

**MESSAGE FROM THE  
PRESIDENT**



Dear Students,

On behalf of the administration, faculty and staff, I would like to welcome you to California International University Foundation (CIU). I am sure that you, like most embarking on an exciting and rewarding educational experience, are striving for a higher level of knowledge and skills, as well as happiness, security, and a sense of personal fulfillment. The educational journey that you are now beginning will help you attain these important personal and career goals in your life, as well as sustain and broaden your horizons. The Dean, the members of the faculty, and I are all deeply committed to helping you develop your potential and prepare for future accomplishments.

You will find CIU a friendly place, with a dedicated, skilled, and caring faculty and staff who are ready to assist you in every possible way. California International University is very conveniently located in a dynamic area in the city of Los Angeles. You have joined us at a time of great importance, as well as a time of unparalleled opportunity.

Sincerely,

A handwritten signature in black ink that reads "Moon K. Park". The signature is written in a cursive, flowing style.

Dr. Moon K. Park  
President

California International University

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Rev. 8-2020*

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## UNIVERSITY CALENDAR FOR YEAR 2019-2020

*CUU Catalog—September 1, 2019–August 31, 2020*

	<b>Fall 2019</b>	<b>Winter 2020</b>	<b>Spring 2020</b>	<b>Summer 2020</b>
<b>Registration</b>	August 19- September 13	November 25 - December 20	February 24 - March 20	May 25- June 19
<b>Orientation &amp; Pretest</b>	September 18	December 18	March 25	June 24
<b>Late registration</b>	September 16- October 11	December 23- January 24	March 23- April 17	June 22- July 17
<b>Classes begin</b>	<b>September 23</b>	<b>January 6</b>	<b>March 30</b>	<b>June 29</b>
<b>Last day to add</b>	October 11	January 24	April 17	July 17
<b>Last day to drop</b>	November 15	February 28	May 22	August 21
<b>Final exam</b>	December 2-6	March 16-20	June 8-12	September 7-11
<b>Quarter break</b>	December 9	March 23	June 15	September 14
<b>Commencement</b>			June 12	

### UNIVERSITY HOLIDAYS FOR YEAR 2019-2020

<b>Fall 2019</b>	October 14, 2019	Columbus Day (M)
	November 28 and 29, 2019	Thanksgiving (Th/F)
	December 25, 2019	Christmas Day (W)
<b>Winter 2020</b>	January 1, 2020	New Year's Day (W)
	January 20, 2020	Martin Luther King Jr. Day (M)
	February 17, 2020	Presidents' Day (M)
<b>Spring 2020</b>	May 25, 2020	Memorial Day (M)
<b>Summer 2020</b>	July 3, 2020	Independence Day Observed (F)
	September 7, 2020	Labor Day (M)

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## **INTRODUCTION**

### **History of California International University Foundation**

California International University Foundation (CIU) was established in 1973 as a business administration university for international students. Since that time, the University has provided international students with degree programs in management and international business.

Situated in downtown Los Angeles, CIU is in an ideal location for students of international business. Los Angeles is one of the world's great marketplaces and lies in the center of one of the world's most dynamic economies. Additionally, Southern California is known for its moderate, Mediterranean style climate, its many tourist attractions, and the diversity of its people.

California International University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

Today, located on Wilshire Boulevard in Los Angeles, California International University continues to provide a faculty and staff of qualified professionals dedicated to the spirit of learning and to the educational enrichment of each individual student. The University is a community of international students and instructors, one in which a tradition of mutual respect, appreciation for the diversity of our community, and the free exchange of ideas create a stimulating intellectual environment. This tradition also helps prepare students to be productive members of our increasingly global society, as well as promotes many lasting international friendships.

### **The University's Mission**

California International University's mission is to promote the intellectual growth and well being of its students by providing quality degree programs in the science of international business at both the undergraduate and graduate levels.

CIU's mission is to realize the love of Christ on earth by providing quality education at reasonable tuition while practicing sound academic scholarship.

CIU gives special attention to international students from developing countries.

CIU respects different religions from different cultures while striving to live up to and inculcate Christian moral standards and ethical codes in its students for application in the field of business management; among those qualities are self-discipline and diligence, simplicity, honesty and humility.

We believe the best way to evangelize is not through words, but by deeds.

The University strives to help its students apply their qualities of self-discipline, critical thinking, effective social interaction, and creativity to the acquisition of knowledge and skills necessary for a career in business leadership and management. It seeks to do this by providing a traditional, institutionally directed program of instruction involving individual and group learning in a classroom environment.

All courses are conducted in English exclusively and held on-ground at the University's sole campus location, 3130 Wilshire Boulevard, Los Angeles, California, 90010. The administration of the university is on the ground floor, with classrooms occupying all of the second, and part of the

third floors. Equipment in use includes WiFi, computer labs, PowerPoint projectors and student seating to accommodate students.

In offering an undergraduate program of study leading to the Bachelor of Science degree in Business Management, the University's specific objectives are to provide the student with the following:

- a program of general education courses in the social sciences, behavioral sciences, humanities, and basic subjects;
- a foundation of knowledge in the areas of finance, marketing, management, and business law;
- group learning opportunities through teacher directed class discussion which will challenge the student's critical thinking, communication and social skills, and leadership ability;
- instruction in the use of computers as tools for business communication, planning, and control; and

In offering a program of study leading to the Master of Science degree in International Business, the University's specific objectives are to provide the students with the following:

- the opportunity to develop the interpersonal skills needed to conduct business in today's highly charged global environment;
- knowledge and application of research methodologies and analytic methods;
- cooperative learning opportunities in the form of group projects which will challenge the student's critical thinking, communication, social skills, and leadership ability;
- familiarity with the problems and methods of international marketing, finance, and management; and
- opportunities to pursue specific in depth learning needs that originate with the student.

## **LEGAL CONTROL**

California International University Foundation is a private non-profit corporation approved by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

The Board of Trustees may exercise all powers of the corporation and do all lawful acts set forth in its Articles of Incorporation and Bylaws, provided that anything in the bylaws of the contrary notwithstanding, the Board shall not have the power to act in a manner which would cause the corporation to

lose its tax-exempt status under the Internal Revenue Code and the statutes of the State of California and acts amendatory thereof. The Board of Trustees by a two-thirds vote of the trustees present at the meeting appoints the President and Vice President of the University.

The President is the Chief Executive Officer directly accountable to the Board of Trustees.

The chairman and chief executive officer of California International University is Dr. Moon K.

Park. The secretary of the corporation is Sue Park. The treasurer is Chris Lee. Other members of the board include Cheryl Chanson and Kay Chang. Each of the above is a voting member of the board.

## **STUDENT SERVICES**

### **Counseling**

The Dean and the President counsel and assist students with academic planning and provide orientation to new students. Visa counseling is available in the Admissions Office, 9:00 a.m.-7:00 p.m. Monday to Friday, by appointment.

### **Financial Aid and Ability-to-Benefit**

Applications to initiate institution-based scholarship assistance or work-study are available in the Admissions Office. CIU does not participate in federal or state financial aid programs. If a student obtains a loan to pay an educational program, the students will retain the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The Ability-to-Benefit test is required of students seeking federal financial aid who did not graduate from high school in the United States. Normally, these students would demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance in an approved test. Since CIU does not participate in federal student loans, the ATB is not administered for admission to CIU.

### **Academic Scholarship Opportunities at California International University**

The scholarship program is designed to reward students at different levels of contribution to the CIU community. The details of those levels and their requirements are published in the application forms and in the *CIU Policy Manual*. A student wishing to apply for scholarship status is strongly urged to review the entire policy, preferably with the instructor/mentor who will supervise the work.

At the academic level, the scholarship program is designed to instill an advanced degree of academic discipline and achievement by rewarding qualified students with part of their tuition paid. (The amount may vary.) In return for this grant by the University certain considerations are to be agreed to in writing by each student.

Students must prepare an initial research proposal for review by the Scholarship Committee.

The student's faculty mentor will determine whether the student is to fulfill the proposed research project during the next term or if his or her efforts would be of greater value and benefit to the University through teaching assistance. Students meet with their assigned faculty mentors once a week to monitor progress.

Scholars are required to submit all prescribed documents in time for the scholarship committee meeting and to be present, when so notified. Failure to have proper documentation submitted in a

timely manner will disqualify the student from obtaining a scholarship for that academic term.

At the end of the term, scholars are required to submit a report on their research or teaching assistance to the Scholarship Committee in person and in writing. The Committee will assess the report and the scholar's overall performance, along with any recommendations by the scholar's mentor, before determining if he or she qualifies to continue in the program.

All research performed by the scholar under the guidance of the faculty mentor is considered the joint property of both the University and the student and may be published, copied, distributed, and otherwise used for promotions, as credentials, or teaching materials by both parties.

### **Warning of Loss of Scholarship Status**

If the scholar fails to appear and/or fails to report at a scheduled Scholarship Committee meeting, the University may, at its discretion, revoke the scholarship status and reclaim the tuition paid for the term just ended in full or on a pro-rated basis. Student scholars are required to fulfill the terms of the scholarship.

CIU's scholarship committee awards up to a total of fifteen tuition-paid scholarships based on academic achievement. Applications to initiate or renew one's scholarship are available in the Admissions Office. Below are the minimum requirements to apply for a tuition-paid scholarship. Merely meeting the minimum requirements does not automatically entitle a student to a scholarship. The faculty scholarship committee will make all decisions regarding final scholarship offers.

### **Minimum Requirements to Apply**

1. Legally eligible to study in the U.S.
2. Minimum TOEFL score of 600 (IBT 100) for graduate students; 560 (IBT 84) for undergraduate students.
3. A tuition deposit commitment fee of \$900.
4. An obligation to register for at least three successive academic quarters.
5. Students must not have had practical training in the U.S.
6. Students who apply for work permits during their first or second quarter lose eligibility for scholarships as of the beginning of the quarter that they initiate the work permit application.
7. Students with scholarship must maintain an overall GPA of 3.75. Graduate students must not earn a grade lower than a B-, and an undergraduate must not earn a grade less than C.
8. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship.

The scholarship committee is composed of at least 3 faculty members including the dean of academic affairs. The committee makes a final decision before the second Friday of each term.

Students who qualify for scholarship assistance must provide an affidavit of support or sponsor's letter and their original TOEFL score.

**Re-enrolling for Academic Scholarship Opportunities at California International University:  
Directed Study Scholarship**

California International University offers directed study scholarships to both undergraduate and graduate students whose GPA has been successfully raised making them eligible to be re-considered for this program. This is an opportunity for students to gain experience tied to academic progress. Students who are granted directed study scholarships status pay reduced tuition. The scholarship is offered for one quarter with an opportunity for extension.

**Minimum requirements to apply:**

1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 500 for undergraduate students or 550 for graduate students.
3. Must pass an interview with CIU's Scholarship Committee.
4. Must provide two letters of recommendation (one from a CIU faculty, one from an outside source).
5. Must submit a 400 word essay describing his or her qualifications for the scholarship.
6. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship.

The scholarship committee is composed of at least 3 faculty members including the academic dean. The committee makes a final decision before the second Friday of each term.

Upon acceptance, the undergraduate student will engage in professor-directed independent study and work on an agreed, jointly determined research project, delineated in writing and signed by student and professor. After the first quarter, if all the requirements are met, students may continue to work with the professor or, at their discretion, switch to a new faculty mentor.

Graduate students may also be asked to assist their assigned professor in additional ways, such as developing a course syllabus, teaching at least one session of a class (under direct supervision of the professor), correcting exams, communicating with students on behalf of the professor, or performing other related activities.

Student scholars receive 3 or 4 credit hours (depending on their program) for one of the required elective classes for fulfilling their scholarship duties over one term.

Scholarship status may continue, with the approval of the scholarship committee, but no additional course credit is earned.

All research papers will become the joint property of California International University and the student author. A fuller discussion of the limitations of the scholarship committee and its requirements is found in the Policy Manual.

Minimum requirements to continue the internship beyond one quarter include:

1. Maintain GPA of 3.75
2. Maintain perfect attendance for the quarter
3. Give a brief presentation of the research project to CIU's scholarship committee at the regularly scheduled Committee meeting during the first week of each term.

Work-Study Full time students have a limited number of work-study opportunities available to them on the basis of financial need.

### **TOEFL Test**

CIU provides the institutional TOEFL test once a month. Applicants may register in the Admissions Office. Passport identification is required for all applicants.

### **Housing**

The school operates a small dorm near the campus and interested students may inquire at the admissions office for information on the availability of rooms in the CIU dorm. The monthly rent varies. For a single room, monthly rent is 500 dollars. Beyond this, **the University retains no responsibility to secure housing for its students.**

### **Student Lounge and Recreational Facilities**

A spacious and well equipped student lounge is available for social activities. There is a snack bar and a small café and coffee shop on the campus and several restaurants nearby.

### **University Library**

CIU provides a ten-thousand volume library and furnishes all current required textbooks for bachelor's and master's courses on a non-circulating basis. Three copies of each are set aside for the exclusive use of currently enrolled CIU students. Course required textbooks do not circulate and may not be removed from the library. They are located behind the librarian's desk. Students requesting a copy from the librarian on duty and are required to exchange their photo identification while using each book.

A credentialed librarian supervises the library operation and is ready to help students. The library's periodical section contains a diverse variety of international newspapers and magazines. CIU's library is enhanced with ProQuest, an academic database of peer-reviewed business journals and periodicals for students. Library hours are Monday to Friday, 12:30 P.M. until 7:00 P.M.

## **Computer Center**

The University's computer center is available Monday through Friday from 9:30 A.M. until 6:00 P.M. for student use. The Computer Center features personal computers and printers available for instruction as well as personal use. The personal computers are equipped with broadband Internet connections, allowing students to access email and the World Wide Web for research.

## **Practical Training in Employment and Job Placement**

At the completion of their studies, CIU graduates may be eligible to apply for Optional Practical Training (OPT). Additional information is available in the Admissions Office or Registrar's Office. The University provides resume writing, job interviewing courses, and business networking assistance in its Placement Office. See the schedule of events posted at the office for more information.

## **Hours of Administration and Instruction**

Administrative offices are open between 9:00 A.M. and 7:00 P.M. Monday–Friday. The hours of instruction vary according to program, but generally occur from 9:30 A.M.–10:00 P.M. (Monday–Friday). Please consult the academic calendar for a schedule of observed holidays.

## **Instructional Aids and Materials**

In addition to library and computer facilities, the faculty uses overhead projectors, liquid crystal displays and VCR's to facilitate and supplement instruction. Students are expected to obtain and base their study on the required textbooks selected for each course.

## **Study Groups**

Student groups may convene in the library during posted library hours for study or group projects required for their courses. Students may also use vacant classrooms or the student lounge prior to class time for group work. A portion of class time is also allotted for group planning and management where course syllabi specify group project requirements.

## **International Students**

This school is authorized under Federal law to enroll non-immigrant alien students. Visa counseling is available during office hours. Student status (as F-1 visa holders) can be vouched via copy of I-20 form.

## **Student Tuition Recovery Fund**

Each student at CIU has rights and responsibilities concerning California's Student Tuition Recovery Fund. You are required to pay a state-imposed assessment for the Student Tuition Recovery Fund **if all of the following applies to you:**

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

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personal loans, and

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

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

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

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

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

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

## **ACADEMIC REGULATIONS**

### **Student Responsibilities**

Each student is responsible for compliance with regulations contained in this bulletin. Failure to read and comply with regulations does not relieve the student of his or her responsibilities to the school and to the program requirements.

### **Attendance Requirements**

1. All students are expected to attend every scheduled class. Instructors must be informed in advance of any absences. Four absences results in an automatic fail. Student attendance is used as a

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- criterion in grading the student's overall performance. Students anticipating four or more absences due to medical emergencies must supply to CIU a valid doctor's letter prior to final exam week.
2. Failure to comply with course attendance requirements may result in a student's grade being lowered or jeopardize the student's status at CIU.
  3. CIU regulations require students in degree programs to enroll full time for 3 consecutive quarters (9 months) of study per year with a minimum of 12 units per quarter for undergraduate students and 9 units per quarter for graduate students.
  4. Student absence from any class four times generates an automatic fail grade.

### **Vacation and Leave of Absence**

1. A written request for a vacation or leave of absence must be submitted to the admissions office for approval by the Director of Admissions.
2. Students are eligible for a 3-month vacation only after completing 3 consecutive quarters of study.

### **Request for Medical Leave of Absence**

All students who request a medical leave of absence must first make the request in writing by completing the Leave of Absence Form. The student must provide a signed written statement from the doctor that describes the condition of the student's health. The doctor must state that the student cannot attend school and how long the student will be unable to attend school. To maintain a full time status with the University, a leave of absence may not extend for more than one quarter.

### **Unit of Credit**

Academic work at CIU is organized by quarters, each of which is eleven weeks in length. One quarter unit is equal to 11 contact hours of lecture and examination. Courses carry 4 (BS) or 3 or 4 (MS) units of credit. A study load for full time undergraduates is 12–20 units per term; for full time graduate students it is 9–15 units. It is not permitted by the U.S. Immigration and Naturalization Service (INS) for students to be enrolled in fewer than 12 units at the undergraduate level or fewer than 9 units at the graduate level. The maximum load per quarter for a full time undergraduate student is 20 units and a full time graduate student is 15 units.

### **Adding a Class**

Only registered students may add a class. The registered student must complete an "add/drop" form obtained from the Admissions Office. Classes may be added through the third week of the quarter. A student is permitted to take a maximum of five classes per quarter. The add/drop form must include the student's name, signature, date, course name and number, the instructor's and the Dean's signatures. After the form is completed, the student will deliver it to the business office and pay the add fee. The Registrar will indicate the added class on the class roster within five working days.

A \$3 fee is applied to each course added or dropped.

### **Dropping a Class**

The registered student wishing to withdraw from a class must obtain an "add/drop" form from the Admissions Office. Classes may be dropped through the eighth week of the quarter. Nonattendance is not an indication of withdrawal. A student who fails to officially drop a class will receive a failing grade. International students must maintain full time status throughout the entire quarter.

### **Requests for Graduation**

Candidates for graduation must complete the Diploma Request form, available in the Admissions Office, one quarter prior to graduation. The Registrar will verify course and minimum GPA requirements to approve the degree request.

### **Withdrawal from the University**

To withdraw from the University, the student must follow the drop procedure outlined above and also complete the Student Checkout Form issued in the Admissions Office.

### **Auditing a Class**

A student may audit an undergraduate course provided the student has paid the required fees and fulfilled the required prerequisites for the course. Students who audit undergraduate courses do not receive credit for the course. The student may request that the teacher evaluate the student's work and progress through completion of the course.

Students who audit a graduate level course do not receive credit for the course. However, the student may request that the teacher evaluate the student's work and progress through completion of the course.

### **Repeating a Course**

A student may repeat a course for the purpose of improving a grade. Both the original grade and the repeated course grade will be included on the student's transcript. However, only the higher grade will be computed in the cumulative grade point average (CGPA). After the degree has been granted the student may repeat a course but not for the purpose of improving a grade.

### **Academic Probation**

A student whose quarterly GPA falls below the minimum standard (2.0 for undergraduate CIU course work and 3.0 for graduates in their required courses) is automatically placed on academic probation. The student must bring his or her GPA up to the University's standard within 3 quarters of study.

Students are notified in writing in the event they are placed on probation status. They must meet with the dean to review their work, and develop a learning plan designed to return their academic performance to standard levels. Each learning plan is monitored weekly by the dean (or his designee) and the student.

### **Retention of Student Records**

The Registrar's Office maintains a permanent record of academic work completed by each student. The school records shall be retained for a minimum of five years with the exception of student transcripts kept permanently. Students are strongly advised to carefully check their academic record quarterly. Student copies of the academic record are available from the Registrar's Office shortly after the close of each quarter. Discrepancies in the academic record should be reported to the Registrar immediately. After one year, it is assumed that the student accepts the accuracy of their academic record, and supporting source documents are destroyed.

### **Dean's List Qualifications**

Students who carry a minimum of 9 (for master's) or 12 (for bachelor's) graded quarter units and who achieve a cumulative grade point average of 3.8 or better, are awarded Dean's List standing for that quarter.

If a grade change brings a student's grade point average up to 3.8, the student may apply at the Registrar to have the honor awarded retroactively.

Those making the Dean's List will be students whose GPA is measured as a cumulative number with no repeated classes.

In this way, CIU establishes and reflects a significant standard of educational excellence by those who make the list.

### **Student Discipline**

If a student has not brought his or her grade point average up to the minimum standards described above after 3 quarters of probation, the student will be disqualified for enrollment.

#### **Criteria and Process of Academic Disqualification from the University**

Student dismissal is imminent if a student's grade point average falls below the University's minimum standard (2.0 for undergraduates and 3.0 for graduates in their required courses) ***for three consecutive quarters of enrollment***. A notice is sent to the student informing him or her of his or her disqualification from attending the University and the reason for the action. Dismissal takes effect immediately.

If the student believes an error has been made, the student must notify the Dean immediately upon receiving the disqualification notice. If the Dean determines an error has been made, the student will be notified in writing that the disqualification has been withdrawn.

### **Academic Dishonesty**

Maintenance of academic integrity and quality education is the responsibility of both the student and California International University. Academic dishonesty is considered a serious offense that diminishes the quality of scholarship and injures those who depend on the integrity of the degrees offered at California International University. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, and plagiarism.

- Cheating is the unauthorized use of shared study aids, examination files, and other related

- materials and forms of assistance during any academic exercise.
- Fabrication is the falsification or invention of any information or citation in an academic exercise.
  - Facilitating academic dishonesty is intentionally helping or attempting to help another to commit an act of academic dishonesty.
  - Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

### **Disqualification Due To Academic Dishonesty**

It is the responsibility of the faculty members to establish the policies and procedures with regard to examinations and other academic exercises in the course syllabus. Students are obligated to comply with the course requirements as set by the instructor.

If an instructor finds a student is cheating, falsifying information, facilitating academic dishonesty, or plagiarizing another's work, the instructor will notify the Dean in writing. The student will be directed to see the Dean for counseling.

In the event that the student continues his or her dishonest behavior, a hearing will be held with the student, the instructor(s), and the Dean. A decision to suspend, expel or apply other disciplinary action by the Dean in consultation with the president and the instructors will be provided to the student in writing with the reasons for the action.

### **Conduct Policy**

Only the Administration, state, or federal officials can dismiss students. Students may be expelled, suspended, placed on probation, or given lesser penalties for the following behavior:

1. Cheating or plagiarizing in connection with an academic program.
2. Forgery, alteration, or misuse of campus documents, records, or identification, or knowingly furnishing false information.
3. Representing oneself or an organization as being an agent of the University.
4. Obstruction or disruption of the school's educational process or other functions on or off campus.
5. Physical abuse, on or off campus property, of any member of the campus community or members of his or her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community.
7. Unauthorized entry into, unauthorized use of, or misuse of campus property.
8. Distribution, use, or possession of alcoholic beverages or illegal drugs on campus.
9. Possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function.
10. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
11. Insubordination of university officials or designated agents in the performance of their duties.

12. Harassment of any university employee, student, or guest.
13. Soliciting or assisting another to do any act that would subject a student to disciplinary action.
14. Conducting a social, political, religious, or commercial activity not previously approved by the Administration.

### **Student Grievance Procedures**

Student grievances should first be brought to the instructor, administrator, or staff member involved with the problem. In the event that the problem is not satisfactorily resolved, the student must see one of the following:

- For admissions applications or tuition: Director of Admissions
- For admissions counseling, the library, or financial aid: Dr. Haddad or Dr. Park
- For program requirements, academic counseling, or classroom instruction: Dr. Haddad or Dr. Park
- For registration, transcripts, and graduation: Dr. Haddad or Frances Plotkin.

### **Student Petitions**

In the event a problem remains unresolved, the student may petition the president to hold a special review of the matter. To submit a petition, the student must comply with the following procedure:

1. Discuss the issue with the person directly involved in good faith in order to reach a settlement. If discussion with the person directly involved is not possible the student may go to the administrator directly in charge of the function in question. (See the student grievance procedures above.)
2. Present the problem to the administrator directly responsible for the function in question, i.e., the Director of Admissions for refunds, the Dean for grades, the President for financial aid.
3. Complete the Student Petition Form. The President, Dean, Director of Admissions will consider the matter and develop recommendations. The President will render a final judgment within two weeks of hearing the case.

All decisions made by the President are final. If the issue is not resolved satisfactorily, the State of California provides the student with the following option.

“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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.”

### **Accreditation**

California International University is a non-accredited university. The process leading to

accreditation has begun. As of January 1, 2015 all degree granting universities in California are required to be accredited. CIU has developed a plan by which it will become accredited by or about 2017, under the auspices of the Accrediting Council of Independent Colleges and Schools (ACICS). Students are advised of the following limitations of the degree earned at CIU which is an unaccredited institution:

1) graduates of CIU will not be eligible to sit for any licensure exams in California and other states as a result of earning a degree at CIU; 2) a degree earned at CIU is not recognized for some employment positions, including, but not limited to, positions with the State of California; and 3) students are not eligible for federal financial aid programs.

### **The Policy Making Process**

The **Board of Trustees** oversees the affairs of the foundation, the sole purpose of which is to sponsor and operate California International University. The President of the University serves at the pleasure of the Trustees and is responsible for the administration of all University policies and procedures.

The **Administrative Staff Council** reviews school administrative policies and procedures. The Council provides recommendations to the President on the implementation of state and federal education requirements in such areas as assessment of tuition and fees, refund policies, personnel qualifications, institutional facilities, and enrollment regulations.

The **Faculty Council** reviews the University's academic programs, policies, and procedures for adequacy and completeness. The Council provides recommendations to the President on the implementation of academic requirements in such areas as degree programs, admissions requirements, curriculum development, academic standards, and faculty qualifications.

The students participate in the policymaking process by completing course and program evaluations at the end of each quarter and upon completion of their programs. Students may also provide suggestions to the Dean or other members of the Faculty Council for programs and services.

The **Graduate Program Committee** is comprised of the president, dean, and a lead professor who chairs the committee. The committee is open to and invites other faculty members, staffers, students, and alumni to attend quarterly meetings and help guide the development of CIU's academic programs.

### **Satisfactory Academic Progress Policy (SAP)**

#### **Bachelor's Program**

A student is required to maintain a GPA of 2.0. For students with a GPA below 2.0, the registrar will send them a warning letter.

The SAP committee is composed of the Dean, Registrar, and faculty members assigned to regulate SAP, or those who taught the courses wherein the students failed to get a passing grade. These will counsel the students about retaking the course. A student must finish the B.S. program

within 6 years or 24 academic quarters (150% of the published length of the program). The registrar, who daily monitors SAP, notifies students whose GPA falls below minimum standards. To ensure students make satisfactory progress, CIU monitors the pace of completion. At the end of each quarter, student records are compared with calendar requirements wherein cumulative hours a student has attempted is divided by cumulative hours successfully completed.

A student may withdraw from a course with permission of the Dean. However, the student must comply with immigration law and school regulations. Incomplete grades are to be changed within a month when a student fulfills the course requirement.

If not, it is automatically recast as an F. Students have rights to appeal to the school authority concerning this policy.

Undergraduate students who already have a B.S. degree may transfer to the M.S. program if they satisfy the requirements of admission. If their admission is cancelled because a previous bachelor’s degree was not equivalent to a U.S. bachelor’s degree (4 years college or university diploma according to professional evaluation company) the student may transfer to the B.S. program.

If a student cannot satisfy the TOEFL requirement in the first TOEFL test (450 for B.S. students) conducted at CIU after the student’s arrival at CIU, the student’s enrollment in the B.S program is automatically terminated.

**Maximum Time Frame and Successful Course Completion**

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	1.25	55%	Period of 1.5 times the standard program length
50%	1.5	60%	
100%	2.0	---	

*\*Based on minimum time frame*

**Minimum Academic Achievement**

Students must achieve cumulative grade point averages (CGPAs) of the following: 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter. Failure to maintain 2.0 for any quarter will result in being placed on probation.

**Master’s Program**

Each student is required to maintain a GPA of 3.0. For students with a GPA below 3.0, the registrar, who daily monitors SAP, will send them a warning letter.

The SAP committee is composed of the Dean, Registrar and faculty members assigned to regulate SAP, or those who taught courses wherein students failed to get a passing grade. They will counsel the students about retaking the course. Courses retaken resulting in higher grades will be counted. Initial grades will not be figured into GPA. Master’s students will not have courses below the 300 level calculated into their GPA.

A student must finish the M.S. program within 3 years or 11 academic quarters (150% of the published length of the program). To ensure students make satisfactory progress, CIU monitors the pace of completion.

At the end of each quarter, student records are compared with calendar requirements wherein the cumulative hours a student has attempted is divided by the cumulative hours successfully completed.

A student may withdraw from a course, with permission from the Dean. However, the student must comply with immigration law and school regulations.

Incomplete grades are to be changed within one month of when a student fulfills the course requirement. If not, it is automatically recast as an F. Students have rights to appeal to the school authority concerning this policy.

**Maximum Time Frame and Successful Course Completion**

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.5	60%	
100%	3.0	---	

*\*Based on minimum time frame.*

**Minimum Academic Achievement**

Students must achieve cumulative grade point averages (CGPAs) of the following: 2.25 at 25% of

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the maximum time frame; 2.5 at the midpoint of the maximum time frame; and 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

### **Appeal Process**

The appeal process places the burden on the student to initiate an appeal. By filling out this form and submitting it to the dean for consideration, the process has begun. The dean has one week to respond to the student. If the issue can be resolved between the two of them, it is settled and a copy of the form is placed in the student's file.

If it is not resolved, the dean and the president consult and then meet with the student to resolve the issue. A second week is allowed for this process to complete (unless prior commitments supersede it).

In the event that the issue is not resolved among the student, the dean, and the president, the student may appeal once more to the full Graduate Program Committee. The Committee will hear and decide the issue at its next regularly scheduled meeting. The decision of the Committee is final.

## **UNDERGRADUATE DIVISION** **ADMISSIONS**

### **Admission Procedures**

California International University admits qualified students and does not discriminate with regard to race, color, creed, sex, or national origin. It welcomes applicants from all nations who understand the purpose and objectives of the University and who feel qualified and motivated to complete its programs.

Each applicant for admission must submit a complete application packet to the Admissions Office, California International University, 3130 Wilshire Blvd. Los Angeles, CA 90010 USA. Once the Admissions Office receives the complete application packet, it will process the application promptly. For students who are accepted, CIU normally mails an acceptance letter and related documents within two weeks of the date that the completed application packet is received by CIU. The application packet must include all the items listed below:

1. A completed application form.
2. Proof of completion of high school or equivalent.
3. Official transcripts from previous academic work, along with English translations of these transcripts. (Transcripts issued from schools or universities outside of the United States must be evaluated by the Credentials Evaluation Service for comparison to regionally accredited schools in the United States. A \$150.00 nonrefundable fee is required for this evaluation and is listed in item 6 below.) Transcripts should indicate a minimum attainment of a high school degree or equivalent for

an international applicant.

4. TOEFL or IELTS score. For full admission, a TOEFL score of at least 450 or an IELTS score of at least 4.0 is required.

5. Brief Statement of Purpose, explaining why you would like to study business at California International University.

6. Fees:

Application Fee.....	\$ 100
Identification Fee.....	\$ 20
Int'l Transcript Evaluation Fee*...\$	150
Tuition Deposit**.....	\$ 900
Total Fees Due at Application.....	\$ 1170

**NOTE: An STRF Fee is calculated at \$.00 per \$1,000 of all institutional charges and added to the total owed.**

\* If applicable. This fee is for an outside service to evaluate transcripts from universities outside the U.S.

\*\*This will be applied toward the first quarter's tuition. In the event that the student's visa is denied, this deposit will be refunded to the student.

7. Copy of passport (including all attachments and stamps), including two passport-sized photographs.

8. Certified letter from a bank confirming an account balance in the name of the sponsor.

If an applicant wants CIU to send his/her letter of acceptance by express mail, he/she should include an express mail fee of \$50. This is an optional fee.

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.

### **Evaluation of Applications**

All applications to California International University are reviewed by an evaluation committee, which consists of the Director of Admissions and President. The criteria for admission are as follows:

1. All requested documents have been submitted on time.
2. All documents are determined to be authentic.
3. All academic credentials have met regionally accredited, state-approved or comparable standards.
4. Transcripts, diplomas, and other documents should evidence minimum of high school graduation (or equivalent for international student) and indicate ability to successfully pursue

and benefit from undergraduate study at CIU.  
5. All required admissions fees have been paid.

Applicants whose applications are incomplete will be asked to provide necessary information to the University in a timely manner or will be denied admission.

### **Conditional Status**

California International University understands the special needs of international students. The University recommends to all applicants that they submit their applications well in advance of their desired date of admission (six months prior to admission is preferred). However, if the applicant has submitted the application and all requested documents before or during the scheduled registration period but evaluation of your credentials requires additional time, the University may allow the applicant to take 12 units of work on a conditional basis.

Conditional status does not mean that the applicant has been accepted to the degree program but it does provide the applicant with the opportunity to study. Course work taken during the conditional period may be considered for credit after the applicant has been officially admitted to the degree program.

Applicants whose evaluations are not complete by the end of one quarter of study are officially denied admission and must reapply if they desire reconsideration. Students must pay all required admissions fees when a new application is submitted.

### **Transfer of Credit**

California International University accepts credit or Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education Courses are considered for transfer when they are applicable to degree program course requirements in general education, business, or elective areas. A grade of “C” or higher must be earned in any course for credit to transfer.

CIU accepts up to half the credit requirements from other accredited universities in order to graduate. Credits transferred may not, however, be applied as equivalent for the master’s program’s three elective course requirements.

California International University does not provide award of credit for prior experiential learning.

California International University does not accept credit for academic work over 10 years old unless the applicant can demonstrate the previous academic work's relevance to the intended program of study at CIU.

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

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The transferability of credits you earn at California International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits you earn in our educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 California International University to determine if your credits will transfer.

### **Undergraduate Residence Requirement**

The quantity of units of credit used for transfer is subject to California International University's residence requirement. A transfer student must complete a minimum of forty-five (45) quarter units (including the final twelve quarter units) while in residence at CIU.

### **Tuition and Fees**

Tuition for the full time student is \$1,800 or \$150 per unit per quarter. A full time student must take a minimum of 12 units per quarter but may choose to take 16 units per quarter at no additional charge. Tuition for part time students who take less than 12 units is \$600 per course or \$150 per unit. A student is allowed to take a maximum of five courses or 20 units per quarter. Tuition for a student taking five courses or 20 units per quarter is \$2,400.

The following is an estimated schedule of total charges for the entire B.S. program:

Tuition & Program Fees: \$21,700 (4 yrs)

Books & Supplies: \$4,000

Room & Board: \$31,800

Transportation, Misc.: \$1,800

### **Method of Payment**

Tuition is assessed on a quarter by quarter basis in advance of instruction. Students may choose to pay the entire tuition in full or select a payment plan prescribed by the University. Part time students pay by the course in advance of each quarter of instruction.

### **Late Registration**

Students who are unable to enroll during the regular registration period may enroll during the late registration period designated in the Academic Calendar. Returning students who do not pay their fees during the regular registration period must pay the late registration fee of \$100.00. New students who enroll for the first time are not required to pay the late registration fee. Applications for enrollment are not accepted for new or returning students after the third week of the quarter.

### **Deferred Payments Options**

After completion of one quarter of study, a student may choose to use a two-payment-per-

quarter schedule. The University assesses a \$100.00 fee for this service. For example, the full time student who takes three courses per quarter must pay \$950 at the time of registration and \$950 by the end of the sixth week of the quarter.

### **Application Fees and Tuition Deposit**

Applicants must submit the fees and deposits listed below. If an applicant is unable to attend CIU, the tuition deposit will be refunded. The other fees are non-refundable. Required fees and deposits of \$1150.00 includes:

Application Fee:	\$100.00
Credentials Evaluation Fee:	\$150.00
Tuition deposit:	\$900.00

### **List of Fees for Undergraduate Programs**

Application Fee (nonrefundable):	\$100
Credentials Evaluation Service Fee for foreign transcripts (nonrefundable):	\$150
Tuition per quarter:( $\$150/\text{unit}$ )	1,800
Late Registration Fee:	\$100
Add/Drop Fee per course:	\$3
Graduation Fee (includes diploma, four official transcripts and gown rental):	\$100
Official transcript:	\$15
Charge for delinquent account:	\$50
Optional Deferred Tuition Fee:	\$100
STRF fee (\$.00 per \$1000 tuition)	\$_____

The estimated total in tuition fees to complete the bachelor’s program is approximately \$27,000, depending on whether coursework at other universities qualifies for credit at CIU.

### **Contract Cancellation and Tuition Refunds**

Any written contract or agreement signed by a prospective student away from the institution premises shall not become operative until the student makes an initial visit to the institution. The student has the right to cancel or withdraw the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After enrollment period, refunds are to be made after the seventh day. There is no "cooling off" period. Only registration fees identified above are “non-refundable.”

1. Tuition refunds are payable within 30 days after receipt of student’s written request.
2. If an applicant is denied a student visa, he/she may request a refund of the tuition deposit. A student must submit a written refund request and return all acceptance documents to the Admissions Office before a refund can be processed.

3. After enrollment period, refunds of tuition fees are available to students through the sixth week of the quarter and are computed using the following formula. The refund will be the amount paid for instruction multiplied by the following fraction: the numerator is the number of hours of instruction the student has not received (but has paid for) and the denominator is the total number of hours of instruction. For example, if a student completes only 15 hours of a 33 hour course and paid \$500 tuition, the student would receive a refund of \$272.73. ( $\$500 \times 18/33 = \$272.73$ )
4. The University provides the full time student with the option to take a fourth course during the quarter at no additional cost. Therefore, the University does not provide a refund should the student decide to withdraw from a fourth course.
5. Students who take the maximum number of courses allowed, five courses, may request a refund for the fifth course should they decide to withdraw.

### **Application for Refunds**

Refund request forms are available in the Admissions Office. The form must be completed by the student and submitted to the office.

Students who request a refund by mail must include their passport name, date, signature, mailing address, phone number, amount paid, amount of anticipated refund, and reason for refund.

### **Debts Owed to the University**

A student may not receive any transcript, diploma, or certificate until all debts to the University have been paid. Such documents will be retained by CIU as security until the student's financial obligations to the University are satisfied. The security interest shall not be discharged by bankruptcy or other creditor arrangements.

### **Readmission of Students**

Students previously enrolled in the University who plan to return after an absence of one or more quarters and who were not eligible for a leave of absence from CIU must file a new application for admission. The application fee is required of students not enrolled in either of the two quarters prior to the quarter of reapplication and who were not eligible for a leave of absence, or if they were enrolled in another institution during their absence from CIU. Students must submit official transcripts of all college work attempted during their absence from the University. Students must comply with the catalog policies in effect at the time of readmission.

### **Students Formerly On Probation**

Students who were on probation at the end of their last quarter of enrollment may be readmitted on probation provided any work they may have completed elsewhere is satisfactory. Students who are readmitted on probation must comply with the academic standards of the University or be disqualified.

### **Students Formerly Disqualified**

Disqualified undergraduate or graduate students who have been absent from the University

for one or more quarters must apply for readmission and submit all forms for consideration of reinstatement and transcripts of any college work completed in the interim.

Readmission decisions will be based on a review of the student's academic record and life situation. If readmitted, the student may be placed on probation.

## **UNDERGRADUATE DEGREE PROGRAM**

### **Bachelor of Science (B.S.) in Business Management**

The purpose of the undergraduate program at CIU is to promote the students' intellectual, social, and moral development; to see that they acquire knowledge and a skill set supportive of their future professional goals.

### **Bachelor of Science Program Requirements**

Candidates for the B.S. degree in Business Management must complete a total of 180 quarter units of course work. One quarter unit equals eleven hours of instruction and examination.

Candidates are required to complete 72 units of general education in basic subjects, behavioral science, intercultural studies, natural science, humanities, and social science. In addition, candidates are required to complete a minimum of 72 units in their major with 52 units being business core requirements and 20 units in the management concentration.

Thirty-six (36) units of electives are required to complete the degree. Electives may be in business fields listed in this catalog.

The purpose behind the general education requirement is to provide the student with a broad introduction to subjects that promote civic and cultural awareness, critical thinking, and basic skills in communication and computation.

A cumulative grade point average of 2.0 is required to graduate.

The normal period of time required to complete the Bachelor of Science degree is 4 years. It is recommended that students plan their schedules accordingly.

The student, whether full time or part-time, must complete the entire program within 10 years or his/her degree candidacy will be automatically withdrawn.

Students are expected to take ten-minute breaks for each hour of class instruction. Instructors must adhere to this policy.

### **Program Requirements<sup>1</sup>**

#### **General Education Courses:**

##### **BASIC SKILLS**

EN101	Expository Writing
EN105	Composition and Argumentation
EN200	Literature & Society

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<sup>1</sup> All undergraduate courses are four quarter units and, unless otherwise noted, in lecture format.

- EN205 Public Speaking
- MA111 College Algebra I
- MA112 College Algebra II
- HU136 Critical Thinking

**CORE COURSES**

- HS108 United States History Until 1876
- HS109 United States History Since 1876
- PS112 Institutions of American Government
- BH114 Contemporary Social Issues
- CC116 Intercultural Communications
- HU121 Comparative Studies in World Culture
- HU124 Introduction to World Literature
- NS140 Environmental Science
- MA219 Statistics

**Take 2 of the following general education courses:**

- BH113 Psychology in the Workplace
- HS127 History of American Business
- PS249 The U.S. and Developing Nations
- HS499 Directed Research – History  
of American Culture

**BUSINESS CORE REQUIREMENTS:**

**Lower Division**

- MG200 Introduction to Business
- LW201 Fundamentals of Business Law
- AC250 Principles of Accounting I
- AC251 Principles of Accounting II
- EC255 Microeconomics

**Upper Division**

- MG301 Principles of Management
- FN305 Foundations of Financial Management
- CC307 Business Communications
- MK313 Principles of Marketing
- MG322 Introduction to International Business
- AC353 Managerial Accounting
- EC356 Macroeconomics
- MG456 Business Policy, Planning, and Strategy

**Management Concentration**

- MG311 Organizational Behavior

- HR400 Human Resource  
Management  
MG345 Cultural Influence in Business  
Ethics  
MG411 Entrepreneurship  
MG483 Directed Research in  
Management

## **ELECTIVES**

*(Select 9 courses from the following list of electives to complete your program.)*

### **Accounting**

- AC361 Income Tax Procedures

### **Communications**

- CC368 Leadership in Human  
Relations  
CC400 Strategic Communication

### **Finance**

- FN354 Money and Banking

### **Scholarship**

- IN400 Directed Study Scholarship

### **Information Systems**

- IS339 Business Information Systems  
IS370 Database Management  
IS372 Computer Applications in Business  
IS373 Web-based Programming  
IS375 Computers and Accounting

### **Language**

- SP101 Introduction to Spanish

### **Management**

- MG317 Government Regulations in Business  
MG401 Curricular Practical Training  
MG484 Directed Studies in  
Management  
MG403 Labor / Management Relations

MG490 General Systems Theories

**Marketing**

MK221 Essentials of Salesmanship

MK330 Public Relations

MK352 Consumer Behavior

**Human Rights**

HT420 International Human Rights

**Course Numbering System:**

100-299 Introductory, lower division  
undergraduate

300-499 Advanced, upper division  
undergraduate

500-699 Graduate level

**Subject Area Abbreviations:**

AC Accounting

HR Human Resources

BH Behavioral Science

HT Human Rights

HU Humanities

CC Communications

IB International Business

EC Economics

IS Information Systems

IN Directed Study Scholarship

EN English

MG Management

FA Fine Arts

MK Marketing

FN Finance

MA Mathematics

FL Foreign Language

PS Political Science

HS History

NS Natural Science

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.” Please note the following in regards to the Notice to Prospective Degree Program Students:

The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student’s records.

## **ACADEMIC STANDARDS**

### **Grading System**

Grade points are a measure of the quality of the academic work completed just as quarter units are a measure of the quantity of academic work completed. The University uses a letter grade to indicate the level of individual student achievement. Each letter grade has a point value assigned for the grade achieved. The point value is as follows:

#### Excellent Work

- A: 4.0 grade points
- A: 3.7 grade points
- B+: 3.3 grade points

#### Good Work

- B: 3.0 grade points
- B-: 2.7 grade points

#### Satisfactory Work

- C+: 2.3 grade points
- C: 2.0 grade points

#### Below satisfactory work but acceptable

- C-: 1.7 grade points

Unsatisfactory work, barely passing

D+: 1.3 grade points

D: 1.0 grade point

Failure, no credit

F: 0.0

I: Incomplete

W: Withdrawal, no credit

### **Incomplete Work**

No grade points are given when a student receives an incomplete, or "I". A student's failure to satisfy all of the course requirements by the end of the following quarter will result in a failing grade.

### **Concurrent Courses**

Students may not take scheduled courses concurrently. Independent study of a course offered concurrently with another course required to satisfy credit demands is not allowed.

## **UNDERGRADUATE COURSE DESCRIPTIONS**

### **ACCOUNTING**

AC250 Principles of Accounting I. This course is an introduction to accounting theory, principles and practices. The goal is to develop students' awareness of the functions of accounting in the modern economy. Topics include the uses, communication, and processing of accounting information, recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements, accounting for cash, purchases, sales, receivables, payables, and inventories, and accounting for merchandising companies.

AC251 Principles of Accounting II. This course builds on AC250 as an introduction to accounting theory, principles and practices. Topics include the following: uses, communication, and processing of accounting information; recording, analyzing and summarizing procedures used in preparing balance sheets and income statements; accounting for plant and equipment, depreciation, natural resources, and intangible assets; liabilities; stockholder's equity and statements of cash flows; and management accounting, job order costing, and process costing.

*Prerequisite: AC250.*

AC353 Managerial Accounting. This course explores managerial accounting problems and fleshes them out with practice exercises. Class time will involve discussion of various managerial accounting issues followed by the actual examples of our discussion. Key concepts of this course

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include the applications of accounting to management decision making, planning, and control: product/service cost analysis, pricing, and profit planning, flexible budgeting, accounting for overhead, using standard costing, time value of money applications, and quantitative methods for decision making. Upon completion of this class, students will be able to calculate many items related to budgeting, cost analysis, profitability and decision-making, and will be fluent in the business communication of financial matters.

*Prerequisite: AC251.*

AC361 Income Tax procedures. This course is designed to familiarize students with the basics of the American system of income tax. Upon completion of this class, students will be able to process different tax returns and have an understanding of many of the concepts involved in the calculation of taxable income. This will include depreciation, gain from sales of property, business credits and taxation of business entities, i.e., partnerships and corporations. Emphasis will be placed on individual tax preparation, as that is the starting point that most of us can identify with and understand. Class discussions include the completion of tax forms.

## **BEHAVIORAL SCIENCE**

BH113 Psychology in the Workplace. This course is a study of human behavior in the work environment. We examine the development of the science of psychology, biological processes and their roles in human behavior, cognitive processes, motivation, and group and individual behavior as the result of social interaction.

BH114 Contemporary Social Issues.

This course explores various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change.

## **COMMUNICATIONS**

CC116 Intercultural Communications.

This course is designed to explore cultural self-awareness, other-culture awareness, and the dynamics that arise in interactions between people from different cultures. It explores the assumptions and values that affect communication between persons of different cultures as well as the means for fostering more effective communication within a diverse cultural setting.

CC307 Business Communications.

This course will impart knowledge of business communications on a general level. In addition to practicing forms and customs of business communication in the United States, efforts to reconcile the expressions and conventions of the American business climate and that of the countries' of the

students' origin.

**CC368 Leadership in Human Relations.**

This course is designed to discuss the nature of leadership in human society and the role of communication in human relations and develops techniques for fostering more effective human relationships within the organization. We will discuss many leadership theories from different perspectives. Our discussion will include different concepts of leadership, leadership styles, and leadership requirement. We will also examine case studies of leader's in the 20<sup>th</sup> century: Franklin Roosevelt, Gandhi, Rockefeller, and Ford. Other topics include: communication theory, self-disclosure, communication styles, and team building as a leadership strategy.

*Prerequisite: MG301.*

**CC400 Strategic Communications.**

Designed for advanced bachelor's students and as an elective for master's students, this course explores contemporary dynamical frameworks of communication that are built into various business, legal, and social environments. We take a systems view of communication as developed by Barnett Pearce and by Charles Seashore, et. al.

**ECONOMICS**

**EC255 Microeconomics.**

This course is an introduction to microeconomic theory and principles as it applies to the economic behavior of decision-making units such as consumers, resource owners, and business firms. Topics include demand, supply, and equilibrium, the measurement of elasticities, consumer demand theory, theory of production, analysis of the costs of production, price and output under conditions of perfect competition and pure monopoly, and the influence of debt in the economic decisions and activities of consumers, producers, and governments.

**EC356 Macroeconomics.**

This course is an introduction to macroeconomic theory and principles. It examines national income, Keynesian and monetary theories, macro equilibrium, business cycles, monetary and fiscal policy, and the dilemma of economic stabilization in today's world economy. Other topics include measures of output, prices, and theories of investment, inflation, and employment, using models to understand spending and investment, monetary and fiscal policy in closed and open economies, aggregate supply and demand analysis, economic growth and business cycles, the supply and demand for money.

**ENGLISH**

**EN101 Expository Writing.**

Expository writing focuses on composing and revising your ideas in English writing. Students in this course will study the meaning and purpose of reading and writing in English. This course involves intensive study of structure, usage, and vocabulary of English as necessary prelude to effective writing. Emphasis is placed on development of paragraphs to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their written communications.

#### EN105 Composition and Argumentation.

As an introduction to writing persuasive essays, this course covers the role of facts and rules in the development of arguments. Students will learn how to concisely state the main point, organize arguments to best relay the message, address counterarguments tactfully, support stance, analyze and understand others' arguments. Class will help students develop good logic, research, and style.

#### EN200 Literature and Society.

This course focuses on the communication between literature and society, especially on the ways in which each is in continual dialogue as an influencing factor with the other. The association will be examined through the study of literary representations of individuals who attempt to lead meaningful and rewarding lives, either through successful integration into society or in spite of opposition; as well as through the fictional portrayal of individuals who operate against the grain of society, perhaps due to some psychological or dissociative difference. Identifying the external and/or internal change and conflict, either positive or negative, of the characters will be of primary concern. Since close investigation of the human condition is key, it is essential to delve into varied forms of social subjugation. Through this form of literary investigation students will strengthen critical thinking, reading and writing skills, while utilizing the six common elements of literary criticism and various other critical approaches. Coursework aims to improve attention to detail and organization of ideas; critical thinking will surpass information gathering and become creative and analytical. Students will tackle challenging ideas and present clear, insight filled, and eloquent writing.

*Pre-requisites: EN101, EN105, or instructor approval.*

#### EN205 Public Speaking

In this course students develop practical public speaking skills through analysis and practice. Students discover how to select topics, organize ideas, and communicate messages in a concise, informative, and direct manner. Students further their skills by adapting to their audience, effectively supporting ideas, and presenting speeches with self-assurance and energy. Students will practice techniques designed to decrease anxiety and utilize visual aids to improve their presentations. The primary objective is to ready students for achievement in various public speaking circumstances and to supply them with the foundation necessary for success. Students (a) plan and prepare speeches, (b) use visual aids, (c) carry out research, (d) assess speeches of peers through verbal and non-verbal measure, and (e) listen actively and effectively.

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## **FINANCE**

FN305 Foundations of Financial Management. This course is designed to build a foundation for the theory and practice of financial management. Emphasis will be given to the basic concept of the world of financial and specific sub-communities that make it up. We develop their abilities to calculate financial ratios, perform valuation of securities, and recognize the effects of interest variations, and apply present values and future values. Key concepts include analysis of financial statements, management of resources, budgeting and forecasting, costs of capital, business valuation, and current topics in finance.

*Prerequisite: AC251.*

FN354 Money and Banking. This course builds an understanding of the functions and operations of money, banking, financial instruments, financial institutions, and certain actions of the federal government in our economy. Topics include the operations of central banks and the Federal Reserve system; theories of supply and demand for money; how money supply affects economic activity; the efforts and ability of the Federal Reserve to influence the economy, and the role of the gold standard in our economic history.

## **HISTORY**

HS108 United States History Until 1876. This course is designed to give an introduction of American history. It covers the period from colonial times to the Reconstruction. The primary objective is instilling a comprehensive view of American history. The course emphasizes historical events that can be interpreted in more than one way. We compare and evaluate different interpretations of critical events in American history. We focus on the discovery of the New World, the development of the colonies, the American Revolution, the age of gentlemen, the Jacksonian revolution, expansion to the west, American civil war and the Reconstruction.

HS109 United States History Since 1876.

The course begins with the Reconstruction era. Topics for discussion include race relations and class conflict. We will also study imperialism, World Wars I and II, the Great Depression, and the Cold War.

HS127 History of American Business. This course traces the development and modifications of the American business system from its beginning to the modern era. Special attention will be paid to the individuals who have shaped free enterprise in America.

HS499 Directed Research in the History  
of American Culture.

Students select a topic in the field of the history of American culture. Under the direction of the professor, the student will research the topic and prepare a written research paper for evaluation by

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the advisor. The course emphasizes cross cultural competency, research questioning approaches, topic development, self competency in the form of independent work, and communication competency in knowledge of library and internet research skills.

## **HUMAN RESOURCES**

HR400 Human Resource Management. The course examines the processes involved in the management of human resources: staffing, job design, justice determination, safety, compensation and reward, and training and development. Current research in the behavioral sciences is reviewed.

*Prerequisite: MG301*

## **HUMAN RIGHTS**

HT420 International Human Rights.

This course surveys basic Human Rights Law documents, beginning with the Universal Declaration of Human Rights up through current international treaties. HT420 also covers how and when these treaties can be applied to these cases.

## **HUMANITIES**

HU121 Comparative Studies in World Culture. The course explores and contrasts systems of the social and religious foundations of selected cultures from around the world. Students exchange information and discuss each other's native cultures during the class. Special attention is given to the similarities and differences between cultures (particularly Western culture and Asian cultures). The theories of culture developed by Max Weber, Edward Shils, Talcott Parsons and Karl Marx will be introduced.

HU124 Introduction to World Literature. The course introduces basic elements of fiction as a means to enrich the reader's experience. Emphasis is placed on developing interpretations of stories from different cultures. The course traces how individual national histories, diverse language traditions, and local developments from each context shape our receptivity and interpretation of stories.

HU136 Critical Thinking.

This course presents fundamental thinking, reasoning, and language abilities as they apply to problem solving, value orientation, and concept formation. It aims to strengthen students' abilities to read and listen critically, and to identify, analyze, and evaluate formal and informal arguments in professional and everyday discourse. Using tools from both formal and informal logic, students will learn to distinguish valid from invalid arguments, identify bias and evaluate evidence in arguments, respond reflectively to arguments, and generate well formed arguments of their own.

### **IN400 Guided Study Scholarship.**

Minimum requirements to apply:

1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 500.
3. Must pass an interview with CIU's Internship Committee.

*Individual faculty mentors and scholarship students work closely together choosing from a variety of academic or community endeavors.*

***(See page 7 for a detailed description.)***

## **INFORMATION SYSTEMS**

### **IS339 Business Information Systems**

This course is designed to familiarize students with information systems. Information is vital to run a successful enterprise and using technology to its fullest to efficiently gather and process this data can help the entity to thrive and not merely exist. The Internet, Facebook, netbooks, iPads, Apple and Microsoft applications and hundreds of other components work together to make your business and your life function in a modern technology-based environment. Many of the terms and concepts taught in this class can be applied to all facets of computing and business. Key concepts include an overview of information systems, computer concepts, microcomputer alternatives, databases, data communications, planning, controlling, implementing the development of information systems, and the future for information systems. *Prerequisite: AC250.*

### **IS370 Database Management.**

The objective of this course is to teach students how to use Microsoft Access. In different sessions, students learn how to plan and create a database in Access, how to edit table data and field properties, how to define and execute queries, as well as how to perform join operations. Toward the end of the quarter, students learn how to create reports with the Report Wizard, arrange and organize reports, and add bound and unbound controls to reports in Access. In the session of advanced tasks, students learn how to import data into Access databases, create Web hypertext pages based on Access objects, incorporate hyperlinks into Access objects, and perform tasks such as backing up Access database.

### **IS372 Computer Applications in Business.**

This course is designed to familiarize students with Microsoft Excel. All class time will be spent in the computer lab and students will have hands-on experience in Using Excel 2003. Key concepts for this course include creating spreadsheets to plan and analyze business finances and operations, and creating and using various types of graphs, databases and macros. Students learn how to create worksheets and use the contents for purposes of analysis and decision-making. Many terms and concepts taught in this class apply to all facets of computing and business.

*Prerequisite: MG301 or instructor consent.*

**IS373 Web-Based Programming.**

The purpose of this course is to introduce the principals of Web based programming. Being a preparatory course for creating web pages, it will cover the HTML language, Java Script, and programming concepts.

**IS375 Computers and Accounting.**

This course is designed to familiarize students with Quickbooks Pro and the various features available using the software. Quickbooks is the current standard software used by most small and medium sized businesses. The focus will include some of the most frequently used transactions including recording transactions. Although the emphasis is on Quickbooks Pro software, many of the ideas and techniques are available in most accounting packages. Students should have a good understanding of basic accounting. Students prepare charts of accounts, journal entries, adjustments, trial balances, closing entries, financial statements, and other financial reports.

*Prerequisite: AC250.*

**BUSINESS LAW**

**LW201 Fundamentals of Business Law.**

The course will acquaint the student with a basic knowledge of business law concepts beginning with the idea of contracts, and includes how contracts are offered and accepted. Real life business examples will amplify the academic groundwork.

**LANGUAGE**

**SP101 Introduction to Spanish.** This is the introductory course in Spanish language and culture. The approach is proficiency-oriented, communicative and task-based in order to help you develop communicative competence in all four skill areas (listening, speaking, reading and writing) as well as cultural competence. Spanish 101 is conducted completely in Spanish.

**MANAGEMENT**

**MG200 Introduction to Business.**

This course is an introduction to issues such as teamwork, change, and leadership in business and provides an overview of the business enterprise, including functions of management, marketing, distribution, and other processes within the business setting. Topics include personal, interpersonal, and organizational needs, organizational design, human resource management, diversity, leadership styles and methods, career development, and ethical and strategic issues as these relate to development and growth of businesses.

**MG301 Principles of Management.**

This course examines managerial functions, roles, skills and challenges. Topics include the evolution of management theories and practice, planning and decision-making, time management, leadership, and problem solving. We focus on organizational challenges in today's business environment. In addition, this course will review the motivation theories and their applications for the managers, communication in today's organizations, leadership theories, group dynamics, and performance evaluations. Causes and consequences of stress and methods of stress management will be extensively discussed in this course.

**MG311 Organizational Behavior.**

This course examines the process of individual, interpersonal, and group behavior and how they affect the overall results of small, medium and large corporations. Topics include: motivation theory, behaviorism, management by objectives, group decision theory, job competencies, and job design. We examine organization structure, the process of organizational development, and the management of change. Theories of motivation as practiced by management are woven throughout.

*Prerequisite: MG301.*

**MG317 Government Regulations in  
Business.**

Exploring the close relationship and influence of government and business. Topics include government's role as regulator, consumer, and financier, and the impact of economic policy on business, as well as the influence of political action groups on government policy. Relationships among government, business, interest groups, consumers, and workers will be examined as these participants reciprocally influence each other in efforts to maximize desired outcomes and benefits arising from regulation.

*Prerequisites: PS112, MG301.*

MG322 Introduction to  
International Business

This course is designed to cover the world of global business. Beginning with an extensive discussion of culture and socio-cultural influences on international business, we move to analysis of economics, legal, and political forces when conducting business in a foreign environment. Similarities and differences between U.S. business and international business are reviewed.

MG345 Cultural Influence on  
Business Ethics

This course familiarizes students with ethical questions and the many complex issues one may encounter. Emphasis will be placed on deciding what ethical issues exist, understanding the influence of culture on these issues and paths to solving the situations. Many terms and concepts taught in this class apply to other facets of the business environment.

*Prerequisite: MG301.*

MG401 Curricular Practical Training

Curricular Practical Training (CPT) is employment authorization that allows F-1 students to engage in an off-campus academic internship (paid or unpaid) that qualifies as an integral part of their academic curriculum. *See the CIU Policy Manual or the Registrar for information.*

MG403 Labor/Management Relations

This course examines the current experience of American labor-management relations and the influence of unions and the labor movement. The course identifies central developments, analyzes strengths and weaknesses of initiatives, assesses progress made, and considers the prospects for the future of labor-management relations. Upon examining past experience, the course leads to observations about what is and is not possible, what does and does not work, and develops suggestions for improvement of labor-management relations.

MG411 Entrepreneurship.

The course presents a realistic view of the advantages and complexities of starting a small business. It introduces the process of conceiving, developing, implementing, and managing a new business venture and the people, concepts, resources, and skills required to do so successfully. Topics include the nature of the entrepreneurial spirit, feasibility studies, business planning, management team development, legal forms of organization, business ethics, planning for growth and managing change.

*Prerequisite: MG301.*

MG456 Business Policy, Planning, and Strategy. This course focuses on the fundamental techniques in planning and decision making, policy and strategy formulation applied in the business world today.

*Prerequisite: MG301.*

MG483 Directed Research in Management. Students self-select a topic in the field of business management. Under the direction of a faculty advisor, the student researches the topic and prepares a written research paper for evaluation by the advisor. The course emphasizes self-motivation, planning, independent work, and library and internet information research skills.

*Prerequisite: Junior standing or instructor's permission.*

MG484 Directed Studies in Management. This course examines critical processes by which management principles and practices break down, or stand up to, the test of real world applications. Students apply a series of management concepts to an employment experience under the direction of a faculty advisor and a business sponsor.

*Prerequisite: Junior standing.*

MG490 General Systems Theories.

This course provides an overview of theories of organization touching every level of human experience, from the biological, to the psychological, from the social to the political, economic, and managerial. General Systems Theories is a science of understanding how things are put together, their hierarchical and dynamic relationships, and the nature and limits of man's control over them.

## **MARKETING**

MK221 Essentials of Salesmanship.

This course examines the process by which sales functions in organizations play a critical role in the life of the enterprise and the economy. Role play is an important aspect of this course, as applying the principles of salesmanship drives home the impact of selling tactics used throughout the world. Students will make sales presentations, study sales campaigns, and analyze the selling process.

MK313 Principles of Marketing.

This course introduces principals of marketing, applying them to contemporary real world situations. It familiarizes the student with the basic structure of marketing departments and the specific objectives of marketing. Pricing, product development, promotional efforts, and distribution policies are explored. There is a special focus on marketing concepts, processes, research, systems and product management.

MK330 Public Relations.

This course builds an understanding of the role and responsibility of public relations in public and private companies, government agencies, and nonprofit organizations. It develops students' understanding of public relations by focusing on current situations so that they may apply these lessons to their own professional theory, practice, mass media, and campaigns.

*Prerequisite: MK313.*

**MK352 Consumer Behavior.**

This course examines processes by which consumers make decisions about what they will buy. It provides practical managerial understanding of the forces and processes influencing how consumers behave in the marketplace and how they make decisions regarding products or services.

*Prerequisite: MK313.*

**MATHEMATICS**

**MA111 College Algebra I.**

Aimed at providing a working knowledge of college-level algebra, emphasis is on uses of linear and quadratic equations, word problems, polynomials, and rational and radical equations. Students perform operations on real numbers and polynomials, they simplify algebraic, rational, and radical expressions. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear and quadratic functions.

**MA112 College Algebra II.**

Familiarizes students with advanced algebraic formulae and applications: coordinate geometry and functions; exponential, logarithmic and trigonometric functions; systems; analytic geometry; sentences and series, and polar coordinates.

**MA219 Statistics.**

This course explores the measures of central tendency, variation, analysis of probability, probability distribution, normal distribution, and sampling. We further discuss the nature of decision theory, regression and correlation analysis, nonparametric methods, time series, and index numbers. Other topics include: measures of central tendency, variation, analysis of probability and probability distribution, normal distribution, and sampling. Decision theory, regression and correlation analysis, nonparametric methods, time series and index numbers.

**NATURAL SCIENCE**

**NS140 Environmental Science.**

This course examines local, state, national and international policies that relate to the environment. It provides an introduction to environmental science by exploring public policy issues associated with the environment and the basic underlying scientific concepts from biology, chemistry, meteorology, and geology. We study relationships of government regulation of human use of the environment against economic and political issues, domestic and international.

**POLITICAL SCIENCE**

**PS112 Institutions of American  
Government.**

We examine American government and explore U.S. political processes, the value of freedom, order, and equality, and alternative models of government. We read the Constitution of the United States, explore the three branches of the Government, elections, political parties, major policies and political behavior of American citizens. This course asks whether the political system of the U.S. is democratic or not.

PS249    The United States and  
          Developing Nations.

We investigate the political and economic relationship between the United States and other countries. In the first part of the course, we discuss two different views: the optimistic view and the pessimistic view. While studying these views, we cover these theories: the division of labor theory (classical economics); development theory (functionalism); dependence theory, and Marxist theory. In the second part of the course (after the midterm), we review more practical issues covering American foreign policy, military strategy and global political influence.

Afterwards, we spend a few sessions on the examination of economic matters, such as the role of multinational firms and the role of international financial organizations (such as I.M.F. or I.B.R.D), problems in international trade, and the technology gap between the United States and the Third World. In the final session, we discuss the paths of development for Third World countries. A primary goal of this course is for each student to gain sufficient perspective to make an informed evaluation of the developmental pattern of his/her own country.

## **GRADUATE DIVISION**

### **ADMISSIONS**

#### **Admissions Procedures**

The graduate program in International Business at California International University is a professional program designed to provide the knowledge and skills requisite for careers in international business. Applicants for admission to the Master of Science in International Business program should be motivated individuals who are ready to focus their attention on developing the knowledge and skills necessary for a career in international business.

The applicant for admission must submit a complete application packet to the Admissions Office, California International University, 3130 Wilshire Blvd., Los Angeles, CA 90010.

Once the Admissions Office receives the complete application packet, it will process the application promptly. For students who are accepted, CIU will normally mail the acceptance letter and related documents within two weeks of the date that the complete application packet is received. The application packet should include:

1. A completed application form.
2. Official transcripts from previous academic work, along with English translations of these transcripts.

Transcripts should indicate completion of either a bachelor's degree from a regionally-accredited or state-approved college or university in the U.S. or equivalent foreign degree. (Transcripts issued from schools or universities outside the U.S. must be evaluated by the Credential Evaluation Service for comparability to regionally-accredited schools in the United States. A \$150 non-refundable fee is required for the evaluation and is listed in item 5 below.)

3. TOEFL or IELTS score. For full admission, a TOEFL score of at least 500 or an IELTS score of at least 5.0 is required. Applicants with a TOEFL score less than 500 who have been provisionally admitted will be required to pass two English composition courses in addition to their required classes. *(These two additional English courses will not be included in the graduate student's GPA.)*

4. A brief statement of purpose, explaining why you would like to study international business at CIU.

#### 5. Fees and Tuition Deposit:

Application Fee.....	\$ 100
Identification Fee.....	\$ 20
Int'l Transcript Evaluation Fee*...\$	150
Tuition Deposit** .....	\$ 900
Total Fees Due at Application.....	\$ 1170

**NOTE: An STRF Fee is calculated at \$.00 per \$1,000 of all institutional charges and added to the total owed.**

\* If applicable. This fee is for an outside service to evaluate transcripts from universities outside the United States.

\*\* This tuition deposit will be applied toward the first quarter's tuition. In the event that the student is unable to attend CIU, this deposit will be fully refunded.

6. Copy of passport (including all attachments and stamps), as well as two passport-sized photos.

7. Certified letter from bank confirming account balance for sponsor.

All records of previous academic training must be original and bear the stamp or raised seal of the school that issues the document. The transcript should be in detail, showing course titles, length of course, number of hours per week, and final grades received. The original transcript, if printed in the applicant's native language, must be accompanied by a line-by-line translation into English. All documents submitted to the Admissions Office become the property of CIU and will not be returned to the student.

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.

### **Evaluation of Applications**

Completed applications will be evaluated by a committee consisting of the Director of Admissions and President. Criteria for admission to the University are as follows:

1. All requested documents have been submitted on time.
2. All documents are determined to be authentic.
3. All academic credentials have met regionally accredited, state-approved or comparable standards.
4. Transcripts, diplomas, and other documents should evidence minimum of completion of U.S. bachelor's degree from a regionally-accredited or state-approved college or university (or equivalent for foreign universities) and indicate the ability to successfully pursue and benefit from graduate study at CIU.
5. All admissions fees have been paid.

### **Conditional Status**

CIU understands the special needs of international students. CIU recommends that applicants submit their applications well in advance of their desired date of admission. A decision is based on other compelling evidence that the applicant has the ability to successfully undertake graduate study.

Course work taken during a conditional period may be considered for credit after the applicant has completed all admissions requirements for the degree program. Everyone under conditional status must submit all documents by the end of one (1) quarter of study.

If conditional status is based on their failure to satisfy the TOEFL requirement, the applicant must enroll in an English class as well as take the TOEFL test during their first quarter at CIU. A student who has not passed the TOEFL by the end of one quarter must enroll in a second English class during the subsequent quarter.

### **Transfer of Credit**

CIU may accept credit units earned at institutions approved by the Bureau of Postsecondary Private Education, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education. Courses are considered for transfer when they are applicable to master's degree program course requirements.

A grade of B or higher must be earned at the graduate level in any course considered for transfer. A maximum of 20% of the required quarter units needed for graduation are allowed for transfer. Credit for undergraduate courses completed at other institutions which are comparable to CIU elective courses are not eligible for transfer in lieu of elective requirements.

CIU does not provide academic credit for life or work experience or accept transfer credit for academic work over 10 years old unless it bears directly on comparable course offerings at CIU.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at California International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits you earn in our educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 California International University to determine if your credits will transfer.

### **University Residence Requirement**

A graduate student who is allowed to transfer units of graduate work from other universities must complete a minimum of 42 credit units in lecture format courses while in residence at CIU. It is also requires that the final nine units must be completed while in residence at CIU.

### **Tuition and Fees**

Tuition for the full-time student is \$1,800.00 or \$200 per unit per quarter. A student taking nine units is considered to be full-time. A full-time student may choose to take 12 units per quarter

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at no additional charge. A student taking fewer than nine units is considered to be part-time. Tuition for part-time students is \$600 per course or \$200 per unit per quarter. A student is allowed to take a maximum of five courses per quarter. Tuition for the student who takes five courses per quarter is \$2,400.

The following is an estimated schedule of total charges for the entire M.S. program:

Tuition & Program Fees: \$10,900 (2 yrs)  
Books & Supplies: \$2,000  
Room & Board: \$15,900  
Transportation, Misc.: \$900

### **Method of Payment**

Tuition is assessed on a quarter by quarter basis in advance of instruction. Students may choose to pay the entire tuition in full or select a payment plan prescribed by the University. Part-time students pay by the course in advance of each quarter.

### **Late Registration**

Students who are unable to enroll during the regular registration period may enroll during the late registration period. (see academic calendar). Returning students must pay the late registration fee of \$100. New students are not required to pay the late registration fee. Applications for enrollment are not accepted for new or returning students after the third week of the quarter.

### **Deferred Payments Option**

After completing 1 quarter of study, a student may choose a two-payment-per-quarter schedule. The University assesses a \$100 fee per quarter for this service. For example, the full-time student who takes three (3) courses per quarter must pay \$950 at registration and \$950 by the end of the sixth week of the quarter.

### **Application Fees and Tuition Deposit**

Applicants must submit the fees and deposits listed below. If an applicant is unable to attend CIU, the tuition deposit will be refunded. The other fees are non-refundable. Required fees and deposits of \$1150.00 include:

Application Fee:	\$100.00
Credentials Evaluation Fee:	\$150.00
Tuition deposit:	\$900.00

### **List of Fees for Graduate Programs**

Application Fee (nonrefundable): \$100  
Credentials Evaluation Service Fee for  
foreign transcripts (nonrefundable): \$150

Tuition per quarter: (\$200/unit)	\$1,800
Late Registration Fee:	\$100
Add/Drop Fee per course:	\$3
Graduation Fee (includes diploma, four official transcripts and gown rental):	\$100
Official transcript:	\$15
Charge for delinquent account:	\$50
Optional Deferred Tuition Fee:	\$100
STRF fee (\$.00 per \$1000 charges)	\$_____

The estimated total in tuition fees to complete the master’s program ranges from \$5,400 to \$10,800, depending on whether coursework at other universities qualifies for credit at CIU.

### Contract Cancellation and Tuition Refunds

Any written contract or agreement signed by a prospective student away from the institution premises shall not become operative until the student makes an initial visit to the institution. The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, with no money to be retained by the school, excluding the application fee and foreign student fee.

1. Tuition refunds are payable within 30 days (one month) after receipt of a written request from the student.
2. If an applicant is denied a student visa to study in the U.S., they may request a return of the tuition deposit and all refundable fees. All acceptance documents and forms issued to the student from CIU must be returned to CIU, along with a written refund request, before a refund can be processed.
3. After enrollment period, refunds of tuition fees are available to students through the sixth week of the quarter and are computed using the following formula. The refund will be the amount the student paid for instruction multiplied by the following fraction: The numerator is the # of hours of instruction the student has not received but for which the student has paid and the denominator is the total # of hours of instruction. For example, if the student completes only 15 hours of a 33-hour course and paid \$500 tuition, the student would receive a refund of \$272.73. ( $\$500 \times 18/33 = \$272.73$ )

**NOTE: An STRF Fee is calculated at \$.00 per \$1,000 of all institutional charges and added to the total owed.**

4. The University provides the full-time student with the option to take a fourth course during the quarter at no additional cost. The University does not provide a refund should the student decide to withdraw from a fourth course.
5. Students who take the maximum number of courses allowed, 5 courses, may request a refund for the fifth course should they decide to withdraw.

### **Application for Refunds**

Refund request forms are available in the Admissions Office. The form must be completed by the student and submitted to the office before a refund can be processed. Students who request a refund by mail must include their name (passport name), date, signature, mailing address, telephone number, amount paid, amount of anticipated refund, and reason for refund.

### **Debts Owed to the University**

A student may not receive any transcript, diploma, or certificate until all debts to the University have been paid. California International University will retain such documents as security until the student's financial obligations to the University are satisfied. The security interest will not be discharged by bankruptcy or other creditor arrangements.

### **Readmission of Students**

Students previously enrolled in the University who plan to return after an absence of one or more quarters and who were not eligible for a leave of absence from CIU must file a new application for admission. The application fee is required of students not enrolled in either of the two quarters prior to the quarter of reapplication and who were not eligible for a leave of absence, or if they were enrolled in another institution during their absence from CIU. Students must submit official transcripts of all college work attempted during their absence from the University. Students must comply with the catalog policies in effect at the time of readmission.

### **Students Formerly On Probation**

Students who were on probation at the end of their last quarter of enrollment may be readmitted on probation provided any work they may have completed elsewhere is satisfactory. Students who are readmitted on probation must comply with the academic standards of the University or be disqualified.

### **Students Formerly Disqualified**

Disqualified undergraduate or graduate students who have been absent from the University for one or more quarters must apply for readmission and submit all forms for consideration of reinstatement and transcripts of any college work completed in the interim. Readmission decisions will be based on a review of the student's academic record and life situation. If readmitted, the student may be placed on probation

## **GRADUATE DEGREE PROGRAM**

### **Master of Science in International Business**

The Master of Science in International Business is a program designed to provide international students with an advanced understanding of the core disciplines of international business.

#### **Degree Requirements**

A total of 54 quarter units is required for the degree. Each quarter unit equals 11 hours of instruction and examination.

The candidate is required to complete 12 units of elective courses in business, computers, or accounting. Elective work may be graduate level work with course numbers 500 and above or upper-division undergraduate work with course numbers 300 and above earned in addition to any bachelor's degree coursework previously completed.

The candidate is required to have at least a 3.0 cumulative GPA to graduate. The suggested time to complete the degree is 1–2 years.

#### **Course Prerequisites**

The candidate must complete all prerequisite requirements to be eligible for matriculation into the program including the following courses: Principles of Accounting I, Principles of Accounting II, Principles of Management and Principles of Marketing or their equivalent.

Students who have graduated from an accredited or state approved university and who have completed the four prerequisites during their undergraduate program may waive the prerequisite requirement. However, because accounting methods differ around the world, a brief accounting assessment test is used for students who wish to waive the accounting prerequisite.

#### **Residence Requirement**

The student must complete a minimum of 42 units while in residence at CIU. The units must be earned in lecture format courses. Courses commonly referred to as thesis, directed study, or independent study do not meet the residence requirement.

A total of half the required credits needed for graduation may be transferred to the degree from previous academic work. The University does not accept credit for life or work experience earned prior to enrollment.

#### **Prerequisites:**

Principles of Accounting I, Principles of Accounting II, Principles of Management, and Principles of Marketing.

Candidates who have not satisfied these prerequisites before enrolling should complete them within their first 3 quarters at CIU.

### **Master of Science in International Business**

**Required Core Courses<sup>2</sup>:**

BA500	Cultural Foundations of the American Business Environment	
BA581	Marketing Management	
BA582A	Research Methodologies A	
BA582B	Research Methodologies B	
BA589	International Marketing	
	<i>Prerequisite: BA581</i>	
BA596	International Business Law	
BA600	International Personnel	Management
BA601	Curricular Practical Training	
BA605	International Business Policy	
BA637	Organizational Behavior	
BA649	Principles of Finance	
	<i>Prerequisite: AC250</i>	
BA656	Managerial Finance	<i>Prerequisite: AC250</i>
BA678	Theory of Investment	
BA682	World Politics and International Business	
BA689	Import-Export Trade Operations	

**Electives:**

*Each Master's level elective course below earns 4 credit hours.*

BE610	Managing Across Cultures
BE582C	Research Master's Thesis
IN500	Guided Study Scholarship

**The University's upper division courses (those numbered in 300 or 400 series) can be taken as elective courses.**

**Summary of Degree**

Requirements Assuming Prerequisites Already Satisfied

Required courses	42 units
Electives	<u>12 units</u>
Total	54 units

Assuming Prerequisites Not Already Satisfied

Required courses	42 units
Electives	12 units

<sup>2</sup>All graduate level courses except elective courses carry three quarter units credit and include a prerequisite of graduate standing. Under special circumstances, the dean may grant permission for an advanced undergraduate (senior standing) to enroll in one graduate course per quarter.

Prerequisites      16 units  
Total      70 units

**SUGGESTED SEQUENCE OF CORE COURSES:**

**Master of Science in International Business**

(Assuming Prerequisites have been satisfied)

**FIRST QUARTER**

BA500	Cultural Foundations of the	American Business Environment
BA596	International Business Law	
BA649	Principles of Finance	
BA682	World Politics and	International Business

**SECOND QUARTER**

BA582A	Research Methodologies A
BA605	International Business Policy
BA637	Organizational Behavior
BA689	Import-Export Trade Operations

**THIRD QUARTER**

BA582B	Research Methodologies B <i>Prerequisite: BA582A</i>
BA589	International Marketing
BA600	International Personnel Mgt

**FOURTH QUARTER**

BA581	Marketing Management
BA656	Managerial Finance
BA678	Theory of Investment

**ACADEMIC STANDARDS**

**Grading System**

Grades are given based on the following scale:

- A: 4.0 grade points per unit for superior work.
- A-: 3.7 grade points per unit for very good work.
- B+: 3.3 grade points per unit for good work.
- B: 3.0 grade points per unit for satisfactory work.
- B-: 2.7 grade points per unit for marginal work.

C+: 2.3 grade points per unit for unsatisfactory work and barely passing.

C: 2.0 grade points per unit for unsatisfactory work and barely passing. A grade of C+, or C, will be accepted for courses when the cumulative grade point average is not lower than 3.0 for all required courses.

C-: 0.0 grade points per unit is unacceptable. The course must be repeated.

F: 0.0 grade points per unit is a failure. The course must be repeated.

W: No grade points are given for a withdrawal.

I: Incomplete.

### **Incomplete Work**

No grade points are given when a student receives an incomplete "I" grade. A student's failure to satisfy all of the course's requirements by the end of the following quarter will result in converting the incomplete grade to a failing grade.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.” Please note the following in regards to the Notice to Prospective Degree Program Students:

The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student’s records.

### **Grade Point Average (GPA)**

The graduate student must maintain a minimum GPA of 3.0 in the Required Courses to graduate with a Master of Science degree. (The term “Required Courses” includes the prerequisites, core courses and electives, but does not include the additional English classes that are required of a student with a TOEFL score of less than 500.)

Any student whose quarterly GPA falls to 2.9 or less must achieve a quarterly GPA of 3.0 or better within the following 2 quarters. A minimum 2.0 is required for prerequisite and elective courses. Failure to meet the GPA requirement results in disqualification. A student disqualified from CIU must reapply to be considered for readmission.

## GRADUATE COURSE DESCRIPTIONS<sup>3</sup>

### BA500 Cultural Foundations of the American Business Environment.

The nature and practices of the social environment Americans create, live, and work in is explored and compared to other cultures. It examines social and cultural factors shaping how business and management are conducted in the U.S. Topics include cultural assumptions, communication patterns, historical patterns of U.S. political, economic, and social development and structures; demographic characteristics; regional financial and trade centers; government structure and practice, religious and ethnic traditions and values; economic policies and practices; and the U.S. legal environment.

### BA581 Marketing Management.

This course examines what marketing is, how it plays a role in our society, the fundamentals involved in the marketing mix variables, and the overall marketing management strategies used to face the competition.

### BA582 A, B Research Methodologies.

In this course we study quantitative and qualitative scientific research methods used to investigate questions related to human social research. You will learn to gather and evaluate information from multiple sources, synthesize findings from available literature into specific research questions, and design effective methods to address those questions. An emphasis is placed on critical thinking, problem solving, and developing writing skills in a style appropriate to the level of a master of science in business administration. You hone your writing skills adhering to APA format in your papers. Topics include research design, problem identification, topic selection, creating an hypothesis, identifying variables, data collection / analysis, writing mechanics, and the research proposal. The second term of this two-term course students will conduct research using their self-selected research methodology appropriate to the topic under consideration.

*Prerequisite: BA582A*

### BE582C Research Master's Thesis.

This graduate level elective course is available to students who have completed BA582A and BA582B. Students electing to take this course continue with their research project begun in Research Methodology courses A and B. Based on their research topic, they will select an advisor from the California International University faculty to work with, with the aim of publishing their thesis. Toward the end of the quarter, students will have to defend their thesis project before the California International University Master's Thesis Committee. Students who don't pass this stage,

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<sup>3</sup>Unless otherwise noted, all graduate level courses carry three quarter units credit, are conducted in lecture format, and include a prerequisite of graduate standing. Under special circumstances, the dean may grant permission for an advanced undergraduate (senior standing) to enroll in one graduate course per quarter.

will be given another opportunity to work on their deficiencies and return for a second chance to present it to the committee. Course credit is given only for the first attempt.

*Prerequisite: BA582A and B.*

**BA589 International Marketing.**

This course examines the concepts and applications of marketing in the international arena. This includes an overview of marketing mix - product, price, place, and promotion - in international markets. We explore international marketing concepts through various learning activities. Moreover, different forces, such as economic and financial, political and legal, socio-cultural and competitive, influence the screening and selecting of foreign markets and will be thoroughly discussed.

*Prerequisite: BA581.*

**BA590 Managing Across Cultures.**

This elective course focuses on issues, challenges, and opportunities in the area of how professionals manage across cultures. There are two perspectives involved in this course. First, the issues related to managing people with different cultural backgrounds in the companies operating in the United States. Second, the challenges of multinational corporations associated with managing people located in other countries. Students will not only be taught the theories and concepts relevant to managing effectively in today's business environment, but they also will gain a general overview of the process and effects of internationalization in today's organizations.

**BA596 International Business Law.** This course examines the process by which nations form and abide by international policies and the law. We introduce the basic doctrines, institutions, and methodology of modern public international law. Topics include problems of definition, international and domestic application of international law, historical origins and developments of law, international organizations, dispute settlement, treaties, rights of individuals, jurisdiction, U.S. foreign relations law, and immunities.

**BA600 International Personnel Mgt.** This course covers critical issues facing organizations in simultaneously managing their human resources at home and abroad. It focuses on the connection between corporate strategies and the effective management of human resources. Topics include international management and personnel, social responsibility, the functions of management and the international manager, and disputes and negotiation.

**BA601 Graduate Program**

Curricular Practical Training (CPT) is employment authorization that allows F-1 students to engage in an off-campus academic internship (paid or unpaid) that is an integral part of their academic curriculum.

Any graduate student can enroll in the CPT course after completing one quarter as a full time student in good academic standing. The course will yield a pass/fail grade. One of the requirements for the pass grade is a positive evaluation letter by the student's employer. *See the CIU Policy*

*Rev. 2-2019*

*Manual or Registrar for information.*

**BA605 International Business Policy.**

This course introduces students to the world of international business. It covers the uncontrollable forces of foreign business environments that management has to deal with. These include financial, economic, socioeconomic, sociocultural, political, legal, physical, environmental, labor, and competitive forces. This course also covers various theories applied to international trade.

**BE610 Management Across Cultures.**

This elective course will focus on complex issues, meeting challenges, and identifying opportunities in the area of management across cultures. Two perspectives are presented in this course: 1) managing people with different cultural backgrounds who work for companies operating in the United States; 2) the challenges to multinational corporations associated with managing employees in other countries. Students will be taught theories and concepts relevant to managing effectively in today's global business environment, and they also will gain an overview of the processes and effects of internationalization in today's organizations.

**BA637 Organizational Behavior.**

This course examines how the processes of individual, interpersonal, and group behavior affect the overall results of small, medium and large corporations. We examine the structure of organizations, the process of organizational development, team building, and change management. Theories of motivation as practiced by management are woven throughout.

**BA649 Principles of Finance.**

This course familiarizes students with managerial finance concepts and terminology used in the financial market. We provide students with knowledge on how to interpret the information for planning and control purposes. Emphasizing application and actual calculation of ratios and completion of projections, so that students can utilize the knowledge in the actual business environment right away. Topics include financial statements, ratio analysis, time value of money, forecasting, budgeting, the U.S. tax system, and of issues affecting international financial management.

*Prerequisite: AC250.*

**BA656 Managerial Finance.**

This course is designed to familiarize students with managerial finance procedures and how to manage the finances of an enterprise. Emphasis will be placed on financing techniques used in the day to day (and long term) operations of an enterprise. Special topics include capital budgeting, working capital management, and analysis of alternatives available for financing a business enterprise. This is a continuation of BA649.

*Prerequisite: AC250.*

**BA678 Theory of Investment.**

This course is designed to ground students in various aspects of investments. It introduces the fundamentals of investment through discussion of investment returns, time value of money and compounding, fixed and variable income, sources of capital gain, tax on investment, and high and low risk investments. Students will be able to demonstrate a solid understanding of investment concepts and apply their knowledge to a variety of real-life investments.

**BA682 World Politics and  
International Business.**

This course is designed to give business students a better understanding of world politics within the environment of international business. Using theoretical and empirical perspectives, we examine political, economic, and managerial matters which occur in the world community. We take a critical review of the theories of international relations. Our goal is to provide the student with systematic insights into international politics and the world's economy. Topics include balance of power, systems theory, decision-making, game theory, imperialism and dependency, the role of multinational corporations, organizational culture and intercultural management, and social organization and international businesses.

**BA689 Import-Export Trade Operations.** The student acquires extensive knowledge of import and export procedures in the today's business world. International trade principles, information resources, laws and regulations, and payment methods are broadly discussed. Understanding and preparing import documents, such as customs forms, packing lists, and commercial invoices will be emphasized. Government laws and regulations, including those of the Homeland Security Department, are highlighted, emphasizing the importance of import/export trade operations to a nation's economy, and theoretical training in the creation of import/export operations.

**IN500 Guided Study Scholarship.** Minimum requirements to apply:

1. Must be currently enrolled at CIU with a minimum GPA of 3.75.
2. Must have a TOEFL score of 550 for graduate students.
3. Must pass an interview with CIU's Scholarship Committee.

*Individual faculty mentors and scholarship students work closely together choosing from a variety of academic or community endeavors.*

## **ADMINISTRATION & FACULTY**

### **California International University Board of Trustees**

Chairman	Dr. Moon Kyu Park
Secretary	Mrs. Sue Park
Treasurer	Ms. Chris Lee
Member	Ms. Cheryl Chanson
Member	Ms. Kay Chang

### **Administrative Officers**

President	Moon Kyu Park, D.A.
Dean of Faculty	David B Haddad, Ph.D.
Director or Finance & Facilities Management	Mr. Hong Lee, B.S.
Fiscal Officer	Chris Lee, C.P.A.
Executive Officer of Admissions & Administration	Joon Oh, M.S.
Registrar	Mrs. Frances Plotkin

### **Degree Program Faculty**

Desorbo, Barbara, Ph.D., Southern Illinois University, English Composition and Research Methodologies.

Haddad, David B., Ph.D., Fielding Graduate University, Human and Organizational Systems; MA Fielding Graduate University, Organizational Development; BA, Michigan State University. Research Methodologies, Organizational Behavior.

Hortua, Giovanni, Ph.D. University of California, Irvine. United States History; Critical Theory.

Jun-Pill Kim, Ph.D. The Ohio State University. Environmental Science, City and Regional Planning. Pennsylvania State University: Mechanical Engineering.

Lewis, Mark, MBA, Pepperdine University. Finance, Theory of Investment

Lindsey, Michael, MBA, Anderson School of Management, the University of California, Los Angeles, Business Management, Computer Applications/Office Technology

Park, Moon Kyu, B.A., Seoul National University, M.A., University of Chicago, D.A., Idaho State University. World Politics, Politics in Developing Countries, American Government, Comparative Political Leadership.

Park, Jun, Pepperdine University, Malibu, CA  
Master of Business Administration; Rutgers University, State University of New Jersey, New Brunswick, NJ Bachelor of Arts Economics/Accounting Minor

Wood, Judith, J.D. of Law, Pepperdine University; BA, City College of New York. Immigration Law

Yarosh, Laurence, J.D., University of Minnesota; Master of Accounting, University of Arizona; Bachelor of Physics, University of Minnesota. Tax Accounting.

### **Part-Time / Adjunct Faculty**

Lee, Kenneth, Ph.D., Columbia University, Comparative Religion; AB, Occidental College, Psychology; Master of Divinity, Princeton Theological Seminary. Humanities, World Religions, Expository Writing, and Intercultural Communication.

## **UNIVERSITY COMMITMENTS AND ASSURANCES**

The Board of Trustees of CIU assures the consumer student that the University will provide an education that is consistent with the requirements, standards, and procedures set forth in this catalog. All program requirements described herein will be offered to the consumer student so that he or she may complete his or her program of study within the normal period of time stated in this catalog.

### **Financial Status**

CIU has no petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **Affirmative Action/Equal Opportunity/Title IX**

California International University is committed to nondiscrimination in providing equal opportunity for admission, student financing, student support facilities and activities, and employment regardless of race, religion, sex, age, marital status, handicap status, or national origin.

The designated coordinator at the University for compliance with Section 104 of the Rehabilitation Act of 1973 for the handicapped, as amended, is Dr. David Haddad. The designated

coordinator for compliance with Title IX prohibiting discrimination on the basis of sex at CIU is Dr. David Haddad. Dr. Haddad is also the designated officer for Affirmative Action and Equal Opportunity for the University.

CIU is an EEO/AA Employer and does not discriminate on the basis of race, religion, color, national origin, age, Vietnam era veterans' status or handicap.

CIU is a private, nonprofit, educational institution. It is recognized by the Internal Revenue Service as organized and operated for educational purposes and, therefore, is exempt from taxation, pursuant to IRC Section 501 (c) (3).

### **Privacy Rights of Students**

The Family Educational Rights and Privacy Act of 1974, as amended, requires annual notification of students' rights. The purpose of this legislation is to protect the privacy of educational records and to provide standards for the correction of inaccurate or misleading data through hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Acts Office concerning alleged failures of an institution to comply with the Act.

Adult students, parents of minor students, and parents of tax-dependent students have the right to inspect, review, and challenge information contained in their educational records or the records of their minor or tax-dependent children. Education records are defined as files, materials, and documents that contain information directly related to a student and are maintained by the University. Written consent is required before educational records may be disclosed to a third party with the exception of accrediting commissions or governmental agencies so authorized by law. The California Education Code, Section 94312.1 stipulates that an institution is required to maintain records for a period of not less than five years. Student transcripts, however, are maintained on a permanent, continuing basis.

### **California State Licensure**

Assembly Bill 48 stipulates that “An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary Education . . . shall maintain that approval under this chapter. For the purposes of this chapter, the approval to operate shall be valid for five calendar years after the expiration date of the approval, as it read on June 30, 2007.” CIU’s approval is automatically extended until December 31, 43. 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](http://www.bppe.ca.gov).

### **Notice Concerning Transferability of Units and Degrees Earned at Our School**

The transferability of credits you earn at California International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits you earn in our educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 California International University to determine if your credits will transfer.

Units you earn in our Master of Science or Bachelor of Science program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Master of Science or Bachelor of Science program, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

### **Notice Concerning Eligibility for Licensure at Our School**

Educational programs offered at CIU are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. Graduates of degree programs will not be eligible to sit for licensure exams in California and other states as a result of obtaining a degree at CIU.

## **APPENDIX**

### **Disciplinary and Adverse Actions (Conduct Policies)**

Employees are expected to maintain high standards of integrity, conduct, and effectiveness. When such standards are not met, it is essential that prompt and just corrective action be taken. When a disciplinary action or adverse action is warranted, the discipline will be in proportion to the character of the offense or series of offenses.

The University will not hire or continue to employ any member of the faculty or staff who is found in a judicial or administrative proceeding to have violated any provision of the Private Post-secondary Education Act or to have committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

### **Academic Freedom**

The teacher is entitled to full freedom in conducting research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon a mutual understanding with the administration of the University.

The teacher is entitled to freedom in the classroom in discussing the course's subject but should be careful not to introduce into the lectures controversial matter which has no relation to the course's subject.

California International University instructors are members of a learned profession and are considered officers of the institution. When an instructor writes or speaks as a member of the community, he or she is free from institutional censorship or discipline but his or her special position in the community imposes certain obligations. As a person of learning and an educational officer, the instructor should remember that the public may judge the education profession and the institution by his or her utterances. Hence, the instructor should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make

every effort to indicate that he or she is not a spokesperson for California International University.

### **Sexual Harassment and Assault**

The University strives to maintain a secure environment free from harm or harassment for all of its constituents, faculty, staff, and students. The University will not tolerate any form of harassment, sexual harassment, or sexual assault. Therefore, the University will not employ or continue to employ any faculty or staff members who have been found in a judicial or administrative proceeding to have committed sexual assault towards another while employed at the University. The University will not enroll any student who has been found in a judicial or administrative proceeding to have committed sexual assault while enrolled at the University.

Any student, staff, or faculty who believe that they have suffered harassment or assault of any kind from any other member of the University's staff, faculty, or student body should notify the Dean or President immediately. All notices of this nature are to be forwarded to the President who will conduct an investigation of any allegations. The University will also cooperate with all law enforcement agencies in the event of an arrest. In an emergency, where a person feels that he or she is in physical danger, the University recommends that the person should notify police at once by dialing 911. For additional support services, you may contact the Asian Pacific Counseling and Treatment Center at the following numbers: (213) 252-1200 or (213) 252-1250. The address is Asian Pacific Counseling and Treatment Center, 3550 West 6th Street, Suite 500, Los Angeles, CA 90020.

### **Graduation Rate**

The graduation rates of students enrolled at California International University are as follows: Of the 47 new students who enrolled in the M.S. degree program in International Business during 2012, 34 (72%) have completed or are on track to complete their degrees. Of the 12 students who began the B.S. program in business during 2010, 4 (33%) have finished or are on track to finish. The combined graduation rate is 38 out of 59 students, or 64%.

**Notice of Disclaimer.** Every reasonable effort has been made to determine that catalogue is accurate as of February 26, 2019. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of California International University. Some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the Administration. The University further reserves the right to modify its tuition and fees and to add, amend, or repeal any of its rules, regulations, policies, procedures, and location. If any of these changes are made, an addendum will be attached to this catalog.

**Publication and Distribution of Catalog.** The catalog is updated every academic year.

Students may access the catalog on the school's website or request a hardcopy in person at the

administrative office or via postal mail.

**Dates Covered by this Catalog.** This catalog is updated annually, beginning in April of each year. This issue is in effect from August 15, 2018 until August 14, 2019.