of withdrawal. The refund policy is adjusted according to the week in which a student withdraws. Since each course is (8) weeks, the student will be refunded a certain percentage of the total due for each individual course. AU shall pay or credit

refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's withdrawal has been determined. Please see the refund calculation policy below.

**REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL:** Institution shall refund 100 percent of the amount paid for institutional charges, less an Application Fee not to exceed seventy-five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Students whose entire tuition and fees are paid by a third-party organization are not eligible for a refund.

**HYPOTHETICAL REFUND EXAMPLE:**

Assume that a student, upon enrollment in a 150-hour course, pays \$500 for tuition and \$75 for the Application Fee, and withdraws after completing 30 hours. The pro rata refund to the student would be \$125 based upon the calculations stated below.

\$1,500 tuition	Divided by:	150 hours in the program	= \$10 Hourly charge for the program
\$10 hourly charge	Multiplied by:	30 hours of instruction attended	= \$300 Owed by the student for instruction received
\$500 student paid	Minus	\$75 admission fee (non-refundable)	= \$425 refundable amount paid by student
\$425 refundable amount	Minus	\$300 owed by the student for instruction received	= \$125 refund due to student

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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

AU does not participate in any state or federal financial aid programs.

### **STUDENT TUITION RECOVERY FUND (STRF)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was

closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

**FEDERAL AND STATE FINANCIAL AID PROGRAMS**

AU **DOES NOT** currently participate in state or federal financial assistance programs. Financial assistance may come in the form of private scholarships or AU Scholarships.

**SCHEDULE OF FEES**

The schedule of fees is subject to change without prior notice. Tuition does not include application fee, optional service fees, textbook prices, material fee, or other charges.

**TUITION CHARGES FOR ENTIRE EDUCATIONAL PROGRAM**

Program	Units	Per Unit	Tuition	App*	STRF**	Total Charges
Bachelor of Business Administration (BBA)	120	\$125	\$15,000	\$75	\$0	\$15,075
Master of Business Administration (MBA)	36	\$265	\$9,540	\$75	\$0	\$9,615

**TUITION CHARGES FOR A FULL-TIME TRIMESTER (4 MONTHS)**

Program	Units	Per Unit	Tuition
Bachelor of Business Administration (BBA)	12	\$125	\$1,500
Master of Business Administration (MBA)	9	\$265	\$2,385

\* Non-refundable  
 \*\*If applicable, non-refundable

**TUITION FEES**

Undergraduate (per unit).....	\$125
Graduate (per unit) .....	\$265

**NON-TUITION FEES**

*All Non-tuition fees are Non-refundable.*

**Admissions Fees**

Application for Admissions (General) .....	\$75
Rush Processing Fee .....	\$200
Late Application for Admissions Fee (1-2 days) .....	\$200
Late Application for Admissions Fee (3-4 days) .....	\$350
Transfer Credit (TRC) Evaluation Fee .....	\$25

**CA State-Mandated Fees**

STRF.....	0% of Tuition
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**Official Document Fees**

Official Transcript, Enrollment Verification.....	\$10
Duplicate Student ID Card.....	\$5
Duplicate Diploma.....	\$25

**Graduation/Diploma Cover/Frame Fees**

Graduation Petition Fee .....	\$25
Graduation Package .....	\$25

**Misc. Fees**

Late Class Registration Fee.....	\$25
Returned Check Fee .....	\$25

# COURSE DESCRIPTIONS

Courses offered at AU have been identified by course codes and numbers that are comparable to accredited institutions' numbering system. The course code is a 3-letter identifier for a major division of an academic subject. The course code is related to the content of the course, rather than the department in which it is taught. All courses are 3 semester units, unless otherwise indicated.

100-299	Undergraduate lower division courses
300-499	Undergraduate upper division courses
500-999	Graduate courses

## SCHOOL OF GENERAL EDUCATION

### BIO | BIOLOGY

#### **BIO 100 Introduction to Biology**

This course is a study of the biological principles that apply to all living systems. The course is a survey of living organisms with an emphasis on the human species and its environment. This course covers major principles and concepts, including cellular biology, energy relationships, biological systems, heredity, evolution and ecology for non-science majors.

### CHM | CHEMISTRY

#### **CHM 100 Introduction to Chemistry**

This course is designed to help students understand basic chemical principles and master problem-solving skills. Students will develop an understanding of how those concepts and skills are relevant to other courses and their daily lives. Chemical topics covered in the course include basic science concepts, measurements, atomic theory, bonding, stoichiometry, states of matter, solutions, acids & bases, and nuclear chemistry.

### ENG | ENGLISH

#### **ENG 100 English Composition**

This course provides students with the rhetorical foundations that prepare them for the demands of academic and professional writing. In this course, students will learn and practice the strategies and processes that successful writers employ as they work to accomplish specific purposes. This core-curriculum

course prepares students to use writing to realize professional and personal goals.

#### **ENG 200 Literature**

This course devotes to reading, understanding, interpreting, researching and writing about traditional forms of literature, specifically fiction and poetry; it helps to develop your ability to analyze and critically interpret literary texts. In addition, we will be discussing literary terminology, the significance of the context in which works of literature are produced, as well as several other theoretical strategies for reading and writing about literature. (*Prerequisite: ENG 100 English Composition*)

#### **ENG 300 Critical Thinking**

This course focuses on developing critical analysis skills through the evaluation of "real world" modes of communications such as essays, editorials, advertising, propaganda, and electronic media. Designed to improve critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting propaganda techniques.

### HIS | HISTORY

#### **HIS 100 World History 1**

This course enables students to explore the historical development of people, places, and patterns of life from ancient times until 1500 A.D. in terms of the impact on Western civilization. The study of history rests on knowledge of dates, names, places, events, and ideas. Students engaged in historical thinking draw upon chronological thinking, historical comprehension, historical analysis and interpretation, historical research, and decision making.

#### **HIS 110 World History 2**

This course gives an overview of world history, from 1500 to today. We start with a discussion of how social changes, new technologies, and the discovery of the New World caused a shift in the allocation of power and authority. Next, we discuss how religious, intellectual, political, and economic revolutions changed the world. We then move on to look at industrialization and nationalism, and how both made positive and negative impacts on every-day life.

#### **HIS 200 US History 1**

This is a survey course of United States history from colonial times until the Civil War. The course explores the creation of American cultures and identities in the early

years covering the colonial, revolutionary, and early periods of US history.

### **HIS 210 US History 2**

This course is a continuation of HIS 200 and covers the period of post-Civil War to present day. (*Prerequisite: HIS 200 US History 1*)

## **HSCI | HEALTH SCIENCES**

### **HSCI 100 Introduction to Health Science**

This course encourages awareness of career possibilities in healthcare and informs students of educational opportunities available in health science programs. Instruction also includes beginning anatomy and physiology, medical terminology, employability skills, communication skills, customer service skills, cultural awareness, disease and disorders with a focus on homeostatic imbalances, and technology skills necessary in the healthcare industry.

## **MAT | MATHEMATICS**

### **MAT 100 College Algebra**

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piecewise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

### **MAT 200 Introduction to Statistics**

This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to provide students with pragmatic tools for assessing statistical claims and conducting their own statistical analyses. (*Prerequisite: MAT 100 College Algebra*)

### **MAT 300 Calculus I**

This is a two-course sequence in the differential and integral calculus of functions of one independent variable. Topics include the basic analytic geometry of graphs of functions, and their limits, integrals and derivatives, including the Fundamental Theorem of Calculus. Also, some applications of the integral, like arc length and volumes of solids with rotational symmetry, are discussed. Applications to the physical sciences and engineering will be a focus of this course, as this

sequence of courses is designed to meet the needs of students in these disciplines. (*Prerequisite: MAT 100 College Algebra*)

### **MAT 310 Calculus II**

This is the second of a two-course sequence in the differential and integral calculus of functions of one independent variable. Topics include the basic and advanced techniques of integration, analytic geometry of graphs of functions, and their limits, integrals and derivatives, including the Fundamental Theorem of Calculus. Also, some applications of the integral, like arc length and volumes of solids with rotational symmetry, are discussed. Applications to the physical sciences and engineering will be a focus of this course, as this sequence of courses is designed to meet the needs of students in these disciplines. (*Prerequisite: MAT 300 Calculus I*)

## **PHIL | PHILOSOPHY**

### **PHIL 100 Introduction to Philosophy**

This course is an introduction to modern philosophy, from the Renaissance to the present, with careful study of works by Descartes, Hume, Kant, and others. Emphasis is placed upon the complex relations of philosophy to the development of modern science, the social and political history of the West, and man's continuing attempt to achieve a satisfactory worldview.

## **PHYS | PHYSICS**

### **PHYS 100 Introduction to Physics**

This course introduces basic physics concepts in mechanics, thermodynamics, electromagnetism, and optics; it provides students with the fundamental understanding of the principles and laws of classical physics. This course teaches problem solving techniques, helps to develop analytical thinking, teaches how to apply the physical principles and knowledge to other disciplines, and demonstrates how observation, experiment, and theory work together to continue to expand the frontiers of knowledge of the physical Universe.

## **PSYC | PSYCHOLOGY**

### **PSYC 100 Introduction to Psychology**

The course is an introduction to the science and profession of psychology. It will assist students in the development of a foundation of basic knowledge in psychology. The course will survey introductory topics such as learning, memory, sensation and perception,

personality, lifespan development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods.

## **SOC | SOCIOLOGY**

### **SOC 100 Introduction to Sociology**

This course is an overview of the discipline of sociology and introduces students to the complex and dynamic social world in which we live. Students will engage in critical thinking about social and cultural issues and gain exposure to different types of sociological research. Additionally, students will learn the sociological perspective and gain the ability to distinguish between facts, values, and opinions.

## **SCHOOL OF BUSINESS & GRADUATE SCHOOL OF MANAGEMENT**

## **ACC | ACCOUNTING**

### **ACC 100 Principles of Financial Accounting**

This course is designed to provide an introduction to financial accounting from the users' perspective. Its primary purposes are to promote understanding of financial accounting information for decision-making purposes and to focus on financial accounting's role in communication business results.

### **ACC 200 Principles of Managerial Accounting**

This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, capital investment, performance evaluation, decision-making and the statement of cash flows, along with financial statement analysis. (*Prerequisite: ACC 100 Principles of Financial Accounting*)

### **ACC 210 Cost Accounting**

This course is an advanced treatment of managerial accounting/cost accounting. Emphasis is on budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Emphasis is on decision-making and performance evaluation techniques in management/cost accounting utilizing case studies.

### **ACC 440 International Accounting**

Upon successful completion of this course, the student will have gained the tools necessary to make informed

decisions on a broad range of accounting challenges faced by multinational enterprises. Also, the student will learn the ways different countries perceive and interpret certain accounting topics and the rationale behind they deal with them. The purpose of this course is to examine the managerial and financial accounting function from an international perspective, focusing on the flow of information in multiple currencies, complying with reporting requirements in the United States, Europe and Japan. Case studies will be used to illustrate the specific day-to-day complexities of accounting issues that are encountered in international business operations.

### **ACC 500 Managerial Accounting**

This course examines advanced topics in management accounting relative to information needs regarding planning, control, and decision-making. Topics covered include cost concepts, job-order, activity-based and process costing, analyzing cost behaviors, cost-volume-profit relationships, and capital budgeting.

### **ACC 510 MBA Financial Accounting**

This course is designed for the MBA program and includes the following: (1) to learn the basics of financial accounting, including analyzing business transactions, recording journal entries, and preparing financial statements, (2) to understand the rationale for current accounting practices and the decisions that are made using accounting information, and (3) to develop a greater appreciation for the important role accounting plays in decision-making and the success of every business enterprise.

## **BUS | BUSINESS**

### **BUS 100 Introduction to Business**

This course is designed to provide a foundation in general business areas such as accounting, finance, economics, marketing, business law, and other business subjects.

### **BUS 200 Introduction to Entrepreneurship**

This course is an introduction to entrepreneurship and will focus on identifying opportunities and putting useful ideas into practice. The process will include deciding to become an entrepreneur, developing successful business ideas, moving from an idea to an entrepreneurial firm, and managing and growing to entrepreneurial firm.

### **BUS 300 Business Ethics**

This course confronts a number of morally and legally thorny issues that arise on both a domestic and international scale. It will present arguments raised by

partisans of conflicting viewpoints, sorting out the competing interests that motivate them.

**BUS 310 Business Law**

This course introduces students to the legal concepts that influence business relationships, decisions, and practices. Topics covered are contracts, property rights, torts, financial transactions, and business-related crimes.

**BUS 320 Introduction to International Business**

This course introduces the concept of international business as a system and the theories which underlie it; institutions which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

**BUS 330 Introduction to E-Commerce**

This course is designed to create a comprehensive awareness of e-commerce (e-business), beginning with the “basics”, i.e. terms, concepts and definitions, working toward and facilitating a wide understanding and appreciation of e-commerce (e-business) applications, and the vital role they play in modern business practice.

**BUS 400 Business Strategy and Policy**

This course focuses on giving students the opportunity to develop and apply the theories, tools, and concepts they have accumulated throughout the program. Emphasis will be on problem-solving and decision-making.

**BUS 530 Management Information Systems**

This course provides an overview of information technology and its application in a business. By simultaneously examining business cases and the capabilities of relevant technologies, students will develop an understanding of how information technology is the primary enabler for improved business processes. Systems and technologies that are examined from this dual business and technology perspective include relational databases, the Internet and networks, enterprise resource planning, customer relationship management, and supply chain systems.

**BUS 540 Business Law for Managers**

This course examines the key components of the business environment, and legal choices with regard to corporate decisions. In today’s business world, legal and regulatory environments directly impact an organization’s strategic operation and performance. Environmental controls reflect a series of ever changing

issues that are frequently reviewed, revised or eliminated. The emphasis in this course is on current regulatory environments and their impact on organizational directions.

**BUS 560 Business Ethics and Social Responsibility**

This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities will also be presented.

**BUS 590 Business Strategy**

This course examines the conceptual and practical aspects of business strategies and policy decision-making through the utilization of business concepts, theories, and tools. The course covers current business issues and developments and involves the use of case study analysis.

**BUS 680 Sustainability and Innovation**

This course is designed to familiarize students who are not environmental specialists with relevant facts and analyses on the recent environmentalism evolution. The focus is on enabling future leaders to provide guidance, leadership, and support to business organizations in the development and successful execution of initiatives to promote sustainability.

**BUS 700 MBA Capstone**

This course is designed to develop the student's ability to think constructively about the pursuit of sustainable competitive advantage through the systematic identification, evaluation, and creation of attractive business and corporate opportunities. Issues presented are developing a sustainable competitive advantage through strategy formulation and execution, understanding of the elements needed in a worldwide economy, assembling and organizing resources to execute strategies, and competing across multiple markets.

**ECN | ECONOMICS**

**ECN 200 Introduction to Microeconomics**

This course studies business enterprises, institutions, market specialization and exchange, pricing and output, competition and monopoly, and government regulations. Additional topics include current economic problems and international economic development.

**ECN 210 Introduction to Macroeconomics**

This course covers economic activity and growth, determination of income, employment, output, inflation, aggregate demand and supply, money and banking, monetary and fiscal policies, and international economic issues.

**ECN 300 Money and Banking**

This course addresses classical and contemporary issues in the theory of money, banking, and financial institutions. The course will focus on money creation process, to endogenous money versus exogenous money, and to the ability of the Federal Reserve to stabilize the economy.

**ECN 500 Managerial Economics**

This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities will also be presented.

**ECN 510 International Economics**

This course will introduce both the micro-economic and macro-economic issues relevant to the economic relations among countries via international trade. The first half of the course deals with the microeconomic issues of international trade, and covers such issues as why do countries trade, what do they trade, how are the gains from trade distributed, and protectionism vs. free trade and regional economic integration. The second half of the course deals with issues in international finance and macroeconomics, and covers such issues as the markets for currencies and exchange rates (fixed vs. flexible), balance of payments, adjustment processes, and open economy macroeconomics (role of monetary and fiscal policies) in a general equilibrium framework.

**ECN 800 Economic Theory and Policy**

This course is an advanced course in economics with a focus on the relevance and applicability of economic concepts and how these concepts can be used to analyze and explain events in the business environment. The course involves the use of economic and mathematical models and their application in the business world.

**FIN | FINANCE****FIN 300 Fundamentals of Finance**

This is an introductory course integrating concepts of corporate finance, investments, and capital markets.

Topics include the time value of money, role of money in the economy, financial analysis, ratio analysis, capital budgeting, security valuation, capital market theory, and working capital management. Focus is on value maximization and risk/return tradeoffs in financial decisions. *(Prerequisite: ACC 100 Principles of Financial Accounting)*

**FIN 420 Financial Markets & Institutions**

This course explores the role of commercial and investment banks, as well as non-bank financial institutions such as insurance companies, mutual funds, and pension funds; asset/liability and risk management in banks and non-bank financial institutions; organizational management of financial institutions; and the relationship between the macroeconomic environment, financial markets, and financial institutions. *(Prerequisite: FIN 300 Fundamentals of Finance)*

**FIN 430 Introduction to Investments**

This course examines principles and methods of investing in securities of business and government. This course is a study of practical management of portfolios containing both fixed-income and equity investments. The emphasis is on the application of analytical techniques and portfolio management theories for individual and institutional investors. *(Prerequisite: FIN 300 Fundamentals of Finance)*

**FIN 500 Financial Management**

This course explains financial control at the corporate management level with special reference to policies and practices required to plan and control the sources and uses of a firm's funds. Emphasis on working capital management and selection of alternative investment opportunities, funds acquisition, dividend policies, optimal debt-equity mix, and budgetary and related procedures as basic tools which provide data used by management for decision-making purposes.

**FIN 540 Financial Markets & Institutions**

This course explores the role of commercial and investment banks, as well as non-bank financial institutions such as insurance companies, mutual funds, and pension funds; asset/liability and risk management in banks and non-bank financial institutions; organizational management of financial institutions; and the relationship between the macroeconomic environment, financial markets, and financial institutions. *(Prerequisite: FIN 500 Financial Management)*

## **INT | INFORMATION TECHNOLOGY**

### **INT 100 Introduction to Information Technology**

This course is a historical and practical introduction to computer and network terminology, applications, and concepts. Students will be exposed to a variety of tools available to find and access information on the Internet, to exchange information between computers, and to perform basic web design. Students will explore applications (such as browsers and spreadsheets) as well as different computing environments (such as Windows and UNIX).

## **MGT | MANAGEMENT**

### **MGT 300 Principles of Management**

This course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This class will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

### **MGT 310 Principles of Human Resources Management**

This course studies the relationship between management and employees; principles of dealing with the human factor to maximize the individual's fulfillment and the production efficiency of the firm through sound procurement, development, and utilization of the firm's human assets; and labor-management relations.

### **MGT 320 Organizational Theory and Behavior**

This course is an introduction to individual and group processes involved in management-employee relationships, leadership, group dynamics, management, communications, motivation, culture, and conflict resolution. Modern topics of participatory management, emotional intelligence, organizational change, and theories of leadership will be explored.

### **MGT 400 Operations Management**

This course provides an introduction to the topics and mathematical techniques for solving problems in the design, planning, and controlling of manufacturing and service operations and quality. It concentrates on the technological issues of business activities and presents a systematic study of managerial and mathematical techniques for making goods and services.

### **MGT 500 Organizational Behavior and Leadership**

This course focuses on the behavior of individuals and groups within diverse organizations and on

organizational structure and processes. There is heavy emphasis on leadership, change management, team development and continuous improvement practices and experiences. Topics include management, leadership, change, team development, dynamics and teamwork, transforming business processes, and process improvement.

### **MGT 510 Human Resource Management**

This course explores the effective utilization of personnel and emphasizes the skillful merging of human talents, needs and aspirations with the requirements of the organization which can result in over-all benefits to society.

### **MGT 620 Operations Management and Supply Chain**

This course applies planning and controlling concepts to increase the value of the supply chain. Students learn to evaluate and improve operational processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location, and business forecasting.

## **MKT | MARKETING**

### **MKT 300 Marketing**

This course studies the character and importance of the marketing process, its essential functions, and the enterprises that use these functions. The course will focus on marketing management, distribution channels, selling trends, consumer behavior, pricing, promotions, and marketing research.

### **MKT 310 Pricing Strategies**

The course will establish a foundation for effective pricing decisions by teaching key economic, analytical and behavioral concepts associated with costs, customer behavior and competition. The course will also introduce students to advanced pricing techniques that aim to create additional value, including dynamic pricing, segmented pricing, pricing structures, and promotions and highlight practical applications of these approaches within a variety of specific industry contexts.

*(Prerequisite: MKT 300 Marketing)*

### **MKT 420 Consumer Behavior**

This course introduces a wide range of behavior concepts, and explores the strategic implication of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets.

*(Prerequisite: MKT 300 Marketing)*

**MKT 500 Marketing Management**

This course is a managerial approach to the study of marketing. There is an emphasis is on the nature and scope of the marketing managers' responsibilities and on marketing decision making.

**MKT 510 Marketing Channels Strategy**

This course is a managerial approach to the study of marketing channels. Student will learn how to employ an end-user analysis to segment markets, in accordance with end-user needs, and the selecting of certain segments to market. Students will understand some of the most common channel structures and strategies: retailing, wholesaling, and franchising. There will also be a focus on channel management to ensure ongoing channel success.

**MKT 520 Strategic Brand Management**

This highly interactive course is a hands-on, practical exploration of product, service, and enterprise-wide brand building and management. The course is structured along the daily responsibilities and challenges faced by working brand/marketing managers. As such, the course will provide experience with proven strategies for building successful brands in the competitive marketplace, the decisions and options faced by brand managers, and the tools to effectively manage brands.  
*(Prerequisite: MKT 500 Marketing Management)*