California University
Of Business And Technology

Catalog 2012

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THE UNIVERSITY

MISSION

It is the mission of California University of Business and Technology to provide quality university-level career education through distant learning to individuals who may not have regular access to career advancement programs, or who choose the guided independent study method of learning, to complete an appropriate academic degree in a manner consistent with expected standards and supportive of their current lifestyles. We regard learning as a lifelong process, and strive to provide an education that will stimulate and challenge the development of intellectual, analytical and critical abilities, and further will enable students to live productive lives while achieving a balance between self- fulfillment and service to others. Students are encouraged to think critically with sensitivity to the human community and the ethics of the biosphere.

PURPOSE

The purposes of California University of Business and Technology are:

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

OBJECTIVES

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

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

Each degree awarded by California University of Business and Technology is a firm affirmation of the knowledge, skill and academic attainment of the recipient.

ACADEMIC METHODS

In working toward these goals, the University has developed the degree programs which are highly integrated and rely on carefully matched schedules of courses in the format of individual or indirect instruction for students who posses a high degree of initiative, motivation, and intellectual curiosity, as well as the maturity to benefit from the flexibility the program offers.

In addition, the University is committed to educate all qualified applicants, maintaining the lower possible tuition rates which are affordable, or at least comparable with other independent institutions offering similar education programs.

Thus, the University hopes the students and graduates will contribute to the social, economical and technological development and become effective leaders in today highly competitive marketplace of industry.

Finally, the University is also committed to achieve institutional and program accreditation with appropriate accrediting associations, such as WASC, AICS, etc., at certain time in the future.

ACADEMIC FREEDOM

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

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

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

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

FACILITIES

The University has its plan to acquire a-300 acres for instructional/classroom which will be located in the County of Los Angeles or the County of San Bernardino. Other new laboratory/computer facilities are also to be established hopefully in the near future. However, the University has an administration office, conference room, classroom space in an official building.

LIBRARY AND EARNING RESOURCES ROOM

The University maintains a small library and learning resources room to support the University academic offerings, including books and technical reports, and professional and popular journals. The room is open to all students to access those resources. The campus is a drug-free environment.

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

FACILITIES AND TYPES OF EQUIPMENT AND MATERIALS

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

THE UNIVERSITY COMMUNITY

The University campus is being planed to be strategically located by the year of 2015 in the heart of the nation's second-largest city. This will provide the University's programs with a close awareness of current trends, new development technological changes, and most of all the unsolved problems.

THE AUTHORITY TO OPERATE

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

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

THE OWNERSHIP OF THE UNIVERSITY

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

ADMISSIONS INFORMATION

ADMISSIONS POLICIES

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

The University will maintain an "Open Admissions" policy, admitting all applicants who complete the admissions process and are generally beyond the age of high school enrollment.

Additional criteria admissions for applicants for indirect instruction are assessed: a) Does the prospective have the prior degree or the equivalent plus experience in the area of interested major? b) Can the prospective meet personal or professional career objectives through an indirect instruction program? c) Will the prospective have financial responsibility to meet the University costs?

The University makes education available to all individuals who need the qualifications for entrance into CUBT.

The CUBT Admissions Committee provides individualized admission evaluation service and follows the approved credit transfer policies (through challenge examinations and achievement tests)to accept credits earned at other institutions, or transfer credits for each applicant to his/her degree program, as specified in the catalog. Furthermore, currently the University has not entered into an articulation or transfer agreement with any other college or university.

All applicants are required to have a sufficient level of English proficiency to allow them to successfully complete the program. The University does currently accept ability-to-benefit students. To determine the student’s ability to benefit, a prospective student applying to the university who do not meet requirements, are required to take the Wonderlic Basic Skills Test to be considered for admission. The university minimum passing scores to be considered for admission are: Quantitative: 210, Verbal: 200.

If the University determines that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right either to revoke the applicant’s admission or to suspend the applicant from studies. The University also reserves the right to take additional steps it deems appropriate.

ADMISSION DATES

New students are admitted to the University on any business day because of the University's open enrollment policy for each of the three fifteen week academic semester comprising the academic year. However, all accepted students should consult with an academic counselor in order to arrange the best possible course schedule.

ADMISSION REQUIREMENTS

Regular Students

1) Bachelor's Degree Programs

The University considers applications for admission under regular status from individuals who have possessed an Associate in Arts Degree or the equivalent, with a satisfactory scholastic average from accredited or approved community college. Applicants with a high school diploma or equivalency, plus some working experience, and certificate may also be admitted to the program when it is determined that their objectives can be realized by the program completion through their independent study at their own place.

The official transcripts must be sent directly from the prior institution(s), and which must also be certified by the prior institution(s) that the transcripts are true copy of the academic record for the student named.

Persons who have completed academic work in a foreign country must submit a letter from the University of California or the credentials evaluation services confirming that such work meets the requirement set forth above. Please find a list of some recognized evaluation service in a copy of “Addendum to the Enrollment Application”.

Additional requirements are listed in each undergraduate degree program as stated in the University catalog, and may be imposed for such applicants if deemed necessary by the Admission Committee.

Each student enrolling in a degree at California University of Business and Technology is required to demonstrate the ability to read and write in standard English; and this applies to domestic and foreign students. Evidence of such level of English proficiency may be established by transcripts of prior study from English schools, scores of measuring instruments, such as TOEFL, GMAT, LAST, CLEP, ACT, or College Entrance Exams; personal interviews and/or by special demonstrations (orally or in writing).

2) Master's Degree Programs

The University considers applications for admission under Regular Status from individuals who posse a Bachelor’s Degree, or its equivalent, from an accredited or approved college or university. A transcript verifying such a degree must be received by the University before full admission will be granted.

Persons who have completed academic work in a foreign country must submit a letter from the University of California or the credentials evaluation services confirming that such work meets the requirements set forth above.

Additional requirements are listed in each Master's Degree program, and may be imposed for such applicants if deemed necessary by the Admissions Committee.

3) Doctoral Degree Programs

The University considers applications for admission under Regular Status from individuals who must have already possessed a master degree or its equivalent, from an accredited or approved college or university, in the area of the specified degree objectives. A transcript verifying such a degree must be received by the University before full admission will be granted.

Persons who have completed academic work in a foreign country must submit a letter from the University of California or the credentials evaluation services confirming that such work meets the requirements set forth above.

Additional requirements are listed in each doctoral degree program, and may be imposed for such applicants if deemed necessary by the Admissions Committee.

Special Students

In exceptional cases, applicants who do not qualify under the requirements set forth for Regular students may be considered for admission as Special students if, after careful review of their credentials or, when necessary personal interviews, they appear to be essentially qualified for entrance to the University.

Qualifying applicants must also submit written statement describing their practical experience and training which will establish their potential to successfully pursue the study of specific degree program. Additional data may be required by the Admission Committee. Special status admissions are approved within the discretion of the Admission Committee.

After successful completion of their academic work in their first semester by maintaining B average, special students then may be considered for regular status by Admission Committee.

Non-Degree Students - Auditors

Any persons may take course(s) as an auditor or for credit as a non-degree student. Such person must meet regular admission requirements or submit proof to the Admission Committee that the person has the requisite ability and background knowledge necessary so as not to interfere with the progress of the course or courses to the detriment of the student regularly enrolled therein. Additional information on the availability of special study programs, admission requirements and procedures, and transfer of credit may be obtained from the Admissions Office.

There is no distinction made between special study program students and degree seeking students in grading standards, grade reports, completion certificates scholastic records, tuition fees, or conformity with University rules and regulations.

Re-admission to the University

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

ADMISSION PROCEDURES

Domestic Students

Applications for admission should be filed as early as possible within the one month period preceding the desired entrance date, and must be accompanied by a non-refundable $100.00 application fee. Application forms may be obtained from the Admissions Office. Checks or money orders should be made payable to California University of Business and Technology. Applications for admission will be considered by the Admission Committee in the order received. The applicant will receive prompt written notification of acceptance or rejection of admission.

The completed application for admission must be forwarded to the admissions office of the university with official evidence of degree completion, or course work equivalents (copy diploma or college transcripts). Those who submit applications without such documents will be enrolled provisionally based on their statements of achievement, but must provide the verifying documents within 90 days of enrollment to gain status as a regular student. Credit for course work cannot be granted until verifying documents have been received.

When requested by the Admission Office, two letters of recommendation must be submitted. These recommendations should be sent directly to the University by the persons completing them. Of particular significance are these recommendations from former instructors or employers who are able to attest to the applicant's potential success in the study of specific degree program.

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

Students having an accumulative grade point average of 2.5 may be admitted to appropriate class standing upon prior presentation of official credentials. Student with less than a 2.5 accumulative GPA for undergraduate work are required to submit a petition to the admissions committee to be considered for admission.

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

International Students

Admission for international students follows the same procedure as for these domestic students.

ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS

ENGLISH PROFICIENCY AND PLACEMENT

Each student, domestic or international, enrolling in a degree program is required to demonstrate the ability to read and write in standard English. Evidence of such level of English proficiency may be established by transcripts of prior study from English schools, scores of measuring instruments such as TOEFL, GMAT, LSAT, CLEP, ACT or English college entrance exams; personal interviews and/or by special demonstrations(orally or in writing).

However, by the discretion of Admissions Committee, students may be required to take English Language Placement Examination (ELPE) prior to registration. Based on ELPE scores, student may be decided exempt from English as a Second Language (ESL) classes or they will be required to take ESL classes. ESL courses taken at the University or at any other institutions prior to or after matriculation to the University will carry no units toward the degree.

MATHEMATICS PLACEMENT

Students who have recently completed appropriate courses in mathematics may use those courses to satisfy the proper mathematics prerequisites for their programs. If, in the judgment of the Admissions Office, too much time has elapsed since the courses were taken, the student may be required to take appropriate refresher courses or a proficiency test.

ACADEMIC INFORMATION

DEGREES AND PROGRAMS

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

Undergraduate Degree Programs

School Of Management Studies
Bachelor or Business Administration (BBA)

Graduate Degree Programs

School Of Management Studies
Master or Business Administration (MBA)
Doctor of Business Administration (DBA)

School Of Education
Master of Arts in Education (MAEd)
Doctor of Education (EdD)

School Of Technology
Master of Arts in Computer Information Systems (MACIS)

California University of Business and Technology reserves the right to change or revise program requirements or curricular when it is deemed necessary or advisable, or beneficial, to the student.

Substitutions of certain transfer credits may be accepted to replace courses listed in the degree program when it can be determined that such substitutions meet the program objectives.

All classes are held at the University at 2440-131 S. Hacienda Blvd., Hacienda Heights, CA 91745. No instruction will occur in a language other than English.

The educational program in the University is not designed to lead to position in a profession, occupation, trade, or career field requiring licensure in this state.

INSTRUCTION LANGUAGE

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

ACADEMIC YEAR

The University operates on a semester basis. In the format of individual or indirect instruction, students who enroll courses may begin their enrollment period on any business day, and may progress at their own pace. However, the student is expected to demonstrate reasonable academic progress toward completion of his/her degree program, and the University defines reasonable academic progress as the successful completion of a minimum of three courses per semester for graduate student or a minimum of four courses per semester for undergraduate student to complete course their coursework. Students requiring additional time of completion must request an extension by writing to the Vice President of Academic Affairs. An extension of up to three additional months is available to active students.

DEGREE REQUIREMENTS

1) **Bachelor:**

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

Credit for any specific project may not exceed fifty percent of the minimum number of units a student is required to complete the degree program.

2) **Master:**

To earn a master's degree with exception of MBA, a student must complete a total of 30 semester units of credit in the major field of study which include 24 semester units of graduate level courses (courses numbered 500-590), with a cumulative grade point average of 3.0. However, to earn a MBA, a student must complete a total of 36 semester units of credit in the major field of study which include 30 semester units of graduate level courses (courses numbered 500-590) with a cumulative grade point average of 3.0. A minimum of the 25% of the total

units required must be earned at California University of Business and Technology through regular course work.

Credit for thesis may not exceed fifty percent of the minimum number of units a student is required to complete the degree program.

3) **Doctor:**

To earn a professional doctor's degree, a student must complete a total of 90 semester units of credit beyond the bachelor's degree, or 60 semester units of credit beyond the master's degree in the major field of study with a cumulative grade point average of 3.0. A minimum of the 25% of the total units required (90 units beyond the bachelor’s degree) must be earned at California University of Business and Technology through regular course work. Credit for doctoral dissertation may not exceed fifty percent of the minimum number of units a student is required to complete the degree program.

CATALOG OF RECORD

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

PETITIONS

In some cases, regulations may work under hardship. For good cause, certain regulations may be waived when the academic quality of the student's program is not jeopardized. Petitions should be typed and submitted to the Admissions Office with the required fee.

CLASSIFICATION OF STUDENTS

A) Matriculated Students

A student who has been accepted by the Admissions Office and admitted to a degree program is said to be a matriculated student. A student who has not been admitted to a degree program but has been approved for registration as a special student is said to be a non-matriculated student.

B) Non-matriculated Students

Individuals not able to furnish complete application materials before registration may be permitted to register, with special approval of either the Director of Admissions, or their designee, as non-matriculated student. Approval must be obtained on a term by term basis and does not insure or imply eventual admission to matriculated student status nor a degree program. Non-matriculated students are required to conform with the rules and regulations of the University.

A non-matriculated student's registration for any course is contingent upon meeting course prerequisites, including faculty and/or school approval when required. Some courses may be limited to matriculated students only.

While courses taken as a non-matriculated student, the student may apply toward degree unit requirements, if it is a student's intention to work toward a degree. Then the application for a degree program must be made. To be admitted to an undergraduate or graduate degree program, a student must make formal application for either undergraduate or graduate admission. Subsequent admission to either program would gain the applicant matriculated student status.

COURSE NUMBERING SYSTEM

A) Numbering of Courses

All courses numbered from 100 through 499 are undergraduate courses

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

All courses numbered from 500 through 699 are graduate courses.

500 - 599	open to graduate students (Master level)
600 - 699	Doctoral level only, and may be open to other student with the consent of appropriate Dean.

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

B) Prerequisites

Requirements of specific courses to specific degree programs are introduced by the words "prerequisite". Students who have not completed prerequisite courses but believe they have equivalent preparation should request a waiver of the restriction from the appropriate program director. Permission to enroll requires prior approval from the program director.

GRADING SYSTEM

The academic credit unit of the University is the semester hour, with 1 semester unit representing at least of 30 clock hours of course work and assigned studies (reading, writing, exercises, problems, etc.)

Grade	**Grade Point**
A Excellent	4
B Good	3
C Fair	2
D Poor (undergraduate course only)	1
F Failing	0

The grades A, B, C, and D may be modified by plus (+) or minus (-) suffixes. Grade points for each unit are assigned by the Registrar as follows:

A+ = 4.0	A- = 3.7
B+ = 3.3	B- = 2.7
C+ = 2.3	C- = 1.7
D+ = 1.3	D- = 0.7

Grade points for each completed course are computed as a product of the earned grade number and the course weight (number of units).
The lowest passing grade at the undergraduate level is a "D" (1.0). At the graduate level the lowest passing is a "C" (2.0). Grades of "D" are not given at the graduate course.

Student may submit written requests, if they prefer to receive evaluations of either Satisfactory (S) or With Distinction (WD). WD (With Distinction, equivalent to Excellent Grade), S (Satisfactory equivalent to Fair to Good Grade), or U (Unsatisfactory), may be assigned to an assignment, or a course work or an examination. However, an unsatisfactory grade on the assignment/course work/examination must be covered to a passing grade (P) after the satisfactory completion of a make-up assignment or examination.

TRANSCRIPTS

Copies of the student's transcript, as well as certificates of good standing and honorable dismissal, are available by written application to the Registrar's Office. A ten dollars fee is charged.

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

POLICIES ON THE RETENTION OF STUDENT RECORDS

STUDENT RECORDS RETENTION

California University of Business and Technology maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at this school. The University also maintains permanent records of the following for each student granted a degree by the University:

1. The degree granted and the date on which certificate was granted.
2. The courses and units on which the degree was based.
3. The grades earned by the student in each of those courses.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the University Registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of

the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the College to amend a record should write to the University Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the College decides not to amend the record as requested, the University will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the University's decision regarding the request for amendment. The student must submit a request for appeal in writing to the University Registrar providing all reasons and supporting documentation why further consideration should be made. The University will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.
3. The right to provide written consent before the College discloses personally identifiable information from the
student's education records, except to the extent that FERPA authorizes disclosure without consent.
The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

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

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

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

• The signature of the custodian of the educational record.

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

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

If a student does not want the University to disclose directory information without prior written consent, the student must notify the Director of the College in writing by the fifth business day after the start of the program.

California University of Business and Technology does not release student directory information to the general public.

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

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

TRANSCRIPT POLICY

Student transcripts include all of the following:

• The courses or other educational programs that were completed, and the dates of completion or withdrawal.
• The final grades or evaluations given to the student.
• If any, credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit..
• If any, credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
• Degree Diplomas awarded the student.
• The name, address, email address, and telephone number of the institution.

Official transcripts will be provided subject to payment of the prescribed fee and if there is no outstanding financial obligations due to the college. If the student has made a partial tuition payment CUBT will only withhold that portion of the grades or transcript amount of the tuition that remains unpaid.

Transcripts will include grades posted as of the request date and will be marked appropriately for intended usage. Documents establishing eligibility for admission are not available for redistribution. Student transcripts will be maintained indefinitely.

REGISTRATION

California University of Business and Technology considers a student officially registered after the Registration Form and Enrollment Agreement have been completely and correctly filled out, and all applicable tuition and fees have been paid; or alternatively, arrangements for subsequent employer billing have been approved.

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

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

TERMINATION

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

a) Failure to demonstrate reasonable and successful progress.
b) Failure to submit assignments in accordance with specified CUBT standards.
c) Plagiarism, or falsification of records, transcripts, or course work documents submitted for review or credit.
d) False statements on personal history, educational record, and/or dates of enrollment.
e) Failure to maintain a tuition payment agreement.
f) The course work not completed during 12 months of enrollment without further written notice to the university.

ACADEMIC PROBATION, REINSTATEMENT AND DISMISSAL ACTION

A student may be placed on academic probation for unsatisfactory progress, or for failing to abide by the rules of university.

A student will be placed on academic probation for failing three courses in a given semester, unless circumstances justify continuance. Students on probation will have the opportunity to retake failed course but may not enter into any new course work. Failing of the retakes is grounds for dismissal from the University. If a student is placed on probation a second time within a semester, the academic review board will review overall performance and determine if a student will be allowed to continue as a degree candidate. If dismissed, a student will be entitled to a refund of tuition in accordance with the refund policies stated on the application for admission.

TRANSFERABILITY OF CREDIT

Baccalaureate program

A transfer student is a student who has registered and received grades at any college or university prior to being admitted to California University of Business and Technology (CUBT). Students who fit this definition but who are transferring fewer than 15 academic credits from previous institutions to CUBT are subject to the admission requirements for new freshmen student; but their earned credits may be accepted.

Transfer students must submit the following to the Office of Admissions:

1. Application for admission
2. Application fee $100
3. A final, official transcript from each college previously attended
4. A complete official transcript of Junior College.

All required admissions documents must be received prior to enrollment; but applicants must request the attended college to mail the transcript(s) to the University within 90 days of enrollment.

Students having an accumulative grade point average of 2.0 may be admitted to appropriate class standing upon prior presentation of official credentials. Students with less than a 2.0 accumulative GPA for previous college work are required to submit a petition to the admissions committee to be considered for admission.

Transfer credits will not be evaluated until the student has applied for admission and has furnished the Office of Admissions with official transcript.

For transfer student with fewer 90 credits, the university will accept the transfer credits for work completed at other state approved or accredited universities or colleges, and institutions, either domestic or international, when such course work must be documented by official transcript. For transfer students with 90 or more credits, they must, however, complete the final 30 semester units of course work at California University of Business and Technology.

NOTICE CONCERNING TRASFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL

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

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

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

ACADEMIC HONORS

Students achieving a Grade Point Average (GPA) greater than or equal to 3.25 are recognized by being named to the Dean's List. Students who are on the Dean's List for two successive quarters and who have a Cumulative Grade Point Average (CGPA) between 3.50 and 4.00 are recognized by being named to the President's List. A grade of F makes a student ineligible for any honors until the course is successfully completed.

COMMENCEMENT

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

SEXUAL HARASSMENT

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

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

CONCURRENT ENROLLMENT

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

TRANSFER CREDIT

Credit units earned at other universities, colleges and educational institutions may be transferred into CUBT as evaluated by the University Admission Committee.

Awards of academic credit may be granted to students who demonstrate competency in a subject area based on their academic, occupational, as evaluated by the University Admissions Committee individually.

Limits on Transfer Credit

The specific number of credit hours accepted for transfer is determined on an individual basis and is not automatic. For graduate degrees, no more than 25 percent of the credit hours can be transferred unless otherwise determined by the Academic committee. This limit includes courses taken as a non-degree student. Transfer credits for individual courses are accepted only when the student has received a grade of B or above.

POLICIES AND PROCEDURES FOR THE AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING BY CHALLENGE EXAMINATION

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

A graduate student may challenge a maximum of two required courses. An undergraduate may challenge a maximum of three required courses. Elective courses may not be challenged. Course challenge exams are graded under the decimal system. No repetition of a challenge exam is permitted.

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

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.

(1) An institution may grant credit to a student for prior experiential learning only if:
- (A) The prior learning is equivalent to a college or university level of learning;
- (B) The learning experience demonstrates a balance between theory and practice and;
- (C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

(2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

(3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain
- (A) to what college or university level learning the student's prior experience is equivalent and
- (B) how many credits toward a degree may be granted for that experience.

The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

(4) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(5) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning. Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

REPETITION OF COURSES

Students may repeat a maximum of two graduate courses in which grades lower than B, and three undergraduate courses in which grades lower than C were earned without academic penalty, upon the discretion of the Dean. The repeated grade only will be used to calculate the grade-point average. Nevertheless, the original grade on the Scholastic Record shall not be changed or eradicated. Student should consult with the Office of Registrar for additional tuition and fees that are required for repetition of courses.

DEGREE CANDIDACY

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

ADVANCED STANDING

Advanced standing may, on approval of the academic dean, be granted to baccalaureate applicants who have completed comparable credit, or pass specified qualifying examinations. Credit may be granted as follows.

	Semester Units
College Transcripts	up to 90
Clep Examination	up to 30
Challenge Exams	up to 9
Military Service	up to 6
Experiential Learning	up to 12

All students who quality for a baccalaureate degree must complete at least 25% of semester units of credit required in the major field of study by taking regular course work at CUBT.

All students who qualify for a master's degree must complete at least 25% of semester units of credit required in the major field of study by taking regular course work at CUBT.

All students who qualify for a doctorate degree must complete at least 25% of semester units of credit required in the major field of study by taking regular course work at CUBT.

SUMMARY OF ADMISSION STANDARDS AND DEGREE REQUIREMENTS

ADMISSION STANDARDS	DEGREE REQUIREMENTS
1. Has High School Diploma	1. Bachelor's Degree 120 units (40 courses) which consist of 30 units in general education (10 courses),60 Units in specific major (20 courses) and 30 units in either general and major (10 courses). Transfer of other school work possible, with satisfactory evaluation.
2. Has AA Degree (Associate in Arts) U.S. Junior College	2. Allows for two years or 60 units of transfer credit, with satisfactory evaluation, toward Bachelor's Degree.
3. Has Three Year Degree - not common in U.S.	3. Allows for three years or 90 units of transfer credit, with satisfactory evaluation, toward Bachelor's Degree, and can apply for Master's Degree admission.
4. Has Four Year University or College Degree	4. May apply immediately for Master's Degree (Some requirements may be assigned by evaluators of transcript.)
5. Has Master's Degree	5. May apply immediately for Doctoral Degree (Some requirements may be assigned by evaluators of transcript.)
6. Has Military Experience*	6. Allows for transfer of 6 units of transfer credit.
7. Work Experience	7. Allows for maximum 12 transfer units of credit, after due evaluation.
8. Passing Challenging Examination	8. Allows for 9 transfer units of credit.

NOTE: Under no circumstances

a) May students be assigned more than 90 transfer units of credit toward the 120 units required by Bachelor's Degree, as 30 units must be completed at CUBT during the last year. Documentary evidence is requirements for all transfer requests.

b) May students be assigned more than 6 transfer units of credit toward the 30 units required for Master's Degree.

c) May student be assigned more than 30 transfer units of credit toward the 90 units required for the Doctoral Degree.

These requirements are subject to modification without prior notice.

* The awarding of maximum 6 units for military service is not automatic, but must be made through the process of evaluation and verification.

STUDENT SERVICES INFORMATION

California University of Business & Technology offers a variety of services for the information, assistance and well-being of its students. Collected under the student services umbrella, the following areas represent a broad cross-section of academic, counseling, financial, campus and community based activities which have been established to meet the needs of the student.

STUDENT SERVICES

The Office of Student Services provides assistance to students, either directly or through referral. Direct services offered by the Dean include: letters of recommendation; explanations of policies and procedures relating to student records, admission policies, evaluation of credentials, transfer credit, academic probation, disqualification and disciplinary matters; publication of university catalog; and preliminary review and approval of academic petitions. The Dean is involved with the administration of University discipline, the planning and development of curricula and degree requirements.

PLACEMENT SERVICES

The school will assist graduates to locate appropriate employment in our local business community. The school placement office offers graduates in planning and preparing resumes and interviews techniques. All graduates are encouraged to ask their Students Services counselor about their plans during their study at the university at any time. CUBT does not guarantee employment, but to assist graduates in their search for a job if requested.

ADMISSIONS OFFICE

The Admission Office processes all applications for admissions to the University, collects transcripts of prior academic experience, and determines the student's eligibility and transfer credit.

ACADEMIC ADVISEMENT AND COUNSELING SERVICES

The Counseling Office in the Office of Student Services assists students in the planning and completion of their university study.

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

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

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

ATTENDANCE POLICIES

Punctual and regular attendance is essential for the successful completion of any course in the degree program within California University of Business and Technology. Attendance is regarded as evidence of good professional student behavior and all students are expected to attend, and to participate actively and professionally in all courses. Nevertheless, it is recognized that there are exceptional circumstances wherein a student may be absent from school due to an unexpected illness, unexpected family or personal reasons, the student is required to contact and inform the school of the absence and to provide the reason. The student is then responsible for notifying the school in writing and in advance of their absence Students who miss more time than approved by the school, or who are absent without formal approval of the school will be required to withdraw from the program. Three unexcused absences will also result in a student failing the class.

A student who fails to return from leave as specified in the approved petition and fails to register prior to the expiration of the approved duration of the leave of absence will be considered to have withdrawn from the school and must reapply if they wish to continue their studies with the university. Written requests for leaves of absence will be considered and such leaves may be granted to students at discretion of the school.

For those who are nonimmigrant students, or not on indirect instruction, they must sign-in and attend regular scheduled classes to maintain a good academic progress. The responsibility for work missed due to any type of absence rests with the student. Students are expected to be punctual, do the course work assigned, and not be absent without good reason.

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on three occasions will be considered as one unexcused absence
Cutting Classes --- Cutting of classes will be considered as unexcused absences.

LEAVE-OF-ABSENCE POLICIES

Should students need a temporary absence during the semester (including summer semester) they are required to request in writing for approval for “leave of absence” for a specified period of time. Otherwise, a bad record will be posted on their file.

LIBRARY/LEARNING RESOURCES

Learning Resources: Students are provided with all course and instructional materials necessary to complete the course work. Students are encouraged, however, to make use of resources available to them in their communities. These include public, private, and professional libraries and research facilities. For course related problems, students should request help from University staff members in locating specific sources.
To complement the University library learning resources, the collections of other libraries in southern California are available through Interlibrary Loan. In addition, reciprocal borrowing privileges exist with several universities in the area.

Educational Surveys: California University of Business and Technology conducts graduate surveys to help evaluate student satisfaction and effectiveness of the educational goals of the University are being achieved.

REGISTRAR/RECORDS

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

Specific information regarding types of student records, access and release of student records and directory information is discussed in the Academic Information.

Transcripts: Transcripts of academic records are available to the student, or to be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a ten dollar fee for each transcript requested.

ACADEMIC ACHIEVEMENT AND STUDENT HONORS

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

HANDLING DISPUTES

Any dispute should be handled with the faculty or staff person involved. If not resolved satisfactorily, it may be directed, ultimately, to the Office of the President.

Students are urged to refrain from making false statements, "modifying" documents or claiming reliance upon "verbal statements' not supported by the text of this catalog in order to gain advantages.

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 toll - free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

The University has a policy on academic honesty in which the entire university community is committed to the search for and dissemination of true. Each member of the university community has his/her responsibility to adhere to the highest standards of honesty to carrying out this important commitment. To insure fair and equitable action against those members who have not met the highest standards of honesty, the university has a policy on academic dishonesty in which proven unethical student activities are subject to immediate expulsion.

SERVICES FOR HANDICAPPED PERSONS

The University has made every effort to assist handicapped persons in their pursuit of educational opportunities.

INTERNATIONAL STUDENTS (F-1)

The University is authorized under federal law to enroll nonimmigrant alien students (F-1). Prospective applicants should contact the Office of Student Services and/or the Office of Foreign Students for detailed procedures, and information and documents required for admission and form I-20.

STUDENT HOUSING AND HEALTH

HOUSING - (A) The University has no dormitory facilities or no on-campus housing for students under its control, (B) The availability of housing located reasonably near the institution can be found, and an estimation of the approximate monthly cost or range of cost of a single room ranges from $500-$1000, and (C) The University will assist students in finding housing and they should not have any difficulty finding their own accommodations.
HEALTH - The University offers students voluntary health insurance programs at special student rates. Information about these programs is provided after students register at the University.

ID CARD

A University ID Card is issued to each student who registers. Each year a new I.D. card or a validation sticker will be issued at registration. The sticker should be affixed to the upper left-hand corner of the reverse side of the ID Card.

NEW STUDENT ORIENTATION PROGRAM

The mission of the Orientation program at California University of Business and Technology (CUBT) is to provide programming and services to assist new students and their families in making a successful transition to the University community. Orientation is carefully designed to reflect the developmental needs of new students and to help prepare them for the many experiences they will encounter while at. Students are challenged to understand the value of a higher education and to gain a deeper appreciation for the unique mission and characteristics of CUBT. With a commitment to developing the whole person, Orientation introduces students to the many resources, services and involvement opportunities at the University in an effort to address students' personal, intellectual, physical and social well-being. The Student Affairs Administrators and unit coordinators will conduct the following activities of the student orientation program, including:

1) Providing new students with a structured, comprehensive introduction to CUBT, Students will be introduced to the regulations of the university by giving each of them a copy of the student handbook & explaining the key points such as attendance, GPA, cheating...etc.
2) Assisting new students in their transition to the college, and explain the life of post-secondary education to the new students, and academic advising and counseling systems.
3) Helping familiarize students with the campus environment and physical facilities through a tour of the university. This will include facilities such as computer labs, classrooms, the library, management and administration offices, etc.
4) Introducing students to the university services which will support their educational and personal goals, such as: library, information technology, academic units, alumni and student services.
5) Introduce students to the culture, traditions, and expectations of CUBT and assist them in selecting their first term class schedule.
During the one-day program, students and parents have the opportunity to meet with an academic advisor, register for academic courses, and learn more about student life on CUBT.

POLICIES OF STUDENT GRIEVANCE

Students are urged to refrain from making false statements, "modifying" documents or claiming reliance upon "verbal statements' not supported by the text of this catalog in order to gain advantages. Before seeking recourse from the formal Compliant/Grievance Process, a student must first exhaust more immediate means of resolution in the line of authority including any appeals processes provided for under the program or department policy. Any complaint against a student or student organization should be made directly to the Office of Student Services.
Complaint procedures are outlined below.
Students must comply with the timelines for submitting complaints, grievances and appeals established under this procedure. Otherwise, the matter is not reviewable.
Throughout this process, students may feel free to contact the Office of Student Services.
The student must file their written complaint within thirty (30) days after issuance of the grade, evaluation, or other academic decision being challenged or within thirty (30) days of the event giving raise to the complaint.

FINANCIAL INFORMATION

Obtaining a college education requires a significant financial investment. California University of Business and Technology, provides a quality, private education and it attempts to make it affordable to students from diverse economic backgrounds. The University does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

FINANCIAL POLICIES

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

Registration when accepted by the University constitutes a financial contract between the student and the University. Failure to make payments of any amounts owed to the University when they become due is considered sufficient cause, until the debt has been paid or adjusted, to (1) suspend the student and (2) withhold grades, transcripts, diplomas, scholastic certificates and degrees.

PLEASE NOTE THE FOLLOWING:

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

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

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

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

FINANCIAL PROBATION AND SUSPENSION

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

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

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

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

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

A SCHEDULE OF STUDENT CHARGES

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

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

To apply for admission, applicants must submit a completed application form together with a $100 application fee. This is a one time for admission to the university and is charged only for the first semester of enrollment; fee is refundable only to applicants who are denied admission.

Current Tuition

	US Resident	Non-US Resident
Tuition	**Per Unit**	**Per Unit**
Bachelor	**$95**	**$105**
Master	**100**	**110**
Doctor	**105**	**115**

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

Non-Refundable Fees

Application Fee	$ 100
Registration Fee (for each enrollment agreement)	50
Course Changes (each add/each drop)	25
Directed Teaching Fee	25
Fees for Typing, business machines, shorthand, or computers	25
Graduation Fee	250
International Student Fee (First time on campus)	250
Reinstatement Fee	100
Returned Check	15
Transcripts	10

California University of Business and Technology reserves the right to revise charges for tuition, fees and miscellaneous expenses without notice.
No fees are required for the following items: equipment, lab supplies or kits, textbooks, or other learning media, uniforms or other special protective clothing, in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits. No charges paid to an entry other than an institution that is specifically required for participation in the educational program.

The Student Tuition Recovery Fund (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.
You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

It is important that students keep a copy of any enrollment, agreement, contract, or application to document enrollment. Copies of tuition receipts of canceled checks to document the total amount of tuition paid should also be kept, as well as records that will show the percentage of the course that has been completed. Such records would substantiate a claim for reimbursement from the STRF, which must be filed within 60 days following school closure.

TOTAL CHARGES

Total charges for the entire degree program is dependent on the student to complete one of the following degree programs starting the date of enrollment agreement and scheduled completion date of graduation.

1) **For Doctor of Business Administration or Doctor of Education,** the doctoral degree program is **60** semester credit units plus any prerequisites in length. Assuming full-time continuous enrollment and no transfer of credit my anticipated graduation date is **36 months** from the date of matriculation.
2) **For Master of Business Administration, Master of Arts in Education, or Master of arts in Computer Information Systems,** the master degree program is **30** semester credit units (**36** units for **MBA)** plus any prerequisites in length. Assuming full-time continuous enrollment and no transfer of credit my anticipated graduation date is **24 months** from the date of matriculation.
3) **For Bachelor of Business Administration,** the bachelor degree program is **120** semester credit units plus any prerequisites in length. Assuming full-time continuous enrollment and no transfer of credit my anticipated graduation date is **48 months** from the date of matriculation.

Enrollment below full-time status and breaks in continuous enrollment will impact my anticipated graduation date. I understand my enrollment is subject to acceptance by California University of Business and Technology and my graduation date is subject to change depending on my timely completion of all program requirements. I understand that I am required to meet the academic requirements of the curriculum in place at the time I matriculate into this degree program unless there is an approved change to my program of study. Program requirements are contained in the California University of Business and Technology Catalog. Students must execute an Enrollment Agreement prior to registering for their first course.
The student is expected to demonstrate reasonable academic progress toward completion of his/her degree program, and the University defines reasonable academic progress as the successful completion of a minimum of three courses per semester for gradate student or a minimum of four courses per semester for undergraduate student to complete course work

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

-Registration ($50)
-Tuition For Prerequisites Units ($/Unit X # Units)
-Tuition For Degree Program Units ($/Unit X # Units)
-Graduation Fee ($250)
-International Fee ($250 If Applicable)
-Student Tuition Recovery Fund (STRF) (If Applicable)*

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

*The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements is $2.50 per $1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment. For more information, go to www.bppe.ca.gov.

TUITION REFUND POLICY AND STUDENT'S RIGHT TO CANCEL

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

WITHDRAWAL Any request to withdraw from California University of Business and Technology (CUBT) must be made in writing. Upon withdrawal or termination, any refund due in accordance with the CUBT tuition refund policy printed on the Enrollment Agreement will be made to the student.

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

STUDENT'S RIGHT TO CANCEL. All students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

All students have the right to cancel this enrollment agreement and to request a refund of all monies paid, less a registration fee of $50.00 at any time before the University provides the first coursework materials required for the term(s) of the registration in the program (or all the lesson and materials to the student if fully paid). I fully understand there is no refund of all monies paid if the balance of the lesson materials is transmitted to the student. In the event of canceling this enrollment agreement and receiving a refund, the students should send a writing notice to Dr. Judy Wood, Controller, California University of Business and Technology, 2440-131 S. Hacienda Blvd., Hacienda Heights, CA 91745. Refunds due under the terms of the refund policy will be paid within 30 days of written cancellation. If the University cancels or discontinues a course or degree program, the University will make a refund of all charges.

REFUND INFORMATION

1) Refund Policy: All students have the right to cancel their enrollment agreement and receive a full refund of all charges if the student withdraws by the first class of the seventh day after the enrollment agreement is signed, whichever is later.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. Enrolled students who wish to withdraw from degree programs have a right to a pro-rata refund of all monies paid to the University, less a registration fee of $50.00 if the University has provided less than 60% of the coursework required in a degree program.

EXAMPLE OF Pro-Rata REFUND

Total Tuition for courses (excluding tuition for thesis) plus registration fee for a typical MBA Degree Program	$ 3,050.00
Number of Courses in the Degree Program	(10)
Cost per Course	300.00
Number of Courses **Provided** to the student (for the term of Registration)	(4)
Cost of Courses **Provided** to the Student	1,200.00
Total Tuition for courses Paid to Date (Excluding tuition for thesis)	3,050.00
Non-Refundable Registration Fee	-50.00
Amount Applicable to the Refund	3,000.00
Cost of Courses **Provided**	-1,200.00
Total Refund Due	$ 1,800.00

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

Refund Procedures: All students who wish to withdraw should send a writing notice to the Office of the Controller, California University of Business and Technology, P. O. Box 5116, Hacienda Hts., CA 91745. Any refund due under the terms of the policy will be paid within 30 days of withdraw.
The fee for the State of California, Student Tuition Recovery Fund (STRF), must be paid by the student (for California residents only), and is not included in the tuition fee which is non-refundable.
No fees are required for the following items: equipment, lab supplies or kits, textbooks, or other learning media, uniforms or other special protective clothing, in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits. No charges paid to an entry other than an institution that is specifically required for participation in the educational program.

If the University cancels or discontinues a course or degree program, the University will make a full refund of all charges for the said course or degree program. Any refund due the student by the above calculation will be mailed to the student within thirty (30) days of the receipt of your request. A negative refund amount signifies that additional tuition and fees are due.

FINANCIAL AID

General Information

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

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

Endowed and Institutional Scholarships

From time to time, based on giving, certain scholarships may be awarded by the University for qualifying students. Information about scholarships is available in the Financial Aid Office.

Corporation, agencies and friends who wish to fund any of the grants or scholarships to aid students should send their checks designating the particular awards to the Financial Aid Office of the University.

Other Financial Aid/Loan

(A) Student Loan:

It is available for students enrolled in California University of Business and Technology, dependent on the availability of funds. However all loans must be paid in full prior to graduation, If a 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.

(B) CUBT Tuition Assistance:

The assistance is awarded to the student with the following qualifications:

(1) Student who is taking at least 24 units per school year, and
(2) Student who demonstrates a financial need by providing last year's individual income tax return or other documentation.

(C) Low Income Assistance:

The assistance is awarded to the student with the following qualifications:

(1) Student who is taking at least 24 units per school year
(2) Three letters of recommendation from college professors,
(3) Continuing student who maintain a grade point for the immediate preceding semester of 3.3 for master or doctoral degree program candidate and 2.3 for bachelor's degree candidate(not applicable to a newly admitted student), and
(4) Demonstrates low income status in the following order:

a. Both parents are deceased or unemployed,
b. Who register with government as low income recipient of social welfare,
c. Low income by providing proof of individual tax return or other documentation.

(D) High Achievement Scholarship

The scholarship is awarded to the student with the following qualifications:

(1) Student who is taking at least 24 units per school year,
(2) Three letters of recommendation from college professors,
(3) Continuing student who maintains grade point for the immediate preceding semester of 3.8 for master or doctoral degree program candidate and 3.6 for bachelor's candidate (not applicable to a newly admitted student).

Application Procedures

(1) Student must first complete California University of Business and Technology Financial Aid Application.

(2) Student who applies for Low Income Assistance and University Tuition Assistance must submit proof of financial needs, as required.

(3) Student who applies for Low Income Assistance and High Achievement Scholarship must submit three letters of recommendation.

(4) Current enrolling student must submit financial aid/loan application for the following year within one month prior to the current year end. A new student may submit financial aid/loan application together with his/her enrollment application.

AWARDING OF FINANCIAL AID

Financial aid recipients will be selected as follows:

1. The applicant must be accepted for admission to California University of Business and Technology.

2. The application must have completed all application procedures including the Financial Aid Application.

3. The applicant must have submitted all supporting documents to the Financial Aid Office.

4. The eligibility of the institutional financial aid is dependent upon timely payment of the portion of tuition and fees due from the students. Non-payment of the balance due by the due dare may result in the cancellation of the institution financial aid awarded.

Please refer to the California University of Business and Technology Financial Aid for eligibility requirements for institutional aid.

Once all the requirements above have been met, the University will begin to make offers to eligible students in the order that files are completed.

Applicants can avoid delay in receiving aid offers by filing all necessary forms by deadline dates and by applying early for admission acceptance to California University of Business and Technology.

All financial aid is awarded on a year-to-year basis, and is dependent upon sufficient funding. Therefore, it is advisable to apply early and adhere to deadline dates. Awards are made on a first-come, first-served basis to all eligible applicants as funds are available.

Continued eligibility, during the academic year in which aid is received, is governed by the number of units enrolled in each semester. All funds administered by California University of Business and Technology require that a student must be enrolled full-time to receive full funding. To qualify as a full-time student, one must register for a minimum of 9 units per semester. If a student fail to maintain satisfactory academic progress (at least 24 units per academic year, and a GPA of 2.30 or above for undergraduates, and 3.0 for graduates.), financial aid may be terminated. Institutional aid requires a cumulative GPA of 2.3 or higher for undergraduates, and 3.3 for graduates.

A student who falls below the satisfactory progress minimum, as stated above, and loses financial aid eligibility, may reestablish eligibility after the successful completion of at least one semester following disqualification with restriction. That student shall be considered on financial aid probation for the following year, and his/her academic progress will be monitored, and the award shall be made on year to year basis. If the student maintains

satisfactory progress during that year, probationary status will be removed and the student will again be eligible without these restrictions.

Each student is encouraged to investigate other resources available for financial aid. Numerous civic clubs, congregation, organizations, employers, and state and federal agencies offer assistance to university students.

California University of Business and Technology recognizes that financial aid can be a very complex matter, and that every family's financial situation is different. For further information regarding California University of Business and Technology financial aid program, regarding the application process, submission of forms, determination of need, eligibility requirements, the award process, right and responsibilities of recipients, please request a financial aid packet by writing to: Financial Aid Office of the University.

PLEASE NOTE: California University of Business and Technology believes that financial aid are personal matters, and all related information is held in the strictest confidence by the Financial Aid Office.

GENERAL EDUCATION REQUIREMENTS PRIOR TO ADMISSION

General Education serves as the first chapter in the lifelong pursuit of learning. It gives a foundation to all academic work at California University of Business and Technology. It provides the essential core of knowledge an educated person is expected to posses and the core of critical skills necessary to use that knowledge effectively: communication, data gathering, analysis, synthesis, evaluation, and aesthetic sensitivity. It helps bridge the individual disciplines and identifies the relationships between them. Finally, General Education prepares students for in-depth study in one or more major fields of interest they select to help them meet their professional and career goals. All prospective students should have completed general education requirements prior to admission to California University of Business and Technology.

General Education Requirements apply to all baccalaureate degrees. The minimum requirements (30 semesters units) of General Education for the Bachelor of Business Administration, the Bachelor of Science in Engineering Technology, the Bachelor of Science in Nursing, or the Bachelor of Arts in Paralegal Studies includes the following courses (3 semester units per course)or the equivalents.

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

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

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

LITERATURE - one course from:
LI 101, 202

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

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

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

Additional units may be required when it is deemed necessary or advisable, or beneficial, to the student on specific degree programs.

COURSE DESCRIPTIONS

ARTS

AT 101 Experiences in Music
An aesthetic perspective on various types of music including popular, classical, and non-Western styles, Introductory experiences in music reading and understanding of basic musical principles.

AT 102 Art History
Survey of the major monuments of Western art, Neolithic to the modern; emphasis on the function of form in the communication of cultural values.

AT 103 Experiences in Theater
An activity-oriented course designed to acquaint students with the ephemeral, experiential nature of the theater. Course content includes play-going, play-making (i.e., screen work), rudimentary play analysis and discussion, and direct participation in no-campus production work.

AT 104 Experiences in Art
his course open students' minds to the World of Art, helping them to see a new the world around them, discover and explore their creativity, appreciate role of art in everyday life, and make aesthetic judgments.

ENGLISH

EN 101 Basic English Communications
Course includes intensive drill in pronunciation, structural patterns, vocabulary, composition, and conversation.

EN 201 Writing for Public Relations
How to write proposals, progress reports, conclusory project reports (specifications) and other technical papers. Course includes language, format, use of graphics and statistics, and presentation.

EN 202 Writing and Research
Students will learn to research and write narrative, descriptive, expository, and argumentative papers. Through discussion and interactive workshops, they will learn to critique and improve their own writing and the writing of others.

HUMANITIES

HU 101 American Culture

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

HU 102 Education for Healthful Living

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

HU 103 Foundations of Religion

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

HU 201 Asian Studies

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

HU 202 Comparative Religion

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

HU 203 Contemporary Social Problems

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

HU 204 Ethics

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

LITERATURE

LI 101 World Literature
Reading and analysis of representative short stories, plays, and a short novel. Application of the social principles in each work to modern life.

LI 201 Themes in Literature
An introduction to literary terms, themes, genres, and philosophies. Focus on verbal and written interpretation, evaluation, and criticism.

PSYCHOLOGY

PS 101 Psychology
Psychological development and activity, comparison of developmental, naturalistic and mechanistic schools. Emphasizes applications to everyday life.

PS 201 Human Behavior
Factors that influence human behavior, including learning, thinking, perception, motivation, and emotion; analysis of determinants of development, adjustment, and maladjustment.

PS 202 Critical Thinking
The course is designed to train the student in informal logic. The course will focus on common logical fallacies as found in newspapers, television, magazines and books, conversation, etc. It will not attempt what is done in attempt what is done in formal logic (truth tables, Venn diagrams, the Symantec calculus, etc.)

SCIENCE & MATHEMATICS

SM 101 Human Biology
Introduction to recent developments in molecular genetics and biochemistry with emphasis on their impacts on the individual and society.

SM 102 Physical Science
Fundamentals of physics presented with minimal mathematics; emphasis is on the structure and beauty of physical law and their strong bearing upon technology.

SM 103 Geography
Basic physical elements of geography (especially climate, landform, soils, and natural vegetation), and their integrated patterns of world distribution.

SM 104 Computer Science I
Development of the modern computer, general exposure to computer design, software creation, operation systems, data structures, coding; computer applications for the non-specialist; project required.

SM 201 Computer Science II
Introduction to problem solving, algorithmic thinking, structured PASCAL programming, basic data structures, static vs. dynamic storage allocation, linked lists, trees, sorting, and searching techniques.

SM 202 Ecology
Structure and dynamics of communities and ecological system; emphasis on quantitative ecology.

SM 203 Principles of Mathematics I
The first course in an overview of mathematics for the Liberal Studies major. Topics covered include algebra, logic, geometry, statistics and problem solving. Prerequisite: Intermediate Algebra equivalency as determined by placement test.

SM 204 College Algebra
Real numbers, equations and inequalities, graphing, functions, polynomials, exponential and logarithmic functions; system of equations, matrices and determinants, and other selected topics. Prerequisite: Intermediate Algebra or its equivalent, or pre-determined by placement test.

SM 205 Principles of Chemistry
Chemistry is the study of the interactions of substances at the atomic level in our world. It takes a look at the action and interaction of substances from aspirin to water. The major topics of investigation will focus on water, resources, petroleum, food, and air.

SM 206 Principles of Physics
Course seeks to integrate the knowledge of physical laws and principles governing the universe and our immediate environment with their resulting impact on humanity. Physical laws discussed in terms of mechanics, energy, electromagnetism, atomic physics, and relativity.

SOCIAL SCIENCE

SS 101 U.S. History
A special survey of the history of the United States of America with emphasis on the ideas, events, and personalities influential in shaping our modern culture.

SS 102 American Government
Organization and functioning of the national government with emphasis on constitutional bases. Detailed examination of the principles and specifics of the constitution.

SS 103 Sociology
Characteristics of social life, processes of interaction, individual and groups, social pattern and problems.

SS 201 Political Science
Modern political ideologies; their assumptions, perceptions, and prescriptions regarding political stability and social injustice: anarchism, communism, socialism, liberalism, conservatism, and fascism.

SS 202 History of the Western World
The emergence and expansion of the major political, cultural, social, and economic developments of the Western World from the earliest times through the 17th century. Includes the Ancient, Medieval, Renaissance, and Reformation periods, followed by the Commercial and Scientific Revolutions of the 17th century.

SS 203 Studies in Eastern Civilization
A survey of the major themes of the political and cultural history of the Eastern world from its origins until modern times. This course focuses especially upon the Chinese and Japanese cultural traditions with some attention to order Asian motifs. Emphasis will be on an understanding and appreciation of the eastern worldview and ethos.

THE UNDERGRADUATE PROGRAMS

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

THE GRADUATE PROGRAMS

When we designed the graduate programs for professionals or working adults, we were thinking specifically of the graduate student who is ready to work creatively and independently. We wanted to free highly competent adult students from the constraints of "one size fit all" courses and classrooms and enable them to have a unique, flexible, and practical individual program that would meet their needs and interests exactly in the areas of Business Administration, and Education.

Now that the Graduate Program is up and running we are all delighted with the self-direction of the students, the passionate convictions they bring to their studies and the extra ordinary work they are doing. The faulty meanwhile will be doing an excellent job of helping the students to accomplish these exciting programs of study, and evaluating what they have learned. Just as they are supposed to, the graduate advisors are challenging and supporting their advisees.

Welcome to the Graduate Program at California University of Business and Technology. You will find a warm and personable answer to your questions, and we hope you will join this remarkable community of learners.

SCHOOL OF MANAGEMENT STUDIES

OBJECTIVES

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

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

THREE DEGREE PROGRAMS AVAILABLE

Bachelor of Business Administration
Master of Business Administration
Doctor of Business Administration

A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, and any **required internships**, and the requirements for completion of a total number of semester credits required for each program are all documented below for each degree program in the School of Management Studies.

DEGREE PROGRAM: BUSINESS ADMINISTRATION
DEGREE TITLE: Bachelor Of Business Administration

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

Applicants with an associate degree or the equivalent in the same or in a related area, plus some working experience in the field, may be admitted to the program when it is determined that their objectives can be realized by the program completion. All students seeking admission must demonstrate their ability of reflective and evaluative thinking necessary for successful completion of the related curriculum.

Prerequisite course work for applicants with an associate degree or the equivalent, includes the following courses or their equivalents:

BA 101 Basic Speech Communication
BA 103 Interpersonal Communication
BA 115 Mathematics for Business and Economics

However, applicants with a high school diploma or equivalency, plus some working experience, or certificate may also be admitted to the program when it is determined that their objectives can be realized by the program completion through their independent study at their own place.

GRADUATION REQUIREMENTS

All candidates for bachelor's degree are required to complete **a total of 120 semester units**, in which at least 30 units are in general education, and 60 units from core curriculum. At least 30 units of 120 units must be completed at this University. Upon completion of the required units and the comprehensive proctored examination or special project (BA 495), students are awarded a Bachelor of Business Administration degree.

PROGRAM OF STUDY - Lower Division

Freshman Year, First Term	Units
EN 101 Basic English Communication	3
BA 101 Basic Speech Communication	3
HU 101 American Culture	3
SM 101 Human Biology	3
PS 101 Psychology	3
	15
Freshman year, Second term	
LI 101 World Literature	3
AT 102 Art History	3
BA 102 Introduction to Management	3
SS 102 American Government	3
BA 103 Interpersonal Communication	3
	15
Sophomore year, First Term	
EN 201 Writing for Public Relation	3
BA 115 Mathematics for Business and Economics	3
HU 203 Comparative Social Problems	3
SM 104 Computer Science I	3
PS 202 Critical Thinking	3
	15
Sophomore year, Second term	
HU 204 Ethics	3
SM 201 Computer Science II	3
BA 201 Business and Professional Communication	3
BA 202 Organization Behavior	3
SS 201 Political Science	3
	15

Upon the approval by the appropriate program director, SM 103, 104, 201, SS 101, 103, PS 201, HU 201 may also be taken as substitutes for the above general education requirements.

PROGRAM OF STUDY - Upper Division

Junior Year, First Term	Units
BA 300 Introduction to Financial Accounting	3
BA 310 Introduction to Managerial Accounting	3
BA 320 Business Law	3
BA 330 Statistics for Business and Economics	3
BA 340 Principles of Computer and Information Systems	3
	15
Junior year, Second term	
BA 350 Principles of Macroeconomics	3
BA 360 Principles of Microeconomics	3
BA 370 Business Finance	3
BA 380 Junior Internship	3
BA 390 Independent Study	3
	15
Senior year, First Term	
BA 400 Business Ethics & Society	3
BA 410 Principles of Management	3
BA 420 Principles of Marketing	3
BA 430 Consumer Behavior	3
BA 440 Small Business Operation	3
	15
Senior year, Second term	
BA 450 Financial Analysis & Forecasting	3
BA 460 Cost Accounting	3
BA 470 Strategic Management & Policy	3
BA 480 Supervised Internship	3
BA 490 Research and Problem	3
	15

Supervised Internship is required for the program. Upon the approval by the appropriate program director, students may pursue the program with emphasis in certain area of concentration in business administration, and other courses may be taken as substitutes for some of the above courses.

COURSE DESCRIPTIONS

BA 101 Basic Speech Communication
Emphasis on basic principles of communication, with special application to public speaking.

BA 102 Introduction to Management
Basic management functions are analyzed, providing conceptual Decision making activated to promote efficient and effective Management. Integration of the proven traditional functional approach to managing with current developments in the contingency approach, system, theory, and behavioral science.

BA 103 Interpersonal Communication
Psychological, physical and cultural barriers to interpersonal communication with emphasis on overcoming these barriers in order to improve interpersonal communication.

BA 115 Mathematics for Business and Economics
Linear equations and applications, linear forms and systems of linear equations, matrix algebra and applications, linear programming (graphical and simplex methods), probability and applications, mathematics of finance. Derivatives, curve sketching and optimization, techniques of derivatives, logarithmic and exponential functions with applications, techniques and applications of integrals, multivariate calculus.

BA 201 Business and Professional Communication
Communication skills and theories most relevant to students in contemporary business and professional fields. Focus upon developing skills in interviewing, small group communication and public speaking.

BA 202 Organizational Behavior
Introduction to major concepts of behavioral science
which apply to the management of organizations. Provides an understanding of human behavior under the organizational context. Topics will also include effective motivation, utilization, and control of human resources from the managerial perspectives.

BA 300 Introduction to Financial Accounting
Analyzing and recording business transactions; original and final books for entry; controlling accounts; adjusting and closing entries; sole proprietorship accounting.

BA 310 Introduction to Managerial Accounting
Partnership and corporation equities; budget planning; concepts of behavior; volume-profit relationships; job order and process costing; standing; relevant cost analysis; departmental cost allocation; cash flow.

BA 320 Business Law
Personal property and ailments, sales, security devices, agency and employment, corporations and partnerships.

BA 330 Statistics for business and Economics
Methods of collecting, analyzing, presenting and interpreting numerical data for business purposes. General application of statistical principles.

BA 340 Principles of Computer and Information Systems
Beginning course dealing with organization and characteristics. Survey of computers, languages, systems and application including spreadsheet, word processing and data base. General introduction to algorithms and programming.

BA 345 Information Systems Planning
Information needs of business functional areas. Information architectures and information systems planning concepts practices. Evaluation of computing and information resources. Cost benefit analysis and implementation planning.

BA 350 principles of Macroeconomics
Survey of macroeconomics principles and their applications to current problems and policies.

BA 360 Principles of Microeconomics
Survey of microeconomics principles and their applications to current problems and policies.

BA 370 Business Finance
Organization, financing and management of a business organization. Topics covering financial instruments, optimum capitalization mixes, leverage, capital budgeting and cost of capital are developed.

BA 380 Junior Internship
Prerequisite: junior standing. On-the-job experience in a phase of business administration profession.

BA 385 Database Management
Data and information requirements analysis, information modeling and conceptual database design. Database management system components, functions, and model, and database implementation and updating.

BA 390 Independent Study
Prerequisite: junior standing. Individual study designed to meet needs and interests of the student in the area of business administration.

BA 395 Microcomputer Application Development

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

BA 400 Business Ethics and Society

Examination of the business environment, its influence on business decisions, and results of business operations, and the ethical nature of such decision.

BA 410 Principles of Management

Analysis of the theory and practice of management as related to functions of planning, organizing, staffing, directing and controlling.

BA 420 Principles of Marketing

Description and analysis of our marketing system and investigation of basic responsibility held by marketing executives in business organizations.

BA 430 Consumer Behavior

Buyer as a problem solver; buying decision processes; factors influencing behavior; principles, theories and models of behavioral research. Particular attention is focused on behavioral science concepts that are related to consumer behavior; e.g., mass communication, reference groups, sociological, psychological and economic aspects.

BA 440 Small Business Operation

Analysis of the organizational and operational aspects of small business, and the role of small enterprise in business community.

BA 445 Business Systems Analysis

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

BA 450 Financial Analysis and Forecasting

Problems course in financial statement analysis for the credit analyst, security analyst and financial manager. Forecasting techniques and use of the electronic spreadsheet.

BA 460 Cost Accounting

Fundamentals of cost accounting under job order and continuous process cost systems. Responsibility accounting by use of standard cost and variance analysis. Cost reports; break-even; cost-profit volume and gross profit analysis; differential cost; direct costing; capital expenditure decisions; return on capital employed.

BA 465 Network Management

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

BA 470 Strategic Management and Policy

Prerequisite: senior standing. Capstone course utilizing cases as the means of integrating all aspects of business administration from the viewpoint of analyzing and formulating decisions under conditions of uncertainty relative to administrative policies of the firm.

BA 480 Supervised Internship

Prearranged work in operation activities in a designated enterprise. Students will obtain comprehensive work experience and be responsible for periodic reports and appraisals as required by the instructor.

BA 490 Research and Problems

Advanced work in some area of business administration selected by student. Completion of a more extensive problem than normal encountered problems.

BA 495 Special Projects

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

DEGREE PROGRAM: BUSINESS ADMINISTRATION
DEGREE TITLE: Master of Business Administration

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

A bachelor's degree or the equivalent is required for admission to the Master of Business Administration Degree program. Degree candidates without certain business preparatory subjects may have to take additional undergraduate course work to satisfactorily complete the program.

Admission to the MBA program requires a total GMAT score of 475 or above for regular admission. Students scored below 475 on the GMAT, or having no such score, may be admitted on probation. Probationary admission may be changed to regular admission by maintaining a 3.0 (or B) grade point average in the first 9 hours taken for graduate credit.

Prerequisite course work includes the following courses, or their equivalents:

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

GRADUATION REQUIREMENTS

All candidates for the master of business administration degree are required to complete **a total of 36 semester units**, including 30 semester units of graduate level courses and 6 semester unites of thesis writing. Upon completion of the required units, and the thesis, students are awarded a Master of Business Administration degree.

PROGRAM OF STUDY

SEMESTER ONE:

	Units
BA 500 Current Issues in Business Law and Ethics	3
BA 510 Accounting for Decision Making	3
BA 520 Managerial Finance	3
BA 530 Quantitative Analysis in Business	3

SEMESTER TWO:

BA 540 Strategic Management	3
BA 550 Managerial Marketing	3
BA 560 Operational Management	3
BA 595 Research and Design	3

SEMESTER THREE:

BA 570 International Business	3
BA 590 Graduate Internship	3
BA 599 Master's Thesis	6

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

COURSE DESCRIPTIONS

BA 500 Current Issues In Business Law And Ethics

Current issues relevant to business law. Focus on issues that are timely and relevant to the development and application of the rules of law in business environment, and the legal relationships among business including ethics in business and the impact of the information age.

BA 510 Accounting for Decision Making

Preparation and use of budget with respect to measuring performance of the firm; responsibility accounting; relevant costs; cost-volume- profit relationships; contribution approach to cost allocation.

BA 520 Managerial Finance

Review of instruments used in financing business institutions that allocate funds to money and capital markets and the financial manager's role which includes capital investment and cost of capital decisions.

BA 530 Quantitative Analysis in Business

Application of quantitative techniques to business, including statistics, linear programming and simulation techniques in decision making and their relation to information systems.

BA 540 Strategic Management

Discussion of general management cases concerning analysis, appraisal, formulation, implementation, direction and control of corporate policy and strategy.

BA 550 Managerial Marketing

Description or survey of our marketing system, and investigation of basic responsibilities of marketing executives in business organizations.

BA 560 Operational Management

Techniques and models designed to manage productive systems in manufacturing and service operations. Using case analyses and application of decision models, emphasis on problem identification, model selection, and results of computerized solution interpretations; inventory planning and control models, facilities layout, scheduling and work force planning models, productivity improvement, and quality assurance.

BA 570 International Business

The conduct of business in its global context social, cultural, political and economic factors affecting international commerce; national policy, and multinational corporate operations; commercial factors influencing United States firms in world trade.

BA 590 Graduate Internship

Supervised work experience in a professional environment related to a MBA degree program and career objectives. Prearranged work in operational activities of designated enterprises. Comprehensive experience in marketing, financing, or management of special projects. Students will be responsible for periodic reports as required by the instructor.

BA 595 Research and Design

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

BA 599 Master's Thesis

Thesis project; preparation, completion and submission of and acceptable thesis for the master's degree.

DEGREE PROGRAM: BUSINESS ADMINISTRATION
DEGREE TITLE: Doctor of Business Administration

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

A master degree (MBA) or the equivalent in the same or in a related area, plus substantive experience and/or license in a related field of concentration, may be admitted to the program when it is determined that their objectives can be realized by the program completion. All students seeking admission must demonstrate their ability of reflection and evaluative thinking necessary for successful completion of original topic of research, including acceptable methodology and other stated curriculum.

Prerequisite course work includes the following courses, or their equivalents:

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

GRADUATION REQUIREMENTS

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

30 Units transferred from a master degree (MBA)or equivalent
42 Units of graduate level courses
18 Units dissertation writing based on original research.
90 Total of Semester Units

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

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

PROGRAM OF STUDY

SEMESTER ONE

	Units
BA 600 Critique of Research in Business Administration	3
BA 610 Case Studies in Business Administration	3
BA 615 Ethics in Business Administration and Operation	3
BA 620 The Firm in the World's Economy	3

SEMESTER TWO

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

SEMESTER THREE

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

SEMESTER FOUR

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

SEMESTER FIVE

BA 699 Doctoral Dissertation	9

SEMESTER SIX

BA 699 Doctoral Dissertation	9

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

COURSE DESCRIPTIONS

BA 600 Critique of Research in Business Administration

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

BA 610 Case Studies in Business Administration

Case analysis of problems encountered in the functional areas of business administration.

BA 615 Ethics in Business Administration Operation

A set of readings and cases aimed at integrating ethical reasoning processes with managerial decision-making; includes review of traditional ethical systems, applied moral reasoning and analysis of management decisions involving ethical and economic dilemmas.

BA 620 The Firm in the World's Economy

Effect of international trade on the firm; comparative advantage, balance of payments, equilibrium, exchange risk, worked market institution, international financial instruments, and multinational corporations.

BA 630 Evaluating Market Performance

Evaluating of the firm by the market forces that affect its success; financial accounting and reporting; competitive market analysis; external communication; macroeconomics; labor, customer and financial markets, statistical and decision analysis, financial and organization measures of effectiveness.

BA 640 Technology and Information Systems Management

Impact of technology on organizations; new product development; investment decisions and capital budgeting; decision support systems, expert systems; information technology; organizational design; management of information systems.

BA 650 Human Resource Management and Industrial Relations

Designed for prospective general managers who want to learn about critical issues and strategic questions involved in managing human resources. Emphasis on four key policy areas that define human resource management: employee influence, human resource flows, rewards systems, and work systems.

BA 660 The executive of the Future

Forecasting future environments; the role of the executive in the future, changing organizations; executive development; personal development goal setting.

BA 670 Business Field Project
A project solving real Business problems for companies; situation analyses; research proposal composition; field research techniques; statistical analysis; oral and written presentations.

BA 675 Practice in Organizational Development
Supervised practical work in organizational development consultation in interpersonal, group, inter-group, total organization, and inter-organizational settings.

BA 680 Special Topics in Business Administration
Examination in depth of problems or issues of current concern in business administration. Emphasis on recent contributions to theory, research, and methodology.

BA 685 Graduate Projects
A special project course in which advanced student is permitted to broaden their knowledge by conducting research and study in specific field within business administration.

BA 690 Internship in Business Administration
Based on interests and career goals students complete an-on-the-job experience in a business setting. The primary purpose of the internship is to integrate the graduate academic study of management skills with working experience in a business setting.

BA 695 The Doctoral Proposal: Research Design and Methodology
Covering literature survey, selection of dissertation topic, development of research methods and procedures, and the outline of dissertation in the form of dissertation proposal acceptable and approved by the program director or faculty member.

BA 699 Doctoral Dissertation
Dissertation Project; preparation, completion and submission of and acceptable dissertation for the doctoral degree.

SCHOOL OF TECHNOLOGY

OBJECTIVES

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

ONE DEGREE PROGRAM AVAILABLE

Master of Arts in Computer Information Systems

A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, and any **required internships**, and the requirements for completion of a total number of semester credits required for each program are all documented below for each degree program in the School of Technology

DEGREE PROGRAM: INFORMATION SYSTEMS
DEGREE TITLE: Master Of Arts In Computer Information Systems

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

A bachelor's degree in Computer Information Systems or the equivalent is required for admission to the Master of Arts in Computer Information Systems degree program. Degree candidates without certain computer information system preparatory subjects may have to take additional undergraduate course work to satisfactorily complete the program. Admission to the M.A. in Computer Information System program requires a total GRE score of 950 for regular admission. Student scoring below 950 on GRE, or having no such scoring, may be admitted on probation. Probating admission may be changed to regular admission by maintaining a 3.0 (B) grade point average in the first 9 hours taken for graduate credit.

GRADUATION REQUIREMENTS

All candidates for the Master of Arts in computer information systems are required to complete **a total of 30 semester units** including 24 semester units of graduate level courses and 6 semester units of thesis writing. Upon completion of the required units, and the thesis, students are awarded a Master of Arts in Computer Information Systems degree.

PROGRAM OF STUDY

SEMESTER ONE

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

SEMESTER TWO

IS 530 Database Organization	3
IS 540 Data Communications and Networks	3
IS 550 Systems Analysis and Design	3
IS 595 Research and Design	3

SEMESTER THREE

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

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

COURSE DESCRIPTIONS

IS 500 Professional Ethics

Current issues relevant to professional ethics in the industry of computer information systems, including their impact to the information age.

IS 510 Management Information

An overview of the concepts, tools, and organizational structures required for the effective management of the firm's information resources. Emphasis on understanding the managerial issues associated with acquiring, organizing, and controlling information and information processing resources; anticipated impacts of future developments in information systems technology.

IS 520 Operating Systems Survey

The range of operating systems, their architecture, capacities and limitations; resource management as the central feature common to all control programs; descriptive (rather than analytical) approach; cost considerations.

IS 530 Data Base Organization

Extensive and intensive emphasis on data administration and system development in a database environment; factors in the identification of data administration issues and their resolution; Data Base Management System hardware and software requirements; considerations in the selection, acquisition, installation and operation of commercial DBMS's.

IS 540 Data Communications and Networks

The basic concepts of, and standard terminology in, data communications, network design and distributed information systems; equipment, protocols and architectures; transmission alternatives.

IS 550 Systems Analysis and Design

The place and role of systems analysis and design within the systems development life cycle; emphasis on skills required in particularizing systems specifications and in implementation planning; consideration of managerial aspects of systems design.

IS 590 Graduate Internship

Supervised work experience in a professional environment related to a MAIS degree program and career objectives. Prearranged work in operational activities of designated enterprises. Comprehending experience in information systems. Student will be responsible for a report or periodic reports as required by the instructor.

IS 595 Research and Design

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

IS 599 Master's Thesis

Thesis project; preparation, completion and submission of and acceptable thesis for the master's degree.

SCHOOL OF EDUCATION

OBJECTIVES

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

1. To provide opportunities for the intellectual, professional and moral development of students in education

2. To help students to obtain the skills, knowledge, and understanding to advance their careers;

3. To provide programs for emerging societal needs, and enable students to function effectively in a dynamic technological society;

4. To encourage basic and applied research in education (and human services)

5. To develop students' research skills to enable them to explore various issues facing contemporary society.

TWO DEGREE PROGRAMS (AND MAJORS) AVAILABLE

Master of Arts in Education
Doctor of Education

A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, and any **required internships**, and the requirements for completion of a total number of semester credits required for each program are all documented below for each degree program in the School of Education.

DEGREE PROGRAM: EDUCATION
TITLE OF DEGREE: Master of Arts in Education

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

A bachelor's degree in Bachelor of Education (BEd) or the equivalent is required for admission to the Master of Arts in Education Degree program. Degree candidates without certain preparatory subjects may have to take additional undergraduate course work to satisfactorily complete the program.

GRADUATION REQUIREMENTS

All candidates for the Master of Arts in education are required to complete **a total of 30 semester units** including 24 semester units of graduate level courses and 6 semester unites of thesis writing. Upon completion of the required units, and the thesis, students are awarded a Master of Arts in Education degree.

PROGRAM OF STUDY

SEMESTER ONE	Units
ED 500 Administration Leadership and Ethics	3
ED 510 Instructional Technology	3
ED 520 Curriculum Construction	3

SEMESTER TWO

ED 530 Facility Planning and Evaluation	3
ED 540 Financial Aspects of School Administration	3
ED 550 Legal Aspects of American Education	3
ED 595 Research and Design	3

SEMESTER THREE

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

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

COURSE DESCRIPTIONS

ED 500 Administration Leadership and Ethics

Builds competence in school organization and administration; develops greater self-understanding for discovering personal focus of control, tolerance and frustration levels; identifies other personal/professional qualities which support leadership effectiveness; and the understanding of nature and conduct of moral education.

ED 510 Instructional Technology

Uses research to assess educational effectiveness. Develops competence in identifying needed educational reform and change facilitation; builds ability to design, implement and evaluate education reform proposals. Promotes improvement of educational performance in schools and organizational training programs; enhances student learning outcomes.

ED 520 Curriculum Construction

Basic theory related to curriculum construction including: criteria for preparing objectives, selection of content, curriculum design, evaluation of curriculum; foundations of curriculum planning and an in-depth study of some of the various contemporary curriculum designs.

ED 530 Facility Planning and Evaluation

Studies facility design and function to identify appropriateness for instruction and student/teacher environment. Provides, educational suitability and flexibility for broad programmatic use. Develops competence in matching design to learning requirements.

ED 540 Financial Aspects of School Administration

School revenues, apportionment, budgetary procedures, costs, and business management.

ED 550 Legal Aspects of School Administration

Functions, relationships, and responsibilities of school districts; interpretations of legal status as shown by statues and court decisions.

ED 590 Graduate Internship

Supervised work experience in a professional environment related to a MAED degree program and career objectives. Prearranged work in a real world setting which require applications of instructional technology and/or administrative principles. Comprehensive experience in various aspects of education. Students will be responsible for a report or periodic reports as required by the instructor.

ED 595 Research and Design

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

ED 599 Master's Thesis

Thesis project; preparation, completion and submission of and acceptable thesis for the master's degree.

DEGREE PROGRAM: EDUCATION
DEGREE TITLE: Doctor of Education

OBJECTIVES OF THE PROGRAM

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

ADMISSION REQUIREMENTS

A master degree in education (MEd) or the equivalent in the same or in a related area, plus substantive experience and/or license in a related field of concentration, may be admitted to the program when it is determined that their objectives can be realized by the program completion. All students seeking admission must demonstrate their ability of reflection and evaluative thinking necessary for successful completion of original topic of research, including acceptable methodology and other stated curriculum.

Prerequisite course work includes the following courses, or their equivalent

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

GRADUATION REQUIREMENTS

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

30 Units transferred from a master degree (MEd) or the equivalent
42 Units of graduate level courses
18 Units dissertation writing based on original research.
90 Total of Semester Units

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

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

PROGRAM OF STUDY

SEMESTER ONE

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

SEMESTER TWO

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

SEMESTER THREE

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

SEMESTER FOUR

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

SEMESTER FIVE

ED 699 Doctoral Dissertation	9

SEMESTER SIX

ED 699 Doctoral Dissertation	9

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

COURSE DESCRIPTIONS

ED 600 Critique of Research in Education
Survey and Critique of the research based literature reflecting current trends and recent developments in Education. Emphasis on cross-disciplinary inquiring.

ED 610 Case Studies in State Politics and Education
Principles, institutions, and processes of state government; emphasis on political factors influencing educational policymaking. Case analyses of current issues and trends in state education reform.

ED 615 Ethics and Education
Nature and conduct of moral education; fundamental approaches to moral education; investigation of major ethical issues in contemporary American education.

ED 620 The Social Diversity and Educational Reform
The relation of social diversity (race, ethnicity, gender, and class) to quality in schooling. Alternative conceptions of the purposes of education in reform movements.

ED 630 Managing Complex Organizations
Introduction to the nature of managerial work in various types of organizations including educational institutions. Topics examined from view-point of manager: leadership, change, decision-making, conflict resolution, and communication. Case studies from management oriented problems.

ED 640 Education and Sociocultural Change
Models of cultural change are developed that stress the impact of abrupt changes in the conditions of life on the personal adaptations of individuals and local communities brought about by modernization and urbanization. Education as an instrument of change and its intervention in the process of indigenous cultural transmission as an aspect of these processes. Case studies of document to help build appropriate models. Students apply the models developed to the analysis of third world and other relevant situations.

ED 650 Interaction Processes in Education: Design and Evaluation
Educational applications of sociological and psychological theory and research to classroom processes, staff relations, teams, and task forces. The principles for design and evaluations of group work for students and teamwork for teaching staff. Topics include social processes of influence, role differentiation, and evaluation. Methods for systematic evaluation and observation are included; students receive practical experience in using these methods.

ED 660 The Role of Education in Cultural Transmission
Application of anthropology to education; transmission of culture in educational environments, especially in terms of values and roles.

ED 670 Tutorial Work in Educating

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

ED 675 Practicum in Cultural Pluralism

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

ED 680 Special Topics in Education

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

ED 685 Graduate Projects

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

ED 690 Internship in Education

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

ED 695 The Doctoral Proposal: Research Design and Methodology

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

ED 699 Doctoral Dissertation

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

CATALOG DISCLOSURE

Student Tuition Recovery Fund

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

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

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

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

Time Period Covered by this Catalog and Notices

The above Catalog is only applicable for the year of 2012, beginning January 1, 2012 and ending December 31, 2012.

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

Notices on “Indirect Instruction”

For “Indirect Instruction,”

1) The University will mail the initial coursework material to the student within seven business days after the University accepts the student and the student officially registers with payment of tuition.
2) The University will mail its response or evaluation to the student within seven business days after the University receives the student lesson, project or dissertation.

ADMINISTRATION AND FACULTY

ADMINISTRATIVE OFFICERS

President/Chief Executive Officer	Wayne Huang, Ph.D.
Vice-President/Academic Affairs	Wayne Huang, Ph.D. (Acting)
Chief Operating Officer/Registrar	Sue Chang, L.H.D.
Associate Registrar	George Huang, Ed.D.
Director/Finance and Controller	Judy Wood, Ph.D.
Admissions/Counseling Services	Wayne Huang, Ph.D. George Huang, Ed.D. Judy Wood, Ph.D. George Chang, Ph.D.
Director/Development of Educational Programs	Deryl Gulliford, Ph.D, J.D.
Dean/School of Management Studies	Alex Huang, D.B.A.
Dean/School of Education	John Theodore, Ed.D.
Dean/School of Technology	George Chang, Ph.D.
Purchasing/Management	Kimbery Lu, Ph.D.

Institutional Advisory Committee

C. Kuo, L.H.D
K.P. Wong, Ph.D.
Charlie Huang, B.A.
John Speidel, D.B.A.
Carey Jiang, MBA

FACULTY

Manmohan S. Atwal, MBA, Ph.D.
Health Sciences/Business Administration
University of Illinois Medical Center
Columbia University

Nick L. Bottom, MBA
Business/Accounting/Finance
West Virginia Wesleyan College

Kenneth C. Brownson, Ed.D.
Education
Newport University

George Chang, Ph.D.
System Analysis/Management
City University Los Angeles

Isaac Chen, M.S.
Computer Information System/Engineering
California State University-Los Angeles

Xiong Li Chen
Fine Art/General Education

John Chiang, MSIS, D.B.A.
Computer Information System/Business Administration
Lawrence Technical University
California University of Business and Technology

Cyril Chukwumezie, M.P.A., Ph.D.
Human Resources Management/Government/Philosophy
Atlanta University/Pacific Western University

Alfred L. Ginepra, Jr., MBA, LLD
Business Administration
Columbia University, N.Y.

Deryl Gulliford, MHA, Ph.D., J.D.
Health Services Administration, Law
Clayton University, St. Louis, Mo.
University Of Cincinnati
Greenwich University

Lucida Hsiung, M.A.
Public Relation, Advertising/General Education
Oklahoma City University

Henry Hsu, M.S., MBA, D.B.A., CPA
Business Administration/Taxation
University of Nevada
California University of Business and Technology

Alex Huang, D.B.A.
Business Administration
California State University – Long Beach
California University of Business and Technology

George Huang, M.A.T., Ed.D.
Earth and Environment Science, Education
University of California, Irvine
University of Southern California
California University of Business and Technology

James Johnson, Ed. D.
Education, Literature, Social Science
University of Southern California

Hsiu Ying Kuo, Ed. D.
Education, Fine Art
University of California, Berkley
City University Los Angeles

Theresa C. Lin, Ph.D.
Education/Sociology, Philosophy, ESL
University of Southern California

Pang-His Liu, MSEE
Computer Science/Electrical Engineering
University of California, Irvine

Shanker Menon, Ph.D.
Business, Economics/Psychology
University of South Florida

Franklin Orellana, MIT
Information Technology/Computer Engineering
American InterContinental University

Kristina N. Rivera, MACIS
Computer Science/Technology
College of the Holy Spirit
California University of Business and Technology

Cynthia Robinson, Ed.D.
Education
Georgia State University
University of Tennessee

Stilo Floyd Schneider, D.B.A
Human Resourses Management/Marketing
UM Tagum College
California University of Business and Technology

Greg Stare, M.A.
Public Administration, Environmental Studies/General Education
University of Southern California

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

Michael M. Torres, MBA
Business Administration, Communications Engineering
Don Bosco Technical College
California University of Business and Technology

Judy Wu, Ph.D.
Business Administration/Design
City University Los Angeles

Allen K. Yao, BSL, M.PA., Ph.D.
Education/Public Finance-Policy/Law
University of Southern California

California University Of Business And Technology Foundation . . .

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

Friends of California University of Business and Technology . . .

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

Public Relations

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

CUBT Publishing

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

CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY

Please send me more information about California University of Business and Technology
Name _____
Address _____
City _____ State _____ Zip _____
Phone (_____) _____
Name of colleges/University attended:_____
_____
Specific program(s) of interest _____

I am interested in the following:

__General Univ. information __Faculty Application
__Application for admission __Endowed information
__Financial information __Others_____

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