NOBEL
UNIVERSITY

SCHOOL CATALOG

07.01.2025-06.30.2026

LOS ANGELES MAIN CAMPUS

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NOBEL UNIVERSITY SCHOOL CATALOG

07.01.2025 – 06.30.2026

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TABLE OF CONTENTS

NOBEL UNIVERSITY SCHOOL CATALOG 3
TABLE OF CONTENTS 4
PRESIDENT'S MESSAGE 7
CAMPUS FACILITIES 8
INSTITUTIONAL INFORMATION 9
MISSION 9
PURPOSE 9
NOBEL UNIVERSITY FAITH STATEMENT 9
INSTITUTIONAL OBJECTIVES 9
INSTITUTIONAL INTEGRITY POLICY 9
PROGRAMS OF STUDY 10
HISTORY 11
LEGAL CONTROL 11
BPPE 11
AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS 12
NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE 12
OFFICE OF STUDENT ASSISTANCE AND RELIEF 12
DISCLOSURES 12
INSTITUTIONAL POLICIES 14
STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY 14
FREEDOM OF SPEECH 14
ACADEMIC FREEDOM POLICY 14
SEXUAL HARASSMENT 14
SECURITY AND SAFETY 15
STUDENT RIGHTS & RESPONSIBILITIES 16
FREEDOM OF ACCESS 16
AMERICANS WITH DISABILITIES ACT (ADA) POLICIES 16
STUDENT GRIEVANCE POLICY 16
STUDENT CODE OF CONDUCT 17
ACADEMIC DISHONESTY 17
DRUG, ALCOHOL AND SMOKING POLICIES 19
WEAPONS POLICY 19
ADMISSION POLICIES 20
ADMISSION PROCESS 20
ENTRANCE EXAMINATIONS 20
STANDARDIZED EXAM CREDIT (SEC) 20
PRIOR EXPERIENTIAL LEARNING CREDIT (PEL) 20
DISTANCE EDUCATION 20
ABILITY-TO-BENEFIT STUDENTS 20
TRANSFER STUDENTS 20
TRANSFER CREDIT POLICY 21
ARTICULATION AGREEMENTS 21
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION 21
UNDERGRADUATE PROGRAMS 22
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION 22
COURSE NUMBERING SYSTEM 25
GENERAL EDUCATION COURSES 26
BUSINESS CORE COURSES 27
ELECTIVE COURSES 29
CAREER OPPORTUNITIES 30
BACHELOR OF SCIENCE IN CYBERSECURITY *(forthcoming)* 31
GRADUATE PROGRAM 34
MASTER OF BUSINESS ADMINISTRATION 34
COURSE NUMBERING SYSTEM 36
MASTER OF BUSINESS ADMINISTRATION COURSES 37
CAREER OPPORTUNITIES 38

MASTER OF SCIENCE IN CYBERSECURITY 39
COURSE NUMBERING SYSTEM 41
MASTER OF SCIENCE IN CYBERSECURITY COURSES 41
CAREER OPPORTUNITIES 43
DOCTORAL PROGRAM 44
DOCTOR OF BUSINESS ADMINISTRATION 44
COURSE NUMBERING SYSTEM 47
DOCTOR OF BUSINESS ADMINISTRATION COURSES 48
CYBERSECURITY CONCENTRATION COURSES 50
HEALTHCARE ADMINISTRATION CONCENTRATION COURSES 51
ORGANIZATIONAL LEADERSHIP CONCENTRATION COURSES 51
MARKETING CONCENTRATION COURSES 52
CAREER OPPORTUNITIES 53
ACADEMIC POLICIES 54
REGISTRATION 54
ATTENDANCE POLICIES 54
LEAVE OF ABSENCE 55
DEFINITION OF A CREDIT HOUR 56
GRADING SYSTEM 57
GRADE REPORT 58
GRADING PROCEDURES 58
FAILING AN EXAMINATION 59
FAILURE TO ATTEND AN EXAMINATION 59
STUDENT ACHIEVEMENT 59
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 59
APPLICATION FOR GRADUATION 66
RECORDS POLICIES 67
STUDENT RECORDS 67
POLICY ON RETENTION OF STUDENT RECORDS 67
1974 PRIVACY ACT 67
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 68
DIRECTORY INFORMATION 71
RIGHT TO REFUSE RELEASE 71
TRANSCRIPT REQUESTS 71
FINANCIAL POLICIES 72
TUITION 72
STUDENT TUITION RECOVERY FUND 72
FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS 73
STUDENT'S RIGHT TO CANCEL OR WITHDRAW 73
STUDENT'S RIGHT TO CANCEL IN DISTANCE EDUCATION 74
REFUND POLICY 74
DISTANCE EDUCATION POLICIES 75
STUDENT SERVICES 75
ADVISING AND GUIDANCE 75
PLACEMENT SERVICES 76
HOUSING ASSISTANCE 76
STUDENT ORIENTATION 77
STUDENT ID CARDS 77
STUDENT ASSOCIATION 78
COMMUNITY RESOURCES 78
PERSONAL BUDGET PLANNING 78
TRANSPORTATION INFORMATION 79
COMMENCEMENTS 81
LIBRARY 82
FACILITIES AND EQUIPMENT 82
INTERNATIONAL STUDENTS 83
SEVIS 83
STUDENT VISA 83

APPLICATION SUBMISSION 84
ENGLISH PROFICIENCY REQUIREMENTS 84
FINANCIAL CAPABILITY 85
HEALTH INSURANCE 85
BOARD OF DIRECTORS 86
SCHOOL ADMINISTRATION 86
FACULTY 87
SCHEDULE OF FEES 90
TUITION CHARGES 90
ACADEMIC CALENDAR 2025-2028 94
STUDENT ACHIEVEMENT INFORMATION 95
DISCLAIMER 96

PRESIDENT'S MESSAGE

As President of Nobel, I welcome you to our school and congratulate you on your decision to seek higher education.

In this School, we are committed to practical education, one that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi- disciplinary approach.

During your studies at Nobel, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At Nobel University, you will find dedicated professors, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. Nobel is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth. Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,

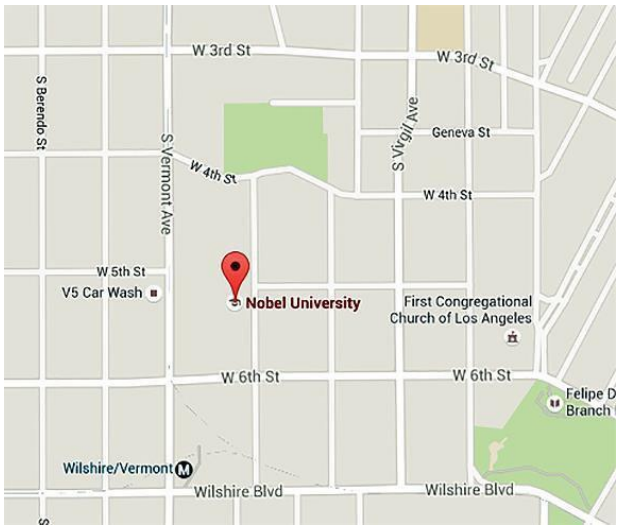


Chong S. Kim
President/Chief Executive Officer

CAMPUS FACILITIES

Nobel University has two campus facilities where classes are offered on site – Los Angeles, California and Buena Park, California.

LOS ANGELES MAIN CAMPUS



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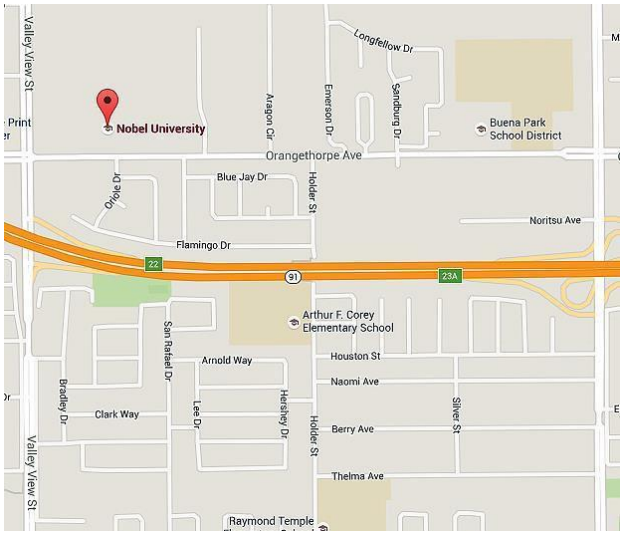
Fax: 213-382-1187
Website: www.nobeluniversity.edu
Email: info@nobeluniversity.edu

The main campus is housed on the third floor of a 3-story building located right at the heart of Downtown Los Angeles, the central business district of the City of Angels. Accessible to 3 major freeways, this 11,700 square feet campus is also within reach of the fashion district, Metro rapid transit system, government buildings, banks, department stores, and recreational venues. All classrooms are equipped with A/V learning technology and a Wi-Fi network.

BUENA PARK BRANCH CAMPUS



Address: 6131 Orangethorpe Ave., Suite 116,
Buena Park, CA 90620
Tel: 714-228-0307
Fax: 714-228-0308
Website: www.nobeluniversity.edu
Email: infobp@nobeluniversity.edu

This branch campus measuring about 6,400 square feet is located at the Center of the Southland, the city of Buena Park, in Orange County, California. Away from the hustle and bustle of LA, the Buena Park Branch Campus is alternatively close to various shops, restaurants, residential areas, and tourist attractions such as Knotts Berry Farm and Disneyland. As in the main campus, all classrooms are equipped with A/V learning technology and a Wi-Fi network.

INSTITUTIONAL INFORMATION

MISSION

The mission of Nobel University is to advance responsible business practice through a pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

PURPOSE

Nobel University seeks to create a Christian learning environment in which the educational needs of all undergraduate and graduate students are met through preparation for careers in business-related fields and occupations.

NOBEL UNIVERSITY FAITH STATEMENT

1. We believe that God eternally exists in three persons — the Father, the Son, and the Holy Spirit — having precisely the same nature and attributes.
2. We believe God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.
3. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
4. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
5. We believe that there is a personal devil who seeks to tempt and separate people from God.
6. We believe the bodies of men, after death, return to dust and see corruption, but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them.
7. We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

INSTITUTIONAL OBJECTIVES

In support of the mission statement, Nobel University has developed four objectives. By the completion of the degree program, students will be able to:

1. Think critically and apply quantitative reasoning to address the complex business challenges from a Christian worldview.
2. Apply biblical understanding to multicultural and global issues through intellectual study.
3. Foster the professional communication skills needed for entrepreneurial success.
4. Use biblical and ethical standards in decision-making.

INSTITUTIONAL INTEGRITY POLICY

Nobel University is committed to integrity as a central element of our mission and values. NU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. NU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At NU, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

PROGRAMS OF STUDY

Nobel University offers the Bachelor of Arts in Business Administration, Master of Business Administration, Doctor of Business Administration, and Master of Science in Cybersecurity programs to prepare students for entry-level, and junior to senior level business positions, respectively, in the business community. The Bachelor of Science in Cybersecurity program is forthcoming.

The School endeavors to develop students' professional acumen in the current modern business environment. Moreover, the School instills in its students a philosophy that values the American way of life – its culture, language, and respect for individual freedom and responsibility.

Nobel University's Los Angeles Main Campus and Buena Park Branch Campus currently offer the Bachelor of Arts in Business Administration, Master of Business Administration, Doctor of Business Administration, and Master of Cybersecurity programs. The Bachelor of Science in Cybersecurity program is forthcoming.

Students enrolled at the Buena Park Branch Campus shall attend classes at 6131 Orangethorpe Avenue, Suite 116, Buena Park, CA 90620. Students enrolled at the Los Angeles Main Campus shall attend classes at 505 Shatto Place, Suite 300, Los Angeles, CA 90020.

HISTORY

Nobel University was founded in the summer of 2000 in Los Angeles, California. Committed to producing quality practitioners of Oriental Medicine, the school began by offering a master's degree program in acupuncture - Master of Science in Oriental Medicine (MSOM).

In 2003, the Bureau for Private Postsecondary Education approved the school to offer a certificate ESL program, and in 2004, the Bachelor of Arts in Business Administration (BA) and Master of Business Administration (MBA) programs. In 2006, the Bachelor of Arts in Church Music program (BCM) was added. In 2009, the branch campus in the city of Buena Park, California was established to accommodate the growing student body.

In 2013, Nobel University shifted its strategic plan and its focus by concentrating on its business program offerings. Since the school discontinued offering the ESL, BCM, and MSOM programs, it specialized in business administration to deliver world-class business education for its students.

In 2024, the Bureau for Private Postsecondary Education approved the school to offer the Doctor of Business Administration (DBA) program.

In 2025, the Bureau for Private Postsecondary Education approved the school to offer the Bachelor of Science (BS) in Cybersecurity and Master of Science (MS) in Cybersecurity programs.

Nobel University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2023. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

LEGAL CONTROL

Nobel University is registered in the State of California as an S-corporation. The sole owner/shareholder of the corporation is its President/Chief Executive Officer Chong S. Kim.

BPPE

Nobel University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

Los Angeles Main Campus School Code: 1942091- approved since July 19, 2002
Buena Park Branch Campus School Code: 73078785 - approved since August 09, 2011

Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions regarding the above approvals may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; www.bppe.ca.gov; Toll-free Telephone Number (888) 370-7589, Fax (916) 263-1897.

AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS

Nobel University is authorized under Federal law to enroll nonimmigrant alien students.

Los Angeles Main Campus: SEVIS School Code LOS214F01183000
Buena Park Branch Campus: SEVIS School Code LOS214F01183001

NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE

Nobel University makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the School will bring these to the attention of the students in the following ways:

1. Posting on the bulletin boards in the Administration office and student lounges.
2. Flyers with the necessary information will be available in the Administration office.
3. Faculty will announce the new changes to student in classes, if necessary.

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting www.bppe.ca.gov.

DISCLOSURES

Maximum Number of Students Per Class

The maximum number of students that will be allowed to enroll in any one class at Nobel University is 30.

Licensure Exams

Nobel University and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at Nobel University are not eligible to sit for any licensure exams in California and other states.

Financial Aid

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

Bankruptcy

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

Translation Policy

If English is not the student's primary language, and the student is unable to understand the terms and conditions of any Nobel University publications, policies, and documents including, but not limited to, the application for admissions, enrollment agreement, school performance fact sheet, school catalog and all other disclosures, statements, terms, and conditions, the student shall have the right to obtain a clear explanation of the terms and conditions of any and all policies in his or her primary language from a qualified school officer, upon request.

INSTITUTIONAL POLICIES

STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Nobel University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The School's administrative staff is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

FREEDOM OF SPEECH

Nobel University firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution, states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. The School shall uphold and enforce these rights and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

ACADEMIC FREEDOM POLICY

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of Nobel University. The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish, the freedom to teach, and the freedom to communicate extramurally.

Nobel University is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and affirm below the following statements and principles:

1. Nobel University affirms its fundamental mission to discover and disseminate knowledge to its students and the society at large. The School shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The School and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the School and its students, staff and faculty.
2. Nobel University affirms that academic freedom for students rests first upon their access to a high quality education and their right to pursue a field of study that they deem appropriate and desirable.
3. Nobel University reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and School environment that fosters civil discourse, respect, open inquiry and freedom of expression.

SEXUAL HARASSMENT

Consistent with the School's policy on equal employment opportunity, harassment in the workplace based on a person's race, color, sex, religion, national origin, age, disability, or any other protected class, will not be tolerated concerning employees or applicants for employment. Nobel University is committed to preventing and promptly correcting such harassing behavior.

Harassment of any form is condemned in the workplace, and the School recognizes its duty to provide employees with a harassment free environment in which to work. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any employee for making allegations or inquiries concerning harassment.

Sexual harassment can also be any activity, which creates a hostile or offensive working environment for members of one sex, whether such activity is carried out by a supervisor or a coworker. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes but is not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the School. In addition, actions, words, jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by School regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Complaint procedures for employee complaints are available in the office of the Chief On-site Administrator. The School staff and faculty may receive informal counseling and formal assistance by contacting the Chief On-site Administrator. The School encourages students, staff and faculty to become aware of and to take responsibility for their own security.

It is the obligation of all employees to cooperate fully in any investigation process. Disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the School's complaint procedure to report unlawful harassment. Retaliation by the School employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief On-site Administrator.

Discipline that the School may impose on employees for behavior that violates this policy and other unprofessional conduct by the School employee may include, but is not limited to, reprimand, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all School offices and operating units.

In addition to the School's internal complaint procedure, employees may also contact the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment.

SECURITY AND SAFETY

All members of the School are expected to cooperate in securing Nobel University property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the School employees. Nobel University is not responsible for personal items that might be damaged or lost on or about the premises. Nobel University intends to provide a safe working environment with everyone's assistance. All members of the School need to observe safety regulations, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the School employees.

In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid is available at the front desk of each campus. The School also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. In the event of a fire or medical emergency, notify any School employee and call 911 for immediate assistance.

STUDENT RIGHTS & RESPONSIBILITIES

FREEDOM OF ACCESS

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

AMERICANS WITH DISABILITIES ACT (ADA) POLICIES

Nobel University is available to assist students with disabilities who self-disclose and request classroom accommodations. In order for the School to provide eligible disabled students with reasonable accommodations, it is required that an official request for services and appropriate documentation be submitted to the Chief On-Site Administrator.

STUDENT GRIEVANCE POLICY

Students have the right to submit grievances and complaints any time they desire and to submit them to school administration or faculty. Students who have a complaint or grievance are encouraged to talk to a member of the School administration.

For grievances regarding grades, the policies and procedures are as follows:

1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Chief Academic Officer.
2. The submission of a grievance concerning a grade must be in writing to the Chief Academic Officer. The Chief Academic Officer will review and investigate the grievance using their discretion to interview sources as needed. The Chief Academic Officer will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Chief Academic Officer and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.

For all other grievances, the policies and procedures are as follows:

1. The student must file a written grievance with the Administrator of Student Services within ten (10) days of being notified of any action taken against the student. The Administrator of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Administrator of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).

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.

Students may also file a complaint with the TRACS Accrediting Agency by completing the TRACS Complaint Form found on www.tracs.org/resources/ and submitting to:

President
Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551.

STUDENT CODE OF CONDUCT

A student may be failed or dismissed for academic dishonesty. At the discretion of the Chief Academic Officer and the School President, a student may be dismissed from Nobel University for behavior(s) disruptive to the educational mission of the School, including those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of the School's documents, records or identification, or knowingly furnishing false information to the School.
3. Misrepresentation of oneself or of an organization to be an agent of the School.
4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the School community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to the School's property or property in the possession of or owned by a member of the School community.
7. Unauthorized entry into, unauthorized use, or misuse of the School's property.
8. Sale of or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Lewd, indecent, or obscene behavior on the School's property or at any campus function.
10. Abusive behavior directed toward a member of the School community.
11. Violation of any order of the President of the School, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

The Chief Academic Officer and the School President, at his discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

ACADEMIC DISHONESTY

Individual Faculty, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The faculty may refer the circumstance to the Department Chair for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person’s examination paper, using unauthorized notes in an exam, leaving the classroom during an exam and consulting notes or references.

PLAGIARISM POLICY AND CHEATING

Plagiarism Definition

Plagiarism is passing off someone else’s ideas or words as your own without giving credit or without giving credit

properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

Procedures

First offenses will be handled at the faculty level. A faculty member who suspects a student of plagiarism will first meet with the student to discuss the problem. In the absence of any resolution, the student will meet with the Department Chair, and if a resolution still cannot be reached, then a meeting will be called with the Chief Academic Officer. Any instance of plagiarism that the faculty has decided to discipline with an "F" for the course will be reported along with appropriate documentation to the Department Chair and the Chief Academic Officer. A second offense will result in the possibility of dismissal from the School.

Penalties

Penalties for plagiarism and cheating may include but are not limited to the following:

1. Re-writing the assignment in question
2. Receiving an "F" on the assignment or test in question
3. Failing the course in which the assignment was submitted
4. Academic suspension
5. Dismissal from the School

COPYRIGHT POLICY

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.

7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

DRUG, ALCOHOL AND SMOKING POLICIES

Nobel University has a policy of maintaining a drug-free learning environment. All members of the School community, which include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the School policy that smoking is prohibited in all School buildings. At the discretion of the administration, outside areas may be set aside on School property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

WEAPONS POLICY

The possession or use of firearms or other weapons on Nobel University premises by any employee, student, vendor, or other visitor is strictly prohibited.

ADMISSION POLICIES

ADMISSION PROCESS

Applications for admission are taken year-round. Application forms are available online through the school's website at www.nobeluniversity.edu.

Prior to signing the enrollment agreement, we encourage you to review the school catalog and School Performance Fact Sheet. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Prospective students must contact the School to obtain an application packet. The packet will contain the required application and forms needed for submission. The student must contact all relevant institutions for submission of proof of graduation attesting to their academic qualifications from graduate institutions for admission to the doctoral program, undergraduate institutions for admission to the graduate programs or submission of proof of high school completion for admission to the undergraduate programs. It is also the student's responsibility to ensure that all documents and forms are complete. Admissions decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the School without the required documentation and application/registration fee. If an applicant does not accept their admission or fails to matriculate within one year of acceptance, the applicant will need to go through the admissions process again. This means that the applicant must resubmit a non-refundable application/registration fee, application, documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

ENTRANCE EXAMINATIONS

Undergraduate or graduate entrance examinations are not required for admission to the degree programs.

STANDARDIZED EXAM CREDIT (SEC)

Nobel University does not accept credits through challenge examinations and/or achievement tests.

PRIOR EXPERIENTIAL LEARNING CREDIT (PEL)

Nobel University awards a maximum of 9 semester credits for prior experiential learning for the Doctor of Business Administration program.

DISTANCE EDUCATION

Nobel University offers distance education through online instructional methodologies.

ABILITY-TO-BENEFIT STUDENTS

Nobel University does not admit Ability-to-Benefit Students.

TRANSFER STUDENTS

Nobel University will consider accepting transfer students from other schools. To transfer credits to Nobel University, a student must file an application for admission, satisfy all admission requirements, and submit official transcripts from the school(s) whose credits are to be evaluated for transfer credits.

TRANSFER CREDIT POLICY

Nobel University welcomes the transfer of course work from accredited institutions. Institutions include those that have been accredited by an agency that is recognized by the United States Department of Education. Outside the U.S., a provincial or national authority such as the Ministry of Education usually approves some institutions.

Credit is evaluated on a course-by-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable to the undergraduate programs and "B" or higher to the graduate programs; however, grades from transfer credits do not compute into Grade Point Averages (GPA). Grade Point Averages are computed solely on courses completed at Nobel University. Under exceptional circumstances and with the approval of the Chief Academic Officer, transfer of credit may be possible from unaccredited institutions. In addition, Nobel University takes steps to ensure that course work taken at the previous institution is comparable to the course work offered by Nobel University. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, grading standards, and other relevant learning resources at the sending institution; and
- Analysis of historic experience regarding the success of transfers from the sending institution.

If a student wishes to apply transfer credit to his/her program, the transfer should be arranged after receiving a letter of acceptance. In order to request this transfer, a student should submit a Transfer Credit Approval Form and arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Nobel University's Registrar's Office.

ARTICULATION AGREEMENTS

Nobel University does not have any articulation agreement with any college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Nobel University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Nobel University to determine if your credits or degree will transfer.

For example, if you entered the School as a freshman, you may still be a freshman if you enter another college or institution at some time in the future, even though you earned credits here at the School. In addition, if you earn a degree in our Bachelor of Arts in Business Administration, Master of Business Administration program, Doctor of Business Administration program, Bachelor of Science in Cybersecurity, and/or Master of Science in Cybersecurity, it may not serve as a basis for acceptance to an advanced degree program at another college or institution. Transferability of credit always rests with the receiving institution. It is your responsibility to confirm whether or not credits will be accepted by another school.

UNDERGRADUATE PROGRAMS

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

A successful career in business leadership and management requires a sound understanding of the marketplace. This program is designed for those who seek a broad spectrum of business courses with an understanding of the cultural and sociological forces that shape business success. It also develops competence in conceptual, interpersonal and technical skills. The acquired skills and knowledge are applicable in both public and private enterprises.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Integrate critical thinking and a Christian worldview within general education fields of study.
2. Analyze business decisions within the context of complex, interdependent global systems.
3. Demonstrate competence in written and oral communication.
4. Connect biblical principles across disciplines and experience.
5. Apply Christian ethical reasoning in entrepreneurial decision-making.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee– All applicants must pay the application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – All applicants must provide proof of completion of high school education such as high school diploma or recognized equivalency certificate.

   If high school education is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. high school equivalency from an evaluation agency approved by Nobel; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the student pays the transcript evaluation fee ($85.00).

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

In addition to the admission requirements previously mentioned, all international students must submit the following documents:

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in the applicant's name, or an Affidavit of Financial Support form with the sponsor's bank statement
7. Proof of English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:

    a. TOEFL iBT score report with a minimum score of 45, taken within the last two years.
    b. IELTS score of 5.0 or higher, obtained within the last two years.
    c. Duolingo English Test score of 90 or above, taken within the past two years.
    d. Completion of an Advanced ESL course equivalent to Level 6.
    e. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required.
    f. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
    g. A minimum score of 50 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Undergraduate applicants may transfer up to ninety (90) semester credits or one hundred thirty-five (135) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Bachelor of Arts (BA) degree in Business Administration will be awarded to the student upon successful completion of 120 semester credits, of which at least 42 semester credits are general education courses, at least 72 semester credits are core courses, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00. Students are also required to successfully complete an internship program.

CORE COURSE REQUIREMENTS (72 SEMESTER CREDITS)

ACCT 325	Cost Accounting (*Prereq: BUS 121)*	3 Credits
BUS 100	Introduction to Business	3 Credits
BUS 120	Principles of Accounting I	3 credits
BUS 121	Principles of Accounting II (*Prereq: BUS 120)*	3 Credits
BUS 240	Introduction to Information Systems	3 Credits
BUS 250	Business Ethics	3 Credits
BUS 303	Business Law	3 Credits
BUS 313	Quantitative Analysis for Management	3 Credits
BUS 330	Financial Management	3 Credits
BUS 340	Principles of Organizational Management & Leadership	3 Credits
BUS 360	Principles of Marketing	3 Credits
BUS 370	International Business	3 Credits
BUS 390	Principles of Entrepreneurship	3 Credits
BUS 405	Business Report Writing & Communication	3 Credits
BUS 410	Production Management	3 Credits
BUS 420	Human Resource Management	3 Credits
BUS 445	E-commerce	3 Credits
BUS 450	Policy & Planning	3 Credits
BUS 480	Applied Statistics *(Prereq: BUS 313)*	3 Credits
ECON 250	Microeconomics	3 Credits
ECON 251	Macroeconomics (*Prereq: ECON 250)*	3 Credits
MKTG 361	Marketing Communication	3 Credits
MKTG 362	Consumer Behavior (*Prereq: MKTG 361)*	3 Credits
MKTG 364	Sales & Sales Management	3 Credits

GENERAL EDUCATION COURSE REQUIREMENTS (42 SEMESTER CREDITS)

Behavioral Science - 1 equivalent course (3 Credits) required

PSY 110	Introduction to General Psychology	3 Credits

English - 2 equivalent courses (6 Credits) required

ENG 102	English Composition	3 Credits
LIT 102	Intro. To World Literature: Fiction, Poetry, & Drama	3 Credits

Humanities - 1 equivalent course (3 Credits) required

PHIL 110	Introduction to Philosophy	3 Credits

Mathematics - 1 equivalent courses (3 Credits) required

MATH 116	College Algebra	3 Credits

Physical Sciences - 1 equivalent courses (3 Credits) required

NSC 150	Introduction to Natural Sciences	3 Credits

Religion Courses – 4 equivalent courses (12 Credits) required

REL 100	Introduction to Religion	3 Credits
REL 110	Introduction to the Bible and Biblical Literature	3 Credits
REL 120	Christianity: History and Tradition	3 Credits
REL 200	Comparative World Religions	3 Credits

Social Sciences - 4 equivalent courses (12 Credits) required

HIST 131	Western Civilization I	3 Credits
HIST 132	Western Civilization II	3 Credits
POLISCI 123	Introduction to Political Science	3 Credits
SOC 100	Introduction to Sociology	3 Credits

ELECTIVE COURSES (6 SEMESTER CREDITS REQUIRED)

LIT 101	Literature & Other Cultures	3 Credits
POLISCI 125	United States Government	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 100's designate entry-level general education courses; while numbers in the 200's represent upper-level general education courses. Numbers in the 300's and 400's represent upper division courses.

GENERAL EDUCATION COURSES

ENG 102 English Composition (3 Credits)
English Composition is designed to develop students' abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. Numerous in-class writing activities are required in addition to extended essays written outside of class. *Prerequisite: None*

HIST 131 Western Civilization I (3 Credits)
This course surveys the historical developments that shaped Western culture up to the 1500s. *Prerequisite: None*

HIST 132 Western Civilization II (3 Credits)
This course surveys the historical developments that have shaped Western Culture from the 1500s up to present day. *Prerequisite: None*

LIT 102 Introduction to World Literature: Fiction, Poetry, & Drama (3 Credits)
This course introduces the student to fiction, poetry and drama in various cultures. *Prerequisite: None*

NSC 150 Introduction to Natural Sciences (3 Credits)
This course provides the student with a survey of the basic physical sciences of Chemistry, Physics, Earth Science, etc. and will introduce the student to the basic concepts of Physical Science as supporting creation. *Prerequisite: None*

MATH 116 College Algebra (3 Credits)
Algebra is found in many aspects of everyday life such as planning a household budget, playing sports and games, and designing complex software. The ability to successfully perform algebraic tasks is a key to success in science and medical courses and is a necessary skill in today's competitive market. MATH 116 will overview the basic fundamentals of mathematics and algebra, and then will use those concepts to introduce more advanced topics. The logical problem-solving skills learned by algebra students will serve them in many other disciplines. *Prerequisite: None*

PHIL 110 Introduction to Philosophy (3 Credits)
This course introduces the student to basic concepts of philosophy and to the great philosophical reasoning which forms modern philosophy and its study. *Prerequisite: None*

POLISCI 123 Introduction to Political Science (3 Credits)
The origin, nature, and function of government, principles and methods of political organization and development are introduced. *Prerequisite: None*

PSY 110 Introduction to General Psychology (3 Credits)
This course surveys the history of psychology and its effect on culture, especially in Western culture. The student will be introduced to the basic theories of psychology. *Prerequisite: None*

REL 100 Introduction to Religion (3 Credits)
This course takes a thematic and comparative approach to the study of religion. It gives equal weight to theoretical issues and practices reflected in the major world religions. The course identifies the theoretical issues surrounding the study of religion and focuses on fundamental topics such as ritual and sacred language.

REL 110 Introduction to the Bible and Biblical Literature (3 Credits)
This course serves as an introduction to the nature and origin of the Bible, as well as a preparation for more advanced theological studies. Students will learn about the Bible's overall structure as well as Old and New Testament Biblical Literature.

REL 120 Christianity: History and Tradition (3 Credits)
This course explores the major sources, methods, and insights into the Christian history and tradition. The course focuses on the background of early Christianity, the beginning methods by which Jesus and His disciples founded the faith, and the consequent spread of His followers throughout the world. The course will examine key historical figures and events as it tracks Christianity's progression from the time of Christ until today.

REL 200 Comparative World Religions (3 Credits)
This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. The course also deals with some of the essential differences and similarities which exist among each religious tradition, and points to the uniqueness of each of them.

SOC 100 Introduction to Sociology (3 Credits)
This course surveys both the history and field of sociology and will introduce the student to basic concepts of sociology. *Prerequisite: None*

BUSINESS CORE COURSES

ACCT 325 Cost Accounting (3 Credits)
This course covers managerial accounting in controlling operations to determine reduction costs, inventory control, inventory evaluation and budgeting. *Prerequisite: BUS 121*

BUS 100 Introduction to Business Management (3 Credits)
This course is an introduction to the role of business in modern society. It includes an overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology. *Prerequisite: None*

BUS 120 Principles of Accounting I (3 Credits)
This course covers basic financial accounting models and cycles. Students will explore fundamental accounting for assets and liabilities and use a sole proprietorship structure as a model. *Prerequisite: None*

BUS 121 Principles of Accounting II (3 Credits)
The focus for this course is on managerial accounting and emphasis for use of accounting data in decision-making. Included are cost accumulation models, cost behavior, break-even analysis, budgeting, short and long-term decision analysis, capital expenditure analysis, and financial statement analysis. *Prerequisite: BUS 120*

BUS 240 Introduction to Information Systems (3 Credits)
This course is a survey of issues in information systems. The focus is on managing the information environment, in a corporation including best practices for information system usage and design. *Prerequisite: None*

BUS 250 Business Ethics (3 Credits)
This course examines the role of ethics in business and the ethical issues that confront today's corporate leaders, managers, and employees. Emphasis will be on advancing ethical awareness, critical reasoning skills, and core principles of ethical behavior to provide students with the basic tools to address and resolve complex, critical and at times, conflicting interests and opportunities. Students will assess the role of ethics in relationship to corporate social responsibility, managerial decision-making, executive leadership, and corporate governance through diverse perspectives. *Prerequisite: None*

BUS 303 Business Law (3 Credits)
This course is a study of the laws affecting business transactions. Included is an overview of the legal system as it relates to business and an in-depth study of contracts, sales, commercial transactions and secured transactions. *Prerequisite: None*

BUS 313 Quantitative Analysis for Management (3 Credits)
This course is a study of the analytical and mathematical models for business decision-making. Included are statistical analysis, project management, simulation, and linear programming. *Prerequisite: None*

BUS 330 Financial Management (3 Credits)
This course covers the principles and practices of financial management and covers sources and methods of raising capital, allocation of funds within the firm, cash-flow and financial statement analysis, financial markets, and capital budgeting. *Prerequisite: None*

BUS 340 Principles of Organizational Management and Leadership (3 Credits)
Elements of planning, organizing, leading, and control are covered. Particular emphasis is given to organizing and actuating responsibility and authority, delegation, decentralization, the role of staff, line-staff relationships, boards and communication. *Prerequisite: None*

BUS 360 Principles of Marketing (3 Credits)
This course is an examination of marketing from the perspectives of the consumer, economy, technology and social responsibility. It will discuss the application of current theories and concepts in effectively marketing goods and services for domestic and global markets. Topics include market research, identifying target customers, developing product offers, branding, pricing, marketing communications and distribution channels. *Prerequisite: None*

BUS 370 International Business (3 Credits)
A survey of issues in international business, the focus of this course is on managing in an international environment, understanding the global monetary system and developing an international perspective on business operations. *Prerequisite: None*

BUS 390 Principles of Entrepreneurship (3 Credits)
This course introduces various aspects of new business creation. Special emphasis will be given to new opportunity discovery and business plan drafting. Therefore, this course is not about small business management. Rather, it is about how to start a new venture through creativity, innovation and intelligence. Other aspects of entrepreneurship such as entrepreneurial financing and team building will be discussed. *Prerequisite: None*

BUS 405 Business Report Writing & Communication (3 Credits)
This course provides practice in writing well-organized, effective formal and informal reports. Also, students will learn how to evaluate and prepare business reports, utilizing business research methods and communication techniques. *Prerequisite: None*

BUS 410 Production Management (3 Credits)
This course focuses on decision-making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment. *Prerequisite: None*

BUS 420 Human Resource Management (3 Credits)
This course examines the processes involved in human resources from a managerial perspective. Students will examine the functions of human resources management, including work force planning, job design and analysis, recruiting, selection, retention, performance appraisal, training and development, compensation, labor relations, and legal requirements. In conclusion, you will be able to create a completive advantage that will add value to the organization's human capital processes. *Prerequisite: None*

BUS 445 E-Commerce (3 Credits)
This course provides an overview of e-Business from a managerial perspective. It introduces the fundamental concepts for exploring e-Business opportunities by comparing and contrasting various e-Business models. The course will also examine e-Business strategies and implementation issues faced by new Internet ventures as well as established firms. Current issues surrounding e-Business practices such as the role of intranets and extranets, electronic payment systems, Internet security, privacy, and regulations will be discussed as well. Learning in this course is accomplished through a combination of lectures, hands-on labs, case analysis and discussion, group presentations, and a research project. *Prerequisite: None*

BUS 450 Policy & Planning (3 Credits)
This course focuses on the fundamentals of decisions in the life of business. It also looks at the decisions of growth, product development, recession, research, and employment issues. *Prerequisite: None*

BUS 480 Applied Statistics (3 Credits)
This course studies the logic of empirical research and statistical tools: correlation techniques, chi square, critical ration, "t"-test, and analysis of variance. *Prerequisite: BUS 313*

ECON 250 Microeconomics (3 Credits)
This course studies institutions and processes of market specialization and exchange, pricing and output, competition and monopoly, government regulation, current economic problems, and international economic developments. *Prerequisite: None*

ECON 251 Macroeconomics (3 Credits)
Macroeconomics covers economic activity and growth, determination of income, employment, output, inflation, aggregate demand and supply, money and banking, monetary and fiscal policies, and international economic issues. *Prerequisite: ECON 250*

MKTG 361 Marketing Communication (3 Credits)
Topics covered include advertising theory and measurement, communication theory, promotional strategies, public relations and publicity, consumer education, collateral material planning, and promotional ethics.
Prerequisite: None

MKTG 362 Consumer Behavior (3 Credits)
Students will study individual consumer behavior in relation to the buying-selling process. Emphasis is placed on understanding the consumer in order to facilitate the development of an effective marketing strategy.
Prerequisite: MKTG 361

MKTG 364 Sales & Sales Management (3 Credits)
This course analyzes personal selling strategies and practices, including consultative selling and negotiation.
Prerequisite: None

ELECTIVE COURSES

ACCT 225 Intermediate Accounting I (3 Credits)
This course covers financial reporting, revenue recognition, current assets, cash, accounts receivable, inventory and operational assets. *Prerequisite: BUS 121*

HUM 113 Humanities: Ideas & Values (3 Credits)
This course introduces the student to how society develops concepts and values and how societies relate these ideas and values to real-life scenarios. *Prerequisite: None*

LIT 101 Literature & Other Cultures (3 Credits)
This course surveys the usage of literature in various cultures and how it affects learning and values. *Prerequisite: None*

POLISCI 125 United States Government (3 Credits)

This course covers the origin, organization, form, functions, and functioning of the United States Government, including its political parties. *Prerequisite: None*

CAREER OPPORTUNITIES

Assistant Manager (11-9199), Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Manager (11-9199), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

BACHELOR OF SCIENCE IN CYBERSECURITY *(forthcoming)*

The Bachelor of Science in Cybersecurity program provides students with a solid foundation in information security principles, network defense, and cyber risk management. Designed for those seeking careers in protecting digital infrastructure, this program emphasizes both technical proficiency and ethical responsibility. Students will gain practical skills in identifying vulnerabilities, defending against cyber threats, and supporting secure system development across various industries.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Integrate cybersecurity knowledge to analyze and mitigate complex cyber threats.
2. Evaluate cybersecurity architectures and incident response strategies using biblical principles of justice, integrity, and stewardship.
3. Communicate effectively about complex cybersecurity concepts to diverse audiences, demonstrating respect and empathy.
4. Apply quantitative and analytical skills to assess cybersecurity risks and vulnerabilities, demonstrating responsible stewardship of resources and data.
5. Critically analyze and defend cybersecurity practices and policies promoting ethical and responsible use of technology.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – Applicants are required to complete the Admissions Application Form available either online or in-person at the admissions office. The form can be accessed through the school's website at www.nobeluniversity.edu, or requested directly from the Admissions Office. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee– All applicants must pay the application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – All applicants must provide proof of completion of high school education such as high school diploma or recognized equivalency certificate.

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4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

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resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

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10. Copy of I-94, if applicable
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12. Transfer Release Form, if applicable
13. Bank Statement in the applicant's name, or an Affidavit of Financial Support form with the sponsor's bank statement
14. Proof of English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:

    h. TOEFL iBT score report with a minimum score of 45, taken within the last two years.
    i. IELTS score of 5.0 or higher, obtained within the last two years.
    j. Duolingo English Test score of 90 or above, taken within the past two years.
    k. Completion of an Advanced ESL course equivalent to Level 6.
    l. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required.
    m. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
    n. A minimum score of 50 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Undergraduate applicants may transfer up to ninety (90) semester credits or one hundred thirty-five (135) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Bachelor of Science (BS) in Cybersecurity degree will be awarded to the student upon successful completion of 120 semester credits, of which at least 42 semester credits are general education courses, at least 30 semester credits are core courses, at least 42 semester credits are Cybersecurity-specific course, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00.

**Additional program information forthcoming…*

GRADUATE PROGRAM

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) program provides students with an opportunity for broad professional development. This program is designed to develop skills within the general function areas of business by utilizing a reality-centered academic experience. This experience will be enhanced by collaboration with the business community. Students will get involved in real-life business situations and often use case studies or simulations to solve problems and create solutions.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Incorporate Christian principles and business knowledge to solve complex entrepreneurial problems.
2. Evaluate global managerial decisions using biblical principles and critical thinking.
3. Master the conventions of effective written and oral communication.
4. Integrate quantitative literacy in strategic business initiatives.
5. Defend Christian teachings and personal values using ethical reasoning.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript.

    a. If bachelor's degree is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. Bachelor's degree equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00).

    b. Applicants whose undergraduate courses are found to be deficient in business-related courses will be required to register and complete at least nine (9) semester credits in any combination of the following courses at Nobel University:

- Accounting
- Statistics
- Economics
- Finance
- Marketing
- Human Resources
- Entrepreneurship
- Production Management
- Operations Management
- Management Information Systems

The prerequisite courses must be completed no later than the student's second semester at Nobel University. Substitutions or deviations from the above courses will require prior approval of the Chief Academic Officer.

Prerequisite courses are optional for applicants who have completed business-related courses as well.

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

In addition to the admission requirements previously mentioned, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement, or Form I-134 Affidavit of Support
7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:
   a. TOEFL iBT score report with a minimum score of 61, taken within the last two years.
   b. IELTS score of 6.0 or higher, obtained within the last two years.
   c. Duolingo English Test score of 95 or above, taken within the past two years.
   d. Completion of an Advanced ESL course equivalent to Level 6.
   e. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
   f. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
   g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Graduate applicants may transfer up to six (6) semester credits or nine (9) quarter units. Additional transfer credits may be approved and will be reviewed on a case-by-case basis. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Master of Business Administration (MBA) degree will be awarded to the student upon successful completion of at least 36 semester credits of core courses with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

CORE COURSE REQUIREMENTS (36 SEMESTER CREDITS)

BUS 510	Current Issues in Business Management	3 Credits
BUS 513	Financial Resources Management	3 Credits
BUS 514	Management Information Systems	3 Credits
BUS 516	Leadership and Organizational Behavior	3 Credits
BUS 517	Managerial Accounting	3 Credits
BUS 521	Managerial Economics	3 Credits
BUS 527	Marketing Management & Planning	3 Credits
BUS 529	Managerial Christian Ethics	3 Credits
BUS 541	Management for the Worldwide Organization	3 Credits
BUS 543	International Trade & Finance	3 Credits
BUS 567	Operations Management	3 Credits
BUS 620	Capstone: Strategic Management	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters

correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s are reserved for graduate-level courses.

MASTER OF BUSINESS ADMINISTRATION COURSES

BUS 510 Current Issues in Business Management (3 Credits)
This course examines common internal operational issues regarding business firms and explores emerging external social influences that impact their operations. Major course themes include: human resources; organizational behavior; leadership and team building; ethics; negotiation; accounting and finance; international, national, and local economics; marketing, strategy, and competitive analysis; advertising and promotion; communications and presentations; project management; management information systems; e-commerce and uses of the World Wide Web; and quality management systems. Additionally, recurring themes of the course include sustainability and social responsibility along with the emergence of social media and other tools that encourage transparency. *Prerequisite: None*

BUS 513 Financial Resources Management (3 Credits)
This course examines the role of accounting in the total information systems of an organization, while focusing on the decision-making processes pertaining to the acquisition of financial resources from external markets and the effective utilization and control of those resources within a business organization. *Prerequisite: None*

BUS 514 Management Information Systems (3 Credits)
Theory and practice of management information systems including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning. *Prerequisite: None*

BUS 516 Leadership and Organizational Behavior (3 Credits)
In today's competitive, complex, fast-paced global economy, organizations cannot stand still. Organizations ranging from Fortune 500 firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course is geared towards developing a better understanding of the challenges, techniques, burdens, and successes associated with initiating and implementing major changes within organizations. The objective of the course is to prepare managers and their consultants to meet the challenges of organizational changes. *Prerequisite: None*

BUS 517 Managerial Accounting (3 Credits)
This course examines the measurement, analysis, and use of accounting information for management decision- making. Students will examine concepts such as variable costing and inventory management, capital budgeting and operational budgeting decisions, and performance measurement and control of cost/profit/investment centers. *Prerequisite: None*

BUS 521 Managerial Economics (3 Credits)
The process of solving management problems by economic analysis is explored. Classifications of the economic basis for business policies and key economic concepts that serve as a framework for business decisions are covered. *Prerequisite: None*

BUS 527 Marketing Management & Planning (3 Credits)
Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined. *Prerequisite: None*

BUS 529 Managerial Christian Ethics (3 Credits)
This course examines the role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies. *Prerequisite: None*

BUS 541 Management for the Worldwide Organization (3 Credits)
Students learn how to identify, analyze, and plan for those elements within the cultural, economic, and political environments of international business that require specialized understanding and skills for successful management

or organized enterprise. *Prerequisite: None*

BUS 543 International Trade & Finance (3 Credits)
Students learn about the financial-monetary-economic environment of international business. Topics include the balance of payment, foreign exchange markets and risk, trade finance, direct foreign investment, capital budgeting in the multinational firm and the international money and capital markets. *Prerequisite: None*

BUS 567 Operations Management (3 Credits)
This course is designed to provide a solid foundation and deeper understanding of how the operations function contributes to ensuring effective and efficient flow of materials and information within and outside the organization. The course will take a broad managerial perspective emphasizing the strategic impact of the operations decisions and the interfaces between operations and the other functional areas of the organization. *Prerequisite: None*

BUS 620 Capstone: Strategic Management (3 Credits)
Strategic Management is an integrative capstone course that seeks to provide a comprehensive look at organizations. Although it will draw upon many of the business courses that you have been exposed to, it does go beyond merely tying together the various functional courses you have had. Using the fundamentals in various areas such as accounting, marketing, finance and management, operations, and management information systems, several contemporary theories and practices of organizations will be explored. *Prerequisites: BUS 510, BUS 513, BUS 514, BUS 516, BUS 517, and BUS 521. Course should be taken during the last semester of the MBA program.*

CAREER OPPORTUNITIES

Administrative Specialist (43-6014), Assistant Manager (11-9199), Business Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Clerk (43-9061), Office Manager (11-9199), Operations Research Analyst (15-2031), Production Assistant (51-9198), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

MASTER OF SCIENCE IN CYBERSECURITY

The Master of Science (MS) in Cybersecurity program equips students with advanced knowledge and skills to lead in the ever-evolving landscape of information security. Through a blend of theoretical learning and applied practice, students will engage in areas such as threat analysis, digital forensics, cryptography, and IT policy development. The program is ideal for professionals aiming to address complex cybersecurity challenges and drive strategic security initiatives in both the public and private sectors.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Foster advanced cybersecurity knowledge to design and implement robust solutions for complex organizational and societal challenges.
2. Critically evaluate and apply advanced cybersecurity theories and frameworks, integrating biblical principles of wisdom and discernment to inform strategic decision-making.
3. Communicate expert-level cybersecurity knowledge effectively to diverse stakeholders, including technical and non-technical audiences, demonstrating strong communication and leadership.
4. Conduct original research and analysis in cybersecurity, applying advanced quantitative and qualitative methods while adhering to the highest standards of academic integrity.
5. Formulate and advocate for cybersecurity policies and best practices that promote justice, security, and the responsible use of technology in a global context.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript.

    a. If bachelor's degree is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. Bachelor's degree equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00).

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and

resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

In addition to the admission requirements previously mentioned, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in the applicant's name, or an Affidavit of Financial Support form with the sponsor's bank statement
7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:
   a. TOEFL iBT score report with a minimum score of 61, taken within the last two years.
   b. IELTS score of 6.0 or higher, obtained within the last two years.
   c. Duolingo English Test score of 95 or above, taken within the past two years.
   d. Completion of an Advanced ESL course equivalent to Level 6.
   e. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
   f. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
   g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Graduate applicants may transfer up to six (6) semester credits or nine (9) quarter units. Additional transfer credits may be approved and will be reviewed on a case-by-case basis. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two

digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Master of Science (MS) in Cybersecurity degree will be awarded to the student upon successful completion of at least 36 semester credits of core courses with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

COURSE REQUIREMENTS (36 SEMESTER CREDITS)

MIS 505	Data Privacy Management	3 Credits
MIS 510	Network Security Monitoring and Intrusion Detection	3 Credits
MIS 515	IT Compliance and Audit	3 Credits
MIS 520	IT Finance	3 Credits
CYB 500	Cybersecurity Foundations	3 Credits
CYB 504	Information Security Management & Leadership	3 Credits
CYB 510	Cyber Analytics and Intelligence	3 Credits
CYB 555	Enterprise Security Infrastructure Design	3 Credits
CYB 560	Cyber Risk Management	3 Credits
CYB 565	Contingency Planning and Response	3 Credits
CYB 570	Cybersecurity Capstone	3 Credits
BUS 514	Management Information System	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s or higher are reserved for graduate-level courses.

MASTER OF SCIENCE IN CYBERSECURITY COURSES

MIS 505 – Data Privacy Management (3 Credits)
This course provides a comprehensive understanding of data privacy principles, regulations, and best practices. Students will learn about data protection laws, risk assessment, incident response, and data governance. The course will equip students with the knowledge and skills to protect sensitive data and ensure compliance with regulatory requirements.

MIS 510 - Network Security Monitoring and Intrusion Detection (3 Credits)
This course provides a comprehensive understanding of network security monitoring and intrusion detection systems (IDS). Students will learn about network traffic analysis, log management, anomaly detection, and incident response. The course will equip students with the knowledge and skills necessary to detect, analyze, and respond to security threats in network environments.

MIS 515 – IT Compliance and Audit (3 Credits)
This course provides a comprehensive understanding of IT compliance and auditing principles, standards, and frameworks. Students will learn about the importance of compliance, risk management, and internal control. The

course will cover topics such as regulatory compliance, security audits, and information security management systems (ISMS).

MIS 520 – IT Finance (3 Credits)
This course provides a comprehensive understanding of financial management principles as applied to information technology. Students will learn about budgeting, cost analysis, financial forecasting, and return on investment (ROI) analysis. The course will also cover topics such as cost accounting, financial reporting, and strategic financial planning for IT.

CYB 500 Cybersecurity Foundations (3 Credits)
This is an introductory course providing a comprehensive overview of the fundamental principles and concepts in the field of cybersecurity. Participants will explore key topics such as threat landscapes, encryption methods, risk management, and ethical considerations in cybersecurity. The course aims to build a solid foundation by covering core cybersecurity principles, policies, and practices. Through case studies and discussions, students will gain insights into the evolving cyber threats and the essential measures to safeguard digital assets.

CYB 504 - Information Security Management & Leadership (3 Credits)
This course focuses on cybersecurity management principles and leadership skills. Students will learn about risk assessment, incident response, disaster recovery, and business continuity planning for cybersecurity.

CYB 510 - Cyber Analytics and Intelligence (3 Credits)
This course provides a comprehensive understanding of cyber analytics and intelligence, focusing on the collection, analysis, and interpretation of digital data to detect and respond to cyber threats. Students will learn about various data sources, analysis techniques, and tools used to identify and mitigate security risks.

CYB 550 Cyber Warfare and Applications (3 Credits)
This is a focused course delving into the realms of cybersecurity with a particular emphasis on cyber warfare tactics and their practical applications. This course explores offensive and defensive strategies in the cyber domain, addressing the evolving landscape of cyber threats. Participants will gain insights into advanced techniques, threat intelligence, and the practical applications of cybersecurity measures to protect against and respond to cyber warfare scenarios.

CYB 555 Enterprise Security Infrastructure Design (3 Credits)
This is a targeted course focusing on the essential principles and practices in crafting robust security architectures for organizations. Participants will explore the strategic planning and design of enterprise security frameworks, covering network security, access controls, and data protection. Emphasizing real-world applications, this course provides insights into designing comprehensive security infrastructures that safeguard against evolving cyber threats.

CYB 560 Cyber Risk Management (3 Credits)
This course explores practical approaches and methodologies for evaluating and mitigating cybersecurity risks within organizational contexts. It covers both quantitative and qualitative risk assessment methods, delving into the evaluation and application of prevalent cybersecurity risk assessment and management models and frameworks. A significant emphasis is placed on cyber incident response and contingency planning, encompassing incident response planning, disaster recovery planning, and business continuity planning. Students will gain insights into the comprehensive landscape of cybersecurity risk management and develop practical skills for responding to and planning for cyber incidents.

CYB 565 - Contingency Planning and Response (3 Credits)
This course provides a comprehensive understanding of cyber risk management principles and practices. Students will learn about risk assessment, risk mitigation, incident response, and business continuity planning. The course will equip students with the knowledge and skills to identify, assess, and mitigate cyber risks.

CYB 570 - Cybersecurity Capstone (3 Credits)
This capstone course provides an opportunity for students to apply their knowledge and skills in cybersecurity to real-world scenarios. Students will work on complex cybersecurity projects, conduct in-depth research, and present their findings to peers and industry professionals.

CAREER OPPORTUNITIES

Computer and Information Research Scientists (15-1221.00), Computer and Information Systems Managers (11-3021.00), Digital Forensics Analysts (15-1299.06), Financial Risk Specialists (13-2054.00), Information Security Analysts (15-1212.00), Information Security Engineers (15-1299.05), Information Technology Project Managers (15-1299.09), Intelligence Analysts (33-3021.06), Penetration Testers (15-1299.04), Security Management Specialists (13-1199.07),

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

DOCTORAL PROGRAM

DOCTOR OF BUSINESS ADMINISTRATION

The Doctor of Business Administration (DBA) program offers a unique blend of advanced business education and Christian ethical principles, designed for seasoned professionals and senior executives. This program aims to develop strategic leaders who can apply both cutting-edge business practices and Christian ethics to enhance organizational effectiveness and integrity.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Lead with a focus on servant leadership, stewardship, and honesty, all grounded in Christian principles.
2. Strategically make decisions that consider the moral and ethical ramifications of such actions in addition to the organization's performance.
3. Encourage an innovative mindset that aims to develop for financial gain and advance Christian missions and society.
4. Develop a global perspective influenced by the Christian values of love, respect, and understanding for all individual, regardless of their background.
5. Instill a commitment to lifelong learning and personal growth rooted in the desire to embody one's Christian beliefs in the business world. This commitment underscores the value of your ongoing education.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree and master's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript. At least one degree must be in a related major or discipline, though other disciplines may be acceptable and will be reviewed on a case-by-case basis, potentially requiring prerequisite courses.

   If bachelor's degree or master's degree is completed outside the U.S., applicants must either: (a) provide a foreign transcript evaluation verifying U.S. equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00) per degree.

   Applicants whose graduate courses are found to be deficient in business-related courses will be required to register and complete at least nine (9) semester credits in any combination of the following courses at Nobel University:

- Accounting
- Statistics
- Economics
- Finance
- Marketing
- Human Resources
- Entrepreneurship
- Production Management
- Operations Management
- Management Information Systems

The prerequisite courses must be completed no later than the student's second semester at Nobel University. Substitutions or deviations from the above courses will require prior approval of the Chief Academic Officer.

4. Professional Experience – Nobel University recommends a minimum of 5 years of full-time experience.

5. Curriculum Vitae (CV) – All applicants must submit a comprehensive CV demonstrating experience and qualifications, including a thorough review of an applicant's educational background and employment history, highlighting main accomplishments at each position.

6. Maximum Total Credit Awarded:

    - Transfer Credit (TRC): 27 credits
    - Standardized Exam Credit (SEC): 0 credits
    - Prior Experiential Learning Credit (PEL): 9 semester credits

7. Personal Identification – All applicants must submit copies of two (2) evidence of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

8. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

In addition to the admission requirements previously mentioned, all international students are required to submit the following documents:

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7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office

of Admissions allows the following methods to prove proficiency:

a. TOEFL iBT score report with a minimum score of 65, taken within the last two years.
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d. Completion of an Advanced ESL course equivalent to Level 6.
e. Completion of bachelor's degree or post-secondary level degree program at an accredited institution in the U.S., with an official transcript required.
f. Completion of bachelor's degree or post-secondary level degree program at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Doctoral applicants may transfer up to twenty-seven (27) semester credits or forty (40) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

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The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Doctor of Business Administration (DBA) degree will be awarded to the student upon successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

Students may complete courses in the 800 series in any order. It is recommended that a student complete their electives along with their doctoral project courses. This allows our DBA to be designed so that the doctoral project takes information from the electives.

CORE COURSE REQUIREMENTS (42 SEMESTER CREDITS)

BUS 800	Strategic Planning and Organizational Effectiveness	3 Credits
BUS 801	Law, Ethics and Global Society	3 Credits
BUS 802	Decision Making Models and Organizational Success	3 Credits

BUS 803	Trends and Issues in the Global Business Context	3 Credits
BUS 804	Finance and Economics	3 Credits
BUS 805	Leadership, Culture and Change in the Organization	3 Credits
BUS 806	Marketing and Entrepreneurship	3 Credits
BUS 807	Entrepreneurship, Business Intelligence and Technology	3 Credits
BUS 808	Business Consulting	3 Credits
BUS 810	Human Resource Management	3 Credits
BUS 830	Doctoral Research Methods	3 Credits
DBA 901	Scholarly Project	3 Credits
DBA 902	Scholarly Project II	3 Credits
DBA 903	Scholarly Project III	3 Credits

CONCENTRATION COURSE REQUIREMENTS (12 SEMESTER CREDITS)

Each student may choose to complete four electives from one area to complete a concentration. All students may choose courses that meet their needs from different learning areas for a DBA without concentration. The electives are as follows:

CYBERSECURITY

CYB 500	Cybersecurity Foundations	3 Credits
CYB 550	Cyber Warfare and Applications	3 Credits
CYB 555	Enterprise Security Infrastructure Design	3 Credits
CYB 560	Cyber Risk Management	3 Credits

HEALTHCARE ADMINISTRATION

HCA 500	Healthcare Delivery	3 Credits
HCA 505	Healthcare Administration Leadership	3 Credits
HCA 510	Healthcare Finance	3 Credits
HCA 515	Strategic Management within a Healthcare Organization	3 Credits

ORGANIZATIONAL LEADERSHIP

LDR 500	Leadership Styles and Development	3 Credits
LDR 505	Organizational Development and Change	3 Credits
LDR 510	Leadership and Innovation	3 Credits
LDR 520	Leadership Strategy	3 Credits

MARKETING

BUS 530	Digital Marketing Analytics	3 Credits
BUS 531	Global Marketing	3 Credits
BUS 532	Market Research	3 Credits
BUS 533	Social Media Marketing	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s or higher

are reserved for graduate-level courses.

DOCTOR OF BUSINESS ADMINISTRATION COURSES

BUS 800 Strategic Planning and Organizational Effectiveness (3 Credits)
This is a dynamic course that equips students with essential skills for effective strategic thinking and organizational leadership. Covering key principles of strategic planning, the course focuses on aligning business goals, optimizing operational efficiency, and enhancing overall organizational effectiveness. Participants will engage in practical exercises and case studies to develop strategic decision-making capabilities, making them valuable contributors to successful business planning and execution.

BUS 801 Law, Ethics and Global Society (3 Credits)
This course explores the intersection of business practices with legal and ethical considerations in the global landscape. This course equips students with a comprehensive understanding of the legal frameworks that govern business activities, emphasizing ethical decision-making within a global context. Participants will delve into key topics such as corporate social responsibility, international business ethics, and the impact of legal regulations on organizational behavior. Through case studies and discussions, students will develop critical thinking skills to navigate complex legal and ethical challenges, fostering a principled approach to business operations within the global society.

BUS 802 Decision Making Models and Organizational Success (3 Credits)
This is a strategic course designed to equip students with advanced decision-making skills crucial for organizational effectiveness. Focused on practical models and methodologies, this course explores decision-making processes within the business context. Participants will delve into topics such as data-driven decision-making, risk analysis, and strategic thinking. Through case studies and simulations, students will develop the ability to make informed decisions aligned with organizational goals. This course aims to enhance critical thinking, problem-solving, and strategic planning capabilities, preparing participants to contribute decisively to organizational success in dynamic and competitive environments.

BUS 803 Trends and Issues in the Global Business Context (3 Credits)
This is a dynamic course that explores the contemporary challenges and opportunities shaping the world of international business. This course is designed to provide students with a comprehensive understanding of global business trends, emerging issues, and their impact on organizations. Participants will delve into topics such as globalization, technological advancements, sustainability, and geopolitical influences. Through case studies and discussions, students will gain insights into strategic decision-making in the face of evolving global dynamics. This course aims to equip participants with the knowledge and skills to navigate the complexities of the global business environment and contribute proactively to the success of organizations operating on an international scale.

BUS 804 Finance and Economics (3 Credits)
This course explores key concepts in finance, including financial management, investment analysis, and risk assessment, while integrating economic theories that influence business decision-making. Participants will delve into topics such as market structures, supply and demand dynamics, and the role of government in the economy. Through practical applications, case studies, and discussions, students will develop the analytical skills necessary to navigate the intersection of finance and economics, enabling them to make informed strategic decisions within the business environment.

BUS 805 Leadership, Culture and Change in the Organization (3 Credits)
This course examines the interconnected topics of leadership, culture, and change as they relate to individual and group behavior. Students will analyze classic theories in these areas and consider their relevance to modern organizations. The course aims to increase self-awareness in terms of leadership style, the impact of culture on the individual and vice versa, and the relationship between culture and change. Through this analysis, students will gain a deeper understanding of how these concepts intersect and how they contribute to organizational effectiveness.

By improving their understanding of themselves as leaders, students will be better equipped to lead effectively in an organizational setting.

BUS 806 Marketing and Entrepreneurship (3 Credits)
This course explores how organizations can use advanced marketing techniques, consumer data, and organizational knowledge to communicate value to customers. It also covers the importance of entrepreneurship and how organizations and individuals can foster this mindset. The course covers a wide range of marketing principles and theories, including market-oriented planning, competitive positioning, pricing, and integrated communications, as well as different forms of entrepreneurship. Through interactive discussions, case studies, practical examples, and doctoral-level assignments, students will have the opportunity to apply advanced concepts and gain a deeper understanding of the influence and impact of marketing on organizational success. By the end of the course, students will have gained valuable insights into how research and theory can enhance marketing efforts at various organizational levels.

BUS 807 Entrepreneurship, Business Intelligence and Technology (3 Credits)
This course teaches students how to evaluate technology in the context of entrepreneurship. It will examine the trends and challenges at the intersection of management, technology, and business. The course will focus on integrating business strategy with technology, exploring the role of big data in the global business context, and developing methods for turning data into new knowledge, languages, and applications that support empirical entrepreneurship.

BUS 808 Business Consulting (3 Credits)
This is an immersive course designed to equip students with the knowledge and skills required for a successful career in business consulting. This course focuses on the fundamentals of consulting, emphasizing the application of strategic problem-solving and communication techniques. Participants will explore various consulting models, engage in client-based projects, and learn to assess and address complex business challenges. Through case studies, simulations, and real-world scenarios, students will hone their analytical abilities, interpersonal communication, and project management skills essential for effective business consulting. The course aims to prepare participants to navigate the dynamic landscape of consulting, enabling them to provide valuable insights and solutions to clients in diverse business settings.

BUS 810 Human Resource Management (3 Credits)
This course covers how global human resource managers create plans that align the workforce with the company's strategic goals. It covers topics like predicting workforce needs in a global context, designing effective hiring strategies that fit different countries and positions, selecting the right person for the organization and its culture, training employees to lead a diverse workforce, creating succession management systems that foster talent, and developing compensation plans for employees in multiple countries. By the end, students should be able to identify the challenges of managing a global workforce and develop a human resource plan that leverages cultural differences to improve organizational performance.

BUS 830 Doctoral Research Methods (3 Credits)
This course introduces doctoral students to advanced research methods applicable to their field of study. It covers both quantitative and qualitative research approaches, providing students with the skills necessary to design and conduct robust research projects. Emphasis is placed on critical evaluation of research literature, ethical considerations, data collection, analysis, and interpretation.

DBA 901 Scholarly Project (3 Credits)
This is the first of three courses focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. In this course, students will work with a capstone mentor to identify and analyze a business-related problem, choose an appropriate research method, apply key concepts learned in the DBA curriculum, initiate site selection, and prepare for Institutional Review Board (IRB) approval. The main focus of the course is developing a data-driven project proposal that is supported by evidence-based literature and contemporary field experience. Key products completed in this course include: a capstone project proposal, a

problem statement, research questions and related theory, and a professional practice literature review.

DBA 902 Scholarly Project II (3 Credits)
This is the second of three courses focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. This course builds on the work accomplished in the first course, as students conduct the field project. Students will use critical thinking, analysis, synthesis, and evaluation skills developed throughout the DBA program to collect and analyze data within the context and conditions of the field project. The main focus of this course is integrating data collection and analysis in the field project.

DBA 903 Scholarly Project III (3 Credits)
This is the final course in a series of three focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. In this course, students will present the findings of their field project and explain how these findings can influence, improve, or otherwise change the identified business-related problem or opportunity. Students will also prepare an oral presentation of their completed capstone project. Additionally, students will discuss a plan for disseminating the project findings to the populations that could benefit from this information. This course represents the culmination of the DBA program and allows students to demonstrate the skills and knowledge they have acquired throughout the program.

CYBERSECURITY CONCENTRATION COURSES

CYB 500 Cybersecurity Foundations (3 Credits)
This is an introductory course providing a comprehensive overview of the fundamental principles and concepts in the field of cybersecurity. Participants will explore key topics such as threat landscapes, encryption methods, risk management, and ethical considerations in cybersecurity. The course aims to build a solid foundation by covering core cybersecurity principles, policies, and practices. Through case studies and discussions, students will gain insights into the evolving cyber threats and the essential measures to safeguard digital assets.

CYB 550 Cyber Warfare and Applications (3 Credits)
This is a focused course delving into the realms of cybersecurity with a particular emphasis on cyber warfare tactics and their practical applications. This course explores offensive and defensive strategies in the cyber domain, addressing the evolving landscape of cyber threats. Participants will gain insights into advanced techniques, threat intelligence, and the practical applications of cybersecurity measures to protect against and respond to cyber warfare scenarios.

CYB 555 Enterprise Security Infrastructure Design (3 Credits)
This is a targeted course focusing on the essential principles and practices in crafting robust security architectures for organizations. Participants will explore the strategic planning and design of enterprise security frameworks, covering network security, access controls, and data protection. Emphasizing real-world applications, this course provides insights into designing comprehensive security infrastructures that safeguard against evolving cyber threats.

CYB 560 Cyber Risk Management (3 Credits)
This course explores practical approaches and methodologies for evaluating and mitigating cybersecurity risks within organizational contexts. It covers both quantitative and qualitative risk assessment methods, delving into the evaluation and application of prevalent cybersecurity risk assessment and management models and frameworks. A significant emphasis is placed on cyber incident response and contingency planning, encompassing incident response planning, disaster recovery planning, and business continuity planning. Students will gain insights into the comprehensive landscape of cybersecurity risk management and develop practical skills for responding to and planning for cyber incidents.

HEALTHCARE ADMINISTRATION CONCENTRATION COURSES

HCA 500 Healthcare Delivery (3 Credits)
This is a foundational course providing an overview of the dynamic landscape of healthcare systems. Participants will explore key components of healthcare delivery, including organizational structures, policy frameworks, and emerging trends. The course examines the interplay between healthcare providers, payers, and regulatory environments, offering insights into the challenges and opportunities shaping the delivery of healthcare services. Through case studies and discussions, students will gain a comprehensive understanding of the intricacies of health care delivery, preparing them to navigate and contribute to the evolving healthcare landscape effectively.

HCA 505 Healthcare Administration Leadership (3 Credits)
Healthcare Administrator Leadership is a focused course designed to cultivate effective leadership skills for professionals in healthcare administration. Participants will explore key aspects of healthcare leadership, including team management, communication strategies, and ethical considerations. The course aims to develop leadership competencies crucial for navigating the complexities of the healthcare industry. Through case studies and interactive exercises, students will gain practical insights into leadership challenges specific to healthcare administration, fostering the ability to lead teams, drive organizational excellence, and make ethical decisions in the ever-evolving healthcare landscape. HCA 505 prepares individuals to excel as healthcare leaders with a strategic and ethical approach.

HCA 510 Healthcare Finance (3 Credits)
This is a focused course that provides a comprehensive overview of financial principles within the healthcare industry. Participants will delve into key topics such as healthcare reimbursement, budgeting, and financial analysis specific to healthcare organizations. The course aims to equip students with the essential financial literacy needed to navigate the complexities of healthcare finance. Through case studies and practical exercises, students will gain insights into financial decision-making processes critical for effective healthcare management.

HCA 515 Strategic Management within a Healthcare Organization (3 Credits)
This is a targeted course providing a comprehensive exploration of strategic planning and management principles within the healthcare sector. Participants will delve into strategic frameworks, environmental analysis, and the development of strategic initiatives tailored to the unique challenges of healthcare organizations. The course aims to equip students with the skills to navigate the evolving healthcare landscape, make informed strategic decisions, and contribute to organizational success.

ORGANIZATIONAL LEADERSHIP CONCENTRATION COURSES

LDR 500 Leadership Styles and Development (3 Credits)
This is a course exploring the diverse spectrum of leadership approaches and their impact on organizational effectiveness. Participants will examine various leadership styles, from traditional to contemporary models, and assess their applications in different contexts. The course focuses on personal leadership development, emphasizing self-awareness, communication skills, and adaptive strategies. Through case studies and practical exercises, students will gain insights into the nuances of effective leadership, fostering the ability to lead authentically and adaptively. LDR 500 equips individuals with the knowledge and skills to navigate the complexities of leadership in diverse organizational settings.

LDR 505 Organizational Development and Change (3 Credits)
This course delves into the principles and practices of fostering organizational growth and navigating change effectively. Participants will explore theories of organizational development, change management strategies, and the role of leadership in driving transformation. The course emphasizes practical applications, equipping students with the skills to assess organizational needs, implement change initiatives, and lead teams through transitions. Through case studies and interactive discussions, students will gain insights into the complexities of organizational change, preparing them to be adept leaders capable of steering organizations toward sustained success in dynamic

environments.

LDR 510 Leadership and Innovation (3 Credits)
This course explores the intersection of leadership and creative problem-solving. Participants will delve into strategies for fostering innovation within organizations, examining the role of leadership in driving and sustaining inventive processes. The course emphasizes adaptive leadership styles, encouraging students to navigate challenges, inspire creativity, and implement innovative solutions. Through case studies and hands-on activities, students will gain practical insights into fostering a culture of innovation. LDR 510 equips individuals with the skills to lead teams in dynamic environments, catalyzing innovation and propelling organizations forward in an ever-evolving landscape.

LDR 520 Leadership Strategy (3 Credits)
Leadership Capstone is the culmination of leadership studies, providing a holistic and integrative experience for students. This course challenges participants to apply and synthesize their acquired knowledge, skills, and insights from previous leadership courses. Focusing on real-world leadership challenges, the capstone encourages strategic thinking, ethical decision-making, and effective problem-solving. Through case analyses, projects, and reflective exercises, students will demonstrate their mastery of leadership principles in diverse contexts. LDR 520 serves as a platform for students to showcase their growth as effective and adaptable leaders ready to contribute to the complexities of contemporary organizational environments.

MARKETING CONCENTRATION COURSES

BUS 530 Digital Marketing Analytics (3 Credits)
This is a forward-looking course immersing students in the realm of digital marketing data and analytics. Participants will master tools, interpret metrics, and craft strategies to optimize online campaigns. Through hands-on projects, students gain practical experience in leveraging data for enhanced digital marketing performance, audience engagement, and business success. Tailored for those navigating the evolving digital landscape, this course focuses on analytics-driven insights
and innovation.

BUS 531 Global Marketing (3 Credits)
This is a dynamic course that immerses students in the intricacies of marketing on a global scale. This course explores the challenges and opportunities inherent in reaching diverse markets and navigating the complexities of international business environments. Participants will delve into key concepts such as market entry strategies, cultural considerations, and global branding. Through case studies and practical exercises, students will develop a strategic understanding of how to adapt marketing strategies to varying cultural contexts, emerging markets, and global consumer behaviors.

BUS 532 Market Research (3 Credits)
This is a focused course designed to equip students with essential skills in gathering, analyzing, and interpreting data to inform strategic business decisions. Participants will delve into the principles and methodologies of market research, exploring techniques for understanding consumer behavior, market trends, and competitive landscapes. Through hands-on projects and case studies, students will apply various research tools and develop proficiency in designing effective research studies. This course aims to cultivate critical thinking and analytical abilities, empowering students to make informed decisions that drive business success.

BUS 533 Social Media Marketing (3 Credits)
This is an immersive course that explores the dynamic intersection of business and social media platforms. Participants will delve into the strategies and techniques essential for leveraging social media to build brand presence, engage audiences, and drive business success. Covering key platforms, analytics tools, and emerging trends, students will gain practical insights into crafting effective social media campaigns. Through hands-on projects and case studies, this course fosters proficiency in content creation, audience targeting, and social media analytics.

CAREER OPPORTUNITIES

Business Teachers, Postsecondary (25-1011), Chief Executives (11-1011), Data Scientists (15-2051), Economists (19-3011), Financial and Investment Analysis (13-2051), Human Resources Managers (11-3121), Instructional Coordinators (25-9031), Logisticians (13-1081), Management Analysts (13-1111), Market Research Analysts and Marketing Specialists (13-1161), Marketing Managers (11-2021), Operations Research Analysts (15-2031), Personal Financial Advisors (13-2052), Project Management Specialists (13-1082), Training and Development Managers (11-3131).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

ACADEMIC POLICIES

REGISTRATION

All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites.

To be considered a full-time student, undergraduate students must register at least 12 semester credits per term, while graduate and doctoral students must register at least 9 semester credits per term.

The maximum course load per term shall be 15 semester credits for undergraduate students, 12 semester credits for graduate students, and 9 semester credits for doctoral students. Exceptions shall require prior approval of the Chief Academic Officer.

Registration forms are available at the Registrar's Office.

ADD AND DROP POLICY

During the first two weeks of the semester, an undergraduate student may drop up to two courses, and an equivalent number of courses may be added to replace the dropped courses. A graduate student or doctoral student may drop one course, and an equivalent number of courses may be added to replace the dropped course.

Addition of courses are not allowed after the second week except under the same kind of emergency circumstances that would apply in the case of incomplete grades. To add and/or drop courses, a student must submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may register the courses during the first two weeks after classes begin. Students are not allowed to register after the end of the second week each semester. No enrollment or addition of any course is permitted after the first two weeks of the semester have passed without permission from the faculty involved and authorized by the Registrar.

ATTENDANCE POLICIES

CLASSROOM ATTENDANCE

All work missed due to absence or lateness must be made up to the satisfaction of the faculty in order to receive credit for the course. Faculty may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absence or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses. Faculty will report excessive absences to the Department Chairs. Students may be asked to appear before the Department Chairs and the faculty. Failure to appear at the meeting may result in a failing grade, and may also result in academic probation.

If the excessive absences are not classified as excused, the Department Chairs may:

1. Place students on probation, giving provisions for return to good standing.
2. Suspend students for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per Nobel University Refund Policy.
3. Suspend students for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Academic Officer that students be dismissed from the School.

TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

LEAVE OF ABSENCE

A leave of absence (LOA) may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. If a leave of absence is unavoidable, it is best to finish the current semester before starting a leave.

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

Students that begin a leave of absence during a semester, after the add and drop period, will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first semester. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. Students shall not be charged any sum of money for the leave of absence. For the purpose of refund calculation, leave of absences are not charged, and are based on the last day of attendance.

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

In any twelve-month period, Nobel University may grant no more than a single leave of absence for a maximum of 180 days. Nobel University may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, the school must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Students taking a leave of absence must meet the following requirements:

- Student must be in good academic standing when requesting a LOA from the Registrar's Office.
- Student must submit a signed leave of absence form to the Registrar's office prior to taking the leave.
- Student must receive PRIOR approval from the Registrar's office before withdrawing from courses.
- Student must be outside the U.S. during the LOA, except for medical leave of absence. (*International Students ONLY*)

MEDICAL LEAVE OF ABSENCE

In addition to the requirements for a leave of absence, student must submit a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester to the Registrar's Office.

INTERNATIONAL STUDENTS

Medical Leave of Absence

F-1 students are eligible to take a LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor.

Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from the Registrar's Office will be considered out of status.

Requirements for Medical LOA are as follows:

- Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester
- Doctor's note should specify if the student should remain in U.S. to receive treatment
- Must have PRIOR approval from the Registrar's Office before withdrawing from courses

Non-Medical Leave of Absence

If an F-1 student takes a leave of absence for more than five (5) months, the student's record will be terminated and the student cannot remain in the U.S. After submitting the leave of absence form for the approval from the Registrar's office, the student's SEVIS record will be terminated for "Authorized Early Withdrawal", which will not adversely affect the student's immigration record. The exact date of the termination will be based on the date the student indicates on this form. The student must depart the U.S. within 15 days of the termination date (for "Authorized Early Withdrawal" only).

Returning from a Non-Medical Leave of Absence

1. F-1 students returning from a leave of fewer than five (5) months:

    - Submit a written request to the Registrar's Office at least one month before the student plans to return to the School in order to reactivate the record with USCIS. Once approved, the School will issue a new I-20 and the student will be able to re-enter the U.S.
    - Re-enter the U.S. with all required travel documents, including a valid F-1 visa.

2. F-1 students returning from a leave of more than five (5) months:

    - Submit a written request to the Registrar's Office at least three months before the student plans to return to the School in order to allow time for the creation and receipt of a new SEVIS record/I-20.
    - Pay for I-901 SEVIS fee for the new I-20's SEVIS ID.
    - Apply for a new F-1 visa, if applicable. It is recommended the student contacts the nearest U.S. embassy/consulate whether a new visa is needed.
    - The student will not be eligible for off-campus employment until the student is in a new F-1 status for at least one academic year.

DEFINITION OF A CREDIT HOUR

For all Nobel University's degree programs and courses bearing academic credit, a "credit hour" is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. A credit hour is awarded for each 50-minute class session per a week.
2. A minimum of two hours for undergraduate study and three hours for graduate and doctoral study of outside-of-class work is required in each week for one semester hour of credit.
3. A semester consists of a minimum of 15 weeks of class.

GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an "incomplete" grade will be given up to sixteen weeks to complete the assignment. Any student receiving a "D" grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The School uses the traditional scale grading system for all examinations and final grades.

GRADE PROGRESS

Grade	Grade Point (Remarks)
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00
P*	0.0 (Pass)
NP*	0.0 (No Pass)
I*	0.0 (Incomplete)
W*	0.0 (Withdrawal)
R*	0.0 (Repeated Course)
IP*	0.0 (In Progress)

***** These grades are not included in the calculation of the student's GPA.
**** Graduate and Doctoral programs:*** *D and F (Failed Courses) = 0 points*

Graduate & Doctoral programs: Minimum Passing Grade is a B. Only those doctoral and graduate level courses in which a student earns the equivalent of a 3.0 or better may be applied toward the total number of credits required for graduation.

PASS (P)

The grade of "P" is used to denote "Pass" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduate and a grade of B or better for graduate and doctoral students. The "P" grade is not included in the GPA.

NO PASS (NP)

The grade of "NP" is used to denote "No Pass" when no letter grade is given. The "NP" grade is not included in the calculation of the GPA.

INCOMPLETE GRADE (I)

The faculty may assign the "I" grade when work is of passing quality but is incomplete for good cause. Assigning an

"I" is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the "I" will automatically lapse to an "F". It is the student's responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an "F". The grade of "Incomplete" will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "I" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

Important Additional Restrictions

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate and doctoral students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

GRADE REPORT

At the end of each semester, notification of students' academic standing and report of grades achieved while in attendance at Nobel University are available upon students' request. Grades are normally available within two weeks following the last day of the term. If there are any unpaid charges or other penalties on record against students, request for transcript and class grades will be withheld unless arrangements to the contrary have been made in advance with the Nobel University administration.

GRADING PROCEDURES

Requirements for midterms and other examinations (written and oral), term papers, reports, projects, and other student activities are assigned by each faculty. Make-up examinations, retests, late submission of reports or other special arrangements are made only by the faculty, and only at the faculty's discretion. Either the faculty or Nobel

University can administer a make-up examination or retest.

Faculty is not required to offer make-up examinations, retests, or to accept late submissions of work. It is fully within the faculty's discretion to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

FAILING AN EXAMINATION

Faculty may recommend that a retest be granted. Such retests are scheduled at the convenience of the faculty. All retests must be completed before the end of the fourth week of the following semester.

FAILURE TO ATTEND AN EXAMINATION

Without prior authorization by the faculty, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. Students must repeat the course, paying full tuition.

Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam. Please refer to “Other Fees” under the Schedule of Fees portion of the student catalog.

STUDENT ACHIEVEMENT

To document student learning outcomes, Nobel University assesses general education achievement using cumulative GPAs for all students.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

As one method of documenting student learning outcomes, Nobel University annually analyzes cumulative GPAs per program, in as much as GPA achievement provides a uniform and comparable measure of student achievement across programs and across time. GPA is calculated on the traditional 4.0 scale.

The CGPA is calculated using the formula below:
CGPA = Total Grade Points Earned/Total Units Attempted with Letter Grade

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The SAP policy is a statement that addresses the issue of whether students are maintaining satisfactory academic progress in their educational programs. At Nobel University, this policy consists of qualitative and quantitative standards:

MINIMUM ACADEMIC ACHIEVEMENT

Students must attain a minimum CGPA in order to meet minimum requirements for continuing their education at Nobel University and for successfully completing a program.

1. ***Undergraduate Programs***

   All undergraduate students must complete 66.67% of all attempted courses and achieve a minimum cumulative grade point average (CGPA) of 2.0 by the end of each academic year. Students not meeting this standard are subject to academic probation.

2. Graduate Programs

All graduate students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

3. Doctor of Business Administration

All doctoral students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

MAXIMUM PROGRAM LENGTH

1. Undergraduate Programs

Students need to complete 120 semester credits with a CGPA of 2.0 or better to graduate. Typically, these credits may be completed in about four (4) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals six (6) years. In other words, students have a maximum of six (6) years to complete a bachelor's program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 12 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

2. Graduate Programs

Students need to complete 36 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about two (2) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals three (3) years. In other words, students have a maximum of three (3) years to complete a master's program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "D", "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

3. Doctor of Business Administration

Students need to complete 54 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about three (3) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals four and a half (4.5) years. In other words, students have a maximum of four and a half (4.5) years to complete the doctoral program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "D", "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

MONITORING OF STUDENT ACADEMIC PROGRESS

1. Undergraduate Programs

Course loads are reviewed at the end of each academic year. Undergraduate students, whose records indicate that they have successfully completed less than 24 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

2. Graduate Programs

Graduate students, whose records indicate that they have successfully completed less than 18 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

3. Doctor of Business Administration

Doctoral students, whose records indicate that they have successfully completed less than 18 credits per

academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

PASS (P)

The grade of "P" is used to denote "Pass" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduate and a grade of B or better for graduate and doctoral students. The "P" grade is not included in the GPA.

NO PASS (NP)

The grade of "NP" is used to denote "No Pass" when no letter grade is given. The "NP" grade is not included in the calculation of the GPA.

INCOMPLETE GRADE (I)

The faculty may assign the "I" grade when work is of passing quality but is incomplete for good cause. Assigning an "I" is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the "I" will automatically lapse to an "F". It is the student's responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an "F". The grade of "Incomplete" will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "I" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy. International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

Important Additional Restrictions

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate and doctoral students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

UNSATISFACTORY ACADEMIC PROGRESS

If a student's progress, measured at the end of each semester, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the School may place the student on academic probation. The student will be advised of the performance necessary to reestablish SAP.

CHANGE OF PROGRAM

Nobel University offers one undergraduate program, two graduate programs, and one doctoral program of study at the Los Angeles Main Campus and the Buena Park Branch Campus. The Bachelor of Science in Cybersecurity program is forthcoming.

ADDITIONAL DEGREE

Nobel University offers one undergraduate, two graduate, and one doctoral credential at the Los Angeles Main Campus and the Buena Park Branch Campus. The Bachelor of Science in Cybersecurity program is forthcoming. The Satisfactory Academic Progress (SAP) policy for the undergraduate program of a given student does not influence the academic progress of that student at the graduate level. The SAP policy for the graduate program of a given student does not influence the academic progress of that student at the doctoral level.

TRANSFER CREDITS

Transfer credits accepted by Nobel University count toward a student's cumulative completion rate and the maximum program length allowed. Cumulative Grade Point Average (CGPA) is not affected.

CLASSIFICATIONS OF ACADEMIC STANDING

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended be used to guide the student in his/her academic planning. In particular, students placed on academic probation must meet with the Chief Academic Officer to develop an academic strategy for success that will also allow them to be removed from academic probation.

Good Standing

Good standing status is assigned to the term record of any undergraduate student with a cumulative grade point average (GPA) above the standard of 2.00 at the close of the term. Good standing status is assigned to the term record of any graduate or doctoral student with a cumulative grade point (GPA) average of 3.00 or higher at the close of the term.

Academic Probation

Undergraduate students will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Likewise, graduate and doctoral students will be placed on probation when either the term or cumulative GPA falls below 3.00. Students on probation must meet with the Chief Academic Officer to develop an academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, students must adhere to the conditions of the program of study in which they are enrolled. Undergraduate students enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. Graduate and doctoral students enrolled in a full-time program of study must complete a minimum of six (6)

credits but not exceed nine (9) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that students achieve both a term and cumulative GPA of 2.00 or higher (for undergraduate students) and a GPA of3.0 or higher (for graduate and doctoral students) in a subsequent term. While the student is on probation, the School may require the student to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses, or extending enrollment status. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment.

Dismissal

1. Term Grade Point Average

   Undergraduate students will be dismissed from Nobel University when their term GPA falls below the 2.00 standard for three (3) consecutive terms. Graduate and doctoral students whose term GPA falls below 3.00 for two (2) consecutive terms, will be dismissed from Nobel University.

   Undergraduate students, who earn a term GPA below 1.00, and graduate or doctoral students who earn a term GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from Nobel University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term undergraduate students that obtain a term GPA below 1.00, and graduate or doctoral students who earn a term GPA below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

2. Cumulative Grade Point Average

   Undergraduate students will be dismissed from Nobel University when their cumulative GPA remains below the 2.00 standard for the probationary period of three (3) consecutive terms unless an extended period is approved by the Chief Academic Officer.

   Undergraduate students who earn a cumulative GPA below 1.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

   Graduate and doctoral students will be dismissed from the School when their cumulative GPA remains below the 3.00 standard for the probationary period of two (2) consecutive terms unless an extended period is approved by the Chief Academic Officer.

   Graduate and doctoral students who earn a cumulative GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

3. Right to Appeal a Dismissal Decision

   Students have the right to appeal a dismissal decision. They may do so by requesting for an appeal to the Chief Academic Officer. The request must be submitted by students within seven (7) days of having been notified that they are being dismissed from Nobel University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

   Upon submitting the request to appeal the dismissal decision, the student will be scheduled to meet with

the Chief Academic Officer in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Chief Academic Officer before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

4. Terms of Reinstatement after Dismissal

   Reinstatement to Nobel University is subject to the following conditions:

   - For Full-Time Students

     Students are expected to meet the Academic Standard of Nobel University by the time they are to graduate. Undergraduate students must enroll in and complete no fewer than twelve (12) and no more than sixteen (16) credits unless otherwise approved by the Chief Academic Officer. Graduate and doctoral students must enroll in and complete no fewer than six (6) and no more than nine (9) credits unless otherwise approved by the Chief Academic Officer. During the period of reinstatement, a student cannot change his/her program of study or status.

   - For Part-Time Students

     Students are expected to meet the Academic Standard of Nobel University by the time he/she is to graduate. Undergraduate students can enroll in and complete no more than eleven (11) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of "D" or below, or "I" in any given course during this term. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

     Graduate and doctoral students can enroll in and complete no more than five (5) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 3.00 during the readmitted term and may not earn grades of "C" or below, or "I" in any given course during this term. If the student does not meet the 3.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

     Such dismissal is considered final unless overturned by the Chief Academic Officer. A final dismissal decision may not be appealed.

5. Final Dismissal

   Students who: (a) do not appeal the initial dismissal decision, (b) receive a negative decision from the Chief Academic Officer, (c) fail to meet the conditions of reinstatement, or (d) who fail to maintain F-1 student status (international students only), are dismissed from Nobel University.

PETITION FOR READMISSION

Students who have been dismissed from the School must wait at least one semester before applying for readmission and must submit a Petition for Readmission to the Chief Academic Officer. In order to be considered, the students must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Chief Academic Officer at least ten (10) days before the beginning of the semester in which the student requests readmission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief

Academic Officer will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at Nobel University.

APPLICATION FOR GRADUATION

Application for graduation is available at the Nobel University Admissions Office and should be filed four weeks before the end of the student's last semester. Students who have filed applications for graduation, but have failed to complete degree requirements, will not be processed for graduation.

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Arts in Business Administration program.

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Science in Cybersecurity program.

Successful completion of 36 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Master of Business Administration program.

Successful completion of 36 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Master of Science in Cybersecurity program.

Successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Doctor of Business Administration program.

RECORDS POLICIES

STUDENT RECORDS

The following student records are maintained by Nobel University:

1. Application for admission and all pertinent documents submitted therewith.
2. Record of academic accomplishments at Nobel University such as grades, credits, and grade point average.
3. Change of status or scholastic program.
4. Change of address, employment, and phone numbers.
5. An account ledger sheet showing charges of tuition, fees, and adjustments of fees and payments made.
6. Records of academic or financial suspension, if any.
7. Immigration and Naturalization Service documents for foreign students.

The School's policy is to maintain the confidentiality of student records. No one outside of Nobel University shall have access to students' academic records without the written consent from students. Authorized School staff of other institutions in which students seek enrollment, accrediting agencies, or courts of law may have access to such records as appropriate.

POLICY ON RETENTION OF STUDENT RECORDS

Nobel University maintains all pertinent student records for 5 years from the student's date of completion or withdrawal. A record is considered current for 3 years following a student's completion or withdrawal. In addition to the hard copies of the student records, the School stores digitized copies of transcripts and issued degrees indefinitely.

For all student records, Nobel University can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. Nobel University also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:00 am to 5:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:00 am to 5:00 pm.

If Nobel University closes, it and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

1974 PRIVACY ACT

Nobel University complies with the Family Education Rights and Privacy Act of 1974 (also known as "Buckley Amendment"). Any questions about the availability of student records or the release of such records should be addressed to the Registrar's Office.

A student's academic records, grades, and personal information, as in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Nobel University may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Academic Counselor. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Nobel University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Nobel University officials who have been determined by the school to have legitimate educational interests in the records. A school official is
   - a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
   - a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
2. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Nobel University has a legitimate educational

interest.

3. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
4. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the school.
6. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate parties in health or safety emergencies.
10. To officials of another school in which a student seeks or intends to enroll.
11. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).
    - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
13. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
14. Directory information (see Section IV below).
15. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Nobel University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Nobel University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Nobel University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Nobel University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at Nobel University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to their Academic Counselor, Nobel University, 505 Shatto PL. Suite 300, LA CA 90020. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above- designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the University Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Nobel University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Nobel University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Nobel University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Nobel University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Nobel University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Nobel University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Nobel University will:

8. maintain the statement with the contested part of the record for as long as the record is maintained; and
9. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Nobel University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

DIRECTORY INFORMATION

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. Unless a student requests in writing to the contrary, federal law permits the School to release the following directory information to the public without the student's consent:

1. Name of student
2. Birthplace and birth date of student
3. Student's mailing and permanent address
4. Student's telephone numbers
5. Dates of student's attendance at Nobel University
6. Degrees or other awards received by the student
7. Major field of study
8. Most recent previous educational agency/institution attended by the student

RIGHT TO REFUSE RELEASE

Nobel University reserves the right to refuse such information to anyone not granted access by law. It will not knowingly provide information for landlords, creditors, collection agencies, and sales personnel.

TRANSCRIPT REQUESTS

Transcripts are available from the date the student enrolls in his/her first semester. To request transcripts, the student must make a request to the Registrar's office. Official transcripts are $20.00 each and can be picked up in person or mailed (additional mailing fee applies) to the student within 7-10 business days after the request has been submitted and all financial obligations are met.

FINANCIAL POLICIES

TUITION

Full tuition payment is required before class begins unless prior arrangement is made with the Chief Finance Officer. Any arrangements or agreements made with any faculty member or other Administrative staff in regards to tuition payments will be considered null and void. A student will receive official transcripts and/or a degree, only if the student has met the required academic standards and requirements and has paid all financial obligations, in full, to Nobel University.

The School will not provide documentation for any student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred. Any such student will not be permitted to register for the next term.

Nobel University does have the right to change the amount of tuition. The new tuition rate will be in effect for the upcoming semester. Any changes in the tuition will be updated in the catalog.

STUDENT TUITION RECOVERY FUND

If the student is not a resident of California, the student is not protected by the Student Tuition Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

The STRF fee is NON-REFUNDABLE.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a

violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. (5, CCR Section 76120)

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS

Nobel University does not participate in any state or federal financial aid programs. The School does not offer or administer institutionally funded grants, scholarships, and loans.

If a student receives any kind of loan individually, federal or personal, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

STUDENT'S RIGHT TO CANCEL OR WITHDRAW

A student may cancel or withdraw from a course of instruction at any time. Cancellation or withdrawal shall be considered effective on the date and time when the Nobel University Registrar receives the student's notification. Notification can be done in person, by phone, mail or email. Upon request, Notice of Cancellation Forms are available at our administrative office. Written notification of cancellation or withdrawal from the student is required for refund payment.

Institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. You are obligated to pay only for educational services rendered. Please refer to the Refund Policy below.

Cancellation or withdrawal may also be effectuated by student's conduct, including, but not necessarily limited to, a student's lack of attendance.

STUDENT'S RIGHT TO CANCEL IN DISTANCE EDUCATION

The student in a distance education program that is not offered in real time shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for nonrefundable fees, and for any equipment not returned in good condition; within 15 days after his/her Notice of Cancellation is received. If the School sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. Nobel University does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Nobel University, by mail at 505 Shatto Place, Suite 300, Los Angeles, CA 90020 or by email at info@nobeluniversity.edu.

REFUND POLICY

The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. The refund policy for students who have completed sixty (60) percent or less of the period of attendance shall be a pro rata refund. Please refer to Hypothetical Refund Example below.

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

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

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

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

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment, paid $3,180 for tuition, $50 for the Application Fee, $30 for the Registration Fee, and withdraws after completing 24 hours of instruction. The pro rata refund to the student would be $2782.56 based upon the calculations shown below.

$3,260 Total Paid	Minus	$50 Application Fee $30 Registration Fee	= $3,180

$3,180	Divided by:	192 hours in the program	= $16.56 Hourly Charge for the Program
$16.56	Multiplied by:	24 hours of instruction attended	= $397.44 Owed by the Student for Instruction Received
$3,180	Minus	$397.44	= $2,782.56 Total Refund Amount

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

1. Completing the Notice of Cancellation form and submitting it to the Registrar's office by mail, email, or in-person. Notice of Cancellation forms are available in the admissions office.
2. The school terminates your enrollment.
3. You fail to attend classes for a three (3) week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

DISTANCE EDUCATION POLICIES

Nobel University offers a distance education program where the instruction is not offered in real time. The institution shall comply with the following: 1) the institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent; 2) if an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. (5 CCR §71716 (c)(1)(2))

Nobel University shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximate seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11)).

STUDENT SERVICES

Whether you are a student or a staff member, Nobel University is dedicated to providing the best opportunities to you while on campus. Here, you will find information that helps you be an involved and knowledgeable member of our community. Students may refer to the Administrator of Student Services for more information about the services offered at Nobel University.

ADVISING AND GUIDANCE

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle.

Nobel University provides a friendly setting in which students may explore concerns of a personal, academic or career-related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their

educational path and empowering them to make mature choices; thus allowing the student responsibility for their academic success.

Several counseling options are available to students at Nobel University.

First, Department Chairs are available by appointments for academic advisement regarding academic and career planning.

The scope of this activity includes:

1. Analyzing interests related to academic and career planning or
2. Selecting courses and student activities that maximize potential and opportunities
3. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussions concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private counseling facilities.

PLACEMENT SERVICES

Nobel University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates.

The School assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars. Services provided include, but are not limited to; resume-writing workshops, interview preparation, etc. The School also provides various resources for job opportunities, such as career fairs held in local communities and by posting job resources on the Job Boards.

International students desiring employment in the United States must comply with the United States Department of Homeland Security (DHS) regulations. Students must consult with the Administrator of Student Services about these regulations before applying for any employment. To become eligible for employment, all qualifying international students must apply for Optional Practical Training (OPT). After OPT is obtained, students will be able to legally work for up to twelve (12) months.

Nobel conducts follow-up studies on graduates and employer satisfaction surveys annually. The school maintains a performance fact sheet that includes the placement percentages, salary, and the percentage receiving jobs in the career field for which they were trained.

HOUSING ASSISTANCE

Nobel University does not have any housing facilities under its control. Students are responsible for their own housing arrangements. However, there are apartment complexes within proximity of the campus and their approximate monthly rental rates are shown below:

Los Angeles Main Campus

1. Hampshire Place Apartments
   501 S. New Hampshire Ave., Los Angeles, CA 90020
   (213) 383-7557
   $1,793-$1,939

2. Westmore on Wilshire

3075 Wilshire Blvd., Los Angeles, CA 90010
(213) 674-4549
$1,875-$2,100

3. LP by CLG
   349 S. La Fayette Park Pl., Los Angeles, CA 90057
   (844) 409-2531
   $1,950-$2,050

4. Wilshire/Vermont Station
   3183 Wilshire Blvd., Los Angeles, CA 90010
   (213) 985-0676
   $2,160-$2,830

STUDENT ORIENTATION

Nobel University hosts three orientation sessions throughout the calendar year, one for each semester: fall, spring, and summer. Orientation dates and times are scheduled at least four weeks prior to the first day of each semester.

During the orientation, new students learn about the academics and campus life at Nobel, while meeting fellow neophytes and even current students who will help them acclimate in the campus. In addition, they will be able to meet with the Administrator of Student Services and finalize their course schedules in the Registrar's Office. Students tour the campus as a group including a brief orientation of the library, and students may also request a Student ID Card.

STUDENT ID CARDS

Nobel University issues Student ID Cards upon request by the student. This ID Card is non-transferable and remains as school property. It is governed by school policies and regulations and expires when the holder is no longer affiliated with Nobel. Lost cards should be reported immediately to the Administration Office. ID cards cost $10 per issuance.

STUDENT ASSOCIATION

Nobel University provides a forum to the students for the free exchange of ideas that is essential to the vitality of the academic environment. The Nobel University Student Association acts as a liaison between the administration and the student body in matters pertaining to enhancement of the academic and social environment of the school. To achieve this purpose, the Association strives to develop and present diverse activities that will meet the academic, cultural, and social needs of the students.

COMMUNITY RESOURCES

Nobel University provides opportunities for practical applications to enhance personal leadership development and academic achievement through encouraging students to get involved in co-curricular activities and community services. These activities are designed to support the achievement of students' academic, career and personal goals while simultaneously promoting civility.

Nobel University also offers guest lectures and round-table discussions to augment the students' experience and to share their insights on a broad range of current business issues, trends, and movements. Expert individuals from the professional and business community are invited as speakers at these events.

PERSONAL BUDGET PLANNING

United Ways California

A budget serves as a guideline to help you prioritize your spending and properly manage your money. The goal of a budget is to minimalize expenses and maximize savings. It can help you identify wasteful expenditures, adapt quickly as your financial situation changes and achieve your financial goals. By working on your budgeting skills now, you will know exactly what you can afford in the future.

More information can be obtained from the link below:

https://www.unitedwaysca.org/realcost/real-cost-budgets

TRANSPORTATION INFORMATION

Nobel University assists students by providing transportation information to and from the campus as shown below.

Los Angeles Main Campus

From Glendale (by car)

Take S Brand Blvd, Glendale Blvd and Silver Lake Blvd to W 5th St in Los Angeles
Head south on S Brand Blvd toward W Elk Ave
Continue onto Glendale Blvd
Use the right 2 lanes to turn slightly right to stay on Glendale Blvd (signs for Glendale Boulevard)
Continue straight to stay on Glendale Blvd
Use the left 2 lanes to turn left to stay on Glendale Blvd
Turn right onto Silver Lake Blvd
Turn left onto N Virgil Ave
Continue on W 5th St. Drive to Shatto Pl
Turn right onto W 5th St
Turn left onto Shatto Pl

From Glendale (by train)

Antelope Valley Line 224 L. A. Union Station 16 min (non-stop)
Service run by Metrolink Trains - Route information
Walk (about 2 min)
Head South
Take entrance Union Station - Vignes Entrance
Metro Red Line (802) 802 - North Hollywood Station 8 min (5 stops)
Walk (about 4 min)
Take exit Wilshire / Vermont Station - Shatto Entrance
Head north on Shatto Pl toward W 6th St

From San Gabriel (by car)

Get on I-10 W in Alhambra from S Ramona St and New Ave
Head northwest toward W Main St/W Mission Rd
Continue onto W Main St/W Mission Rd, continue to follow W Main St
Turn left onto S Ramona St
Merge onto New Ave
Turn right to merge onto I-10 W toward Los Angeles. Continue on I-10 W. Take US-101 N to Silver Lake Blvd in Los Angeles. Take exit 5B from US-101 N.
Merge onto I-10 W
Keep left at the fork to continue on San Bernardino Fwy, follow signs for U.S. 101/Los Angeles
Merge onto US-101 N
Take exit 5B for Silver Lake Blvd
Continue on Silver Lake Blvd. Take N Virgil Ave to Shatto Pl

From San Gabriel (by train)

Walk (about 1 min, 305 ft.)
Head south toward S Del Mar Ave
Turn right onto S Del Mar Ave
487/489 487 - Westlake / Macarthur Park Station 17 min (9
stops) Service run by Metro - Los Angeles
Walk (about 3 min)
Head southeast on W 1st St toward S Hill St
Turn right onto S Hill St
Take entrance Civic Center / Grand Park Station - Hill & 1st Entrance
Metro Purple Line (805) 805 - Wilshire / Western Station
Del Mar / Valley 1st St and Hill E Civic Center/Grand Park
Metro Purple Line (805) 805 - Wilshire / Western Station 6 min (4 stops)
Service run by Metro - Los Angeles - Route information
Walk (about 4 min)

From Torrance (by car)

Get on I-405 S from Maple Ave, Del Amo Blvd, Crenshaw Blvd and W 190th St
Head east on Opal St toward Maple Ave
Turn left onto Maple Ave
Turn right onto Del Amo Blvd
Use the left 2 lanes to turn left onto Crenshaw Blvd
Turn right onto W 190th St
Use the left 2 lanes to turn left to merge onto I-405 S toward Long Beach
Take I-110 N to Francisco St in Los Angeles
Take the 6th St/9th St exit from CA-110
Merge onto I-405 S
Use the right 2 lanes to take exit 37A to merge onto I-110 N toward Los Angeles
Continue onto CA-110
Use the right 3 lanes to take the 6th St/9th St exit toward Downtown/Convention Center/Figueroa St
Keep right to continue on Exit 22B, follow signs for James M Wood Blvd/9th St
Turn right Hoover
Turn left Wilshire
Turn right Shatto Pl

From Torrance (by train)

3 Downtown Long Beach Station 16 min (15 stops)
Service run by Torrance Transit System
Walk (about 3 min)
Head west on W Carson St toward S Figueroa St
Turn right onto S Figueroa St
Turn left onto W Carson St
Destination will be on the left
910/950 950 - Silver Line - El Monte Station via Downtown LA 41 min (13
stops) Service run by Metro - Los Angeles - Route information
Take exit Wilshire / Vermont Station - Shatto Entrance
Head north on Shatto Pl toward W 6th St

Uber Fare Calculations

From Glendale, CA: $10~$14
From San Gabriel, CA: $18~$25
From Torrance, CA: $25~$34

COMMENCEMENTS

Nobel University conducts commencement exercises for students who have completed or are anticipated to complete the graduation requirements and have fulfilled all other school requirements.

Candidates for graduation must complete an application, obtain approval from the Chief On-Site Administrator, and submit it to the Office of the Registrar. Payment of the $150.00 graduation fee will be charged to your account. Candidates for graduation will be notified via phone or email regarding cap and gown distribution and other related commencement information.

Submission of an application for graduation and payment of the graduation fee by the deadline are prerequisites for participating in the graduation ceremony.

LIBRARY

The Nobel University Library gathers, organizes, preserves and provides access to the information resources necessary for the School to fulfill its educational, research, and service goals. Rapid technological advances are making it possible to access a world of information beyond the Library's walls. The Nobel University Library is committed to its students' success by staying abreast in the latest technology in an effort to provide the tools necessary for academic excellence. The Nobel University Library is available to students and faculty during normal school hours.

Students and faculty are able to search and check-out a wide array of Nobel University Library holdings using the library online catalog: http://opac.libraryworld.com/

Nobel University Library provides electronic resources to both general and business information. At the library's website designated Online Resources, there are links to an encyclopedia and newspapers, and to business journals and research websites for business and economics, labor and employment and entrepreneurship. There are several links to ebooks that give electronic access to business books and various other subjects. Also, in the library's electronic catalog, there are links to seven business websites for research.

Nobel University provides online library workstations which allow students to fulfill their academic expectations. Furthermore, Nobel University's workstations are readily available with full Internet access, software including Microsoft Office, and audio-visual equipment. In doing so, Nobel University supports its students with the proper educational tools to achieve their academic goals, complete course assignments, and enhance communication with faculty and peers. The online library workstations are available to students and faculty during normal library hours.

Additionally, students have access to the Los Angeles County Library. Students can obtain a Library Card at no charge.

FACILITIES AND EQUIPMENT

At the Los Angeles Main Campus, the facilities consist of eleven classrooms, a library, a computer lab, a conference room, a faculty lounge, a kitchen, a storage room, a reception area, and several offices for administrative staff. Nobel University facilities are furnished with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff and all the standard equipment and supplies needed for each classroom. The school also has a student lounge with standard cafeteria appliances and fixtures.

INTERNATIONAL STUDENTS

SEVIS

The Student and Exchange Visitor Information System, or SEVIS, is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M and J visas) and their dependents. SEVIS allows schools and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students/scholars. On July 1, 2002, the INS implemented SEVIS with voluntary enrollment from schools. Nobel University's Los Angeles Main Campus has been participating in SEVIS since September 13, 2006.

Los Angeles Main Campus: SEVIS School Code LOS214F01183000
Buena Park Branch Campus: SEVIS School Code LOS214F01183001

STUDENT VISA

The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at Nobel University. The rules for Visa Application may vary in each country. You should contact the Consulate in your country for the latest instructions on how to apply for a Student Visa. Nobel University will update its website with the latest information on SEVIS for international students.

PROCEDURES

International Students who wish to apply to Nobel University are required to submit all completed documents in a timely manner. It is the responsibility of the applicant to follow all visa application and interview procedures as required by the applicable federal bureau and its regulations. Please visit the U.S. Citizenship and Immigration Services (USCIS) website (www.uscis.gov) or the U.S. Immigration and Customs Enforcement (ICE) website http://www.ice.gov/sevis for more information.

The following general outline lists the steps required for International Students who wish to apply to Nobel University. **Nobel University does not guarantee approval of your visa application or receipt of your visa.** Applicants may visit the Nobel University website (www.nobeluniversity.edu) or may contact the school for more information.

1. Submit application form and pay the application fee ($50).
2. Applicants to undergraduate programs must submit proof of high school graduation or GED. Applicants to graduate programs must have a minimum of a bachelor's degree from an approved or accredited institution, or a foreign equivalent. Applicants to the doctoral program must have a minimum of a master's degree or higher from an approved or accredited institution, or a foreign equivalent. Approved institutions are those that hold legal approval from either a state approval agency or from a national approval agency. Institutions that are accredited are those that have been accredited by an accrediting association that is recognized by the U.S. Department of Education.
3. Demonstrate English proficiency (Refer to General Admissions Requirements).
4. Upon acceptance to Nobel University, the school will issue the applicant Nobel University's acceptance letter and SEVIS-generated Form I-20.
5. Pay the SEVIS I-901 Fee at (www.fmjfee.com). This will be a non-refundable fee.
6. Complete the Form DS-160 Online Nonimmigrant Visa Application (https://ceac.state.gov/genniv/) and print the confirmation page.
7. Schedule an appointment for the Visa Interview at the U.S. Embassy or Consulate in the country where the applicant lives. Please refer to the website (www.usembassy.gov) for more information.
8. Prepare for the Visa Interview by gathering the necessary documents required such as:
   - A valid passport
   - Nonimmigrant Visa Application Form DS-160 Confirmation page
   - Visa application fee payment receipt

- SEVIS I-901 fee payment receipt
- Required photo(s)
- Nobel University Form I-20
- Nobel University Acceptance Letter
- Test scores and academic transcripts of schools attended
- Proof of financial capability for duration of academic program
- Evidence of ties to your home country
- Any other documents required by the embassy or consulate

9. If approved, you may be required to pay a visa issuance fee if applicable to your nationality.
10. When the visa is approved, you will be informed by the consular officer how your passport with visa will be returned to you.
11. You may enter into the country 30 days before your official program start date, which is listed on your Form I-20. Upon arrival into the country, you must report immediately to Nobel University.
12. Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

APPLICATION SUBMISSION

In order to apply for admission to Nobel University, applicants must submit all required documents prior to the beginning of the academic term for which admission is sought. The School will consider the application for the semester the applicant wishes to enroll only if ***all*** of the required documents are submitted. In order to process the application for admission in a timely manner, applicants must submit all required documents as soon as possible. All materials must be submitted in English, and applicants must certify any translations by including the original or a notarized copy of the original. Please refer to the Admissions Policies section for more information regarding the admissions process.

In addition to general admission requirements, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in the applicant's name or an Affidavit of Financial Support form with a sponsor's bank statement
7. Demonstration of English Proficiency

ENGLISH PROFICIENCY REQUIREMENTS

All courses will be taught in English. Nobel University does not offer ESL classes. Proficiency in reading, writing, speaking, and understanding English is essential for success at Nobel University. At the Office of Admissions' discretion, proficiency may be demonstrated by any one of the following:

1. An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Duolingo English Test. Applicants to the undergraduate programs must submit a minimum TOEFL iBT score of 45, IELTS score of 5.0, or Duolingo English Test score of 90 taken within the past two years. Applicants to the graduate programs must submit a minimum TOEFL iBT score of 61, IELTS score of 6.0, or Duolingo English Test score of 95 taken within the past two years. Applicants to the doctoral program must submit a minimum TOEFL iBT score of 65, IELTS score of 6.0, or Duolingo English Test score of 100 taken within the last two years;
2. Completion of an Advanced ESL course equivalent to Level 6 for the undergraduate programs, graduate programs, and doctoral program;

3. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required for the undergraduate programs. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required for the graduate programs and doctoral program;
4. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction for the undergraduate programs. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction for the graduate programs and doctoral program;
5. A score report of Nobel University's Language Proficiency Exam. Applicants to the undergraduate programs must pass Nobel University's Language Proficiency Exam with a minimum score of 50. Applicants to the graduate programs and doctoral program must pass Nobel University's Language Proficiency Exam with a minimum score of 60.

FINANCIAL CAPABILITY

Before a U.S. Consul will grant a visa, you must prove that you will have sufficient funds to cover all your expenses while studying in the United States. You must explain the sources of your funds and guarantee that you will receive them while at Nobel University. Unless you are able to provide written evidence demonstrating you have adequate financial resources for the entire time needed to complete your degree program, the Consul will not grant a student visa.

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at Nobel University (approximately $26,000.00 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

If you are funded by personal or family sponsor(s), you must fill out the Affidavit of Support Form. This form is available at the Admissions Office of Nobel University.

Sponsors who are U.S. citizens or permanent residents must complete the Affidavit of Support (Form I-134). This form is available in the Finance Office of Nobel University, or you may download it at www.uscis.gov under "Immigration Forms."

Applicants with several sponsors must have each sponsor complete the Affidavit of Support forms as applicable.

HEALTH INSURANCE

Health insurance is mandatory for international students enrolled at Nobel University. All international students on F Visas are required to have medical insurance at all times for themselves and their dependents living with them. Nobel University does not provide student health insurance.

BOARD OF DIRECTORS

Byun, Emil
Chairman of the Board
Glendale, CA

Kahng, Sejoon Steve
Associate Chair
Los Angeles, CA

Byun, Ilsik
Secretary
Monterey Park, CA

Kim, Mi Ran
Los Angeles, CA

Yang, Michael
Los Angeles, CA

SCHOOL ADMINISTRATION

Kim, Chong Sul
President/Chief Executive Officer

Kahler, Michael, Ed.D.
Chief Academic Officer

Byun, Ilsik
Chief Operating Officer

Hong, Michelle
Buena Park Branch Campus Director

Langvardt, Guy, Ph.D.
Program Director
Master of Business Administration

Amaya, Carlos, M.B.A.
Program Director
Bachelor of Arts in Business Administration

Virgen Jr., Roy, PhD
Program Director
Doctor of Business Administration

Quimpo, Evangeline, M.B.A
Distance Education Director

Han, David
Chaplain

Kim, Jeny
Chief Finance Officer

Chang, Junsuk
Administrator of Admissions

Hong, Johnathan
Administrator of Student Services

Jung, Yoo Jin
Registrar

Montanez-Salas, Alida, MLIS
Librarian

FACULTY

Aguirre, Carina Irene, JD
Juris Doctor
School of Law, Texas Tech University
Bachelor of Arts Major in Journalism
Texas A & M University, 2000
Teaching Specialization: Law

Amaya, Carlos, MBA
Master of Business Administration
California Coast University, Santa Ana, California, 2010
Teaching Specialization: General Management

Baker, Christina, MA, MBA
Doctor of Business Administration
International American University, Los Angeles, California
Master of Arts in Education in Adult Education
Trident International University, 2013
Master of Business Administration, emphasis in Non-Profit Management
Hope International University, Fullerton, California, 2010
Master of Science in Education: Reading & Literacy
Capella University, Minneapolis, Minnesota, 2009
Master of Arts in Communication Studies: Speech
California State University, Los Angeles, 2001
Bachelor of Arts in Speech Communication
California State University, Long Beach, 1999
Teaching Specialization: Business Communications

Dalton, Ted, MBA, DBA
Doctor of Business Administration with emphasis on Management Information Systems
Argosy University, Orange County, CA, 2009
Master of Project Management with emphasis on Software Development

DeVry University, Pomona, CA, 2000
Master of Business Administration with emphasis on Management Information Systems
DeVry University, Pomona, CA, 1997
Teaching Specialization: Information Technology

Han, David, Th.D
Doctor of Theology
Hamburg Universitaet, Germany, 1991
Presbyterian College and Theological Seminary, M.Div., Seoul, Korea 1985
Bachelor of Arts in English
Chung Ang University, Seoul, Korea 1982
Teaching Specialization: Religion

Kahler, Michael, EdD
Doctor of Education in Educational Leadership
Argosy University, Orange, California, 2013
Master of Arts in International Affairs
California State University, Sacramento, California,
1995 Bachelor of Arts in International Business
Babson College, Babson Park, Massachusetts, 1992
Teaching Specialization: International Business, Political Science

Kenderes, Amanda, PhD
Doctor of Philosophy in Education
University of California, Los Angeles, 2012
Master of Education
Aquinas College, 2007
Bachelor of Arts
Grand Valley State University, 2005
Teaching Specialization: Communication

Kim, Ju, MBA
Master of Business Administration, emphasis in Information Technology
University of California, Irvine, California 2006
Master of Science in Cell Biology
California State University, Fullerton, 2000
Teaching Specialization: Information Technology, Life Science

Langvardt, Guy, PhD
Doctor of Philosophy in Organization and Management, emphasis in e-Business
Capella University, Minneapolis, Minnesota, 2007
Master of Business Administration, emphasis in International Management
Thunderbird School of Global Management, Glendale, Arizona, 1978
Bachelor of Arts in Psychology
Valparaiso University, Valparaiso, Indiana, 1974
Teaching Specialization: e-Business, International Management, Organization and Management, Psychology

Powell, James, MBA
Master of Business Administration, Marketing and Entrepreneurship
Pepperdine University, California, 1986
Teaching Specialization: Marketing

Virgen, Roy Jr., PhD
Doctor of Philosophy in Strategic Management
Paris College of International Education, Paris, France, 2022
Master of Business Administration
University of La Verne, La Verne, 2013
Bachelor of Science in Business Management
University of Phoenix, Phoenix, Arizona, 2009
Teaching Specialization: Strategic Management

SCHEDULE OF FEES

All tuition and fees must be paid in U.S. dollars ($). Students are required to pay tuition and fees at the time of registration for each semester. Nobel University reserves the right to change the amount of tuition. The new tuition rate will be in effect for the upcoming semester. Any changes in the tuition will be updated in the catalog.

Nobel University does not participate in any financial aid programs.

TUITION CHARGES

1. Bachelor of Arts in Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
120	$265.00	$31,800.00	$1,190.00	$5,000.00	$0.00	$37,990.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
12	$265.00	$30.00	$0.00	$3,210.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

2. Bachelor of Science in Cybersecurity

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
120	$340.00	$40,800.00	$1,190.00	$5,000.00	$0.00	$46,990.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
12	$340.00	$30.00	$0.00	$4,110.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

3. Master of Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
36	$555.00	$19,980.00	$1,070.00	$5,000.00	$0.00	$26,050.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

4. Master of Science in Cybersecurity

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
36	$555.00	$19,980.00	$1,070.00	$5,000.00	$0.00	$26,050.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

5. Doctor of Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
54	$555.00	$29,970.00	$1,130.00	$5,000.00	$0.00	$36,100.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar

($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

BOOKS AND COURSE MATERIALS

All books and materials required for the course will be listed in the syllabus. It is the sole responsibility of the students to purchase the books and course materials before the 1st day of the class. Nobel University does not sell books and course materials to students. Estimated Cost of Textbooks: Undergraduate Programs: $5,000.00; Graduate Programs: $5,000.00; Doctoral Program: $5,000.00.

OTHER FEES (SUBJECT TO ANNUAL REVISIONS)

Application Fee [3]	$50.00
Student Tuition Recovery Fund (STRF) [1]	$0.00 (All Programs)
Administrative Fee [3]	$750.00
Internship Adjustment/Renewal Administrative Fee [3]	$375.00
Registration Fee *(per semester)* [3]	$30.00
Graduation Fee	$150.00
Transcript Fee (*per copy)*	$20.00
Verification of Enrollment Letter (*per copy)*	$20.00
Late Payment Fee	$35.00
Diploma Replacement Fee	$100.00
Student ID Card *(per issue/optional)*	$10.00
Foreign Transcript Evaluation Fee [3]	$85.00
USCIS Request for Evidence (RFE)	$100.00
Make-up Exam Fee *(per exam)* [2]	$150.00 (Undergraduate Programs) $240.00 (Graduate & Doctoral Programs)

1-The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

The STRF fee is NON-REFUNDABLE.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. *The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
2. *You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.*
3. *You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*
4. *The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
5. *The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.*
6. *You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.*
7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

*Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. (5, CCR Section 76120)*

*Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.*

2-Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam.

3-Fees are refundable if cancellation is made through the first-class session, or the seventh day after enrollment, whichever is later. After this cancellation period, fees are non-refundable.

ACADEMIC CALENDAR 2025-2028

FALL SEMESTER

FALL	2025	2026	2027	2028
Classes Begin	Sep 02	Aug 31	Aug 30	Aug 28
Registration for Fall Ends	Aug 29	Aug 28	Aug 27	Aug 25
Labor Day Holiday	Sep 01	Sep 07	Sep 06	Sep 04
Columbus Day Holiday	Oct 13	Oct 12	Oct 11	Oct 9
Veteran's Day Holiday	Nov 11	Nov 11	Nov 11	Nov 11
Late Registration and Drop/Add End	Sep 12	Sep 11	Sep 10	Sep 8
Registration for Spring Begins	Dec 01	Dec 07	Dec 06	Dec 04
Student Orientation	Aug 27	Aug 26	Aug 25	Aug 23
Thanksgiving Holidays	Nov 27-28	Nov 26-27	Nov 25-26	Nov 23-24
Last Day of Class	Dec 19	Dec 18	Dec 17	Dec 15
Deadline for removal of prev. term "I" grades	Dec 19	Dec 18	Dec 17	Dec 15
Commencement	May 01, 2026	Apr 30, 2027	Apr 28, 2028	Apr 27, 2029
Winter Break Begins	Dec 20	Dec 19	Dec 18	Dec 26

SPRING SEMESTER

SPRING	2025	2026	2027	2028
Classes Begin	Jan 06	Jan 05	Jan 04	Jan 03
Registration for Spring Ends	Jan 03	Jan 02	Dec 31, 2026	Dec 31, 2027
Martin Luther King, Jr. Day Holiday	Jan 20	Jan 19	Jan 18	Jan 17
Presidents' Day Holiday	Feb 17	Feb 16	Feb 15	Feb 21
Late Registration and Drop/Add End	Jan 17	Jan 16	Jan 15	Jan 14
Cesar Chavez Holiday	Mar 31	Mar 31	Mar 31	Mar 31
Registration for Summer Begins	Apr 07	Apr 06	Apr 05	Apr 03
Student Orientation	Jan 02	Dec 30, 2025	Dec 30, 2026	Dec 29, 2027
Last Day of Class	Apr 25	Apr 24	Apr 23	Apr 21
Deadline for removal of prev. term "I" grades	Apr 25	Apr 24	Apr 23	Apr 21
Commencement	May 09	May 01	Apr 30	Apr 28
Spring Break Begins	Apr 26	Apr 25	Apr 24	Apr 22

SUMMER SEMESTER

SUMMER	2025	2026	2027	2028
Classes Begin	May 05	May 04	May 03	May 01
Registration for Summer Ends	May 02	May 01	Apr 30	Apr 28
Late Registration and Drop/Add End	May 16	May 15	May 14	May 12
Memorial Day Holiday	May 26	May 25	May 31	May 29
Juneteenth Holiday	Jun 19	Jun 19	Jun 19	Jun 19
Independence Day Holiday	Jul 04	Jul 04	Jul 04	Jul 04
Registration for Fall Begins	Aug 04	Aug 03	Aug 02	Jul 31
Student Orientation	Apr 30	Apr 29	Apr 28	Apr 26
Last Day of Class	Aug 22	Aug 21	Aug 20	Aug 18
Deadline for removal of prev. term "I" grades	Aug 22	Aug 21	Aug 20	Aug 18
Commencement	May 09	May 01	Apr 30	Apr 28
Summer Break Begins	Aug 23	Aug 22	Aug 21	Aug 19

POST HOLIDAY MAKE-UP DAY

If a holiday falls on a normally-scheduled day of classes, the School will hold make-up class hours on the following Friday, starting at 1:00 pm.

STUDENT ACHIEVEMENT INFORMATION

The assessment of student achievement measures utilized by Nobel University includes retention rates, graduation rates, and job placement rates. NU's graduates do not take state or licensing examinations.

The most recent reported measures show the followings:

Retention Rate

Campus	Program	Year 2024
Main Campus	B.B.A.	88%
	M.B.A.	74%
Branch Campus	B.B.A.	84%
	M.B.A.	70%

Graduation Rate (from BPPE School Performance Fact Sheet)

Main Campus

Program	Year	Graduation Rate
M.B.A.	2022	86%
	2023	50%
B.B.A	2022	70%
	2023	44%

Branch Campus

Program	Year	Graduation Rate
M.B.A.	2022	64%
	2023	71%
B.B.A	2022	29%
	2023	64%

Job Placement Rate (from BPPE School Performance Fact Sheet)

Main Campus

Program	Year	Job Placement Rate
M.B.A.	2022	N/A
	2023	N/A
B.B.A	2022	N/A
	2023	N/A

Branch Campus

Program	Year	Job Placement Rate
M.B.A.	2022	N/A
	2023	N/A
B.B.A	2022	N/A
	2023	N/A

DISCLAIMER

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect from July 1, 2025, to June 30, 2026. It should not be construed as an irrevocable contract between the student and Nobel University. The policies, procedures and fees listed here are subject to change with appropriate notification.

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.

Because of ongoing modifications, changes in courses, and program requirements, Nobel University will graduate students solely upon their successful completion of the requirements stated in the School catalog at the time they entered Nobel University. The school catalog will reflect the total number of credits required in the program under which they petition to graduate. If this latter requirement necessitates further coursework, it will be kept to a minimum. Curriculum advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total credit guidelines.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

NOBEL UNIVERSITY

SCHOOL CATALOG

07.01.2025-06.30.2026

BUENA PARK BRANCH CAMPUS

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NOBEL UNIVERSITY SCHOOL CATALOG

07.01.2025 – 06.30.2026

Last revised June 2025

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www.nobeluniversity.edu.
Compiled and edited by Nobel University.

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

This catalog is available in print at both campus locations. An electronic copy may be obtained by request or can be downloaded from www.nobeluniversity.edu.

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TABLE OF CONTENTS

NOBEL UNIVERSITY SCHOOL CATALOG 3
TABLE OF CONTENTS 4
PRESIDENT'S MESSAGE 7
CAMPUS FACILITIES 8
INSTITUTIONAL INFORMATION 9
MISSION 9
PURPOSE 9
NOBEL UNIVERSITY FAITH STATEMENT 9
INSTITUTIONAL OBJECTIVES 9
INSTITUTIONAL INTEGRITY POLICY 9
PROGRAMS OF STUDY 10
HISTORY 11
LEGAL CONTROL 11
BPPE 11
AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS 12
NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE 12
OFFICE OF STUDENT ASSISTANCE AND RELIEF 12
DISCLOSURES 12
INSTITUTIONAL POLICIES 14
STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY 14
FREEDOM OF SPEECH 14
ACADEMIC FREEDOM POLICY 14
SEXUAL HARASSMENT 14
SECURITY AND SAFETY 15
STUDENT RIGHTS & RESPONSIBILITIES 16
FREEDOM OF ACCESS 16
AMERICANS WITH DISABILITIES ACT (ADA) POLICIES 16
STUDENT GRIEVANCE POLICY 16
STUDENT CODE OF CONDUCT 17
ACADEMIC DISHONESTY 17
DRUG, ALCOHOL AND SMOKING POLICIES 19
WEAPONS POLICY 19
ADMISSION POLICIES 20
ADMISSION PROCESS 20
ENTRANCE EXAMINATIONS 20
STANDARDIZED EXAM CREDIT (SEC) 20
PRIOR EXPERIENTIAL LEARNING CREDIT (PEL) 20
DISTANCE EDUCATION 20
ABILITY-TO-BENEFIT STUDENTS 20
TRANSFER STUDENTS 20
TRANSFER CREDIT POLICY 21
ARTICULATION AGREEMENTS 21
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION 21
UNDERGRADUATE PROGRAMS 22
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION 22
COURSE NUMBERING SYSTEM 25
GENERAL EDUCATION COURSES 26
BUSINESS CORE COURSES 27
ELECTIVE COURSES 29
CAREER OPPORTUNITIES 30
BACHELOR OF SCIENCE IN CYBERSECURITY *(forthcoming)* 31
GRADUATE PROGRAM 34
MASTER OF BUSINESS ADMINISTRATION 34
COURSE NUMBERING SYSTEM 36
MASTER OF BUSINESS ADMINISTRATION COURSES 37
CAREER OPPORTUNITIES 38

MASTER OF SCIENCE IN CYBERSECURITY 39
COURSE NUMBERING SYSTEM 41
MASTER OF SCIENCE IN CYBERSECURITY COURSES 41
CAREER OPPORTUNITIES 43
DOCTORAL PROGRAM 44
DOCTOR OF BUSINESS ADMINISTRATION 44
COURSE NUMBERING SYSTEM 47
DOCTOR OF BUSINESS ADMINISTRATION COURSES 48
CYBERSECURITY CONCENTRATION COURSES 50
HEALTHCARE ADMINISTRATION CONCENTRATION COURSES 51
ORGANIZATIONAL LEADERSHIP CONCENTRATION COURSES 51
MARKETING CONCENTRATION COURSES 52
CAREER OPPORTUNITIES 53
ACADEMIC POLICIES 54
REGISTRATION 54
ATTENDANCE POLICIES 54
LEAVE OF ABSENCE 55
DEFINITION OF A CREDIT HOUR 56
GRADING SYSTEM 57
GRADE REPORT 58
GRADING PROCEDURES 58
FAILING AN EXAMINATION 59
FAILURE TO ATTEND AN EXAMINATION 59
STUDENT ACHIEVEMENT 59
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 59
APPLICATION FOR GRADUATION 66
RECORDS POLICIES 67
STUDENT RECORDS 67
POLICY ON RETENTION OF STUDENT RECORDS 67
1974 PRIVACY ACT 67
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 68
DIRECTORY INFORMATION 71
RIGHT TO REFUSE RELEASE 71
TRANSCRIPT REQUESTS 71
FINANCIAL POLICIES 72
TUITION 72
STUDENT TUITION RECOVERY FUND 72
FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS 73
STUDENT'S RIGHT TO CANCEL OR WITHDRAW 73
STUDENT'S RIGHT TO CANCEL IN DISTANCE EDUCATION 73
REFUND POLICY 74
DISTANCE EDUCATION POLICIES 75
STUDENT SERVICES 75
ADVISING AND GUIDANCE 75
PLACEMENT SERVICES 76
HOUSING ASSISTANCE 76
STUDENT ORIENTATION 77
STUDENT ID CARDS 77
STUDENT ASSOCIATION 78
COMMUNITY RESOURCES 78
PERSONAL BUDGET PLANNING 78
TRANSPORTATION INFORMATION 79
COMMENCEMENTS 79
LIBRARY 80
FACILITIES AND EQUIPMENT 80
INTERNATIONAL STUDENTS 81
SEVIS 81
STUDENT VISA 81

APPLICATION SUBMISSION 82
ENGLISH PROFICIENCY REQUIREMENTS 82
FINANCIAL CAPABILITY 83
HEALTH INSURANCE 83
BOARD OF DIRECTORS 84
SCHOOL ADMINISTRATION 84
FACULTY 85
BUENA PARK BRANCH CAMPUS 85
SCHEDULE OF FEES 88
TUITION CHARGES 88
ACADEMIC CALENDAR 2025-2028 92
STUDENT ACHIEVEMENT INFORMATION 93
DISCLAIMER 94

PRESIDENT'S MESSAGE

As President of Nobel, I welcome you to our school and congratulate you on your decision to seek higher education.

In this School, we are committed to practical education, one that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi- disciplinary approach.

During your studies at Nobel, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At Nobel University, you will find dedicated professors, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. Nobel is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth. Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,

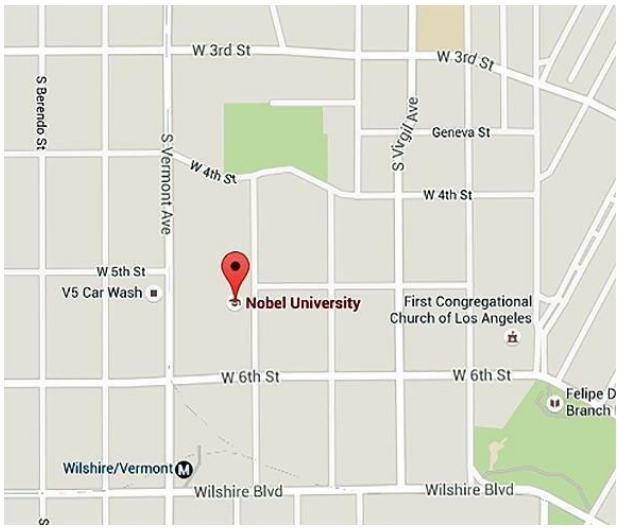


Chong S. Kim
President/Chief Executive Officer

CAMPUS FACILITIES

Nobel University has two campus facilities where classes are offered on site – Los Angeles, California and Buena Park, California.

LOS ANGELES MAIN CAMPUS



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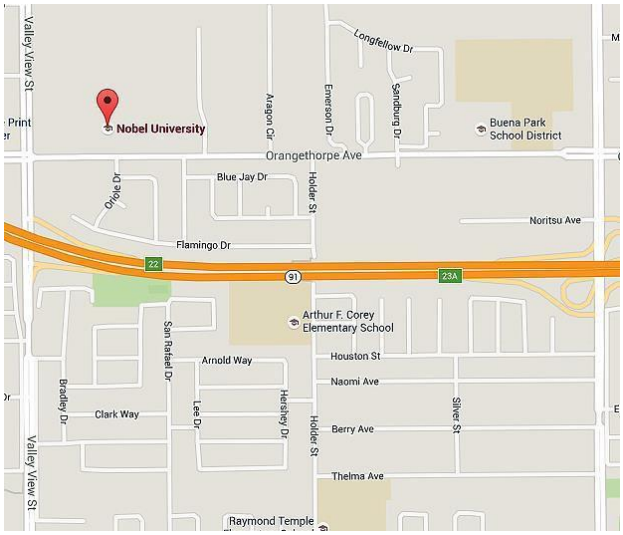
Fax: 213-382-1187
Website: www.nobeluniversity.edu
Email: info@nobeluniversity.edu

The main campus is housed on the third floor of a 3-story building located right at the heart of Downtown Los Angeles, the central business district of the City of Angels. Accessible to 3 major freeways, this 11,700 square feet campus is also within reach of the fashion district, Metro rapid transit system, government buildings, banks, department stores, and recreational venues. All classrooms are equipped with A/V learning technology and a Wi-Fi network.

BUENA PARK BRANCH CAMPUS



Address: 6131 Orangethorpe Ave., Suite 116,
Buena Park, CA 90620
Tel: 714-228-0307
Fax: 714-228-0308
Website: www.nobeluniversity.edu
Email: infobp@nobeluniversity.edu

This branch campus measuring about 6,400 square feet is located at the Center of the Southland, the city of Buena Park, in Orange County, California. Away from the hustle and bustle of LA, the Buena Park Branch Campus is alternatively close to various shops, restaurants, residential areas, and tourist attractions such as Knotts Berry Farm and Disneyland. As in the main campus, all classrooms are equipped with A/V learning technology and a Wi-Fi network.

INSTITUTIONAL INFORMATION

MISSION

The mission of Nobel University is to advance responsible business practice through a pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

PURPOSE

Nobel University seeks to create a Christian learning environment in which the educational needs of all undergraduate and graduate students are met through preparation for careers in business-related fields and occupations.

NOBEL UNIVERSITY FAITH STATEMENT

1. We believe that God eternally exists in three persons — the Father, the Son, and the Holy Spirit — having precisely the same nature and attributes.
2. We believe God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.
3. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
4. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
5. We believe that there is a personal devil who seeks to tempt and separate people from God.
6. We believe the bodies of men, after death, return to dust and see corruption, but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them.
7. We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

INSTITUTIONAL OBJECTIVES

In support of the mission statement, Nobel University has developed four objectives. By the completion of the degree program, students will be able to:

1. Think critically and apply quantitative reasoning to address the complex business challenges from a Christian worldview.
2. Apply biblical understanding to multicultural and global issues through intellectual study.
3. Foster the professional communication skills needed for entrepreneurial success.
4. Use biblical and ethical standards in decision-making.

INSTITUTIONAL INTEGRITY POLICY

Nobel University is committed to integrity as a central element of our mission and values. NU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. NU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At NU, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

PROGRAMS OF STUDY

Nobel University offers the Bachelor of Arts in Business Administration, Master of Business Administration, Doctor of Business Administration, and Master of Science in Cybersecurity programs to prepare students for entry-level, and junior to senior level business positions, respectively, in the business community. The Bachelor of Science in Cybersecurity program is forthcoming.

The School endeavors to develop students' professional acumen in the current modern business environment. Moreover, the School instills in its students a philosophy that values the American way of life – its culture, language, and respect for individual freedom and responsibility.

Nobel University's Los Angeles Main Campus and Buena Park Branch Campus currently offer the Bachelor of Arts in Business Administration, Master of Business Administration, Doctor of Business Administration, and Master of Cybersecurity programs. The Bachelor of Science in Cybersecurity program is forthcoming.

Students enrolled at the Los Angeles Main Campus shall attend classes at 505 Shatto Place, Suite 300, Los Angeles, CA 90020. Students enrolled at the Buena Park Branch Campus shall attend classes at 6131 Orangethorpe Avenue, Suite 116, Buena Park, CA 90620.

HISTORY

Nobel University was founded in the summer of 2000 in Los Angeles, California. Committed to producing quality practitioners of Oriental Medicine, the school began by offering a master's degree program in acupuncture
- Master of Science in Oriental Medicine (MSOM).

In 2003, the Bureau for Private Postsecondary Education approved the school to offer a certificate ESL program, and in 2004, the Bachelor of Arts in Business Administration (BA) and Master of Business Administration (MBA) programs. In 2006, the Bachelor of Arts in Church Music program (BCM) was added. In 2009, the branch campus in the city of Buena Park, California was established to accommodate the growing student body.

In 2013, Nobel University shifted its strategic plan and its focus by concentrating on its business program offerings. Since the school discontinued offering the ESL, BCM, and MSOM programs, it specialized in business administration to deliver world-class business education for its students.

In 2024, the Bureau for Private Postsecondary Education approved the school to offer the Doctor of Business Administration (DBA) program.

In 2025, the Bureau for Private Postsecondary Education approved the school to offer the Bachelor of Science (BS) in Cybersecurity and Master of Science (MS) in Cybersecurity programs.

Nobel University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2023. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

LEGAL CONTROL

Nobel University is registered in the State of California as an S-corporation. The sole owner/shareholder of the corporation is its President/Chief Executive Officer Chong S. Kim.

BPPE

Nobel University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

Los Angeles Main Campus School Code: 1942091- approved since July 19, 2002
Buena Park Branch Campus School Code: 73078785 - approved since August 09, 2011

Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions regarding the above approvals may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; www.bppe.ca.gov; Toll-free Telephone Number (888) 370-7589, Fax (916) 263-1897.

AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS

Nobel University is authorized under Federal law to enroll nonimmigrant alien students.

Los Angeles Main Campus: SEVIS School Code LOS214F01183000
Buena Park Branch Campus: SEVIS School Code LOS214F01183001

NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE

Nobel University makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the School will bring these to the attention of the students in the following ways:

1. Posting on the bulletin boards in the Administration office and student lounges.
2. Flyers with the necessary information will be available in the Administration office.
3. Faculty will announce the new changes to student in classes, if necessary.

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting www.bppe.ca.gov.

DISCLOSURES

Maximum Number of Students Per Class

The maximum number of students that will be allowed to enroll in any one class at Nobel University is 30.

Licensure Exams

Nobel University and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at Nobel University are not eligible to sit for any licensure exams in California and other states.

Financial Aid

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

Bankruptcy

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

Translation Policy

If English is not the student's primary language, and the student is unable to understand the terms and conditions of any Nobel University publications, policies, and documents including, but not limited to, the application for admissions, enrollment agreement, school performance fact sheet, school catalog and all other disclosures, statements, terms, and conditions, the student shall have the right to obtain a clear explanation of the terms and conditions of any and all policies in his or her primary language from a qualified school officer, upon request.

INSTITUTIONAL POLICIES

STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Nobel University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The School's administrative staff is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

FREEDOM OF SPEECH

Nobel University firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution, states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. The School shall uphold and enforce these rights and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

ACADEMIC FREEDOM POLICY

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of Nobel University. The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish, the freedom to teach, and the freedom to communicate extramurally.

Nobel University is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and affirm below the following statements and principles:

1. Nobel University affirms its fundamental mission to discover and disseminate knowledge to its students and the society at large. The School shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The School and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the School and its students, staff and faculty.
2. Nobel University affirms that academic freedom for students rests first upon their access to a high quality education and their right to pursue a field of study that they deem appropriate and desirable.
3. Nobel University reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and School environment that fosters civil discourse, respect, open inquiry and freedom of expression.

SEXUAL HARASSMENT

Consistent with the School's policy on equal employment opportunity, harassment in the workplace based on a person's race, color, sex, religion, national origin, age, disability, or any other protected class, will not be tolerated concerning employees or applicants for employment. Nobel University is committed to preventing and promptly correcting such harassing behavior.

Harassment of any form is condemned in the workplace, and the School recognizes its duty to provide employees with a harassment free environment in which to work. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any employee for making allegations or inquiries concerning harassment.

Sexual harassment can also be any activity, which creates a hostile or offensive working environment for members of one sex, whether such activity is carried out by a supervisor or a coworker. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes but is not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the School. In addition, actions, words, jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by School regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Complaint procedures for employee complaints are available in the office of the Chief On-site Administrator. The School staff and faculty may receive informal counseling and formal assistance by contacting the Chief On-site Administrator. The School encourages students, staff and faculty to become aware of and to take responsibility for their own security.

It is the obligation of all employees to cooperate fully in any investigation process. Disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the School's complaint procedure to report unlawful harassment. Retaliation by the School employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief On-site Administrator.

Discipline that the School may impose on employees for behavior that violates this policy and other unprofessional conduct by the School employee may include, but is not limited to, reprimand, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all School offices and operating units.

In addition to the School's internal complaint procedure, employees may also contact the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment.

SECURITY AND SAFETY

All members of the School are expected to cooperate in securing Nobel University property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the School employees. Nobel University is not responsible for personal items that might be damaged or lost on or about the premises. Nobel University intends to provide a safe working environment with everyone's assistance. All members of the School need to observe safety regulations, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the School employees.

In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid is available at the front desk of each campus. The School also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. In the event of a fire or medical emergency, notify any School employee and call 911 for immediate assistance.

STUDENT RIGHTS & RESPONSIBILITIES

FREEDOM OF ACCESS

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

AMERICANS WITH DISABILITIES ACT (ADA) POLICIES

Nobel University is available to assist students with disabilities who self-disclose and request classroom accommodations. In order for the School to provide eligible disabled students with reasonable accommodations, it is required that an official request for services and appropriate documentation be submitted to the Chief On-Site Administrator.

STUDENT GRIEVANCE POLICY

Students have the right to submit grievances and complaints any time they desire and to submit them to school administration or faculty. Students who have a complaint or grievance are encouraged to talk to a member of the School administration.

For grievances regarding grades, the policies and procedures are as follows:

1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Chief Academic Officer.
2. The submission of a grievance concerning a grade must be in writing to the Chief Academic Officer. The Chief Academic Officer will review and investigate the grievance using their discretion to interview sources as needed. The Chief Academic Officer will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Chief Academic Officer and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.

For all other grievances, the policies and procedures are as follows:

1. The student must file a written grievance with the Administrator of Student Services within ten (10) days of being notified of any action taken against the student. The Administrator of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Administrator of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).

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.

Students may also file a complaint with the TRACS Accrediting Agency by completing the TRACS Complaint Form found on www.tracs.org/resources/ and submitting to:

President
Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551

STUDENT CODE OF CONDUCT

A student may be failed or dismissed for academic dishonesty. At the discretion of the Chief Academic Officer and the School President, a student may be dismissed from Nobel University for behavior(s) disruptive to the educational mission of the School, including those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of the School's documents, records or identification, or knowingly furnishing false information to the School.
3. Misrepresentation of oneself or of an organization to be an agent of the School.
4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the School community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to the School's property or property in the possession of or owned by a member of the School community.
7. Unauthorized entry into, unauthorized use, or misuse of the School's property.
8. Sale of or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Lewd, indecent, or obscene behavior on the School's property or at any campus function.
10. Abusive behavior directed toward a member of the School community.
11. Violation of any order of the President of the School, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

The Chief Academic Officer and the School President, at his discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

ACADEMIC DISHONESTY

Individual Faculty, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The faculty may refer the circumstance to the Department Chair for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person’s examination paper, using unauthorized notes in an exam, leaving the classroom during an exam and consulting notes or references.

PLAGIARISM POLICY AND CHEATING

Plagiarism Definition

Plagiarism is passing off someone else’s ideas or words as your own without giving credit or without giving credit

properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

Procedures

First offenses will be handled at the faculty level. A faculty member who suspects a student of plagiarism will first meet with the student to discuss the problem. In the absence of any resolution, the student will meet with the Department Chair, and if a resolution still cannot be reached, then a meeting will be called with the Chief Academic Officer. Any instance of plagiarism that the faculty has decided to discipline with an "F" for the course will be reported along with appropriate documentation to the Department Chair and the Chief Academic Officer. A second offense will result in the possibility of dismissal from the School.

Penalties

Penalties for plagiarism and cheating may include but are not limited to the following:

1. Re-writing the assignment in question
2. Receiving an "F" on the assignment or test in question
3. Failing the course in which the assignment was submitted
4. Academic suspension
5. Dismissal from the School

COPYRIGHT POLICY

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.

7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

DRUG, ALCOHOL AND SMOKING POLICIES

Nobel University has a policy of maintaining a drug-free learning environment. All members of the School community, which include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the School policy that smoking is prohibited in all School buildings. At the discretion of the administration, outside areas may be set aside on School property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

WEAPONS POLICY

The possession or use of firearms or other weapons on Nobel University premises by any employee, student, vendor, or other visitor is strictly prohibited.

ADMISSION POLICIES

ADMISSION PROCESS

Applications for admission are taken year-round. Application forms are available online through the school's website at www.nobeluniversity.edu.

Prior to signing the enrollment agreement, we encourage you to review the school catalog and School Performance Fact Sheet. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Prospective students must contact the School to obtain an application packet. The packet will contain the required application and forms needed for submission. The student must contact all relevant institutions for submission of proof of graduation attesting to their academic qualifications from graduate institutions for admission to the doctoral program, undergraduate institutions for admission to the graduate program or submission of proof of high school completion for admission to the undergraduate programs. It is also the student's responsibility to ensure that all documents and forms are complete. Admissions decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the School without the required documentation and application/registration fee. If an applicant does not accept their admission or fails to matriculate within one year of acceptance, the applicant will need to go through the admissions process again. This means that the applicant must resubmit a non-refundable application/registration fee, application, documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

ENTRANCE EXAMINATIONS

Undergraduate or graduate entrance examinations are not required for admission to the degree programs.

STANDARDIZED EXAM CREDIT (SEC)

Nobel University does not accept credits through challenge examinations and/or achievement tests.

PRIOR EXPERIENTIAL LEARNING CREDIT (PEL)

Nobel University awards a maximum of 9 semester credits for prior experiential learning for the Doctor of Business Administration program.

DISTANCE EDUCATION

Nobel University offers distance education through online instructional methodologies.

ABILITY-TO-BENEFIT STUDENTS

Nobel University does not admit Ability-to-Benefit Students.

TRANSFER STUDENTS

Nobel University will consider accepting transfer students from other schools. To transfer credits to Nobel University, a student must file an application for admission, satisfy all admission requirements, and submit official

transcripts from the school(s) whose credits are to be evaluated for transfer credits.

TRANSFER CREDIT POLICY

Nobel University welcomes the transfer of course work from accredited institutions. Institutions include those that have been accredited by an agency that is recognized by the United States Department of Education. Outside the U.S., a provincial or national authority such as the Ministry of Education usually approves some institutions.

Credit is evaluated on a course-by-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable to the undergraduate program and "B" or higher to the graduate programs; however, grades from transfer credits do not compute into Grade Point Averages (GPA). Grade Point Averages are computed solely on courses completed at Nobel University. Under exceptional circumstances and with the approval of the Chief Academic Officer, transfer of credit may be possible from unaccredited institutions. In addition, Nobel University takes steps to ensure that course work taken at the previous institution is comparable to the course work offered by Nobel University. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, grading standards, and other relevant learning resources at the sending institution; and
- Analysis of historic experience regarding the success of transfers from the sending institution.

If a student wishes to apply transfer credit to his/her program, the transfer should be arranged after receiving a letter of acceptance. In order to request this transfer, a student should submit a Transfer Credit Approval Form and arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Nobel University's Registrar's Office.

ARTICULATION AGREEMENTS

Nobel University does not have any articulation agreement with any college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Nobel University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Nobel University to determine if your credits or degree will transfer.

For example, if you entered the School as a freshman, you may still be a freshman if you enter another college or institution at some time in the future, even though you earned credits here at the School. In addition, if you earn a degree in our Bachelor of Arts in Business Administration, Master of Business Administration program, Doctor of Business Administration program, Bachelor of Science in Cybersecurity, and/or Master of Science in Cybersecurity, it may not serve as a basis for acceptance to an advanced degree program at another college or institution. Transferability of credit always rests with the receiving institution. It is your responsibility to confirm whether or not credits will be accepted by another school.

UNDERGRADUATE PROGRAMS

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

A successful career in business leadership and management requires a sound understanding of the marketplace. This program is designed for those who seek a broad spectrum of business courses with an understanding of the cultural and sociological forces that shape business success. It also develops competence in conceptual, interpersonal and technical skills. The acquired skills and knowledge are applicable in both public and private enterprises.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Integrate critical thinking and a Christian worldview within general education fields of study.
2. Analyze business decisions within the context of complex, interdependent global systems.
3. Demonstrate competence in written and oral communication.
4. Connect biblical principles across disciplines and experience.
5. Apply Christian ethical reasoning in entrepreneurial decision-making.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee– All applicants must pay the application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – All applicants must provide proof of completion of high school education such as high school diploma or recognized equivalency certificate.

   If high school education is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. high school equivalency from an evaluation agency approved by Nobel; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the student pays the transcript evaluation fee ($85.00).

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

In addition to the admission requirements previously mentioned, all international students must submit the following documents:

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in applicant's name, or Affidavit of Financial Support form with sponsor's bank statement
7. Proof of English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:

    a. TOEFL iBT score report with a minimum score of 45, taken within the last two years.
    b. IELTS score of 5.0 or higher, obtained within the last two years.
    c. Duolingo English Test score of 90 or above, taken within the past two years.
    d. Completion of an Advanced ESL course equivalent to Level 6.
    e. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required.
    f. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
    g. A minimum score of 50 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Undergraduate applicants may transfer up to ninety (90) semester credits or one hundred thirty-five (135) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Bachelor of Arts (BA) degree in Business Administration will be awarded to the student upon successful completion of 120 semester credits, of which at least 42 semester credits are general education courses, at least 72 semester credits are core courses, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00. Students are also required to successfully complete an internship program.

CORE COURSE REQUIREMENTS (72 SEMESTER CREDITS)

ACCT 325	Cost Accounting (*Prereq: BUS 121)*	3 Credits
BUS 100	Introduction to Business	3 Credits
BUS 120	Principles of Accounting I	3 credits
BUS 121	Principles of Accounting II (*Prereq: BUS 120)*	3 Credits
BUS 240	Introduction to Information Systems	3 Credits
BUS 250	Business Ethics	3 Credits
BUS 303	Business Law	3 Credits
BUS 313	Quantitative Analysis for Management	3 Credits
BUS 330	Financial Management	3 Credits
BUS 340	Principles of Organizational Management & Leadership	3 Credits
BUS 360	Principles of Marketing	3 Credits
BUS 370	International Business	3 Credits
BUS 390	Principles of Entrepreneurship	3 Credits
BUS 405	Business Report Writing & Communication	3 Credits
BUS 410	Production Management	3 Credits
BUS 420	Human Resource Management	3 Credits
BUS 445	E-commerce	3 Credits
BUS 450	Policy & Planning	3 Credits
BUS 480	Applied Statistics *(Prereq: BUS 313)*	3 Credits
ECON 250	Microeconomics	3 Credits
ECON 251	Macroeconomics (*Prereq: ECON 250)*	3 Credits
MKTG 361	Marketing Communication	3 Credits
MKTG 362	Consumer Behavior (*Prereq: MKTG 361)*	3 Credits
MKTG 364	Sales & Sales Management	3 Credits

GENERAL EDUCATION COURSE REQUIREMENTS (42 SEMESTER CREDITS)

Behavioral Science - 1 equivalent course (3 Credits) required

PSY 110	Introduction to General Psychology	3 Credits

English - 2 equivalent courses (6 Credits) required

ENG 102	English Composition	3 Credits
LIT 102	Intro. To World Literature: Fiction, Poetry, & Drama	3 Credits

Humanities - 1 equivalent course (3 Credits) required

PHIL 110	Introduction to Philosophy	3 Credits

Mathematics - 1 equivalent courses (3 Credits) required

MATH 116	College Algebra	3 Credits

Physical Sciences - 1 equivalent courses (3 Credits) required

NSC 150	Introduction to Natural Sciences	3 Credits

Religion Courses – 4 equivalent courses (12 Credits) required

REL 100	Introduction to Religion	3 Credits
REL 110	Introduction to the Bible and Biblical Literature	3 Credits
REL 120	Christianity: History and Tradition	3 Credits
REL 200	Comparative World Religions	3 Credits

Social Sciences - 4 equivalent courses (12 Credits) required

HIST 131	Western Civilization I	3 Credits
HIST 132	Western Civilization II	3 Credits
POLISCI 123	Introduction to Political Science	3 Credits
SOC 100	Introduction to Sociology	3 Credits

ELECTIVE COURSES (6 SEMESTER CREDITS REQUIRED)

LIT 101	Literature & Other Cultures	3 Credits
POLISCI 125	United States Government	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 100's designate entry-level general education courses; while numbers in the 200's represent upper-level general education courses. Numbers in the 300's and 400's represent upper division courses.

GENERAL EDUCATION COURSES

ENG 102 English Composition (3 Credits)
English Composition is designed to develop students' abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. Numerous in-class writing activities are required in addition to extended essays written outside of class. *Prerequisite: None*

HIST 131 Western Civilization I (3 Credits)
This course surveys the historical developments that shaped Western culture up to the 1500s. *Prerequisite: None*

HIST 132 Western Civilization II (3 Credits)
This course surveys the historical developments that have shaped Western Culture from the 1500s up to present day. *Prerequisite: None*

LIT 102 Introduction to World Literature: Fiction, Poetry, & Drama (3 Credits)
This course introduces the student to fiction, poetry and drama in various cultures. *Prerequisite: None*

NSC 150 Introduction to Natural Sciences (3 Credits)
This course provides the student with a survey of the basic physical sciences of Chemistry, Physics, Earth Science, etc. and will introduce the student to the basic concepts of Physical Science as supporting creation. *Prerequisite: None*

MATH 116 College Algebra (3 Credits)
Algebra is found in many aspects of everyday life such as planning a household budget, playing sports and games, and designing complex software. The ability to successfully perform algebraic tasks is a key to success in science and medical courses and is a necessary skill in today's competitive market. MATH 116 will overview the basic fundamentals of mathematics and algebra, and then will use those concepts to introduce more advanced topics. The logical problem-solving skills learned by algebra students will serve them in many other disciplines. *Prerequisite: None*

PHIL 110 Introduction to Philosophy (3 Credits)
This course introduces the student to basic concepts of philosophy and to the great philosophical reasoning which forms modern philosophy and its study. *Prerequisite: None*

POLISCI 123 Introduction to Political Science (3 Credits)
The origin, nature, and function of government, principles and methods of political organization and development are introduced. *Prerequisite: None*

PSY 110 Introduction to General Psychology (3 Credits)
This course surveys the history of psychology and its effect on culture, especially in Western culture. The student will be introduced to the basic theories of psychology. *Prerequisite: None*

REL 100 Introduction to Religion (3 Credits)
This course takes a thematic and comparative approach to the study of religion. It gives equal weight to theoretical issues and practices reflected in the major world religions. The course identifies the theoretical issues surrounding the study of religion and focuses on fundamental topics such as ritual and sacred language.

REL 110 Introduction to the Bible and Biblical Literature (3 Credits)
This course serves as an introduction to the nature and origin of the Bible, as well as a preparation for more advanced theological studies. Students will learn about the Bible's overall structure as well as Old and New Testament Biblical Literature.

REL 120 Christianity: History and Tradition (3 Credits)
This course explores the major sources, methods, and insights into the Christian history and tradition. The course focuses on the background of early Christianity, the beginning methods by which Jesus and His disciples founded the faith, and the consequent spread of His followers throughout the world. The course will examine key historical figures and events as it tracks Christianity's progression from the time of Christ until today.

REL 200 Comparative World Religions (3 Credits)
This course is an introduction to the academic study of religion and of world religions, and to the religious traditions of Hinduism, Buddhism, Confucianism, Daoism, Sikhism, Judaism, Christianity and Islam, as well as several other current religious trends. The course examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and cultural expressions of these religious traditions. The course also deals with some of the essential differences and similarities which exist among each religious tradition, and points to the uniqueness of each of them.

SOC 100 Introduction to Sociology (3 Credits)
This course surveys both the history and field of sociology and will introduce the student to basic concepts of sociology. *Prerequisite: None*

BUSINESS CORE COURSES

ACCT 325 Cost Accounting (3 Credits)
This course covers managerial accounting in controlling operations to determine reduction costs, inventory control, inventory evaluation and budgeting. *Prerequisite: BUS 121*

BUS 100 Introduction to Business Management (3 Credits)
This course is an introduction to the role of business in modern society. It includes an overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology. *Prerequisite: None*

BUS 120 Principles of Accounting I (3 Credits)
This course covers basic financial accounting models and cycles. Students will explore fundamental accounting for assets and liabilities and use a sole proprietorship structure as a model. *Prerequisite: None*

BUS 121 Principles of Accounting II (3 Credits)
The focus for this course is on managerial accounting and emphasis for use of accounting data in decision-making. Included are cost accumulation models, cost behavior, break-even analysis, budgeting, short and long-term decision analysis, capital expenditure analysis, and financial statement analysis. *Prerequisite: BUS 120*

BUS 240 Introduction to Information Systems (3 Credits)
This course is a survey of issues in information systems. The focus is on managing the information environment, in a corporation including best practices for information system usage and design. *Prerequisite: None*

BUS 250 Business Ethics (3 Credits)
This course examines the role of ethics in business and the ethical issues that confront today's corporate leaders, managers, and employees. Emphasis will be on advancing ethical awareness, critical reasoning skills, and core principles of ethical behavior to provide students with the basic tools to address and resolve complex, critical and at times, conflicting interests and opportunities. Students will assess the role of ethics in relationship to corporate social responsibility, managerial decision-making, executive leadership, and corporate governance through diverse

perspectives. *Prerequisite: None*

BUS 303 Business Law (3 Credits)
This course is a study of the laws affecting business transactions. Included is an overview of the legal system as it relates to business and an in-depth study of contracts, sales, commercial transactions and secured transactions. *Prerequisite: None*

BUS 313 Quantitative Analysis for Management (3 Credits)
This course is a study of the analytical and mathematical models for business decision-making. Included are statistical analysis, project management, simulation, and linear programming. *Prerequisite: None*

BUS 330 Financial Management (3 Credits)
This course covers the principles and practices of financial management and covers sources and methods of raising capital, allocation of funds within the firm, cash-flow and financial statement analysis, financial markets, and capital budgeting. *Prerequisite: None*

BUS 340 Principles of Organizational Management and Leadership (3 Credits)
Elements of planning, organizing, leading, and control are covered. Particular emphasis is given to organizing and actuating responsibility and authority, delegation, decentralization, the role of staff, line-staff relationships, boards and communication. *Prerequisite: None*

BUS 360 Principles of Marketing (3 Credits)
This course is an examination of marketing from the perspectives of the consumer, economy, technology and social responsibility. It will discuss the application of current theories and concepts in effectively marketing goods and services for domestic and global markets. Topics include market research, identifying target customers, developing product offers, branding, pricing, marketing communications and distribution channels. *Prerequisite: None*

BUS 370 International Business (3 Credits)
A survey of issues in international business, the focus of this course is on managing in an international environment, understanding the global monetary system and developing an international perspective on business operations. *Prerequisite: None*

BUS 390 Principles of Entrepreneurship (3 Credits)
This course introduces various aspects of new business creation. Special emphasis will be given to new opportunity discovery and business plan drafting. Therefore, this course is not about small business management. Rather, it is about how to start a new venture through creativity, innovation and intelligence. Other aspects of entrepreneurship such as entrepreneurial financing and team building will be discussed. *Prerequisite: None*

BUS 405 Business Report Writing & Communication (3 Credits)
This course provides practice in writing well-organized, effective formal and informal reports. Also, students will learn how to evaluate and prepare business reports, utilizing business research methods and communication techniques. *Prerequisite: None*

BUS 410 Production Management (3 Credits)
This course focuses on decision-making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment. *Prerequisite: None*

BUS 420 Human Resource Management (3 Credits)
This course examines the processes involved in human resources from a managerial perspective. Students will examine the functions of human resources management, including work force planning, job design and analysis, recruiting, selection, retention, performance appraisal, training and development, compensation, labor relations, and legal requirements. In conclusion, you will be able to create a completive advantage that will add value to the

organization's human capital processes. *Prerequisite: None*

BUS 445 E-Commerce (3 Credits)
This course provides an overview of e-Business from a managerial perspective. It introduces the fundamental concepts for exploring e-Business opportunities by comparing and contrasting various e-Business models. The course will also examine e-Business strategies and implementation issues faced by new Internet ventures as well as established firms. Current issues surrounding e-Business practices such as the role of intranets and extranets, electronic payment systems, Internet security, privacy, and regulations will be discussed as well. Learning in this course is accomplished through a combination of lectures, hands-on labs, case analysis and discussion, group presentations, and a research project. *Prerequisite: None*

BUS 450 Policy & Planning (3 Credits)
This course focuses on the fundamentals of decisions in the life of business. It also looks at the decisions of growth, product development, recession, research, and employment issues. *Prerequisite: None*

BUS 480 Applied Statistics (3 Credits)
This course studies the logic of empirical research and statistical tools: correlation techniques, chi square, critical ration, “t”-test, and analysis of variance. *Prerequisite: BUS 313*

ECON 250 Microeconomics (3 Credits)
This course studies institutions and processes of market specialization and exchange, pricing and output, competition and monopoly, government regulation, current economic problems, and international economic developments. *Prerequisite: None*

ECON 251 Macroeconomics (3 Credits)
Macroeconomics covers economic activity and growth, determination of income, employment, output, inflation, aggregate demand and supply, money and banking, monetary and fiscal policies, and international economic issues. *Prerequisite: ECON 250*

MKTG 361 Marketing Communication (3 Credits)
Topics covered include advertising theory and measurement, communication theory, promotional strategies, public relations and publicity, consumer education, collateral material planning, and promotional ethics.
Prerequisite: None

MKTG 362 Consumer Behavior (3 Credits)
Students will study individual consumer behavior in relation to the buying-selling process. Emphasis is placed on understanding the consumer in order to facilitate the development of an effective marketing strategy.
Prerequisite: MKTG 361

MKTG 364 Sales & Sales Management (3 Credits)
This course analyzes personal selling strategies and practices, including consultative selling and negotiation.
Prerequisite: None

ELECTIVE COURSES

ACCT 225 Intermediate Accounting I (3 Credits)
This course covers financial reporting, revenue recognition, current assets, cash, accounts receivable, inventory and operational assets. *Prerequisite: BUS 121*

HUM 113 Humanities: Ideas & Values (3 Credits)
This course introduces the student to how society develops concepts and values and how societies relate these ideas

and values to real-life scenarios. *Prerequisite: None*

LIT 101 Literature & Other Cultures (3 Credits)
This course surveys the usage of literature in various cultures and how it affects learning and values. *Prerequisite: None*

POLISCI 125 United States Government (3 Credits)

This course covers the origin, organization, form, functions, and functioning of the United States Government, including its political parties. *Prerequisite: None*

CAREER OPPORTUNITIES

Assistant Manager (11-9199), Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Manager (11-9199), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

BACHELOR OF SCIENCE IN CYBERSECURITY *(forthcoming)*

The Bachelor of Science in Cybersecurity program provides students with a solid foundation in information security principles, network defense, and cyber risk management. Designed for those seeking careers in protecting digital infrastructure, this program emphasizes both technical proficiency and ethical responsibility. Students will gain practical skills in identifying vulnerabilities, defending against cyber threats, and supporting secure system development across various industries.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Integrate cybersecurity knowledge to analyze and mitigate complex cyber threats.
2. Evaluate cybersecurity architectures and incident response strategies using biblical principles of justice, integrity, and stewardship.
3. Communicate effectively about complex cybersecurity concepts to diverse audiences, demonstrating respect and empathy.
4. Apply quantitative and analytical skills to assess cybersecurity risks and vulnerabilities, demonstrating responsible stewardship of resources and data.
5. Critically analyze and defend cybersecurity practices and policies promoting ethical and responsible use of technology.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – Applicants are required to complete the Admissions Application Form available either online or in-person at the admissions office. The form can be accessed through the school's website at www.nobeluniversity.edu, or requested directly from the Admissions Office. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee– All applicants must pay the application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – All applicants must provide proof of completion of high school education such as high school diploma or recognized equivalency certificate.

   If high school education is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. high school equivalency from an evaluation agency approved by Nobel; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the student pays the transcript evaluation fee ($85.00).

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

In addition to the admission requirements previously mentioned, all international students must submit the following documents:

8. Copy of valid Passport
9. Copy of Visa, if applicable
10. Copy of I-94, if applicable
11. Previous school's Form I-20, if applicable
12. Transfer Release Form, if applicable
13. Bank Statement in applicants name, or Affidavit of Financial Support form with sponsor's bank statement
14. Proof of English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:

    h. TOEFL iBT score report with a minimum score of 45, taken within the last two years.
    i. IELTS score of 5.0 or higher, obtained within the last two years.
    j. Duolingo English Test score of 90 or above, taken within the past two years.
    k. Completion of an Advanced ESL course equivalent to Level 6.
    l. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required.
    m. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
    n. A minimum score of 50 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Undergraduate applicants may transfer up to ninety (90) semester credits or one hundred thirty-five (135) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Bachelor of Science (BS) in Cybersecurity degree will be awarded to the student upon successful completion of 120 semester credits, of which at least 42 semester credits are general education courses, at least 30 semester credits are core courses, at least 42 semester credits are Cybersecurity-specific course, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00.

**Additional program information forthcoming…*

GRADUATE PROGRAM

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) program provides students with an opportunity for broad professional development. This program is designed to develop skills within the general function areas of business by utilizing a reality-centered academic experience. This experience will be enhanced by collaboration with the business community. Students will get involved in real-life business situations and often use case studies or simulations to solve problems and create solutions.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Incorporate Christian principles and business knowledge to solve complex entrepreneurial problems.
2. Evaluate global managerial decisions using biblical principles and critical thinking.
3. Master the conventions of effective written and oral communication.
4. Integrate quantitative literacy in strategic business initiatives.
5. Defend Christian teachings and personal values using ethical reasoning.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript.

    a. If bachelor's degree is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. Bachelor's degree equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00).

    b. Applicants whose undergraduate courses are found to be deficient in business-related courses will be required to register and complete at least nine (9) semester credits in any combination of the following courses at Nobel University:

- Accounting
- Statistics
- Economics
- Finance
- Marketing
- Human Resources
- Entrepreneurship
- Production Management
- Operations Management
- Management Information Systems

The prerequisite courses must be completed no later than the student's second semester at Nobel University. Substitutions or deviations from the above courses will require prior approval of the Chief Academic Officer.

Prerequisite courses are optional for applicants who have completed business-related courses as well.

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

In addition to the admission requirements previously mentioned, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in applicant's name, or Affidavit of Financial Support form with sponsor's bank statement
7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:
   a. TOEFL iBT score report with a minimum score of 61, taken within the last two years.
   b. IELTS score of 6.0 or higher, obtained within the last two years.
   c. Duolingo English Test score of 95 or above, taken within the past two years.
   d. Completion of an Advanced ESL course equivalent to Level 6.
   e. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
   f. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
   g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Graduate applicants may transfer up to six (6) semester credits or nine (9) quarter units. Additional transfer credits may be approved and will be reviewed on a case-by-case basis. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Master of Business Administration (MBA) degree will be awarded to the student upon successful completion of at least 36 semester credits of core courses with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

CORE COURSE REQUIREMENTS (36 SEMESTER CREDITS)

BUS 510	Current Issues in Business Management	3 Credits
BUS 513	Financial Resources Management	3 Credits
BUS 514	Management Information Systems	3 Credits
BUS 516	Leadership and Organizational Behavior	3 Credits
BUS 517	Managerial Accounting	3 Credits
BUS 521	Managerial Economics	3 Credits
BUS 527	Marketing Management & Planning	3 Credits
BUS 529	Managerial Christian Ethics	3 Credits
BUS 541	Management for the Worldwide Organization	3 Credits
BUS 543	International Trade & Finance	3 Credits
BUS 567	Operations Management	3 Credits
BUS 620	Capstone: Strategic Management	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters

correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s are reserved for graduate-level courses.

MASTER OF BUSINESS ADMINISTRATION COURSES

BUS 510 Current Issues in Business Management (3 Credits)
This course examines common internal operational issues regarding business firms and explores emerging external social influences that impact their operations. Major course themes include: human resources; organizational behavior; leadership and team building; ethics; negotiation; accounting and finance; international, national, and local economics; marketing, strategy, and competitive analysis; advertising and promotion; communications and presentations; project management; management information systems; e-commerce and uses of the World Wide Web; and quality management systems. Additionally, recurring themes of the course include sustainability and social responsibility along with the emergence of social media and other tools that encourage transparency. *Prerequisite: None*

BUS 513 Financial Resources Management (3 Credits)
This course examines the role of accounting in the total information systems of an organization, while focusing on the decision-making processes pertaining to the acquisition of financial resources from external markets and the effective utilization and control of those resources within a business organization. *Prerequisite: None*

BUS 514 Management Information Systems (3 Credits)
Theory and practice of management information systems including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning. *Prerequisite: None*

BUS 516 Leadership and Organizational Behavior (3 Credits)
In today's competitive, complex, fast-paced global economy, organizations cannot stand still. Organizations ranging from Fortune 500 firms to small entrepreneurial start-ups find that they need to change in order to succeed and survive. This course is geared towards developing a better understanding of the challenges, techniques, burdens, and successes associated with initiating and implementing major changes within organizations. The objective of the course is to prepare managers and their consultants to meet the challenges of organizational changes. *Prerequisite: None*

BUS 517 Managerial Accounting (3 Credits)
This course examines the measurement, analysis, and use of accounting information for management decision- making. Students will examine concepts such as variable costing and inventory management, capital budgeting and operational budgeting decisions, and performance measurement and control of cost/profit/investment centers. *Prerequisite: None*

BUS 521 Managerial Economics (3 Credits)
The process of solving management problems by economic analysis is explored. Classifications of the economic basis for business policies and key economic concepts that serve as a framework for business decisions are covered. *Prerequisite: None*

BUS 527 Marketing Management & Planning (3 Credits)
Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined. *Prerequisite: None*

BUS 529 Managerial Christian Ethics (3 Credits)
This course examines the role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies. *Prerequisite: None*

BUS 541 Management for the Worldwide Organization (3 Credits)
Students learn how to identify, analyze, and plan for those elements within the cultural, economic, and political environments of international business that require specialized understanding and skills for successful management

or organized enterprise. *Prerequisite: None*

BUS 543 International Trade & Finance (3 Credits)
Students learn about the financial-monetary-economic environment of international business. Topics include the balance of payment, foreign exchange markets and risk, trade finance, direct foreign investment, capital budgeting in the multinational firm and the international money and capital markets. *Prerequisite: None*

BUS 567 Operations Management (3 Credits)
This course is designed to provide a solid foundation and deeper understanding of how the operations function contributes to ensuring effective and efficient flow of materials and information within and outside the organization. The course will take a broad managerial perspective emphasizing the strategic impact of the operations decisions and the interfaces between operations and the other functional areas of the organization. *Prerequisite: None*

BUS 620 Capstone: Strategic Management (3 Credits)
Strategic Management is an integrative capstone course that seeks to provide a comprehensive look at organizations. Although it will draw upon many of the business courses that you have been exposed to, it does go beyond merely tying together the various functional courses you have had. Using the fundamentals in various areas such as accounting, marketing, finance and management, operations, and management information systems, several contemporary theories and practices of organizations will be explored. *Prerequisites: BUS 510, BUS 513, BUS 514, BUS 516, BUS 517, and BUS 521. Course should be taken during the last semester of the MBA program.*

CAREER OPPORTUNITIES

Administrative Specialist (43-6014), Assistant Manager (11-9199), Business Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Clerk (43-9061), Office Manager (11-9199), Operations Research Analyst (15-2031), Production Assistant (51-9198), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

MASTER OF SCIENCE IN CYBERSECURITY

The Master of Science (MS) in Cybersecurity program equips students with advanced knowledge and skills to lead in the ever-evolving landscape of information security. Through a blend of theoretical learning and applied practice, students will engage in areas such as threat analysis, digital forensics, cryptography, and IT policy development. The program is ideal for professionals aiming to address complex cybersecurity challenges and drive strategic security initiatives in both the public and private sectors.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Foster advanced cybersecurity knowledge to design and implement robust solutions for complex organizational and societal challenges.
2. Critically evaluate and apply advanced cybersecurity theories and frameworks, integrating biblical principles of wisdom and discernment to inform strategic decision-making.
3. Communicate expert-level cybersecurity knowledge effectively to diverse stakeholders, including technical and non-technical audiences, demonstrating strong communication and leadership.
4. Conduct original research and analysis in cybersecurity, applying advanced quantitative and qualitative methods while adhering to the highest standards of academic integrity.
5. Formulate and advocate for cybersecurity policies and best practices that promote justice, security, and the responsible use of technology in a global context.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript.

    a. If bachelor's degree is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. Bachelor's degree equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00).

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and

resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

In addition to the admission requirements previously mentioned, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in applicant's name, or Affidavit of Financial Support form with sponsor's bank statement
7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:
   a. TOEFL iBT score report with a minimum score of 61, taken within the last two years.
   b. IELTS score of 6.0 or higher, obtained within the last two years.
   c. Duolingo English Test score of 95 or above, taken within the past two years.
   d. Completion of an Advanced ESL course equivalent to Level 6.
   e. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
   f. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
   g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Graduate applicants may transfer up to six (6) semester credits or nine (9) quarter units. Additional transfer credits may be approved and will be reviewed on a case-by-case basis. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Master of Science (MS) in Cybersecurity degree will be awarded to the student upon successful completion of at least 36 semester credits of core courses with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

COURSE REQUIREMENTS (36 SEMESTER CREDITS)

MIS 505	Data Privacy Management	3 Credits
MIS 510	Network Security Monitoring and Intrusion Detection	3 Credits
MIS 515	IT Compliance and Audit	3 Credits
MIS 520	IT Finance	3 Credits
CYB 500	Cybersecurity Foundations	3 Credits
CYB 504	Information Security Management & Leadership	3 Credits
CYB 510	Cyber Analytics and Intelligence	3 Credits
CYB 555	Enterprise Security Infrastructure Design	3 Credits
CYB 560	Cyber Risk Management	3 Credits
CYB 565	Contingency Planning and Response	3 Credits
CYB 570	Cybersecurity Capstone	3 Credits
BUS 514	Management Information System	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s or higher are reserved for graduate-level courses.

MASTER OF SCIENCE IN CYBERSECURITY COURSES

MIS 505 – Data Privacy Management (3 Credits)
This course provides a comprehensive understanding of data privacy principles, regulations, and best practices. Students will learn about data protection laws, risk assessment, incident response, and data governance. The course will equip students with the knowledge and skills to protect sensitive data and ensure compliance with regulatory requirements.

MIS 510 - Network Security Monitoring and Intrusion Detection (3 Credits)
This course provides a comprehensive understanding of network security monitoring and intrusion detection systems (IDS). Students will learn about network traffic analysis, log management, anomaly detection, and incident response. The course will equip students with the knowledge and skills necessary to detect, analyze, and respond to security threats in network environments.

MIS 515 – IT Compliance and Audit (3 Credits)
This course provides a comprehensive understanding of IT compliance and auditing principles, standards, and frameworks. Students will learn about the importance of compliance, risk management, and internal control. The course will cover topics such as regulatory compliance, security audits, and information security management

systems (ISMS).

MIS 520 – IT Finance (3 Credits)
This course provides a comprehensive understanding of financial management principles as applied to information technology. Students will learn about budgeting, cost analysis, financial forecasting, and return on investment (ROI) analysis. The course will also cover topics such as cost accounting, financial reporting, and strategic financial planning for IT.

CYB 500 Cybersecurity Foundations (3 Credits)
This is an introductory course providing a comprehensive overview of the fundamental principles and concepts in the field of cybersecurity. Participants will explore key topics such as threat landscapes, encryption methods, risk management, and ethical considerations in cybersecurity. The course aims to build a solid foundation by covering core cybersecurity principles, policies, and practices. Through case studies and discussions, students will gain insights into the evolving cyber threats and the essential measures to safeguard digital assets.

CYB 504 - Information Security Management & Leadership (3 Credits)
This course focuses on cybersecurity management principles and leadership skills. Students will learn about risk assessment, incident response, disaster recovery, and business continuity planning for cybersecurity.

CYB 510 - Cyber Analytics and Intelligence (3 Credits)
This course provides a comprehensive understanding of cyber analytics and intelligence, focusing on the collection, analysis, and interpretation of digital data to detect and respond to cyber threats. Students will learn about various data sources, analysis techniques, and tools used to identify and mitigate security risks.

CYB 550 Cyber Warfare and Applications (3 Credits)
This is a focused course delving into the realms of cybersecurity with a particular emphasis on cyber warfare tactics and their practical applications. This course explores offensive and defensive strategies in the cyber domain, addressing the evolving landscape of cyber threats. Participants will gain insights into advanced techniques, threat intelligence, and the practical applications of cybersecurity measures to protect against and respond to cyber warfare scenarios.

CYB 555 Enterprise Security Infrastructure Design (3 Credits)
This is a targeted course focusing on the essential principles and practices in crafting robust security architectures for organizations. Participants will explore the strategic planning and design of enterprise security frameworks, covering network security, access controls, and data protection. Emphasizing real-world applications, this course provides insights into designing comprehensive security infrastructures that safeguard against evolving cyber threats.

CYB 560 Cyber Risk Management (3 Credits)
This course explores practical approaches and methodologies for evaluating and mitigating cybersecurity risks within organizational contexts. It covers both quantitative and qualitative risk assessment methods, delving into the evaluation and application of prevalent cybersecurity risk assessment and management models and frameworks. A significant emphasis is placed on cyber incident response and contingency planning, encompassing incident response planning, disaster recovery planning, and business continuity planning. Students will gain insights into the comprehensive landscape of cybersecurity risk management and develop practical skills for responding to and planning for cyber incidents.

CYB 565 - Contingency Planning and Response (3 Credits)
This course provides a comprehensive understanding of cyber risk management principles and practices. Students will learn about risk assessment, risk mitigation, incident response, and business continuity planning. The course will equip students with the knowledge and skills to identify, assess, and mitigate cyber risks.

CYB 570 - Cybersecurity Capstone (3 Credits)
This capstone course provides an opportunity for students to apply their knowledge and skills in cybersecurity to real-world scenarios. Students will work on complex cybersecurity projects, conduct in-depth research, and present their findings to peers and industry professionals.

CAREER OPPORTUNITIES

Computer and Information Research Scientists (15-1221.00), Computer and Information Systems Managers (11-3021.00), Digital Forensics Analysts (15-1299.06), Financial Risk Specialists (13-2054.00), Information Security Analysts (15-1212.00), Information Security Engineers (15-1299.05), Information Technology Project Managers (15-1299.09), Intelligence Analysts (33-3021.06), Penetration Testers (15-1299.04), Security Management Specialists (13-1199.07),

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

DOCTORAL PROGRAM

DOCTOR OF BUSINESS ADMINISTRATION

The Doctor of Business Administration (DBA) program offers a unique blend of advanced business education and Christian ethical principles, designed for seasoned professionals and senior executives. This program aims to develop strategic leaders who can apply both cutting-edge business practices and Christian ethics to enhance organizational effectiveness and integrity.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Lead with a focus on servant leadership, stewardship, and honesty, all grounded in Christian principles.
2. Strategically make decisions that consider the moral and ethical ramifications of such actions in addition to the organization's performance.
3. Encourage an innovative mindset that aims to develop for financial gain and advance Christian missions and society.
4. Develop a global perspective influenced by the Christian values of love, respect, and understanding for all individual, regardless of their background.
5. Instill a commitment to lifelong learning and personal growth rooted in the desire to embody one's Christian beliefs in the business world. This commitment underscores the value of your ongoing education.

ADMISSION REQUIREMENTS

Students are accepted to Nobel University on a provisional basis pending the submission of all required documentation, which includes:

1. Admissions Application – All applicants are required to complete the Admissions Application Form. The form can be accessed through the school's website at www.nobeluniversity.edu. It is essential that the form is filled out completely and accurately to ensure processing.

2. Application Fee – All applicants must pay the non-refundable application fee ($50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.

3. Proof of Graduation – Applicants must provide proof of completion of a bachelor's degree and master's degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript. At least one degree must be in a related major or discipline, though other disciplines may be acceptable and will be reviewed on a case-by-case basis, potentially requiring prerequisite courses.

   If bachelor's degree or master's degree is completed outside the U.S., applicants must either: (a) provide a foreign transcript evaluation verifying U.S. equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee ($85.00) per degree.

   Applicants whose graduate courses are found to be deficient in business-related courses will be required to register and complete at least nine (9) semester credits in any combination of the following courses at Nobel University:

- Accounting
- Statistics
- Economics
- Finance
- Marketing
- Human Resources
- Entrepreneurship
- Production Management
- Operations Management
- Management Information Systems

The prerequisite courses must be completed no later than the student's second semester at Nobel University. Substitutions or deviations from the above courses will require prior approval of the Chief Academic Officer.

4. Professional Experience – Nobel University recommends a minimum of 5 years of full-time experience.

5. Curriculum Vitae (CV) – All applicants must submit a comprehensive CV demonstrating experience and qualifications, including a thorough review of an applicant's educational background and employment history, highlighting main accomplishments at each position.

6. Maximum Total Credit Awarded:

    - Transfer Credit (TRC): 27 credits
    - Standardized Exam Credit (SEC): 0 credits
    - Prior Experiential Learning Credit (PEL): 9 semester credits

7. Personal Identification – All applicants must submit copies of two (2) evidence of personal identification such as a State driver's license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.

8. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission's office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

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2. Copy of Visa
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4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in applicant's name, or Affidavit of Financial Support form with sponsor's bank statement
7. English Proficiency – Nobel University requires all applicants, whether domestic or international, whose primary language is not English, to demonstrate English proficiency for admission consideration. The Office of Admissions allows the following methods to prove proficiency:

a. TOEFL iBT score report with a minimum score of 65, taken within the last two years.
b. IELTS score of 6.0 or higher, obtained within the last two years.
c. Duolingo English Test score of 100 or above, taken within the past two years.
d. Completion of an Advanced ESL course equivalent to Level 6.
e. Completion of bachelor's degree or post-secondary level degree program at an accredited institution in the U.S., with an official transcript required.
f. Completion of bachelor's degree or post-secondary level degree program at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
g. A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

TRANSFER CREDITS

Doctoral applicants may transfer up to twenty-seven (27) semester credits or forty (40) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

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The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

GRADUATION REQUIREMENTS

The Doctor of Business Administration (DBA) degree will be awarded to the student upon successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

Students may complete courses in the 800 series in any order. It is recommended that a student complete their electives along with their doctoral project courses. This allows our DBA to be designed so that the doctoral project takes information from the electives.

CORE COURSE REQUIREMENTS (42 SEMESTER CREDITS)

BUS 800	Strategic Planning and Organizational Effectiveness	3 Credits
BUS 801	Law, Ethics and Global Society	3 Credits
BUS 802	Decision Making Models and Organizational Success	3 Credits

BUS 803	Trends and Issues in the Global Business Context	3 Credits
BUS 804	Finance and Economics	3 Credits
BUS 805	Leadership, Culture and Change in the Organization	3 Credits
BUS 806	Marketing and Entrepreneurship	3 Credits
BUS 807	Entrepreneurship, Business Intelligence and Technology	3 Credits
BUS 808	Business Consulting	3 Credits
BUS 810	Human Resource Management	3 Credits
BUS 830	Doctoral Research Methods	3 Credits
DBA 901	Scholarly Project	3 Credits
DBA 902	Scholarly Project II	3 Credits
DBA 903	Scholarly Project III	3 Credits

CONCENTRATION COURSE REQUIREMENTS (12 SEMESTER CREDITS)

Each student may choose to complete four electives from one area to complete a concentration. All students may choose courses that meet their needs from different learning areas for a DBA without concentration. The electives are as follows:

CYBERSECURITY

CYB 500	Cybersecurity Foundations	3 Credits
CYB 550	Cyber Warfare and Applications	3 Credits
CYB 555	Enterprise Security Infrastructure Design	3 Credits
CYB 560	Cyber Risk Management	3 Credits

HEALTHCARE ADMINISTRATION

HCA 500	Healthcare Delivery	3 Credits
HCA 505	Healthcare Administration Leadership	3 Credits
HCA 510	Healthcare Finance	3 Credits
HCA 515	Strategic Management within a Healthcare Organization	3 Credits

ORGANIZATIONAL LEADERSHIP

LDR 500	Leadership Styles and Development	3 Credits
LDR 505	Organizational Development and Change	3 Credits
LDR 510	Leadership and Innovation	3 Credits
LDR 520	Leadership Strategy	3 Credits

MARKETING

BUS 530	Digital Marketing Analytics	3 Credits
BUS 531	Global Marketing	3 Credits
BUS 532	Market Research	3 Credits
BUS 533	Social Media Marketing	3 Credits

COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s or higher

are reserved for graduate-level courses.

DOCTOR OF BUSINESS ADMINISTRATION COURSES

BUS 800 Strategic Planning and Organizational Effectiveness (3 Credits)
This is a dynamic course that equips students with essential skills for effective strategic thinking and organizational leadership. Covering key principles of strategic planning, the course focuses on aligning business goals, optimizing operational efficiency, and enhancing overall organizational effectiveness. Participants will engage in practical exercises and case studies to develop strategic decision-making capabilities, making them valuable contributors to successful business planning and execution.

BUS 801 Law, Ethics and Global Society (3 Credits)
This course explores the intersection of business practices with legal and ethical considerations in the global landscape. This course equips students with a comprehensive understanding of the legal frameworks that govern business activities, emphasizing ethical decision-making within a global context. Participants will delve into key topics such as corporate social responsibility, international business ethics, and the impact of legal regulations on organizational behavior. Through case studies and discussions, students will develop critical thinking skills to navigate complex legal and ethical challenges, fostering a principled approach to business operations within the global society.

BUS 802 Decision Making Models and Organizational Success (3 Credits)
This is a strategic course designed to equip students with advanced decision-making skills crucial for organizational effectiveness. Focused on practical models and methodologies, this course explores decision-making processes within the business context. Participants will delve into topics such as data-driven decision-making, risk analysis, and strategic thinking. Through case studies and simulations, students will develop the ability to make informed decisions aligned with organizational goals. This course aims to enhance critical thinking, problem-solving, and strategic planning capabilities, preparing participants to contribute decisively to organizational success in dynamic and competitive environments.

BUS 803 Trends and Issues in the Global Business Context (3 Credits)
This is a dynamic course that explores the contemporary challenges and opportunities shaping the world of international business. This course is designed to provide students with a comprehensive understanding of global business trends, emerging issues, and their impact on organizations. Participants will delve into topics such as globalization, technological advancements, sustainability, and geopolitical influences. Through case studies and discussions, students will gain insights into strategic decision-making in the face of evolving global dynamics. This course aims to equip participants with the knowledge and skills to navigate the complexities of the global business environment and contribute proactively to the success of organizations operating on an international scale.

BUS 804 Finance and Economics (3 Credits)
This course explores key concepts in finance, including financial management, investment analysis, and risk assessment, while integrating economic theories that influence business decision-making. Participants will delve into topics such as market structures, supply and demand dynamics, and the role of government in the economy. Through practical applications, case studies, and discussions, students will develop the analytical skills necessary to navigate the intersection of finance and economics, enabling them to make informed strategic decisions within the business environment.

BUS 805 Leadership, Culture and Change in the Organization (3 Credits)
This course examines the interconnected topics of leadership, culture, and change as they relate to individual and group behavior. Students will analyze classic theories in these areas and consider their relevance to modern organizations. The course aims to increase self-awareness in terms of leadership style, the impact of culture on the individual and vice versa, and the relationship between culture and change. Through this analysis, students will gain a deeper understanding of how these concepts intersect and how they contribute to organizational effectiveness.

By improving their understanding of themselves as leaders, students will be better equipped to lead effectively in an organizational setting.

BUS 806 Marketing and Entrepreneurship (3 Credits)
This course explores how organizations can use advanced marketing techniques, consumer data, and organizational knowledge to communicate value to customers. It also covers the importance of entrepreneurship and how organizations and individuals can foster this mindset. The course covers a wide range of marketing principles and theories, including market-oriented planning, competitive positioning, pricing, and integrated communications, as well as different forms of entrepreneurship. Through interactive discussions, case studies, practical examples, and doctoral-level assignments, students will have the opportunity to apply advanced concepts and gain a deeper understanding of the influence and impact of marketing on organizational success. By the end of the course, students will have gained valuable insights into how research and theory can enhance marketing efforts at various organizational levels.

BUS 807 Entrepreneurship, Business Intelligence and Technology (3 Credits)
This course teaches students how to evaluate technology in the context of entrepreneurship. It will examine the trends and challenges at the intersection of management, technology, and business. The course will focus on integrating business strategy with technology, exploring the role of big data in the global business context, and developing methods for turning data into new knowledge, languages, and applications that support empirical entrepreneurship.

BUS 808 Business Consulting (3 Credits)
This is an immersive course designed to equip students with the knowledge and skills required for a successful career in business consulting. This course focuses on the fundamentals of consulting, emphasizing the application of strategic problem-solving and communication techniques. Participants will explore various consulting models, engage in client-based projects, and learn to assess and address complex business challenges. Through case studies, simulations, and real-world scenarios, students will hone their analytical abilities, interpersonal communication, and project management skills essential for effective business consulting. The course aims to prepare participants to navigate the dynamic landscape of consulting, enabling them to provide valuable insights and solutions to clients in diverse business settings.

BUS 810 Human Resource Management (3 Credits)
This course covers how global human resource managers create plans that align the workforce with the company's strategic goals. It covers topics like predicting workforce needs in a global context, designing effective hiring strategies that fit different countries and positions, selecting the right person for the organization and its culture, training employees to lead a diverse workforce, creating succession management systems that foster talent, and developing compensation plans for employees in multiple countries. By the end, students should be able to identify the challenges of managing a global workforce and develop a human resource plan that leverages cultural differences to improve organizational performance.

BUS 830 Doctoral Research Methods (3 Credits)
This course introduces doctoral students to advanced research methods applicable to their field of study. It covers both quantitative and qualitative research approaches, providing students with the skills necessary to design and conduct robust research projects. Emphasis is placed on critical evaluation of research literature, ethical considerations, data collection, analysis, and interpretation.

DBA 901 Scholarly Project (3 Credits)
This is the first of three courses focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. In this course, students will work with a capstone mentor to identify and analyze a business-related problem, choose an appropriate research method, apply key concepts learned in the DBA curriculum, initiate site selection, and prepare for Institutional Review Board (IRB) approval. The main focus of the course is developing a data-driven project proposal that is supported by evidence-based literature and contemporary field experience. Key products completed in this course include: a capstone project proposal, a

problem statement, research questions and related theory, and a professional practice literature review.

DBA 902 Scholarly Project II (3 Credits)
This is the second of three courses focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. This course builds on the work accomplished in the first course, as students conduct the field project. Students will use critical thinking, analysis, synthesis, and evaluation skills developed throughout the DBA program to collect and analyze data within the context and conditions of the field project. The main focus of this course is integrating data collection and analysis in the field project.

DBA 903 Scholarly Project III (3 Credits)
This is the final course in a series of three focused on completing a scholarly project as part of a Doctor of Business Administration (DBA) degree program. In this course, students will present the findings of their field project and explain how these findings can influence, improve, or otherwise change the identified business-related problem or opportunity. Students will also prepare an oral presentation of their completed capstone project. Additionally, students will discuss a plan for disseminating the project findings to the populations that could benefit from this information. This course represents the culmination of the DBA program and allows students to demonstrate the skills and knowledge they have acquired throughout the program.

CYBERSECURITY CONCENTRATION COURSES

CYB 500 Cybersecurity Foundations (3 Credits)
This is an introductory course providing a comprehensive overview of the fundamental principles and concepts in the field of cybersecurity. Participants will explore key topics such as threat landscapes, encryption methods, risk management, and ethical considerations in cybersecurity. The course aims to build a solid foundation by covering core cybersecurity principles, policies, and practices. Through case studies and discussions, students will gain insights into the evolving cyber threats and the essential measures to safeguard digital assets.

CYB 550 Cyber Warfare and Applications (3 Credits)
This is a focused course delving into the realms of cybersecurity with a particular emphasis on cyber warfare tactics and their practical applications. This course explores offensive and defensive strategies in the cyber domain, addressing the evolving landscape of cyber threats. Participants will gain insights into advanced techniques, threat intelligence, and the practical applications of cybersecurity measures to protect against and respond to cyber warfare scenarios.

CYB 555 Enterprise Security Infrastructure Design (3 Credits)
This is a targeted course focusing on the essential principles and practices in crafting robust security architectures for organizations. Participants will explore the strategic planning and design of enterprise security frameworks, covering network security, access controls, and data protection. Emphasizing real-world applications, this course provides insights into designing comprehensive security infrastructures that safeguard against evolving cyber threats.

CYB 560 Cyber Risk Management (3 Credits)
This course explores practical approaches and methodologies for evaluating and mitigating cybersecurity risks within organizational contexts. It covers both quantitative and qualitative risk assessment methods, delving into the evaluation and application of prevalent cybersecurity risk assessment and management models and frameworks. A significant emphasis is placed on cyber incident response and contingency planning, encompassing incident response planning, disaster recovery planning, and business continuity planning. Students will gain insights into the comprehensive landscape of cybersecurity risk management and develop practical skills for responding to and planning for cyber incidents.

HEALTHCARE ADMINISTRATION CONCENTRATION COURSES

HCA 500 Healthcare Delivery (3 Credits)
This is a foundational course providing an overview of the dynamic landscape of healthcare systems. Participants will explore key components of healthcare delivery, including organizational structures, policy frameworks, and emerging trends. The course examines the interplay between healthcare providers, payers, and regulatory environments, offering insights into the challenges and opportunities shaping the delivery of healthcare services. Through case studies and discussions, students will gain a comprehensive understanding of the intricacies of health care delivery, preparing them to navigate and contribute to the evolving healthcare landscape effectively.

HCA 505 Healthcare Administration Leadership (3 Credits)
Healthcare Administrator Leadership is a focused course designed to cultivate effective leadership skills for professionals in healthcare administration. Participants will explore key aspects of healthcare leadership, including team management, communication strategies, and ethical considerations. The course aims to develop leadership competencies crucial for navigating the complexities of the healthcare industry. Through case studies and interactive exercises, students will gain practical insights into leadership challenges specific to healthcare administration, fostering the ability to lead teams, drive organizational excellence, and make ethical decisions in the ever-evolving healthcare landscape. HCA 505 prepares individuals to excel as healthcare leaders with a strategic and ethical approach.

HCA 510 Healthcare Finance (3 Credits)
This is a focused course that provides a comprehensive overview of financial principles within the healthcare industry. Participants will delve into key topics such as healthcare reimbursement, budgeting, and financial analysis specific to healthcare organizations. The course aims to equip students with the essential financial literacy needed to navigate the complexities of healthcare finance. Through case studies and practical exercises, students will gain insights into financial decision-making processes critical for effective healthcare management.

HCA 515 Strategic Management within a Healthcare Organization (3 Credits)
This is a targeted course providing a comprehensive exploration of strategic planning and management principles within the healthcare sector. Participants will delve into strategic frameworks, environmental analysis, and the development of strategic initiatives tailored to the unique challenges of healthcare organizations. The course aims to equip students with the skills to navigate the evolving healthcare landscape, make informed strategic decisions, and contribute to organizational success.

ORGANIZATIONAL LEADERSHIP CONCENTRATION COURSES

LDR 500 Leadership Styles and Development (3 Credits)
This is a course exploring the diverse spectrum of leadership approaches and their impact on organizational effectiveness. Participants will examine various leadership styles, from traditional to contemporary models, and assess their applications in different contexts. The course focuses on personal leadership development, emphasizing self-awareness, communication skills, and adaptive strategies. Through case studies and practical exercises, students will gain insights into the nuances of effective leadership, fostering the ability to lead authentically and adaptively. LDR 500 equips individuals with the knowledge and skills to navigate the complexities of leadership in diverse organizational settings.

LDR 505 Organizational Development and Change (3 Credits)
This course delves into the principles and practices of fostering organizational growth and navigating change effectively. Participants will explore theories of organizational development, change management strategies, and the role of leadership in driving transformation. The course emphasizes practical applications, equipping students with the skills to assess organizational needs, implement change initiatives, and lead teams through transitions. Through case studies and interactive discussions, students will gain insights into the complexities of organizational change, preparing them to be adept leaders capable of steering organizations toward sustained success in dynamic

environments.

LDR 510 Leadership and Innovation (3 Credits)
This course explores the intersection of leadership and creative problem-solving. Participants will delve into strategies for fostering innovation within organizations, examining the role of leadership in driving and sustaining inventive processes. The course emphasizes adaptive leadership styles, encouraging students to navigate challenges, inspire creativity, and implement innovative solutions. Through case studies and hands-on activities, students will gain practical insights into fostering a culture of innovation. LDR 510 equips individuals with the skills to lead teams in dynamic environments, catalyzing innovation and propelling organizations forward in an ever-evolving landscape.

LDR 520 Leadership Strategy (3 Credits)
Leadership Capstone is the culmination of leadership studies, providing a holistic and integrative experience for students. This course challenges participants to apply and synthesize their acquired knowledge, skills, and insights from previous leadership courses. Focusing on real-world leadership challenges, the capstone encourages strategic thinking, ethical decision-making, and effective problem-solving. Through case analyses, projects, and reflective exercises, students will demonstrate their mastery of leadership principles in diverse contexts. LDR 520 serves as a platform for students to showcase their growth as effective and adaptable leaders ready to contribute to the complexities of contemporary organizational environments.

MARKETING CONCENTRATION COURSES

BUS 530 Digital Marketing Analytics (3 Credits)
This is a forward-looking course immersing students in the realm of digital marketing data and analytics. Participants will master tools, interpret metrics, and craft strategies to optimize online campaigns. Through hands-on projects, students gain practical experience in leveraging data for enhanced digital marketing performance, audience engagement, and business success. Tailored for those navigating the evolving digital landscape, this course focuses on analytics-driven insights
and innovation.

BUS 531 Global Marketing (3 Credits)
This is a dynamic course that immerses students in the intricacies of marketing on a global scale. This course explores the challenges and opportunities inherent in reaching diverse markets and navigating the complexities of international business environments. Participants will delve into key concepts such as market entry strategies, cultural considerations, and global branding. Through case studies and practical exercises, students will develop a strategic understanding of how to adapt marketing strategies to varying cultural contexts, emerging markets, and global consumer behaviors.

BUS 532 Market Research (3 Credits)
This is a focused course designed to equip students with essential skills in gathering, analyzing, and interpreting data to inform strategic business decisions. Participants will delve into the principles and methodologies of market research, exploring techniques for understanding consumer behavior, market trends, and competitive landscapes. Through hands-on projects and case studies, students will apply various research tools and develop proficiency in designing effective research studies. This course aims to cultivate critical thinking and analytical abilities, empowering students to make informed decisions that drive business success.

BUS 533 Social Media Marketing (3 Credits)
This is an immersive course that explores the dynamic intersection of business and social media platforms. Participants will delve into the strategies and techniques essential for leveraging social media to build brand presence, engage audiences, and drive business success. Covering key platforms, analytics tools, and emerging trends, students will gain practical insights into crafting effective social media campaigns. Through hands-on projects and case studies, this course fosters proficiency in content creation, audience targeting, and social media analytics.

CAREER OPPORTUNITIES

Business Teachers, Postsecondary (25-1011), Chief Executives (11-1011), Data Scientists (15-2051), Economists (19-3011), Financial and Investment Analysis (13-2051), Human Resources Managers (11-3121), Instructional Coordinators (25-9031), Logisticians (13-1081), Management Analysts (13-1111), Market Research Analysts and Marketing Specialists (13-1161), Marketing Managers (11-2021), Operations Research Analysts (15-2031), Personal Financial Advisors (13-2052), Project Management Specialists (13-1082), Training and Development Managers (11-3131).

More information regarding these careers may be found at https://www.onetonline.org/crosswalk/

ACADEMIC POLICIES

REGISTRATION

All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites.

To be considered a full-time student, undergraduate students must register at least 12 semester credits per term, while graduate and doctoral students must register at least 9 semester credits per term.

The maximum course load per term shall be 15 semester credits for undergraduate students, 12 semester credits for graduate students, and 9 semester credits for doctoral students. Exceptions shall require prior approval of the Chief Academic Officer.

Registration forms are available at the Registrar's Office.

ADD AND DROP POLICY

During the first two weeks of the semester, an undergraduate student may drop up to two courses, and an equivalent number of courses may be added to replace the dropped courses. A graduate student or doctoral student may drop one course, and an equivalent number of courses may be added to replace the dropped course.

Addition of courses are not allowed after the second week except under the same kind of emergency circumstances that would apply in the case of incomplete grades. To add and/or drop courses, a student must submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may register the courses during the first two weeks after classes begin. Students are not allowed to register after the end of the second week each semester. No enrollment or addition of any course is permitted after the first two weeks of the semester have passed without permission from the faculty involved and authorized by the Registrar.

ATTENDANCE POLICIES

CLASSROOM ATTENDANCE

All work missed due to absence or lateness must be made up to the satisfaction of the faculty in order to receive credit for the course. Faculty may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absence or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses. Faculty will report excessive absences to the Department Chairs. Students may be asked to appear before the Department Chairs and the faculty. Failure to appear at the meeting may result in a failing grade, and may also result in academic probation.

If the excessive absences are not classified as excused, the Department Chairs may:

1. Place students on probation, giving provisions for return to good standing.
2. Suspend students for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per Nobel University Refund Policy.
3. Suspend students for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Academic Officer that students be dismissed from the School.

TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

LEAVE OF ABSENCE

A leave of absence (LOA) may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. If a leave of absence is unavoidable, it is best to finish the current semester before starting a leave.

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

Students that begin a leave of absence during a semester, after the add and drop period, will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first semester. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. Students shall not be charged any sum of money for the leave of absence. For the purpose of refund calculation, leave of absences are not charged, and are based on the last day of attendance.

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

In any twelve-month period, Nobel University may grant no more than a single leave of absence for a maximum of 180 days. Nobel University may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, the school must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Students taking a leave of absence must meet the following requirements:

- Student must be in good academic standing when requesting a LOA from the Registrar's Office.
- Student must submit a signed leave of absence form to the Registrar's office prior to taking the leave.
- Student must receive PRIOR approval from the Registrar's office before withdrawing from courses.
- Student must be outside the U.S. during the LOA, except for medical leave of absence. (*International Students ONLY*)

MEDICAL LEAVE OF ABSENCE

In addition to the requirements for a leave of absence, student must submit a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester to the Registrar's Office.

INTERNATIONAL STUDENTS

Medical Leave of Absence

F-1 students are eligible to take a LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor.

Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from the Registrar's Office will be considered out of status.

Requirements for Medical LOA are as follows:

- Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester
- Doctor's note should specify if the student should remain in U.S. to receive treatment
- Must have PRIOR approval from the Registrar's Office before withdrawing from courses

Non-Medical Leave of Absence

If an F-1 student takes a leave of absence for more than five (5) months, the student's record will be terminated and the student cannot remain in the U.S. After submitting the leave of absence form for the approval from the Registrar's office, the student's SEVIS record will be terminated for "Authorized Early Withdrawal", which will not adversely affect the student's immigration record. The exact date of the termination will be based on the date the student indicates on this form. The student must depart the U.S. within 15 days of the termination date (for "Authorized Early Withdrawal" only).

Returning from a Non-Medical Leave of Absence

1. F-1 students returning from a leave of fewer than five (5) months:

    - Submit a written request to the Registrar's Office at least one month before the student plans to return to the School in order to reactivate the record with USCIS. Once approved, the School will issue a new I-20 and the student will be able to re-enter the U.S.
    - Re-enter the U.S. with all required travel documents, including a valid F-1 visa.

2. F-1 students returning from a leave of more than five (5) months:

    - Submit a written request to the Registrar's Office at least three months before the student plans to return to the School in order to allow time for the creation and receipt of a new SEVIS record/I-20.
    - Pay for I-901 SEVIS fee for the new I-20's SEVIS ID.
    - Apply for a new F-1 visa, if applicable. It is recommended the student contacts the nearest U.S. embassy/consulate whether a new visa is needed.
    - The student will not be eligible for off-campus employment until the student is in a new F-1 status for at least one academic year.

DEFINITION OF A CREDIT HOUR

For all Nobel University's degree programs and courses bearing academic credit, a "credit hour" is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. A credit hour is awarded for each 50-minute class session per a week.
2. A minimum of two hours for undergraduate study and three hours for graduate and doctoral study of outside-of-class work is required in each week for one semester hour of credit.
3. A semester consists of a minimum of 15 weeks of class.

GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an "incomplete" grade will be given up to sixteen weeks to complete the assignment. Any student receiving a "D" grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The School uses the traditional scale grading system for all examinations and final grades.

GRADE PROGRESS

Grade	Grade Point (Remarks)
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00
P*	0.0 (Pass)
NP*	0.0 (No Pass)
I*	0.0 (Incomplete)
W*	0.0 (Withdrawal)
R*	0.0 (Repeated Course)
IP*	0.0 (In Progress)

***** These grades are not included in the calculation of the student's GPA.
**** Graduate and Doctoral programs:*** *D and F (Failed Courses) = 0 points*

Graduate & Doctoral programs: Minimum Passing Grade is a B. Only those doctoral and graduate level courses in which a student earns the equivalent of a 3.0 or better may be applied toward the total number of credits required for graduation.

PASS (P)

The grade of "P" is used to denote "Pass" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduate and a grade of B or better for graduate and doctoral students. The "P" grade is not included in the GPA.

NO PASS (NP)

The grade of "NP" is used to denote "No Pass" when no letter grade is given. The "NP" grade is not included in the calculation of the GPA.

INCOMPLETE GRADE (I)

The faculty may assign the "I" grade when work is of passing quality but is incomplete for good cause. Assigning an

"I" is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the "I" will automatically lapse to an "F". It is the student's responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an "F". The grade of "Incomplete" will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "I" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

Important Additional Restrictions

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate and doctoral students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

GRADE REPORT

At the end of each semester, notification of students' academic standing and report of grades achieved while in attendance at Nobel University are available upon students' request. Grades are normally available within two weeks following the last day of the term. If there are any unpaid charges or other penalties on record against students, request for transcript and class grades will be withheld unless arrangements to the contrary have been made in advance with the Nobel University administration.

GRADING PROCEDURES

Requirements for midterms and other examinations (written and oral), term papers, reports, projects, and other student activities are assigned by each faculty. Make-up examinations, retests, late submission of reports or other special arrangements are made only by the faculty, and only at the faculty's discretion. Either the faculty or Nobel

University can administer a make-up examination or retest.

Faculty is not required to offer make-up examinations, retests, or to accept late submissions of work. It is fully within the faculty's discretion to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

FAILING AN EXAMINATION

Faculty may recommend that a retest be granted. Such retests are scheduled at the convenience of the faculty. All retests must be completed before the end of the fourth week of the following semester.

FAILURE TO ATTEND AN EXAMINATION

Without prior authorization by the faculty, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. Students must repeat the course, paying full tuition.

Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam. Please refer to “Other Fees” under the Schedule of Fees portion of the student catalog.

STUDENT ACHIEVEMENT

To document student learning outcomes, Nobel University assesses general education achievement using cumulative GPAs for all students.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

As one method of documenting student learning outcomes, Nobel University annually analyzes cumulative GPAs per program, in as much as GPA achievement provides a uniform and comparable measure of student achievement across programs and across time. GPA is calculated on the traditional 4.0 scale.

The CGPA is calculated using the formula below:
CGPA = Total Grade Points Earned/Total Units Attempted with Letter Grade

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The SAP policy is a statement that addresses the issue of whether students are maintaining satisfactory academic progress in their educational programs. At Nobel University, this policy consists of qualitative and quantitative standards:

MINIMUM ACADEMIC ACHIEVEMENT

Students must attain a minimum CGPA in order to meet minimum requirements for continuing their education at Nobel University and for successfully completing a program.

1. ***Undergraduate Programs***

   All undergraduate students must complete 66.67% of all attempted courses and achieve a minimum cumulative grade point average (CGPA) of 2.0 by the end of each academic year. Students not meeting this standard are subject to academic probation.

2. Graduate Programs

All graduate students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

3. Doctor of Business Administration

All doctoral students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

MAXIMUM PROGRAM LENGTH

1. Undergraduate Programs

Students need to complete 120 semester credits with a CGPA of 2.0 or better to graduate. Typically, these credits may be completed in about four (4) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals six (6) years. In other words, students have a maximum of six (6) years to complete a bachelor's program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 12 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

2. Graduate Programs

Students need to complete 36 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about two (2) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals three (3) years. In other words, students have a maximum of three (3) years to complete a master's program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "D", "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

3. Doctor of Business Administration

Students need to complete 54 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about three (3) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals four and a half (4.5) years. In other words, students have a maximum of four and a half (4.5) years to complete the doctoral program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of "D", "F", and "I" will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

MONITORING OF STUDENT ACADEMIC PROGRESS

1. Undergraduate Programs

Course loads are reviewed at the end of each academic year. Undergraduate students, whose records indicate that they have successfully completed less than 24 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

2. Graduate Programs

Graduate students, whose records indicate that they have successfully completed less than 18 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

3. Doctor of Business Administration

Doctoral students, whose records indicate that they have successfully completed less than 18 credits per

academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

PASS (P)

The grade of "P" is used to denote "Pass" when no letter grade is given. This grade is assigned to a grade of C or better for undergraduate and a grade of B or better for graduate students. The "P" grade is not included in the GPA.

NO PASS (NP)

The grade of "NP" is used to denote "No Pass" when no letter grade is given. The "NP" grade is not included in the calculation of the GPA.

INCOMPLETE GRADE (I)

The faculty may assign the "I" grade when work is of passing quality but is incomplete for good cause. Assigning an "I" is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the "I" will automatically lapse to an "F". It is the student's responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an "F". The grade of "Incomplete" will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "I" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy. International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

Important Additional Restrictions

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate and doctoral students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

UNSATISFACTORY ACADEMIC PROGRESS

If a student's progress, measured at the end of each semester, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the School may place the student on academic probation. The student will be advised of the performance necessary to reestablish SAP.

CHANGE OF PROGRAM

Nobel University offers one undergraduate program, two graduate programs, and one doctoral program of study at the Los Angeles Main Campus and the Buena Park Branch Campus. The Bachelor of Science in Cybersecurity program is forthcoming.

ADDITIONAL DEGREE

Nobel University offers one undergraduate, two graduate, and one doctoral credential at the Los Angeles Main Campus and the Buena Park Branch Campus. The Bachelor of Science in Cybersecurity program is forthcoming. The Satisfactory Academic Progress (SAP) policy for the undergraduate program of a given student does not influence the academic progress of that student at the graduate level. The SAP policy for the graduate program of a given student does not influence the academic progress of that student at the doctoral level.

TRANSFER CREDITS

Transfer credits accepted by Nobel University count toward a student's cumulative completion rate and the maximum program length allowed. Cumulative Grade Point Average (CGPA) is not affected.

CLASSIFICATIONS OF ACADEMIC STANDING

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended be used to guide the student in his/her academic planning. In particular, students placed on academic probation must meet with the Chief Academic Officer to develop an academic strategy for success that will also allow them to be removed from academic probation.

Good Standing

Good standing status is assigned to the term record of any undergraduate student with a cumulative grade point average (GPA) above the standard of 2.00 at the close of the term. Good standing status is assigned to the term record of any graduate or doctoral student with a cumulative grade point (GPA) average of 3.00 or higher at the close of the term.

Academic Probation

Undergraduate students will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Likewise, graduate and doctoral students will be placed on probation when either the term or cumulative GPA falls below 3.00. Students on probation must meet with the Chief Academic Officer to develop an academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, students must adhere to the conditions of the program of study in which they are enrolled. Undergraduate students enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. Graduate and doctoral students enrolled in a full-time program of study must complete a minimum of six (6) credits but not exceed nine (9) credits during probationary term(s) of study. A student in a part-time program of

study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that students achieve both a term and cumulative GPA of 2.00 or higher (for undergraduate students) and a GPA of3.0 or higher (for graduate and doctoral students) in a subsequent term. While the student is on probation, the School may require the student to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses, or extending enrollment status. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment.

Dismissal

1. Term Grade Point Average

   Undergraduate students will be dismissed from Nobel University when their term GPA falls below the 2.00 standard for three (3) consecutive terms. Graduate and doctoral students whose term GPA falls below 3.00 for two (2) consecutive terms, will be dismissed from Nobel University.

   Undergraduate students, who earn a term GPA below 1.00, and graduate or doctoral students who earn a term GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from Nobel University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term undergraduate students that obtain a term GPA below 1.00, and graduate or doctoral students who earn a term GPA below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

2. Cumulative Grade Point Average

   Undergraduate students will be dismissed from Nobel University when their cumulative GPA remains below the 2.00 standard for the probationary period of three (3) consecutive terms unless an extended period is approved by the Chief Academic Officer.

   Undergraduate students who earn a cumulative GPA below 1.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

   Graduate and doctoral students will be dismissed from the School when their cumulative GPA remains below the 3.00 standard for the probationary period of two (2) consecutive terms unless an extended period is approved by the Chief Academic Officer.

   Graduate and doctoral students who earn a cumulative GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

3. Right to Appeal a Dismissal Decision

   Students have the right to appeal a dismissal decision. They may do so by requesting for an appeal to the Chief Academic Officer. The request must be submitted by students within seven (7) days of having been notified that they are being dismissed from Nobel University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

   Upon submitting the request to appeal the dismissal decision, the student will be scheduled to meet with the Chief Academic Officer in order to discuss his or her academic progress and plan. A final decision

regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Chief Academic Officer before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

4. Terms of Reinstatement after Dismissal

   Reinstatement to Nobel University is subject to the following conditions:

   - For Full-Time Students

     Students are expected to meet the Academic Standard of Nobel University by the time they are to graduate. Undergraduate students must enroll in and complete no fewer than twelve (12) and no more than sixteen (16) credits unless otherwise approved by the Chief Academic Officer. Graduate and doctoral students must enroll in and complete no fewer than six (6) and no more than nine (9) credits unless otherwise approved by the Chief Academic Officer. During the period of reinstatement, a student cannot change his/her program of study or status.

   - For Part-Time Students

     Students are expected to meet the Academic Standard of Nobel University by the time he/she is to graduate. Undergraduate students can enroll in and complete no more than eleven (11) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of "D" or below, or "I" in any given course during this term. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

     Graduate and doctoral students can enroll in and complete no more than five (5) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 3.00 during the readmitted term and may not earn grades of "C" or below, or "I" in any given course during this term. If the student does not meet the 3.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

     Such dismissal is considered final unless overturned by the Chief Academic Officer. A final dismissal decision may not be appealed.

5. Final Dismissal

   Students who: (a) do not appeal the initial dismissal decision, (b) receive a negative decision from the Chief Academic Officer, (c) fail to meet the conditions of reinstatement, or (d) who fail to maintain F-1 student status (international students only), are dismissed from Nobel University.

PETITION FOR READMISSION

Students who have been dismissed from the School must wait at least one semester before applying for readmission and must submit a Petition for Readmission to the Chief Academic Officer. In order to be considered, the students must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Chief Academic Officer at least ten (10) days before the beginning of the semester in which the student requests readmission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief Academic Officer will notify the student in writing concerning readmission. If readmission is granted, a student may

resume course work at Nobel University.

APPLICATION FOR GRADUATION

Application for graduation is available at the Nobel University Admissions Office and should be filed four weeks before the end of the student's last semester. Students who have filed applications for graduation, but have failed to complete degree requirements, will not be processed for graduation.

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Arts in Business Administration program.

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Science in Cybersecurity program.

Successful completion of 36 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Master of Business Administration program.

Successful completion of 36 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Master of Science in Cybersecurity program.

Successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Doctor of Business Administration program.

RECORDS POLICIES

STUDENT RECORDS

The following student records are maintained by Nobel University:

1. Application for admission and all pertinent documents submitted therewith.
2. Record of academic accomplishments at Nobel University such as grades, credits, and grade point average.
3. Change of status or scholastic program.
4. Change of address, employment, and phone numbers.
5. An account ledger sheet showing charges of tuition, fees, and adjustments of fees and payments made.
6. Records of academic or financial suspension, if any.
7. Immigration and Naturalization Service documents for foreign students.

The School's policy is to maintain the confidentiality of student records. No one outside of Nobel University shall have access to students' academic records without the written consent from students. Authorized School staff of other institutions in which students seek enrollment, accrediting agencies, or courts of law may have access to such records as appropriate.

POLICY ON RETENTION OF STUDENT RECORDS

Nobel University maintains all pertinent student records for 5 years from the student's date of completion or withdrawal. A record is considered current for 3 years following a student's completion or withdrawal. In addition to the hard copies of the student records, the School stores digitized copies of transcripts and issued degrees indefinitely.

For all student records, Nobel University can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. Nobel University also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:00 am to 5:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:00 am to 5:00 pm.

If Nobel University closes, it and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

1974 PRIVACY ACT

Nobel University complies with the Family Education Rights and Privacy Act of 1974 (also known as "Buckley Amendment"). Any questions about the availability of student records or the release of such records should be addressed to the Registrar's Office.

A student's academic records, grades, and personal information, as in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Nobel University may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Academic Counselor. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Nobel University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Nobel University officials who have been determined by the school to have legitimate educational interests in the records. A school official is
   - a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
   - a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
2. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Nobel University has a legitimate educational

interest.

3. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
4. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the school.
6. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate parties in health or safety emergencies.
10. To officials of another school in which a student seeks or intends to enroll.
11. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).
    - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
13. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
14. Directory information (see Section IV below).
15. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Nobel University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Nobel University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Nobel University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Nobel University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at Nobel University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to their Academic Counselor, Nobel University, 505 Shatto PL. Suite 300, LA CA 90020. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above- designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the University Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Nobel University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Nobel University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Nobel University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Nobel University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Nobel University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Nobel University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Nobel University will:

8. maintain the statement with the contested part of the record for as long as the record is maintained; and
9. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Nobel University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

DIRECTORY INFORMATION

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. Unless a student requests in writing to the contrary, federal law permits the School to release the following directory information to the public without the student's consent:

1. Name of student
2. Birthplace and birth date of student
3. Student's mailing and permanent address
4. Student's telephone numbers
5. Dates of student's attendance at Nobel University
6. Degrees or other awards received by the student
7. Major field of study
8. Most recent previous educational agency/institution attended by the student

RIGHT TO REFUSE RELEASE

Nobel University reserves the right to refuse such information to anyone not granted access by law. It will not knowingly provide information for landlords, creditors, collection agencies, and sales personnel.

TRANSCRIPT REQUESTS

Transcripts are available from the date the student enrolls in his/her first semester. To request transcripts, the student must make a request to the Registrar's office. Official transcripts are $20.00 each and can be picked up in person or mailed (additional mailing fee applies) to the student within 7-10 business days after the request has been submitted and all financial obligations are met.

FINANCIAL POLICIES

TUITION

Full tuition payment is required before class begins unless prior arrangement is made with the Chief Finance Officer. Any arrangements or agreements made with any faculty member or other Administrative staff in regards to tuition payments will be considered null and void. A student will receive official transcripts and/or a degree, only if the student has met the required academic standards and requirements and has paid all financial obligations, in full, to Nobel University.

The School will not provide documentation for any student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred. Any such student will not be permitted to register for the next term.

Nobel University does have the right to change the amount of tuition. The new tuition rate will be in effect for the upcoming semester. Any changes in the tuition will be updated in the catalog.

STUDENT TUITION RECOVERY FUND

If the student is not a resident of California, the student is not protected by the Student Tuition Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

The STRF fee is NON-REFUNDABLE.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a

violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. (5, CCR Section 76120)

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS

Nobel University does not participate in any state or federal financial aid programs. The School does not offer or administer institutionally funded grants, scholarships, and loans.

If a student receives any kind of loan individually, federal or personal, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aidfunds.

STUDENT'S RIGHT TO CANCEL OR WITHDRAW

A student may cancel or withdraw from a course of instruction at any time. Cancellation or withdrawal shall be considered effective on the date and time when the Nobel University Registrar receives the student's notification. Notification can be done in person, by phone, mail or email. Upon request, Notice of Cancellation Forms are available at our administrative office. Written notification of cancellation or withdrawal from the student is required for refund payment.

Institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. You are obligated to pay only for educational services rendered. Please refer to the Refund Policy below.

Cancellation or withdrawal may also be effectuated by student's conduct, including, but not necessarily limited to, a student's lack of attendance.

STUDENT'S RIGHT TO CANCEL IN DISTANCE EDUCATION

The student in a distance education program that is not offered in real time shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for nonrefundable fees, and for any equipment not returned in good condition; within 15 days after his/her Notice of Cancellation is received. If the School sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. Nobel University does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Nobel University, by mail at 505 Shatto Place, Suite 300, Los Angeles, CA 90020 or by email at info@nobeluniversity.edu.

REFUND POLICY

The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. The refund policy for students who have completed sixty (60) percent or less of the period of attendance shall be a pro rata refund. Please refer to Hypothetical Refund Example below.

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

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

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

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

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment, paid $3,180 for tuition, $50 for the Application Fee, $30 for the Registration Fee, and withdraws after completing 24 hours of instruction. The pro rata refund to the student would be $2782.56 based upon the calculations shown below.

$3,260 Total Paid	Minus	$50 Application Fee $30 Registration Fee	= $3,180

$3,180	Divided by:	192 hours in the program	= $16.56 Hourly Charge for the Program
$16.56	Multiplied by:	24 hours of instruction attended	= $397.44 Owed by the Student for Instruction Received
$3,180	Minus	$397.44	= $2,782.56 Total Refund Amount

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

1. Completing the Notice of Cancellation form and submitting it to the Registrar's office by mail, email, or in-person. Notice of Cancellation forms are available in the admissions office.
2. The school terminates your enrollment.
3. You fail to attend classes for a three (3) week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

DISTANCE EDUCATION POLICIES

Nobel University offers a distance education program where the instruction is not offered in real time. The institution shall comply with the following: 1) the institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent; 2) if an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. (5 CCR §71716 (c)(1)(2))

Nobel University shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximate seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11)).

STUDENT SERVICES

Whether you are a student or a staff member, Nobel University is dedicated to providing the best opportunities to you while on campus. Here, you will find information that helps you be an involved and knowledgeable member of our community. Students may refer to the Administrator of Student Services for more information about the services offered at Nobel University.

ADVISING AND GUIDANCE

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle.

Nobel University provides a friendly setting in which students may explore concerns of a personal, academic or career-related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their

educational path and empowering them to make mature choices; thus allowing the student responsibility for their academic success.

Several counseling options are available to students at Nobel University.

First, Department Chairs are available by appointments for academic advisement regarding academic and career planning.

The scope of this activity includes:

1. Analyzing interests related to academic and career planning or
2. Selecting courses and student activities that maximize potential and opportunities
3. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussions concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private counseling facilities.

PLACEMENT SERVICES

Nobel University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates.

The School assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars. Services provided include, but are not limited to; resume-writing workshops, interview preparation, etc. The School also provides various resources for job opportunities, such as career fairs held in local communities and by posting job resources on the Job Boards.

International students desiring employment in the United States must comply with the United States Department of Homeland Security (DHS) regulations. Students must consult with the Administrator of Student Services about these regulations before applying for any employment. To become eligible for employment, all qualifying international students must apply for Optional Practical Training (OPT). After OPT is obtained, students will be able to legally work for up to twelve (12) months.

Nobel conducts follow-up studies on graduates and employer satisfaction surveys annually. The school maintains a performance fact sheet that includes the placement percentages, salary, and the percentage receiving jobs in the career field for which they were trained.

HOUSING ASSISTANCE

Nobel University does not have any housing facilities under its control. Students are responsible for their own housing arrangements. However, there are apartment complexes within proximity of the campus and their approximate monthly rental rates are shown below:

Buena Park Branch Campus

1. Brookstone Apartment Homes
   7400 Artesia Blvd, Buena Park, CA 90621
   (657) 500-4080
   $1,475–$2,045

2. Fullerton Court
   8550 Commonwealth Avenue, Buena Park, CA 90621
   (714) 676-0842
   $1,075–$1,295

3. Boardwalk Park Place Apartments
   7270 8th Street, Buena Park, CA 90621
   (714) 676-0841
   $1,215–$1,515

4. Rancho Vista Apartment Homes
   120 South Grand Avenue, Anaheim, CA 92804
   (714) 988-1300
   From $1,295

STUDENT ORIENTATION

Nobel University hosts three orientation sessions throughout the calendar year, one for each semester: fall, spring, and summer. Orientation dates and times are scheduled at least four weeks prior to the first day of each semester.

During the orientation, new students learn about the academics and campus life at Nobel, while meeting fellow neophytes and even current students who will help them acclimate in the campus. In addition, they will be able to meet with the Administrator of Student Services and finalize their course schedules in the Registrar's Office. Students tour the campus as a group including a brief orientation of the library, and students may also request a Student ID Card.

STUDENT ID CARDS

Nobel University issues Student ID Cards upon request by the student. This ID Card is non-transferable and remains as school property. It is governed by school policies and regulations and expires when the holder is no longer affiliated

with Nobel. Lost cards should be reported immediately to the Administration Office. ID cards cost $10 per issuance.

STUDENT ASSOCIATION

Nobel University provides a forum to the students for the free exchange of ideas that is essential to the vitality of the academic environment. The Nobel University Student Association acts as a liaison between the administration and the student body in matters pertaining to enhancement of the academic and social environment of the school. To achieve this purpose, the Association strives to develop and present diverse activities that will meet the academic, cultural, and social needs of the students.

COMMUNITY RESOURCES

Nobel University provides opportunities for practical applications to enhance personal leadership development and academic achievement through encouraging students to get involved in co-curricular activities and community services. These activities are designed to support the achievement of students' academic, career and personal goals while simultaneously promoting civility.

Nobel University also offers guest lectures and round-table discussions to augment the students' experience and to share their insights on a broad range of current business issues, trends, and movements. Expert individuals from the professional and business community are invited as speakers at these events.

PERSONAL BUDGET PLANNING

United Ways California

A budget serves as a guideline to help you prioritize your spending and properly manage your money. The goal of a budget is to minimalize expenses and maximize savings. It can help you identify wasteful expenditures, adapt quickly as your financial situation changes and achieve your financial goals. By working on your budgeting skills now, you will know exactly what you can afford in the future.

More information can be obtained from the link below:

https://www.unitedwaysca.org/realcost/real-cost-budgets

TRANSPORTATION INFORMATION

Nobel University assists students by providing transportation information to and from the campus as shown below.

Buena Park Branch Campus

From La Mirada (by car)

Go west on Foster Rd toward La Mirada Blvd.
Turn left onto La Mirada Blvd.
Turn right onto Beach Blvd/CA-39.
Turn right onto Artesia Blvd.
Turn left onto Knott Ave.
Turn right onto Orangethorpe Ave.

From Fullerton (by car)

Go south on S Harbor Blvd toward W Santa Fe Ave. Merge onto CA-91 W.
Take the Knott Ave exit, EXIT 23A.
Turn right onto Knott Ave.
Turn left onto Orangethorpe Ave.

From Cerritos (by car)

Go east on 183rd St toward Bloomfield Ave.
Turn right onto Carmenita Rd.
Turn left onto Orangethorpe Ave.
Turn right onto Pelican Dr.
Turn right onto Flamingo Dr.
Take the 2nd right onto Oriole Dr.
Turn left onto Orangethorpe Ave.

Uber Fare Calculations

From La Mirada: $8~$11
From Fullerton: $10-$13
From Cerritos: $5~$6

COMMENCEMENTS

Nobel University conducts commencement exercises for students who have completed or are anticipated to complete the graduation requirements and have fulfilled all other school requirements.

Candidates for graduation must complete an application, obtain approval from the Chief On-Site Administrator, and submit it to the Office of the Registrar. Payment of the $150.00 graduation fee will be charged to your account. Candidates for graduation will be notified via phone or email regarding cap and gown distribution and other related commencement information.

Submission of an application for graduation and payment of the graduation fee by the deadline are prerequisites for participating in the graduation ceremony.

LIBRARY

The Nobel University Library gathers, organizes, preserves and provides access to the information resources necessary for the School to fulfill its educational, research, and service goals. Rapid technological advances are making it possible to access a world of information beyond the Library's walls. The Nobel University Library is committed to its students' success by staying abreast in the latest technology in an effort to provide the tools necessary for academic excellence. The Nobel University Library is available to students and faculty during normal school hours.

Students and faculty are able to search and check-out a wide array of Nobel University Library holdings using the library online catalog: http://opac.libraryworld.com/

Nobel University Library provides electronic resources to both general and business information. At the library's website designated Online Resources, there are links to an encyclopedia and newspapers, and to business journals and research websites for business and economics, labor and employment and entrepreneurship. There are several links to ebooks that give electronic access to business books and various other subjects. Also, in the library's electronic catalog, there are links to seven business websites for research.

Nobel University provides online library workstations which allow students to fulfill their academic expectations. Furthermore, Nobel University's workstations are readily available with full Internet access, software including Microsoft Office, and audio-visual equipment. In doing so, Nobel University supports its students with the proper educational tools to achieve their academic goals, complete course assignments, and enhance communication with faculty and peers. The online library workstations are available to students and faculty during normal library hours.

Additionally, students have access to the Buena Park Public Library. Students can obtain a Library Card at no charge.

FACILITIES AND EQUIPMENT

At the Buena Park Branch Campus, the facilities consist of five classrooms, a library, a faculty lounge, a student lounge/kitchen, a reception area, and several offices for administrative staff. Nobel University facilities are furnished with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff and all the standard equipment and supplies needed for each classroom. The school also has a student lounge with standard cafeteria appliances and fixtures.

INTERNATIONAL STUDENTS

SEVIS

The Student and Exchange Visitor Information System, or SEVIS, is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M and J visas) and their dependents. SEVIS allows schools and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students/scholars. On July 1, 2002, the INS implemented SEVIS with voluntary enrollment from schools. Nobel University's Los Angeles Main Campus has been participating in SEVIS since September 13, 2006.

Los Angeles Main Campus: SEVIS School Code LOS214F01183000
Buena Park Branch Campus: SEVIS School Code LOS214F01183001

STUDENT VISA

The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at Nobel University. The rules for Visa Application may vary in each country. You should contact the Consulate in your country for the latest instructions on how to apply for a Student Visa. Nobel University will update its website with the latest information on SEVIS for international students.

PROCEDURES

International Students who wish to apply to Nobel University are required to submit all completed documents in a timely manner. It is the responsibility of the applicant to follow all visa application and interview procedures as required by the applicable federal bureau and its regulations. Please visit the U.S. Citizenship and Immigration Services (USCIS) website (www.uscis.gov) or the U.S. Immigration and Customs Enforcement (ICE) website http://www.ice.gov/sevis for more information.

The following general outline lists the steps required for International Students who wish to apply to Nobel University. **Nobel University does not guarantee approval of your visa application or receipt of your visa.** Applicants may visit the Nobel University website (www.nobeluniversity.edu) or may contact the school for more information.

1. Submit application form and pay the application fee ($50).
2. Applicants to undergraduate programs must submit proof of high school graduation or GED. Applicants to graduate programs must have a minimum of a bachelor's degree from an approved or accredited institution, or a foreign equivalent. Applicants to the doctoral program must have a minimum of a master's degree or higher from an approved or accredited institution, or a foreign equivalent. Approved institutions are those that hold legal approval from either a state approval agency or from a national approval agency. Institutions that are accredited are those that have been accredited by an accrediting association that is recognized by the U.S. Department of Education.
3. Demonstrate English proficiency (Refer to General Admissions Requirements).
4. Upon acceptance to Nobel University, the school will issue the applicant Nobel University's acceptance letter and SEVIS-generated Form I-20.
5. Pay the SEVIS I-901 Fee at (www.fmjfee.com). This will be a non-refundable fee.
6. Complete the Form DS-160 Online Nonimmigrant Visa Application (https://ceac.state.gov/genniv/) and print the confirmation page.
7. Schedule an appointment for the Visa Interview at the U.S. Embassy or Consulate in the country where the applicant lives. Please refer to the website (www.usembassy.gov) for more information.
8. Prepare for the Visa Interview by gathering the necessary documents required such as:
   - A valid passport
   - Nonimmigrant Visa Application Form DS-160 Confirmation page
   - Visa application fee payment receipt

- SEVIS I-901 fee payment receipt
- Required photo(s)
- Nobel University Form I-20
- Nobel University Acceptance Letter
- Test scores and academic transcripts of schools attended
- Proof of financial capability for duration of academic program
- Evidence of ties to your home country
- Any other documents required by the embassy or consulate

9. If approved, you may be required to pay a visa issuance fee if applicable to your nationality.
10. When the visa is approved, you will be informed by the consular officer how your passport with visa will be returned to you.
11. You may enter into the country 30 days before your official program start date, which is listed on your Form I-20. Upon arrival into the country, you must report immediately to Nobel University.
12. Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

APPLICATION SUBMISSION

In order to apply for admission to Nobel University, applicants must submit all required documents prior to the beginning of the academic term for which admission is sought. The School will consider the application for the semester the applicant wishes to enroll only if ***all*** of the required documents are submitted. In order to process the application for admission in a timely manner, applicants must submit all required documents as soon as possible. All materials must be submitted in English, and applicants must certify any translations by including the original or a notarized copy of the original. Please refer to the Admissions Policies section for more information regarding the admissions process.

In addition to general admission requirements, all international students are required to submit the following documents:

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement in applicant's name or an Affidavit of Financial Support form with sponsor's bank statement
7. Demonstration of English Proficiency

ENGLISH PROFICIENCY REQUIREMENTS

All courses will be taught in English. Nobel University does not offer ESL classes. Proficiency in reading, writing, speaking, and understanding English is essential for success at Nobel University. At the Office of Admissions' discretion, proficiency may be demonstrated by any one of the following:

1. An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Duolingo English Test. Applicants to the undergraduate programs must submit a minimum TOEFL iBT score of 45, IELTS score of 5.0, or Duolingo English Test score of 90 taken within the past two years. Applicants to the graduate programs must submit a minimum TOEFL iBT score of 61, IELTS score of 6.0, or Duolingo English Test score of 95 taken within the past two years. Applicants to the doctoral program must submit a minimum TOEFL iBT score of 65, IELTS score of 6.0, or Duolingo English Test score of 100 taken within the last two years;
2. Completion of an Advanced ESL course equivalent to Level 6 for the Bachelor of Arts in Business Administration, Master of Business Administration, and Doctor of Business Administration programs;
3. Completion of high school or higher education at an accredited institution in the U.S., with an official transcript

required for the undergraduate programs. Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required for the graduate programs and doctoral program;

4. Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction for the undergraduate programs. Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction for the graduate programs and doctoral program;
5. A score report of Nobel University's Language Proficiency Exam. Applicants to the undergraduate programs must pass Nobel University's Language Proficiency Exam with a minimum score of 50. Applicants to the graduate programs and doctoral program must pass Nobel University's Language Proficiency Exam with a minimum score of 60.

FINANCIAL CAPABILITY

Before a U.S. Consul will grant a visa, you must prove that you will have sufficient funds to cover all your expenses while studying in the United States. You must explain the sources of your funds and guarantee that you will receive them while at Nobel University. Unless you are able to provide written evidence demonstrating you have adequate financial resources for the entire time needed to complete your degree program, the Consul will not grant a student visa.

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at Nobel University (approximately $26,000.00 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

If you are funded by personal or family sponsor(s), you must fill out the Affidavit of Support Form. This form is available at the Admissions Office of Nobel University.

Sponsors who are U.S. citizens or permanent residents must complete the Affidavit of Support (Form I-134). This form is available in the Finance Office of Nobel University, or you may download it at www.uscis.gov under "Immigration Forms."

Applicants with several sponsors must have each sponsor complete the Affidavit of Support forms as applicable.

HEALTH INSURANCE

Health insurance is mandatory for international students enrolled at Nobel University. All international students on F Visas are required to have medical insurance at all times for themselves and their dependents living with them. Nobel University does not provide student health insurance.

BOARD OF DIRECTORS

Byun, Emil
Chairman of the Board
Glendale, CA

Kahng, Sejoon Steve
Associate Chair
Los Angeles, CA

Byun, Ilsik
Secretary
Monterey Park, CA

Kim, Mi Ran
Los Angeles, CA

Yang, Michael
Los Angeles, CA

SCHOOL ADMINISTRATION

Kim, Chong Sul
President/Chief Executive Officer

Kahler, Michael, Ed.D.
Chief Academic Officer

Byun, Ilsik
Chief Operating Officer

Hong, Michelle
Buena Park Branch Campus Director

Langvardt, Guy, Ph.D.
Program Director
Master of Business Administration

Amaya, Carlos, M.B.A.
Program Director
Bachelor of Arts in Business Administration

Virgen Jr., Roy, PhD
Program Director
Doctor of Business Administration

Quimpo, Evangeline, M.B.A
Distance Education Director

Han, David
Chaplain

Kim, Jeny
Chief Finance Officer

Chang, Junsuk
Administrator of Admissions

Hong, Johnathan
Administrator of Student Services

Jung, Yoo Jin
Registrar

Montanez-Salas, Alida, MLIS
Librarian

FACULTY

BUENA PARK BRANCH CAMPUS

Aguirre, Carina Irene, JD
Juris Doctor
School of Law, Texas Tech University
Bachelor of Arts Major in Journalism
Texas A & M University, 2000
Teaching Specialization: Law

Amaya, Carlos, MBA
Master of Business Administration
California Coast University, Santa Ana, California, 2010
Teaching Specialization: General Management

Baker, Christina, MA, MBA
Master of Arts in Education in Adult Education
Trident International University, 2013
Master of Business Administration, emphasis in Non-Profit Management
Hope International University, Fullerton, California, 2010
Master of Science in Education: Reading & Literacy
Capella University, Minneapolis, Minnesota, 2009
Master of Arts in Communication Studies: Speech
California State University, Los Angeles, 2001
Bachelor of Arts in Speech Communication
California State University, Long Beach, 1999
Teaching Specialization: Business Communications

Dalton, Ted, MBA, DBA.
Doctor of Business Administration with emphasis on Management Information Systems
Argosy University, Orange County, CA, 2009

Master of Project Management with emphasis on Software Development
DeVry University, Pomona, CA, 2000
Master of Business Administration with emphasis on Management Information Systems
DeVry University, Pomona, CA, 1997
Teaching Specialization: Information Technology

Han, David, Th.D
Doctor of Theology
Hamburg Universitaet, Germany, 1991
Presbyterian College and Theological Seminary, M.Div., Seoul, Korea 1985
Bachelor of Arts in English
Chung Ang University, Seoul, Korea 1982
Teaching Specialization: Religion

Kahler, Michael, EdD
Doctor of Education in Educational Leadership
Argosy University, Orange, California, 2013
Master of Arts in International Affairs
California State University, Sacramento, California,
1995 Bachelor of Arts in International Business
Babson University, Babson Park, Massachusetts, 1992
Teaching Specialization: International Business, Political Science

Kenderes, Amanda, PhD
Doctor of Philosophy in Education
University of California, Los Angeles,
2012 Master of Education
Aquinas College, 2007
Teaching Specialization: Communication

Kim, Ju, MBA
Master of Business Administration, emphasis in Information Technology
University of California, Irvine, California 2006
Master of Science in Cell Biology California
State University, Fullerton, 2000
Teaching Specialization: Information Technology, Life Science

Langvardt, Guy, PhD
Doctor of Philosophy in Organization and Management, emphasis in e-Business
Capella University, Minneapolis, Minnesota, 2007
Master of Business Administration, emphasis in International Management
Thunderbird School of Global Management, Glendale, Arizona, 1978
Bachelor of Arts in Psychology
Valparaiso University, Valparaiso, Indiana, 1974
Teaching Specialization: e-Business, International Management, Organization and Management, Psychology

Powell, James, MBA
Master of Business Administration, Marketing and Entrepreneurship
Pepperdine University, California, 1986
Teaching Specialization: Marketing

Virgen, Roy Jr., PhD
Doctor of Philosophy in Strategic Management
Paris College of International Education, Paris, France, 2022
Master of Business Administration
University of La Verne, La Verne, 2013
Bachelor of Science in Business Management
University of Phoenix, Phoenix, Arizona, 2009
Teaching Specialization: Strategic Management

SCHEDULE OF FEES

All tuition and fees must be paid in U.S. dollars ($). Students are required to pay tuition and fees at the time of registration for each semester. Nobel University reserves the right to change the amount of tuition. The new tuition rate will be in effect for the upcoming semester. Any changes in the tuition will be updated in the catalog.

Nobel University does not participate in any financial aid programs.

TUITION CHARGES

1. Bachelor of Arts in Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
120	$265.00	$31,800.00	$1,190.00	$5,000.00	$0.00	$37,990.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
12	$265.00	$30.00	$0.00	$3,210.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

2. Bachelor of Science in Cybersecurity

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
120	$340.00	$40,800.00	$1,190.00	$5,000.00	$0.00	$46,990.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
12	$340.00	$30.00	$0.00	$4,110.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

3. Master of Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
36	$555.00	$19,980.00	$1,070.00	$5,000.00	$0.00	$26,050.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

4. Master of Science in Cybersecurity

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
36	$555.00	$19,980.00	$1,070.00	$5,000.00	$0.00	$26,050.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

5. Doctor of Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
54	$555.00	$29,970.00	$1,130.00	$5,000.00	$0.00	$36,100.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, a non-refundable administrative fee, and a non-refundable graduation fee.
** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar

($0.00) per one thousand dollars ($1,000) of institutional charges.

TOTAL ESTIMATED CHARGE FOR A FULL-TIME SEMESTER (4 MONTHS)

Units	Per Credit Unit	Registration Fee	STRF**	Tuition
9	$555.00	$30.00	$0.00	$5,025.00

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

BOOKS AND COURSE MATERIALS

All books and materials required for the course will be listed in the syllabus. It is the sole responsibility of the students to purchase the books and course materials before the 1st day of the class. Nobel University does not sell books and course materials to students. Estimated Cost of Textbooks: Undergraduate Programs: $5,000.00; Graduate Programs: $5,000.00; Doctoral Program: $5,000.00.

OTHER FEES (SUBJECT TO ANNUAL REVISIONS)

Application Fee [3]	$50.00
Student Tuition Recovery Fund (STRF) [1]	$0.00 (All Programs)
Administrative Fee [3]	$750.00
Internship Adjustment/Renewal Administrative Fee [3]	$375.00
Registration Fee *(per semester)* [3]	$30.00
Graduation Fee	$150.00
Transcript Fee (*per copy)*	$20.00
Verification of Enrollment Letter (*per copy)*	$20.00
Late Payment Fee	$35.00
Diploma Replacement Fee	$100.00
Student ID Card *(per issue/optional)*	$10.00
Foreign Transcript Evaluation Fee [3]	$85.00
USCIS Request for Evidence (RFE)	$100.00
Make-up Exam Fee *(per exam)* [2]	$150.00 (Undergraduate Programs) $240.00 (Graduate & Doctoral Programs)

1-The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

The STRF fee is NON-REFUNDABLE.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. *The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
2. *You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.*
3. *You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*

4. *The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
5. *The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.*
6. *You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.*
7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

*Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. (5, CCR Section 76120)*

*Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.*

2-Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam.

3-Fees are refundable if cancellation is made through the first-class session, or the seventh day after enrollment, whichever is later. After this cancellation period, fees are non-refundable.

ACADEMIC CALENDAR 2025-2028

FALL SEMESTER

FALL	2025	2026	2027	2028
Classes Begin	Sep 02	Aug 31	Aug 30	Aug 28
Registration for Fall Ends	Aug 29	Aug 28	Aug 27	Aug 25
Labor Day Holiday	Sep 01	Sep 07	Sep 06	Sep 04
Columbus Day Holiday	Oct 13	Oct 12	Oct 11	Oct 9
Veteran's Day Holiday	Nov 11	Nov 11	Nov 11	Nov 11
Late Registration and Drop/Add End	Sep 12	Sep 11	Sep 10	Sep 8
Registration for Spring Begins	Dec 01	Dec 07	Dec 06	Dec 04
Student Orientation	Aug 27	Aug 26	Aug 25	Aug 23
Thanksgiving Holidays	Nov 27-28	Nov 26-27	Nov 25-26	Nov 23-24
Last Day of Class	Dec 19	Dec 18	Dec 17	Dec 15
Deadline for removal of prev. term "I" grades	Dec 19	Dec 18	Dec 17	Dec 15
Commencement	May 01, 2026	Apr 30, 2027	Apr 28, 2028	Apr 27, 2029
Winter Break Begins	Dec 20	Dec 19	Dec 18	Dec 26

SPRING SEMESTER

SPRING	2025	2026	2027	2028
Classes Begin	Jan 06	Jan 05	Jan 04	Jan 03
Registration for Spring Ends	Jan 03	Jan 02	Dec 31, 2026	Dec 31, 2027
Martin Luther King, Jr. Day Holiday	Jan 20	Jan 19	Jan 18	Jan 17
Presidents' Day Holiday	Feb 17	Feb 16	Feb 15	Feb 21
Late Registration and Drop/Add End	Jan 17	Jan 16	Jan 15	Jan 14
Cesar Chavez Holiday	Mar 31	Mar 31	Mar 31	Mar 31
Registration for Summer Begins	Apr 07	Apr 06	Apr 05	Apr 03
Student Orientation	Jan 02	Dec 30, 2025	Dec 30, 2026	Dec 29, 2027
Last Day of Class	Apr 25	Apr 24	Apr 23	Apr 21
Deadline for removal of prev. term "I" grades	Apr 25	Apr 24	Apr 23	Apr 21
Commencement	May 09	May 01	Apr 30	Apr 28
Spring Break Begins	Apr 26	Apr 25	Apr 24	Apr 22

SUMMER SEMESTER

SUMMER	2025	2026	2027	2028
Classes Begin	May 05	May 04	May 03	May 01
Registration for Summer Ends	May 02	May 01	Apr 30	Apr 28
Late Registration and Drop/Add End	May 16	May 15	May 14	May 12
Memorial Day Holiday	May 26	May 25	May 31	May 29
Juneteenth Holiday	Jun 19	Jun 19	Jun 19	Jun 19
Independence Day Holiday	Jul 04	Jul 04	Jul 04	Jul 04
Registration for Fall Begins	Aug 04	Aug 03	Aug 02	Jul 31
Student Orientation	Apr 30	Apr 29	Apr 28	Apr 26
Last Day of Class	Aug 22	Aug 21	Aug 20	Aug 18
Deadline for removal of prev. term "I" grades	Aug 22	Aug 21	Aug 20	Aug 18
Commencement	May 09	May 01	Apr 30	Apr 28
Summer Break Begins	Aug 23	Aug 22	Aug 21	Aug 19

POST HOLIDAY MAKE-UP DAY

If a holiday falls on a normally-scheduled day of classes, the School will hold make-up class hours on the following Friday, starting at 1:00 pm.

STUDENT ACHIEVEMENT INFORMATION

The assessment of student achievement measures utilized by Nobel University includes retention rates, graduation rates, and job placement rates. NU's graduates do not take state or licensing examinations.

The most recent reported measures show the followings:

Retention Rate (from ACICS Campus Accountability Report)

Campus	Program	Year 2024	
Main Campus	B.B.A.	88%	
	M.B.A.	74%	
Branch Campus	B.B.A.	84%	
	M.B.A.	70%	

Graduation Rate (from BPPE School Performance Fact Sheet)

Main Campus

Program	Year	Graduation Rate
M.B.A.	2022	86%
	2023	50%
B.B.A	2022	70%
	2023	44%

Branch Campus

Program	Year	Graduation Rate
M.B.A.	2022	64%
	2023	71%
B.B.A	2022	29%
	2023	64%

Job Placement Rate (from BPPE School Performance Fact Sheet)

Main Campus

Program	Year	Job Placement Rate
M.B.A.	2022	N/A
	2023	N/A
B.B.A	2022	N/A
	2023	N/A

Branch Campus

Program	Year	Job Placement Rate
M.B.A.	2022	N/A
	2023	N/A
B.B.A	2022	N/A
	2023	N/A

DISCLAIMER

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect from July 1, 2025 to June 30, 2026. It should not be construed as an irrevocable contract between the student and Nobel University. The policies, procedures and fees listed here are subject to change with appropriate notification.

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.

Because of ongoing modifications, changes in courses, and program requirements, Nobel University will graduate students solely upon their successful completion of the requirements stated in the School catalog at the time they entered Nobel University. The school catalog will reflect the total number of credits required in the program under which they petition to graduate. If this latter requirement necessitates further coursework, it will be kept to a minimum. Curriculum advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total credit guidelines.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.