CATALOG

2019

EFFECTIVE: JANUARY 1, 2019 – DECEMBER 31, 2019

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MESSAGE FROM THE CHIEF ACADEMIC OFFICER

Dear Prospective IAU Student,

Welcome to International American University!

Originally established in Los Angeles in 2005, IAU celebrates its 12 year anniversary in the hub of business, culture, and entertainment. Los Angeles is not only a great place to live, but it is a great place to learn. Within a 15 mile radius, you have exposure to some of the largest publicly-owned companies in the U.S. making it an ideal city for business students to connect with Los Angeles-based businesses. Historical and cultural landmarks are exciting to visit and provide ideal entertainment.

When students wish to study business, an American school is a top choice. According to U.S. News and World Report, international students made up 45 percent of applicants to U.S. graduate business programs in 2011. According to Bloomberg Businessweek, the average international enrollment at the top 20 business schools was 33.4% in 2011, an increase from 30.2%. IAU is not just a provider of business education. IAU also offers business students an opportunity to live in one of the world's most recognized business cities – Los Angeles, CA. Business is not only learned through a textbook and an online course, it is through immersion in the Los Angeles city life. Students are brought face-to-face with faculty who have decades of experience in their respective fields. They learn of other cultures by interacting with international students from around the world in a hybrid classroom setting.   They breathe the air of a city so culturally diverse that the communities have names that reflect the diversity, such as Little Tokyo, China-town, Korea-town, Historic Filipino-town, Little Armenia, Little Ethiopia, Tehrangeles, Little Bangladesh, and Thai Town.

Additionally, as IAU seeks additional recognitions and approvals, students will see the standards of quality improve in both campus and online instructional delivery. IAU will continuously strive to provide respectful, courteous customer service that meet or exceed student's expectations.

2019 is an exciting year for IAU, Los Angeles and I hope that you choose to pursue your educational journey with us to be part of the real IAU experience.

Sincerely,

Richard H. Gayer, Ph.D.
Chief Academic Officer

ABOUT IAU

CONTACT INFORMATION

Los Angeles Main Campus
3440 Wilshire Blvd. Suite #1000
Los Angeles, CA 90010
Tel: (213) 262-3939
Fax: (213) 262-5758

Garden Grove Satellite Campus / Teaching Site
11277 Garden Grove Blvd. Suite #200
Garden Grove, CA 92843

Website	www.iau.LA
General Inquiries:	admin@iau.LA
Media/Communication:	media@iau.LA
Admissions Inquiries:	admissions@iau.LA
Academic/Student Support:	studentsupport@iau.LA
Student Services:	ssv@iau.LA
Career Services:	careerservices@iau.la
Student Finance:	finance@iau.LA
SEVIS-Related:	dso@iau.LA
Student Records:	registrar@iau.LA
Accounting:	acct@iau.LA
Technical Support:	TECHsupport@iau.LA
Faculty Support:	FACULTYsupport@iau.LA
Test Center:	TESTcenter@iau.LA
Writing Center:	writingHELP@iau.LA

OFFICE HOURS

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

	Administrative	Facility
Monday	8:30 A.M. - 8:00 P.M.	9:00 A.M. - 10:00 P.M.
Tuesday	8:30 A.M. - 8:00 P.M.	9:00 A.M. - 10:00 P.M.
Wednesday	8:30 A.M. - 8:00 P.M.	9:00 A.M. - 10:00 P.M.
Thursday	8:30 A.M. - 8:00 P.M.	9:00 A.M. - 10:00 P.M.
Friday	8:30 A.M. - 8:00 P.M.	9:00 A.M. - 10:00 P.M.
Saturday	8:30 A.M. - 1:00 P.M.	9:00 A.M. - 1:00 P.M.
Sunday	Closed	Closed

HOLIDAYS

The holidays observed by IAU are as follows:

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

MISSION & OBJECTIVES

MISSION

International American University is a Christian-based institution with a mission of the creating and disseminating knowledge, facilitating student learning, preparing students for a career in the business field, and promoting ethical business practices according to Christian principles and biblical teachings while capitalizing on the University's diversity and location in Southern California area. The university will distinguish itself as a diverse, socially responsible learning community of high-quality academic rigor and scholarship sustained by Christian-based principles.

IAU accomplishes its mission by:

- Promoting excellence in education through our undergraduate and graduate programs, and preparing students for success in the global economy,
- Developing student critical thinking skills,
- Providing students with a Christian-based world focus,
- Providing students with career-focused skills to achieve success,
- Supporting students with quality student services efforts,
- Assisting selected students in attaining career goals through University's internship programs,
- Supporting scholarly research and professional visibility in areas valuable to business and society,
- Building a community of students, faculty, staff, alumni, and business associates through community outreach and public events,
- Welcoming students to explore faith with an opportunity to know and intimately understand the richness and fullness of the Christian tradition and Holy Bible,
- Affirming and fostering the Christian understanding of the human person which animates the educational mission of IAU as a Christian institution,
- Encouraging life-long learning.

OBJECTIVES

IAU's foundational objectives are based on the university's mission, vision, and values and are measurable.

To create a Christian campus that is student-centered and where all individuals are valued and diversity is embraced.
- Spiritual workshops & Christian speakers available for students (scheduled)
- Undergraduates are required to take religious courses
- Christian ethics and behavior are components of many courses offered (course reviews)

To develop students that are capable of increased intellectual activity.

- Courses are developed with an integrated Christian worldview (course reviews)
- Introduction of non-Christians to the wonders of the Christian faith (required religion courses)
- Numbers of students that continue education by advancing to a higher level (registrar data)
- Review of the quality of student artifacts (program reviews)

STATEMENT OF FAITH

IAU subscribes to the following statement of faith:

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

IAU is more than business education-oriented institution, but one that encourages and supports all facets of learning while concurrently promoting Christian principles and morality.

IAU has a goal to be a vibrant Christian university that is committed to distinctively Christian beliefs, values and practices in accord with its mission and vision. While the university is clear about its identity as a Christian university and its foundational convictions, we are intentionally committed to living out the faith and provide an example of Christian values and morality. IAU is strongly committed to guiding our students to become socially responsible, compassionate leaders by making an enduring impact on their communities.

IAU is an interdenominational university and embraces our students of all faiths or no faith. Our hope is to introduce Christian life and principles to those of seeking a religious identity. IAU is committed to distinctively Christian beliefs,

values and practices in accord with our mission and vision. While the university is clear about its identity as a Christian university and its foundational convictions, we are intentionally committed to living out the faith within the context of our community.

At IAU, we believe that right doctrine is essential, and we are committed to the foundational beliefs that distinguish Christianity from other worldviews. Yet we are convinced that right practice is just as important, and that following Christ must involve a living faith that is active and transformative for the individuals and the community that we serve. IAU's goal is to education future business leaders who do not blindly follow an apocryphal ethical directive, but to teach our students to stand on principles that are biblically based. As a Christian university, we integrate faith, learning, work and service to honor God in all that we do, and we encourage others to join us in these endeavors.

Moreover, today's business world is a ruthless jungle. Future business leaders with ethics and morals are needed today more than ever before. Historically, top corporate business executives have been frequently criticized for rationalizing away proper and admirable behavior in favor of the bottom line. Middle managers take hits for swallowing their consciousness and sense of right/wrong as they blindly follow the ethics-challenged directives of top corporate management. IAU has long believed that the key missing ingredient from contemporary B-schools is teaching students how to stand on principle. This is especially important for accountants and auditors, upon whom society depends for integrity. Integrity must be nurtured and supported, and if students do not get it in college it's unreasonable to expect them to get it in the world of business.

IAU faculty are active in scholarship, in both application and academe. IAU faculty are chosen based on a successful tenure in the real world of business, and many continue in business consulting. We feel that students benefit greatly from faculty who have actually "been there and are still doing it." IAU faculty are credible, respectable, and respected.

APPROVALS & RECOGNITIONS

CALIFORNIA SECRETARY OF STATE

International American University is owned by INTERNATIONAL AMERICAN UNIVERSITY, INC., incorporated in the State of California and organized under the laws and regulations of the California Secretary of State. The Articles of Incorporation were filed with the California Secretary of State on August 29, 2005.

STATE OF CALIFORNIA APPROVAL

The U.S. government requires that all schools are recognized by the governing body of the State in which they are located. IAU is legally operating in California

and approved as a private postsecondary educational institution to grant all degrees and/or offer credentials as indicated on its Catalog & website.

IAU received its initial approval to operate in July 2006 by the State of California Bureau for Private Postsecondary and Vocational Education (BPPVE) under the Department of Consumer Affairs to grant degrees under the provisions of the California Education Code, Section 94900.

IAU was granted the maximum FULL re-approval in December 2011 by the State of California Bureau for Private Postsecondary Education (BPPE), which is valid for 5 years from December 15, 2011 - December 14, 2016.

IAU's Approval by the State of California Bureau for Private Postsecondary Education (BPPE) expired December 14, 2016, IAU submitted its Application for Renewal of Approval to Operate in November 2016. By law, since IAU has submitted the Application for Renewal of Approval to Operate prior to the expiration date and paid all necessary fees, IAU has a valid approval to continue to operate until the full Approval is re-issued. See letter from the BPPE and the official BPPE website listing IAU's current active status.

IAU's approval to operate as a private postsecondary educational institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter. The Bureau does not endorse IAU's programs nor does Bureau approval mean that IAU exceeds minimum standards. *BPPE school code#: 41500926*

STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)

On March 6th, IAU received SEVP certification. SEVP is a part of U.S. Immigration and Customs Enforcement's (ICE) under the U.S. Department of Homeland Security (DHS). SEVP certification authorizes IAU to enroll non-immigrant F-1 students for academic programs.
SEVIS school code#: LOS214F01373000

BOARD OF DIRECTORS

IAU has a Board of Directors that facilitates the accomplishment of its mission and objectives and supports institutional effectiveness and integrity. Through its Board of Directors, IAU creates and sustains an environment that encourages teaching, learning, service, scholarship, and, where appropriate, research activity. Such governance assures provision of support adequate for the appropriate functioning of each organizational component. IAU has sufficient independence from any external entity, such that it is solely accountable for meeting accreditation requirements.

ADMINISTRATIVE STAFF

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

OFFICE OF EXECUTIVE AFFAIRS

Ryan Doan, Chief Executive Officer
- Master of Business Administration, Capella University, Minneapolis, MN
- Bachelor of Arts in Psychology, Specialization: General Management, Psychology, University of California, Irvine, CA

Angelo Domingo, Coordinator, IT / Facilities
- Associate of Science in Business, Glendale Community College, Glendale, CA

OFFICE OF ACADEMIC AFFAIRS

Richard Gayer, Chief Academic Officer
- Ph.D. in Organization and Management; Capella University; Minneapolis, MN
- M.B.A. in Financial Management; National University; San Diego, CA
- M.P.A. in Public Administration and Planning; Pepperdine University; Los Angeles, CA
- B.A. in General Studies (Political Science/ History); Chaminade University of Honolulu; Honolulu, HI
- Diploma Defense Systems Management College; Ft. Belvoir, VA
- Diploma; U.S. Marine Corps Command and Staff College; Quantico, VA
- Certificate in Spanish Language and Culture; Universidad de Salamanca; Salamanca, Spain
- California Teaching Credential (Lifetime) Community College

Nick Toti, Associate Director
- Bachelor of Arts in English, Truman State University, Kirksville, MO
- Master of Arts in English, Truman State University, Kirksville, MO

Deryk Doan, Coordinator, Online Courses
- Master of Business Administration, Westcliff University, Irvine, CA
- Bachelor of Science in Computer Science, California State University, Fullerton, CA

Alice Shin, Coordinator, Instructional Support
- Bachelor of Arts in Sociology, Westmont College, Montecito, CA

Alain Rangel, Coordinator, Instructional Support
- Bachelor of Arts in Psychology, California State University Dominguez Hills, CA

OFFICE OF ADMISSIONS

Susan Tan, Advisor / DSO
- Bachelor of Arts in Sociology, University of California, Riverside, CA

Katherine Batres, Advisor / DSO
- High School Diploma, Bassett High School, La Puente, CA

OFFICE OF THE REGISTRAR

Md Osman, Registrar / PDSO
- Bachelor of Business Administration in Marketing, Independent University, Bangladesh

Patrick Park, Coordinator, Student Enrollment
- Bachelor of Science in Business Administration, Sangji University, Wonju, Gangwon, South Korea

Bibiana Manetta, Coordinator, Student Enrollment
- Bachelor of Science in Architecture and Urbanism, UNIFACS Universidade Salvador, Salvador, Bahia, Brazil

Atria Mashaki, Coordinator, Student Enrollment
- Bachelor of Science in Psychology, University of California, San Diego, La Jolla, CA

OFFICE OF STUDENT SUPPORT

Ruth Martinez, Associate Director / DSO
- Bachelor of Arts in International Affairs, Morningside College, Sioux City, IA

Francisco Devora, Coordinator, Student Support
- Bachelor of arts in Modern Literature, University of California, Santa Cruz, CA

Emilia Pedroza, Coordinator, Student Support / DSO
- Bachelor of Arts in Sociology, Minor in Education Studies, UCLA, Los Angeles, CA

Eliselda Gonzalez, Coordinator, Student Support / DSO
- Bachelor of Arts in Sociology, California State University, Fullerton, CA

Maha Haddad, Coordinator, Student Support
- Bachelor of Arts in Anthropology, University of California, Santa Cruz, CA
- Associate of Arts in Social Sciences, Liberal Arts and Sciences, College of the Canyons, Santa Clarita, CA

Erika Perez, Coordinator, Student Support / DSO
- Bachelor of Arts in Communication Studies, California State University, Northridge, CA

OFFICE OF STUDENT SERVICES

David Morgan, Associate Director / DSO
- Bachelor of Arts in English, California State University, Los Angeles, CA

Jordan Hawkins, Coordinator, Event & Media Services / DSO
- Bachelor of Arts in Psychology, University of Louisville, Louisville, KY

Bessy Vang, Receptionist / Events & Media Assistant
- Bachelor of Arts in World Arts and Culture (Major), Visual and Performance Arts Education (Minor), University of California, Los Angeles, CA

Hillary Mamaril, Coordinator, Career Services / DSO
- Bachelor of Arts in Sociology and Global Studies, University of California, Los Angeles, CA

Jean Vang, Coordinator, Career Services / DSO
- Bachelor of Arts in Theatre Arts, Emphasis in Dance, California State University, Fresno, CA

Deanna Carlyle, Coordinator, Writing Center
- Bachelor of Arts in Classics, Minor in Sociology, Stanford University, Stanford, CA
- Master of Arts in Applied Linguistics & TESOL Pedagogy, San Jose State University, San Jose, CA

Katherine Hernandez, Librarian
- Bachelor of Arts in Linguistics, University of Texas, El Paso, TX
- Master of Arts in Linguistics, University of Texas at El Paso, TX
- Master of Science in Information Science, Emphasis in Archival Studies and Imaging Technology, University of North Texas, Denton, TX

Jun Pan, Librarian
- Bachelor of Economics, Major in International Finance, Shanghai University, China
- Master of Library & Information Science, Specialization of Informatics, University of California, Los Angeles, CA

OFFICE OF STUDENT FINANCE

Sue Kim, Accountant
- Bachelor of Business Administration, Major in Business Management, Concentration in Project Management, National University, San Diego, CA

Patrick Durghalli, Coordinator, Student Finance
- Bachelor of Science in Astrophysics, University of California, Los Angeles, California

Stephanie Cerna, Coordinator, Student Finance
- Bachelor of Science in Finance, California State University, Long Beach, CA

OFFICE OF FINANCE

Chae Hong Chung, Chief Financial Officer
- Bachelor of Arts in Education, Choong Ang University, Seoul, Korea
- Master of Business Administration, Specialized in Accounting, National University, Los Angeles, CA

Sue Kim, Accountant
- Bachelor of Business Administration, Major in Business Management, Concentration in Project Management, National University, San Diego, CA

CAMPUS AND EQUIPMENT

The Los Angeles Main Campus is located in Mid-Wilshire, Los Angeles. The facility is located on the 10th floor of a Class A commercial building.

The administrative offices include the Chief Executive Officer and the Office of Academic, which includes the Chief Academic Office (CAO) and the administrative and instructional faculty and staff. Other offices include the Office of Admissions, the Office of Student Support, the Office of Student Services, and the Office of Student Finance. Additionally, there are three individual office spaces allocated for one-on-one appointments. These open offices will be used for private meetings, as needed by the administration or faculty.

There are five fixed classrooms, A, B, C, D, and E, which can comfortably accommodate 20, 30, 24, 26, and 45 students, respectively. The classrooms have different style seating, depending on the classroom. Classrooms A, B and E utilize training tables and chairs. Classroom B utilizes desks with attached table tops. Classroom C utilizes open desks with rolling chairs. All five classrooms provide a standard learning environment for students, which include a whiteboard, an instructor's computer that is connected to a ceiling-mounted projector, and a projector screen.   Outlets throughout the classroom are available for students to plug laptops.

The Student Lounge can comfortably accommodate 15 students at any given time. The Student Lounge contains tables and seats for students to take a break in between classes, eat a meal, or just relax. There are kitchen amenities, such as two refrigerators for students and staff to store food, two microwaves, and toaster oven to prepare food, a coffee and hot water dispenser, and a sink. Complimentary coffee, tea, and water, plates, and eating utensils are made available to students. Vending machines are available to purchase snacks and drinks.

The IAU library is for student and faculty use only and is not for the public. The library contains over 300 books, mainly specialized holdings in those subject areas relevant to IAU's course offerings - business, management, and Christian studies. For a more detailed description, see LEARNING RESOURCES herein.

DISCLOSURES

STATEMENT ON BANKRUPTCY

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT IAU

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

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

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

SCHOOL PERFORMANCE FACT SHEET

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

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

TRACS

International American University (IAU) is in Corresponding Status with Transnational Association of Christian Colleges and Schools (TRACS) located at 15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org. This means that IAU has made initial contact with TRACS and is actively pursuing the process toward accreditation. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

A student may file a complaint about this institution with the Transnational Association of Christian Colleges and Schools (TRACS) by accessing TRACS website at www.tracs.com and downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the TRACS *Complaint Information Sheet*, and the TRACS *Complaint Processing Form*.

TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS *Complaint Information Sheet*.

A formal complaint is one that is:
  a. Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation);
  b. Signed; and
  c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.

CONTACTING THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Web:	www.bppe.ca.gov
Tel:	(916) 431-6959
Toll Free:	(888) 370-7589
Fax:	(916) 263-1897

ARTICULATION AGREEMENTS

IAU has entered into an articulation or transfer agreements with the following colleges or universities.

- Veritas International University (VIU) is a member of the Transnational Association of Christian Colleges and Schools (TRACS). VIU will accept IAU BBA graduates as sufficient to meet the educational requirements for entry into VIU's masters programs. Additionally, VIU accepts any IAU's bachelors or masters courses in humanities and bachelor's level general education courses as transfer into VIU's Bachelor of Arts program as permitted by VIU's transfer credit policy.

- Western Covenant University (WCU), is a candidate school with the Transnational Association of Christian Colleges and Schools (TRACS), and certified by Student and Exchange Visitor Program (SEVP) under the U.S. Department of Homeland Security (DHS) to enroll non-immigrant F-1 students for academic programs. WCU accepts IAU's MBA credits as transfer credit to be transferred to WCU's master degree programs as transfer credits, as permitted by WCU's transfer credit policy. Further, WCU accepts IAU's Bachelor of Business Administration (BBA) degrees graduates as sufficient as sufficient to meet educational requirements for entry into WCU's masters program.

OFFICE OF ACADEMIC AFFAIRS

The *OFFICE OF ACADEMIC AFFAIRS* is divided into three departments:

- *School of General Education*
- *School of Business*
- *Graduate School of Management*

ADVISORY COMMITTEE

For each major group of programs, IAU has established an Advisory Committee that includes members not otherwise employed or contracted by IAU that consists of practitioners in the field for which the program prepares students. The purpose is to provide IAU with advice on the current level of skills, knowledge, and abilities individuals need for entry into the occupation, as well as the adequacy of the institution's educational program objectives, its curriculum, and its course materials.

SCHOOL OF GENERAL EDUCATION

The *School of General Education* offers the general education courses that are required for the undergraduate degree programs.

IAU seeks to provide its students with an education rich in diverse experiences and perspectives. Such an education is intended to provide students with knowledge and perspectives fostering adaptability and flexibility in a changing world, as well as enhancing students' understanding of, and tolerance for, differences among peoples. The coursework is considered foundational and meant to ground students in various disciplines before advancing to their major field of study. The program has required courses which provide students with a broad educational foundation through exposure to diverse disciplines, including the humanities, natural sciences, social sciences, mathematics, and the arts; and the development of intellectual skills, such as critical thinking and communication skills.

The general education program is designed to provide students with opportunities to explore new fields to expand their general knowledge. Objectives of this program include equipping students with the knowledge and ability to:

- Use the standard diction, grammar, and mechanics of American English to appropriately use language, conventions, supporting evidence, and content to effectively communicate in writing for purpose and audience,
- Employ conventions appropriate to academic and professional writing,
- Deliver effective oral presentations in a variety of communication settings,
- Perform calculations with integers, fractions (rationale numbers), decimals, ratios, and percentages,
- Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, and electronic presentation software,
- Evaluate contemporary issues and/or historical problems within the discipline's contexts,
- Demonstrate awareness of cultural practices and how being from a particular culture affects experiences and values,
- Distinguish how literature reflects, interacts, and influences society, history, and culture,
- Differentiate among facts, theories, and hypotheses,
- Demonstrate an understanding of the major concepts and methods used by social or behavioral scientists to investigate, analyze, or predict human or group behavior,
- Think creatively, analyze critically, and synthesize clearly,
- Appreciate the humanities, arts, and aesthetics as ways of knowing and engaging in a diverse world,
- Develop a motivation for and appreciate the wisdom of acquiring lifelong learning.

IAU's School of General Education faculty have a broad educational background in the various general education disciplines. Each general education instructor must have a master degree and a minimum of 18 credit hours in the general education subject area.

SCHOOL OF BUSINESS & GRADUATE SCHOOL OF MANAGEMENT

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

PROGRAMS

- Associate of Science in Business Administration (ASBA)
- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Doctor of Business Administration (DBA)

IAU's School of Business & Graduate School of Management faculty are business practitioners who have made an impact on developing organizations to go from "good to great". With an average 1:25 student

faculty/student ratio, all campus classes allow students get to know their professors. IAU's superb instructional faculty creates a dynamic learning environment, where knowledge is not just passed along, but explored and shared.

INSTRUCTIONAL FACULTY

ANDERSON, Valfrid T., J.D.
- J.D.; University of California, Berkeley; Berkeley, CA
- B.A. in Political Science; San Francisco State University; San Francisco, CA

ATCHLEY, Stephen, M.A.
- M.A. in Economics; University of Southern California; Los Angeles, CA
- B.A. in Economics; University of La Verne; La Verne, CA

BAKER, Christina, M.B.A., M.A., M.S.
- M.B.A. in Non-Profit Management; Hope International University; Fullerton, CA
- M.A. in Communication Studies; California State University, Los Angeles; Los Angeles, CA
- M.A.E.D. in Adult Education; Trident University; Cypress, CA
- M.S. in Education (Reading & Literacy); Capella University; Minneapolis, MN
- B.A. in Speech Communication; California State University; Long Beach; Long Beach, CA
- A.A. in Speech; Long Beach City College; Long Beach, CA
- A.A. in General Studies; Columbia College; Los Alamitos, CA
- English Language Learner Certificate (CLAD to CELT); University of California, Los Angeles; Los Angeles, CA
- Reading Certificate; University of California, Irvine Extension; Irvine, CA

CUMMINGS, James, M.A., M.Div.
- M.A. in Psychology; Antioch University; Los Angeles, CA
- M.Div.; St. John's Seminary; Camarillo, CA
- B.A. in Psychology; Adlai E. Stevenson College; University of California, Santa Cruz

DAGGER, Evan, M.Ed.
- M.Ed. in Administration; Concordia University; Irvine, CA
- Teaching Credentials, Social Sciences; California State University, Los Angeles
- B.A. in Philosophy; California State University, Los Angeles

DANIELAK, Robert, M.A.

- M.A. in English Literature; California State University, Northridge; Los Angeles, CA
- B.A. in English; University of California, Los Angeles; Los Angeles, CA

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

DOAN, Deryk, M.B.A.
- M.B.A.; Westcliff University; Irvine, CA

GARCIA, Catherine, Ph.D.
- Ph.D. in Leadership and Management; Atlantic International University; Honolulu, HI
- M.B.A.; Azusa Pacific University; Azusa, CA
- B.S. in Business; Azusa Pacific University; Azusa, CA

GAYER, Richard H., Ph.D.
- Ph.D. in Organization and Management; Capella University; Minneapolis, MN
- M.B.A. in Financial Management; National University; San Diego, CA
- M.P.A. in Public Administration and Planning; Pepperdine University; Los Angeles, CA
- B.A. in General Studies (Political Science/ History); Chaminade University of Honolulu; Honolulu, HI
- Diploma Defense Systems Management College; Ft. Belvoir, VA
- Diploma; U.S. Marine Corps Command and Staff College; Quantico, VA
- Certificate in Spanish Language and Culture; Universidad de Salamanca; Salamanca, Spain
- California Teaching Credential (Lifetime) Community College

HOYT, Kimberly, M.B.A., M.A.
- M.B.A. in Network Communications Management; Keller Graduate School of Management; Irvine, CA
- B.S. in Computer Information Systems; DeVry University; Irvine, CA
- M.A. in English; California State Polytechnic University, Pomona; Pomona, CA
- B.A. in English; California State University, San Bernardino; San Bernardino, CA

JOHNSON, David, Ph.D.
- Ph.D. in Organization and Management; Capella University; Minneapolis, MN
- M.B.A.; University of Phoenix; Ontario, CA
- B.S. in Applied Sciences and Management; University of California at Davis; Davis CA

KAHLER, Michael, Ed.D.

- Ed.D. Educational Leadership; Argosy University; Orange, CA
- M.A. Curriculum/Instruction; Argosy University; Orange, CA
- M.A. in International Affairs (Political Science); California State University, Sacramento; Sacramento, CA
- B.S. in International Business; Babson College; Babson Park, MA

KEMPF, Rachel, M.F.A., M.A.
- M.F.A. in Screenwriting; University of Texas; Austin, TX
- M.A. in English; Truman State University; Kirksville, MO
- B.A. in English; Truman State University; Kirksville, MO

KENDERES, Amanda, Ph.D., M.A.
- Ph.D. in Social Sciences and Comparative Education; UCLA; Los Angeles, CA
- M.Ed. in Education &Communication; Aquinos College; Grand Rapid, MI
- B.A. in English & Psychology; Grand Valley State University; Allendale, MI

KHAN, Talha, J.D.
- J.D.; George Washington University; Washington, D.C.
- B.S. in Accounting and Finance; Indiana University; Indianapolis, IN

KHATIBLOO, Mohamad, Ph.D.
- Ph.D. in Psychology
- M.A. in Criminal Justice; Chapman University; Orange, CA
- B.A. in Criminal Justice; Chapman University; Orange, CA

LLOYD, Christopher, M.B.A.
- M.B.A. in Information Systems; California State University Long Beach; Long Beach, CA
- B.S. in Business Administration; University of Phoenix; Long Beach, CA

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

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

MCKENLEY, Maxine, M.B.A., E.J.D.

- Executive Juris Doctorate; Concord Law School; Los Angeles, CA
- M.B.A.; Nova Southeastern University; Ft. Lauderdale, FL
- B.A. in Business Administration; American Intercontinental University; Ft. Lauderdale, FL

MURPHY, Maureen, M.B.A.
- M.B.A; University of California, Los Angeles - Anderson School of Management; Los Angeles, CA
- B.A. in English Literature; California State University at Fullerton; Fullerton, CA

POTTENGER, Michael, Ph.D.
- Ph.D. in Electrical Engineering; University of California, Los Angeles; Los Angeles, CA
- M.S. in Mechanical Engineering; University of Southern California; Los Angeles, CA
- B.S. in Mechanical Engineering; California Institute of Technology; Pasadena, CA
- Certificate, Directors Training Program; University of California, Los Angeles- Anderson School of Management; Los Angeles; CA

PROCTOR, Andrea, M.A.
- M.A. in Communication; California State University, San Bernardino; San Bernardino, CA
- B.A. in Communication; Brigham Young University; Provo, UT

REYES, Mayeli, M.Ed.
- M.Ed. with a concentration in History; University of California, Riverside; Riverside, CA
- B.A. in Global Studies & Feminism; University of Santa Barbara; Santa Barbara, CA

SIEGMUND, Joseph, M.B.A.
- M.B.A; Saint Leo University; Saint Leo, FL
- B.B.A.; American Intercontinental University; Hoffman Estates, IL
- A.A. in Business Administration; American Intercontinental University; Hoffman Hills Estates, IL

STEPP, Walter, M.A.
- M.A. in Counseling Psychology; Pepperdine University; Malibu, CA
- B.A. in Psychology; Kent State University; Kent, OH
- AOS; Le Cordon Bleu, Culinary Arts; California School of Culinary Arts; Pasadena, CA

SOOKDEO, Avalon, M.Div.
- Currently pursuing a Ph.D in Theology; Grand Canyon University, AZ
- M.Div. in Theological Studies; Fuller Theological Seminary; Pasadena, CA
- B.A. in Theological Studies; Life Pacific College; San Dimas, CA

- California Institutes of the Arts; Graphic Design; Valencia, CA

TOTI, Nick, M.A.
- M.A. in English; Truman State University, Kirksville, MO

UGAS, Luz, M.B.A.
- M.B.A. in Finance; Pepperdine University, The Graziadio School of Business and Management; Malibu, CA
- B.A. in Economics/ International Area Studies (Accounting and Computers); University of California, Los Angeles; Los Angeles, CA

USMANOVA, Nadira, M.A.Ed.
- M.A.Ed.; Concord University; Portland, OR
- B.A. in Literature and Instruction/ English; Uzbek State World Languages University; Tashkent, UZ

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

YEDGARIAN, Vahick, J.D., M.B.A., M.S., CFP
- Ph.D. in Global Business, Leadership and Sustainability; Northcentral University; Scottsdale, AZ
- J.D.; Janus University; Newport, CA
- M.S. in Psychology; University of Phoenix; Pasadena, CA
- M.B.A.; University of Phoenix; Pasadena, CA
- B.B.A.; University of Phoenix; Pasadena, CA

YOUNG, Stephen B., Ph.D.
- Ph.D. in Applied Management and Decision Sciences (Leadership and Organizational Change); Walden University; Minneapolis, MN
- M.B.A. in Management; West Coast University; Los Angeles, CA
- B.S. in Aerospace Engineering (Business Management); Western Michigan University; Kalamazoo, MI

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION (ASBA)
Degree Program

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 degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

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

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

PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education.** IAU shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. IAU requires either evidence of an earned high school diploma, general education diploma (GED), or the successful completion of a degree demonstrating that the applicant is qualified to complete the undergraduate degree program. The degree must be earned at an appropriately accredited institution or foreign equivalent. Exceptions may be made on a case-by-case basis.
- **Professional Experience.** IAU recommends 1 year of full-time professional work experience.
- **Information Technology.** Possess computer and internet skills sufficient to effectively participate in IAU's pedagogical model and conduct research at the undergraduate level.
- **Maximum Total Credit Awarded is 45 units:**
  Transfer Credit (TRC): 45 units
  Standardized Exam Credit (SEC): 45 units

PROGRAM DESCRIPTION

The Associate of Science in Business Administration (ASBA) program aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the students in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit, or an enterprise. The coursework provides students with a solid business foundation in the field. Emphasis is on critical thinking, decision-making, and Christian ethical behavior. Students are also offered periodic workshops to assist them in career planning. The ASBA program incorporates the latest technology available to enhance in-class and online learning experience. The ASBA program is designed to provide students with opportunities to explores business administration and meet educational goals and enhance their career opportunities.

PROGRAM OBJECTIVES

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

- Acquire a basic understanding and build a foundation in the business field,
- Apply managerial decision-making through utilizing best practices in business;
- Interpret business concepts, principles, and financial strategies;
- Apply the principles of leadership and supervision;
- Discover other fields of study in general education courses;
- Read and analyze accounting and financial information;
- Develop communication skills;
- Make decisions with consideration made to Christian and business ethics; and
- Continue to be a lifelong learner.

PROGRAM LEARNING OUTCOMES

Outcomes will be measured by assessment tools of papers, projects, homework, simulations, role plays, class participation, and other written, oral, individual and group assignments in class by the instructor. IAU will utilize course evaluations by students of faculty, regular surveys of alumni and benchmarking of other similar programs to consistently evaluate and improve on the objectives and desired learning outcomes sought generally and for each course in the IAU program. Students will also be asked to prepare a self-evaluation of each course and a final self-evaluation at graduation to assess outcomes.

PROGRAM MODE OF INSTRUCTION

Instruction can be completed through campus and/or 100% online instructional methodologies. F-1 Students are required to take their program through campus instructional methodologies. See F-1 STUDENTS FULL-TIME ENROLLMENT.

PROGRAM GRADUATION REQUIREMENTS

- Complete 60 semester units of prescribed curriculum.
- Complete a minimum of TWO internships.
- Complete all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Apply for graduation and meet all academic and financial requirements.

ASBA		
Code	Course Title	Units
General Education Module (8 courses)		**24**
Communication & English (2 courses)		**6**
COM 100	Intro to Mass Communication	3
ENG 100	English Composition	3
Math & Sciences (2 courses)		**6**
BUS 150	Business Mathematics	3
ENV 100	Introduction to Environmental Science	3
Social Sciences (3 courses)		**9**
PSY 100	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3
SOC 110	Art and Culture	3
Religious Studies (Select 1 course)		**3**
REL 100	Introduction to Religion	3
REL 110	Introduction to the Bible	3
Major Module *(10 courses)*		**30**
ACC 100	Financial Accounting	3
ACC 200	Principles of Managerial Accounting	3
BUS 100	Introduction to Business	3
BUS 110	Business Communication	3
BUS 200	Introduction to Entrepreneurship	3
ECN 200	Microeconomics	3
ECN 210	Macroeconomics	3
INT 100	Introduction to Information Technology	3
INT 150	Computer Applications	3
MGT 200	Supervision	3
Electives Module		**6**
The Electives Module requirement can be fulfilled by taking any undergraduate courses that are not already a requirement. Undergraduate course codes are 100-499.		
ASBA		**60**

COURSE SEQUENCING

For the first time registering, new students are advised carefully. Students are able to select in any order, except for those with prerequisites. Courses that have prerequisites can only be taken after the prerequisites have been fulfilled.

For undergraduate students, it is highly encouraged that lower division 100-200 general education and core courses should be taken before 300-400 upper division courses. That way, students slowly develop the knowledge and skills to be successful in the more challenging 300-400 upper division classes.

The normal length of time to obtain this credential is 2.5 years.

COURSE FREQUENCY

IAU accepts students year-round during the mandatory spring and fall and also the summer term, which is typically a vacation term. There more courses offered in the mandatory spring and fall terms due to enrollment. Many students choose to use the summer term as a vacation term to not enroll for classes. Courses are scheduled according to student need and demand. Courses within a program that have higher demand, will be scheduled more often.

The undergraduate programs have a wide variety and quantity of courses to complete the program, which includes general education, core, elective and/or major courses. The course offerings vary since many students transfer in with a varied amount of transfer credit awarded and have different needs. Also, this population of students is smaller compared to the most popular program, the MBA, so the demand for undergraduate courses are not as high.

CAREER OPPORTUNITIES

Accounts Payable (13-2011), Administrative Assistant (43-6010), Assistant Manager (11-9199), Book Keeper (43-3031), Financial Planner (11-3031), Shipping Assistant (43-5071).

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
Degree Program

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 degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

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

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

PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education.** IAU shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. IAU requires either evidence of an earned high school diploma, general education diploma (GED), or the successful completion of a degree demonstrating that the applicant is qualified to complete the undergraduate degree program. The degree must be earned at an appropriately accredited institution or foreign equivalent. Exceptions may be made on a case-by-case basis.
- **Professional Experience.** IAU recommends 1 year of full-time professional work experience.
- **Information Technology.** Possess computer and internet skills sufficient to effectively participate in IAU's pedagogical model and conduct research at the undergraduate level.
- **Maximum Total Credit Awarded is 90 units:**
  Transfer Credit (TRC): 90 units
  Standardized Exam Credit (SEC): 90 units

PROGRAM DESCRIPTION

The Bachelor of Business Administration (BBA) program aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the students in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit, or an enterprise. The coursework provides students with a solid business foundation in the field. Emphasis is on critical thinking, decision-making, and Christian ethical behavior. Students are also offered periodic workshops to assist them in career planning. The BBA program incorporates the latest technology available to enhance in-class and online learning experience. The ASBA program is designed to provide students with opportunities to explores business administration and meet educational goals and enhance their career opportunities.

PROGRAM OBJECTIVES

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

- Acquire a basic understanding and build a foundation in the business field,
- Apply managerial decision-making through utilizing best practices in business;
- Interpret business concepts, principles, and financial strategies;
- Apply the principles of leadership and supervision;
- Discover other fields of study in general education courses;
- Read and analyze accounting and financial information;
- Develop communication skills;
- Make decisions with consideration made to Christian and business ethics; and
- Continue to be a lifelong learner.

PROGRAM LEARNING OUTCOMES

Outcomes will be measured by assessment tools of papers, projects, homework, simulations, role plays, class participation, and other written, oral, individual and group assignments in class by the instructor. IAU will utilize course evaluations by students of faculty, regular surveys of alumni and benchmarking of other similar programs to consistently evaluate and improve on the objectives and desired learning outcomes sought generally and for each course in the IAU program. Students will also be asked to prepare a self-evaluation of each course and a final self-evaluation at graduation to assess outcomes.

PROGRAM MODE OF INSTRUCTION

Instruction can be completed through campus and/or online instructional methodologies. F-1 Students are required to take their program through campus instructional methodologies. See F-1 STUDENTS FULL-TIME ENROLLMENT.

PROGRAM GRADUATION REQUIREMENTS

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

BBA		
Code	Course Title	Units
General Education Module (15 courses)		**45**
Communication & English **(5 courses)**		**15**
COM 100	Intro to Mass Communication	3
COM 200	Public Speaking	3
ENG 100	English Composition	3
ENG 200	World Literature I	3
ENG 300	Critical Thinking	3
Social Sciences **(3 courses)**		**9**
POL 100	Introduction to Political Science	3
PSY 100	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3
Math & Sciences **(4 courses)**		**12**
BUS 150	Business Math	3
ENV 100	Introduction to Environmental Science	3
INT 100	Introduction to Information Technology	3
INT 150	Computer Applications	3
Religious Studies **(Select 3 courses)**		**6**
REL 100	Introduction to Religion	3
REL 110	Introduction to the Bible	3
REL 200	Religions of the World	3
REL 300	Global Perspectives on the Old Testament	3
REL 310	The New Testament	3
REL 320	The Gospels	3
Core Module (14 courses)		**42**
ACC 100	Principles of Financial Accounting	3
ACC 200	Principles of Managerial Accounting	3
BUS 100	Introduction to Business	3
BUS 300	Business Ethics	3
BUS 310	Business Law	3
BUS 400	Business Strategy and Policy	3
ECN 200	Introduction to Microeconomics	3
ECN 210	Introduction to Macroeconomics	3
ECN 300	Money and Banking	3
FIN 300	Fundamentals of Finance	3
MGT 300	Principles of Management	3
MGT 320	Organizational Theory & Behavior	3
MGT 400	Operations Management	3
MKT 300	Marketing	3
Electives Module		**33**

The Electives Module requirement can be fulfilled by taking any undergraduate courses that are not already a requirement. Undergraduate course codes are 100-499.

BBA		**120**

COURSE SEQUENCING

For the first time registering, new students are advised carefully. Students are able to select in any order, except for those with prerequisites. Courses that have prerequisites can only be taken after the prerequisites have been fulfilled.

For undergraduate students, it is highly encouraged that lower division 100-200 general education and core courses should be taken before 300-400 upper division courses. That way, students slowly develop the knowledge and skills to be successful in the more challenging 300-400 upper division classes.

The normal length of time to obtain this credential is 5 years.

COURSE FREQUENCY

IAU accepts students year-round during the mandatory spring and fall and also the summer term, which is typically a vacation term. There more courses offered in the mandatory spring and fall terms due to enrollment. Many students choose to use the summer term as a vacation term to not enroll for classes. Courses are scheduled according to student need and demand. Courses within a program that have higher demand, will be scheduled more often.

The undergraduate programs have a wide variety and quantity of courses to complete the program, which includes general education, core, elective and/or major courses. The course offerings vary since many students transfer in with a varied amount of transfer credit awarded and have different needs. Also, this population of students is smaller compared to the most popular program, the MBA, so the demand for undergraduate courses are not as high.

CAREER OPPORTUNITIES

Assistant Manager (11-9199), Bookkeeper (43-3031), Executive Assistant (43-6011), General Manger Assistant (11-1021), Marketing Assistant (13-1160), Office Assistant (43-6010), Office Assistant (43-6010), Sales Associate (41-3099), Sales Associate Intern (41-0000), Salesperson (41-3000), Second Manager (11-9199).

MASTER OF BUSINESS ADMINISTRATION (MBA)
Degree Program

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 degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

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

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

PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education.** IAU requires evidence of an earned bachelor degree in business, management, or administration with a minimum cumulative grade point average of 2.5 or equivalent. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution or foreign equivalent.
  IAU shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the MBA program. A cumulative grade point average lower than 2.5 or equivalent earned at the bachelor's level may be accepted if an applicant can provide evidence of post-baccalaureate degree program earned at an appropriately accredited institution or foreign equivalent. Exceptions shall be reviewed on a case-by-case basis.
- **Professional Experience.** IAU recommends 3 years of full-time professional work experience.
- **Information Technology.** Possess computer and internet skills sufficient to effectively participate in IAU's pedagogical model and conduct research at the graduate level.
- **Maximum Credit Awarded:**
  Transfer Credit (TRC): 6 credits
  Standardized Exam Credit (SEC): 0 credits

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

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

PROGRAM LEARNING OUTCOMES

The capstone course is the culminating class of the MBA program. It combines all the theories and practices into a single project that demonstrates the graduate student's knowledge and expertise acquired from the program.

PROGRAM MODE OF INSTRUCTION

Instruction can be completed through campus and/or online instructional methodologies. F-1 Students are required to take their program through campus instructional methodologies. See F-1 STUDENTS FULL-TIME ENROLLMENT.

PROGRAM GRADUATION REQUIREMENTS

- Complete 36 semester units of prescribed curriculum.
- Complete a minimum of TWO internships.
- Earn a grade of "C" or higher in all required courses.

- Complete all required course work with a cumulative G.P.A. OF 3.0 on a 4.0. scale.
- Apply for graduation and meet all academic and financial requirements.
- Maintain lawful status.

COURSE SEQUENCING

MBA students must start off with core courses first, then move on to electives, and then the MBA Capstone. The normal length of time to obtain this credential is 2 years.

COURSE FREQUENCY

IAU accepts students year-round during the mandatory spring and fall and also the summer term, which is typically a vacation term. There more courses offered in the mandatory spring and fall terms due to enrollment. Many students choose to use the summer term as a vacation term to not enroll for classes. Courses are scheduled according to student need and demand. Courses within a program that have higher demand, will be scheduled more often.

Courses for the MBA program, our most popular and shortest program, are offered almost every session, including the MBA capstone. Since this population of students is the largest, the demand for MBA courses are high and are offered frequently.

MBA		
PROGRAM REQUIREMENTS		
Code	Course Title	Units
Core Module (8 Courses)		**24**
BUS 530	Management Information Systems	3
BUS 540	Business Law for Managers	3
BUS 590	Business Strategy	3
ECN 500	Managerial Economics	3
FIN 500	Financial Management	3
MGT 500	Organizational Behavior & Leadership	3
MGT 510	Human Resources Management	3
MKT 500	Marketing Management	3
Elective Module		**9**
The Electives Module requirement can be fulfilled by taking any graduate courses that are not already a requirement. Graduate course codes are 500-999		
Capstone Module (1 Course)		**3**
BUS 700	MBA Capstone: Strategy & Competition	3
	MBA	**36**

CAREER OPPORTUNITIES

Accounting Specialist (13-2011), Accountant (13-2011), Accountant Intern (13-2011), Accounting & Finance Intern (13-2011), Accounting Assistant (13-2011), Acquisition Manager (11-9199), Administrative Assistant (43-6010), Administrative Assistant (43-6010), Advanced Analytics Analyst (13-1111), Application Developer (15-1132), Applications Engineer (15-1132), Assistant Branch Manager (11-9199), Assistant Finance Manager (413395), Assistant Manager (11-9199), Assistant Manager - Accounting (13-2011), Assistant Media Planner (27-3099), Associate Actuarial Analyst (15-2011), Audit Associate (43-3031), Audit Senior Assistant (43-3031), Benefits Specialist (13-1141), Bookkeeper (43-3031), Branding/Marketing Manager (11-9199), Business Analyst (13-1199), Business Immigration Paralegal (23-2011), Business Intelligence Analyst (13-1199), Business/Technical Analyst (13-1199), Care Assistant (29-9099), Case Manager (11-9199), Cash Management Coordinator/Accounts Payable Clerk (13-2011), Clerical Assistant (43-4121), Clinical Coordinator (19-3031), Compliance Manager (13-1041), Customer Service/Sales Associate (43-4050), Data Analyst (43-9020), Data Analyst Intern (43-9021), Data Scientist (43-9020), Designer (27-1020), Digital Marketing Coordinator (13-1161), Digital Marketing Intern (13-1161), Digital Marketing Manager (44501), E-commerce and Marketing Assistant (13-1161), E-Commerce Business Analyst-Intern (13-1199), Finance Office Assistant (13-2050), Finance/Administrative Intern (13-2099), Financial Advisor (13-2050), Financial Analyst (13-2051), HR/Operations Assistant (43-4161), Industrial Engineering Supervisor (17-2112), Intern Architect (17- 1010), Internet Sales (41-3099), Invoicing/Marketing Researcher (13-1161), Jr. Accountant (13-2011), Junior Designer (27-1020), Language Instructor (25-1123), Legal Assistant (23-2011), Manager (11-9199), Manager Assistant (11-9199), Marketing Analyst (13-1161), Marketing Assistant Intern (13-1160), Marketing Specialist (13-1161), Marketing Specialist/Coordinator (13-1161), Mulesoft/Java Developer (15-1130), Office Assistant (43-6010), Office Manager (11-1021), Operation and Administrative Support (43-1000), Operation Manager (11-1021), Operations Controller (13-1199), Package Designer Assistant (27-1020), PR/Marketing Intern (27-3031/13-1161), Pricing/Market Analyst (13-1161), Product and Marketing Associate (13-1161), Project Designer (27-1020), Project Manager (11-9199), Public Relation / Marketing Specialist (36831), Purchasing Specialist (11-3061), Sales & Marketing Assistant (44136), Sales & Marketing Staff Member (44136), Sales Assistant (41-0000), Sales Associate (41-3099), Sales Coordinator (41-0000), Sales Representative (41-3000), Sales/Marketing Intern (13-1021), Shipping Manager (43-5071), Social Media Marketing Assistant (27-3000), Software Engineer Intern (15-1130), Speech-Language Pathologist Assistant (SLP-A) (29-1127), Sr. Actuarial Analyst (15-2011), Staff Accountant (13-2011), Systems Engineer (17-2061), Technical Manager (11-9199), Video Communication Specialist (27-3099).

DOCTOR OF BUSINESS ADMINISTRATION (DBA)
Degree Program

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 degree programs, this institution must meet the following requirements: (A) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (B) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

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

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

PROGRAM ADMISSIONS REQUIREMENTS

- **Pre-Education:** IAU requires evidence of an earned bachelor degree with a minimum of a 2.5 CGPA. Further, IAU requires a master degree with a minimum of a 3.0 CGPA. At least one degree must be in business, management, administration, or related discipline. All degrees must be earned at an appropriately accredited institution or foreign equivalent. IAU understands the differing rigor of schools and grading scales around the world, and IAU evaluates prior academic credentials within their own context. Exceptions may be made on a case-by-case basis. **Research Statement:** Please describe in no more than three pages your research interests and what topic you plan to pursue.
- **Professional Experience:** IAU recommends a minimum of 5 years of full-time professional work experience.
- **Information Technology:** Possess computer and internet skills sufficient to effectively participate in IAU's pedagogical model and conduct research at the graduate level.
- **Application Materials in additional to Standard Required Documents:**
1. **Letter of Interest:** The Letter of Interest will contain three parts: Personal Statement, Professional Statement, and Research Statement. Each part will be described below.
    - ❖ **Personal Statement:** Please express in no more than one page how your experience, education, and training qualify you for the DBA program.
    - ❖ **Professional Statement:** Please describe in more than two pages your interests in the DBA program and how you plan to complete it.
        - ➢ Why do you want to pursue a DBA degree?
        - ➢ What do you see as the most significant qualities or experiences that you would bring to the DBA program?
        - ➢ What are your career aspirations after you receive the doctorate degree?
        - ➢ What obstacles/ challenges do you envision having to overcome to complete your degree within a reasonable time frame (i.e. 3 years), and what is your plan to address the obstacles/ challenges?
        - ➢ What concrete steps will you take to manage your time to tackle classes and up to 30 hours a week of study?
    - ❖ **Research Statement:** Please describe in no more than three pages your research interests and what topic you plan to pursue.
2. **Letter of Recommendation:** Two letters of recommendation should be requested from professionals in academe or industry who can comment on the following:
    - ❖ Your personal and professional accomplishments and how you achieved them.
    - ❖ Your academic pursuits.
    - ❖ Your demonstrated leadership and your potential for doing advanced academic work.
    - ❖ Your oral and written communication skills.
    - ❖ Your potential as an instructor.
- **Maximum Credit Awarded:**
  Transfer Credit (TRC): 30 credits
  Standardized Exam Credit (SEC): 0 credits

PROGRAM DESCRIPTION

The mission of the Doctor of Business Administration (DBA) program serves the needs of mature students, helping them to advance in their careers through quality graduate education. The program is designed to graduate scholar practitioners who will set the standard for best practice and contribute to the solution of critical business and management problems through research, teaching, and consulting. The program is designed to serve the needs of both fully employed and full time students. Doctor of Business Administration program is designed for experienced business professionals who want to translate their industry expertise into leadership positions as consultants or as executives within their organizations. The proposal course creates an opportunity for the student to demonstrate application of the knowledge and skills gained in the course work portion of the program and

demonstrate the critical thinking and analytical skills required to successfully complete the Doctoral Project.

PROGRAM OBJECTIVES

The Doctor of Business Administration (DBA) degree program will allow students to:

- Develop advanced managerial, entrepreneurial, and strategic knowledge and skills of the students;
- Develop the knowledge and skills for managing all facets of contemporary organizations;
- Acquire the expertise in research design and methods necessary to be able to undertake a doctoral-level research project;
- Acquire a 'state of the art' understanding of theory and practice in their area of research;
- Achieve a greater level of effectiveness as a professional practitioner in management, leadership and related organizational change;
- Acquire creativity, research aptitude, analytical thinking, critical analysis, and innovative solutions to organizational problems;
- Develop the motivation for and appreciation of the acquisition of lifelong learning skills.

PROGRAM LEARNING OUTCOMES

The completion of a Doctoral Project. The Doctoral Project will be a practical application of a field-based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. A focus is placed on the delineation of a problem in business and a plan for conducting substantive research leading to its resolution or recommendations.

PROGRAM MODE OF INSTRUCTION

Instruction can be completed through classroom-hybrid and/or online instructional methodologies.

PROGRAM GRADUATION REQUIREMENTS
- Student must complete 54 semester units of prescribed curriculum. One semester unit is equivalent to 15 contact hours or the equivalent in accelerated or distance learning terms.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale. Satisfactory completion of Comprehensive Examinations.
- Satisfactory completion Doctoral Project.
- Complete a minimum of TWO internships.
- Students must apply for graduation and meet all academic and financial requirements.

DBA		
PROGRAM REQUIREMENTS		
Code	Course Title	Units
FOUNDATION MODULE (3 Courses) Non-MBA holders must take the following or transfer in equivalents:		**9**
ECN 500	Managerial Economics	3
FIN 500	Financial Management	3
MKT 500	Marketing Management	3
CORE MODULE (7 Courses)		**19.5**
BUS 560	Business Ethics and Social Responsibility	3
ECN 800	Economic Theory and Policy	3
MGT 600	Organizational Theory and Design	3
MGT 800	Leadership in Organization	3
MGT 860	Managerial Decision Making	3
MGT 880	Managing Team Dynamics	3
COM 500	Public Speaking for Managers	1.5
ELECTIVES MODULE		**9**
The Electives Module requirement can be fulfilled by taking any graduate courses that are not already a requirement. Graduate course codes are 500-999		
CONSORTIUM MODULE (3 Courses)		**1.5**
DOC 800	Consortium I: Scholarly Writing	0.5
DOC 810	Consortium II: Research Techniques	0.5
DOC 820	Consortium III: Project Development	0.5
RESEARCH MODULE (5 Courses)		**15**
DOC 901	Comprehensive Examination	4.5
RSC 500	Research and Writing	1.5
RSC 900	Doctoral Research Methods	3
RSC 810	Literature Review	3
CHOOSE 1 OR BOTH (1 as elective)		
RSC 905	Quantitative Analysis	3
RSC 910	Qualitative Analysis	3
PROJECT MODULE (2 Courses)		**9**
RSC 955	DBA Project I	4.5
RSC 960	DBA Project II	4.5
	DBA	**54**

FOUNDATION MODULE: Students, who did not complete an MBA or related degree, must complete these courses. Foundation requirements are designed to develop an appreciation of the institution of business.

CORE MODULE: DBA students will gain a deeper understanding of contemporary business concepts and practices. By completing the Core Courses, students can be confident that they will be well-prepared to tackle the real-world challenges that organizations face.

ELECTIVE or MAJOR MODULE: Once students complete most of the core courses, they can explore other interests through general electives or concentration courses. Students who complete 3 or more concentration courses will earn the distinction on the degree.

CONSORTIUM MODULE: DBA students are required to attend three consortium workshops held on campus. The consortium workshops will discuss research and scholarly writing, completing the research prospectus and proposal. DBA students will have an opportunity to ask questions to

current and past DBA students to gain insight on how to approach the DBA project.

RESEARCH MODULE: Once most core and elective coursework has been successfully completed, Doctoral Students are required to complete the research courses. These allow a student to start to think about the design of their project and research background information about the topic.

PROJECT MODULE: The final step is the completion of a Doctoral Project. The Committee Chair/Mentor will work with the doctoral student and serve as the liaison during the process. Together, with guidance from the Committee, the student will complete a Doctoral Project that is worthy to be published. The Doctoral Project will be a practical application of a field-based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. A focus is placed on the delineation of a problem in business and a plan for conducting substantive research leading to its resolution or recommendations.

The doctoral student selects two other members, in addition to the Committee Chair/Mentor, to create a Project Committee to review and complete the project. A presentation of the Doctoral Project is required. The Doctoral Project is graded by the committee and is graded as Pass/Fail.

COURSE SEQUENCING

DBA students must follow their cohort and follow the track provided. MBA students must start off with core courses first, then move on to electives, research courses, then the comprehensive examinations, and then DBA Project. The normal length of time to obtain this credential is 4 years.

COURSE FREQUENCY

IAU accepts students year-round during the mandatory spring and fall and also the summer term, which is typically a vacation term. There more courses offered in the mandatory spring and fall terms due to enrollment. Many students choose to use the summer term as a vacation term to not enroll for classes. Courses are scheduled according to student need and demand. Courses within a program that have higher demand, will be scheduled more often.
Courses for the DBA program are offered almost every session since IAU enrolls year-round. However, since the DBA students move in a cohort, only certain courses are offered depending on demand of the cohort.

CAREER OPPORTUNITIES

Account Coordinator (13-2011), Accountant (13-2011), Analyst/Software Intern (15-1130), Assistant Manager (11-9199), Business Analyst (13-1199), Business Analyst Intern (13-1199), Business/Quality Analyst Intern (13-1199), Customer Service Representative/Account Manager (43-4051/11-2000), Customer Service/Sales Associate (43-4050), Market Research Analyst (13-1161), Marketing Manager (11-9199), Marketing Specialist (13-1161), Office Assistant (43-6010), Sales/Marketing Analyst (13-1161), Senior Accountant (13-2011), Staff Accountant (13-2011).

ACADEMICS AT IAU

UNITS OF CREDIT

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

Student work includes direct or indirect faculty instruction. *Academic engagement* may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship or internship. *Preparation* is typically homework, such as reading and study time and completing assignments and projects.

2019 ACADEMIC CALENDAR

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

Spring Session 1 | January 7, 2019 – March 3, 2019		Spring Session 2 | March 4, 2019 – April 28, 2019	
Admissions Deadline for F-1 Outside U.S.	Nov 26 (Mon)	Admissions Deadline for F-1 Outside U.S.	Jan 21 (Mon)
Admissions Deadline [Transfers] ($175)	Dec 24 (Mon)	Admissions Deadline [Transfers] ($175)	Feb 18 (Mon)
Late Application for Admissions ($375)	Dec 26 (Wed)	Late Application for Admissions ($375)	Feb 20 (Wed)
Late Application for Admissions ($525)	Dec 28 (Fri)	Late Application for Admissions ($525)	Feb 22 (Fri)
Class Registration Opens (GRAD Only)	Nov 19 (Mon)	Class Registration Opens (GRAD Only)	Jan 14 (Mon)
Class Registration Opens (UG)	Dec 7 (Fri)	Class Registration Opens (UG)	Feb 1 (Fri)
Class Registration Deadline	Dec 31 (Mon)	Class Registration Deadline	Feb 25 (Mon)
No Class | New Year's Day	Jan 1 (Tue)	Late Registration Fee ($25)	Feb 26 (Tue)
Late Registration Fee ($25)	Jan 1 (Tue)	Late Registration Fee Increase ($50)	Feb 27 (Wed)
Late Registration Fee Increase ($50)	Jan 2 (Wed)	Late Registration Fee Increase ($75)	Feb 28 (Thu)
Late Registration Fee Increase ($75)	Jan 3 (Thu)	Last Chance to Register ($100 fee)	Mar 1 (Fri)
Last Chance to Register ($100 fee)	Jan 4 (Fri)	New Student Orientation	Mar 1 (Fri)
New Student Orientation	Jan 4 (Fri)	Classes Begin	Mar 4 (Mon)
Classes Begin	Jan 7 (Mon)	Graduation Petition Deadline ($25)	Mar 4 (Mon)
Graduation Petition Deadline ($25)	Jan 7 (Mon)	March Tuition Installment	Mar 10 (Sun)
January Tuition Installment	Jan 10 (Thu)	Withdraw from Course (W)	Mar 18 (Mon)
Withdraw from Course (W)	Jan 21 (Mon)	April Tuition Installment	Apr 10 (Wed)
Late Grad Petition Deadline ($50)	Jan 21 (Mon)	Late Grad Petition Deadline ($50)	Mar 18 (Mon)
February Tuition Installment	Feb 10 (Sun)	Withdraw from Course (F)	Apr 15 (Mon)
Withdraw from Course (F)	Feb 18 (Mon)	Classes End	April 28 (Sun)
Classes End	Mar 3 (Sun)	Spring Session 2 Graduation	May 15 (Wed)
Spring Session 1 Graduation	Mar 15 (Fri)	Grades Received for Spring Session 2	May 5 (Sun)
Grades Received for Spring Session 1	Mar 10 (Sun)	Last Day to Appeal Grade	May 17 (Fri)
Last Day to Appeal Grade	Mar 22 (Fri)		
SPRING BREAK: April 29, 2019 – May 5, 2019			

Summer Session 1 | May 6, 2019 – June 30, 2019		Summer Session 2 | July 1 2019 – August 25, 2019	
Admissions Deadline for F-1 Outside U.S.	Mar 25 (Mon)	Admissions Deadline for F-1 Outside U.S.	May 20 (Mon)
Admissions Deadline [Transfers] ($175)	Apr 22 (Mon)	Admissions Deadline [Transfers] ($175)	Jun 17 (Mon)
Late Application for Admissions ($375)	Apr 24 (Wed)	Late Application for Admissions ($375)	Jun 19 (Wed)
Late Application for Admissions ($525)	Apr 26 (Fri)	Late Application for Admissions ($525)	Jun 21 (Fri)
Class Registration Opens (GRAD Only)	Mar 18 (Mon)	Class Registration Opens (GRAD Only)	May 13 (Mon)
Class Registration Opens (UG)	Apr 5 (Fri)	Class Registration Opens (UG)	May 31 (Fri)
Class Registration Deadline	Apr 29 (Mon)	Class Registration Deadline	Jun 24 (Mon)
Late Registration Fee ($25)	Apr 30 (Tue)	Late Registration Fee ($25)	Jun 25 (Tue)
Late Registration Fee Increase ($50)	May 1 (Wed)	Late Registration Fee Increase ($50)	Jun 26 (Wed)
Late Registration Fee Increase ($75)	May 2 (Thu)	Late Registration Fee Increase ($75)	Jun 27 (Thu)
Last Chance to Register ($100 fee)	May 3 (Fri)	Last Chance to Register ($100 fee)	Jun 28 (Fri)
New Student Orientation	May 3 (Fri)	New Student Orientation	Jun 28 (Fri)
Classes Begin	May 6 (Mon)	Classes Begin	Jul 1 (Mon)
Graduation Petition Deadline ($25)	May 6 (Mon)	Graduation Petition Deadline ($25)	Jul 1 (Mon)
May Tuition Installment	May 10 (Fri)	No Class | 4th of July Holiday	Jul 4 (Thu)
Withdraw from Course (W)	May 20 (Mon)	Withdraw from Course (W)	Jul 15 (Mon)
No Class | Memorial Day	May 27 (Mon)	July Tuition Installment	Jul 10 (Wed)
Late Grad Petition Deadline ($50)	May 20 (Mon)	Late Grad Petition Deadline ($50)	Jul 15 (Mon)
June Tuition Installment	Jun 10 (Mon)	Withdraw from Course (F)	Aug 12 (Mon)
Withdraw from Course (F)	Jun 17 (Mon)	August Tuition Installment	Aug 10 (Sat)
Classes End	Jun 30 (Sun)	Classes End	Aug 25 (Sun)
Summer Session 1 Graduation	Jul 15 (Mon)	Summer Session 2 Graduation	Sep 15 (Sun)
Grades Received for Summer Session 1	Jul 7 (Sun)	Grades Received for Summer Session 2	Sep 1 (Sun)
Last Day to Appeal Grade	Jul 19 (Fri)	Last Day to Appeal Grade	Sep 13 (Fri)
SUMMER BREAK: August 26, 2019 – September 1, 2019			

Fall Session 1 | September 2, 2019 – October 27, 2019		Fall Session 2 | October 28, 2019 – December 22, 2019	
Admissions Deadline for F-1 Outside U.S.	Jul 15 (Mon)	Admissions Deadline for F-1 Outside U.S.	Sep 9 (Mon)
Admissions Deadline [Transfers] ($175)	Aug 12 (Mon)	Admissions Deadline [Transfers] ($175)	Oct 7 (Mon)
Late Application for Admissions ($375)	Aug 14 (Wed)	Late Application for Admissions ($375)	Oct 9 (Wed)
Late Application for Admissions ($525)	Aug 16 (Fri)	Late Application for Admissions ($525)	Oct 11 (Fri)
Class Registration Opens (GRAD Only)	Jul 15 (Mon)	Class Registration Opens (GRAD Only)	Sep 9 (Mon)
Class Registration Opens (UG)	Aug 2 (Fri)	Class Registration Opens (UG)	Sep 27 (Fri)
Class Registration Deadline	Aug 26 (Mon)	Class Registration Deadline	Oct 21 (Mon)
Late Registration Fee ($25)	Aug 27 (Tue)	Late Registration Fee ($25)	Oct 22 (Tue)
Late Registration Fee Increase ($50)	Aug 28 (Wed)	Late Registration Fee Increase ($50)	Oct 23 (Wed)
Late Registration Fee Increase ($75)	Aug 29 (Thu)	Late Registration Fee Increase ($75)	Oct 24 (Thu)
Late Registration Fee Increase ($100)	Aug 30 (Fri)	Late Registration Fee Increase ($100)	Oct 25 (Fri)
New Student Orientation	Aug 30 (Fri)	New Student Orientation	Oct 25 (Fri)
Classes Begin	Sep 3 (Tue)	Classes Begin	Oct 28 (Mon)
Graduation Petition Deadline ($25)	Sep 3 (Tue)	Graduation Petition Deadline ($25)	Oct 28 (Mon)
No Class | Labor Day	Sep 2 (Mon)	Withdraw from Course (W)	Nov 11 (Mon)
September Tuition Installment	Sep 10 (Tue)	November Tuition Installment	Nov 10 (Sun)
Withdraw from Course (W)	Sep 16 (Mon)	No Class | Thanksgiving	Nov 28-29 (Thu-Fri)
Late Grad Petition Deadline ($50)	Sep 16 (Mon)	Late Grad Petition Deadline ($50)	Nov 11 (Mon)
October Tuition Installment	Oct 10 (Thu)	December Tuition Installment	Dec 10 (Tue)
Withdraw from Course (F)	Oct 14 (Mon)	Withdraw from Course (F)	Dec 9 (Mon)
Classes End	Oct 27 (Sun)	Classes End	Dec 22 (Sun)
Fall Session 1 Graduation	Nov 15 (Fri)	Fall Session 2 Graduation	Jan 15 (Wed)
Grades Received for Fall Session 1	Nov 3 (Sun)	Grades Received for Fall Session 2	Dec 29 (Sun)
Last Day to Appeal Grade	Nov 15 (Fri)	Last Day to Appeal Grade	Jan 10 (Fri)
FALL BREAK: December 23, 2019 – January 5, 2020			

REGISTRATION

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

- Log-in information
- Course Code /Title
- Course Online instructor's name
- Email for assistance

IAU's online instruction is not offered in real time and shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

ACHIEVEMENT OF STUDENT LEARNING OUTCOMES AND BENEFITS

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

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

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

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

STUDENT SATISFACTION

Indirect Measures are an indirect assessment of student learning since they measure student, graduate or stakeholders' satisfaction and impressions of educational experiences, rather than knowledge and skills acquired. However, when combined with direct measures of learning, indirect assessments can provide a comprehensive pathway to enhance student academic achievement. Indirect measures include, but are not limited to, surveys and advisory committee feedback.

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

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

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

MINIMUM COMPUTER REQUIREMENTS

Since all courses provide learning materials through *IAUonline*, it is important to have the right computer equipment to ensure the best possible learning experience.

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

To have a successful experience in *IAUonline* courses, the following is the minimum computer configuration needed:

HARDWARE

- Intel or Intel-compatible Pentium 4 class 2 GHz processor or higher
- 500 GB HDD
- 4 GB RAM or higher
- Speaker or headphone
- Monitor that supports 1280 x 1024 resolution or higher
- Broadband connection (i.e., DSL or cable modem that supports 5 MBPS or higher)

OPERATING SYSTEM

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

SOFTWARE

- Latest version of Mozilla Firefox (Mac or PC), Microsoft Internet Explorer (PC), Google Chrome (Mac or PC), and/or Safari (Mac or PC)
- Microsoft Office 2013 (PC) or Microsoft Office 2011 (Mac)

PLUGINS/ ADD-ONS

- Macromedia Shockwave
- Macromedia Flash
- Adobe Quick Time Video
- Adobe Acrobat Reader
- Java

IAUonline / MOODLE

All students, campus and 100% online, are required to utilize *IAUonline* to complete their coursework. To ensure that students will be successful, an assessment shall be made at the time of processing admissions. The skills assessment survey is located on the last page of the Application for Admissions. Assessments shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program.

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

IAUonline is available to students 24 hours a day, 7 days a week. Campus and 100% online courses are delivered through *IAUonline*; using a cost-effective, "open-source"

learning management system (LMS) called Moodle. Moodle provides functional features such as secure login, discussion boards, automated grading of multiple-choice examinations, grade book, course back-ups, etc.

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

PROGRAM REQUIREMENTS

GENERAL EDUCATION MODULE

The General Education Module consists of three broad categories: English and humanities, Social Studies, and Math and Science. The develop competence in communication, critical thinking and analytical skills appropriate for a university-educated person; and investigation of the issues raised by living in a culturally diverse society. The General Education Module courses are open for the student to select as long as they fit in the respective category listed as to which to complete.

CORE MODULE

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

MAJOR MODULE

The Major Module courses make up the academic discipline to which an undergraduate student formally commits. Major Module courses are clearly listed as to which to complete.

OPEN ELECTIVES MODULE

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

CAPSTONE MODULE

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

ELEMENTS OF A COURSE

COURSE EXPECTATIONS

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

COURSE STRUCTURE

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

All courses, regardless of method of delivery, has an online component to it via *IAUonline*. Through *IAUonline*, students are required to submit posts to discussion questions (DQ), submit assignments, and/or take online quizzes.

SYLLABUS

The course syllabus, class assignments, instructor's presentations, online libraries, and more are located in *IAUonline*.

READINGS ASSIGNMENTS, ANCILLARY RESOURCES, & OTHER VISUAL MEDIA RESOURCES

Each student is expected to do all the required readings prior to posting in the discussion room. It is recommended that students download ALL the required work prior to the start of class. In that way, a student can plan the readings for the entire session. It is also recommended that students keep all readings in a file for future use in their program. To avoid frustration, complete all the reading before attempting the quizzes and or assignments.

The online course room may provide PowerPoint Presentations to enhance the learning process. They emphasize main points and key announcements. PowerPoint Presentations make class material more legible and interesting. Bulleted points can help emphasize main points while students fill in additional detail. PowerPoint Presentations:

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

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

COURSE LEARNING OBJECTIVES

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

GRADING CRITERIA

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

LESSON LEARNING OBJECTIVES

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

READING ASSIGNMENTS

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

PARTICIPATION

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

class material, and thus are able to integrate many examples of how to use the information.

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

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

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

DQ's are designed to:

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

ASSESSMENTS

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

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

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

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

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

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

WRITING LEVEL AND STYLE

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

Undergraduate Level Writing. IAU requires undergraduate students to demonstrate the ability to think and write critically about the current subject under study. This affords students the opportunity to demonstrate a level of understanding of the subject. Writing should possess a clearly stated and well argued conclusion, showing the ability to range over appropriate areas of the subject matter with acuteness of analysis, intelligent challenges to the question set, and an abundance of appropriate authority or evidence intelligently applied.

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

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

TIMELY SUBMISSION

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

BACK-UP WORK

An external back up is strongly recommended. Use an external USB drive or external hard drive. If possible, use a cloud back up. Gmail offers free large storage capacities. Computer crash is NOT an automatic extension of any deadlines. Plan ahead and anticipate problems!! Have a back-up plan!!

CAMPUS INSTRUCTION

IAU has created a very unique method of instruction for those who simply prefer to learn within a classroom setting. Campus students are required to attend classes scheduled on campus that meet regularly in a traditional classroom environment.

In campus classes, instruction is delivered in a traditional classroom setting. However, all students who attend classes scheduled on campus are also required to perform online research and activities and submit assignments through *IAUonline*. In attempts to reduce the campus carbon footprint, IAU uses web technologies to complement the classroom setting. The *IAUonline* portion does not displace any time spent within the classroom setting. Rather, it enhances their campus experience to allow them the ability to stay engaged through discussions present within *IAUonline* outside of classroom hours. During classroom hours, in-class questions and discussions are strongly encouraged. Other instructional techniques may also be employed i.e. audio-visual presentations, speakers, critical thinking exercises and group activities.

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

INSTRUCTOR AVAILABILITY

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

LOCATION OF CLASSROOM INSTRUCTION

Campus/classroom instruction is held at either the main, branch, or satellite campus identified on the list of courses offerings.

100% ONLINE INSTRUCTION

For 100% online students, *IAUonline* is the only means to deliver course materials and interact with the instructor. Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Online lectures may be entirely text-based or consist of some combination of text, graphics, sound and video.

As an online student, you are permitted to sit in the campus class meeting, if applicable. This option is open for all 100% online students. Please make arrangements with the instructor in advance.

GENERAL EXPECTATIONS

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

MANDATORY INTERNSHIP POLICY FOR ALL STUDENTS

For ALL business administration students, IAU requires the completion of a minimum of two (2) internship experiences during their academic program as an integral part of the established program curriculum to meet graduation requirements. However, business administration students are encouraged to engage in as many internships as possible to enhance the learning experience. If the graduate student fails to procure an internship upon eligibility, this student must convene with a career services coordinator for assistance with obtaining an internship.

All students can greatly benefit from internship experiences, especially students who have little to no work experience. Below are some of the benefits to the students:

1. Enhances classroom learning by integrating academic curriculum and real-world work experience which enables students to apply classroom theory to actual work situations.
2. Confirms or redirects career decision-making through on-the-job experience in a chosen field.
3. Internship programs enhance the graduate's marketability by providing on-the-job training which improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
4. Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques.
5. Eases the transition from being a student to entering the workforce and increases self-confidence in the workplace.
6. Enhances affordability of college through employer-paid wages. This is a means of financial assistance that is available to all students, regardless of family income levels or other financial aid arrangements.

ADMISSIONS TO IAU

GENERAL ADMISSIONS POLICIES

ADMISSIONS NON-DISCRIMINATION POLICY

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

OPEN HOUSE ORIENTATIONS (OHO)

IAU offers Open House Orientations (OHO) which provide information on how to apply for admission into the IAU degree programs. OHO is required for applicants currently located in southern California. Please contact IAU to find out the current OHO schedule.

OHO will cover the following topics:

- **Academics.** Programs Offered at IAU
- **Admissions.** Qualifying Applicants - Who is eligible to apply?
- **Finance.** Tuition & Fees
- **Docs & Dates.** Documents & Deadlines to submit documents
- **F-1 /I-20.** Transferring into IAU (F-1 Applicants), Changing I-20 Status, and applying from Outside of the United States
- **Internships.** Mandatory Internship Requirements
- **Q&A**

ADMISSIONS TERMS

Applications for admission are accepted throughout the year. There are six (6) enrollment terms per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term; especially if prospectus is an F-1 applicant. Admissions Portfolio's should be submitted 30 days prior to the term of enrollment to ensure timely processing. Applicants with a "change of status" should submit 60-90 days prior.

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

NON-MATRICULATED APPLICANTS

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

ADMISSIONS PORTFOLIO (AP) ITEMS

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

PART 1. ALL APPLICANTS must submit the following.

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

PART 2. ALL F-1 applicants must submit the following. If not an F-1 applicant, please skip to Part 4.

1. Copy of Passport
2. Bank statements showing financial capability
3. Submit copy of passport for all dependents

PART 3. All TRANSFER F-1 applicants must have the following. If not a TRANSFER F-1 applicant, please skip to Part 4.

1. SEVIS Status Form
2. Copy of old I-20
3. Copy of I-94

PART 4. Optional.

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

APPLICATION FOR ADMISSIONS

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

APPLICATION FOR ADMISSIONS FEE

For campus, online, or F-1 applicants, submitting an application requires a $75.00 non-refundable application fee. F-1 students must also remit a $100.00 non-refundable I-20 processing fee.

GRADUATE ENTRANCE EXAMINATIONS

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

INFORMATION TECHNOLOGY SKILLS

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

SCHOOL PERFORMANCE FACT SHEET (PFS)

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

PHOTO HEADSHOT

A current photo that is no older than 6 months is required. The photo shall be used for the student identification card and uploaded to the student's profile. Photo should be facing straight forward in front of a solid color background (JPG is acceptable).

UNDERGRADUATE EDUCATIONAL PROGRAM ADMISSIONS

IAU shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. IAU requires either evidence of:

- High school diploma. A copy is acceptable. Must be translated in English;
- General education diploma (GED),
- Successful completion of a degree. Degree must be earned at an appropriately accredited institution, or foreign equivalent.

OFFICIAL TRANSCRIPT

Applicants must request an official original transcript from every U.S. college or university attended to be sent to the IAU Office of the REGISTRAR. An official original transcript is one that is sent directly to IAU from the issuing

institution. Scanned or photocopies of the original are not considered official. Prior college and university transfer courses and/or degrees must be earned at an institution accredited by an accrediting association recognized by the U.S. Department of Education or a foreign institution.

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

RESUME

As an undergraduate business student, it is helpful to have professional experience at the time of application. As a graduate business student, it is vital. Please submit a professional resume that outlines professional experience. It should list the position held, the name of the company, and the dates employed. A brief job description should also be included so that an understanding of what responsibilities held can be made. If applicants do not have a resume already created, applicants may use the resume template found on the IAU website.

ENGLISH PROFICIENCY

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

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

Standardized English Exams

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

Graduate:
- 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- 71 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 3.7 on the International Test of English Proficiency (iTEP), or
- 720 on the Test of English for International Communication (TOEIC).

- 400 (old scale) or 120 (new scale) on the GRE test.

Education

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

GOVERNMENT-ISSUED IDENTIFICATION

Acceptable forms of Identification can be:

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

MAXIMUM CREDITS AWARDED

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

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

Doctorate Level. A maximum of 30 units of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Doctoral degree.

Program	TRC	SEC
Associate Degree Program	45	45
Bachelor Degree Programs	90	90
Master Degree Program	6	0
Doctor Degree Program	30	0

TYPES OF CREDIT AWARDED

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

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

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

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

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

- Advanced Placement Program (AP)
- College-Level Examination Program® - IAU CLEP College Code: #2641
- DANTES Subject Standardized Tests (DSST)
- Excelsior College Examinations (ECE)
- Graduate Record Examination (GRE) Advanced Subject Tests
- New York University (NYU) Proficiency Testing in Foreign Languages
- Thomas Edison College Examination Programs (TECEP)

PRIOR EXPERIENTIAL LEARNING CREDIT

IAU does not evaluate or award Prior Experiential Learning Credit.

LETTER OF RECOMMENDATIONS

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

Professional references are those people who can address applicants' abilities in their chosen career field and your overall work ethic. These may come from current or past

supervisors, co-workers, human resource managers, etc.

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

F-1 STUDENTS APPLICANTS

In addition to meeting all general admissions requirements for the degree programs, F-1 students are required to submit additional documentation. Review the following admissions process to submit the application for admissions.

For detailed information about F-1 students, the admissions process, coming to USA, employment, OPT, etc., please review the SEVP Handbook. For more information on requirements for admission of international students, please email **admissions@iau.LA**. Visit website for more information – **www.iau.LA**

CALIFORNIA STATE RESIDENCE REQUIREMENT

F-1 Applicants. IAU shall restrict F-1 Applicants to only California state residents who reside within a 120-mile radius of the main campus in Los Angeles, CA or respective satellite campus. To ensure that students prioritize their educational commitment to a campus-based program, IAU is requiring a residence within 120-miles of the respective campus to ensure they are able to comply with attendance and F-1 policies. Students who live outside of California at the time of application must submit a new California address within a 120-mile radius of the respective satellite campus within 14 days of program start date or their SEVIS will be cancelled within our system and enrollment will be revoked.

100% Online Applicants. For students who wish to study 100% online, IAU can only accept students residing in California.

IAU urges all applicants to carefully consider this requirement before applying to IAU's degree programs.

STUDENT EXCHANGE VISITOR INFORMATION SYSTEM (SEVP)

The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M & J) visas and their dependents. *SEVIS school code#: LOS214F01373000*

TIMELY SUBMISSION

F-1 applicants must submit required documents at least 45 days prior to the opening of the academic term for which admission is sought. To process the application for admission in a timely manner, IAU requests that applicants submit his/her application as soon as possible. Applicants with a "change of status" may require longer processing time, as each case varies.

COPY OF PASSPORT

Passport must be valid 6 months from the program start date.

FINANCIAL CAPABILITY

Before a U.S. consul will grant a visa, an applicant must prove that s/he will have sufficient money to meet all expenses while studying in the United States. The applicant must explain the source of the funds and guarantee that s/he will receive them while at IAU. Unless the applicant can provide written evidence demonstrating s/he has adequate financial resources for the entire time needed to complete your degree program, the consul will not grant the applicant a student visa.

Submit bank statements within 3 months that demonstrate funds to cover all expenses while in attendance at IAU (approximately $13,770 for graduate applicants and $12,600 for undergraduate applicants). Immigration laws only permit employment in special cases and only on a part-time basis.

DEPENDENTS

If an applicant plans to bring a spouse and/or children, the dependent will need to be listed on the financial documentation form. Please list dependent's names at the bottom of the form along with their date of birth, country of citizenship, and relationship to the student. Applicant must add $1,000 USD per dependent per trimester to the total available funds. Submit a copy of a passport for all dependents.

FOREIGN EDUCATED APPLICANTS

If an applicant completed his/her coursework at a foreign (outside of the U.S.) institution, s/he will need to provide an official evaluation of the academic credentials. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

- **Course-By-Course Report**: If the applicant wants to receive transfer credit for coursework completed at a foreign (outside of the United States) college or university, a professional course-by-course English-translated evaluation will need to be submitted.
- **General Report**: For purposes that require showing evidence of an earned degree, a professional

general report English-translated evaluation of the degree is acceptable.

IAU recommends a National Association of Credential Evaluation Services (NACES®) member (**www.NACES.org**) or other reputable foreign credential evaluation agency. Official evaluation does not guarantee that IAU will accept all or any of applicant's coursework. If applicants cannot obtain official copies due to circumstances, notarized (or otherwise certified) copies of academic documents are acceptable.

HEALTH INSURANCE

All international students on F visas are encouraged to have medical insurance at all times for themselves and their dependents living with them while enrolled with IAU. IAU recommends purchasing one of the insurance plans provided by ISO Insurance for international students. The students have the flexibility to choose a plan that best fits his/her needs and budget.

VISA INTERVIEW

If an applicant is currently abroad, and does not yet have a valid U.S. student F-1 visa, the applicant generally applies for one at the U.S. embassy or consulate with jurisdiction over his/her place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it is generally more difficult to qualify for the visa outside the country of permanent residence.

For more information on admissions, please email **admissions@iau.LA**. Visit website for more information – **www.iau.LA**

SEVIS TRANSFER ELIGIBILITY FORM

If applicant has been studying at another SEVP-approved institution in the U.S. in F-1 status and plans to enroll at IAU, the applicant will need to submit a completed SEVIS status form with the AP. The SEVIS status form, completed by previous school's DSO, does not initiate the SEVIS record transfer but attests that the F-1 applicant is in active SEVIS status and eligible to transfer. The SEVIS status form can be found on the IAU website.

COPY OF PREVIOUS I-20

Provide a copy of the most recent I-20's from the previous institution.

COPY OF I-94

Provide a copy of I-94 Card (front and back). For those students who arrived to the U.S. after April 2013, the I-94 is only available through the U.S. Government's Official Web Portal for retrieving I-94 Admission number. Digital I-94 can be obtained by clicking here. Instructions on how to retrieve the I-94 online can be found on the IAU website.

RE-APPLYING TO IAU IN GOOD STANDING

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

Good Standing is defined as a student who left IAU and did not violate any academic, financial, or conduct policies.

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

RE-APPLYING TO IAU AFTER ADMINISTRATIVE WITHDRAWAL

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

Students on academic probation and removed administratively.

- Students who have been evaluated to not be able to complete the academic program within 150% of the average time for completion will not be considered for re-admission.
- Students who are administratively withdrawn due to academic probation are advised to show evidence of positive life change and academic progress in support of their application at which time they will be considered for re-admission.
- Students who are administratively withdrawn due to financial delinquency are required to pay off their current account balance at which time they will be considered for re-admission.

Re-Admission approval

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

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

ADMISSIONS PROCESS & PROCEDURE

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

STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)

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

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

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

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

STEP 2: EVALUATION

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

STEP 3: DECISION

One of the following decisions shall be determined:

1. **Denied:** If the applicant is not accepted, the Office of ADMISSIONS will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.

2. **Accepted:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize the acceptance into the program.

STEP 4: ACCEPT ADMISSION OFFER

If the student wishes to accept the offer of admissions, there will be additional admissions enrollment documents that are required to be signed and returned to enroll formally in the program. F-1 applicants will sign and return additional admissions enrollment documents upon coming to the U.S.

STEP 5: OFFICIAL ENROLLMENT

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

STEP 6: REGISTERING FOR CLASSES

Students are required to register for classes. A staff from the Office of STUDENT SUPPORT will assist with this process. Registration requires choosing the appropriate classes. Campus students must register for their first term in person. All successive terms can be register via email. Then, students will meet with the Office of STUDENT FINANCE and set up a payment plan, if applicable.

SERVICES

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

ADMISSIONS SERVICES

OPEN HOUSE ORIENTATIONS (OHO)

IAU offers Open House Orientations (OHO) for applicants currently located in the United States at our main Los Angeles campus. IAU hosts several each month for applicants who wish to apply for admission into our degree programs! Please note that attending Open House Orientation is mandatory for all campus and F-1 applicants to complete their application process.

The OHO will cover the following topics:

- Academics: Programs Offered.
- Admissions: Qualifying Applicants.
- Finance: Tuition & Fees.
- Documents & Deadlines.
- F-1 / I-20: Transferring into IAU (F-1 Applicants), Changing to F-1 Status, and Applying from Outside of the U.S.A.
- Internships: Mandatory Internship Requirements.
- 1-on-1 Questions & Answers session.

NEW STUDENT ORIENTATIONS (NSO)

For campus and F-1 students, IAU holds mandatory New Student Orientations (NSO). NSO is a required program for all new campus students. IAU's staff are knowledgeable about all the resources students will need as a new student. They will help you with orientation, registration, academic policies, *IAUonline,* and any questions along the way. Campus students who are unable to attend NSO shall be administratively withdrawn from the program.

ONE-ON-ONE NEW STUDENT ORIENTATIONS (NSO)

Students who missed the mandatory New Student Orientations (NSO) and wish to do a one-on-one "make-up" session are eligible to do so. Students must first see the Office of Student Finance and pay for the term of tuition in full. Then, they must pay the One-On-One NSO fee and schedule the presentation. The one-on-one NSO "make-up" session must be completed in week 1. Campus and F-1 students who are unable to complete these requirements shall be administratively withdrawn from the program.

ADMISSIONS EVALUATION

Applicants are required to submit an Admissions Portfolio (AP). Details of the AP can be found on the IAU website.

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

PROGRAM COMPLETION PLAN (PCP)

A Program Completion Plan (PCP) shall be completed for all applicants who have been accepted to an academic program at IAU. The PCP shall indicate the program requirements required to complete the program. Also, indicated on the PCP is any credit awarded. Credit awarded may be in the form of transfer credit (TRC) or standardized exam credit (SEC), as indicated. Any credit awarded may reduce the length of time as well as cost to complete the program. Applicants are required to review the PCP carefully. Once the enrollment agreement is signed, the PCP is locked and the student is bound to those program requirements.

U.S. IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) / STUDENT VISAS

IAU was approved on March 6, 2009 by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degree and English language training programs. *SEVIS school code#: LOS214F01373000*

STUDENT SUPPORT

ACADEMIC ADVISING

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

ENGLISH INSTRUCTION / WRITING CENTER

The IAU Writing Center provides support for students working on course papers and independent writing projects. The IAU Writing Center can help at any stage of the writing process, from brainstorming to final polishing.

In person, a staff member can assist between the hours of:

- TUE and WED
- 9:30 A.M. – 12:30 P.M.

If students are unable to come at that time, students can email their assignments to **writingHELP@iau.LA**. A staff member can assist with comments or tracked changes and communicate with the student via email.

Additionally, during this time, if students require or need assistance in developing their English skills, the services are available for free at the IAU Writing Center.

TEXTBOOK SERVICES

The textbook list is posted online each session a month before the course starts to allow ample time for students to obtain a textbook. It is the student's responsibility to obtain the textbook(s) required for the classes they are enrolled in.

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

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

- www.amazon.com
- www.BarnesandNoble.com
- www.ecampus.com/textbookpage.asp

STUDY GROUPS

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

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

LEARNING RESOURCES

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

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

Campus Library. The IAU library is for student and faculty use only and is not for the public. The library contains over 300 books, mainly specialized holdings in those subject areas relevant to IAU's course offerings - business, management, and Christian studies. Library books can be used on the premises for as long as a student wants. However, books cannot leave the premises.

The Library is also furnished with tables and chairs, providing students with a quiet area to study. Additionally, the Library contains three computer cubicles. The computer workstations have standard software installed, including but not limited to web browsers, Microsoft Office, and Adobe Acrobat. They are hard-wired for internet use so students can conduct research or browse the LIRN Online library.

Additionally, four computer workstations are located in the front administration office behind the reception area. These four computer cubicles are configured similarly to the computers in the Library. Additionally, there is a printer connected to these four computer workstations so students can print, free of charge.
Students may contact the librarian for finding, evaluating, and managing information for their research. All questions can be directed to library@iau.la.

The library is open between the hours of:

- MON - FRI: 9:00 A.M. - 8:00 P.M.
- SAT: 9:00 A.M. - 12:00 P.M.

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

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

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

Titles include:

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

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

EBSCO has now been added to IAU's Online Library, LIRN! EBSCO is the leading provider of research databases, e-journals, magazine subscriptions, e-books and discovery service to libraries of all kinds. The EBSCO Business Collection has the following portals:

- **Business Book Summaries:** This resource provides concise yet comprehensive summaries of the best business books. They allow business students to keep up with the latest information on sales, marketing, leadership and best practices in the business world.

- **Business Source Elite:** This resource provides full-text coverage of scholarly business, management and economics journals. The collection also includes publications covering topics such as accounting, banking, finance, international business, marketing, sales and more.

- **eBook Business Collection:** This resource offers over 15,200 ebook titles to assist in business research and to provide students with a better understanding of general business concepts: marketing, finance, supply chain management and entrepreneurship, with additional focus on career growth, personal development, communication and networking.

- **Entrepreneurial Studies Source:** With a collection of full-text resources for entrepreneurship and small business research, Entrepreneurial Studies Source also includes videos with transcripts and related articles from the Harvard Faculty Seminar Series and Vator.TV, one of the world's largest social network sites for high-tech entrepreneurs.

- **Research Starters – Business:** This database provides business students with a solid foundation for their research and assignments. Comprehensive topic summaries help students grasp the broad outlines of a subject, understand real-world applications, critically engage with the topics and locate sources for advanced scholarly research.

- **Small Business Reference Center:** This resource offers exclusive full text for many top consumer small business reference books, as well as tools to address many small business topics. It includes business videos, a help and advice section and details on how to create business plans.

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

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

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

Libraries located near IAU's main campus:

- **Pio Pico – Koreatown Branch Library**
  694 S Oxford Ave.
  Los Angeles, CA 90005
  (213) 368-7647
  https://www.lapl.org/branches/pio-pico-koreatown

- **Wilshire Branch Library**
  149 N Saint Andrews Pl.
  Los Angeles, CA 90004
  (323) 957-4550
  https://www.lapl.org/branches/wilshire

Libraries located near Garden Grove Satellite Campus:

- **Garden Grove – Main Library (walking distance)**
  11200 Stanford Ave., Garden Grove, CA 92840
  (714) 530-0711

- **Garden Grove – Chapman Library**
  9182 Chapman Ave., Garden Grove, CA 92841
  (714) 539-2115

- **Garden Grove – Tibor Rubin Library**
  11962 Bailey St., Garden Grove, CA 92845
  (714) 897-2594

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

Plug-Ins / Freeware. IAU provides a selection of PC-compatible plug-ins & freeware available for download. IAU is not liable for any issues related to installing of plug-ins & freeware. Please visit **www.iau.LA**

Publications / Forms. IAU publications and forms can be found throughout the IAU website. Please visit **www.iau.LA**

INTERNSHIPS

On Campus Internship. IAU offers unpaid on campus internships for students. For students with little or no experience, this may be a way to gain administrative and clerical experience. Working under the supervision of an IAU staff member, the student will be charged with clerical work, data entry, filing, etc.

Teaching Assistant Program (TAP) Internship. IAU has established the teaching assistant program to assist in teaching on-ground and on-line courses. The goal of the program is to assist in the development of graduate school students for teaching roles. As such, teaching assistants play a crucial role in IAU's efforts to ensure academic success among the institution's undergraduate population.

OTHER STUDENT SERVICES

LIVING ACCOMMODATIONS

IAU does not have dormitory facilities under its control. Housing is the responsibility of the student. There are many apartments for rent within a 1 to 10 mile radius. Many are within walking distance. Single bedroom apartments may cost $900 to $1,300/month. Many families have rooms for rent from $600 to $800/month. The Office of STUDENT SERVICES provides information about the local neighborhoods, including popular restaurants, shopping areas, parks and recreation, and public transportation.

For more information on housing, please email **ssv@iau.LA**. Visit website for more information – **www.iau.LA**

PROFESSIONAL DEVELOPMENT WORKSHOPS

IAU offers free Student Professional Development Workshops throughout the year to give a competitive edge to IAU's business students in obtaining internships and securing desired employment. The non-credit 1.5-2 hour workshops are delivered by IAU's faculty and the topics vary from personal development, industry and career knowledge, organizational leadership panels, networking, and professional image enhancement. Participation by students is voluntary.

By applying themselves in the workshops, IAU business students will develop a balanced portfolio which reflects their academic, professional and career readiness. A Certificate of Completion is presented to each attendee at the time of completion that can be added to the student's portfolio, which can be a student's unique competitive advantage over other job candidates.

SPIRITUAL DEVELOPMENT WORKSHOPS & ACTIVITIES

IAU has always been interested in the development of the whole student and faculty and attempts to do so by offering free spiritual development workshops & activities throughout the year to allow students and faculty to develop a sense of self and identity and how to connect with others. Students and staff work together in creating worship services and volunteer programs that help them live out their calling of service while at IAU. The workshops become a place for spiritual renewal and social support and a springboard for getting involved in service activities.

SOCIAL ACTIVITIES

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

CAREER PLANNING & PLACEMENT

IAU's programs do not prepare graduates for a specific occupation or employment. However, IAU does provide assistance in career planning services.

Information & Resources. Through career services, IAU will provide Career Assessment Tools, Information about working in the U.S. for F-1 visa holders, job search engines, and resume writing resources, interview advice, job search engine resources, resume writing resources, and personal assistance.

Job Board. Also, career service regularly updates employment opportunities to the job board and these opportunities are announced monthly.

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is an off-campus training option for F-1 students when the practical training is an integral part of the established curriculum or academic program and the student must be awarded academic credit. CPT is defined as "alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school." Prior authorization by an IAU DSO is required.

CPT Eligibility. To engage in CPT,

- **Undergraduate** I-20 students must have been enrolled in school full-time for one academic year at a non-language program on a valid F-1 status before they are eligible for CPT.

- **Graduate** I-20 students are required to engage in CPT as soon as eligible. Graduate I-20 students who have completed a previous IAU degree program may start immediately. Graduate I-20 students who have not completed a previous IAU degree program, must have been enrolled in IAU full-time for two consecutive sessions before they are eligible for CPT.
- In addition, I-20 students MUST be in ACTIVE status in order to enroll in Internship Courses.

If the graduate student fails to procure an internship within their first session of enrollment, this student must convene with a career services coordinator for assistance with obtaining an internship.

Internship Criteria. Student must have been offered a specific training opportunity that must fall into one of the following categories:

- To satisfy an internship requirement expected of ALL students in student's program and necessary for completion of the degree.
- To satisfy an internship elective, which counts towards completion of the degree, the internship elective must be listed in student's school's Catalog and must state in the official course description that it is specifically designed to allow students enrolled in the course to engage in off-campus internships.
- The internship may be done to engage in research necessary and integral to the completion of the doctoral dissertation.

CPT Procedure. Submit the following documentation to IAU DSO as early before student wishes to begin employment. If this internship is tied to a specific course, the student must register for the course before s/he applies for CPT and must apply for curricular practical training before or during the normal registration period.

An IAU DSO must authorize for CPT. Once a student receives CPT authorization, student can only work for the specific employer and for the specific dates authorized (unlike with OPT or severe economic hardship off-campus employment, where a student can work anywhere in the US). Student's CPT authorization will also specify whether student is approved for part-time (20 hours per week or less) or full-time (more than 20 hours per week) CPT employment.

CPT can only be added up until week 4. Offers of employment submitted after week 4 must be postponed until the next session. To engage in CPT, students must enroll in a 0.5 unit internship class. This class will count towards required elective requirements. Students will complete short assignments reflecting on their experiences throughout their training:

- Undergraduate: BUS 440 Internship
- Graduate: BUS 640 Internship

Students must enroll in an internship class to engage in CPT. For students who wish to work more than 20 hours a week for one session, the hourly breakdown will determine how many units of the internship course the students must enroll in order to be eligible to work. Students may engage in internship CPT as many times as they choose to enhance the learning experience. The internship course fulfills the elective program requirements. Once a student has fulfilled their elective units for his/her respective program, the internship class will no longer count towards his/her degree.

Regardless of whether student is approved for full or part-time on CPT, there is no limit to how long students can work. Two months of part-time CPT is equal to one month of full-time CPT. If a student works 12+ months of full-time on CPT or 24+ months of part-time on CPT, or any combination of full-time or part-time CPT that exceeds 12 months full-time, the student will not be eligible for OPT.

For more information on CPT, please email careerservices@iau.LA. Visit website for more information – www.iau.LA

CPT Limitation to Employer Location. F-1 applicants may not pursue curricular practical training with job sites farther than a 120 mile radius of the main campus in Los Angeles, CA or respective satellite locations. To ensure that students prioritize their educational commitment to a campus-based program, IAU is promoting a job site within 120 miles of the respective campus to ensure they can comply with attendance and F-1 policies. If a company is located farther than 120 miles and the student is being offered a remote position or to be supervised at an alternative satellite location approved by the company, the offer letter must clearly state the terms of their employment.

IAU urges all students to carefully consider this new requirement when accepting positions for CPT.

OPTIONAL PRACTICAL TRAINING (OPT)

IAU offers Optional Practical Training (OPT) for eligible students. OPT is defined as "temporary employment for practical training directly related to the student's major area of study." Once the OPT application has been approved by USCIS, students may work in the United States for up to 12 months after program completion. The earliest a student may apply for OPT is 90 days before student's program end date. The latest students may apply for OPT is 60 days after the program end date. Students who wish to apply for OPT must petition for graduation first and meet the graduation requirements.

Students who are approved for OPT are required to mail their application to USCIS or apply online (www.uscis.gov). USCIS estimates that the application will take between two to four months to process.

Please see IAU's Designated School Official (DSO) with any questions about this deadline. Because of the long processing time, IAU recommends that students speak with a DSO at the beginning of the trimester that the student expects to graduate from IAU. IAU DSO will determine if student is eligible to apply for OPT.

For more information on OPT, please email careerservices@iau.LA. Visit website for more information – www.iau.LA

ALUMNI ASSOCIATION

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

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

For more information on the Alumni Association, please email iauaa@iau.LA. Visit Face Book page for more information –
https://www.facebook.com/groups/706086176417185/

SPECIAL ACCOMMODATIONS

If possible, IAU is committed to accommodating any student with a physical disability. In the delivery of online courses, the most likely physical limitations involve visual impairments, including blindness and dyslexia. Accommodations cannot be provided which would fundamentally alter the nature of the program, cause undue hardship on IAU, or jeopardize the health or safety of others. Reasonable accommodations must specifically address the fundamental limitations of the student's specific disability.

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

GIFT SHOP

IAU offers memorabilia for students and graduates. Giftware includes such items as University diploma frames, class rings, pad-folios, mugs, key chains, and other memorabilia. Please contact IAU for details, Memorabilia is subject to availability.

REGISTRAR SERVICES

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

myIAU Student Portal. IAU utilizes a web-based student information management system (SIMS). The software displays biographical data, student grades, and financial balance. Password protected, students can log-in to check on his or her progress on program completion, financial balance, or print unofficial transcripts. Students can also receive mass messages, general news, or announcements through this web portal.

OFFICIAL RECORDS, TRANSCRIPT, & VERIFICATION SERVICES

Transcripts. IAU will provide students with a complimentary transcript upon graduation. IAU issues both electronic and paper transcripts. An order needs to be placed through Parchment if students wish to obtain official transcripts. IAU fulfills official transcript orders via Parchment. Parchment collects all required fees and forwards the request to the IAU Office of the Registrar, where the transcript is produced and released. Parchment uses the highest standards for security and the service is compliant with the Family Educational Rights and Privacy Act (FERPA).

If you graduated before 2010, please order an official transcript from IAU directly by emailing registrar@iau.LA. Do not order through Parchment.

- Electronic Transcript Order: $10 per order.
- Paper Transcript Order (Includes Tracking Number of Shipping):

1. USPS Domestic Mail: $10 per transcript, plus a $2.50 shipping fee. A total of $12.50 per order.

2. USPS Domestic Mail: $10 per transcript, plus a $2.50 shipping fee. A total of $12.50 per order.

3. FedEx Overnight Domestic: $10 per transcript, plus a $25.00 shipping fee. A total of $35.00 per order.

4. FedEx International: $10 per transcript, plus a $47.50 shipping fee. A total of $57.50 per order.

Student Enrollment or Degree Verification. IAU shall provide verifications for all current and past students. All enrollment or degree verification requests are provided in writing. Release of enrollment or degree verifications requires a signed authorization from the student. This

release can be in the form of IAU's *Enrollment Verification Request* form or a third-party release form signed by the student. Softcopy enrollment or degree verifications are free of charge, while printed official verifications require a fee. The Enrollment Verification Request form can be found at **www.iau.LA**

Form I-20. The Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students" is an important document. Students are advised to keep this document secure.

IAU students are eligible to receive a complimentary I-20 if the document is requested for the current term. IAU will assess a fee of $10.00 if a student requests an I-20 from a previous term.

GRADUATION SERVICES

Graduation from IAU is a significant accomplishment and tells a great deal about a student's dedication and willingness to finish what s/he started. The challenge to earn a degree in any of University's programs is exciting, but reaching the academic goals is something of which one will always be proud.

A student is awarded the degree when s/he:

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

Allow 4-6 weeks to receive the Graduation Package; international students please allow up to 8 weeks, which includes shipping.

UNIVERSITY POLICIES

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

ATTENDANCE, WITHDRAW, LEAVE OF ABSENCE POLICIES

ATTENDANCE REQUIREMENTS

Attendance. Classroom-Hybrid and F-1 students require physical attendance and active participation to pass a course successfully. Students must make every attempt to be in class during all class meetings. Attendance is strictly monitored. Students may not miss 50% of class sessions or they shall be administratively withdrawn from that course and automatically receive an "F". Students must maintain satisfactory academic progress (SAP). See SAP policy.

Cutting classes - Cutting of classes will be considered as unexcused absences.

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

Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Campus and F-1 students' tardiness will be strictly monitored.

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

EXCUSED ABSENCES

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

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

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

LEAVE OF ABSENCE (LOA)

IAU realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave of Absence (LOA). The student must direct such a request to the Office of STUDENT SUPPORT by completing the LOA Request stating the reason for the request for leave of absence, the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. Students who are approved for LOA are NOT eligible for curricular practical training. When a student is granted a leave of absence, consequences may include:

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

FULL-TIME ENROLLMENT

Students are required to enroll full-time for each mandatory Spring and Fall term.

Full-time enrollment is defined as:

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

PART-TIME ENROLLMENT

Part-time enrollment is defined as:

- Undergraduate: **6** units per term, including summer term.
- Graduate: **3** units per term, including summer term.

ACADEMIC & GRADING POLICIES

GENERAL POLICY ON GRADING

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is defined by three things:

1. Achieving and maintaining a required Cumulative Grade Point Average (CGPA) of 2.0 for undergraduate students and 3.0 for graduate students.
2. Completing a minimum of 67% of courses attempted per term.
3. Completion of a program in no more than 150% of the set program length. Please note that I-20 students must complete in 100% of the set program length.

At the end of each mandatory term, any student who fails to meet SAP is subject to the following:

- If a student fails to maintain SAP, the student will be placed on Academic Probation. The student will be advised and may be required to meet with an academic adviser in person. Failure to meet with an adviser may result in being administratively withdrawn from the program.
- If a student fails to maintain SAP for a second consecutive mandatory term, the student stays on Academic Probation. The student will be advised and will be required to meet with an academic adviser in person. Failure to fulfill the conditions of her/his Academic Probation may result in being administratively withdrawn from the program. Failure to meet with an adviser may result in being administratively withdrawn from the program.
- If a student fails to maintain SAP for a third consecutive mandatory term, the student may be administratively withdrawn from the program.

Students who are administratively withdrawn from the program due to failure to maintain SAP may petition for academic re-eligibility by seeking counsel with the Chief Academic Officer or Director. The student must be able to demonstrate that the circumstance(s) that caused the inability to meet the satisfactory academic progress requirements has been resolved or no longer exists. This is handled on a case-by-case basis.

IAU aims for a 70% course completion rate and a 70% program completion rate.

TIME BETWEEN GRADING & EVALUATION

Discussion Questions (DQ) are graded within 4 days. Multiple-choice examinations are auto-graded by *IAUonline* instantly. Graduate written assessments for courses are more complex shall be graded and returned to students typically within 10 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

LATE ASSIGNMENT

Students are expected to meet all deadlines relative to discussions and assignments. Entertaining late work is totally at the discretion of the instructor. Each instructor can

establish his/her own policy on late work. The general University policy on late work is that submissions will receive a 10% deduction for each day late and all work after the third day will receive a zero. It is incumbent on each student to plan for potential absences during the trimester. The generally acceptable reason for late work is hospitalization with documentation. Work requirements, vacations, family problems, etc. are not generally acceptable excuses.

INCOMPLETE (I)

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

WITHDRAWAL (W)

Students who withdraw in weeks 1 or 2 two shall receive no mark on their transcript. Students who withdraw in weeks 3, 4, 5, or 6 shall receive a "W". Students who withdraw in weeks 7 or 8 shall receive an "F". Applicable refund policies shall apply. See SAP Policy.

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

MAXIMUM W'S

A maximum of 25% "Withdrawals" (W's) may appear on the student's transcripts. More than 25% W's on transcripts will result in the student being administratively withdrawn from the enrolled program.

Degree Program	Max W's
Associate Degree	15 W's for 3-unit courses or a maximum of 25% of units taken with IAU
Bachelor Degree	30 W's for 3-unit courses or a maximum of 25% of units taken with IAU
Master Degree	3 W's for 3-unit courses or a maximum of 25% of units taken with IAU
Doctor Degree	5 W's for 3- unit courses or a maximum of 25% of units taken with IAU

INACTIVITY

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

FAILED INTERNSHIP COURSES

Students who show more than three (3) FAILS for internship courses will no longer be eligible for any future internship courses.

GRADES FOR COURSE(S) COMPLETED / ACADEMIC HISTORY

At the end of each session, notification of the student's academic standing and report of grades achieved are provided to each student via myIAU. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Any questions regarding a student's academic history or current academic standing should be referred to the Office of Student Support.

GRADES & GRADE POINTS

Grades prior to the implementation date (Spring Session 1, 2016) remain as they are recorded using the regular letter grades A, B, C, and D have the suffix plus (+) or minus (-) included to distinguish higher and lower performances within each of these letter grades. The letter grade F does not include the plus/minus distinction. Student performance in courses is indicated by one of following grades. Grades, which carry point value and which are used in determining the grade point average (GPA), were as follows:

Percentile	Letter Grade	GPA
100 – 95%	A	4.00
94 – 90%	A-	3.70
89 – 87%	B+	3.30
86 – 83%	B	3.00
82 – 80%	B-	2.60
79 – 77%	C+	2.30
76 – 73%	C	2.00
72 – 70%	C-	1.60
69 – 67%	D+	1.30
66 – 63%	D	1.00
62 – 60%	D-	0.60
Below 59%	F	0.00

Effective Spring Session 1, 2016, the following grade scale was implemented:

Percentile	Letter Grade	GPA
100 – 90%	A/PASS	4.00
80 – 89%	B	3.00
70 – 79%	C	2.00
60 – 69%	D	1.00
Below 59%	F/FAIL	0.00

Grades NOT used to compute grade point average:

SEC = Standardized Exam Credit
Withdrawn = Withdrawn Course
Repeat = Repeat Course

APPEALING A GRADE

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

REPEAT COURSE / GRADE CHANGE

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

Students may repeat any course for credit for which they have received a grade below a "C". All attempts of a given course will appear on the official transcript with the grade(s) earned. The maximum amount of times that a student can take a course is three (3) times. If a student cannot successfully complete a course by the third time, the student must be advised and seek approval from the Chief Academic Officer to continue in the enrolled program.

- Upon student request, when such repetition has taken place, the select course will be reflected with a "REPEAT" on the official transcript. The repeated course will not be calculated into the student's GPA or units earned. Students may not apply the course repeat policy to courses once they have graduated.
- This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated, all applicable fees apply.

- If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.
- The student will be required to pay for the course again at the tuition rate as stated in the signed enrollment agreement. This will affect the *Total Tuition for Program* as originally stated in the enrollment agreement.

COURSE SUBSTITUTION

A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Course substitution requests may be completed and submitted from a staff member. A student may be approved for course substitution based on their academic history or transfer credit on their program completion plan (PCP).

Students are limited to a maximum of three (3) course substitutions for each program of study. Substitutions may not be made across unrelated academic disciplines.

MAXIMUM COURSE LOAD

For the first session or term, students are only permitted to enroll in no more than 13 units. Thereafter, the maximum course load for all students in good standing is 9 units per session or 18 units total per term. Exceptions to this policy warrants substantial cause and must be approved by the Program Chair or CAO.

ACADEMIC PROBATION

If a student fails to maintain Satisfactory Academic Progress, s/he may be placed on Academic Probation (AP). The conditions of a student's AP may:

- Require the student to raise his/her CGPA by a set deadline.
- Require the student to take courses during non-mandatory terms.
- Restrict the student's travel privileges.
- Revoke the student's CPT privileges.

Failure to meet the conditions of a student's AP may result in administrative withdrawal from the program.

COMPLETION TIME

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

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

Degree Program	Standard (Yrs)		150% (Yrs)	
	F/T	P/T	F/T	P/T
Associate	2.5	5	3.75	7.5
Bachelor	5	10	7.5	15
Master	2	4	3	6
Doctor Degree	4	8	6	12

TEACHING SITE

IAU's Garden Grove location is a Satellite Teaching Site where students cannot complete more than 49% of the degree program. Other options for completing the program can be done online or at the LA Main Campus. The maximum number of units a student can earn at IAU's Satellite Teaching Site: ASBA 29 units, BBA 59 units, MBA 17 units, DBA (w/pre-reqs) 26 units, DBA (w/o pre-reqs) 30 units.

CHEATING AND PLAGIARISM

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

"In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."
Academic writing in American institutions is filled with rules that students often don't know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else's words or ideas. A charge of plagiarism can have severe consequences, including expulsion from a university. Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

ACTION AGAINST CHEATING AND PLAGIARISM

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

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

5. Referral to the Chief Academic Officer, as appropriate

PLAGIARISM PREVENTION - TURNITIN

Turnitin is a database operated by software designed to match text from other sources or literature found in Web content, previously submitted papers, and subscription-based journals and publications. Turnitin's intent is not to detect plagiarism, but to provide enough information through reports so that the individual can determine if a violation of plagiarism is taking place based on the originality report provided for each paper submitted (e.g., to determine whether the text submitted (e.g., the written paper or assignment correlates or matches to other sources found in Turnitin's databases are a problem or not). Note, Turnitin explains that it is important to realize that the Similarity Index is NOT a "plagiarism index" - there is no score that is inherently "good" or "bad" and this is where the individual must determine if there is a plagiarism violation. Moreover, 0% does not necessarily mean that everything is fine with the student's paper or assignment submitted and 99% does not necessarily mean that the student should fail. The instructor must look at the report and decide what is wrong with the paper in correlation to what is being reported by Turnitin.

Again, the Turnitin originality report shows the paper's text highlighted with any text that matches sources found in the Turnitin databases containing vast amounts of Web content, previously submitted papers, and subscription-based journals and publications. It is up to the instructor looking at the matches to decide whether you or the writer's intent matters.

In conclusion, Turnitin's intent is not to detect plagiarism, but to offer a tool that helps or assist instructors to make informed evaluations of the work submitted. As a caution, Turnitin CAN'T BE BEATEN because it provides the evidence of how much a submitted paper could resemble other literature or sources submitted or found in the Turnitin database. As a precaution, just don't cheat and students will be fine.

Submitting assignments early before due date will allow students time to make adjustments and resubmit a paper that avoids high similarity percentage results. Remember, students have up to the due date to resubmit papers before the professor grades and once the professor has graded submitted paper, the grade becomes final. The professor, at his or her discretion, may only allow a certain percentage allowance for Turnitin matches pertaining to title page, headings, in-text citations, references, and quoted material outlined on the student submission.

RULES OF CONDUCT

STUDENT HEALTH AND SAFETY REGULATIONS

IAU is not liable for injuries sustained by students in their activity as students, even though such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance. F-1 students are recommended to obtain and maintain healthcare insurance while enrolled at IAU.

PHOTO RELEASE

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

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

STUDENT CODE OF CONDUCT

Students enrolling in International American University's programs assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. It is IAU's intention to create a nurturing, vibrant learning community, promoting intellectual exploration and exchange.

All students are expected to comply with all the rules and regulations set forth by International American University. Students are expected to show respect for good order, integrity, morality, personal honor, and the rights of others. Failure to comply may result in punitive sanctions by the University. See the Code of Conduct in the Student Handbook for examples of such behaviors.

THREATS / BULLYING / INTIMIDATION

An expression of intention to inflict injury or damage. To cause another person to feel fear for their safety or well-being. Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another. Examples include, but it not limited to, yelling or raising

one's voice, the use of profanity, speaking condescendingly, or threatening harm.

CODE OF CONDUCT VIOLATION & SANCTIONS

Should the behavior of an individual make it necessary to impose disciplinary action, one or a combination of the following measures may be used: counseling, warning, grade reduction, probation, dismissal.

IAU reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. All sanctions are subject to review by the Chief Academic Officer, Program Chairs, Chief Executive Officer, and/or the Executive Council. See the Code of Conduct Violation & Sanctions in the Student Handbook for more detail.

IAU does not exercise academic or disciplinary suspension; however, the student will be dismissed for said academic or disciplinary reasons. If the student wishes to appeal the dismissal, they can submit a formal complaint to the Chief Executive Officer and the complaint shall be handled per the stated GRIEVANCE policy.

Students who have been dismissed for academic reasons may re-apply to IAU by referring to the RE-APPLYING TO IAU AFTER ADMINISTRATIVE WITHDRAWAL policy. Students who have been dismissed for disciplinary reasons may not re-apply.

GRIEVANCE

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

GRIEVANCE PROCEDURE

1. Students have the right to address a formal grievance to the Chief Executive Officer in writing.
2. The Chief Executive Officer shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student.

3. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the Chief Executive Officer shall determine whether a complaint shall be filed with the Office of EXECUTIVE AFFAIRS.
4. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Office of EXECUTIVE AFFAIRS.
5. If no complaint is filed with IAU because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Chief Executive Officer shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

EMERGENCY ACTION PLAN

International American University (IAU) seeks to provide a safe, secure, and healthy environment in which members of the university community can achieve their educational and academic goals. IAU is committed to maintaining a safe, secure, and healthy living, learning, and working environment for all its constituents. However, an unforeseen and emergency situation may occur beyond the control of the University. IAU is duly prepared to handle an emergency situation to safeguard its constituents. Emergency procedure and protocols are laid out in the Emergency Action Plan (2018) manual. Instructors, staff, students and other members of the university community must conduct emergency procedures and protocols in compliance with the Emergency Action Plan (2018) manual.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: (213) 485-6229
PARAMEDICS: (213) 383-7448
AMBULANCE: (323) 468-1600
POLICE: (213) 484-3400
FEDERAL PROTECTIVE SERVICE: (213) 894-3264
SECURITY (If applicable): (213) 418-4926
BUILDING MANAGER (If applicable): (213) 487-3770

STUDENT RECORDS POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-

school employees without consent of the student. "Students" as used in this notice include former students.

DISCLOSURE OF STUDENT RECORDS

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

AVAILABILITY OF STUDENT RECORDS

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

RIGHTS AND ACCESS BY OTHERS

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

FINANCIAL HOLD

Students who have a financial balance from any completed term will be placed on a "hold". The hold may restrict access to university services including, but not limited to, registration, transcripts, and graduation.

ADDRESS CHANGE

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

NAME CHANGE (STUDENT OR GRADUATE)

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

DECEASED STUDENTS (UPDATING RECORDS)

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

F-1 STUDENT POLICIES

F-1 STUDENTS FULL-TIME ENROLLMENT

F-1 students are required to enroll full-time for each mandatory Spring and Fall term. F-1 students are required to enroll full-time in the Summer term if it is the initial enrollment term.

- Undergraduate full-time enrollment: **12** units
- Graduate full-time enrollment: **9** units

F-1 STUDENTS CONSECUTIVE ENROLLMENT

Upon official enrollment, all F-1 students are required to register, enroll, and complete two consecutive sessions. F-1 students who do not register, enroll, and complete two consecutive sessions shall have their SEVIS record terminated. Students, who wish to transfer to another SEVP-approved institution before they have register, enroll, and complete one term or two consecutive sessions have not lawfully enrolled full-time. Thus, the F-1 students shall be terminated and be transferred in "terminated" status.

F-1 STUDENTS CONCURRENT ENROLLMENT

F-1 students attending IAU may attend another school but they must maintain full-time enrollment with IAU.

However, if F-1 students' SEVIS record belongs to another school, then they may attend IAU concurrently. Students must provide a letter from their school that states that they allow you to attend IAU.

F-1 STUDENTS AND ONLINE CLASSES

F-1 students are permitted by law to enroll in one online course worth no more than 3 semester units per trimester to meet full-time enrollment. However, once a student has met full-time enrollment, any additional courses they enroll in may be taken in any method of instruction they choose.

USCIS REGULATIONS

The United States Citizenship and Immigration Services (USCIS) is an agency for the Department of Justice. The USCIS governs the laws and regulations which affect individuals of different visa classifications. Please follow these simple guidelines to will comply with USCIS regulations:

- Student must be a full-time student at the school that s/he is authorized to attend by USCIS. This means completing at least 12 undergraduate units

or 9 graduate units each mandatory trimester (Spring & Fall).

- Student must have a permanent home address outside of the United States. That address must be on file with the school granting the I-20.
- Student must keep passport valid at all times, up to six months into the future.
- Student must be able to support him/herself without working illegally during the entire stay in the United States.
- Student should make photocopies of: passport, I-20, I-94 card (both sides). Keep the photocopies of these documents in a safe place. If original documents get lost or stolen, having copies will make the replacement process much easier.
- Student must not travel outside the U.S. without first consulting with an IAU DSO at least 2 weeks before traveling. The IAU DSO will check student's documents and sign I-20 so that s/he will not have any difficulties re-entering the United States. International students from certain countries may need to obtain special "visitor visas" to enter Canada. If a student has a family emergency and need to leave immediately, contact the IAU DSO for immediate assistance.
- Travel during student's application request for Optional Practical Training (OPT): If student is eligible and would like to apply for Optional Practical Training, student will be advised that student should not travel outside the USA until student has been issued the work permit from DHS.

F-1 ATTENDANCE REQUIREMENTS

Attendance. Classroom-Hybrid and F-1 students require physical attendance and active participation to pass a course successfully. Students must make every attempt to be in class during all class meetings. Attendance is strictly monitored. Students may not miss 50% of class sessions or they shall be administratively withdrawn from that course and automatically receive an "F". Students must maintain satisfactory academic progress (SAP). See SAP policy.

Cutting classes - Cutting of classes will be considered as unexcused absences.

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

Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Campus and F-1 students' tardiness will be strictly monitored.

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

EXCUSED ABSENCES

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

Unexcused absence are absences with reasons such as vacation, personal reasons, leaving the country due to personal reasons (even if DSO allows 2 weeks of leave), work, or anything that does not involve a doctor's note or police report.

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

F-1 STUDENTS REDUCED COURSE LOAD (RCL)

F-1 students are eligible to take an RCL only after they have been approved to do so by THE OFFICE OF STUDENT SUPPORT. Students who take an RCL without approval will be considered out of status. In order to apply, students must be able to demonstrate that an academic or medical situation has presented itself in which they are not able to meet full-time requirements. Please note that registration is not required in summer semesters, unless it is the student's first or last semester. Students who are approved to take a reduced course load are NOT eligible for curricular practical training.

RCL Due to Academic Difficulty. Students may request an RCL due to academic difficulty only once per degree level (maximum length of one term). Academic difficulty could be due to the following reasons:

- Difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods or
- Improper course placement

Students who receive an academic difficulty RCL must resume a full course of study in the next available semester in order to maintain status.

RCL Final Trimester. A student may be approved for final trimester RCL for students who are in their final trimester of study and only have a few units remaining to meet academic program requirements. Students may request an RCL due to final trimester only once per degree program.

RCL Due to Medical Reasons. A student may be approved for medical RCL due to a temporary medical condition with an appropriate doctor's letter recommending the RCL for medical reasons. Only a letter

from licensed physician, medical doctor, and doctor of osteopathy, or licensed clinical psychologist that recommends student to take less than the minimum units required for full time enrollment will be accepted. No more than 12 months (3 trimesters) total of Medical RCL is permitted per degree level. The 12 month aggregate total includes semesters in which a student has taken a Leave of Absence (LOA) for medical reasons and remained in the U.S. to receive treatment. At minimum, students approved for RCL must meet part-time enrollment requirements of 6 units per term for undergraduate students and 3 units for graduate students. See PART-TIME ENROLLMENT. If a doctor believes that a student is unable to meet this minimum unit enrollment, then the student should apply for a Leave of Absence. See LEAVE OF ABSENCE.

F-1 PROGRAM EXTENSION POLICY

F-1 students are required to complete their programs within the standard program length. F-1 students are expected to accomplish their educational objective by the program end date indicated on the form I-20, Certificate of Eligibility. However, F-1 students may be granted program extension under compelling academic or medical reasons such as:

1. Change of major or research topic
2. Unexpected research problems
3. Documented illness

Prior to granting an extension, a DSO shall evaluate and determine F-1 students' continuous progress toward the earning degree and maintenance of status. Delays caused by academic probation or expulsion are not acceptable reasons for a program extension.

F-1 STUDENTS LEAVE OF ABSENCE (LOA)

IAU realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave of Absence (LOA). The student must direct such a request to the Office of STUDENT SUPPORT by completing the LOA Request stating the reason for the request for leave of absence, the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. Students who are approved for LOA are NOT eligible for curricular practical training. When a student is granted a leave of absence, consequences may include:

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

Students considering an LOA must review these requirements:

1. Student must be in good academic standing when requesting an LOA
2. Student must be outside the U.S. during the LOA

Medical LOA. Students are eligible to take an LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a Doctor. Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. In addition, students must submit follow up paperwork to show that they are scheduled to receive treatment inside the United States. Students who remain in the U.S. without obtaining advance approval for medical LOA and do not submit follow up paperwork to substantiate reasons for remaining in the U.S. will be considered out of status.

Requirements and Limitations of Medical LOA:

1. Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific trimester or for defined dates.
2. Doctor's note should specify if the student should remain in U.S. to receive treatment
3. Must have PRIOR approval from the Office of STUDENT SUPPORT before withdrawing from courses
4. No more than 12 months total leave are allowed per degree level. The 12 month aggregate maximum includes all Reduced Course Load approved for medical reasons

Returning from LOA. It is the student's responsibility to email the Office of STUDENT SUPPORT at least 60 days prior to their return to the U.S. in order to continue their studies. All students returning from an LOA must validate their return to IAU by reporting to the Office of STUDENT SUPPORT within 30 days of the start of the new trimester as listed on their Form I-20. Students must bring the following documents to the appointment:

1. Copy of stamped I-20
2. Print out of I-94 Arrival/Departure record
3. Copy of F-1 visa in passport

LOA NOT Exceeding Five Months. F-1 students who leave the U.S. for less than five months for an LOA may use the same Form I-20 issued prior to departure. Students must contact the Office of STUDENT SUPPORT at least 60 days prior to their return in order to reactivate their I-20. In order to do this, students must submit proof of return ticket which is dated within 30 days of the start of the new semester as well as other supporting documents at the discretion of an academic advisor.

LOA Exceeding Five Months. F-1 students who will be outside the U.S. for longer than five months for an LOA must obtain a new I-20 from IAU with a new SEVIS ID number in order to re-enter the U.S. and continue their program. The current I-20 will be invalid after being

outside of the U.S. for more than five months. It is important to note that students may need to submit new bank statements, an updated passport, pay the I-20 processing fee, and pay a SEVIS I-901 Fee to activate their new I-20 and renew their F1 Visa to match the new SEVIS ID number issued with their new I-20 despite possessing an unexpired visa associated with their previous I-20.

F-1 ANNUAL VACATION POLICY

An annual vacation is a term spent during a student's program of study that does not require registering for a full course of study. F-1 students may also choose to travel outside United States during annual vacation term. F-1 students must seek approval from P/DSO prior to travel outside of the United States and must obtain endorsement Form I–20, "Certificate of Eligibility for Nonimmigrant Student Status."

Pursuant to 8 C. F .R §214.2(f), IAU permits eligible F-1 students to have an annual vacation only once per year and the student must intend to enroll for the term following annual vacation. Annual vacation is authorized only during the Summer term. F-1 students are ineligible to take an annual vacation during the mandatory terms (Spring and Fall). In addition, annual vacation shall not be warranted for F-1 students entering the Summer term as their initial /first term.

A P/DSO shall determine annual vacation eligibility prior to authorizing annual vacation. F-1 students must have completed at least one term of full-time enrollment or authorized reduced course load. An annual vacation length cannot exceed the time beyond the Summer term. F-1 students may not register for the following term due to "financial hold". As such, those students are ineligible for annual vacation.

F-1 students with a pending petition for reinstatement have no annual vacation benefit. If USCIS approves the petition for reinstatement, affirming that there was no violation of F-1 student status, the student may use the time while the petition was pending toward establishing eligibility for annual vacation. A school break (e.g., Spring or Fall break) when school is not in session does not constitute annual vacation.

F-1 students shall be deemed in violation of their non-immigrant status by taking annual vacation inconsistent with 8 CFR 214.2(f)(5)(iii) and its interpretation.

F-1 PROBATION AND SUMMER TERM

F-1 students who do not maintain the minimum CGPA for their enrolled program may be required to enroll in one or more 3-unit course each session in the Summer Term to improve their CGPA. Failure to enroll will result in termination of the SEVIS record.

F-1 WITHDRAWAL (W)

F-1 students may not withdraw from classes if it jeopardizes full-time enrollment, as required by law. However, F-1 students who must withdraw from courses due to academic or medical reasons or leave of absence (LOA) are required to meet with an academic advisor to properly reduce course load (RCL) and are subject to the terms aforementioned. See RCL policy herein.

F-1 COMPLETION TIME

F-1 students are required to complete their enrolled academic program within the standard time of completion. Students who need additional time to complete their academic program can refer to the F-1 PROGRAM EXTENSION POLICY herein.

WITHDRAWING FROM THE PROGRAM TO DEPART U.S. OR CHANGE STATUS

To withdraw from the program, the student must fill out a *Program Withdrawal Form* and email it to **studentsupport@iau.LA**.

Once the document is received, it will be passed to the Office of STUDENT FINANCE to calculate if any applicable refund is due at the time of withdrawal. The refund policy is adjusted according to the week in which a student withdraws. Since each course is (8) weeks, the student will be refunded a certain percentage of the total due for each individual course. IAU shall pay or credit refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's withdrawal has been determined. Please see the refund calculation policy below.

WITHDRAWING & TRANSFERRING OUT TO ANOTHER SEVP APPROVED INSTITUTION

To transfer to another SEVP-approved institution (accepts F-1 students), the student must submit the following forms and email them to **studentsupport@iau.LA**

1. Withdrawal Form
2. Transfer-Out Form
3. Acceptance Letter from new institution

Once the student submits all three documents to **studentsupport@iau.LA**, it will be passed to the Office of STUDENT FINANCE to calculate if any applicable refund is due at the time of withdrawal. Please see Pro Rata Calculation Refund Policy herein for more information on refunds. If there is a refund the student is eligible to receive, the student will be able to receive it within 30 days of withdrawal. If there is a balance in which the student owes the university, the student is not eligible to transfer out without first paying the balance which is due. IAU will transfer out the student's SEVIS record to the new

school as soon as the student's financial balance with the university is at $0.00.

NOTE: *It is the responsibility of the student who withdraws from the program to ensure they have been accepted into another institution and can present an Acceptance Letter, depart the United States within 10 days of withdrawal, or ensure that they are approved for another immigration status which allows them to legally stay in the United States. Once the student submits the Withdrawal Form, immediate action in SEVIS will take place.*

FINANCIAL POLICIES

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

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

F-1 students should plan carefully for their financial support while attending IAU, as local living expenses can be relatively high.

ENROLLMENT AGREEMENT

An enrollment agreement must be signed for the entire program enrolled. The student's enrollment is official upon signing the enrollment agreement. Campus and online students may submit scanned/emailed copies of the enrollment agreement. F-1 students shall execute the enrollment agreement upon arrival to the IAU campus.

TUITION CALCULATION/DUE

All students pay per-credit rate tuition based on how many course credits they take each term. It is the policy of the University to collect all tuition and other fees from a student at the time of course registration.

NON-TUITION FEES

Tuition does not include application fee, optional service fees, textbook prices, material fees, penalty/late fees, or other non-tuition charges.

FORMS OF PAYMENT

IAU accepts electronic funds transfer, cash, credit card, personal or business checks, cashier's check or money order.

PAYMENT PLANS

IAU shall make payment plans for eligible full-time enrolled students. This will alleviate the financial pressure on full-time enrolled students.

Payment are due at the stated tuition due date which is the 10th of the month. See academic calendar for tuition due dates.

Students who are delinquent with two consecutive or five total payments may not qualify for payment plans.

LATE PAYMENT/ PENALTY FEE

IAU will assess a penalty fee for various reasons as stated below.

- Late Application (1-2 days) $200
- Late Application (3-4 days) $350
- Late or Incomplete Tuition Payment - $25
- Late Registration Fee - $25, $50, $75, $100
- Late Graduation Petition - $25
- Returned Check - $50

FINANCIAL NOTICES FOR LATE OR DELINQUENT PAYMENTS

IAU shall send collection notices, in the form of phone calls and emails, to students who fail to pay tuition payments fees as agreed in the enrollment agreement or payment plan. The collection notices shall be spaced apart to give the student ample notice and time to make payment arrangements with IAU. The collection notices shall be sent via email with a final notice via email.

FINANCIAL SUSPENSION

A student may be placed on Financial Suspension for failure to pay the tuition and fees as agreed to in the enrollment agreement or payment plan for 30 consecutive days. A student who is placed on Financial Suspension will not receive any administrative or academic services while on suspension. Services withheld may include, but is not limited to, class registration, changing status, requesting transcripts, and requesting copies of I-20s. The student must reconcile their financial account with the Office of Student Finance to then be removed from Financial Suspension.

FINANCIAL DELINQUENCY

A student who is on Financial Suspension for 30 days may be placed on Financial Delinquency. The student must reconcile their financial account with the Office of Student Finance to then be removed from Financial Delinquency. A student who is placed on Financial Delinquency may be administratively withdrawn from IAU. I-20 students who have been administratively withdrawn from IAU may have their SEVIS record terminated.

CANCELLATION OR WITHDRAWAL

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

IAU, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less the non-refundable Application for Admissions and I-20 processing courier fee, if applicable, of $75 and $100, respectively, if notice of cancellation is made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later. IAU shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing.

CANCELLATION OR WITHDRAWAL WHILE USING LOAN

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

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

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

CANCELLATION OR WITHDRAWAL PROCEDURE

A student who wishes to withdraw from his/her program of study must complete the *Course/Program Withdrawal* form and send to **studentsupport@iau.LA**. The form can also be mailed to:

OFFICE OF STUDENT SUPPORT
INTERNATIONAL AMERICAN UNIVERSITY
3440 Wilshire Blvd. #1000
Los Angeles, CA 90010

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

REFUND TIME FRAME

IAU shall pay or credit refunds due on a reasonable or timely basis, not to exceed **30 days** following the date upon which the student's withdrawal has been determined.

PRO RATA REFUND CALCULATION

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Under this policy, the minimum refund allowed shall be as follows:

Class Scheduled	Percentage of Class Scheduled	Pro Rata Rate
1	12.50%	100.00%
2	25.00%	87.50%
3	37.50%	75.00%
4	50.00%	62.50%
5	62.50%	50.00%
6	75.00%	0.00%
7	87.50%	0.00%
8	100.00%	0.00%

REFUND EXAMPLE

Undergraduate U.S. CITIZEN OR AN ELIGIBLE NONCITIZEN Example

- The non-refundable Application for Admissions Fee costs $75, while a 3-unit undergraduate course costs $600.
- The student paid $75 for the non-refundable Application for Admissions Fee, plus $600 for the course. Therefore, the student paid $675 total to IAU.
- The 3-unit course spans 8 Lessons/weeks. The student attends 2 weeks and withdraws during the 2nd week.
- The student is entitled to a pro rata refund of 80% of his/her $600 tuition paid, which is $480.

Graduate NON U.S. CITIZEN, PERMANENT RESIDENT, OR OTHER ELIGIBLE NON-CITIZEN Example

- The non-refundable Application for Admissions Fee costs $75, while a 3-unit graduate course costs $1,200.
- The student paid $75 for the non-refundable Application for Admissions Fee, plus $1,200 for the course. Therefore, the student paid $1,275 total to IAU.
- The 3-unit course spans 8 Lessons/weeks. The student attends 4 weeks and withdraws during the 4th week.
- The student is entitled to a pro rata refund of 50% of his/her $1,200 tuition paid, which is $600.

CHARGE BACK

A credit card chargeback occurs after a cardholder initiates a merchant dispute with their issuing bank, the

issuing bank will then chargeback the transaction being disputed to IAU and the cardholder's account is credited. IAU will make every effort to avoid chargeback by providing documentation to the issuing bank. Also, IAU will contact the cardholder to resolve the cause of chargeback between IAU and the student. If the provided documents are unsuccessful to void the chargeback request, the cardholder will receive the credit back from the issuing bank and IAU will be charged the chargeback processing fee and chargeback amount. The chargeback amount will be applied to the student's account. The student is also responsible for the chargeback processing fee and other fees which were issued during the chargeback transaction.

STUDENT TUITION RECOVERY FUND (STRF)

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the

closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

FEDERAL AND STATE FINANCIAL AID PROGRAMS

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

STUDENT REFERRAL CREDIT

IAU will credit active students who refer new students to the University with a one-time, $100.00 value of gift card. The maximum referral credit is $100 annually. The referred student must provide the referrer's name to the Office of Admissions on the Application for Admissions. The referrer must provide a picture ID to pick up the referral credit. The referrer can give an authorization to another person pick up the referral credit. The authorization may be requested to finance@iau.la.

SCHEDULE OF FEES

IAU makes every effort to keep student costs to a minimum. The Board of Directors may determine that the Schedule of Fees may need to be increased based on incurred costs. IAU reserves the right to change tuition rates and non-tuition fees without notice. The Schedule of Fees shall be published in the catalog and website.

NON-ELIGIBLE ASSISTANCE TUITION

Students who are not a U.S. citizen, permanent resident or other eligible non-citizen (status of refugee, asylum, humanitarian parole, Cuban-Haitian Entrant) are considered international students. Students who hold F1, F2, J1, J2, or G series visas are also considered international students. These students are not eligible for federal financial aid. Financial aid is defined as monetary aid funded by the United States Government to assist US Citizens and Permanent Residents with college costs.

Undergraduate (per unit)................................$150
Graduate (per unit)..$265

ELIGIBLE ASSISTANCE TUITION

Students who are U.S. Citizens or eligible noncitizens who do not need financial aid or are able to participate in aid programs such as VA-GI Bill or Federal Student Loans under Title IV are categorized under "Eligible Assistance". Students must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).

Undergraduate (per unit)................................$200
Graduate (per unit)..$400

NON-TUITION FEES

(All Non-tuition fees are Non-refundable)

Admissions Fees
Application for Admissions (General) $75
Admissions I-20 processing/courier fee.......................$100
Rush Processing Fee...$200
Late Application for Admissions Fee (1-2 days) $200
Late Application for Admissions Fee (3-4 days) $350
Transfer Credit (TRC) Evaluation Fee............................ $25
Reinstatement I-20 Fee...$300

CA State-Mandated Fees
STRF .... 0% of Tuition

USCIS/SEVIS-Related Fees
I-20 (Past Terms) $10/Each
OPT Processing Fee $120
USCIS Reinstatement Fee..$1,000
USCIS Request for Evidence (RFE) $250

Official Document Fees
Enrollment Verification, or Migration Certificate..........$10
    USPS courier .... Included
    USPS courier w/ tracking $10
    UPS courier w/ tracking...$50
Duplicate Student ID Card.. $5
Duplicate Diploma
    USPS courier $25
    USPS courier w/ tracking $65
    UPS courier w/ tracking.. $100

Transcripts
Electronic Transcript ....$10/per order
Paper Transcript w/ tracking
    USPS Domestic Mail...$12.50
    USPS International Mail $15
    FedEx Overnight Domestic $35
    FedEx International...$57.50

Graduation/Diploma Cover/Frame Fees
Graduation Petition Fee..$25
Late Graduation Petition Fee...$25
8.5"x11"/11"x14" Diploma Frame.....................$80/$90
Diploma frame Shipping (domestic/Int'l)...........$25/$100

Testing Fees
TOEFL Test $60
TOEFL Test Rush Grading...$25

Misc. Fees
Late Application for Admissions Fee (1-2 days)........ $200
Late Application for Admissions Fee (3-4 days)........ $350
Late Class Registration Fee (1 day)...............................$25
Late Class Registration Fee (2-9 days).........................$50
Late Class Registration Fee (10 days)...........................$75
Late Class Registration Fee (Last Chance) $100
Returned Check Fee..$50
Repeat Course Grade Change Fee...............................$25
Notary...$10
Authentication/Apostille (each office) $50
Parking Validation (Mon- Sat)... $3

TUITION CHARGES FOR ENTIRE EDUCATIONAL PROGRAM - NON-ELIGIBLE ASSISTANCE

Program	Units	Per Unit	Tuition	App*	STRF**	Total Charges
SCHOOL of BUS						
Associate of Science in Business Administration (ASBA)	60	$150	$9,000	$75	$0	$9,075
Bachelor of Business Administration (BBA)	120	$150	$18,000	$75	$0	$18,075
Master of Business Administration (MBA)	36	$265	$9,540	$75	$0	$9,615
Doctor of Business Administration (DBA)	54	$265	$14,310	$75	$0	$14,385

TUITION CHARGES FOR A FULL-TIME TRIMESTER (4 MONTHS) - NON-ELIGIBLE ASSISTANCE

Program	Units	Per Unit	Tuition
SCHOOL of BUS			
Associate of Science in Business Administration (ASBA)	12	$150	$1,800
Bachelor of Business Administration (BBA)	12	$150	$1,800
Master of Business Administration (MBA)	9	$265	$2,385
Doctor of Business Administration (DBA)	9	$265	$2,385

TUITION CHARGES FOR ENTIRE EDUCATIONAL PROGRAM - ELIGIBLE ASSISTANCE

Program	Units	Per Unit	Tuition	App*	STRF**	Total Charges
SCHOOL of BUS						
Associate of Science in Business Administration (ASBA)	60	$200	$12,000	$75	$0	$12,075
Bachelor of Business Administration (BBA)	120	$200	$24,000	$75	$0	$24,075
Master of Business Administration (MBA)	36	$400	$14,400	$75	$0	$14,475
Doctor of Business Administration (DBA)	54	$400	$21,600	$75	$0	$21,675

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

Program	Units	Per Unit	Tuition
SCHOOL of BUS			
Associate of Science in Business Administration (ASBA)	12	$200	$2,400
Bachelor of Business Administration (BBA)	12	$200	$2,400
Master of Business Administration (MBA)	9	$400	$3,600
Doctor of Business Administration (DBA)	9	$400	$3,600

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

COURSE DESCRIPTIONS

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

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

SCHOOL OF GENERAL EDUCATION

ANT | ANTHROPOLOGY

ANT 100 Introduction to Anthropology
This course introduces students to a global perspective through exploring the range of human diversity to liberate from a very parochial view and appreciate the full sweep of the human condition. The emphasis will be on critical, thinking, the evaluation of competing hypotheses, and skills to generalize from specific in providing a holistic and integrative approach to humanity.

COM | COMMUNICATIONS

COM 100 Introduction to Mass Communication
This course introduces students to modern journalism and mass communication; mass communication media and effects; role and influence of journalistic media such as newspapers, magazines, broadcast media, photojournalism, computers and related fields of advertising and public relations.

COM 200 Public Speaking
This course helps students build confidence in preparing and delivering informative and persuasive speeches. Topics include subject selection, audience analysis, research, organization, and the use of voice and body in speech delivery.

COM 500 Public Speaking for Managers (1.5 Units)
This course helps students build confidence in preparing and delivering informative and persuasive speeches. Topics include subject selection, audience analysis, research, organization, and the use of voice and body in speech delivery.

ENG | ENGLISH

ENG 100 English Composition
This is a course in composition and English language studies. The two goals of the course are to achieve competence with the use of English and fluency with written English. To accomplish the first goal, focus will be on the structure of the English language, and to accomplish the second goal, students will study how several writers create their work.

ENG 200 World Literature I
This course introduces the perspective of world fiction including authors from the United States, Europe, Asia, and South America. Students are exposed to a broad range of literary texts organized around a central theme, topic, or genre. (Prerequisite: ENG 100 English Composition)

ENG 300 Critical Thinking
This course introduces the student to critical thinking and argumentation. It involves getting ideas, using sources, evaluating kinds of evidence, and organizing material. There is an emphasis on contemporary arguments.

ENV | ENVIRONMENT

ENV 100 Introduction to Environmental Science
This course is intended for students interested in understanding how humans and other species interact with one another and with their surrounding physical environment. Students will investigate how different ecosystems function and respond to changes in various biological, chemical, and geological processes.

GEO | GEOGRAPHY

GEO 100 Introduction to Geography
This course introduces geography as a "spatial" science that covers a broad field covering both physical and cultural aspects of the Earth's surface. This course will focus on the Earth's geology and natural resources, Earth's population patterns, Earth's cultural patterns, Earth's political patterns, and many other relevant topics.

HIS | HISTORY

HIS 100 World History I
This course interweaves stories of human interactions with nature and each other. This is an environment-centered approach about humans distancing themselves from the rest of nature and searching for a relationship that strikes a balance between constructive and destructive exploitation, and how human cultures have become mutually influential yet mutually differentiating. This is the first of two courses and begins with 5000 BC and ends at the Renaissance.

HIS 110 World History II
This course is a continuation of HIS 100 and begins with the Renaissance up to the 21st century.

HIS 200 US History I
This is a survey course of United States history from colonial times until the Civil War. The course explores the creation of American cultures and identities in the early years covering the colonial, revolutionary, and early periods of US history.

HIS 210 US History II

This course is a continuation of United States history and covers the period of post-Civil War to present day.

HIS 300 Asian History

This course is an introduction to the history of Asia and covers the economic, cultural, political, and religious aspects of the major Asian countries, with emphasis on China, Japan, and India but with some reference to Vietnam, Korea, and Central Asia. This course examines the interactions of Asia with the rest of the world and the relationships of each of the Asian countries with each other. We ask how international diplomatic, commercial, military, religious, and cultural relationships joined with internal processes to direct the development of Asian societies, and we address perceptions and misperceptions of each other by Asians and foreigners.

MAT | MATHEMATICS

MAT 200 College Algebra

This course is designed to provide an introduction and review of the components of algebra at the undergraduate level. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

POL | POLITICS

POL 100 Introduction to Political Science

This course is a study of the scope and methods of political science, including such topics as systems analysis, political culture, political behavior, governmental structures, and governmental processes.

POL 300 Comparative Political Ideologies

This course surveys major political ideologies and links them to political realities. The course will cover various classical political ideologies and modern political ideologies and how they have been manifested in various political systems today. The course will involve readings from classical political philosophers and modern political thinkers.

PSY | PSYCHOLOGY

PSY 100 Introduction to Psychology

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior.

REL | RELIGION

REL 100 Introduction to Religion

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

REL 110 Introduction to the Bible

This course serves as an introduction to the nature and origin of the Bible, as well as a preparation for more advanced theological studies. Students will learn about the Bible's overall structure and storyline, its divine inspiration and authority, the development of the canon, and the transmission of the Biblical text. An overview of basic doctrinal categories is presented, with special emphasis on Theology and Christology, and students are introduced to important theological terminology.

REL 200 Religions of the World

This course examines most of the major religious traditions of the world in terms of their history, worldviews, practices, goals and ideals. These include the religions of the Middle East (Judaism, Christianity, and Islam) and Europe (Protestant Christianity), commonly identified as "Western," and the religions of South Asia (Hinduism, Jainism, Buddhism, and Sikhism) and East Asia (Confucianism and Daoism), commonly identified as "Eastern." Primary emphasis is placed on historical and geographical origin, though we will also discuss later adaptations and developments (e.g., Buddhism in East Asia and world religions in America). Tracing the contours of nine major "world religions," students will have the opportunity to familiarize themselves with the diversity of religiosity in various cultures and contexts. In addition, this class will contextualize world religions within the larger contours of human history and relevant issues from comparative religious studies.

REL 300 Global Perspectives on the Old Testament

The course is a study of Old Testament history, literature and theology with emphasis upon the historical development of key concepts of Old Testament biblical theology. Among other essential themes, students explore the meaning of "image of God", blessing and abundance, stewardship of cultural and redemptive mandates, covenant community and social ethics, justice and grace. This survey covers Genesis through I & II Samuel.

REL 310 The New Testament

This course provides a historical study of the origins of Christianity by analyzing the literature of the earliest Christian movements in historical context, concentrating on the New Testament. Although theological themes will occupy much of our attention, the course does not attempt a theological appropriation of the New Testament as scripture. Rather, the importance of the New Testament and other early Christian documents as ancient literature and as sources for historical study will be emphasized. A central organizing theme of the course will focus on the differences within early Christianity.

REL 320 The Gospels
This course studies the content of the Four Gospels of the New Testament, as well as their literary, historical, social, and theological contexts. Each Gospel is read individually, and then carefully comparing and contrasting their portraits of Jesus, their messages for ancient Christians, and their relevance for modern readers. The course explores what can really be known about Jesus of Nazareth, in contrast to later legends and beliefs.

SOC | SOCIOLOGY

SOC 100 Introduction to Sociology
This course introduces students the core concepts in sociology, including sociological perspectives on culture, social structure, socialization, social institutions, personality and the self, prejudice and discrimination, the significance of race, class, and gender, political and social change, demography, human ecology, and crime and deviance.

SOC 110 Art and Culture
The course will cover significant ideas, art forms, philosophies, and scientific developments in Western culture since the Renaissance. Through examining such ideas and events, student will see the traditional ways in which humans viewed their relationship with the past, with the future, with God, with nature, with other humans, and with themselves.

SCHOOL OF BUSINESS & GRADUATE SCHOOL OF MANAGEMENT

ACC | ACCOUNTING

ACC 100 Principles of Financial Accounting
This course is designed to provide an introduction to financial accounting from the users' perspective. Its primary purposes are to promote understanding of financial accounting information for decision-making purposes and to focus on financial accounting's role in communication business results.

ACC 200 Principles of Managerial Accounting
This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, capital investment, performance evaluation, decision-making and the statement of cash flows, along with financial statement analysis. *(Prerequisite: ACC 100 Principles of Financial Accounting)*

ACC 210 Cost Accounting
This course is an advanced treatment of managerial accounting/cost accounting. Emphasis is on budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Emphasis is on decision-making and performance evaluation techniques in management/cost accounting

utilizing case studies. *(Prerequisite: ACC 100 Principles of Managerial Accounting)*

ACC 300 Intermediate Accounting I
This course is the first in a series of three intermediate financial accounting courses which provide a comprehensive study of financial accounting theory and financial accounting reporting. The course will concentrate on the foundations of financial accounting and include an in-depth study of generally accepted accounting principles and concepts. Emphasis will be on a deeper understanding of financial statements, earnings management, and the revenue/receivables/cash cycle. *(Prerequisite: ACC 100 Principles of Financial Accounting & ACC 200 Principles of Managerial Accounting)*

ACC 310 Intermediate Accounting II
This is the second in a series of three intermediate financial accounting courses which provide a comprehensive study of financial accounting theory and financial accounting reporting. The course will concentrate on revenue recognition as well as operating assets and liabilities. Later emphasis will be on accounting for stockholder's equity. *(Prerequisite: ACC 300 Intermediate Accounting I)*

ACC 320 Intermediate Accounting III
This course is a follow-on to ACC 310 Intermediate Accounting II. Topics include: investments in financial assets, accounting for income taxes, accounting for leases, accounting for employee compensation and benefits, earning per share, accounting changes and error analysis, and statement of cash flows.

ACC 350 Taxation I
This course involves preparation of individual federal income taxes. The focus of this course is basic tax issues for students relative to individual reporting. Topics include basic income tax computation, income definition, property transactions, taxes and investment and financing decisions, etc. The purpose is to provide a basic understanding of the role of taxes in decision-making. The materials used in this course include the tax law (the Internal Revenue Code), authoritative government regulations, and government background studies on taxation. There will be some exposure to current research on taxation. *(Prerequisite: ACC 310 Intermediate Accounting II)*

ACC 360 Taxation II
This course is a continuation of federal income taxes subject matter. The focus of this course is on corporations and their tax obligations. There will be some exposure to current research on taxation. *(Prerequisite: ACC 350 Taxation I)*

ACC 400 Advanced Accounting I
This course involves the advanced development of applications of financial accounting concepts. The main emphasis is in the accounting entities: consolidations, partnerships, branch and affiliated companies, governmental units, nonprofit organizations, estates, and trusts. The course emphasizes accounting principles in

relationship to installment sales, consignments, segments of business enterprises, interim reporting, SEC reporting, and multinational companies. *(Prerequisite: ACC 300 Intermediate Accounting I & ACC 310 Intermediate II)*

ACC 410 Advanced Accounting II
This course is a continuation of ACC 400 and is designed for accounting majors as it involved advanced application of financial reporting concepts. The main emphasis is on multinational accounting, SEC reporting, partnerships, and governmental entities. *(Prerequisite: ACC 400 Advanced Accounting I)*

ACC 420 Auditing I
This course is designed to provide an introduction to auditing. The objectives include principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Special emphasis is given to assets and liabilities. This course is a study of techniques available for gathering, summarizing, analyzing and interpreting the data presented in financial statements and procedures used in verifying the fairness of the information. Also, ethical and legal aspects and considerations are emphasized. *(Prerequisite: ACC 300 Intermediate Accounting I & Intermediate Accounting II)*

ACC 430 Auditing II
This course continues with the concepts, standards, and procedures used by independent auditors in verifying business data in order to render an opinion and report on the financial statements of the entity being examined. Includes professional and ethical relationships, study and evaluation of internal controls, audit program applications, statistical sampling concepts, and applications. *(Prerequisite ACC 420 Auditing I)*

ACC 440 International Accounting
Upon successful completion of this course, the student will have gained the tools necessary to make informed decisions on a broad range of accounting challenges faced by multinational enterprises. Also, the student will learn the ways different countries perceive and interpret certain accounting topics and the rationale behind they deal with them. The purpose of this course is to examine the managerial and financial accounting function from an international perspective, focusing on the flow of information in multiple currencies, complying with reporting requirements in the United States, Europe and Japan. Case studies will be used to illustrate the specific day-to-day complexities of accounting issues that are encountered in international business operations. *(Prerequisite: ACC 300 Intermediate Accounting I & ACC 310 Intermediate Accounting II)*

ACC 500 Managerial Accounting
This course examines advanced topics in management accounting relative to information needs regarding planning, control, and decision-making. Topics covered include cost concepts, job-order, activity-based and process costing, analyzing cost behaviors, cost-volume-profit relationships, and capital budgeting.

ACC 510 MBA Financial Accounting
This course is designed for the MBA program and includes the following: (1) to learn the basics of financial accounting, including analyzing business transactions, recording journal entries, and preparing financial statements, (2) to understand the rationale for current accounting practices and the decisions that are made using accounting information, and (3) to develop a greater appreciation for the important role accounting plays in decision-making and the success of every business enterprise.

BUS | BUSINESS

BUS 100 Introduction to Business
This course is designed to provide a foundation in general business areas such as accounting, finance, economics, marketing, business law, and other business subjects.

BUS 110 Business Communication
This course is an introduction to business and professional communication. Individual-level topics cover organizational communication, business vocabulary, speaking and writing, preparing and delivering presentations, and career management.

BUS 150 Business Math
This course involves mathematics calculations in the context of business applications. Topics include basic numbers facts, equations used in business, simple and compound interests, payroll, financial instrument value determination, bank loans, taxes, insurance, determining depreciation, and financial statements and ratio.

BUS 200 Introduction to Entrepreneurship
This course is an introduction to entrepreneurship and will focus on identifying opportunities and putting useful ideas into practice. The process will include deciding to become an entrepreneur, developing successful business ideas, moving from an idea to an entrepreneurial firm, and managing and growing to entrepreneurial firm.

BUS 300 Business Ethics
This course confronts a number of morally and legally thorny issues that arise on both a domestic and international scale. It will present arguments raised by partisans of conflicting viewpoints, sorting out the competing interests that motivate them.

BUS 310 Business Law
This course introduces students to the legal concepts that influence business relationships, decisions, and practices. Topics covered are contracts, property rights, torts, financial transactions, and business related crimes.

BUS 320 Introduction to International Business
This course introduces the concept of international business as a system and the theories which underlie it; institutions

which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

BUS 330 Introduction to E-Commerce
This course is designed to create a comprehensive awareness of e-commerce (e-business), beginning with the "basics", i.e. terms, concepts and definitions, working toward and facilitating a wide understanding and appreciation of e-commerce (e-business) applications, and the vital role they play in modern business practice.

BUS 400 Business Strategy and Policy
This course focuses on giving students the opportunity to develop and apply the theories, tools, and concepts they have accumulated throughout the program. Emphasis will be on problem-solving and decision-making.

BUS 440 Internship (0.5 units)
This course is an internship for undergraduate students which represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. The internship can be on-campus with IAU or through companies which IAU has an established cooperative agreement. Students will be responsible for completing weekly discussion questions and submitting the Internship Completion Form by the end of the course. This course is PASS/FAIL.

BUS 530 Management Information Systems
This course provides an overview of information technology and its application in a business. By simultaneously examining business cases and the capabilities of relevant technologies, students will develop an understanding of how information technology is the primary enabler for improved business processes. Systems and technologies that are examined from this dual business and technology perspective include relational databases, the Internet and networks, enterprise resource planning, customer relationship management, and supply chain systems.

BUS 540 Business Law for Managers
This course examines the key components of the business environment, and legal choices with regard to corporate decisions. In today's business world, legal and regulatory environments directly impact an organization's strategic operation and performance. Environmental controls reflect a series of ever changing issues that are frequently reviewed, revised or eliminated. The emphasis in this course is on current regulatory environments and their impact on organizational directions.

BUS 560 Business Ethics and Social Responsibility
This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact

that various leadership styles have on organizations and communities will also be presented.

BUS 590 Business Strategy
This course examines the conceptual and practical aspects of business strategies and policy decision-making through the utilization of business concepts, theories, and tools. The course covers current business issues and developments and involves the use of case study analysis.

BUS 640 Internship (0.5 units)
This course is an internship for graduate students which represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. The internship can be on-campus with IAU or through companies which IAU has an established cooperative agreement. Students will be responsible for completing weekly discussion questions and submitting the Internship Completion Form by the end of the course. This course is PASS/FAIL.

BUS 680 Sustainability and Innovation
This course is designed to familiarize students who are not environmental specialists with relevant facts and analyses on the recent environmentalism evolution. The focus is on enabling future leaders to provide guidance, leadership, and support to business organizations in the development and successful execution of initiatives to promote sustainability.

BUS 700 MBA Capstone: Strategy & Competition
This course is designed to develop the student's ability to think constructively about the pursuit of sustainable competitive advantage through the systematic identification, evaluation, and creation of attractive business and corporate opportunities. Issues presented are developing a sustainable competitive advantage through strategy formulation and execution, understanding of the elements needed in a worldwide economy, assembling and organizing resources to execute strategies, and competing across multiple markets.

DOC | DOCTORAL

DOC 800 Consortium I: Scholarly Writing
This consortium introduces students to the principal elements of research and scholarly writing. Students explore approaches to synthesizing literature and the application of the major components of APA convention, and learn to coordinate literature searchers. Learners also learn how to discern principal arguments, analyze research questions, and clearly identify the key scholarly attributes to journal articles and other sources of scholarly data. This consortium also introduces learners to the University's over-arching Christian values and beliefs regarding research and the responsibility of scholars to continue a tradition of contributing to an ever-expanding body of knowledge.

DOC 810 Consortium II: Research Techniques

This consortium allows student to begin developing their skills as academic researchers. Addressed topics include research question development, design, item generation, subscale development and analysis, and basic hypothesis testing.

DOC 820 Consortium III: Project Development
Students complete research prospectus as the foundation for their project research proposal. Emphasis is placed on fully articulating a study design and methodology that is aligned with their research questions and hypotheses.

DOC 901 Comprehensive Examination (4.5 units)
This course is a continuation of the Comprehensive Examination portion in the DBA program. This course involves the examination itself. This examination is designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral project/dissertation and to teach university level courses in their chosen field. They are meant to test candidates' competencies. Course may be repeated but not for additional credit.

DOC 910 Doctoral Comprehensive Examination I (4.5 units)
Once all coursework has been successfully completed, doctoral students are required to complete a comprehensive examination. This examination is designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral project/dissertation and to teach university level courses in their chosen field. They are meant to test candidates' competencies. Course may be repeated but not for additional credit. (Prerequisite: All required doctoral courses. NOTE: RSC 810 Literature Review may be taken concurrently with this course.)

DOC 915 Doctoral Comprehensive Examination II (4.5 units)
This course is a continuation of the Comprehensive Examination portion in the DBA program. This course involves the examination itself. This examination is designed to ensure that candidates are adequately prepared to undertake the research required for a doctoral project/dissertation and to teach university level courses in their chosen field. They are meant to test candidates' competencies. Course may be repeated but not for additional credit. (Prerequisite: DOC 910 Doctoral Comprehensive Examination I)

ECN | ECONOMICS

ECN 200 Introduction to Microeconomics
This course studies business enterprises, institutions, market specialization and exchange, pricing and output, competition and monopoly, and government regulations. Additional topics include current economic problems and international economic development.

ECN 210 Introduction to Macroeconomics
This course covers economic activity and growth, determination of income, employment, output, inflation, aggregate demand and supply, money and banking, monetary and fiscal policies, and international economic issues.

ECN 300 Money and Banking
This course addresses classical and contemporary issues in the theory of money, banking, and financial institutions. The course will focus on money creation process, to endogenous money versus exogenous money, and to the ability of the Federal Reserve to stabilize the economy.

ECN 500 Managerial Economics
This course is intended to help students make ethical choices in a business context. It investigates ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities will also be presented.

ECN 510 International Economics
This course will introduce both the micro-economic and macro-economic issues relevant to the economic relations among countries via international trade. The first half of the course deals with the microeconomic issues of international trade, and covers such issues as why do countries trade, what do they trade, how are the gains from trade distributed, and protectionism vs. free trade and regional economic integration. The second half of the course deals with issues in international finance and macroeconomics, and covers such issues as the markets for currencies and exchange rates (fixed vs. flexible), balance of payments, adjustment processes, and open economy macroeconomics (role of monetary and fiscal policies) in a general equilibrium framework.

ECN 520 Money, Banking & Financial Systems
This course is designed to help students understand the connections between money (the Federal Reserve), financial markets, and the macro-economy. Topics include how the Federal Reserve determines interest rates and conducts monetary policy. Also discussed are the economic factors that drive the curves in different bond markets. There is an in depth study of the banking system as to functions and their importance. The course is designed for students to gain a macro-economic perspective on capital markets, from investors to bankers, or those simply interested in the linkages between interest rates, banks and the economy. There also is an analysis of the cause and effects of the 2007-2009 financial crisis in the United States.

ECN 800 Economic Theory and Policy
This course is an advanced course in economics with a focus on the relevance and applicability of economic concepts and how these concepts can be used to analyze and explain events kin the business environment. The course involves the use of economic and mathematical models and their application in the business world.

FIN | FINANCE

FIN 300 Fundamentals of Finance
This is an introductory course integrating concepts of corporate finance, investments, and capital markets. Topics include the time value of money, role of money in the economy, financial analysis, ratio analysis, capital budgeting, security valuation, capital market theory, and working capital management. Focus is on value maximization and risk/return tradeoffs in financial decisions. *(Prerequisite: ACC 100 Principles of Financial Accounting)*

FIN 400 Intermediate Financial Management I
This course builds on and reinforces concepts that were introduced in previous finance courses. Among the topics covered are risk measurement and management, capital market theory, capital budgeting, valuation, capital structure theory, and dividend policy. The course concentrates on quantitative techniques and financial theory and their application. *(Prerequisite: FIN 300 Fundamentals of Finance)*

FIN 410 Intermediate Financial Management II
This course builds on FIN 400 and continues with advanced topics. These include capital structure decisions, strategic financing decisions, tactical financing decisions, working capital management, and other special topics. The course concentrates on quantitative techniques and financial theory and their application. *(Prerequisite: FIN 400 Intermediate Financial Management I)*

FIN 420 Financial Markets & Institutions
This course explores the role of commercial and investment banks, as well as non-bank financial institutions such as insurance companies, mutual funds, and pension funds; asset/liability and risk management in banks and non-bank financial institutions; organizational management of financial institutions; and the relationship between the macroeconomic environment, financial markets, and financial institutions. *(Prerequisite: FIN 300 Fundamentals of Finance)*

FIN 430 Introduction to Investments
This course examines principles and methods of investing in securities of business and government. This course is a study of practical management of portfolios containing both fixed-income and equity investments. The emphasis is on the application of analytical techniques and portfolio management theories for individual and institutional investors. *(Prerequisite: FIN 300 Fundamentals of Finance)*

FIN 440 Financial Statement Analysis
This course studies the basic principles of accounting and the assumptions of the financial accounting model and applying general purpose financial statements and related data to derive estimates and make inferences useful in business decisions. Involved are analyzing financial statements in detail, interpret ratios, and trend analysis. Students will analyze the effects of earnings management, financial shenanigans, choice of accounting methods and variations in level of firm disclosures on financial statement analysis.

FIN 450 International Finance
The purpose of this course is to introduce students to the international markets in which firms operate, and to give an understanding of the important international economic factors and relationships that can affect a multinational firm. The material covered in this course will be used to assess the risk of the economic environment in which multinational firms operate, and examine the decisions facing financial managers in a global environment and the tools used in making those decisions. The topics include foreign currency exchange rates, arbitrage and parity conditions, currency risk management, financing in the global market, and cross-border valuation and international investment.

FIN 500 Financial Management
This course explains financial control at the corporate management level with special reference to policies and practices required to plan and control the sources and uses of a firm's funds. Emphasis on working capital management and selection of alternative investment opportunities, funds acquisition, dividend policies, optimal debt-equity mix, and budgetary and related procedures as basic tools which provide data used by management for decision-making purposes.

FIN 510 Advanced Financial Management
This course is designed as an advanced course in financial management and analysis. Studies include capital budgeting, cost of funds, and capital structure and valuation. Selected topics include real options, derivatives and risk management, bankruptcy and reorganization, lease financing, takeovers, mergers, and multinational financial management. The course is a combination of problem-solving and case study methodologies that are used to illuminate theories and techniques in financial analysis and planning. *(Prerequisite: FIN 500 Financial Management)*

FIN 530 International Financial Management
This course focuses on the environment in which the international financial manager operates. Topics include foreign exchange risk, political risk, working capital management, long-term investments and financing, and accounting and control. The focus is on foreign versus domestic operations. *(Prerequisite: FIN 500 Financial Management)*

FIN 540 Financial Markets & Institutions
This course explores the role of commercial and investment banks, as well as non-bank financial institutions such as insurance companies, mutual funds, and pension funds; asset/liability and risk management in banks and non-bank financial institutions; organizational management of financial institutions; and the relationship between the macroeconomic environment, financial markets, and

financial institutions. *(Prerequisite: FIN 500 Financial Management)*

FIN 550 Mergers, Acquisitions, Restructuring, and Corporate Governance
This course explores how powerful, long-term change forces have been driving M&A activity and how the role of mergers and acquisitions assists firms and economies in adjusting to opportunities and change. The course also will examine corporate governance including internal control mechanisms, the role of board of directors, ownership concentration, executive compensation, and outside control mechanisms. The course will also examine corporate restructuring and divestures. *(Prerequisite: FIN 500 Financial Management)*

FIN 560 Financial Statement Analysis
This course deals with the interpretation, analysis, and evaluation of financial reports from various viewpoints including creditors, owners, investment firms, and other stakeholders. Topics include impact on general business and industries, financial market behavior, credit criteria, ethics, and investment standards are they relate to financial reports. *(Prerequisite: FIN 500 Financial Management)*

HCA | HEALTHCARE ADMINISTRATION

HCA 500 United States Health Care System
This course examines an overview of the U.S. health care system, causes and characteristics of health service utilization, nature of wellness and disease, individual provider settings, financial and nonfinancial resources used and needed, measurement of quality of care, and current issues in delivery.

HCA 510 Health Care Law and Ethics
The course presents an overview and critical evaluation of the legal principles of federal law on health issue as well as other issues regarding social and private insurances. Emphasis is placed on medical law and ethics, healthcare professional—patient relationship, public duties of heath care professionals, and professional liability and malpractice.

HCA 520 Dynamic Health Care Leadership
The course examines elements of health care management and leadership from a nursing perspective. Particular attention is focused on management principles, motivation, organizational structure, and leadership. The course further explores the role of the health care nursing administrator in an organizational and community setting.

HCA 530 Healthcare Human Resource Management
This course covers concepts in human resources management as applied to health services organizations. Students will explore the relationship between human resources management and general management; nature of work and human resources; compensation and benefits; personnel planning; recruitment and selection; training and development; employee appraisal and discipline; and

labor relations. Also discussed is the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the key quality standards that impact healthcare HR management.

INT | INFORMATION TECHNOLOGY

INT 100 Introduction to Information Technology
This course is a historical and practical introduction to computer and network terminology, applications, and concepts. Students will be exposed to a variety of tools available to find and access information on the Internet, to exchange information between computers, and to perform basic web design. Students will explore applications (such as browsers and spreadsheets) as well as different computing environments (such as Windows and UNIX).

INT 150 Computer Applications
This course provides students with intermediate-level proficiency in the core software applications of Microsoft Office: Word, Excel, and PowerPoint. It also familiarizes students with the following Microsoft applications: SharePoint, Visio, OneNote, Access, and Project.

MGT | MANAGEMENT

MGT 200 Supervision
This course introduces the student to the functions and responsibilities of the supervisor as a first-line manager directing the work of others. Includes supervisor-subordinate relationships, developing worker motivation and cooperation, employee training, development, performance appraisals, absenteeism, tardiness, and complaints and grievances.

MGT 300 Principles of Management
This course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This class will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

MGT 310 Principles of Human Resources Management
This course studies the relationship between management and employees; principles of dealing with the human factor to maximize the individual's fulfillment and the production efficiency of the firm though sound procurement, development, and utilization of the firm's human assets; and labor –management relations.

MGT 320 Organizational Theory and Behavior
This course is an introduction to individual and group processes involved in management-employee relationships, leadership, group dynamics, management, communications, motivation, culture, and conflict resolution. Modern topics of participatory management, emotional intelligence, organizational change, and theories of leadership will be explored.

MGT 400 Operations Management

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

MGT 500 Organizational Behavior and Leadership
This course focuses on the behavior of individuals and groups within diverse organizations and on organizational structure and processes. There is heavy emphasis on leadership, change management, team development and continuous improvement practices and experiences. Topics include management, leadership, change, team development, dynamics and teamwork, transforming business processes, and process improvement.

MGT 510 Human Resource Management
This course explores the effective utilization of personnel and emphasizes the skillful merging of human talents, needs and aspirations with the requirements of the organization which can result in over-all benefits to society.

MGT 600 Organizational Theory & Design
This course provides an overview of the organizational theory and design as a part of the management system. The course integrates contemporary problems about organization design with classic ideas and theories.

MGT 620 Operations Management and Supply Chain
This course applies planning and controlling concepts to increase the value of the supply chain. Students learn to evaluate and improve operational processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location, and business forecasting.

MGT 800 Leadership in Organizations
This course has a primary focus on managerial leadership and presents a broad survey of theory and research on leadership in formal organizations. The course deals with both theory and practice of leadership.

MGT 810 Leading Innovation and Change
This course combines theory with practice to introduce students to the main concepts of innovation and change. It will explore the crucial importance of innovation and change to individuals, organizations, and the entrepreneurial process. Students will learn various tools to promote creativity within themselves and others, processes to increase innovation, how to contribute to a creative, team, how to manage innovation, and how to establish a culture of creativity and innovation within an organization.

MGT 820 Global Strategic Management
This is an advanced course addressing global strategic management and the challenges reflected by dynamism and the increasing unpredictability of global economic and political events; and how today's managers face the continued growth of emerging markets that are reshaping the global balance of economic power. This course emphasizes a balanced approach between theory and application of strategy, culture, and behavior in a global setting.

MGT 830 Global Leadership
This course is designed for students who potentially will be leading and managing in a global context. Course material will concentrate on developing a global perspective, dealing with diverse cultures, building relationships and partnerships, understanding elements of international human resources management, and developing personal competencies in global leadership practices.

MGT 840 Knowledge Management
This course is focused on developing a general framework for the effective development and utilization of an organization's knowledge competencies. Students will develop knowledge and understanding of contemporary theories and practices of knowledge management (KM) by examining the theoretical understanding of knowledge management to real life situations and by integrating different dimensions of knowledge management arising from human resource management, information systems and strategic management.

MGT 860 Managerial Decision Making
This course has a primary focus on managerial leadership and presents a broad survey of theory and research on leadership in formal organizations and the theory and practice of argumentation. This course in decision-making emphasizes the process of argument construction, evaluation, and decision-making. Further, this course explores the important public dimension of argumentation and advocacy, recognizing skill in advocacy as a fundamental element of effective leadership and decision-making.

MGT 870 Quantitative Analysis for Managers
This course involves quantitative analysis in a production and business environment. The course will cover descriptive statistics, inferential statistics, and math models with business applications to analyze production, management, and organizational problems.

MGT 880 Managing Team Dynamics
This course examines the design, management, and leadership of teams in organizational settings. The focus is on the interpersonal processes and structural characteristics that influence the effectiveness of teams, the dynamics of intra-team relationships, and sharing of knowledge and information in teams. The purpose of this course is to understand the theory and processes of group and team behavior so that leaders can successfully work with teams. Students who take advantage of everything this course has to offer will become comfortable and adept in leading and managing groups and teams. The focus is not only on leading and managing teams but also on being a productive team member.

MKT | MARKETING

MKT 300 Marketing
This course studies the character and importance of the marketing process, its essential functions, and the enterprises that use these functions. The course will focus on marketing management, distribution channels, selling trends, consumer behavior, pricing, promotions, and marketing research.

MKT 310 Pricing Strategies
The course will establish a foundation for effective pricing decisions by teaching key economic, analytical and behavioral concepts associated with costs, customer behavior and competition. The course will also introduce students to advanced pricing techniques that aim to create additional value, including dynamic pricing, segmented pricing, pricing structures, and promotions and highlight practical applications of these approaches within a variety of specific industry contexts. *(Prerequisite: MKT 300 Marketing)*

MKT 320 Small Business Marketing & Strategy
The course addresses the unique aspects of marketing a small business. Students examine market definition, product development, and diversification strategies designed to help small business owners expand their business reach. Students study effective ways small businesses can leverage technology such as e-commerce, social media, and other online marketing methods. *(Prerequisite: MKT 300 Marketing)*

MKT 400 Public Relations
This course studies public relations and practices as an integral part of information gathering. It includes the role of public relations in developing favorable external public opinion toward an organization, corporation, institution, or individual. *(Prerequisite: MKT 300 Marketing)*

MKT 410 Advertising
This course introduces advertising in terms of its relationship with marketing, economics, management, and behavioral sciences and includes the planning, staffing, directing, and controlling of advertising and its economic and social impacts. *(Prerequisite: MKT 300 Marketing)*

MKT 420 Consumer Behavior
This course introduces a wide range of behavior concepts, and explores the strategic implication of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets. *(Prerequisite: MKT 300 Marketing)*

MKT 430 Marketing Research
The main objective of this course is to equip students with the key concepts and methods of marketing research, and allow student to understand how to apply those tools to solve real-life business problems. This course focuses equally on (i) technical competence and (ii) application to real-life problems. Covered will be the technical aspects of marketing research (both qualitative and quantitative research methods) through the lectures and seven (short) individual homework assignments. Also discussed are real life applications using various mini-cases.

MKT 500 Marketing Management
This course is a managerial approach to the study of marketing. There is an emphasis is on the nature and scope of the marketing managers' responsibilities and on marketing decision making.

MKT 510 Marketing Channels Strategy
This course is a managerial approach to the study of marketing channels. Student will learn how to employ an end-user analysis to segment markets, in accordance with end-user needs, and the selecting of certain segments to market. Students will understand some of the most common channel structures and strategies: retailing, wholesaling, and franchising. There will also be a focus on channel management to ensure ongoing channel success.

MKT 520 Strategic Brand Management
This highly interactive course is a hands-on, practical exploration of product, service, and enterprise-wide brand building and management. The course is structured along the daily responsibilities and challenges faced by working brand/marketing managers. As such, the course will provide experience with proven strategies for building successful brands in the competitive marketplace, the decisions and options faced by brand managers, and the tools to effectively manage brands. *(Prerequisite: MKT 500 Marketing Management)*

MKT 530 Strategic Retail Management
This course involves developing knowledge of contemporary retail management issues at the strategic level. Students will analyze the way retailing works, specifically the key activities and relationships. The focus is to provide an academic underpinning to the above through the application of retailing theory and research. *(Prerequisite: MKT 500 Marketing Management)*

MKT 550 Global Marketing Management
This course focus is in developing students in becoming an effective marketing manager in overseeing global marketing activities in an increasingly competitive environment. This approach reflecting the growing importance of global corporations. Global Marketing is a dynamic area with critical events happening continuously around the world. The course also will be considering current changes that affect international business relative to marketing. *(Prerequisite: MKT 500 Marketing Management)*

MKT 805 Marketing Research & Competitive Strategy
This course provides an overview of the marketing research process as part of an organization's decision support systems. Topics include research design, attitude measurement, along with data sources, collection and

analysis of a real-world marketing research project. *(Prerequisite: MKT 500 Marketing Management)*

RSC | RESEARCH

RSC 500 Research and Writing (1.5 Units)
This course is designed to provide students the technological skills needed in order to access and use printed as well as electronic resources found in libraries and on the internet. Students will develop critical thinking abilities required in finding, evaluating, synthesizing, and managing information in order to answer a research question or address an information need.

RSC 810 Literature Review
This is a continuing course in the doctoral program. The purpose of this course is for the candidate, in conjunction with his/her mentor, to develop a literature review for the doctoral project/dissertation.

RSC 900 Doctoral Research Methods
This course is designed for the practitioner-researcher, looking to develop their research, analytical, conceptual and critical thinking skills to the highest level and become innovators in their chosen fields of expertise. This course focuses on a working knowledge of the principles that will assist the student in any type of scholarly inquiry, including a doctoral project/dissertation. Additional focus will be on the students' acquisition of substantive, foundational knowledge of research and its methodologies. Quantitative and qualitative frameworks for inquiry will be introduced.

RSC 905 Quantitative Analysis
This course will provide an introduction to statistical methods for students of business using SPSS. The course will provide an introductory foundation in statistical inference, enabling the student to become a competent producer of basic statistical research. In addition, the skills acquired will enable the student to become a somewhat more sophisticated consumer of more advanced research methodologies. The course includes a general introduction to quantitative research methodology, descriptive statistics, their use and interpretation, the essential elements of probability, the foundations of statistical inference, and an overview of selected hypothesis tests.

RSC 910 Qualitative Analysis
This course introduces students to qualitative methods and design in the context of business research. Particular attention is given to the indications of the use of qualitative research and design relative to the topic and nature of the research. Students will be introduced to models of qualitative analysis including narrative research, phenomenological research, grounded theory research, ethnographic research, and case study research. *(Prerequisite: RSC 900 Doctoral Research Methods)*

RSC 955 DBA Project I (4.5 Units)
The candidate will begin the doctoral project, which demonstrates the candidate's ability to design and conduct research independent, albeit guided, project producing an original piece of research and making a significant contribution to solving a problem and expanding the knowledge base in the specific discipline. Course may be repeated but no further credit will be awarded. *(Prerequisite: DOC 915 Comprehensive Examination II)*

RSC 960 DBA Project II and Oral Defense (4.5 Units)
This is a continuation of the doctoral research project. The focus will be on the literature review and the appropriate methodology to be used in the project. The DBA Project Proposal will continue to be developed. *(Prerequisite: RSC 955 DBA Project I)*

TAP | TEACHING ASSISTANT PROGRAM

TAP 700 Teaching Assistant Program
IAU has established the teaching assistant program to assist in teaching on-ground and on-line courses. The goal of the program is to assist in the development of graduate school students and foreign tutors for teaching roles. As such, teaching assistants play a crucial role in IAU's efforts to ensure academic success among the institution's undergraduate population.

LOS ANGELES MAIN CAMPUS
3440 Wilshire Blvd. Suite #1000
Los Angeles, CA 90010
Tel: (213) 262-3939 / Fax: (213) 262-5758
admin@iau.LA / www.iau.LA

GARDEN GROVE SATELLITE TEACHING SITE
11277 Garden Grove Blvd. Suite #200
Garden Grove, CA 92843