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# **MERIT UNIVERSITY**

## ***General Catalog***

***2018***

***1/1/2018 to 12/31/2018***

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**[www.meritu.edu](http://www.meritu.edu)**

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## **ABOUT THIS CATALOG**

This document, *Merit University General Catalog 2017*, is published to help the prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies – a Catalog of Record for Winter 2017 (1/1/2017) through Fall 2017 (12/31/2017). Implicit in each student's matriculation at the University is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and that appropriate administrative offices should be consulted for updates, including catalog supplements.

As a prospective student, the student is encouraged to review this catalog prior to signing an enrollment agreement. The student is also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing the enrollment agreement. The University shall provide the catalog to anyone upon request and will provide to all prospective students an electronic or hard copy. This catalog is available at the Admissions Office for pickup.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 431-6959 or fax number (916) 263-1897.

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 web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CATALOG OF RECORD**

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, and it constitutes a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

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

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## ACADEMIC CALENDAR

### **WINTER QUARTER 2018**

January 8	Monday	Winter Quarter Classes Begin
January 15	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
February 19	Monday	Presidents' Day Observed; <u>Campus Closed</u>
March 19-24	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER
Mar. 26-Apr. 7	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

### **SPRING QUARTER 2018**

April 9	Monday	Spring Quarter Classes Begin
May 28	Monday	Memorial Day Observed; <u>Campus Closed</u>
June 18-23	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER
Jun. 25-Jul. 7	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

### **SUMMER QUARTER 2018**

July 4	Wednesday	Independence Day; <u>Campus Closed</u>
July 9	Tuesday	Summer Quarter Classes Begin
September 3	Monday	Labor Day Observed; <u>Campus Closed</u>
Sep. 17-22	Monday-Saturday	Final Examinations; Registration for FALL QUARTER
Sep. 24-Oct. 6	Monday-Saturday	Student Recess; Registration for FALL QUARTER

### **FALL QUARTER 2018**

October 8	Monday	Fall Quarter Classes Begin
		Columbus Day; Campus Open
November 12	Monday	Veterans Day Observed; Campus Open
Nov. 22-24	Thursday-Saturday	Thanksgiving Holidays; Campus Closed
Dec. 17-22	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER
Dec. 24-25	Monday-Tuesday	Christmas Holidays; <u>Campus Closed</u>
Dec. 26-Jan. 5	Wednesday-Saturday	Student Recess; Registration for WINTER QUARTER
Dec. 29-Jan. 1	Saturday-Tuesday	<u>Campus Closed</u>

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## **PRESIDENT'S MESSAGE**

Welcome to Merit University!

Our faculty, staff, administration and current student body greet you with enthusiasm. We want to get to know you and help you reach your goals and realize your dreams for a better life. The university's excellent academic programs, which are taught by a highly qualified faculty, will help pave the road to a successful future.

As one of our newly enrolled students at Merit University, you will be treated with the respect and personalized attention that you deserve. Our staff will encourage you to be a creative and active learner where your ideas and efforts contribute greatly to the intellectual vitality of the campus.

Please read this *General Catalog* carefully to answer any questions you may have about campus policies, operations, programs, and personnel.

Academic advisors are always available to assist you further.

Thank you for choosing Merit University as your school of choice and it is with warmest wishes that I welcome you to our community of higher education.

Jae D. Kim, Ph.D.  
President

## **LEGAL CONTROL**

The university is a for-profit Corporation registered with the Secretary of State of California which was formed in March 2014. The Board of Regents governs Merit University. The duties of the Board are: to define and maintain the mission of MU; to ensure that the goals and objectives of MU are implemented; to evaluate and monitor all programs; to establish and review fiscal and administrative policies; to approve an annual budget; to authorize all legal documents; and annual report at the annual meeting. The Board members are Jae D. Kim, Moon J. Kwon, John Kim, Wonjae Cho, and Soon Seo.

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## **MISSION**

Merit University is a Christian community of higher education that focuses on providing students with a spiritually connected educational experience and supports them in developing spiritual values where they can become servant leaders worldwide. The University seeks to maintain a spiritually supportive environment where students are encouraged to find and develop their talents and provide service to society at large.

As a Christian educational entity, we believe in God's scripture and regard both the Old and New Testament as sacred. The University will provide a transcendent nature of learning guided by the higher power that is the Lord. As stated in Psalm 32:8, "I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you."

## **BIBLICAL STATEMENT of FAITH**

### **God**

We believe in God who infinitely exists as the Father, Son, and Holy Spirit: three divine beings sharing one eternal divine life and body. God is the creator of all, sees all and governs all.

### **Jesus Christ**

We believe that Jesus Christ is God, Savior, and Lord of all creation; he is the perfect reflection of God as well as God incarnate, he is the revelation and mediator between God and humanity.

### **Salvation**

We believe in the salvation of humanity, who fell from grace, and are born with sin. The regeneration by the Holy Spirit is essential.

### **The Old and New Testament**

We believe in the words of the Lord, our Savior, as recorded in the Old and New Testament as sacred.

### **Divine Healing**

We believe in divine healing, baptism through water and in the Holy Communion enacted through holy acts of the Church.

### **The Church**

We believe the Church to be a physical manifestation of Christ. As the believers assemble to practice, we believe in all that is holy and that the church will demonstrate the love that is God.

## **PHILOSOPHY OF EDUCATION**

Merit University emphasizes God, faith and a biblical and Christian perspective. We make it our goal to instill in our students the desire to pursue the truth of the Lord as a life-long learning. We believe in the word of the Lord and our curriculum is guided by Christian perspectives and beliefs.

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The faculty, staff, and administration believe in building a community of learning, acceptance and spiritual faith and educating our student body for a life of service. We develop a curriculum that embraces spiritual, psychological, intellectual and social aspects of humanity with the greater goal of promoting a worldview that emphasizes the creation, fall and redemption of humanity.

We believe that teaching at Merit University is a spiritual honor, and our faculty takes pride and delivering their lectures, lesson plans, and other educational material with sincerity, integrity, and with a deep sense of rigor. Completion of one of our academic programs provides students with the knowledge that will equip graduates to fully integrate their faith and knowledge within their field—establishing the foundations for future graduate work and professional development.

## **OBJECTIVES**

This mission is achieved by meeting the following objectives, which are the cornerstones of the academic program:

**Higher Order Thinking and Critical Analysis:** Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulating conclusions; and developing new and important ideas. In the process, they will have demonstrated the oral and written communication skills needed to apply and contribute to organizational, scientific, and technological knowledge. The Holy Spirit oversees the classroom and orchestrates a higher order of learning, which upon students can further serve their community through enriched learning practices.

**Global Understanding and Multicultural Perspective:** Students develop the value of diversity and realize how to apply their various strengths into achieving common goals, as well as increasing the awareness, knowledge and appreciation of both the diversity and commonality of cultures. This effort will require the construction of new global relationships from unique and disparate economic, historical, political, geographic, and environmental sources. As a Christian university, we believe in this teaching—“After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands...” (Revelation 7:9)

**Christian Values and Professional Management.** Students will develop and demonstrate expertise in the field of business administration and technology with an emphasis on strategic leadership, strategic formulation, organizational design, and human resource management within a global context. Such mastery will be accomplished through both formal study and various experiential forms of learning, further enhanced by research and practice. An emphasis on biblical values and Christian principles will encourage students' growth and guide their professional and personal lives.

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## ACCREDITATION

Merit University (MU) is accredited by the **Accrediting Council for Independent Colleges and Schools (ACICS)** to award master's degrees. The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the Council for Higher Education Accreditation. The ACICS address is as follows:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street, NE, Suite 980, Washington, DC 20002-4243  
Tel: (202) 336-6780 Fax: (202) 842-2593 [www.acics.org](http://www.acics.org)

As of June 26, 2017, MU notified ACICS to voluntarily withdraw accreditation. The Council notes that the institution was awarded a three-year initial grant of accreditation by ACICS in August 2016, and is in good standing.

Merit University is currently seeking accreditation with the **Transnational Association of Christian Colleges and Schools (TRACS)** and is in-process with its application.

Transnational Association of Christian Colleges and Schools (TRACS)  
15935 Forest Road, Forest, VA 24551  
Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)

## LICENSED

Merit University (MU) is a private institution and is licensed to operate by the bureau. Approval to operate means compliance with state standards. The institution or its educational programs are NOT endorsed by the bureau and the Bureau's approval does NOT mean the institution exceeds minimum state standards

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

Mailing address: P. O. Box 980818, West Sacramento, CA 95798-0818

Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Telephone: (916) 431-6959

Toll-free telephone: (888) 370-7589

Fax: (916) 263-1897

## FINANCIAL STATUS OF THE INSTITUTION

Merit University has not petitioned for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy been filed against the institution within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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## **CUSTODIAN OF RECORDS**

The University maintains student records in accordance with the Bureau for Private Postsecondary Education of the State of California described in Section 71920 from the student's date of completion or withdrawal for a period of five (5) years in a manner for security and safekeeping of records. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire resistant cabinets in a manner secure from damage or loss at 3699 Wilshire Blvd. Suite 970, Room 105, email registrar@merituniv.com, and telephone (213) 325-2760 ext. 111. Transcripts are never destroyed; other files may be purged after a minimum of five (5) years.

## **STATEMENT ON NONDISCRIMINATION**

Merit University (MU) does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other nondiscriminatory statutes should be directed to the Dean of Academic Affairs for assessment of such matters.

## **STATEMENT OF ACADEMIC FREEDOM**

Merit University (MU) adheres strictly to a policy of complete academic freedom. Instructors at MU are encouraged to present a variety of perspectives on their subjects. Students at MU are encouraged to think and to question, to challenge and to respond. Faculty and students at MU are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

## **STATEMENT OF CONFLICT OF INTEREST**

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The faculty and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others that have a relationship with the University on the sole basis of what is in the best interest of the University without consideration of personal gain.

This policy establishes the framework within which the University wishes to operate. The purpose of these guidelines is to provide a general direction so that members of the University community can seek further clarification on issues related to the subject of acceptable standards of operation. Members should contact the President of the University for more information or questions about conflicts of interest. It is possible that the opinion of the University's attorney may be sought for clarification.

An actual or potential conflict of interest may occur when a member of the University community is in a position to influence a decision that may result in personal gain for that person or a relative as a result of the University's business dealings. For the purpose of this policy, a relative is any person

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who is related to the employee by blood or marriage, for example the spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the University community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the information, as soon as possible, to the appropriate party mentioned above to the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has significant ownership in a firm with which the University is doing business, but also when a member of the University community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to \$50), or special consideration as a result of any transaction or business dealings involving the University.

The President of the University has the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the University community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

## **FACULTY AND FACULTY SENATE**

The quality and dedication of the MU faculty are central to MU's effectiveness as an institution of higher learning. Outstanding professionals who cater their lectures to the spirit of the times staff the University's academic programs. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students.

The Faculty Senate of MU, composed of all current instructors, is an advisory body to the MU administration. At scheduled meetings, the members propose, discuss, and validate MU actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the *Faculty Handbook*.

## **SELF-MONITORING PROCEDURES**

The University invites outside educational consultants annually to review the institution's maintenance and operation in compliance with the Act and this Division of the Bureau. The University plans and processes implementation based on assessment results by the educational consultants.

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## **ADMISSIONS INFORMATION**

Requirements for admission to Merit University are set forth below:

### **PROSPECTIVE STUDENT DISCLOSURES**

The degree programs at MU are unaccredited and are not recognized for some employment positions, including, but not limited, positions with the State of California. The degree and certificate programs at MU will not be eligible to sit for applicable licensure exam in California and other states. As an unaccredited institution, students enrolled at MU are not eligible for federal financial aid programs and the institution does not participate in federal and state financial aid programs. MU is responsible for disclosing the above information to all prospective students in accordance with *California Education Code (CEC) 94897(p) and 94909(a)(10)*.

### **ADMISSIONS POLICIES**

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. *All documents received become the property of MU.*

The application and financial statement required of students must be submitted on forms available from the Admissions Office. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service.

An application fee must accompany the admissions application. The non-refundable application fee is \$70 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

MU is not authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1) at this time.

### **ENGLISH LANGUAGE PROFICIENCY**

Since all instruction will occur in English, applicants for master's degree programs whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office.

Applicants for the Accounting Program whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office.



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Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test.

## **GRADUATE ADMISSION**

Students will be admitted to the Master of Business Administration (M.B.A.) program if their undergraduate GPA is 2.00 or greater for courses taken in their undergraduate program.

M.B.A. students must supply proof that they have completed a bachelor's degree in business administration or economics from a recognized school. Those students who have not completed their bachelor's degree in business related area are required to meet the prerequisite requirements.

Students seeking graduate admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application;
3. Evidence of completion of bachelor's degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by MU;
4. Proof of English Language Proficiency. Applicants for master's degree programs whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test. Enrolled students who exhibit difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test;
5. Certificate of Financial Support with supporting documents; and
6. Copy of passport;

## **ACCOUNTING (NON-DEGREE) PROGRAM ADMISSION**

Students will be admitted to the Accounting Program if their undergraduate GPA is 2.00 or greater for courses taken in their undergraduate program.

Students seeking certificate program admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application;
3. Evidence of completion of bachelor's degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by MU;

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4. Proof of English Language Proficiency. Applicants whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test. Enrolled students who exhibit difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test;
  5. Certificate of Financial Support with supporting documents; and
  6. Copy of passport;

### **TOEFL PREPARATION / ESL COURSE OF STUDY ADMISSION**

Students applying for the non-degree English as a Second Language (ESL) course of study will take a placement test to establish their level of competency: beginning, intermediate, or advanced.

Students seeking a non-degree course of study admission must submit the following application requirements:

1. Completed application;
2. Evidence of completion of high school or equivalent;
3. Copy of passport;
4. Certificate of Financial Support with supporting documents; and
5. Application fee for all students (non-refundable): US\$70.

### **ADMISSION OF TRANSFERRING STUDENTS**

For transfers to MU, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level. Students desiring to transfer such credits must make a formal request which includes:

- A list of MU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the MU program as described in the current catalog.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent courses are transferable. A or B grades are required at the graduate level. MU has not entered into an articulation or transfer agreement with any other college or university.

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

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

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

### **STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY**

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

The university has not entered into an articulation or transfer agreement with any other college or university.

### **READMISSION**

Students who have been dismissed from the University must wait two (2) quarters before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at MU.

### **ADMISSION OF INTERNATIONAL STUDENTS**

MU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by the MU faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language.

The application and financial statement required of international students must be submitted on forms available from the Admissions Office. The issuance of an I-20 requires the submission of an official transcript. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by MU.

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Once an application and all supporting documents have been received by the Admissions Office, approximately three to four (3-4) weeks should be allowed for processing.

To receive the earliest consideration, an applicant should submit an application and supporting documents according to the following schedule:

<b>Applying for</b>	<b>Documents should be received by</b>
Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

MU will not issue a Certificate of Eligibility (Form I-20) until the student has been admitted and has been financially certified by the University.

The Admissions Office will issue letters of acceptance to successful applicants who have completed satisfactorily all requirements. Form I-20 A-B will be sent to international students.

Students must report to school within seven (7) days after arriving in the U.S. or the I-20 will be void. ***An F-1 student must remain in attendance at the university that issued the I-20 form a minimum of one quarter before transferring to another school.*** A student wishing to transfer at the end of a quarter must apply during that quarter since the U.S. Citizenship and Immigration Services (USCIS) requires sixty (60) days approval before the transfer.

***Note: A "continuous full-time" status is required by the U.S. Citizenship and Immigration Services (USCIS) for F-1 students, which means three (3) consecutive quarters per year.***

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## **STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)**

### **STUDENT RIGHTS**

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

#### **Student's Right to Cancel Policy**

The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever comes later. Procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund: 1) To receive a refund of any portion of the tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled. 2) Withdrawal from the program may be affected by a student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance. 3) If you have completed 60% or less of your program, the University shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fees not to exceed two hundred fifty dollars (\$250). 4) If you complete more than 60% of your program, the University shall NOT refund any portion of the amount paid for institutional charges. 5) If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of the University receiving written notice of cancellation or University's notice to you of dismissal. To cancel this agreement mail, fax, or deliver a written notice of Withdraw / Cancellation to this mailing address: *Registrar's Office at Merit University, 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010 USA.*

#### **Right to Appeal**

The University has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The University makes every effort to ensure that appeal procedures are clear to students and that their avenue of appeal is not burdensome (please refer to Appeal and Probation on page 41).

#### **Nondiscrimination Policy**

The University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other nondiscriminatory statutes should be directed to the Dean of Academic Affairs for reviewing such matters.

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## **Students with Disabilities Policy**

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Dean of Academic Affairs' Office and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file a formal grievance should secure a copy of the Student Grievance Procedures from the Dean of Academic Affairs' office.

## **Student Records Policy**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, MU designates the following categories of personally identifiable information as *directory information*: name, address, telephone number, e-mail address, date and place of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. MU may release or publish directory information without prior consent of the student, unless specifically instructed by the student to withhold information. To restrict the release or publication of any student information, a student must provide the appropriate written instructions to the Registrar's Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act and Educational Code, students at MU have the right to:

- (1) Inspect and review their education records that pertain to themselves as students, unless waived or qualified under Federal and State law or College policies;
- (2) Seek to amend the content of their education records that may be considered inaccurate or misleading;
- (3) Withhold from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and
- (4) File a complaint with the U.S. Department of Education (Family Policy Compliance Office) regarding an alleged violation of their FERPA rights.

Students and alumni who desire the University to release their records and information to prospective employers, graduate schools, etc., can expedite their applications by providing MU with written permission to release their records, specifying which records and to whom the release should be made.

A student will be given the opportunity to inspect and review his/her education records within 15 days from the day that the school receives the request for access. The student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official for whom the request was submitted, that official should advise the student of the appropriate official to whom the request should be addressed.

One exception, which permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the college as an administrative, supervisory, academic, research, or support staff person (including the law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational

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interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parental access to a student's records will be allowed without prior consent if the student is under eighteen years of age or is a dependent as defined in Section 252 of the Federal Internal Revenue Code. If any MU student wants to ensure or block access for their parents to his/her grades, any disciplinary action that has been taken or other information, then it is best to file written permission with the Registrar to clarify their wants and needs.

### **Right to File a Complaint Policy**

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education. Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies. A student of 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 Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

### **Student Tuition Recovery Fund (STRF) Policy**

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

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

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

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

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

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

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

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5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
  6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.
  7. Amount of STRF Assessment. Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

\* Note: STRF fees are **nonrefundable**.

## **Student Grievances**

The procedure for the resolution of student academic complaints is a three-step process. The University anticipates that most disputes either will be resolved through step No. 1, informal discussions or step No. 2, the intervention of an ombudsman. Only a few cases should require step No. 3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or any other students have treated him/her unfairly is advised to seek informal counsel with the offending party or the Dean of Academic Affairs in the interest of a speedy resolution of the problem.
- Second, if this step does not lead to the satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the Dean of Academic Affairs requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and the steps taken to remedy the situation through an informal process.

The Dean of Academic Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Dean of Academic Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify the Dean of Academic Affairs in writing of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Dean of Academic Affairs to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify the President in writing, who will convene an impartial hearing panel for judgment. For further redress the student may contact 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 website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The complaint form may also be mailed to: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833. Further information may be obtained by contacting the Bureau at: (916) 431-6959 or by fax at: (916) 263-1897.



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## **Student Evaluation of Instruction**

To sustain a high quality of instruction at the University, students are expected to evaluate each class and instructor in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, filled anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Dean of Academic Affairs and distributed to the individual instructors.

## **Sexual Assaults on Campus Grounds Policy**

MU is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined by California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that student or applicant's application, enrollment, grades, studies, or educational experience at MU. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other MU employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of the Dean at the telephone number specified in the *General Catalog*. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of the Dean, or who is not satisfied after bringing the matter to the attention of the Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

MU encourages students, applicants, faculty members or its employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

The office of the Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted. MU will inform the complainant of the results of the school's investigation. Sexual

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assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any MU student, applicant, faculty member or employee occurring on campus.

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

## **STUDENT RESPONSIBILITIES**

### **Conduct**

The following regulations apply to any person who is enrolled as a Merit University (MU) student. These rules are not to be interpreted as all-inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. *The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.*

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance with regard to the decision in accordance with the University's Grievance Policy, which can be obtained from the Dean's Office. While disciplinary action against a student is pending, the student poses a significant threat to the University community. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of the University or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any state policies or regulations governing student relationship to the University.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all

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charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary action to the Dean of Academic Affairs, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

**Dismissal:** Separation of the student from the University on a permanent basis.

**Suspension:** Separation of the student from the University for a specified length of time.

**Probation:** Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President. Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after a period equal to two quarters. When a student receives a written dismissal notice from school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students might be denied the right to graduate, take examinations, receive degrees, and obtain or request transcripts of their grades.

### **Student Obligations**

For students to remain in good standing at the University, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

### **Cheating and Plagiarism Policies**

**Cheating:** The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

**Plagiarism:** The act of taking ideas, words, or specific substances of another and offering them as one's own.

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

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.

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- Assignment of an F grade for the specific work in question.
  - Assignment of an F grade for the course.
  - Referral to the Dean of Academic Affairs and/or the appropriate committee.

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the *Faculty Handbook*.

### **Drug, Alcohol, and Tobacco Policies**

MU strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is MU's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Dean of Academic Affairs to act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the President to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on University premises or as part of University activities, at which alcoholic beverages are to be served, must receive prior approval from the Dean.

It is the policy of MU that smoking is prohibited in all University facilities. At the discretion of the administration, outside areas may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

### **Academic Discipline**

Re-admission of dismissed students can be granted only after they file a petition with the Dean of Academic Affairs and have been on leave for two quarters. Students re-admitted after dismissals are placed on academic probation for the immediate quarter following re-admission.

Refer to Standards of Satisfactory Progress Policies, for other conditions which apply students.

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## **Non-Academic Discipline**

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty members may initiate proceedings through the Dean of Academic Affairs, who will refer the matter to the administrators for a final decision.

Students who feel they have been treated unfairly may petition a grievance review through the Dean of Academic Affairs.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate director or Dean of Academic Affairs for appropriate action. Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

- Lighting a fire on campus
- Possessing or displaying a weapon
- Unauthorized possession of University property
- Offering bribes for special favors from faculty
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel or any University employee
- Cheating, or otherwise duplicating the work of another student
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after a period equal to two quarters.

Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students might be denied the right to graduate, take examinations, receive degrees, and obtain or request for transmission transcripts of their grades.

## **Attendance Policy**

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction.

A student who has been absent due to illness or a medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

**Attendance without Official Enrollment:** Students will not be permitted to attend classes in which they are not officially enrolled.

All class session will be held at 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010. Also, all class instructions will be taught in English only.

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## **STUDENT SERVICES**

### **STUDENT SERVICES**

Student services are committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the University Community and to prepare them for life after graduation.

#### **New Student Orientation**

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff.

#### **Career and Placement Services**

The Career and Placement Services makes available the services of a coordinator who provides individual counseling as well as materials, references, and job listings designed to assist students in making short and long range vocational decisions. Workshops, employer interviews, and online job searches through the Internet help focus student choices. Appointments for counseling can be made through the main office.

#### **Housing Services**

All programs at Merit University are “non-residential.” MU does not hold dormitory facilities but is located in Los Angeles and is easily accessible by public transportation. Many different arrangements are available, for example: the rent of a studio or one bedroom apartment ranges from \$1,000 to \$2,000 monthly. The area offers a vast array of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living.

#### **Extra Curricular Activities**

Every quarter the University hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities are a highlight for students, faculty, and staff who enjoy a luncheon following the ceremonies.

### **STUDENT GOVERNMENT**

All students are urged to participate in Merit University's student government. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at MU.

### **FACILITIES**

All facilities, classrooms, computer lab, library, and student lounge, of Merit University are located at 3699 Wilshire Blvd., Suite 970, Los Angeles CA 90010 and all programs are offered at this location.

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## **Classrooms**

Each classroom is equipped with desks, chairs, whiteboards, computer projectors, screens for the projectors, and laptops with Internet access. All class sessions are held at 3699 Wilshire Blvd. Suite 970 with assigned classroom numbers on the schedule and enrollment agreement form.

## **Computer Laboratory**

The computer laboratory helps students write, rewrite, edit, and debug computer programs. It is equipped with a variety of computers, laptops, and printers. Wireless Internet access is available for notebook computer users. The lab assistants are available for student consultation. Computer hours will be posted weekly and will be closed on Sundays.

## **Library**

The Merit University Library's mission is to meet the informational, educational, and research needs of its students, faculty and staff. A variety of services and resources are available including electronic databases, books, journals/periodicals, and an online catalog. Services include reference, database training, and library orientations. Access to relevant, current resources is available to meet the research needs, support the high quality curriculum, and enrich the educational experience

### **Library Services:**

- Reference
- Training on Database Searching
- Research Assistance
- Information Literacy Instruction

### **Library Hours:**

Monday through Friday from 10:00 am to 8:00 pm.

### **Collections and Resources:**

The library collection includes books and periodicals available for reference or circulation exclusive to Merit University students and online resources of over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio video clips to support all academic programs through Library and Information Resources Network (LIRN).

### **Library Policies:**

- The Library is dedicated to using as a study area. Students should conduct their business quietly and are expected to mute audible devices before entering the facility.
- The computers and network are reserved for legitimate research and study purposes.
- Materials from the reference collection are available for use in the library, and may not be checked out.
- Students may check out books from circulating collection for two weeks and renew for an additional two weeks. The cost of replacement of any lost or damaged materials will be charged to the student who has checked out the materials, and will include the actual replacement cost plus appropriate fees.

### **Other Resources available:**

- California Open Online Library for Education ([www.cool4edu.org](http://www.cool4edu.org))

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- County of Los Angeles Public Library ([www.colapublib.org](http://www.colapublib.org))
  - Los Angeles Law Library ([www.lalawlibrary.org](http://www.lalawlibrary.org))
  - Los Angeles Public Library ([www.lapl.org](http://www.lapl.org))

### **Student Lounge**

The student lounge is equipped with a microwave, a refrigerator, beverages with a comfortable sofa and tea tables for students to relax, read, and have their snacks or meals before and/ after classes.

### **Equipment**

Educational equipment necessary for information technology management major courses are computers installed with Microsoft Office, and Microsoft Project programs. Faculty and students may check out laptops with these programs by providing a photo identification card.



## FINANCIAL INFORMATION

### TUITION AND OTHER FEES

#### Tuition

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. *Fees are subject to annual revision.*

Program Course Level	Cost
Accounting Program: Accounting Course	\$500 per Course
ESL Course of Study: ESL Course & TOEFL Prep Course	\$800 per Course
Graduate Level Courses (500 - 599)	\$ 230 per Unit
Prerequisite/Undergraduate Level Courses (100 - 499)	\$ 200 per Unit

Entire Educational Program	Estimated Schedule of Total Charges	Total Charges for a Period of Attendance
Accounting Program	\$9,500	\$1,500
ESL Course of Study: 6 levels	\$4,800	\$800
TOEFL Prep. Course	\$800	\$800
MBA Degree (General)	\$16,200	\$1,840
MBA Degree in Information Technology Management	\$16,200	\$1,840

#### Other Fees

Description	Fee
Application Fee for All Students (Non-Refundable)	\$70
Registration Fee (Non-Refundable, per Quarter)	\$20
Late Registration Fee	\$50
Change-of-Course Fee (Add / Drop)	\$10
Change-of-Program Fee	\$50
Credit by Special Examination Fee	\$450
Credit for Prior Experiential Learning Assessment Fee	\$100
Graduation Fee	\$100
English Placement Test Fee (Per Test)	\$40
Official Documents or transcript Fees (per Copy)	\$10
Student Tuition Recovery Fund Fee (CA Residents): Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000.	\$0.00 per \$1,000

### FINANCIAL POLICIES

#### Payment Policies

Failure to make payments of tuition and other fees, or other amounts when they are due, is considered sufficient cause to place a student on non-academic discipline. This status causes the University to do one or more of the following:

1. Bar the student from attending classes, taking examinations, or registering for the following quarter.
2. Withhold a diploma, scholastic certificate, transcript of the record, or grades for the quarter.

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3. Suspend the student.

*MU reserves the right to withhold any and all services if the petitioner is not in good financial standing with the University.*

### **Deferment of Tuition**

Application for deferment of payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled for less than four (4) units.

### **Cancellation, Withdrawal, and Refund Policies**

Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Merit University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. Refunds will be made within thirty (30) days of official withdrawal or thirty (30) days of the date of determination of withdrawal if the student does not officially withdraw.

### **Student Tuition Recovery Fund (STRF) Policy**

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

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

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

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

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

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

1. The School closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

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4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
  5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
  6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.
  7. Amount of STRF Assessment. Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

\* Note: STRF fees are **nonrefundable**.

### **Student's Right to Cancel Policy**

The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

1) To receive a refund of any portion of tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled. 2) Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance. 3) If you have completed 60% or less of your program, the school shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fee not to exceed two hundred fifty dollars (\$250). 4) If you complete more than 60% of your program, the school shall NOT refund any portion of the amount paid for institutional charges. 5) If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of school receiving written notice of cancellation or school's notice to you of dismissal.

To cancel this agreement mail, fax, or deliver a written notice of Withdrawal / Cancellation to this mailing address: *Registrar's Office at Merit University, 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010.*

### **Loan Responsibilities**

Any agency or organization which grants loans will indicate the terms and amount of that loan. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus the interest, less the amount of any refund.

### **FINANCIAL AID**

As an unaccredited institution, students enrolled at MU are not eligible for federal financial aid programs and the institution does not participate in federal and state financial aid programs. MU is responsible for disclosing the above information to all prospective students in accordance with *California Education Code (CEC) 94897(p) and 94909(a)(10)*.

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

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

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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 financial assistance at another institution until the loan is repaid.

## **SCHOLARSHIP OPPORTUNITIES**

Students may apply for the MU Scholarship for the Fall, Winter, Spring and Summer Quarters for tuition credit. These scholarships are funded through the University's General Fund.

Eligibility: The student must: a) be currently enrolled; b) have a GPA of 3.0 or higher; c) have completed four or more courses in their programs; d) show no outstanding balances.

Restrictions: Students may apply for only three scholarships per year.

Application Procedure: Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Dean's Office. Completed applications should be submitted to the Dean of Academic Affairs. Nominees are presented to the President for final approval. Awards will be made at the end of the quarter with adjustments made to the student's account.

Criteria for Scholarship Awards: The Scholarship Committee will consider the student's a) GPA; b) contributions made to the University; and c) contributions made to the community.

Amounts of Scholarships: The University may award \$1,000 to a maximum of \$4,000 to graduate students per quarter.

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## ACADEMIC POLICIES

### REGISTRATION AND ENROLLMENT

Following acceptance for admission to the University, students will register for a program of study. Registration materials are available in the Registrar's Office.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

#### **Quarter Units of Credit**

Academic work at Merit University is organized by quarters, each of which is eleven (11) weeks in length. In general, one quarter unit is equal to eleven (11) contact hours of lecture, or thirty (30) contact hours of field-based activities. Courses usually carry four (4) units of credits.

#### **Study Loads**

A larger study load requires the approval of the Dean of Academic Affairs. Graduate students enroll for a minimum of eight (8) units per quarter.

#### **Add / Drop Policy**

Students may add or drop courses through the third week of the quarter. Students must request these changes by submitting an Add / Drop Form to the registrar.

#### **Minimum Unit Requirements for Degrees**

Minimum unit requirement for Master of Business Administration degree is sixty (60) units.

#### **Attendance Policy**

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

**Attendance without Official Enrollment:** Students will not be permitted to attend classes in which they are not officially enrolled.

All class session will be held at 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010. Also, all class instructions will be taught in English only.

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## GRADING SYSTEM: Definition of Grades and Codes

Standard letter grades (A, B, C, D, and F) are used for graduate programs. Only these letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations. English as a Second Language (ESL) Program courses will receive letter grades which are not included in the GPA calculation.

The following table is provided as a general reference:

<b>Grade</b>	<b>Score</b>	<b>Grade Explanation</b>	<b>Grade Point</b>
A	100-90	Excellent	4.00
B	89-80	Good	3.00
C	79-70	Average	2.00
D	69-60	Unsatisfactory	1.00
F	59-0	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
IN		Incomplete	N/A
W		Withdrawal	N/A

At the completion of all required courses, the student is eligible to receive a degree or certificate provided that the cumulative grade point average (CGPA) is no less than a 2.0 for certificate program students and a 2.5 for graduates.

### **Credit (CR)**

Credit is used to denote "pass with credit" when no letter grade is given. It is assigned to a grade of C or better for certificate program students and a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

### **No Credit (NC)**

No Credit is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

### **Incomplete (IN)**

An Incomplete grade is an interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

An Incomplete (IN) must be removed within the next two quarters. Failure to comply will result in an F grade and will remain on the students' permanent record. An Incomplete (IN) is not used in calculating the GPA.

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### **Withdrawal (W)**

Withdrawal is a grade for students who may wish to change their schedule by dropping a course with the permission of the Dean of Academic Affairs. These grades are not calculated in the GPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter.

### **Repeat a Course (R)**

Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or have withdrawn from, prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

### **Credit by Challenge Examination (CE)**

Graduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered for full-time status. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the master's degree. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript. Requests for Challenge Examinations may be made through the Dean of Academic Affairs' Office.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University. The Credit by Special Examination Fee per course is four hundred fifty dollars (\$450.)

### **Credit for Prior Experiential Learning (CX)**

Graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered for full-time status.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria. Graduate students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the Dean of Academic Affairs' Office. The Credit for Prior Experiential Learning Fee per course is \$100.

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## **GRADE POINT AVERAGE (GPA)**

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

## **GRADE CHANGES**

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time.

No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within two weeks following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

## **TRANSCRIPTS OF MU COURSES**

The Registrar's Office maintains all official transcripts, which are issued only at the written request of the student. Three working days should be allowed for processing of official transcripts. Exceptions to this rule are covered under Student Records. Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the University Registrar. *MU reserves the right to withhold any and all services if the petitioner is not in good financial standing with the University.*

## **STUDENT RECORDS**

Federal law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University. The Family Educational Rights and Privacy Act (FERPA) of 1974— also known as the Buckley Amendment or FERPA— and the California Education Code 67-100ff states that students have the right to access their educational records. Educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law.

The student's name, birth date, field of study, attendance dates, degrees received and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.



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### **Mitigating Circumstances**

The Dean of Academic Affairs may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the students. Students must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

### **Warning Status**

Students who do not meet the SAP Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

### **Appeals and Probation**

A student, who wishes to appeal determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Dean of Academic Affairs for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving required minimum standards of satisfactory academic progress.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness and the student's ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the appeal is granted, the Dean of Academic Affairs will outline the requirements of academic plan that the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation, and allowed to continue at the university.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain at the university. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be terminated.

### **Dismissal**

Students who have been dismissed due to the failure to maintain the academic minimum outlined above may reapply for admission after one quarter. A meeting will be scheduled between the Dean of Academic Affairs and the student for reapplying to determine whether the student has the

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academic ability and desire to successfully continue in the program. When a student receives a written dismissal notice from the school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

### **Readmission**

Students who have been dismissed or terminated from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SAP standards. A student on Warning or Probation, who improves their CGPA and completion rate up to SAP standards by the end of the next term, will be eliminated from Warning/Probation status.

### **Reinstatement**

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which have the recommendations of the Dean of Academic Affairs. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

### **Leave of Absence**

Students, in good standing and making satisfactory progress towards a degree, who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland.) must file a Request for Leave of Absence, usually not to exceed four (4) quarters. Students must file this Request with the Registrar's Office and have approval from the Dean of Academic Affairs.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use University facilities. If granted, the leave is recorded on the students' transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

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

## **WITHDRAWAL FROM COURSES**

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen

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circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal (W) with the permission from the Dean of Academic Affairs. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

### **CLEARANCE FOR GRADUATION**

Prospective graduates must obtain an Application for Graduation from the Registrar's Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must depart prior to the graduation ceremonies.

All fees and tuition debts must be paid in full fifteen (15) days prior to graduation, and all graduating students must pay the graduation fees.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MU (STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY)**

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

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

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## MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAMS

MU offers graduate programs leading to the following degrees, M.B.A. (General) and M.B.A. in Information Technology Management.

A career in business is exciting and challenging, especially in these changing times as nations and companies move closer together through global interdependence. Whether the business leader is the proprietor of a small business or a member of management in a transnational corporation, the problems are many and the solutions are often difficult. MU's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager in the public or private sector.

Programs are designed to accommodate the changing nature of modern business and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business. Theory and practice are linked through learning opportunities provided by experienced faculty members communicated through lectures, class discussions, field trips, and classroom simulations of real-world situations.

### COURSE NUMBERING SYSTEM

001 - 099	Non Degree Courses
100 - 499	Undergraduate Level /Certificate Courses
500 - 599	Graduate Level Courses, Master's Degree

### ADMISSIONS INFORMATION

Requirements for admission to Merit University (MU) are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

### ADMISSIONS POLICIES

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. All documents received become the property of MU.

The application and financial statement required of students must be submitted on forms available from the Admissions Office. A non-refundable application fee is \$70 (USD)

An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

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## **GRADUATE ADMISSION**

Students will be admitted to the Master of Business Administration (M.B.A.) program if their undergraduate GPA is 2.00 or greater for courses taken in their undergraduate program.

M.B.A. students must supply proof that they have completed a bachelor's degree in business administration or economics from a recognized school. Those students who have not completed their bachelor's degree in business related area are required to meet the prerequisite requirements.

Students seeking graduate admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application;
3. Evidence of completion of bachelor's degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by MU;
4. Proof of English Language Proficiency. Applicants for master's degree programs whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test. Enrolled students who exhibit difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test;
5. Certificate of Financial Support with supporting documents; and
6. Copy of passport;

## **ADMISSION OF TRANSFERRING STUDENTS**

For transfers to MU, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level. Students desiring to transfer such credits must make a formal request which includes:

- A list of MU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the MU program as described in the current catalog.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent courses are transferable. A or B grades are required at the graduate level. MU has not entered into an articulation or transfer agreement with any other college or university.

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

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

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

## **STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY**

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

The university has not entered into an articulation or transfer agreement with any other college or university.

## **READMISSION**

Students who have been dismissed from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at MU.

## **ADMISSION OF INTERNATIONAL STUDENTS**

MU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by the MU faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language (Please refer to page 19 for more information).

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## REGISTRATION AND ENROLLMENT

Following acceptance for admission to the University, students will register for a program of study. Registration materials are available in the Registrar's Office.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

### **Quarter Units of Credit**

Academic work at Merit University is organized by quarters, each of which is eleven (11) weeks in length. In general, one quarter unit is equal to eleven (11) contact hours of lecture, or twenty-two (22) contact hours of field-based activities. Courses usually carry four (4) units of credits.

### **Study Loads**

A larger study load requires the approval of the Dean of Academic Affairs. Graduate students enroll for a minimum of eight (8) units per quarter.

### **Tuition**

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. *Fees are subject to annual revision.*

<b>Program Course Level</b>	<b>Cost</b>
Graduate Level Courses (500 - 599)	\$ 230 per Unit
Prerequisite/Undergraduate Level Courses (100 - 499)	\$ 200 per Unit

### **Estimated Schedule of Total Charges for the Entire Educational Program**

Estimated 12 units of prerequisites are \$2,400. Remaining total graduate level courses of 60 units are \$13,800. The estimated total charge for the entire program is \$16,200.

## STANDARDS OF SATISFACTORY PROGRESS

### **Evaluation**

The University conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completed (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time frame are subject to the same criteria based on the percentages of the maximum time frame allowable.

The following Standards of Satisfactory Progress apply to all graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Progress criteria.

**Maximum Time Frame and Successful Course Completion**

**Master's Degree:**

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

\* Based upon maximum time frame.

**Minimum Academic Achievement**

**Master's Degree:** Students must achieve cumulative grade point averages (CGPAs) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student, whose CGPA is below 2.5 at 50% of the maximum time frame, is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

**The Effect on SAP for “W” Withdraw and “I” Incomplete Grades**

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing SAP under the Maximum Timeframe criterion. All courses for which students receive a grade will be included when calculating students’ GPA, except that a withdrawal (W), or an Incomplete (I), will not be included in determining students’ cumulative GPA.

**The Effect on SAP for Repeated Courses**

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

**The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses**

Audited courses and Pass/No Pass courses count as credits attempted for purposes of calculating the student’s CGPA. The corresponding grades will not count toward the student’s CGPA. Non-credit or remedial course credits are not used in the calculation of CGPA.

**The Effect on SAP for Extended-Enrollment Status**

MU does not offer extended-enrollment status.



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### **The Effect on SAP when Student Changes Programs**

If a student is readmitted into MU, changes program of study, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress.

### **The Effect on SAP when Earning an Additional Credential**

A student who completes a program at MU and enrolls in an additional program at the University may have the ability to transfer units from the previously completed program into the new enrolled program upon evaluation. All transferred coursework will be counted when calculating the student's CGPA and for determining the maximum time frame.

### **The Effect on SAP when a Student Transfers to the University from another Postsecondary Institution**

If a student transfers to the University from another postsecondary institution, the credits that were accepted by MU will count as credits attempted and completed for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA.

### **Mitigating Circumstances**

The Dean of Academic Affairs may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the students. Students must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

### **Warning Status**

Students who do not meet the SAP Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

### **Appeals and Probation**

A student, who wishes to appeal the determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Dean of Academic Affairs for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving required minimum standards of satisfactory academic progress.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness and the student's ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and

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documented in the student's academic file. If the appeal is granted, the Dean of Academic Affairs will outline the requirements of an academic plan that the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation, and allowed to continue at the university.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain at the university. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be terminated.

### **Dismissal**

Students who have been dismissed due to the failure to maintain the academic minimum outlined above may reapply for admission after a period of one quarter. A meeting will be scheduled between the Dean of Academic Affairs and the student for reapplying to determine whether the student has the academic ability and desire to successfully continue in the program. When a student receives a written dismissal notice from the school after instruction has begun, the student will receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

### **Readmission**

Students who have been dismissed or terminated from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SAP standards. A student on Warning or Probation, who improves their CGPA and completion rate up to SAP standards by the end of the next term, will be eliminated from Warning/Probation status.

### **Reinstatement**

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which has the recommendations of the Dean of Academic Affairs. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

### **Leave of Absence**

Students, in good standing and making satisfactory progress towards a degree, who must interrupt studies for compelling reasons (e.g., which may include but not be limited to personal illness,

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unusual family responsibilities, military service, and unexpected consequences arising in their homeland.) must file a Request for Leave of Absence, usually not to exceed four (4) quarters. Students must file this Request with the Registrar's Office and have approval from the Dean of Academic Affairs.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use University facilities. If granted, the leave is recorded on the students' transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

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

### **WITHDRAWAL FROM COURSES**

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal (W) with the permission of the Dean of Academic Affairs. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

### **CLEARANCE FOR GRADUATION**

Prospective graduates must obtain an Application for Graduation from the Registrar's Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must depart prior to the graduation ceremonies.

All fees and tuition debts must be paid in full fifteen (15) days prior to graduation, and all graduating students must pay the graduation fees.

### **M.B.A. DEGREE PROGRAM OBJECTIVE**

The Master of Business Administration (M.B.A.) program is to provide students with the knowledge and information necessary to equip students to become world leaders in the global business environment. Courses are taught through a Christian lens, emphasizing Christian principles and promoting a Christian worldview to the student body.

The measurable objectives of the program are:

- develop strong management skills and be able to apply critical and analytical thinking in global matters—whether business or ecclesiastical—and make informed decisions that benefit the well-being of the Christian community and humanity as a whole,

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- develop leadership skills and communication skills to perform effectively within teams and organizations,
  - develop business knowledge in problem solving and decision making,
  - develop an understanding of the applications of technology essential to succeed in business,
  - develop analytical and constructive thinking to solve problems presented while pursuing their career goals—with the utmost goal of consciously adhering to a Christian perspective.

## **DEGREE REQUIREMENTS**

The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 2.5 on a 4.0 scale.

The graduation requirements are summarized as follows:

Core Courses	20 units
Major Courses	20 units
<u>Electives Courses</u>	<u>20 units</u>
Total Required	60 units

**Length of the program:** The M.B.A program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

Prospective graduates must obtain an Application for Graduation and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. All fees and tuition debts must be paid in full sixty (60) days prior to graduation.

## **INSTRUCTIONAL METHODS**

The class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings. The instructor will distribute many current handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to a case analysis. The purpose of the chosen cases is to illustrate how various concepts shape the decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities & case studies.

**Equipment to be used:** Faculty will use computer projector in classroom to aid student learning. Students will be expected to make use of the Internet and the library. Required textbook and/or other materials used will be listed on the course syllabus. Students can check out laptops by providing with their photo identification cards.

## MASTER OF BUSINESS ADMINISTRATION (M.B.A.) (General)

Master of Business Administration (M.B.A.) is designed to provide students with the knowledge and skills necessary to be prepared for participation and leadership in a diverse society. Students must take the following:

COURSE	TITLE / DESCRIPTION	UNITS
Foundation	Foundation courses are required for non-business undergraduate majors or those students with insufficient background in accounting (4 units), economics (4 units), and business management (4 units).	12
Core	MGMT510. Organizational Behavior (4 units) MGMT515. Business Statistics (4 units) MGMT540. Financial Management (4 units) MKTG500. Marketing Management (4 units) ITMG510. Management Information Systems (4 units)	20
Major General MBA	MGMT520. Strategic Management (4 units) MGMT525. Strategic Human Resource Management (4 units) MGMT530. Operations Management (4 units) MGMT535. Project Management (4 units) ITMG525. E-Commerce Management (4 units)	20
Electives	<i>Students may choose five (5) elective courses from the following courses:</i> ACCT510. Managerial Accounting (4 units) ACCT511A. Financial Accounting 1 (4 units) ACCT511B. Financial Accounting 2 (4 units) ACCT520A. Tax Accounting 1 (4 units) ACCT520B. Tax Accounting 2 (4 units) ACCT530. Accounting Information Systems (4 units) ACCT540. Auditing Seminar (4 units) ACCT561. Non-profit Accounting (4 units) MGMT522. Business Entrepreneurship and New Venture Information (4 units) MGMT575. Internship (4 units) MKTG525. Consumer Behavior (4 units) ITMG540. Database Application Management (4 units) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units)	20
<b>TOTAL</b>	The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 2.5 on a 4.0 scale.	<b>60</b>

### After completion of the program

After completion of the program, students are expected to apply their acquired knowledge and skills and become confident in the business management industry.

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## MASTER OF BUSINESS ADMINISTRATION (M.B.A.) IN INFORMATION TECHNOLOGY MANAGEMENT

Master of Business Administration (M.B.A.) in Information Technology Management is designed to provide students to manage Information Technology in business. Students learn skills in the areas of computer systems, network, data analysis, and other skills necessary to manage business more effectively. Students must take the following:

COURSE	TITLE / DESCRIPTION	UNITS
Foundation	Foundation courses are required for non-business undergraduate majors or those students with insufficient background in accounting (4 units), economics (4 units), and business management (4 units).	12
Core	MGMT510. Organizational Behavior (4 units) MGMT515. Business Statistics (4 units) MGMT540. Financial Management (4 units) MKTG500. Marketing Management (4 units) ITMG510. Management Information Systems (4 units)	20
Major General MBA	MGMT530. Operations Management (4 units) ITMG525. E-Commerce Management (4 units) ITMG540. Database Application Management (4 units) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units)	20
Electives	<i>Students may choose five (5) elective courses from the following courses:</i> ACCT510. Managerial Accounting (4 units) ACCT511A. Financial Accounting 1 (4 units) ACCT511B. Financial Accounting 2 (4 units) ACCT520A. Tax Accounting 1 (4 units) ACCT520B. Tax Accounting 2 (4 units) ACCT530. Accounting Information Systems (4 units) ACCT540. Auditing Seminar (4 units) ACCT561. Non-profit Accounting (4 units) MGMT520. Strategic Management (4 units) MGMT522. Business Entrepreneurship and New Venture Information (4 units) MGMT525. Strategic Human Resource Management (4 units) MGMT535. Project Management (4 units) MGMT575. Internship (4 units) MKTG525. Consumer Behavior (4 units)	20
<b>TOTAL</b>	The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 2.5 on a 4.0 scale.	<b>60</b>

### **After completion of the program**

After completion of the program, students are expected to apply their acquired knowledge and skills and become confident in the information technology management industry.

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## **COURSE DESCRIPTIONS**

### **PREREQUISITE COURSES**

#### **ACCT100A. Principles of Accounting 1 (4 units)**

This course introduces accounting principles and practices essential to the administration of a business: the analyzing and recording of financial transactions, the measurement, valuation, and accumulation of data, and the preparation of financial

#### **ECON201. Macroeconomics (4 units)**

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, and international trade.

#### **MGMT200. Fundamentals of Management (4 units)**

This course studies how organizations are managed and the core concepts and practical applications of management process. The main subjects are management functions, which are considered as; planning, organizing, leading and controlling. Managing in global environment and innovative organizations are also covered.

### **MASTER'S LEVEL COURSES**

#### **ACCT510. Managerial Accounting (4 units)**

This course focuses on the identification, analysis, and use of costs and other information to improve the competitiveness of business operations. The topics include Accumulation and Product Costing, Budgetary Planning, Activity-based Management Measurement Reporting, and Control Responsibility Accounting Managerial Decision Making. Through use of case studies, this course will focus on different methods used for understanding and assigning product costs, as well as break even analysis. Individual and group assignments are assigned.

#### **ACCT511A. Financial Accounting 1 (4 units)**

Prerequisite: ACCT510

This course introduces an introduction to the fundamental concepts and issues of financial accounting with emphasis on the interpretation of financial statements. The topics include the economic consequences of transactions and their presentation on corporate financial statements introduce corporate financial statements as a tool for company valuation and decision making, and the analysis of effects of decisions on financial performance and use of financial statements to evaluate organizations.

#### **ACCT511B. Financial Accounting 2 (4 units)**

Prerequisite: ACCT511A

This course emphasizes the theory and practice of financial accounting, with special emphasis on current problems of income determination, valuation of assets and equities, and preparation, analysis, and interpretation of published financial statements. The topics include accounting choice in the business environment, providing the context for understanding forces affecting accounting choice, and why these forces might be perceived differently by management, auditors, security analysts, investors, and lenders. The course also studies statement of cash flows and changes in accounting.

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**ACCT520A. Tax Accounting 1 (4 units)**

This course covers the concepts of federal income tax law applicable to individuals and business entities. The topics include property transactions and compensation planning, the social, economic and political considerations which underlie the law, and the use of the tax law for the purpose of better business and investment decision making. The course also covers the use of computer-based tax research tools.

**ACCT520B. Tax Accounting 2 (4 units)**

Prerequisite: ACCT520A

This course examines the tax provisions governing C corporations, S corporations and partnerships. The topics include transactions between the entity and the owner, special concerns and opportunities for the closely held business, tax considerations involved in the choice of entity, a comprehensive review state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations.

**ACCT530. Accounting Information Systems (4 units)**

Prerequisite: ACCT511A

This course covers concepts and management practices of accounting information systems, the capabilities of information systems and the relationship to financial and general organizational controls. The topics include general ledger, accounts payable, accounts receivable, payroll, order entry, purchasing, inventory, job cost, fixed asset, report writing and executive information modules.

**ACCT540. Auditing Seminar (4 units)**

Prerequisite: ACCT511B

This course covers the analysis of the structure of a financial statement audit and environmental factors affecting the audit. Seminar topics include audit function in relation to ethical and legal considerations, litigation, internal control, forms of evidence, statistical sampling, substantive tests, various types of audit reports, current issues in auditing, and international practices.

**ACCT561. Non-profit Accounting (4 units)**

Prerequisite: ACCT511A

This course covers the accounting principles applicable to governmental and non-profit entities, and the analysis and interpretation of financial statements. Theories of fund accounting illustrated in case studies with an emphasis in the recording of assets, liabilities, equity, revenues, and expenditures are discussed.

**MGMT510. Organizational Behavior (4 units)**

This course covers tools and concepts needed to effectively manage organizational behavior. The topics include understanding individual and contextual determinants of behavior in organizations, managerial tools to influence and direct employee behavior, and the practical application of behavioral science theories to solving management problems. Other topics such as communication, learning, diversity, multiculturalism, teamwork, motivation, power, innovation, leadership, organizational design, and change are discussed.



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**MGMT515. Business Statistics (4 units)**

This course covers descriptive statistics, probability theory, decision theory, regression and correlation, and applications, and statistical techniques used in business decision-making. The topics include structures of various data processing systems, adequate controls, currently available technology, and issues in the related implementation process. Major emphasis on the formulation of projects and related data gathering and interpretation: focus groups, sample surveys, data management, statistical analysis, graphics, and the communication of results are tools and techniques used.

**MGMT520. Strategic Management (4 units)**

This course introduces the core concepts, frameworks, and techniques of strategic management. The topics include theoretical concepts and frameworks useful for analyzing the external and internal environment of the firm, guiding the formulation and execution of different types of strategies, tools of strategy analysis, sources of competitive advantage, and the fundamentals of corporate strategy.

**MGMT522. Business Entrepreneurship and New Venture Information (4 units)**

This course introduces an overview of entrepreneurship with the basics necessary to plan and launch a new business and explore the many dimensions of new venture creation. The topics include as idea creation, opportunity recognition, feasibility analysis, business planning, customer acquisition and retention, financial and business structuring, plan implementation and execution, and plans for new business ventures. Problem solving approaches are discussed with case studies.

**MGMT525. Strategic Human Resource Management (4 units)**

This course covers an analysis of the functions and role of human resource management that contributes to development and maintenance of the organization's people. The manager's perspective topics include forecasting needs, recruitment, development, aspects of retaining a workforce, management development, attitudes and behaviors, communications, motivation, labor relations, and the future for personnel administration. Current issues will be reviewed with case studies.

**MGMT530. Operations Management (4 units)**

This course covers an analysis of management of the operations process including production and service aspects. The topics include material requirements planning, operations scheduling, production and inventory management, project management, facility layout, and quality improvement management and control. Processes and problems involved are discussed with cases studies.

**MGMT535. Project Management (4 units)**

Prerequisites: MGMT530

This course examines the organizational issues, methods of planning, and techniques for managing the business and creative processes that determine the success of a project. The topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Individual projects are required using project management software for organizing, scheduling and monitoring project progress.

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**MGMT540. Financial Management (4 units)**

This course is an understanding of managerial decisions in finance including financial planning, working capital management, capital budgeting, valuation analysis, portfolio management, capital structure, and ethical and multinational concerns. Other topics include various sources of capital, evaluation of capital projects, and strategic investment decisions.

**MGMT575. Internship (4 units)**

Prerequisite: Approval of the Instructor, internship students must have maintained a 3.0 cumulative grade point average in the graduate course work.

The course is to provide opportunities for students to relate the internship experience to the knowledge that he or she has gained through classroom instruction. An internship should provide the student with hands-on experience and a good sense of what an actual job in the organization will be like. One hundred twenty (120) hours of internship work is required per credit hour. Academic work generally includes, but is not limited to, one ten to twelve page report paper. The course may be repeated with a maximum twelve (12) credit hours.

**MKTG500. Marketing Management (4 units)**

The course covers managerial decisions in the marketing area and approaches to making these decisions. The topics include an analysis of major marketing decisions of product development and management, demand estimation, distribution, market structure analysis, pricing, promotion with emphasis on role and impact of technology in marketing management, and case studies of successes and failures.

**MKTG525. Consumer Behavior (4 units)**

The course covers findings about behavior of consumers and industrial and institutional buyers. The topics include motivation, learning, attitude formation, attitude change, and the relation between attitudes and behavior as applied to buyers, and factors that influence marketing decisions and how social and cultural factors, perception and learning patterns, and individual inclinations and needs have an impact on purchasing. The course also studies the impact of the electronic environment and the changes on the behavior of consumers.

**ITMG510. Management Information Systems (4 units)**

The course covers management of information processing in computer systems. The topics include hardware components, application software, systems development and management, and computer program languages used in business computations. Operating systems, word processing, spreadsheet and presentation software are demonstrated and case studies are examined.

**ITMG525. E-Commerce Management (4 units)**

This course covers new information technologies and networks affect the exchange of goods and services between buyers and sellers, and electronic commerce and business transactions on the Internet based on emerging digital communications and networking technologies. The topics include evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

**ITMG540. Database Application Management (4 units)**

This course covers detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies. The topics include business environment and challenges for database applications, advanced database application modeling, database, and implementation issues. Students will develop a variety of projects.

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**ITMG545. Web Design and Management (4 units)**

This course covers issues in application design specific to Internet hardware, software, user for e-Commerce, and many data sources provided by the Internet, produced and designed for and by the business community. The topics include how to create web pages using Internet languages, such as Hypertext Mark-Up Language (HTML), script languages and JAVA, and concepts of interactive and object-oriented programming Internet languages. Students will develop a variety of projects.

**ITMG560. Computer Network Management (4 units)**

Prerequisite: ITMG510

This course examines computer networking and the Internet, computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. The topics include data communications for personal computers, network configurations, distributed systems, and data flow and database control.

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## **NON-DEGREE COURSES OF STUDY**

### **ACCOUNTING PROGRAM**

The Accounting Program provides students with knowledge and information necessary to prepare students to become accounting professionals. The program consists of nineteen (19) courses.

#### **ADMISSIONS INFORMATION**

Requirements for admission to Merit University (MU) are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

#### **ADMISSIONS POLICIES**

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. All documents received become the property of MU.

The application and financial statement required of students must be submitted on forms available from the Admissions Office. A non-refundable application fee is \$70 (USD.)

An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

#### **ACCOUNTING PROGRAM ADMISSION**

Students will be admitted to the Accounting Program if their undergraduate GPA is 2.00 or greater for courses taken in the last ninety (90) quarter units of their undergraduate program.

Students seeking certificate program admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application;
3. Evidence of completion of bachelor's degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by MU;
4. Proof of English Language Proficiency. Applicants whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test. Enrolled students who exhibit difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test;

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5. Certificate of Financial Support with supporting documents; and
  6. Copy of passport;

### **ADMISSION OF TRANSFERRING STUDENTS**

For students who transfer from another higher education institute to MU, the policy is to accept only two (2) courses (8 units) for transfer credit at the undergraduate level. Students desiring to transfer such credits must make a formal request which includes:

- A list of MU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the MU program as described in the current catalog.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent courses are transferable. A, B, or C grades are required at the undergraduate level. MU has not entered into an articulation or transfer agreement with any other college or university.

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

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

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

### **STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY**

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

The university has not entered into an articulation or transfer agreement with any other college or university.

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## **READMISSION**

Students who have been dismissed from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at MU.

## **ADMISSION OF INTERNATIONAL STUDENTS**

MU is not authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1).

## **CERTIFICATE REQUIREMENTS**

Program completion certificate is given after satisfactory completion of fifty-six (56) quarter units for students. The Cumulative Grade Point Average for the program must be a minimum 2.0 on a 4.0 scale.

**Length of the program:** The Accounting Program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

## **INSTRUCTIONAL METHODS**

The class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings. The instructor will distribute many current handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to problem solving activities.

**Equipment to be used:** Faculty will use a computer projector in the classroom to aid student learning. Students will be expected to make use of the Internet and the library. Required textbook and/or other materials used will be listed on the course syllabus. Students can check out laptops by providing their photo identification cards.

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## REGISTRATION AND ENROLLMENT

Following acceptance for admission to the University, students will register for a program of study. Registration materials are available in the Registrar's Office.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

### **Quarter Units of Credit**

Academic work at Merit University is organized by quarters, each of which is eleven (11) weeks in length. In general, one quarter unit is equal to eleven (11) contact hours of lecture. Courses usually carry four (4) units of credits.

### **Study Loads**

A larger study load requires the approval of the Dean of Academic Affairs. Certificate program students enroll for a minimum of twelve (12) units per quarter.

### **Tuition**

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. *Fees are subject to annual revision.*

<b>Program Course Level</b>	<b>Cost</b>
Accounting Program: Accounting Course	\$500 per Course

### **Estimated Schedule of Total Charges for the Entire Educational Program**

Estimated 19 courses total charges for the entire program is \$9,500.

## ACCOUNTING PROGRAM OBJECTIVE

The Accounting Program is taught via a Christian framework which sets our program apart from another secular accounting degrees. The program consists of nineteen (19) courses in the area of accounting and business management. Students learn not only the skills necessary to be professional accountants but also the virtues that are essential to lead a Christian life thereby shaping daily marketplace practices. The faculty and staff provide students with a well-rounded curriculum that emphasizes a balance between professionalism in business and pursuing a spiritual life. Courses are taught with the understanding that all truth comes from his divinity.

The measurable objectives of the program are:

- learn fundamental accounting principles and practices
- analyze and solve complex accounting problems as well as employ the necessary technological tools to properly address such problems

- develop shrewd business decisions and take care to abide by a code of ethics
- learn analytical and critical thinking skills, engage in team building exercises and strengthen oral and written communication
- build upon previous knowledge with the utmost goal of building a community within a Christian brotherhood and embracing diversity.

## ACCOUNTING COURSES

MU offers the following courses:

Course	Course No., Title, and Units
<b>Accounting</b>	ACCT100A. Principles of Accounting 1 (4 units)
	ACCT100B. Principles Accounting 2 (4 units)
	ACCT200A. Intermediate Accounting 1 (4 units)
	ACCT200B. Intermediate Accounting 2 (4 units)
	ACCT200C. Intermediate Accounting 3 (4 units)
	ACCT300. Managerial Accounting (4 units)
	ACCT350. Accounting Information Systems (4 units)
	ACCT400. Advanced Accounting Theory (4 units)
	ACCT420A. Income Tax Accounting 1 (4 units)
	ACCT420B. Income Tax Accounting 2 (4 units)
	ACCT440A. Auditing 1 (4 units)
	ACCT440B. Auditing 2 (4 units)
	ACCT460. Government Accounting (4 units)
	ACCT461. Nonprofit Accounting (4 units)
<b>Other</b>	BLAW200. Business Law 1 (4 units)
	BLAW201. Business Law 2 (4 units)
	ECON201. Macroeconomics (4 units)
	MGMT200. Fundamentals of Management (4 units)
	MGMT400. Managerial Finance (4 units)

### After completion of the program

After completion of the program, students are expected to apply their acquired knowledge and skills to become accounting professionals.



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## **COURSE DESCRIPTIONS**

### **ACCOUNTING COURSES**

#### **ACCT100A. Principles of Accounting 1 (4 units)**

This course introduces accounting principles and practices essential to the administration of a business: the analyzing and recording of financial transactions, the measurement, valuation, and accumulation of data, and the preparation of financial statements.

#### **ACCT100B. Principles Accounting 2 (4 units)**

Prerequisite: ACCT100A

This course covers fundamentals of accounting theory and advanced practice; accounting as a financial tool to serve the individual, the business entities, such as entrepreneurs, partnerships and corporations. The topics include use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision making.

#### **ACCT200A. Intermediate Accounting 1 (4 units)**

Prerequisite: ACCT100B

This course covers the accounting process and financial statements of the procedures involved in financial statement presentation as well as the underlying theory and a detailed study of current assets and current liabilities.

#### **ACCT200B. Intermediate Accounting 2 (4 units)**

Prerequisite: ACCT200A

This course is a continuation of Intermediate Accounting 1, the examination of the accounting process with emphasis on non-current assets and liabilities including pensions and leases.

#### **ACCT200C. Intermediate Accounting 3 (4 units)**

Prerequisite: ACCT200B

This course is a continuation of Intermediate Accounting 2, the examination of the accounting process with emphasis upon equity accounts of corporations and partnerships; introduction to corporate taxation, nonprofit accounting and other special topics.

#### **ACCT300. Managerial Accounting (4 units)**

Prerequisite: ACCT100A

This course is a study of the use of accounting data for budgeting, cost control, and pricing. Other topics include evaluation of performance and general decision-making.

#### **ACCT350. Accounting Information Systems (4 units)**

Prerequisite: ACCT100A

This course introduces accounting information systems and their applications. The topics include accounting cycle, merchandising operations, journals, financial statements, vouchers, departmentalized accounting, partnerships and corporations, financial statement analysis, fixed assets and depreciation, inventory, payroll, and setup of an integrated accounting system.

#### **ACCT400. Advanced Accounting Theory (4 units)**

Prerequisite: ACCT200C

This course covers an in-depth study of accounting problems and solutions to partnerships, joint ventures, receiverships, bankruptcies, and estate liquidations. The topics include a detailed review of consolidations, mergers, branch accounting, and preparation of consolidation statements.

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**ACCT420A. Income Tax Accounting 1 (4 units)**

This course is a comprehensive review of state and federal regulations and their applications to an individual income tax return. The topics include statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of individuals.

**ACCT420B. Income Tax Accounting 2 (4 units)**

Prerequisite: ACCT420A

This course is a comprehensive review state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations. This includes procedural problems and tax management and planning.

**ACCT440A. Auditing 1 (4 units)**

Prerequisite: ACCT200B

This course covers auditing principles and audit techniques. The topics include the concepts and practices involved in financial and operational auditing, with emphasis on internal control and auditing by the independent Certified Public Accountant.

**ACCT440B. Auditing 2 (4 units)**

Prerequisite: ACCT440A

This course is a continuation of Auditing 1, on auditing procedures. The topics include current problems in auditing, with emphasis on the preparation of audit work papers and application of statistical sampling to auditing.

**ACCT460. Government Accounting (4 units)**

Prerequisite: ACCT200B

This course covers core principles and practices of government accounting; the accounting requirements and practices of specific types of government organizations, applying generally accepted standards and principles; and financial statements, audit guides.

**ACCT461. Nonprofit Accounting (4 units)**

Prerequisite: ACCT200B

This course covers core principles and practices of nonprofit accounting; the accounting requirements and practices of specific types of nonprofit organizations, such as hospitals, colleges and universities, and health and welfare organizations; applying generally accepted standards and principles; and financial statements, audit guides.

**BLAW200. Business Law 1 (4 units)**

This course covers business law in contracts and sales. Topics include introduction to the Uniform Commercial Code, product liability, warranties, and commercial paper.

**BLAW201. Business Law 2 (4 units)**

This course studies corporate law and agency and partnership. Topics include real and personal property, security transactions, wills and trusts, and insurance.

**ECON201. Macroeconomics (4 units)**

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, and international trade.

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**MGMT200. Fundamentals of Management (4 units)**

This course studies how organizations are managed and the core concepts and practical applications of management process. The main subjects are management functions, which are considered as; planning, organizing, leading and controlling. Managing in global environment and innovative organizations are also covered.

**MGMT400. Managerial Finance (4 units)**

Prerequisite: ACCT100A

This course studies the concepts, practices, techniques, and policies of financial decision making for effective and efficient management of the firm. The topics include defining financial management, the goals of the corporation financial statements, and cash flows; interest rates, the determinants of market interest rates, and the term structure of interest rates; examination of financial data and future needs; time value of money; and the process of capital budgeting.

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## **ENGLISH AS A SECOND LANGUAGE (ESL)**

### **OBJECTIVE**

MU offers English as a Second Language as an intensive language course of study with quality instruction in English aimed at developing the language, strengthening academic skills, and promoting cultural understanding for academic, professional, and/or personal purposes. The goal of the ESL course of study is for our students to acquire or improve their reading, writing, listening and speaking skills via an integrated skills approach taught from levels 1 to 6.

### **Type of Training:**

We provide focused and intensive language training to assist our students in acquiring English language proficiency.

### **Student Population:**

This course of study is open to everyone who would like to enroll in our English as a Second Language courses.

### **Expected Outcomes for Students (Graduates):**

The expectation is that each student upon completion of the courses will not only achieve English fluency but will also pursue higher levels of study in other fields of interest.

### **PROGRAM OVERVIEW**

The ESL curriculum emphasizes academic skills and college preparation for students from all around the world. Diversity is an integral core point in our curriculum, and thus by blending in storytelling to integrate faith and learning, students are exposed to a truly unique way of learning. Faculty help students build a strong foundation in order to succeed in a college or university in the United States. Students are also counseled on how to enroll and successfully complete a college degree program. Besides focusing on academia, they also learn about American culture and customs, biblical themes and embracing others and their diversities with an emphasis on integrated success. Students attend daily classes for 4 hours, for a total of 20 classroom hours per week, which include courses in reading and writing, oral communication, listening and speaking, grammar, cross-cultural communication and pronunciation.

The measurable objectives of the program are:

- develop Christian thinking while engaging in both guided and impromptu conversations in the classroom,
- develop creativity, understanding, and communication by building relationships with their peers and within the community,
- develop the necessary skills to be culturally respectful, conscious, highly-motivated individuals that maintain their Christian beliefs and become upright citizens,
- become adept in listening, speaking, writing and reading.

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## **ADMISSIONS INFORMATION**

Requirements for admission to Merit University are set forth below:

### ***PROSPECTIVE STUDENT DISCLOSURES***

The degree programs at MU are unaccredited and are not recognized for some employment positions, including, but not limited, positions with the State of California. The degree and certificate programs at MU will not be eligible to sit for applicable licensure exam in California and other states. As an unaccredited institution, students enrolled at MU are not eligible for federal financial aid programs and the institution does not participate in federal and state financial aid programs. MU is responsible for disclosing the above information to all prospective students in accordance with *California Education Code (CEC) 94897(p) and 94909(a)(10)*.

### ***ADMISSIONS POLICIES***

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. *All documents received become the property of MU.*

The application and financial statement required of students must be submitted on forms available from the Admissions Office. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service.

An application fee must accompany the admissions application. The non-refundable application fee is \$70 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

MU is not authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1) at this time.

### ***ESL COURSE OF STUDY ADMISSION***

Students applying for the non-degree English as a Second Language (ESL) course of study will take a placement test to establish their level of competency: beginning, intermediate, or advanced.

Students seeking a non-degree course of study admission must submit the following application requirements:

1. Completed application;
2. Evidence of completion of high school or equivalent;
3. Copy of passport;
4. Certificate of Financial Support with supporting documents;
5. Placement Test Result; and
6. Application fee for all students (non-refundable): US\$70.

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To be admitted, prospective students must be at least 18 years of age. The ESL Course of Study is designed for students who:

1. have completed a high school diploma or its equivalent in their home country or the U.S.;
2. are preparing to enter a U.S. university;
3. have no TOEFL score or whose TOEFL score falls below 500.

\*Students who have permanent residency (holders of "green cards") and have completed high school in a language other than English, may also be admitted into the ESL Course of Study.

Students accepted into the ESL Course of Study are tested for placement in one of six levels. The ESL Placement Examination is administered on or before the first day of class.

### **ADMISSION OF TRANSFERRING STUDENTS**

MU offers English as a Second Language as an intensive language course of study. This course of study is not a credit course and no transfer credit will be accepted.

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

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

Transferring from MU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond MU's ability to determine what credit might be given for course work completed at MU.

### **STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY**

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The university has not entered into an articulation or transfer agreement with any other college or university.

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## **READMISSION**

Students who have been dismissed from the University must wait two (2) quarters before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at MU.

## **ADMISSION OF INTERNATIONAL STUDENTS**

MU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by the MU faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language (Please refer to page 19 for more information).

## **ESL COURSE LENGTH**

The ESL Course of Study is divided into 6 separate levels. Each level is 200 clock hours long.

## **ESL CLASS SCHEDULE**

Full-Time Day Class 9 AM ~ 1 PM (Monday ~ Friday)

Full-Time Evening Class 6 PM ~ 10 PM (Monday ~ Friday)

Morning and evening classes are held for four hours a day for five days a week. Each level of instruction includes 20 hours of training per week. Each level lasts for 10 weeks for a total of 200 hours per level of ESL training.

## **PROGRAM OUTLINE**

<b><u>Quarter</u></b> <b><u>(Course No./Title)</u></b>	<b><u>Lecture</u></b> <b><u>Credit Hrs</u></b>	<b><u>Discussion</u></b> <b><u>Credit Hrs</u></b>	<b><u>Ext/Int</u></b> <b><u>Credit Hrs</u></b>	<b><u>Total</u></b> <b><u>Credit Hrs</u></b>
ESL-101, level I	2	2	0	0
ESL-102, level II	2	2	0	0
ESL-103, level III	2	2	0	0
ESL-104, level IV	2	2	0	0
ESL-105, level V	2	2	0	0
ESL-106, level VI	2	2	0	0

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<b>Level</b>	<b>*Morning Classes</b>	<b>Aft./Eve. Classes</b>	<b>Course Number</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
I	10	10	ESL-101	0	200
II	10	10	ESL-102	0	200
III	10	10	ESL-103	0	200
IV	10	10	ESL-104	0	200
V	10	10	ESL-105	0	200
VI	10	10	ESL-106	0	200

*\*Number of Weeks*

### **TUITION**

Tuition: \$ 800.00 per level

Total charges of all 6 levels: \$4,800.00



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## **COURSE DESCRIPTIONS**

### **ENGLISH AS A SECOND LANGUAGE (ESL) COURSES**

#### **ESL-001 LEVEL 1**

0 Credit Hours 200 Clock Hours

This course level is the equivalent of a Low Beginner ESL course. The instructor will cover such verb tenses as: Simple Present, Present Continuous, Simple Past and Simple Future. Students will learn how to write simple sentences using those tenses as well as read simple passages. Students will engage in activities pertinent to expanding communication in the classroom, in social settings the modal (can/can't.)

#### **ESL -002 LEVEL 2**

0 Credit Hours 200 Clock Hours

This course level is the equivalent of a High Beginner ESL course. In order to enroll in this course, students must have completed ESL-001 or placed in ESL-002 via a placement exam. Students will engage in listening, speaking, reading and writing with increased ability. Writing will take the form of simple note-taking and simple sentence practice. There will also be an increased emphasis on pronunciation. The grammar that will be covered is as follows: introduction to simple present, present continuous, and future with "going to" questions and answers, simple future with "will," modals (should, may, must, would, could,) and some basic prepositions (in, on, at, next to, between.)

#### **ESL -003 LEVEL 3**

0 Credit Hours 200 Clock Hours

This course level is the equivalent of a Low Intermediate ESL course. In order to enroll in this course, the student must have completed the previous level or placed in ESL-003 via a placement exam. The grammar that will be covered is as follows: review of simple present, present continuous, simple future (will and going to), as well as an introduction to present perfect, present perfect continuous, past continuous, future conditional, comparative adjectives, and infinitives and gerunds. Conversation skills will be fine tuned to include higher-level topics such as current events, job searches, and continuing to practice small talk. Students will listen to role-plays, songs, and simple lectures. Students will learn how to write emails, short letters and to fill out applications and forms.

#### **ESL -004 LEVEL 4**

0 Credit Hours 200 Clock Hours

This course level is the equivalent of a High Intermediate ESL course. The student must have completed the previous level or placed in ESL-004 via a placement exam. The student will demonstrate the ability to speak, read, write, and comprehend tenses taught at this level: review of verb tenses covered in previous levels and present conditional, the difference between the simple past and the present perfect, comparatives and superlatives, past perfect, reported speech and adjective clauses. He/she will also learn how to use connecting verbs, tense sequences, auxiliary verbs, gerunds, object gerunds, punctuation rules, grammar rules, idioms, and expressions. Students learn vocabulary and expressions that relate to looking for and finding a job, registering for classes, and writing memos.

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**ESL -005 LEVEL 5**

0 Credit Hours 200 Clock Hours

The student will demonstrate the ability to speak, read, write, and comprehend compound sentences using simple present and future tenses in sequence, and the past continuous tense in sequence with the simple past. Students will be introduced to and learn to apply noun clauses, and rules that apply to spelling, phonics, and capitalization. Students will demonstrate the ability to speak, read, write, and comprehend idioms and expressions appropriate to this level and their job description, including those used in matters relating to banking, traffic tickets, credit, renting an apartment, the post office, and filing a complaint. Students will also learn writing techniques for creating grammatically correct, well-constructed sentences and paragraphs. The instructor will cover such grammar topics as: modals in the past, passive voice, past conditional and tag questions. Students will also be introduced to debates and engage in a classroom debate towards the end of the quarter.

**ESL -006 LEVEL 6**

0 Credit Hours 200 Clock Hours

Students will speak, read, write, and comprehend all verb tenses introduced thus far in addition to: present perfect progressive, future perfect, and conditional perfect tenses. Students will also become proficient in prefixes, suffixes, Latin roots, synonyms, antonyms, homonyms, homophones, and homographs. Students will also be able to recognize and use cultural protocol, and cultural physical geography regarding the United States. Students will be able to construct grammatically correct paragraphs and business and personal letters as well as compose a standard essay, in any format that the instructor requires (compare/contrast, research, narrative, etc.) Advanced business communications are also covered. Students will also prepare to engage in higher-level debates and present a final project presentation to the class.

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## **TOEFL PREPARATION**

### **OBJECTIVE**

The objective is to provide students with the best possible preparation for the Test of English as a Foreign Language (TOEFL). The course will enable students to achieve a high score on the exam.

### **COURSE OVERVIEW**

Preparing for the TOEFL requires a lot of hard work, diligence and time but with the will to study and invest that time, students will meet their goals. The TOEFL preparation course will provide students with the skills necessary to pass the exam with a high score. Universities and businesses around the world regard the TOEFL as a credible measurement of a student's English proficiency. The exam will cover listening, reading, speaking and writing. These skills will be reviewed during the preparatory course and students will also take practice tests and learn studying tips and test taking skills in order to make full use of the allotted exam time. By passing the exam, students can demonstrate their readiness to succeed in higher levels of education and in their careers.

### **ADMISSIONS INFORMATION**

Requirements for admission to Merit University are set forth below:

### ***PROSPECTIVE STUDENT DISCLOSURES***

The degree programs at MU are unaccredited and are not recognized for some employment positions, including, but not limited, positions with the State of California. The degree and certificate programs at MU will not be eligible to sit for applicable licensure exam in California and other states. As an unaccredited institution, students enrolled at MU are not eligible for federal financial aid programs and the institution does not participate in federal and state financial aid programs. MU is responsible for disclosing the above information to all prospective students in accordance with *California Education Code (CEC) 94897(p) and 94909(a)(10)*.

### ***ADMISSIONS POLICIES***

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. *All documents received become the property of MU.*

The application and financial statement required of students must be submitted on forms available from the Admissions Office. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service.

An application fee must accompany the admissions application. The non-refundable application fee is \$70 (USD). Once an application and all supporting documents have been received by the

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Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

MU is not authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1) at this time.

### ***TOEFL PREPARATION***

Students applying for the non-degree English as a Second Language (ESL) course of study will take a placement test to establish their level of competency: beginning, intermediate, or advanced.

Students seeking a non-degree course of study admission must submit the following application requirements:

1. Completed application;
2. Evidence of completion of high school or equivalent;
3. Copy of passport;
4. Certificate of Financial Support with supporting documents;
5. Placement Test Result; and
6. Application fee for all students (non-refundable): US\$70.

To be admitted, prospective students must be at least 18 years of age. The ESL Course of Study is designed for students who:

1. have completed a high school diploma or its equivalent in their home country or the U.S.;
2. are preparing to enter a U.S. university;
3. have no TOEFL score or whose TOEFL score falls below 500.

\*Students who have permanent residency (holders of "green cards") and have completed high school in a language other than English, may also be admitted into the ESL Course of Study.

### **ADMISSION OF TRANSFERRING STUDENTS**

MU offers TOEFL Preparation course of study, which provides students with the best possible preparation for the Test of English as a Foreign Language (TOEFL). The course will enable students to achieve a high score on the exam. This course of study is not a credit course and no transfer credit will be accepted.

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

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### **TOEFL PREPARATION COURSE MATERIALS**

The Barron's TOEFL iBT textbooks are designed for TOEFL test takers at all levels to improve their English language skills within a short time period. It provides a well-structured overlay of the basics of the English language. Within the pages of this book the reader will find clear and concise study instructions for the TOEFL iBT and an expansive range of grammar, writing and reading tips. Not only is the guide great for TOEFL test-takers, it also is an excellent resource for any student of the English language who is looking to master his or her linguistic skills.

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## **LENGTH OF TOEFL PREPARATION COURSE**

The length of TOEFL Preparation Course is 20 hours per week for 10 weeks.

## **TOEFL PREPARATION COURSE SCHEDULE**

This course is offered Monday to Friday, 4 hours per day for a total of 20 hours per week for 10 weeks. The total amount of hours spent in the classroom is 200 hours. Such an intensive schedule provides the necessary overview and practice time that students need to build a strong foundation and feel confident when tackling the exam. The likelihood of passing the exam increases and they have the option to drop the course once the desired test score is achieved.

### **Intensive Courses – (20 Hours per Week for 10 Weeks)**

Week/Session 1	Reading 1 and Listening 1
Week/Session 2	Speaking 1 – Independent Tasks Writing 1 – Independent Tasks
Week/Session 3	Reading 2 and Listening 2
Week/Session 4	Speaking 2 – Integrated Tasks Writing 2 – Integrated Tasks
Week/Session 5	Reading 3 and Listening 3
Week/Session 6	Speaking 3 – Integrated Tasks Writing 3 – Integrated Tasks
Week/Session 7	Practice Test – Reading and Test Review Practice Test – Listening and Test Review
Week/Session 8	Practice Test - Speaking and Test Review Practice Test – Writing and Test Review
Week/Session 9	Practice Test - Speaking and Test Review Practice Test – Writing and Test Review
Week/Session 10	Final Practice Test & Review

## **TUITION**

Total estimated charge for TOEFL Prep. (ESL – 007) Course is \$800.

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## **COURSE DESCRIPTION**

### **ESL - 007. TOEFL Preparation for English Language Exams**

0 Credit Hours 200 Clock Hours

This preparatory course is designed to prepare students to take the Test of English as a Foreign Language (TOEFL) and prove their proficiency in English by scoring a score of 470 or higher. Students are taught test-taking skills, such as scanning, summarizing and identifying essential vocabulary. Instructors also analyze questions in order to understand the step-by-step solution needed to arrive at the correct answer. As this is a course that prepares students to pass the exam, it cannot be taken in lieu of any ESL courses, which increase language fluency. Upon attaining the necessary score, students will also retain these strategies and apply them to exams in other courses in other majors. Students at the completion of the course will learn test-taking strategies and skills as well as gain the needed confidence to attain a passing score. This course may be repeated.

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## **CONTACT INFORMATION**

### **MERIT UNIVERSITY**

Address: 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010

Telephone: (213) 325-2760

Fax: (213) 325-2761

Website: [www.meritu.edu](http://www.meritu.edu)



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## **INSTRUCTIONS ON FILING A COMPLAINT WITH TRACS AND BPPE**

If you feel your rights have not been upheld, you may contact the BPPE or TRACS:

Students may contact 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 website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The complaint form may also be mailed to: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833. Further information may be obtained by contacting the Bureau at: (916) 431-6959 or by fax at: (916) 263-1897.

Also, students may contact TRACS by calling at (434) 525-9539 or mailing to 15935 Forest Road Forest, Virginia 24551 ([info@tracs.org](mailto:info@tracs.org)).