

STANTON UNIVERSITY



GENERAL CATALOG 2017-2018

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STANTON UNIVERSITY 2017–2018 CATALOG

Compiled and edited by Stanton University.

This catalog reflects the current status of programs and policies of the Stanton University, and is effective September 1, 2017 to August 31, 2018. All new and re-entering students for the 2017–2018 academic years and following are bound by it. The catalog is updated annually and available in July of each year.

A copy of this catalog may be obtained by request or can be downloaded from the Stanton University website
www.stantonuniversity.com.

All correspondence regarding studies at or admission to Stanton University should be addressed to the Office of Admissions and Records at the address below:

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MESSAGE FROM THE PRESIDENT

TO ALL WHO COME WITHIN STANTON UNIVERSITY:

We live embedded in the body of the world. Attention is required. Every life is the interweaving of strands of connection to time, place, ecosystem, culture, ethnicity, gender, family, and history. We exist interdependently with all that is. Receptivity to life expands our souls. Closure debilitates our soul.

Intimately connected to all life, we are not bound by the web of life. We carry within ourselves the capacity to engage creatively, responsibly and actively in the world. Sometimes this capacity to act is deeply wounded. Passivity holds sway. Dependence dominates. Restoration of passionate desire for creative engagement is needed. The exercise of the power to act is fundamental to life, education, and self-actualization.

At Stanton University we seek to integrate education and learning through innovative teaching, creative scholarship and the practical experience of life — as we respond to our changing societies and cultures and are shaped by the vocations to which we have been called. Within this context, our educational philosophy is that — **Higher Education is by Definition the Development of Human Potential.**

The human community that names gifts, celebrates blessings, call for discernment, works for healing, teaches, nurtures, eases suffering and challenges injustice — This is a community of people committed to student success and life-changing opportunities.

Sincerely,

David K. Kim, Th.D.

President

STANTON UNIVERSITY COMMITMENT TO EXCELLENCE

Stanton University is a multicultural university committed to providing open access to all who can benefit from higher education instruction. The university's precept is that "Higher Education is by Definition the Development of Human Potential." In concert with this precept, the University has adapted the following institutional goals concomitant with its mission to sustain and strengthen the University in its service to students and community:

- All faculty, administrators, and staff will demonstrate a commitment to excellence.
- Students will be treated fairly and with respect and compassion by faculty, administration, and staff.
- Classes will be scheduled to meet students' needs.
- Students will be provided with reading, writing, and critical thinking experiences in their classes.
- Contract faculty will be required to meet classes, hold office hours, take responsibility for curriculum, and participate on university committees.
- Deans and faculty, including instructors and learning resource personnel, will be available to assist and advise both day and evening students.
- Deans, department chairs and program directors will be held accountable for sound fiscal and program management and administrative leadership for their schools, departments or programs.
- Department chairs and program directors will take an active role in the recruitment, selection, and professional development of their departmental and program colleagues, in course articulation and in providing departmental and programmatic leadership.
- All of the University's efforts and resources shall be dedicated to one central purpose – the support of students as they work toward the achievement of their academic and professional goals.
- The University will demonstrate a commitment to the maintenance of its grounds and facilities as a reflection of the excellence of its programs and services.
- The University is committed to expanding educational opportunity and access to everyone who has a desire to learn and we welcome all students, including those from communities that have been traditionally underserved.
- The University will support faculty in their development of specialized contributions to knowledge, including innovative curricula and pedagogy responsive to the intellectual and professional needs of students.
- The University will support faculty in their professionally related community activities and informed exchanges with diverse groups of students that strengthen the university's courses, scholarship and commitment to academic excellence.

ACADEMIC CALENDAR

Some dates are subject to change. Refer to quarterly schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as at least three (3) quarters, and consists of at least ten (10) instructional weeks each quarter.

FALL QUARTER, 2017

- Orientation and registration deadline for new students -----Sep 29
 - Instruction begins, first day of classes for all students -----Oct 2
 - Last day to add classes or register late -----Oct 9
 - Last day to drop classes without courses being recorded -----Oct 21
 - Continuing students registration period for Winter quarter, 2018 -----Nov 13 – Dec 8
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Nov 18
 - Veterans Day – Academic Holiday ----- Nov 11
 - Thanksgiving – Academic Holiday ----- Nov 23 – 24
 - Final examinations ----- Dec 4 – 9
 - All grades due to Office of Admission & Records -----Dec 22
 - Fall Quarter Break----- Dec 25, Jan 1
-

WINTER QUARTER, 2018

- Orientation and registration deadline for new students-----Dec 29
 - Instruction begins, first day of classes for all students-----Jan 2
 - Last day to add classes or register late-----Jan 8
 - Martin Luther King Day – Academic Holiday ----- Jan 15
 - Last day to drop classes without courses being recorded ----- Jan 20
 - Continuing students registration period for Spring quarter, 2018 -----Feb 12 – Mar 09
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control -----Feb 16
 - Final examinations -----Mar 5 – 10
 - All grades due to Office of Admission & Records -----Mar 23
 - Winter Quarter Break----- Mar 12 – Apr 1
-

SPRING QUARTER, 2018

- Orientation and registration deadline for new students -----Mar 30
- Instruction begins, first day of classes for all students -----Apr 2
- Last day to add classes or register late -----Apr 09
- Last day to drop classes without courses being recorded -----Apr 20
- Continuing students registration period for Summer quarter, 2017 ----- May 14 – Jun 8
- Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- May 18
- Memorial Day — Academic Holiday ----- May 28
- Final examinations ----- Jun 4 – Jun 09
- All grades due to Office of Admission & Records ----- Jun 22
- Spring Quarter Break----- Jun 13 – July 3

SUMMER QUARTER, 2018

- Orientation and registration deadline for new students----- Jun 29
- Independence Day – Academic Holiday -----Jul 4
- Instruction begins, first day of classes for all students -----Jul 2
- Last day to add classes or register late ----- Jul 09
- Last day to drop classes without courses being recorded ----- Jul 20
- Continuing students registration period for Fall quarter, 2017 -----Aug 14 – Sep 8
- Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control----- Aug 17
- Labor Day — Academic Holiday ----- Sep 3
- Final examinations ----- Sep 4 – 10
- All grades due to Office of Admission & Records -----Sep 23
- Summer Quarter Break -----Sep 10 – Sep 30

FALL QUARTER, 2018

- Orientation and registration deadline for new students -----Sep 28
 - Instruction begins, first day of classes for all students -----Oct 1
 - Last day to add classes or register late -----Oct 8
 - Last day to drop classes without courses being recorded ----- Oct 19
 - Continuing students registration period for Winter quarter, 2018 -----Nov 12 – Dec 7
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Nov 16
 - Veterans Day – Academic Holiday ----- Nov 12
 - Thanksgiving – Academic Holiday ----- Nov 22 – 23
 - Final examinations ----- Dec 4 – 9
 - All grades due to Office of Admission & Records -----Dec 22
 - Fall Quarter Break----- Dec 24, 25, 31 & Jan 1, 2019
-

INSTITUTIONAL INFORMATION

THE UNIVERSITY

Stanton University (SU) was founded in 1996 as an academic institution of higher learning which focuses those approaches of higher education that lead to student success. To meet the needs of its students, the University is organized into an educational delivery system based on the democratic process in which the student is the prime concern. In the quest for academic quality, the University has a commitment to increase and strengthen the quality of teaching in the classroom through trying varied teaching models, careful evaluation and feedback.

Stanton University is a private, nonprofit, public benefit educational institution that provides services supportive of students' efforts in succeeding academically, vocationally and personally. In order to fulfill its mission, the University strives to provide excellence in education by hiring well-prepared and experienced faculty and staff; by maintaining an updated facility that fosters educational growth in a pleasant and safe environment with modern classroom equipment and library facilities; and by providing excellent academic advising services to help students successfully complete their programs of study.

EDUCATIONAL PHILOSOPHY

The quality of the educational experience at Stanton University is fostered by the close human and intellectual relationships between students and faculty, and by the open exchange of ideas. The University is committed to a student-centered approach to learning that promotes the development of the whole person. We challenge our students to pursue lives of leadership and service by providing them with curricula that are relevant, individualized and supportive in sustaining a life-long love of learning and a personally rewarding career.

The university's instructional programs are designed to challenge students not only to acquire knowledge, but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

Stanton University's special character emerges from its relatively small size and its commitment to effective teaching, high standards of scholarship, ongoing professional development, and to its policy of promoting high academic standards in the faculty, staff, administration and student population.

VISION

Stanton University will be a leading post-secondary institution that provides professional education where students will develop their fullest potential and make their best contributions to society.

MISSION AND OBJECTIVES

Mission Statement: Stanton University's mission is to provide students with an affordable and high-quality education in a culturally diverse environment to help them develop knowledge and skills that will enhance their potential for success in their current and future careers.

Objectives:

- Offer students affordable and quality programs that provide a career-oriented education for an increasingly versatile global economy.
- Ensure that students enrolled in each program acquire the knowledge and skills necessary to fulfill personal and professional goals.
- Provide outstanding faculty members dedicated to teaching and service to the University and its community.
- Provide relevant facilities and equipment for learning.
- Promote a diverse learning environment that encourages collaboration and understanding.

INSTITUTIONAL LEARNING OUTCOMES

Stanton University students will acquire and be able to demonstrate the following learning outcomes upon completion of their program:

- Demonstrate knowledge and proficiency in a chosen field of study.
- Exercise critical thinking and quantitative reasoning in judgment, decision making, and problem solving.
- Locate and utilize a variety of types of information accurately and appropriately.
- Effectively communicate in oral and written methods to convey well-organized thoughts, ideas, and opinions.
- Exhibit awareness, understanding, and respect for diversity of individuals, groups, and cultures.

STATEMENT OF LEGAL CONTROL

Stanton University is a private, nonprofit, non-sectarian, coeducational university organized as a corporation under the laws of the state of California — subject to any limitations contained in the general nonprofit corporation laws of the State. The University operates in compliance with the California Education Code and the California Code of Regulations — under the authority of the California Bureau for Private Postsecondary Education. The University is governed by an appointed Board of Trustees.

The President of Stanton University is the university's chief executive officer who, together with the Board of Trustees (BOT), sets the agenda for the strategic vision for the future of the University while embracing its core mission, its sense of community, its overall intellectual environment and providing financial leadership and operating management at the highest possible levels. Within this context, the President is responsible for maintaining the university's focus so that the goals, the objectives and the integrity of its mission and purpose are maintained and met.

The Board of Trustees represents the ultimate and inclusive authority within the University. Their authority is derived from the university's bylaws. The Board of Trustees is the primary policy-making body of the University. Within this context — **A policy is a general rule or principle, or a statement of intent, or direction, that provides guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care.**

All policies of the University must be approved by the Board before they become official policies. The Board has promulgated bylaws delineating the policy-making process for policy issues that require Board approval. In certain areas, because of the routine nature of the matters, the Board delegates its policy-making authority to the President. However, final approval still resides with the Board. In some instances there are statutory requirements of formal action on certain issues due to provisions written into the university's original bylaws. These constraints limit the delegation of authority by the BOT on certain policy issues and responsibilities.

STANTON UNIVERSITY BOARD OF TRUSTEES

Ms. Jan Jung	Dr. Thomas Lee
Ms. Ellen Hyun Eun Lee	Dr. Jai Hyun Kim
Dr. Eun Sook Cho	Mr. Thomas Han
Mr. Richard Jung	Ms. Yubin Chang
Ms. Christine H. Lee	Mr. Franks Park
Ms. Faye Tran	Dr. Franklin R. Turner
Ms. So Jeong Moon	

Finance and Budgeting: Thomas Han, So Jeong Moon, Franks Park

Audit and Risk Management: Yubin Chang, Faye Tran, Jan Jung

Educational Quality: Jai Hyun Kim, Eun Sook Cho, Ellen Hyun Eun Lee

Trusteeship: Richard Jung, Christine H. Lee, Thomas Lee, Franklin R. Turner

STATEMENT OF ACADEMIC FREEDOM

A university is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development and the desire for the liberating effects of an advanced education. Stanton University has specific policies that address the interdependent issues of academic freedom, conflict of interest and academic integrity.

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of privacy and the right to fair hearings. The nature of the university's community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go along with these freedoms in all phases of their university activities and experience.

LOCATIONS AND FACILITIES

Stanton University is located in the heart of Orange County, which has a diverse multi-ethnic and multi-cultural population. The University is minutes from Disneyland, Disney's California Adventure, Knott's Berry Farm, professional baseball and ice hockey, and innumerable entertainment, artistic, theatrical, and recreational opportunities. Proximity to the Santa Ana Freeway, Hwy 5; the San Diego Freeway, Hwy 405; The Garden Grove Freeway, Hwy 22; the Costa Mesa Freeway, Hwy 57, and the Orange Freeway, Hwy 55 provides ready accessibility throughout Orange County and access to Los Angeles and San Diego counties.

The central (main) campus houses SU's academic, administrative, student services, and operational functions to meet all requirements to provide for an efficient, effective, and quality learning environment to accommodate the faculty, staff, and student body. To support the educational process, the University provides the multi-media equipment, instructional technology, library and learning resources, and student services necessary for a 21st century institution of higher education.

Additionally, the University offers classes at the university's learning site (satellite classroom facility) at the following location:

- 3700 Wilshire Boulevard, Suite #100, Los Angeles, CA 90010

AUTHORIZATION

CALIFORNIA BPPE APPROVAL

Stanton University is a private, non-profit institution approved by the California Bureau for Private Postsecondary Education to operate in the state of California as a degree granting institution. Approval to operate means that the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

SEVIS CERTIFICATION

Stanton University is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 visa students for academic degrees.

Stanton University SEVIS School Code: LOS214F19760000

WASC ELIGIBILITY

Stanton University has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that Stanton University is eligible to proceed with an application for Initial Accreditation. A determination of Eligibility is not a formal status with WSCUC, nor does it ensure eventual accreditation; it is preliminary finding that the institution is potentially accreditable and can proceed to be reviewed for Initial Accreditation with WSCUC. The first visit for achieving Initial Accreditation must take place within five years of being granted Eligibility. Questions about Eligibility may be directed to the institution or to WSCUC at www.wascsenior.org or at 510-748-9001.

DISCLOSURE STATEMENTS

- "Stanton University provides all prospective students with a free catalog which is available either electronically on-line or in writing from the university's Office of Admissions and Records. The catalog is updated annually, and covers the period of September 1 of the current year to August 31 of the next year.
- "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."
- "Any questions a student may have regarding this catalog or Stanton University 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; mailing address – P.O. Box 980818, West Sacramento, CA 95798-0818; by E-mail: bppe@dca.ca.gov; Toll free telephone number: 1-(888) 370-7589; Fax: (916) 263-1897; Internet Web site address: www.bppe.ca.gov.
- "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling at 1-(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov."
- "Currently, Stanton University and its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the State of California. A student enrolled in an unaccredited institution is also not eligible for federal financial aid programs.
- "Stanton University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)"

ADMINISTRATIVE POLICIES AND PROCEDURES

CATALOG ACCURACY STATEMENT

Stanton University's catalog describes the policies, procedures, rules and regulations by which the University operates the programs and services that it offers. The University endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. The University assumes no responsibility for program changes or publication errors beyond its control.

STATEMENT OF UNIVERSITY RIGHTS

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and Stanton University.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of Stanton University.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertain to the student and the University.

The University reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which quarter courses are offered, teaching assignments, degree requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

NON-DISCRIMINATION POLICY

Stanton University does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital, veteran or military status, personal appearance, primary language, immigration status, citizenship, family responsibilities, political affiliation, source of income, sexual or affectional preference or gender identity, the exercise of statutorily or constitutionally protected rights, or any other status protected by state or federal law, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, or other university administered programs. The University ensures the rights of all individuals to equal employment substantively related to merit and performance. The nondiscrimination policy of the University is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq.(pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq.(pertaining to race, color and national origin);

- Title VII of the Civil Rights Act of 1964 and 29 CFT 1601 et seq.(pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq.(pertaining to sex);
- The Age Discrimination in Employments Act of 1975; and
- The Americans with Disabilities Act of 1990.

This policy applies to discrimination and harassment based on legally protected classes or characteristics. It applies to all Stanton University (SU) community members including employees and students. All students and employees of SU are responsible for their actions and behavior, whether the conduct in question occurs on or off campus. As such, this policy applies to both on campus and relevant off campus conduct which affect the SU community.

STATEMENT OF DIVERSITY

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University subscribes to the fundamental importance of a multicultural and diverse workforce and student body, and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively encouraging applications from members of all racial/ethnic groups, nationality, ages, genders, socioeconomic classes, interests, and others that are underrepresented in higher education.

POLICY ON SEXUAL HARASSMENT

Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal.

It is university policy that all employees and students have a right to work and learn in an environment free of discrimination, and which encompasses freedom from sexual harassment. Stanton University prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluations, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of Stanton University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.

Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available.

POLICY ON SEXUAL ASSAULT

The term sexual assault includes, but is not limited to: rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault.

Rape is the most prevalent, serious-violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by Stanton University. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

POLICY ON PROSECUTION FOR THEFT AND BAD CHECKS

It is the policy of Stanton University to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the California Penal Code. Such measures include the utilization of Section 1719 of the California Civil Code (AB 1226) which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.

STUDENT RIGHTS AND RESPONSIBILITIES

RESPONSIBILITY TO BE INFORMED

It is the student's responsibility to read the information presented in this catalog and to know and observe all policies, procedures, rules, regulations and standards related to his/her program, and the responsibilities of citizenship in the campus community. Regulations will not be waived nor exceptions granted because of a student's unawareness or failure to inform himself/herself of their existence. The University does not assume responsibility for misinterpretation by students of policies, procedures rules or regulations presented in this catalog.

FREEDOM OF INFORMATION FOR STUDENTS

Students shall have the right to reasonable access to university policies, procedures, rules, regulations and standards which affect their right to enroll, remain enrolled, or withdraw from any course or program of study.

The Catalog and the Schedule of Classes are the principal means by which information concerning academic programs and policies are transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

FREEDOM OF ACCESS

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

STUDENT-UNIVERSITY RELATIONSHIP

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such a community is purely voluntary; students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to the university's authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

STUDENT RIGHTS

All members of the university faculty and staff are responsible for helping students to make progress toward their degree objective.

It is the policy of Stanton University to provide an educational University environment free from Prohibited Discrimination and the violation of individual and students' rights. Employees or other persons acting on behalf of the University who engage in Prohibited Discrimination as defined by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, medical condition (cancer and genetic characteristics), sexual orientation, age, physical or mental disability, or veteran status.

In accordance with the university's adopted educational mission and philosophy — **"To create a climate that fosters learning and elicits the best performance from each individual"** — student rights are stipulated as follows:

Primary to students' rights is access to an environment free of interference in the learning process. Students' rights enumerated herein are accorded when such rights are within the domain and control of Stanton University.

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of each course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policies.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

Students are responsible for reading and adhering to the policies, procedures, rules and regulations as outlined in catalogs, handbooks, schedules and other official university publications.

Students are responsible for defining and making progress toward their educational goals. Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of Stanton University. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on university-owned or controlled property or at university-sponsored activities.

1. Academic Dishonesty. Violations of Academic Integrity include, but are not limited to, the following actions; cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
2. The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
3. Use, possession, or distribution of alcoholic beverages, except as permitted by law.
4. Alteration or misuse of university documents, including acts of forgery and furnishing false information.
5. Acts of threat or damage to, or theft of, property belonging to or located on/in university-controlled property or facilities.
6. Violation of university policies concerning the registration of student organizations and the use of campus/university facilities.
7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.
8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
11. Participating in activities which are in violation of state or federal laws, the city of Garden Grove, or Orange County ordinances while on university premises or at university supervised activities.
12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
13. Smoking on university premises including, but not limited to, university facilities used as classrooms, theaters, libraries, bookstores, elevators, meeting rooms, restrooms, cafeterias or service lines; plus designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.
15. Theft or Abuse of computer Resources. Theft or abuse of computer resources including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
 - e. Use of unlicensed software.
 - f. Unauthorized use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

- g. Use of computing facilities to interfere with the regular operation of the University's computing system.
16. Interference with Peace of the University. The malicious willful disturbance of the peace or quiet by loud or unusual noise, or any threat, challenge to fight, or violation of any rules of conduct as set forth in this code of conduct. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of Stanton University.

STUDENT GRIEVANCE AND DUE PROCESS

Students are encouraged to pursue academic studies and other university sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in university policies, in the California Education Code and/or the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other university staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial or capricious action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a university representative without proper regard to procedural due process as specified in university guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures.

Stanton University encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era or subsequent U.S. armed forces hostilities veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the University. Any action taken by a student under a due process procedure shall preclude any further action.

STUDENT GRIEVANCE PROCEDURE

The student should first discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible to attempt to resolve the matter. If no resolution results, the student should then consult with the senior administrator in his/her discipline or work area — program director, department chairperson or dean. If the administrator is the party against whom the grievance is directed, the student must take the grievance to that

administrator's superior. Every effort should be made to resolve the issues at an informal level before proceeding to the status of a formal grievance.

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the school dean (SD), department chairperson (DC), program director (PD) or other administrator (OA) in a timely fashion, i.e., normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

The SD, DC, PD, or OA shall promptly initiate an investigation and prepare a report, normally within thirty days of receipt of the written grievance. In undertaking the investigation, a written response to the issues raised in the grievance may be requested from individuals believed to have information relevant to the matter, including faculty, staff, and students. Both parties to the grievance will be given an opportunity to comment in writing on the responses. Review of a grievance normally shall be limited to the following considerations:

- 1) Were the proper facts and criteria brought to bear on the decision, or, conversely, were improper or extraneous criteria brought to bear on the decision?
- 2) Were there any procedural irregularities that substantially affected the outcome?
- 3) Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the SD, DC, PD, or OA shall issue a written finding and a proposed disposition to the student and to the party against whom the grievance is directed. This decision shall become final and shall be implemented, unless there is an appeal.

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the SD, DC, PD, or OA either on substantive or procedural grounds, he/she may appeal in writing to the Vice President of the University. The appeal to the Vice President must indicate why he/she believes the grievance result to be wrong. Any appeal to the Vice President must be received within thirty days from the SD's, DC's, PD's or OA's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or procedural grounds, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file.

Students may contact BPPE for more information at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. www.bppe.ca.gov (916) 431 – 6959.

STUDENT SERVICES AND EDUCATIONAL RESOURCES

The university's student services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at Stanton University.

STUDENT RECORDS

Student records are confidential and are maintained and released in accordance with applicable law.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Director of Admissions and Records. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

In addition, under federal law, the military is entitled to receive the following student information for recruitment purposes: student directory information as defined below, student address, telephone number, date and place of birth, and major field of study. This information will not be released to the military if the student marks "NO" on question "permission to Release Student Information" on the University Application or if the student marks "NO" on the University's Release of Directory Information form.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the **Buckley Amendment**), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which:

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University.

No student records, including Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Office of Admissions and Records. The log is open to inspection only to the student and the university official or his or her designee responsible for the maintenance of student records.

The Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure for a resolution of the problem – a copy of which is available in the Office of Admissions and Records.

Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include,

but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student.

Information which cannot be classified as student records are:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

STUDENT RECORD RETENTION POLICY

Record	Retention Period
Students' applications for admission	Five yrs.
High school transcripts	Five yrs.
Transcripts from prior colleges/ universities attended	Five yrs.
Registration forms	Five yrs.
Add/drop forms	One yr.
SU transcripts	Permanently
Application for graduation	One yr.
Change of grade form	Permanent
Grade report forms	Five yrs.

Students' permanent records are maintained and stored in an electronic format in the University's student information system Populi.

HOLDING OF RECORDS

Student records may be placed on a hold status because of financial or other obligations to the University. While the student's records are on hold, registration may not be allowed nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction of the office instituting the hold.

STUDENT DISABILITY SERVICES/AMERICAN WITH DISABILITIES ACT POLICY

Stanton University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1972 and the Americans and Disabilities Act of 1990, prohibit such discrimination. Students should address inquiries concerning Stanton University's compliance with all relevant disability laws to the director of Student Services.

HEALTHCARE SERVICES

The University does not provide full-service, on-campus healthcare services. However, the University provides assistance to students in acquiring health insurance.

BOOKSTORE

Stanton University does not operate a bookstore; however, textbooks and reference materials are available through the university's library that is open during regular library hours.

STUDENT HOUSING

Stanton University does not provide on or off-campus student housing, nor does the university provide housing assistance or has information on housing costs. Students are responsible for their own housing arrangements. There is abundant local housing in the vicinity of the University, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers, and special free publications also provide extensive information about available housing in the area.

PLACEMENT SERVICES/OTHER STUDENT SERVICES

While Stanton University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates, the University provides other personalized student services to assist students in reaching their educational goals. Students should contact their advisor for assistance or direction to services for their personal needs.

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

PARKING RULES AND REGULATIONS

All traffic and road signs must be obeyed. Regulations governing handicapped parking, red curbs, no parking zones, fire lanes, loading docks, special permit areas, and areas having time limitations are enforced at all times by the city of Garden Grove. Illegally parked vehicles may be towed away at owner's expense. Stanton University will not be responsible for damage to any motor vehicle, theft of its contents, or injury to persons operating a vehicle parked on or off the campus unless liable under specific Government Codes.

COUNSELING AND GUIDANCE

The university assists students in reaching their educational goals by:

- Providing orientation for a successful academic experience at Stanton University;
- Helping to clarify career and academic goals, and
- Assisting with course selection and program planning.

However, it is the student's responsibility to actively seek counseling from their department regularly rather than waiting until they encounter a problem.

STUDENT COUNCIL

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

STUDENT ID CARDS

Stanton University issues Student ID cards upon acceptance and enrollment. The official Stanton University identification card is non-transferable. The ID card remains the University's property, is governed by Stanton University regulations, and expires when the holder is no longer affiliated with the University.

COMMENCEMENTS

Stanton University holds commencements for students have completed their degrees, and have fulfilled all other University requirements. Candidates for graduation must submit the Application for Graduation and pay the graduation fee. Candidates for graduation will be notified via phone or email regarding cap and gown distribution and other related commencement information.

FACILITIES AND EQUIPMENT

Stanton University is located in Garden Grove, California. The campus is equipped with classrooms, administrative offices, student lounge, and a university library. In addition, the campus building has elevator access and a parking garage.

The learning site located at Los Angeles is furnished with appropriate equipment for instructional purposes, complete with copiers, computers, and all the standard and supplies needed for each classroom, including but not limited to student desks, whiteboards, and projectors.

LIBRARY/LEARNING RESOURCES

The Stanton University library is a resource center within the SU University that serves the information, learning, and research needs of its students, faculty, and administration. The Stanton University library houses a representative collection of books, periodicals and journals in the disciplines relevant to the university's course offerings and programs. With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula.

The SU library houses thousands of books at the Garden Grove location, which are categorized by the Dewey Decimal System. Many of them are relevant, sufficient, and appropriate the academic programs and the credential levels offered at Stanton University. Students can also search and check out SU's library holdings by logging into their Populi account and browsing the Populi library online catalog (<https://stantonuniversity.populiweb.com/library/catalog/index.php>). Populi is Stanton University's student information system, and it can be accessed anytime and anywhere with internet access. Database training sessions are offered each quarter for students and Faculty members. The Library also has study spaces, and open computer, internet, and printer access.

Stanton University provides 24/7 access to pre-paid subscriptions of several respected online resources (electronic databases). Stanton University subscribes to JSTOR Business & Economics Discipline Collection, and also the JSTOR Business III Archive. The Business & Economics Discipline Collection provides current journal subscriptions from multiple publishers that serve research and curriculum needs in the business subject areas. It provides a diverse set of high-quality journals that serve students, researchers, and scholars in fields that rely on business and economics titles to support their work. The Business III Collection has over 90 titles and provides strong coverage in core fields such as economics, business administration, and finance, public administration, business history, accounting, management, marketing, and organizational behavior. It also includes a robust group of international journals.

Stanton University students will also have access to research resources through the online library database LIRN (Library and Information Resources Network). LIRN is a consortium of educational institutions which have joined to share access to information resources. It provides an enormous library collection incorporating millions of journal articles, books, encyclopedias, newspapers, magazines, as well as audio and video clips targeted for academia. The LIRN virtual library provides students and faculty with millions of resources to support their academic needs and studies. It is a 24/7 academic resource and can be accessed on anywhere with internet connection. LIRN provides information resources from sources such as Gale/InfoTrac, ProQuest, eLibrary, Bowker, Books 24X7, and more.

The University library is open between the hours of 9:00 A.M. and 6:00 P.M., Monday through Friday. Stanton University students can also get assistance from our librarian by email at library@stantonuniversity.com. Please visit the library's website at www.stantonuniversity.com/student-services/librarylearning-resources.

GENERAL ACADEMIC POLICIES

REGISTRATION PROCEDURES

Registration is the process whereby students sign up for specific classes and pay all assessed fees.

Registration instructions for students are included in the Class Schedule issued prior to the beginning of each quarter.

All students must register for certain courses in keeping with their academic plans.

Credit for a course is given only when a student is properly registered and successfully completes the course. An individual is not properly registered until all registration forms required have been submitted and all fees have been paid. A student who does not register during the official registration period will be assessed a Late Registration Fee.

The Academic Calendar at the front of the Catalog gives the academic schedule for each quarter of the academic year.

Add and Drop Policy – The add and drop period allows you to drop a course, add a course, withdraw from the University. Once the deadline for online registration is reached, a fee of \$5.00 will be charged for any students that needs to add/drop or make changes to their class schedule. The add and drop deadline is the last day to drop classes without courses being recorded in the Academic Calendar for that quarter. You are not allowed to make any schedule adjustments after this deadline and are responsible for knowing the current quarter date for this deadline, which can be found on the academic calendar and the Classic Schedule registration notice. Deadlines will vary by session. Consult the Class Schedule for specific dates.

CONFLICT OF INTEREST

Each member of the university's community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner and protecting the rights of all individuals. All members of the university's community — including members of the university's faculty, administration, student body and staff— should conduct themselves with the greatest professional objectivity.

ACADEMIC INTEGRITY

Academic integrity is of central importance in the university's community and involves committed allegiance to the values, the principles and the code of behavior held to be central in that community. The core of a university's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Stanton University degree.

All forms of academic dishonesty at Stanton University are a violation of university policy and will be considered a serious offense. Academic dishonesty includes, but is not limited to:

For Faculty: Plagiarism and Falsifying University Documents

Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work.

Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.

Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.

For Students:

Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.

Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests.

Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.

Falsifying any university document — includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

ATTENDANCE REQUIREMENTS

Instructors are obligated at the beginning of each quarter or course session to announce to their students their policy regarding excessive absence(s). When unexcused absences exceed the number of hours that the class meets in one week, or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

ATTENDANCE POLICIES

1. Absence — An absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
2. Tardiness — Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Cutting Classes — Cutting of classes will be considered as unexcused absences.
4. Make-Up Work — Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.
5. Baseline of attendance rate to pass a course is to satisfy 80% out of all class-times.

This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences may occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

PREREQUISITES AND COREQUISITES

A prerequisite is a completed course, or other measure of academic preparation, a student is required to meet to demonstrate current readiness for enrollment in a particular course or program. The University requires students to complete prerequisite courses with a passing grade prior to registering in the course requiring the prerequisite. Under special circumstances, the school dean, department chairperson, or program director may waive a prerequisite requirement.

A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses which have prerequisites and/or corequisites are identified in the catalog. It is the student's responsibility to determine whether or not he/she has met a prerequisite requirement or is able to take a corequisite to be able to take a course so that he/she can make class adjustments when necessary to qualify to take a particular class. Under special circumstances, the school dean, department chairperson, or program director may waive a prerequisite or corequisite requirement.

COURSE INFORMATION/SYLLABI

During the first week of classes the instructor will distribute to class members printed information (a syllabus) about the course. This course information will include at least the following items:

1. Title and course description
2. Course number
3. Prerequisite(s) and/or corequisite(s) for the course
4. Instructional contact hours/credits
5. Learning objectives
6. Instructional materials and references
7. Topical outline of the course
8. Method(s) of instruction
9. Out-of-class learning activities and assignments

10. Assessment criteria
11. Method of evaluating students
12. Date the syllabus was last reviewed
13. Attendance policy

SCHEDULING AND CANCELLATION OF CLASSES

Stanton University operates on the quarter system. The university's academic year defined as consisting of at least three (3) quarters, or thirty (30) instructional weeks. The University publishes a schedule of classes prior to the beginning of each quarter, and a schedule is given to students when they register or file an application for admission in the Office of Admissions and Records.

The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any classes well in advance of their start date.

Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.

ADDING COURSES

Students may add courses only during the **official add and drop period**. The student must submit a completed change of program form to the Office of Admissions and Records. Class additions are subject to space and class-size limits.

ADMINISTRATIVE DROP

Enrollment may be administratively canceled and the student dropped from class for the following reasons:

1. Invalid enrollment;
2. failure to attend the first class meeting or exceeding the limit of the university's class non-attendance policy, and
3. failure to present an updated student program from the Office of Admissions and Records.

ACADEMIC CREDIT — UNIT OF CREDIT

Academic credit at Stanton University (SU) is measured in quarter units. According to federal regulations and definitions, one quarter unit of credit is equal to ten (10) classroom hours of lecture. A "clock (contact) hour" includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s). For each hour of classroom or direct faculty instruction, it is expected of students to spend a minimum of two (2) hours of out-of-class student work. SU courses usually carry four (4) units of credit. Although not a part of the regular SU curriculum, twenty (20) contact hours of laboratory work or thirty (30) hours of externship/field-based activities can also be used to establish a quarter unit.

GRADE POINT AVERAGE (GPA)

Academic achievement is reported in terms of grade point average. GPA is computed by dividing total units attempted into total grade points earned. Decisions about probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or even determined by the student's GPA; hence, students should pay constant attention to their grade point standing.

The term **current grade point average** refers to the GPA earned in the last quarter of enrollment. The term **cumulative grade point average (CGPA)**, on the other hand, refers to the average of the total grade points accumulated divided by the total of credits attempted at Stanton University. The CGPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

While courses may be transferred from other institutions, CGPAs are determined only on the basis of courses completed at Stanton University.

GRADING SYSTEM

Grades are earned for each course that a student is officially enrolled in, and are recorded on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. Academic achievement is reported in terms of grade point average (GPA).

Stanton University's grading system is as follows:

STANTON UNIVERSITY GRADING SCALE

Symbol	Definition	Score	Grading Points
A	Excellent	93-100	4.0
A-	Outstanding	90-92	3.7
B+	Very Good	87-89	3.3
B	Good	83-86	3.0
B-	Satisfactory	80-82	2.7
C+	Fair	77-79	2.3
C	Average	73-76	2.0
C-	Below Average	70-72	1.7
D+	Unsatisfactory	67-69	1.3
D	Poor	63-66	1.0
D-	Very Poor	60-62	0.7
F	Fail	59 and Below	0.0
P	Pass	70 & Above	--
NP	No Pass	Below 70	--
W	Withdrawal	--	--
I	Incomplete	--	--
IP	In Progress	--	--
AU	Audit	--	--
R	Retake	--	--

Note: -- indicates no effect on grade point average.

PLUS / MINUS GRADING

A plus/minus grading system is utilized at Stanton University. Plus/minus grading is not mandatory, but is utilized at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty members use all grades from A to F to distinguish among levels of academic accomplishment. The Grade Point is the numerical value assigned to each letter grade.

PASS (P) / NO PASS (NP)

- Pass (P) is to denote that no letter grade is assigned but the unit credits are granted. It is equivalent to a grade of C- or better for undergraduates and a grade of B- or better for graduate students. Pass (P) grades are not included in the calculation of the GPA.
- No Pass (NP) is to denote that the student has not passed the course and therefore no credits or letter grades are assigned. No Pass (NP) grades are not included in the calculation of the GPA.
- The Pass (P) / No Pass (NP) grading option is also used for remedial non-credit courses. Students who have obtained the Pass (P) grade in their remedial non-credit course will be deemed to have successfully completed the course.

WITHDRAWAL (W)

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. Students desiring to officially withdraw from a class must submit a Class Add/Drop Form to the Office of Admissions and Records. It is the student's responsibility to officially drop any class which should not be in his or her program. This is true even if the student has never attended the class. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a W and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a W will be recorded on the student's permanent record.
3. A student attending a session after the deadline for withdrawal will not be eligible to receive a W. The instructor must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.
4. Withdrawal grades are not included in the calculation of GPA.

INCOMPLETE GRADE (I)

A symbol of **I**, incomplete, may be assigned by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency, or for other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. An **I** must be made up no later than the last week of the quarter following the end of the term in which it was assigned. In the event of unusual and verifiable circumstances beyond the student's control, a petition may be filed in the Office of Admissions and Records for extension of the time limit. The "I" symbol will be

marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

IN PROGRESS (IP)

Courses that are still in progress for grading.

AUDIT (AU)

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditors' status and be assigned the symbol (AU) for the class. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

RETAKE (R)

Undergraduate (associate and baccalaureate) students may repeat any course in which a C- or less or NP final grade was received. No course in which a "C" or better grade has been earned may be repeated. Graduate, master's and doctoral, students may repeat any course in which a B- or less or NP final grade was received. A course may be repeated only once under these policies.

Upon completion of a repeated course, the lesser of the two grades will be removed from the cumulative total on the student's permanent record in such a manner that the integrity of the student's academic history is maintained. Only the higher grade will be included in determining the GPA and academic standing, and only those units will be counted toward graduation. The course with the lesser grade will be designated with the symbol (R) on the transcript.

TRANSFER OF CREDITS POLICY

1. Stanton University accepts for transfer credit coursework if the units were earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education. Stanton University reserves the right to determine if a course meets the transfer requirements of the program to which a course is being transferred, or whether the course will serve as elective coursework credit in meeting the program's degree unit requirement.
2. Stanton University does not automatically award transfer credit coursework. It is the student's responsibility to apply for transferring of credits at the Office of Admissions and Records, and consult with the appropriate academic personnel

3. In accordance with the California Code of Regulations 5CCR§71770(b) and the University's Transfer Credits Policy:
- a) A maximum of **forty-five (45)** quarter units are accepted in transfer from another institution in Associate's degree programs. Grades must be at least a "C" or higher. Credits earned through AP exams will count toward these credits.
 - b) A maximum of **one hundred twenty eight (128)** quarter units are accepted in transfer from another institution in Bachelor's degree programs. Grades must be at least a "C" or higher. Credits earned through AP exams will count toward these credits.
 - c) A maximum of **twelve (12)** graduate quarter units awarded by another institution may be transferred for credit toward a Master degree. Grades must be at least a "B" or higher.
 - d) A maximum of **three hundred (300)** hours awarded by another institution may be transferred for credit toward the Certificate of Achievement in Medical Massage Therapy program. Grades must be at least a "C" or higher.

Notes:

(1) These criteria may not apply to programs that lead to a profession or occupation requiring state licensure where the licensing agency has a regulation permitting a different standard.

(2) In some cases, Stanton University may still transfer the course but not award the full credit toward graduation. For example, a 3-unit quarter course can satisfy a 4-unit quarter course requirement; however, it will still transfer as 3 units. Therefore, you may be short a few credits in overall requirements for graduation and may still need to take additional courses.

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

The transferability of credits you earn at Stanton University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your major program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, 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 Stanton University to determine if your credits or degree, diploma or certificate will transfer.

ARTICULATION AGREEMENTS

Stanton University does not have any articulation agreements with any other colleges or universities.

CREDIT BY EXAMINATION (CHALLENGE EXAMINATION)

Stanton University does not award credit by challenge examination

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Stanton University does not award credit for prior experiential learning.

CREDIT BY ADVANCED PLACEMENT (AP)

For undergraduate programs, an applicant may receive credits earned in Advanced Placement examinations. AP exam scores are accepted for equivalent courses at Stanton University if the student has earned a minimum score of three (3) out of possible five (5) on the exam.

CONCURRENT COURSE SCHEDULING

No student is permitted to enroll in two or more courses that overlap in time in any given academic quarter without official written approval from the academic departments and the Office of Admissions and Records. Forms are available in the Office of Admissions and Records.

WAIVER OR SUBSTITUTION OF A COURSE

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions for waiver of requirements in the major must be approved by the office of the appropriate academic program administrator — program director, department chairperson or school dean. Petitions are available in the Office of Admissions and Records.

FINAL EXAMINATION

Final examinations are required and will be given at the scheduled times. A student may make up a final at any time when, in the judgment of the instructor, conditions warrant such an exception. **In the event that an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.**

GRADE ASSIGNMENT

Final grades will be available at the designated time stated on the Academic Calendar. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetency or a grade issued in bad faith.

GRADE CHANGE

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. **A student who wishes to request a grade change may take the following steps:**

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Office of Admissions and Records.
2. If the request for a grade change is denied by the instructor, the student may ask for a review of the grade by the school dean, department chairperson, or program director.

3. Any change of a grade after it has been submitted to the Office of Admissions and Records must be done within **one year following the end of the term in which the grade was assigned**. No grade will be changed after the one year period without supporting evidence of extenuating circumstances and approval of the Director of Admissions and Records and the appropriate administrator – program director, department chairperson or school dean.

MEDICAL EXCUSE POLICY

Students are instructed to contact their professor/instructor in the event that they are need to miss class, etc. due to an illness, injury, or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Administrators in schools and departments are available to provide assistance to students or faculty members who have concerns about attendance issues.

LEAVE OF ABSENCE (LOA)

A student who needs to interrupt his/her program at Stanton University for a period of time may apply to the Registrar by completing a Request for Leave of Absence Form by the add/drop deadline. Only students in good standing are eligible for an LOA. An LOA will be granted when the student has filed an approved petition with the Office of Admissions and Records. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reason(s) for the leave and the duration of the leave.

International students attending school on an F-1 visa must as a rule complete at least one academic year of courses before taking a leave of absence. F-1 students seeking a leave of absence prior to completing an academic year should consult with the Designated School Official (DSO) to see if any exceptions apply.

Failure to return from an LOA, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant, including enrollment in the curriculum in effect at the time of re-enrollment.

EMERGENCY LEAVE OF ABSENCE

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a Leave of Absence (LOA). Petitions for leaves of absences are obtained from the Office of Admissions and Records. Absences incurred while on a LOA are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five class days. Instructors will be asked to give make-up assignments for all work missed during the LOA.

Under no circumstances will emergency leaves be granted at the end of the quarter when finals would be missed or course requirements not fulfilled.

RETROACTIVE WITHDRAWAL

A student who discontinues attendance and participation in **all** coursework in which he/she is officially enrolled for a particular academic quarter without a formal filing of a **Petition for Withdrawal from the University** will administratively receive the grade of **F** in all coursework officially enrolled in for that quarter. A student may petition to have these grades retroactively changed to the administrative grade of **W**, if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the University during the quarter in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled in the University at the time the application for retroactive withdrawal is submitted. Petitions are available from the Office of Admissions and Records.

CHANGE OF MAJOR

Students have the opportunity, upon determining that they are pursuing a course of study in which they are no longer interested, to change to another major. In such cases, students should consult their advisers for assistance in making the change.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major.

CHANGES IN DEGREE REQUIREMENTS

It is the students' responsibility to acquire a copy of the university's General Catalog so that they know their catalog year (or years) for the degree requirements of their program. If a degree requirement has been changed after initial enrollment, students who have been in continuous attendance may elect to fulfill the new requirements rather than those in effect at the time of initial enrollment. Students should note that this may result in taking additional courses to meet the new degree requirements. When a change in a program becomes effective, it may apply to students who are currently in that program, as well as to prospective students. It is the student's responsibility to remain informed of current requirements throughout his or her college career. Should the student leave SU and subsequently return, he or she will have to meet the graduation requirements then in effect.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Stanton University requires all students to maintain the following standards of Satisfactory Academic Progress in order to progress satisfactorily through an educational program and graduate.

MAXIMUM PROGRAM LENGTH

All students must complete their program within the Maximum Time Frame (MTF). If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed.

Undergraduate Degree Programs	Units Required for Graduation	Standard Program Length	Maximum Time Frame (MTF)
Associated of Applied Science in Professional Golf and Golf Complex Management	92	2.5 years / 8 quarters	4 Years
Associated of Applied Science in Korean Culinary	92	2.5 years / 8 quarters	
Bachelor of Arts in Business Administration	180	4 years / 12 quarters	6 Years

Graduate Degree Programs	Units Required for Graduation	Standard Program Length	Maximum Time Frame (MTF)
Master of Business Administration	60	2.5 years / 8 quarters	4 Years

EVALUATION

SU conducts evaluations of student progress quarterly, taking into consideration the following factors: a) the minimum cumulative GPA; b) the percentage of minimum courses successfully completed of courses attempted; c) the maximum time frame allowable. The following tables can be used as reference for evaluation.

Associate of Applied Science in Professional Golf and Golf Complex Management Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Minimum % of Courses Successfully Completed out of Courses Attempted	Maximum Time Frame (MTF)
25%	2.0	55%	4 Years
50%	2.0	60%	
100%	2.0	67%	

Associate of Applied Science in Korean Culinary Art Degree

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Minimum % of Courses Successfully Completed out of Courses Attempted	Maximum Time Frame (MTF)
25%	2.0	55%	4 Years
50%	2.0	60%	
100%	2.0	67%	

Bachelor of Arts in Business Administration Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Minimum % of Courses Successfully Completed out of Courses Attempted	Maximum Time Frame (MTF)
25%	2.0	55%	6 Years
50%	2.0	60%	
100%	2.0	67%	

Master of Business Administration Degree Program

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Minimum % of Courses Successfully Completed out of Courses Attempted	Maximum Time Frame (MTF)
25%	3.0	55%	4 Years
50%	3.0	60%	
100%	3.0	67%	

ACADEMIC PROBATION

Students who do not maintain satisfactory academic progress or any bachelor or associate degree objective student whose term GPA falls below 2.0 and any graduate student whose scholarship falls below a term GPA of 3.0 will be placed on probation for one quarter. Students will be notified by email or phone. All students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probation period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed. A student who receives Academic Probation two (2) consecutive times will be dismissed.

DISMISSAL

The decision to dismiss a student who is subject to dismissal rests with SU and entails a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress and plans.

APPEAL PROCESS

A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition with the Office of Admissions and Records. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from the SU and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Dean in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Dean before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

TERMS OF REINSTATEMENT AFTER DISMISSAL

Reinstatement to the SU is subject to the following conditions:

The student is expected to meet the SAP of the University by the time he/she is to graduate. During the period of reinstatement, a student cannot change his/her program of study or status.

Undergraduate students must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of "D" or below, or "I" in any given course during this term. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the University. Failure to meet the above conditions will result in dismissal from the University.

Graduate students must obtain a minimum term GPA of at least a 3.00 during the readmitted term and may not earn grades of "C" or below, or "I" in any given course during this term. If the student does not meet the 3.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the University. Failure to meet the above conditions will result in dismissal from the University.

FINAL DISMISSAL

Students (a) who do not appeal the initial dismissal decision, (b) who receive a negative decision from the Academic Official, (c) who fail to meet the conditions of reinstatement, or (d) who fail to meet SEVIS regulations, are dismissed from Stanton University.

READMISSION

Any student who is academically disqualified may not attend the University during the succeeding quarter. Re-enrollment or re-admission will be approved only after evidence is shown to the appropriate university official's satisfaction – program director, department chairperson, school dean, or director of admissions and records – that the conditions that caused the interruption for unsatisfactory progress have been rectified. A re-applying student must meet all the university's and the program's entrance requirements in effect at the time of re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from previously, it will be the decision of the appropriate administrator as to whether or not to re-admit the student to the program, and, if so, what the student's status or standing in the program will be.

IMPLICATIONS OF TRANSFER CREDITS ON SAP

Transfer credits from other colleges and universities, and credits earned through AP examinations, are included in the attempted units for the calculation of maximum time frame but not counted towards GPA calculation. Transfer credits are not automatically awarded. Students must submit a Transfer Credit Application form and have it approved.

EFFECTS OF CHANGE OF PROGRAM OR ADDITIONAL CREDENTIAL ON SAP

- **Change of Program:** A student who changes programs at Stanton University will be allowed to complete the new program within a new 150 percent maximum time frame. The credits do not automatically carry over to the new program. Students must submit the Transfer Credit Application form and have it approved to transfer the units from the previously enrolled program into the new enrolled program. The units transferred from the previous program will be treated as transfer units and will be included in the calculation of maximum time frame but not counted towards GPA calculation.

- **Additional Credential:** A student who completes a program at Stanton University, and wish to earn another degree or certificate from Stanton University will be allowed to complete the new program within a new 150 percent maximum time frame. The credits do not automatically carry over to new program. Students must submit the Transfer Credit Application form and have it approved to transfer units from the previously completed program into the new enrolled program. The units transferred from the previous program will be treated as transfer units and will be included in the calculation of maximum time frame but not counted towards GPA calculation.

EFFECTS OF WITHDRAWALS ON SAP

Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade. A "W" or withdrawal does not affect the cumulative grade point average (CGPA).

EFFECTS OF INCOMPLETE GRADES ON SAP

No grade points are assigned for an "I" grade. The "I" symbol will be marked on the transcript until the final grade is complete. However, it will not be calculated into the CGPA.

EFFECTS OF REPEATED COURSES ON SAP

Students may be required to, or may choose to retake a class in order to improve academic performance. Classes may only be repeated one time. Undergraduate students may not retake courses in which a grade of "C" or better has been earned. The new grade will be included in the CGPA computation and the first attempt will be removed. The first attempt will be notated with an "R" on official transcripts, but will not be included into CGPA calculations.

EFFECT OF ATTENDANCE ON SATISFACTORY ACADEMIC PROGRESS

Attendance is included in the calculation of the student's final grade in the course. A student is expected to follow the established attendance policy of the course.

EFFECTS OF MITIGATING CIRCUMSTANCES ON SAP

The program department 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 outside the control of the student, as long as they are not on federal financial aid. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

EFFECTS OF AUDITED CLASS ON SAP

Students can audit a class. Audited classes are subject to a special tuition rate and have no effect on CGPA calculations or Satisfactory Academic Progress (SAP).

EFFECTS OF NON-CREDIT OR REMEDIAL COURSES ON SAP

Non-credit or remedial courses at Stanton University are assigned the grade notations Pass (P) / No Pass (NP). These courses have no effect on CGPA calculations or Satisfactory Academic Progress (SAP).

EXTENDED-ENROLLMENT STATUS

Stanton University does not offer extended-enrollments

CURRICULUM DEVIATION

Although the University has specified a program of courses for each major, under certain conditions a student may be permitted to deviate from the established curriculum. Information regarding a request to deviate from the curriculum may be obtained from the student's academic advisor.

ELECTION OF REGULATIONS

Students remaining in continuous attendance may elect to meet the degree requirements in effect either: (1) at the time they take their first course as a Regular Status student in a degree program, or (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the program offering the degree.

FULL-TIME STUDENT STATUS

Undergraduate (Associate and Bachelor degree) students are considered full-time status if he/she takes a minimum of 12 units per quarter. Graduate (Master's degree) students are considered full-time status if he/she takes a minimum of 8 units per quarter.

NAME CHANGE

Any change of the student's name should be immediately reported to the Office of Admissions and Records.

TRANSCRIPT REQUESTS

Each student who has an academic record on file at Stanton University must submit a request form to obtain his or her official transcript. Official copies of the transcript may be obtained at a fee, payable in advance. Due to requirements of the **Family Educational Rights and Privacy Act of 1974**, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

DEBTS OWED TO THE COLLEGE

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with a written notice that he/she has failed to pay a financial obligation incurred at the University. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. If a student believes that he/she does not owe all or part of an unpaid obligation, the student should contact the university's Director of Business Affairs, who will review the information, including information the student may wish to present, and will advise the student of its conclusions concerning the debt.

WITHDRAWAL FROM UNIVERSITY

A student has the right to cancel the Enrollment Agreement at anytime and obtain a refund of charges paid (except for the application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds) A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. When this has been accomplished, the student will be eligible for withdrawal. Any refunds due to the student will be made by the university's Director of Business Affairs in compliance with the students Enrollment Agreement and the university's Refund Policy. In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

DISMISSAL FROM CLASS AND/OR THE UNIVERSITY

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the University.

FINANCIAL INFORMATION

FEES SCHEDULE

All fees listed here are subject to change and are non-refundable.

Application Fee (Resident)	\$100
Application Fee (Non-Resident)	\$200
Registration Fee	\$20
Late Registration Fee, All Programs.....	\$50
Student Tuition Recovery Fund (STRF) Fee	\$0*
Student ID Card Fee (First Copy Free).....	\$20
Transcript Fee	\$15
Verification of Enrollment Fee	\$10
Certificate of Graduation Fee.....	\$10
I-20 Reprint Fee.....	\$10
Financial Statement Fee.....	\$10
English Proficiency Exam Fee.....	\$60
Add/ Drop/ Change of classes Fee.....	\$5
Returned Check Fee	\$25
Processing Fee for Clearance of Hold on a Student's Record.....	\$25
Duplicate Diploma Fee: Associate, Bachelor, Master's Degree.....	\$100
Re-entry or Reinstatement Fee	\$30
Make Up Fee for Midterm and Final Exams:.....	\$50
Certificate Fee (Certificate Programs)	\$50
Malpractice Insurance for Clinical Practice.....	\$50
Graduation/Commencement Fee (Associate Degree Programs)	\$100
Graduation/Commencement Fee (Bachelor Degree Programs)	\$150
Graduation/Commencement Fee (Master's Programs).....	\$200

*State of California is currently not assessing the STRF fee.

TUITION SCHEDULE

Associates Degree Tuition Charge — (Per Unit).....	\$120
Bachelors Degree Tuition Charge — (Per Unit).....	\$120
Masters Degree Tuition Charge — (Per Unit)	\$180
MMT Certificate Tuition Charge	
Module I (300 hours):	\$1500
Module II (300 hours):	\$1500
Total Tuition (600 hours)	\$3000
Auditing Tuition — Lecture Courses— (Per Unit)	\$100

TUITION PAYMENT POLICY

All students are required to pay their tuition and fees in full by the appropriate due date. Failure to do so may result in the cancellation of the student's registration. Furthermore, a student will not be allowed to receive transcripts, certificates, diplomas, or participate in graduation ceremonies and until all financial obligations have been satisfied.

Deferment of Tuition Payment: Students may apply for payment plans by submitting a Deferred Payment Plan form and have it approved by the Director of Business Affairs.

INSTRUCTIONAL MATERIALS

Students may be required to provide and/or pay for instructional and other materials for credit or noncredit courses. Such materials shall be of continuing value to a student outside of classroom setting and shall not be solely or exclusively available from SU. If class materials are provided, the student may be assessed those costs for materials. Payment and verification of material fees is to be completed at the university office.

ESTIMATE OF PROGRAMS COST

The cost of undertaking a specific program depends primarily on the total number of quarter units of coursework a student takes to complete the program. This number is not fixed because it depends in turn on the number of units transferred into the Stanton University program. The total charge for a period of attendance in a program and an estimated schedule of the total charge for an entire program should be considered as reference estimates only. This cost does not include fees. Sample calculation is shown below.

ESTIMATED COST OF ATTENDING STANTON UNIVERSITY

Sample calculation: Estimates is for a student attending full-time.

For a full-time **Certificate in Medical Massage Therapy** objective student *taking 600 hours of massage therapy education*. Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of coursework taken. Actual costs vary for each program and the number of units taken.

a.	Application fee (resident).....	\$100
b.	Tuition: Full-time student.....	\$3000
c.	Registration fees — per quarter.....	\$20
d.	Malpractice Insurance Fee — per quarter.....	\$50
e.	Certificate fee	\$50
f.	Entire program (total of 600 hours).....	\$3,290

(Books and materials are additional)

For a full-time **Associate of Applied Science in Professional Golf and Golf Complex Management** degree objective student *taking an expected average of fifteen (15) units per quarter*. Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of coursework taken. Actual costs vary for each program and the number of units taken.

g.	Application fee (resident).....	\$100
h.	Tuition: Full-time student — per quarter.....	\$1,800
i.	Registration fees — per quarter.....	\$20
j.	Graduation fee	\$100
k.	Entire program (total of 90 units/6 quarters).....	\$11,120

(Books and materials are additional)

For a full-time **Associate of Applied Science in Korean Culinary Art** degree objective student *taking an expected average of fifteen (15) units per quarter*. Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of coursework taken. Actual costs vary for each program and the number of units taken.

a.	Application fee (resident).....	\$100
b.	Tuition: Full-time student — per quarter.....	\$1,800
c.	Registration fees — per quarter.....	\$20
d.	Graduation fee	\$100
e.	Entire program (total of 90 units/6 quarters).....	\$11,120

(Books and materials are additional)

For a full-time **Bachelor of Arts in Business Administration** degree objective student taking an *expected average of fifteen (15) units per quarter*. Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of coursework taken. Actual costs vary for each program and the number of units taken.

a. Application fee (resident).....	\$100
b. Tuition: Full-time student — per quarter.....	\$1,800
c. Registration fees — per year.....	\$20
d. Graduation fee	\$150
e. Entire program (total of 180 units/12 quarters).....	\$22,150
(Books and materials are additional)	

For a full-time **Master of Business Administration** degree objective student taking an *expected average of eight (8) units per quarter*. Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of coursework taken. Actual costs vary for each program and the number of units taken.

a. Application fee (resident).....	\$100
b. Tuition: Full-time student — per quarter.....	\$1,440
c. Registration fees — per quarter.....	\$20
d. Graduation fee	\$200
e. Entire program (total of 60 units/8 quarters).....	\$11,260
(Books and materials are additional)	

FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS, AND SCHOLARSHIPS

Stanton University does not currently participate in federal and/or state financial aid programs, nor does Stanton University offer or administer institutionally funded grants, scholarships, and loans. Stanton University also does not provide loans to students to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the university's responsibility and/or authority.

REFUND POLICY, CANCELLATION, AND WITHDRAWAL

The University has and maintains a refund policy for the unused portion of tuition, fees and other charges in the event a student does not register for the period of attendance or withdraws or is discontinued there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment.

Students have the right to cancel the enrollment agreement and obtain a refund. A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less a \$100.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- (1) Those whose class or classes were canceled by the University;
- (2) Those who were not officially added by the instructor from a waiting list, and
- (3) Those who officially withdraw by the end of the first class session, or the seventh day after enrollment, whichever is later.

In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form.

To qualify for a refund, students must notify the University of their withdrawal or cancellation of classes and request a refund in writing directed to the university's Director of Business Affairs.

In calculating the refund the University will: (1) deduct the registration fee (the non-refundable registration fee is \$20.00) from the total tuition charge; (2) divide this figure by the number of hours of the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purpose of calculating the refund due is derived by multiplying the total hours attended by the hourly charge for instruction calculated in (3), plus the amount of the registration fee specified in (1); and (5) the refund shall be any amount in excess of the figure derived from (4) that was paid by the student to Stanton University.

STUDENT TUITION RECOVERY FUND (STRF)

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

- (1) You are a student 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 a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

Effective January 1, 2015, the fee has been reduced to \$0.00 per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students. The fee is subject to change in future years based upon legislation passed by the state of California.

COURSE NUMBERING SYSTEM

COURSES ARE GROUPED INTO NUMBER SERIES INDICATING THE LEVEL AT WHICH THEY ARE PRESENTED

00-99 LEVEL COURSES

PREPARATORY/REMEDIAL COURSES

These courses, numbered 00-99, are preparatory/remedial courses and are not applicable to degree programs or certificates within degree programs.

100-299 LEVEL COURSES

LOWER DIVISION COURSES: APPLICABLE TO ASSOCIATE AND BACHELOR DEGREES

These courses are designed primarily for freshmen and sophomores, but may be taken by others. They provide breadth of understanding and the foundation for more specialized work in upper division and more advanced courses. Such courses are usually general, introductory, basic, beginning or survey in nature.

300-399 LEVEL COURSES

UPPER DIVISION, INTERMEDIATE COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for sophomores and above, although in some circumstances freshmen may qualify to enroll. 300-399 level courses generally assume prior knowledge or experience in the subject, are more advanced than lower-division courses and frequently have prerequisites.

400-499 LEVEL COURSES

UPPER DIVISION, ADVANCED COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for juniors and seniors, although advanced sophomores may qualify in some cases. Freshmen rarely qualify to take these courses. 400-499 courses assume a greater degree of complexity than intermediate level courses, require a high degree of disciplinary sophistication or a high degree of specificity in content and assume considerable prerequisite knowledge and experience.

500-599 LEVEL COURSES

DUAL LEVEL COURSES: APPLICABLE TO BACHELOR AND MASTER DEGREES

Dual level courses are open to qualified seniors for advanced upper division credit or to graduate students as graduate credit, as specified by the requirements of each program.

600-799 LEVEL COURSES

GRADUATE LEVEL COURSES: APPLICABLE TO MASTER'S and DOCTORAL DEGREES

Open only to post-baccalaureate and graduate students pursuing a master's or doctoral degree objective. Graduate courses require an identification and investigation of a theory or principle; the application of theory to new ideas, problems and materials; extensive use of bibliographic and other resource materials with emphasis on primary sources of data and competence in the scholarly presentation of independent study research.

800-899 LEVEL COURSES: APPLICABLE TO DOCTORAL DEGREES

Open only to graduate students pursuing study at the doctoral level. Graduate study at the doctoral level demands, on the part of the student, a capacity for creative thinking, critical analysis and a degree of research interest and ability beyond that required at the master's degree level. Doctoral study/research is designed to prepare scholars who will advance knowledge of the discipline through specialized expertise and independent research that extends the theoretical foundation, provides the basis for further research that may lead to new theories and/or may provide the basis for a more thorough understanding of the subject, problem or phenomena under study.

900-999 LEVEL COURSES: NON-CREDIT COURSES

Courses numbered at the 900 – 999 level are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential and licensure programs. They are also designed to meet professional (medical, nursing, dental, CPA, engineering, law, architecture, acupuncture, etc.) continuing education requirements and the needs of professional and vocational groups seeking career improvement and advancement objectives. Credit for these courses does not apply to degrees. However, in exceptional cases and with the approval of the appropriate school dean or department chairperson, you may apply these courses towards a degree program for which such courses are deemed acceptable. Determination of the acceptability of these courses for degree credit will depend primarily upon course content and approach. You should not consider registering in these courses for degree purposes without first consulting with an adviser.

Some courses within this numbering level are designed to provide opportunities to pursue cultural, intellectual, and social interests. These courses include specialized workshops, seminars, and institutes.

- Courses transferred to Stanton University for which credit is sought are evaluated and given credit, where appropriate, on the basis of the course numbering criteria given here.
- Community college courses do not qualify for upper division credit. Only lower division credit will be given to all transfer courses from community colleges, with the exception of community colleges that now offer selected bachelor degrees.
- While most accredited institutions and BPPE approved institutions adhere closely to this standardized course numbering system, some institutions' course numbering system may not. In such cases, SU will review their courses so as to ascertain the appropriate class level to determine the number of units to be awarded.

PROGRAMS OF STUDY

Stanton University offers curricular programs as follows:

Certificate programs

- Certificate in Medical Massage Therapy

Undergraduate programs

- Associate of Applied Science in Professional Golf and Golf Complex Management
- Associate of Applied Science in Korean Culinary Art
- Bachelor of Arts in Business Administration

Graduate programs

- Master of Business Administration

CERTIFICATE PROGRAMS

CERTIFICATE IN MASSAGE THERAPY (M.M.T.)

PROGRAM INFORMATION

The Certificate in Medical Massage Therapy (MMT) program is designed to provide the didactic and clinical training necessary to prepare students for entry-level positions as Massage Therapists. The program is divided into lectures and practical courses. Students will be provided with the basic outline of the human body's structure and functions, hands on practice skills in Swedish, deep tissue, Shiatsu, seated and specialized massage techniques, and clinical experiences. This class allows students to practice their skills and the techniques necessary to be an effective and professional practitioner. Emphasis will be placed on the review of each student's private client work and with the refinement of the skills attained.

PROGRAM OBJECTIVES

- a) Prepare the student to demonstrate both therapeutic and relaxation modalities of massage therapy in order to provide the proper client care.
- b) Train the students to identify the connection between the fundamentals of body structure and function of the human body.
- c) Prepare the students to demonstrate proper professional and personal ethical guidelines that govern both business and clinical practice for massage therapy.
- d) Train the students to develop business goals and objectives that prepare students for a career in the massage therapy field when they graduate.
- e) Prepare the students to demonstrate the ability to incorporate basic massage technique knowledge with clinical application for the evidence-based care.
- f) Train the students in development of communications skills as a healthcare professional.

PROGRAM LEARNING OUTCOMES

Upon completing the program, the student will be able to:

- Demonstrate knowledge and proficiency in massage theory and techniques
- Assess clients and implement an appropriate treatment plan based on individual needs.
- Demonstrate ability to research and utilize clinical judgment using knowledge and problem solving skills.
- Communicate clearly and effectively in a professional manner with clients and members of the healthcare team.
- Demonstrate proper protocol in client service and provide care for diverse populations of clientele effectively.
- Exhibit an understanding of the basic business, ethical, legal, and social issues related to massage therapy.
- Develop a business plan that will integrate principles of small business management, entrepreneurship, and marketing.

PROGRAM ADMISSION REQUIREMENTS

- 1) Completed application and submitted application fee.
- 2) Recent photo ID/driver license/passport.
- 3) Be at least 18 years of age.
- 4) Completion of high school or equivalent such as the GED certificate.
- 5) Be physically capable of performing and receiving massage techniques taught in the program.

CERTIFICATE REQUIREMENTS

A candidate for the Certificate in Medical Massage Therapy shall have:

- 1) Completed all the required coursework (Required Classes: Basic Assessment – 300 hours; Required Classes: Massage Application Instructions – 300 hours) in the MMT program curriculum
- 2) Completed a minimum 300 hours in the MMT curriculum while in residence at Stanton University.
- 3) Settled all outstanding financial obligations with Stanton University's business office.
- 4) Filed an application for certificate in the Office of Admissions and Records.

COURSE REQUIREMENTS

A Certificate is granted in Medical Massage therapy upon satisfactory completion of the 600 hours of the program's requirements in all courses completed at SU upon which the certificate is based. The curriculum requirements are as follows:

Module I: Basic Assessment	Hours
Swedish Massage I	144
Anatomy/Physiology	72
Ethics	24
Reflexology	24
Medical Terminology	24
Hygiene	12
Subtotal 1	300

Module II: Massage Application Instructions	Hours
Swedish Massage II	72
Acupressure	72
Kinesiology	72
Healthcare Entrepreneur	24
Pathophysiology	60
Subtotal 2	300
Total	600

HYGIENE, DRESS CODE, AND DRAPING POLICIES

1. All persons shall be clean and wear clean and sanitary outer garments at all times. All outer garments shall be of a fully opaque, nontransparent material.
2. All persons shall thoroughly wash their hands with soap and water or any equally effective cleansing agent immediately before providing massage therapy to a patron. No massage therapy shall be provided upon a surface of the skin or scalp of a patron where such skin is inflamed, broken (e.g., abraded, cut) or where a skin infection or eruption is present.
3. No person afflicted with an infection or parasitic infestation capable of being transmitted to a patron shall knowingly

provide massage therapy to a patron, or remain on the premises of a massage business or establishment while so infected or infested.

4. The patron's genitals, pubic area, anus, and female patron's breasts below a point immediately above the top of the areola must be fully draped at all times while any employee of the business or establishment is in the massage therapy room or cubicle with the patron. No massage therapy shall be provided to a patron that results in intentional contact, or occasional and repetitive contact with the genitals, anus, or areola of a patron.

CAMTC CERTIFICATION REQUIREMENTS

If a graduate wishes to get a certification for the massage therapy profession from the California Massage Therapy Council (CAMTC), he/she has to submit an application to the CAMTC. Students may visit the official website of CAMTC at www.camtc.org for detail of certification requirements and/or obtain a full text of the Massage Therapy Act codified at California Business and Professions Code section 460, 4600-4621 and Government Code section 51034.

CAMTC is required by California Business and Professions Code section 4600 et. seq. to:

1. Create and implement a voluntary certification program for the massage therapy profession that will enable consumers to easily identify credible Certified Massage Therapists (CMTs);
2. Ensure that certified massage professionals have completed sufficient training at approved schools; and
3. Approve massage schools.

As of January 1, 2015, the California Massage Therapy Council will only accept Certified Massage Therapist (CMT) applicants who complete a minimum of 500 hours of training from a CAMTC approved school and passed a CAMTC approved exam. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.

Students should also note CAMTC's Law related to unfair business practices as related to massage:

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or another individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5536, or fax (916) 669-5337.

MEDICAL MASSAGE THERAPY COURSE DESCRIPTIONS

MT110 Swedish Massage I (144 hours)

This course is designed to acquaint the beginning student with the scope and nature of Massage Therapy. It is designed to assist the student in acquiring a conceptual framework for practice based on a critical thinking model. The therapeutic effects of massage will be examined and the student will practice each of the manipulations.

MT111 Anatomy/Physiology (72 hours)

This course begins the detailed study of the musculoskeletal system. Selected portions of the body will be studied region by region, examining the skeletal features, associated joint structures, muscles, muscular attachments, nervous innervations and blood supply. Concurrent laboratory experience will focus on identification of osseous and joint landmarks and palpation of the muscle group(s) and related structures.

MT112 Ethics (24 hours)

This course introduces students to a range of moral and social problems which are important in themselves and which philosophers have found especially interesting. Emphasis will be given to exploring all the positions which can be taken on these issues, and to evaluating the arguments which can be given for those positions. Topics covered include general moral issues, abortion, euthanasia, capital punishment, warfare, gender and sexuality issues, political and economic issues, and the moral status of the natural world.

MT113 Reflexology (24 hours)

This course introduces the student to massage and reflexology therapy and how to perform these techniques. In sections focused on developing massage techniques, students will learn the history of massage therapy, methods and types of massages, practice-oriented massage techniques, and much more. In sections focused on developing reflexology techniques, students will learn about how it differs and complements the practice of massage, and become familiar with several methods and techniques that will allow them to put reflexology to work improving clients overall health and well-being.

MT114 Medical Terminology (24 hours)

This course is designed to develop a working knowledge of the language of medicine. Students will acquire word-building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms to body systems, students identify proper use of words in a medical environment. Knowledge of medical terminology enhances the student's ability to successfully secure employment or pursue advanced education in health care.

MT115 Hygiene (12 hours)

This course provides an introduction to the principles of industrial hygiene and occupational health. The instructor focuses on introducing concepts, terminology, and methodology in the practice of industrial hygiene and identifies resource materials. This class will benefit those wishing to pursue a master's degree in industrial hygiene, those wishing to complete a certificate in occupational health, or for students in allied health fields needing a basic understanding of industrial hygiene.

MT120 Swedish Massage II (72 hours)

This course continues the development of knowledge, skills and attitudes necessary for practice in medical massage therapy. The student will apply previously-learned massage techniques to situations where adaptations are necessary due to time, positioning or client presentation. The theory of normal growth and development will be introduced and specific massage adaptations will be examined as applied to selected life cycle stages. Facial assessment and stretching will be introduced as well as remedial exercise and kinesiology. The major focus is on the analysis of orthopedic testing and the application of the pathophysiological treatment process of the musculoskeletal system.

MT121 Acupressure (72 hours)

Acupressure therapy is an important branch of Traditional Asian Medicine which specializes in using breathing and movement exercises to cultivate health and treat diseases. It contains the accumulated knowledge and clinical experience of many dynasties. The therapeutic techniques of acupressure therapy are simple and easy to learn and practice and do not rely on drugs or medical equipment and do not produce side effects. Acupressure therapy can be used to treat many common diseases. It also has produced some exciting results with difficult and complicated diseases. The student will practice each of the manipulation. The therapeutic effects of acupressure will also be examined.

MT122 Kinesiology (72 hours)

Basic concepts of kinesiology will be explored to promote understanding of efficient movement. By use of a critical thinking approach, students will assess range of motion and muscle strength and isolate those areas that are in need of mediation. This introductory course is designed to acquaint the student with the theory and assessment necessary to prescribe remedial exercises. Stretching, resistance, balance, core stabilization principles are described and practiced as well as theoretical and practical instruction on performing joint mobilizations. Indications and contraindications for these types of exercises are discussed.

MT123 Healthcare Entrepreneur (24 hours)

This course is designed to introduce students to the skills needed to set up a small business. The primary focus will be on learning basic marketing skills and developing small business strategies according to the policies and procedures set forth by the NCBTMB and CAMTC. Secondary focus will be on professional presentation, effective communication skills and interview applications.

MT124 Pathophysiology (60 hours)

This course is designed to introduce the student to basic concepts in pathophysiological processes. The effects of stress on psychoneuroimmunological responses is examined. Alterations in cutaneous and soft tissue are studied from the viewpoint of the massage therapist.

UNDERGRADUATE PROGRAMS

The University strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to life-long learning.

UNDERGRADUATE ADMISSION REQUIREMENTS

All applicants are expected to satisfy procedures and criteria for admission to Stanton University and to submit all required documents. Applicants who meet all requirements listed below will be considered for acceptance to the University. Stanton University processes admissions applications every quarter.

1. Completed Application for Admission Form and all supporting documents. An Application packet may be obtained by writing, calling, or e-mailing Stanton University's Office of Admissions and Records (OAR).
2. Proof of high school completion or its equivalent. Must provide supporting documents such as copies of transcripts or diplomas.
3. Personal Identification – All applicants are required to submit a copy of personal identification such as a state driver's license, government issued identification card, passport, visas, or any government issued photo identification.
4. Submit the non-refundable application fee to Stanton University's Office of Admissions and Records.
5. Proof of English Language Proficiency

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

All prospective undergraduate students applying for admission to Stanton University must meet the university's English Language Proficiency Requirement. This requirement can be fulfilled by one of the following (The student must provide documentation):

1. Minimum TOEFL iBT score of 45 or its equivalents for Undergraduate Programs (Associate and Bachelor's Degree Levels).
2. U.S. high school diploma or equivalent.
3. Completion of at least one (1) year of higher education taught in English from an institution in the United States.
4. Completion of high school education or higher at an educational institution where English is the primary language of instruction (for foreign countries).
5. Completion of an advanced level of ESL course at an institution in the United States.

Applicants who do not meet these requirements must take the Stanton University's English Language Proficiency Exam and obtain a passing rating. The exam is called the ACTFL Listening and Reading Test and it is conducted through an online testing service called Language Testing International (LTI), which follows the guidelines of American Council on the Teaching of Foreign Languages (ACTFL).

ADMISSION EVALUATION

Applicants who meet all requirements will be considered for admission to the University but are not guaranteed admission. Stanton University advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Students with missing documents will be admitted on a conditional status, and missing documents must be submitted as soon as possible. Failure to file complete, accurate and required application documents may result in denial of admission. There is no appeal process for admission decisions. All Stanton University admissions decisions are final.

UNDERGRADUATE INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS

International F-1 visa students to the undergraduate program must fulfill additional admission requirements. Acceptance into a program is necessary before the U.S. Citizenship and Immigration Services (formerly INS) Form I-20 (Certificate of Eligibility) is issued by the university's International Student Advisor (ISA).

GENERAL INFORMATION

1. Undergraduate international students must register for and maintain a full-time program of study in the academic program in which they are enrolled. A full-time program of study is 12 quarter units or more for undergraduate students. Please check with your department for full-time course load unit requirements. Part-time F-1 status is not permitted by the U.S. Citizenship and Immigration Service. The registration status and academic performance of all international students will be monitored by the University.
2. A recent photograph must be submitted with an application (passport size is acceptable).
3. Prospective international students are advised that they must comply with all requirements of the U.S. Citizenship and Immigration Services and of SU to be admitted as international students.
4. A transfer student must:
 - a. Follow set transfer procedures of the U.S. Citizenship and Immigration Services and
 - b. Have pursued a full-time course of study with a minimum GPA of 2.0 ("C") at the college/university the student was last authorized to attend (an official transcript must be filed).

APPLICATION FEE

All international students are required to pay a \$200.00 non-refundable application fee. The fee is valid for up to one year from the date processed.

TRANSCRIPTS/DOCUMENTS OF INTERNATIONAL EDUCATION

All international transcripts/documents of previous secondary and/or college/university education submitted to Stanton University must be in English or have certified translation into English. The acceptance and evaluation of international transcripts/documents will be determined by the University. If the University deems that the submitted transcripts/documents are not acceptable proof, the student is required to have the international education transcripts/documents submitted to a credential evaluation service (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S.

FINANCIAL RESOURCES

1. Each international student must submit verification of sufficient financial resources. The verification must demonstrate the ability of the student to finance each year's education and living expenses to the satisfaction of the ISA. The amount of financial resources required varies by the program the student plans to enroll in. The ISA will provide each student with the specific amount required.
2. An international student attending the University must pay all mandatory fees, enrollment fees and other fees paid by resident students.
3. Financial aid is not available to F-1 visa international students.
4. An international student may not accept off-campus employment while attending the University unless approval is granted by the U.S. Citizenship and Immigration Services (formerly INS) and the ISA.

HEALTH CLEARANCE

1. Although the University does not require proof of immunizations, it is strongly recommended that all students planning on coming to the US to study receive all the necessary vaccinations for immunization against polio, diphtheria, measles, rubella, tetanus, and are free of tuberculosis.

VISA STUDENTS (OTHER THAN F-1)

All other visa categories or immigrant classifications must see the university's Office of Admissions and Records and the ISA.

Students who are residing in the United States on other than an F-1 student visas must comply with all restrictions on total units enrolled as specified by the U.S. Citizenship and Immigration Services.

GENERAL EDUCATION

GENERAL EDUCATION LEARNING OUTCOMES

1. Critical Thinking

- a. Critically analyze evidence, statements, alternative perspectives, and other forms of information to reach a reasoned conclusion.
- b. Evaluate the logic, validity, and relevance of arguments, data, and other information.

2. Communication Proficiency

- a. Apply effective oral delivery techniques and language choices that are appropriate to the intended audience.
- b. Write using appropriate style, structure, and voice.

3. Information Literacy

- a. Access and locate information using a variety of search strategies, technology, and relevant sources.
- b. Select, research, organize, and define specific information to achieve intended purpose.

4. Quantitative Reasoning

- a. Interpret numerical data derived from a mathematical or statistical models to reach sound conclusions.
- b. Use mathematical and scientific methods to solve problems, and be able to apply mathematical concepts to real-world situations.

5. Cultural and Global Awareness

- a. Demonstrate an understanding of the relationships of different cultures and societies worldwide, and be able to recognize different perspectives and values of diverse groups.
- b. Demonstrate an understanding of important political, economic, or social events, and institutions of the world.

GENERAL EDUCATION COURSES

Please note that different undergraduate programs may require different General Education requirements.

.Communications

Course Code	Course Name	Units
ENG101	Fundamentals of English Composition	4
ENG107	Written & Oral Communication	4
ENG108	College English	4
SPEE120	Interpersonal Communications	4

Humanities and Arts

Course Code	Course Name	Units
ART101	Fundamentals of Drawing	4
ART211	Art History – Ancient to Renaissance	4
ART212	Art History – Renaissance to Baroque Era	4
HST105	US History	4
HST117	History of Western Civilization	4
ICS101	Intercultural Studies	4
PHL100	Logic and Critical Thinking	4
PHL105	Introduction to Philosophy	4
PHL115	Beginning Ethics	4
LIT110	American Literature	4
CNE500	Chinese I	4
CNE501	Chinese II	4
JPN500	Japanese I	4
JPN501	Japanese II	4
KOR101	Korean I	4
KOR102	Korean II	4
SPN101	Spanish I	4
SPN102	Spanish II	4
SPN103	Spanish III	4

Social Sciences

Course Code	Course Name	Units
ECON105	Macroeconomics	4
ECON106	Microeconomics	4
POL101	Political Science	4
POL110	US Government	4
PSY101	Introduction to Psychology	4
SOC101	Principle of Sociology	4
FMI101	Introduction to Family Issues	4
MNR101	Minority Studies	4
ITL101	Introduction to International Relations	4
HEL101	New Perspective on Aging and Health	4
ADM101	Public Administration	4
ANP101	Cultural Anthropology	4

Mathematics and Sciences

Course Code	Course Name	Units
MATH105	Survey of Mathematics	4
MATH118	Statistics I	4
MATH119	Statistics II	4
MATH121	College Algebra	4
MATH131	Calculus I	4
MATH132	Calculus II	4
PHY101	General Physics	4
BIO101	General Biology	4
CHEM101	General Chemistry	4
ECOL101	General Ecology	4
GEOL101	Introduction to Geology	4
BOT101	Introduction to Botany	4
SCN101	Introduction to Health Science	4
NTR101	Nutrition	4

GENERAL EDUCATION COURSE DESCRIPTIONS

COMMUNICATIONS

ENG101 – Fundamentals of English Composition (4 units)

Prerequisite: None

This course is an intensive study of the fundamentals of English grammar, usage, diction, sentence structure, vocabulary building, punctuation, and paragraph development. The eight parts of speech and common grammatical mistakes will be studied in depth.

ENG107 – Written and Oral Communication (4 units)

Prerequisite: ENG101 or approval of department

To improve their writing skills, students will practice writing different kinds of correspondences. Students review grammatical and mechanical writing structures that support the successful expression of meaning to gain written communication proficiency. To enhance their oral communication skills, this course offers a wide variety of speaking assignments designed to expose students to all the major skills of speech: analyzing audiences; visual aids; choosing topics and specific purpose; delivery; small group communication; informative and persuasive speaking; speaker credibility; effective use of language and communication and/or speech to entertain. Students give several speeches with and without visual aids.

ENG108 – College English (4 units)

Prerequisite: None

This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.

SPEE120 – Interpersonal Communication (4 units)

Prerequisite: None

This course emphasizes the development of effective interpersonal skills, strategies and practice in oral and written communication. Personal, situational, and cultural influences of interaction will be covered. Particular attention is paid to human perception, interpersonal dynamics, listening, conflict management, and verbal and non-verbal symbol systems. The course is intended for students who communicate in a one-on-one situation including majors in public health, allied health, nursing, public service and business. This course is also intended for students who are interested in further development of effective interpersonal skills in work, volunteer, and personal environments.

HUMANITIES AND ARTS

ART101 – The Fundamentals of Drawing (4 units)

Prerequisite: None

Introduction to the artistic practice and cultural value of drawing from the Renaissance to the 21st Century. Emphasis and expansion of the practical skills of observation, rendering, and understanding the signs of meaning produced in visual art. Exercises to encourage growth in technical skill, conceptual innovation, critical thinking, and visual communication.

ART211 – Art History–Ancient to Renaissance (4 units)

Prerequisite: None

Development of art from antiquity to the early stages of the Renaissance in Europe. Particular emphasis on European art with appropriate references to sources from antiquity which have been particularly influential on European painting and sculpture. Comparison of relevant parallel examples of the art of non-European cultures.

ART212 – Art History–Renaissance through Baroque Eras (4 units)

Prerequisite: None

The significant visual expressions of Northern and Southern European art of the Renaissance and Baroque period. Relevant parallel examples of the art of non-European cultures.

CNE500 – Chinese I (4 units)

Prerequisite: None

This course covers the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters.

CNE501 – Chinese II (4 units)

Prerequisite: CNE500 or approval of department

This course is a continuation of CNE500 and is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are also emphasized.

HST105 – U.S. History (4 units)

Prerequisite: None

This course is an introduction to the history of the United States. The course covers the history of the U.S. from the colonization period through the Second World War.

HST117 – History of Western Civilization (4 units)

Prerequisite: None

This course is a study of Western Civilization from the Renaissance period through the developmental stages of Western society to the present time, with emphasis on political, economic, and religious impact upon our lives.

ICS101 – Intercultural Studies (4 units)

Prerequisite: None

The course emphasizes the necessity of intercultural skills in the pluralistic society of the United States in the 21st century, and fosters an understanding of different perspectives through the study of texts which voice the viewpoints and histories of various identity groups within the United States.

JPN500 – Japanese I (4 units)

Prerequisite: None

A study of the fundamentals of the Japanese language with emphasis on pronunciation and aural comprehension includes oral and written work, cultural material, and selected readings.

JPN501 – Japanese II (4 units)

Prerequisite: JPN500

This course is a continuation of JPN500 and is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are also emphasized.

KOR101 – Korean I (4 units)

Prerequisite: None

This course covers pronunciation, grammar, reading and speaking Korean with an emphasis on vocabulary building and writing simple sentences. It will also provide an initial exposure to Korean history and cultural heritage.

KOR102 – Korean II (4 units)

Prerequisite: KOR101 or approval of department

This course is a continuation of KOR101 and is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are also emphasized.

LIT110 – American Literature I (4 units)

Prerequisite: None

This is an introductory course to American Literature. It will help the student to discover the life of the imagination and the power of literature. It will also provide a balanced coverage of the rich diversity of our literary culture. It will be complimented by the interaction of classics and moderns.

PHL100 – Logic and Critical Thinking (4 units)

Prerequisite: None

This course explores the relationship of communications and critical thinking with a focus on good reasoning and the impediments to its mastery. The course emphasizes the development of skills in logical processes including familiarity with the more common fallacies. The course is designed for students who are learning to apply the principles of critical thinking to the practical problems of life, work or problem solving.

PHL105 – Introduction to Philosophy (4 units)

Prerequisite: None

This course is a survey and critical analysis of the various systems of philosophy, philosophical ideas, major philosophers and their theories in light of both logic and Scripture. The coverage is from pre-Christian to modern times.

PHL115 – Beginning Ethics (4 units)

(Formerly ETH115)

Prerequisite: None

This course is an introduction to the meaning and definition of ethics. In this course the student will be introduced to the relationship of ethics and philosophy. Also it will include the real definition of morality and how it is a basic component of ethics.

SPN101 – Spanish I (4 units)

Prerequisite: None

This course will cover pronunciation, grammar, reading and speaking Spanish, with an emphasis on vocabulary building and writing simple sentences. It will also provide an initial exposure to the Spanish language, history, and cultural heritage.

SPN102 – Spanish II (4 units)

Prerequisite: SPN101 or approval of department

This course is a continuation of Spanish I. The student will learn Spanish language composition and conversation.

SPN103 – Spanish III (4 units)

Prerequisite: SPN102 or approval of department

This course is a continuation of Spanish II. The student will learn Spanish language composition and conversation.

SOCIAL SCIENCES

ADM101 – Public Administration (4 units)

Prerequisite: None

This course is designed to assist students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

ANP101 – Cultural Anthropology (4 units)

Prerequisite: None

This course is an introduction to the study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

ECON105 – Macroeconomics (4 units)

Prerequisite: None

This course is an introduction to macroeconomics, the American economy since World War II, and the Great Recession and its aftermath.

ECON106 – Microeconomics (4 units)

Prerequisite: None

This course continues the study of economics by introducing the basic concepts of microeconomics from the nature of consumer demand through the world economy.

FMI101 – Introduction to Family Issues (4 units)

Prerequisite: None

This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.

HEL101 – New Perspectives on Aging and Health (4 units)

Prerequisite: None

This course deals with the nature and experience of adult development from adulthood until the end of life. Emphasis will be placed on personal/individual issues, health issues in aging from a mind-body-spirit perspective.

ITL101 – Introduction to International Relations (4 units)

Prerequisite: None

A study of contemporary relations among states, including an analysis of basic concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, trans-nationalism, and independence. Attention is also given to different approaches to the study of international relations.

MNR101 – Minority Studies (4 units)

Prerequisite: None

This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the “double differences” where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.

POL101 – Political Science (4 units)

Prerequisite: None

Students will study selected topics on the political, social, and cultural aspects of how the political system operates in the U.S., with particular emphasis on reform and social change.

POL110 – US Government (4 units)

(Formerly GOV110)

Prerequisite: None

Study of the United States’ system of government will be the main topic of this course, with appraisals of the weaknesses and strengths of the executive and legislative branches.

PSY101 – Introduction to Psychology (4 units)

Prerequisite: None

In this course, students are introduced to the scientific analysis of factors that influence and control human behavior. Concepts covered include theories of development, learning theories, memory, abnormal behavior, personality theories, motivation, emotions, psychological disorders, therapy and interpersonal relations.

SOC101 – Principles of Sociology (4 units)

Prerequisite: None

In this course, students will explore the major groups and cultures that comprise contemporary American society — including the relationships within and between these groups. The values and beliefs that influence group behavior will also be discussed. Emphasis will be placed on applying this knowledge on how to work more effectively with others. Reviewed also are the interpersonal skills, knowledge and understanding needed in today’s changing workplace. Traditional topics such as testing and assessment in the workplace, team approaches to work, employee empowerment and participatory management are covered. The course content also includes the scientific study of social interactions and organization with special reference to cross-cultural and multicultural analysis.

MATHEMATICS AND SCIENCES**BIO101 – General Biology (4 units)**

Prerequisite: None

This course covers the basic principles of general biology. The student will learn about the cellular, organismic and population levels of organization. The student will also learn about cell ultrastructure and function, energy transfer, reproduction, genetics, evolution, taxonomy, and ecology.

BOT101 – Introduction to Botany (4 units)

Prerequisite: None

Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth’s plant forms.

CHEM101 – General Chemistry (4 units)

Prerequisite: None

This course covers the basic general principles of chemistry and their application. Students will be introduced to chemical measurement, stoichiometry, atomic structure, the periodic table, chemical bonding, inorganic formula writing, naming of inorganic compounds, and energy changes.

ECOL101 – General Ecology (4 units)

Prerequisite: None

This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.

GEOL101 – Introduction to Geography (4 units)

Prerequisite: None

This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.

MATH105 – Survey of Mathematics (4 units)

Prerequisite: None

This course covers a quick, but comprehensive, review of the fundamentals of mathematics — arithmetic operations, algebraic expressions, solving equations, graphing, ratios and proportions, systems of measurements, set theory, number abstractions, inequalities and topics in probability, statistics, quantitative literacy and finally how to apply mathematics to solve hypothetical and real world problems using mathematical logic. Analytical reading and problems solving required for success in this course.

MATH118 – Statistics I (4 units)

Prerequisite: None

A study of statistics and statistical analysis. The student will learn the uses of different information to calculate the mean, the median, the average, the mode and how to interpret statistical calculations and information.

MATH119 – Statistics II (4 units)

Prerequisite: MATH118 or approval of department

This course is a continuation of Statistics I. Confidence intervals and hypothesis testis are studied in more detail, beginning with two sample inference for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.

MATH121 – College Algebra (4 units)

Prerequisite: None

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices

MATH131 – Calculus I (4 units)

Prerequisite: None

Review of limits and derivatives of elementary functions. Inverse trigonometric functions and their derivatives. L'Hospital's rules. The definite integral. Fundamental theorem of Calculus. Simple substitution. Applications including areas of regions and volumes of solids of revolution.

MATH132 – Calculus II (4 units)

Prerequisite: MATH131 or approval of department

Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Techniques of integration; The Mean Value Theorem and its consequences; series, Taylor series with applications; parametric and polar curves with applications; first order linear and separable differential equations with applications.

NTR101 – Nutrition (4 units)

Prerequisite: None

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

PHY101 – General Physics (4 units)

Prerequisite: None

This course covers the basic general principles of physics. Topics include philosophy and phenomena of physics, including motion, forces, light, sound, gravity, magnetism, electricity, waves, relativity, and nuclear physics.

SCN101 – Introduction to Health Science (4 units)

Prerequisite: None

This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication

ASSOCIATE OF APPLIED SCIENCE IN PROFESSIONAL GOLF AND GOLF COMPLEX MANAGEMENT (A.A.S. P.G.G.C.M.)

PROGRAM INFORMATION

The Associate of Applied Science degree program in Professional Golf and Golf Complex Management (PGGCM) is a set of coherent academic and discipline courses that provide a curriculum that meet the standards that qualify degree holders to pursue further study at the bachelor degree in both academic and/or professional areas.

PROGRAM OBJECTIVES

The educational objectives of the PGGCM program are to:

- a) Provide students with a comprehensive review of the major components of Professional Golf Management.
- b) Provide students with opportunities in playing golf tournament in person and training golf skills through the

lecture and the practice on golf field

- c) Equip students with high-level knowledge and skills in order to excel in exciting and fulfilling management careers in the golf industry.
- d) Introduce professional preparedness and service learning through the development of leadership competencies in facilitating physical, mental, and emotional growth.
- e) Instill exemplary personal character and values as well as deep respect for the history and culture of the game of golf.

PROGRAM LEARNING OUTCOMES

Upon completing the program, the student will be able to:

- Demonstrate knowledge, proficiencies, and skills relevant to the operations of golf management.
- Understand golf rules and demonstrate proficiency in golf techniques.
- Implement management principles and techniques to propose solutions in businesses and organizations in the golf industry.
- Analyze student's instructional needs and apply knowledge to develop a personalized golf lesson.
- Communicate and work with people of varying cultures, backgrounds, ideas, and status.
- Apply knowledge in the development and management of golf courses and golf clubs.
- Assess, outline, and develop plans and strategies to meet the business goals.

To assure that courses meet academically rigorous criteria, each course has measurable learning outcomes at each level of the program to evaluate mastery of subject material and critical thinking development. Faculty are selected for their outstanding teaching ability, professional experience in the golf profession and industry, and for their ability to create an educational environment completely focused on student learning. The aim of the program's faculty, staff and administrators is teamwork — the ability to collectively work toward a common vision; the ability to direct individual accomplishment(s) toward the program's goal and objectives, thereby, creating an environment that supports the intellectual, personal and professional development of the student.

Because the program's instructors practice what they teach, in small classes with a high level of student-instructor interaction, the goal of exposing our students to every facet of the golf profession and industry is facilitated by instructors who can share their experiences with students and provide them with first-hand input on what it takes to be a successful professional golfer or sport manager of a golf complex or country club.

The PGGCM program has outstanding physical facilities — including spacious classrooms, a club design and repair room, a golf studio and a golf library. Lessons include playing time, short game skill development, video analysis, club fitting and repair, regripping and reshafting. Tournaments are also held for competitive experience. They are also organized to provide practical tournament planning experience. Tournaments and open play are conducted at area golf courses. The instruction provided by the program's golf professionals during classes gives students the opportunity to improve their game and to examine how golfers may view the game differently. This experience provides students with an understanding of how to teach golf to a wide range of golf students — a skill that is important to their future success as golf professionals.

The sport of golf is rapidly expanding in popularity both nationally and internationally. Employment opportunities are numerous and are publicized through a multiplicity of sources — employment bulletins, direct requests from employers, extensive networks of golf industries and service providers and membership organizations, to name a few. Positions for graduates deal with teaching, managing, sales, marketing, the PGA tour and other tours; or are related to facility, product, or service. Business opportunities and venture capital is available for entrepreneurs.

STUDENT ACADEMIC LOAD

A full-time academic load in an A.A.S. degree program is twelve (12) units or more per quarter. Students may not enroll for more than twenty (20) units in a regular quarter without the approval of the academic department.

GRADUATION REQUIREMENTS

1. Successfully complete minimum 92 quarter units of the A.A.S degree in PGGCM coursework, with a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
2. Successfully complete the degree requirements within the Maximum Time Frame (MTF) allowed for the A.A.S degree, which is 1.5 times the program length. The program is normally six (6) quarters in length.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the Department of Golf and Golf Complex Management.
4. Settled all financial obligations to the University.

COURSE REQUIREMENTS

a. General Education: 24 units

The following units must be taken from the following disciplines:

General Education	Units
Communications	8
Humanities and Arts	8
Social Sciences	4
Mathematics and Sciences	4
Total	24

Please see General Education Requirements section of the Catalog for the course list and description.

b. Degree Required Courses: 68 units

Complete 68 quarter units of Major-Core courses in the following fields:

- (1) Business (Course Code include ACC or BUS) - 8 units
- (2) Professional Golf (Course Code include PGM) - 60 units

PGM Major Core Courses (Business) – 8 units required

Choose 8 units from the BBA Common Core Curriculum

PGM Major Core Courses (Professional Golf) – 60 units required

Course Code	Course Name	Units
PGM105	Golf Fundamentals	4
PGM115	The Rules of Golf	4
PGM122	Instructional Golf Techniques Practicum I	4
PGM124	Instructional Golf Techniques Practicum II	4
PGM128	Advanced Golf Techniques	4
PGM130	Sports Psychology	4
PGM144	Golf Clinics	4

PGM150	Golf Facilities Operations and Management I	4
PGM152	Golf Facilities Operations and Management II	4
PGM160	History of Golf	4
PGM163	Anatomy and Biometrics	4
PGM167	Golf Course Development and Design	4
PGM170	Essentials of Turf Development, Maintenance, and Management	4
PGM177	Golf Club Design, Manufacture, Fitting, Repair and Maintenance	4
PGM200	Tournament Golf	4
PGM205	Organizing and Planning Golf Tournaments	4
PGM210	Country Club Management	4
PGM250	Associate of Applied Science in PGGCM Project	4
PGM250A	Internship A	0
PGM250B	Internship B	0
PGM250C	Internship C	0

APPLICATION FOR GRADUATION

Graduation is not automatic on completion of degree requirements. An application must be filed with the Department of Professional Golf and Golf Complex Management and the Office of Admissions and Records (OAR) during the quarter in which the student expects to graduate. Students who do not graduate in the quarter for which they have applied must reapply and pay any applicable fees in the subsequent quarter in which they expect to graduate.

P.G.G.C.M. COURSE DESCRIPTIONS

PGM MAJOR CORE COURSES (PROFESSIONAL GOLF)

PGM105 – Golf Fundamentals (4 units)

Prerequisite: None

Golf instruction and practice in the fundamentals of grip, stance, alignment, backswing and downswing. Topics also include stretching and warm-up, golf club selection and use, player guidelines, scoring, game etiquette and safety procedures. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at local courses.

PGM115 – The Rules of Golf (4 units)

Prerequisite: None

The rules of golf are covered in detail starting with how the rules came to be established, the changes in the game of golf and golf rules over time up to current rules and how they apply in general golf play and in tournament golf. Students will be tested on the rules of golf by being asked to rule on real golf tournament play and hypothetical situations.

PGM122 – Instructional Golf Techniques Practicum I (4 units)

Prerequisite: None

Part one of a two parts course on instructional golf techniques. Part one covers an introduction to the fundamentals of how to teach golf, including: recognized swing techniques, ball flight dynamics, the physics and biomechanical concepts important to understanding the golf swing and a scientific study of the golf swing. The lever golf swing system (technique) is analyzed and the different methods of teaching golf are studied.

PGM124 – Instructional Golf Techniques Practicum II (4 units)

Prerequisite: PGM122 or approval of department

Part II of Instructional Golf Techniques Practicum introduces the techniques used in teaching the short game including putting, pitching, chipping and sand play. This is a methods teaching course in which students will give golf lessons to the general public, thereby, obtaining real-time practical experience in the methods of teaching golf. Students must keep a notebook on all lessons given. The instructor will evaluate lessons given by students.

PGM128 – Advanced Golf Techniques (4 units)

Prerequisite: PGM105 or approval of department

This course covers advanced competitive golf techniques in the form of practical applications and the approach to shot selection in a playing environment. Also covered are how to organize and conduct playing lessons. Special attention is given to what club to use in special or difficult situations.

PGM130 – Sports Psychology (4 units)

Prerequisite: None

Effect of various psychological factors on athletic performance. Psychological interactions among players and between players and coaches. Topics include motivation, stress control, personality variables in performance and performance enhancing techniques. The role of personality and cognate factors in human movement settings. Selected topics may include: arousal, attribution theory, achievement, anxiety, interventions, attention styles, aggression, social facilitation, social reinforcement and imagery. The student will attempt to apply theory to improving his/her own performance.

PGM144 – Golf Clinics (4 units)

Planning, design and organization of golf clinics. Students learn how to give group golf lessons and how to teach beginners through advanced players in a clinic setting.

PGM150 – Golf Facilities Operations and Management I (4 units)

Prerequisite: None

Basic principles of managing a general and a professional golf complex. Includes budgeting, marketing, staffing and managing the complex. Overview of the basic structure of finances in operating a sole proprietorship, partnerships, or corporate types of business enterprises; business communications and salesmanship; property ownership, leases and insurance; state federal and property taxes.

PGM152 – Golf Facilities Operations and Management II (4 units)

Prerequisite: PGM150 or approval of department

Case studies of golf complexes operations to demonstrate successful operations vs poorly operated or failed operations. Students will be required to develop a business plan for a hypothetical professional tournament class golf course and golf complex, and to design, development, and finance the complex using venture capital, working as team members. Overview of world-class golf courses and complexes, both national and international.

PGM160 – History of Golf (4 units) *Prerequisite: None*

An in-depth study of the history of golf from its beginnings at St. Andrews, Scotland, to the present. Involves a

continuous, systematic narrative of how golf originated, its phases of evolution, ideas or events that shaped the course of development of golf and its social and economic class history, within a chronological format.

PGM163 – Anatomy and Biometrics (4 units)

Prerequisite: None

The musculoskeletal system and its function in human movement; general movement patterns as applied to playing golf and how to improve the performance of a golfer, development and use of golfing physical skills in diverse play situations and similarities and differences in physical ability among age groups.

PGM167 – Golf Course Development and Design (4 units)

Prerequisite: None

Fundamentals of creating a golf course from finding a site for the course through its planning, financing, purchasing, designing and marketing of the course. Includes the essentials of how to select and design a course taking into consideration the given landscape, landscaping requirements, irrigation principles, turf selection, soil composition, the local weather and how they interact and relate to the design of an ideal golf course in a particular location.

PGM170 – Essentials of Turf Development, Maintenance and Management (4 units)

Prerequisite: None

The essentials of turf development, maintenance and management covers the construction, caring and maintenance of the different types of turf grasses used on golf courses — their specific or special characteristics, soil preparation requirements, planning, fertilizing, the maintenance of common and special turf grasses, and the treatment for diseases and insect pest control.

PGM177 – Golf Club Design, Manufacturing, Fitting and Repair and Maintenance (4 units)

Prerequisite: None

A course on the fundamentals of golf club design, casting and forging clubs, trading clubs, how to properly fit clubs to the needs of the customer, repair clubs, and with the manufacturing process and technological advances in golf materials.

PGM200 – Tournament Golf (4 units)

Prerequisite: None

Tournament golf rules, analysis of the golf swing — including correcting swing errors; mental preparation under tournament conditions using a combination of varying formats and strategy sessions for effective competition in tournaments. How to evaluate a tournament golf course for appropriate club selection and assessing tournament competitors.

PGM205 – Organizing and Planning Golf Tournaments (4 units)

Prerequisite: None

Fundamentals of planning, organizing and managing golf tournaments. Includes: selecting tournament dates, starting times, rules and handicapping, staffing requirements, player selection, contracts, tournament insurance, sponsors/financing and advertising.

PGM 210 – Country Club Management (4 units)

Prerequisite: None

An overview of country club operations, the types of clubs and how they are organized and managed, duties of club officers and staff, service excellence in clubs, leadership in club operations, marketing and quality management in clubs, food and beverage operations, strategic club management, human resources, financial management, computer systems, golf operations, and tennis and fitness clubs.

PGM 250 – Associate of Applied Science in PGGCM Project (4 units)

Prerequisite: Completion of one academic year (Initial Internship Course)

A research project where students work in teams or as individuals under the guidance of an assigned faculty advisor. Students select a research topic and identify data sources in preparation for the project. Students then gather data and present and defend their research in both written and oral form to faculty and classmates.

PGM 250A – Internship A: internship continued (0 unit)**PGM 250B – Internship B: internship continued (0 unit)****PGM 250C – Internship C: internship continued (0 unit)****ASSOCIATE OF APPLIED SCIENCE IN KOREAN CULINARY ART DEGREE (A.A.S. K.C.A)****Program Information**

Associate of Applied Science in Culinary Art Program – Emphasis in Korean Cuisine

The Associate of Applied Science Degree program in Culinary Arts with emphasis in Korean Cuisine is a 90-unit program defined by curriculum with courses of rigorous culinary training, food business management, and study of social and scientific aspects of food. This program mainly focuses on providing the hands-on experience of Korean culinary practices along with a profound understanding of the nature of Korean food and ingredients. For successful completion of the program, students fulfill 24 units of General Education requirement in the areas of English, social science, humanity and math and science abided by the institutionally enforced general education requirements for associate degree programs. The program is six (6) quarters in length. Part-time students are granted four (4) years or 12 quarters to complete the program. Students must obtain at least a 2.0 GPA (a "C") in all courses completed upon which the degree is based.

Program Objectives

- Provide hands-on culinary training and theoretical learnings of culinary arts from basic to professional levels
- Instill exemplary personal value and character through socially responsible culinary and business practices.
- Produce graduates who will be capable of assembling quality dining experiences with general business acumen and consistent flavors and visual quality.
- Smooth students' transition to career life by providing both career counseling and networking opportunities
- Hone the student's knowledge and skills of Korean culinary arts and develop students' sensitivity to flavors and tastes
- Orient students to the professional Korean culinary environment and teach them to operate within the environment in a safe, efficient, & skillful manner.

Program Learning Outcome

- Demonstrate advanced culinary skills which meet the qualification standards to work in a professional kitchen.
 - Implement management principles such as consumer analysis and cost efficiency analysis to efficiently manage restaurants or relevant food businesses.
 - Gain well-rounded expertise in Korean foods and cuisine by understanding their characteristics and reaching technical excellence.
 - Produce foods with nutritional balance, artistic quality and fine tastes.
- Student Academic Load

A full-time academic load in an A.A.S. degree program is twelve (12) units or more per quarter. Students may not enroll for more than twenty (20) units in a regular quarter without the approval of the academic department.

GRADUATION REQUIREMENTS

1. Successfully complete minimum 92 quarter units of the A.A.S degree in KCA coursework, with a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
2. Successfully complete the degree requirements within the Maximum Time Frame (MTF) allowed for the A.A.S degree, which is 1.5 times the program length. The program is normally six (6) quarters in length.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the Department of Korean Culinary Art.
4. Settled all financial obligations to the University.

KCA Common Core Curriculum – 52 units required

Course Code	Course Name	Units
NTR101	Nutrition	4
CA101	Culinary Foundations	4
KC101	Basic Korean Culinary Skill 1	4
KC102	Basic Korean Culinary Skill 2	4
KC111	Korean Side Dishes 1	4
KC112	Korean Side Dishes 2	4
KC201	Advanced Korean Culinary Skills	4
KC211	Fermented Foods of Korea 1	4
KC212	Fermented Foods of Korea 2	4
KC220	Korean Royal Court Cuisine	4
KC221	Vegan and Herbal Medicinal Foods	4
CA280	Introduction to Hospitality and Service Management	4
KC298	Externship I	2
KC299	Externship II	2

KCA Major Elective Courses (Korean Culinary Art) – 16 units required

Course Code	Course Name	Units
KC281	Menu Development	4
CA103	Western Culinary Skills	4
KC150	Korean Food and Culture	4
KC222	Banquet Foods – Korean Cuisine	4
KC230	Food Styling	4
KC113	Korean Dessert and Beverages (non-alcoholic)	4
KC210	Liquor and Wines (Western and Korean)	4

General Education: 24 units

The following units must be taken from the following disciplines:

General Education	Units
Communications	8
Humanities and Arts	8
Social Sciences	4
Mathematics and Sciences	4
Total	24

COURSE REQUIREMENTS

Course Descriptions

NTR101 – Nutrition (4 units)

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

CA101 - Culinary Foundations (4 units)

In this course, students learn the basic essential techniques in cooking. They are also introduced to the functions and usage of knives, tools, and cooking equipment, managing kitchen spaces and the procedures of stock production, soup preparation, classic sauces, etc. Students develop their competence through learning culinary theories and practices and recognize the fundamental techniques for general cooking procedures. Prerequisite(s): None

CA103 - Western Culinary Skills (4 units)

This course explores various European and American cuisines focusing on studying ingredients and preparation methodology. The course focuses relative skills and techniques preparing European and American cuisines and managing ingredients. The students acquire basic knowledge of Western foods and cultures while practicing relative cuisines.

KC101 - Basic Korean Culinary Skill 1 (4 units)

The very first step into Korean culinary art. This course focuses on fundamental culinary techniques used for Korean cuisine. In this course, students will acquire skills of handling knife through various types of cutting, dicing and garnishing practices, knowledge of cooking weights and measures and flavor percentages, and experience in making broths that are commonly applied to Korean dishes.

Prerequisite: None

KC102 - Basic Korean Culinary Skill 2 (4 units)

This course provides a review of skills and knowledge acquired from KC101 and upgrades the quality of techniques through vigorous practices and applying to making Korean traditional and regional cuisines. Students are also introduced to the principles of common table settings and plating of Korean cuisine along with cultural aspects behind them.

KC111 - Korean Side Dishes 1 (4 units)

Korea has developed a culture of consuming multiple side dishes accompanying a main dish and rice. This course introduces varied common side dishes incorporating common and rare Korean ingredients and recipes. Students develop familiarity and prepare side dish using Korean and local ingredients with the concentration on flavor profiles and techniques.

KC113 - Korean Side Dishes 2 (4 units)

Continuation of KC111

KC113 - Korean Dessert and Beverages (non-Alcoholic) (4 units)

This course introduces the fundamental concepts, skills, and techniques of Korean desserts and non-alcoholic beverages. Students measure ingredients with precision and produce rice-based desserts using steaming and frying techniques. The course also discusses practical application of traditional Korean dessert to modern European dessert trends.

KC115 - Liquor and Wines (4 units)

This course orients students to various kinds of liquor and wines of East and West including Korean traditional wines and enlightens their production procedures. Through lectures, research and tastings, students are to learn the proper pairing methods for wine/liquor and food and also varied ways of utilizing wine/liquor in cooking.

KC150 - Korean Food and Culture (4 units)

In this course, students study Korean food and cuisine through the cultural lens, learning the dietary life and transition of food culture from old to modern day Korea. The course will equip students with the knowledge of the origin and history of Korean food and dining manners and practices which still influence today's Korean food culture.

Prerequisite: None

KC201 - Advanced Korean Culinary Skills (4 units)

This class is designed to provide intensive training in the professional level of Korean culinary skills. Students will apply the skills practiced in lower level classes to make challenging dishes with time management skills to simulate the real world experience.

KC211 - Fermented Foods of Korea 1 (4 units)

Considering well-being and slow food is seeping into the modern food industry, Korean food is surely an attention grabber. Korean foods are frequently seasoned or accompanied by slowly processed, fermented foods sauces which are but not limited to Kimchi, fermented seafood, Doenjang (Soy Bean Paste) and Gochujang (Hot Pepper Paste). The course provides the overview of Korean foods that are fermented, processed and preserved. Students learn the science and procedures behind the fermentation and preservation and gain hands-on experience preparing fermented foods.

Prerequisite: None

KC212 - Fermented Foods of Korea 2 (4 units)

Continuation of Fermented Foods of Korea 1.

Prerequisite: KC211

KC220 - Korean Royal Court Cuisine (4 units)

Royal Court Cuisine in any country gathers the best of the bests in a nation's food selections. This course introduces how to plan, prepare and coordinate traditional royal cuisines of Chosun Dynasty based on Korean historical records. The course provides the overview of royal banquets, daily meals, and seasonal specialties coordinated in the palace during Chosun Dynasty.

KC221 - Vegan and Herbal Medicinal Foods (4 units)

Analysis and study of vegan, herbal medicinal food, and temple food. Based on the study of oriental herbal medicine, Korea has a long history of developing food in which functions equivalent to medicines. The course provides the review of various vegan ingredients' nutritional values and medicinal functions and prepares food with maximized health values. The course also introduces vegan foods developed from Korean temples where vegan diets most flourished over the history. Successful completion of this course enables students to effectively coordinate and cook ingredients based on its medicinal and nutritional characteristics.

KC222 - Banquet and Catering Foods – Korean Cuisine (4 units)

A successful banquet starts from the pleasant dining experience. In this course, students will explore principles and methodology in which banquets and catering events may be executed. Through learning and utilizing relevant terms and different types of equipment, students will develop abilities to operate a banquet kitchen and plan and organize menus. While preparing meals for large groups, students will learn how to perform modern batch cookery and maintain quality. The course also emphasizes effective food presentations and services.

KC230 - Korean Cuisine Food Styling (4 units)

This course emphasizes the unique characteristics of Korean Cuisine regarding styling and arranging food. Students are introduced to how to maximize the visual attraction of food using artistic and culinary techniques.

CA280 - Service Management (4 units)

Excellent food should be accompanied by excellent services to maximize customers' dining experience. This course explores many aspects of service including internal, as well as external guests, social responsibility and building a positive reputation in today's food industry. The course also provides lessons in managerial aspects including negotiation, contractual agreements, risk management and timeline based production and staffing requirement.

CA281 - Menu Development (4 units)

An analysis of menu development for foodservice establishments. Topics to be covered include menu development, descriptions, layout, design, and pricing; sales mix; and station balance. Students will critique and create menus from the perspective of concept, clarity, cost, price, and efficiency.

Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers, and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

Prerequisite: None

KC298 - Externship I (2 units)

Students who have successfully completed 36 units may take this course to be placed in a restaurant or a food production plants to practice and apply their skills and knowledge acquired from the school. Students will continue developing their culinary skills and gain real-world insights through working with industry professionals.

KC299 - Externship II (2 units)

Continuation from Externship I. At the end of this course, students will present their work experience and learnings with the guidance provided by the instructor.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (B.B.A)

PROGRAM INFORMATION

The Bachelor of Arts (B.A.) in Business Administration (BBA) program is designed to meet the educational needs of the students in an ever-expanding global economy. The BBA program emphasizes the study of accounting, management, marketing and economics which lay a foundation for the study at undergraduate level. Completion of the BBA program requirements ensures that students will comprehend the relationships among marketing, quantitative theory, accountancy, economic principles, financial and human organizational management. Furthermore, In keeping with the university's Statement of Purpose, this program seeks to enable students to integrate academic disciplines and an enriched cultural experience by offering the coursework that produces comprehensively prepared business leaders.

PROGRAM OBJECTIVES

The educational objectives of the BBA program are to:

- a) Equip business majors with the necessary tools to be successful in management positions.
- b) Enable students to develop a basic understanding of the key functions of business such as accounting, economics, international business, management, operations, or marketing.
- c) Enable students to integrate and analyze theoretical and literary information concerning strategic planning.
- d) Provide students with the analytical, technical, communication, and interpersonal skills needed to succeed in today's competitive global markets.

- e) Encourage the development of high ethical standards in connection with the current legal and business environments.

PROGRAM LEARNING OUTCOMES

Upon completing the program, the student will be able to:

- Understand and apply knowledge of business concepts and functions.
- Analyze and interpret information to reach conclusions and make effective business decisions.
- Define, evaluate, and develop solutions for business problems and issues using logical reasoning, information, materials, and data.
- Able to use an effective balance of qualitative and quantitative models and apply them to real world business situations.
- Identify and apply ethical principles in business decision making.
- Integrate communication skills to develop and present effective and professional presentations to a variety of audiences using oral language and written communication.
- Demonstrate an understanding of the social roles and relationships involved in an organization.
- Become aware of the impact of globalization on people, businesses, and the economy.
- Understand the social and cultural roots of business, governments and other organizations.
- Work effectively with a diverse team to achieve a common objective.

STUDENT ACADEMIC LOAD

A full-time academic load in a B.A. degree program is twelve (12) units or more per quarter. Students may not enroll for more than twenty (20) units in a regular quarter without the approval of the academic department.

GRADUATION REQUIREMENTS

1. Successfully complete a minimum of 180 quarter units of the B.A. degree in Business Administration coursework with a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale.
2. Successfully complete the degree requirements within the Maximum Time Frame (MTF) allowed for the B.A. degree, which is 1.5 times the program length. The program is normally twelve (12) quarters in length.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Business and Management, and
4. Settled all financial obligations to the University.

COURSE REQUIREMENTS

a. General Education: 68 units

The following units must be taken from the following disciplines:

General Education Category	Units
Communications	12
Humanities and Arts	24
Social Sciences	16
Mathematics and Sciences	16
Total	68

Please see the General Education Requirements section of the Catalog for the course list and description.

b. Degree Required Courses: 92 units

Complete a minimum of 92 quarter units of Common Core Curriculum courses.

BBA Common Core Curriculum – 92 units required

Course Code	Course Name	Units
ACC101	Accounting I	4
ACC102	Accounting II	4
ACC103	Accounting III	4
BUS101	Introduction to Business	4
BUS102	Principles of Business Management	4
BUS103	Business Law	4
BUS110	Business Ethics	4
BUS112	Business Plans	4
BUS120	Introduction to Sales and Marketing	4
BUS210	Human Resource Management	4
BUS225	Business Systems and Procedures	4
BUS230	Business Statistics	4
BUS240	International Business	4
BUS250	Principles of Business Economics	4
BUS300	Financial Accounting: Reporting and Analysis	4
BUS305	International Business Strategies	4
BUS310	Internet Business Models and Strategies	4
BUS325	Entrepreneurial Leadership	4
BUS330	E-Business Distributed Software Architecture	4
BUS335	Internet Sales and Marketing	4
BUS340	Financial Management	4
BUS345	Labor Relations	4
BUS375	New Venture Creation	4
BUS400	Advanced Financial Management	4
BUS415	Organizational Theory and Development	4
BUS430	Competitive Strategies	4
BUS440	Business Forecasting and Simulation	4
BUS455	E-Business Systems Development	4
BUS465	Small Business Management	4
TAX101	Principles of Taxation	4
BUS490	Bachelor of Business Administration Project	4
BUS490A	Internship A	0
BUS490B	Internship B	0
BUS490C	Internship C	0

c. Elective Courses: 20 units

Complete a total of 20 quarter units of elective courses from PGGCM Major Core Courses.

APPLICATION FOR GRADUATION

Graduation is not automatic on completion of degree requirements. An application must be filed with the School of Business Management and the Office of Admissions and Records during the quarter in which the student expects to graduate. Students who do not graduate in the quarter for which they have applied must reapply and pay any applicable fees in the subsequent quarter in which they expect to graduate.

B.B.A. COURSE DESCRIPTIONS

BBA COMMON CORE CURRICULUM COURSES

ACC101 – Accounting I (4 units)

Prerequisite: None

This course segment introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting the preparation of work sheets, and financial statements. Students also learn closing procedures.

ACC102 – Accounting II (4 units)

Prerequisite: ACC101 or approval of department

This section of the course teaches students special journals, handling cash receipts, cash payment, banking activities and payroll concepts and procedures.

ACC103 – Accounting III (4 units)

Prerequisite: ACC102 or approval of department

This section of the program teaches students combined journals, preparation of worksheets and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable and notes payable.

BUS101 – Introduction to Business (4 units)

Prerequisite: None

This course introduces the students to the environment of business, with emphasis on the different forms of business.

BUS102 – Principles of Business Management (4 units)

Prerequisite: None

This program segment teaches students the objectives of business, environmental forces affecting business, social responsibility and ethics of business. In addition, students will learn business organizations (forms of ownership) and enterprise management.

BUS103 – Business Law (4 units)

Prerequisite: None

This course teaches the student the different rules and laws that govern the different forms of business

BUS110 – Business Ethics (4 units)

Prerequisite: None

This course is a study of the ethical principles governing business activity with special emphasis on current business issues and ethical business practices.

BUS112 – Business Plan (4 units)

Prerequisite: None

Principles and techniques for developing a business plan.

BUS120 – Introduction to Sales and Marketing (4 units)

Prerequisite: None

This course is study on effective methods for marketing products and services. Advertising techniques and direct mail are discussed. Consumer profile, organizational personalities, and demographics are presented as components of market research and analysis.

BUS210 – Human Resource Management (4 units)

Prerequisite: None

The employee is a company's greatest asset. Human resource management is fundamental to a happy employee. This course introduces the student to personnel law, benefit administration and selection, productivity reviews, incentives, and more. Today's employees offer challenges to human resources with cultural diversity and language barriers.

BUS225 – Business Systems and Procedures (4 units)

Prerequisite: None

This course discusses the importance of planning and organizing duties and responsibilities, the importance of office policies and procedures, and time management.

BUS230 – Business Statistics (4 units)

Prerequisite: None

This is an introductory course to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities and confidence limits.

BUS240 – International Business (4 units)

Prerequisite: None

This course covers how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions.

BUS250 – Principles of Business Economics (4 units)

Prerequisite: None

This course is an introduction to business economics concepts and will include the major approaches to business forecasting, short term forecasting, domestic capital spending, and forecasting short-term business inventory movements.

BUS300 – Financial Accounting: Reporting and Analysis (4 units)

Prerequisite: ACC101 or approval of department

This course emphasizes the financial statement as a means of diagnosing a company's strengths and weaknesses to enable the company to make decisions on loans, investments, acquisitions, and employment. It will cover the economic and political forces impacting accountants. Included in the course are topics of financial statements, analysis and data mining, balance sheets, cash flows, revenue cycle, expenditure cycle, and decision making.

BUS305 – International Business Strategies (4 units)

Prerequisite: None

This course emphasizes on the strategies and structures of international businesses. Topics included are cultural differences, economics and politics of international trade and investment, functions and form of the global monetary system business's various functions.

BUS310 – Internet Business Models and Strategies (4 units)

Prerequisite: None

This course addresses the impact of the internet on business performance through theory and case studies. Included will be the concept and theory-grounded information about internet star-ups, the challenges faced by bricks-and-mortar firms, and the worth of star-ups.

BUS325 – Entrepreneurial Leadership (4 units)

Prerequisite: None

The study of successful leaders, their leadership styles and their companies will be used to teach the students the

techniques to move a company from mediocre to great. Also, included are topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.

BUS330 – E-Business Distributed Software Architecture (4 units)

Prerequisite: None

This course focuses on work systems that make extensive use of computer and communication technologies in order to perform work more efficiently and satisfy new and existing customer desires through the application of cost-effective technologies. Topics include building and maintaining systems, innovation, obstacles, frameworks and analysis, data modeling, database management systems, and functional information system business systems.

BUS335 – Internet Sales and Marketing (4 units)

Prerequisite: None

This course emphasizes the importance of e-commerce, business to business, technology, social issues, and legal issues as applied to sales and marketing. Additional topics include security, encryption, payment systems, marketing concepts including branding, marketing communications, web retailing, online service industries, supply chain management and collaborative commerce.

BUS340 – Financial Management (4 units)

Prerequisite: ACC101 or approval of department

This course is an introduction to finance, its importance and relevance. Financial environment and financial objectives, financial statement, cash flow, taxes, risk, rates of return, time value of money, bonds, stocks, and capital will be included.

BUS345 – Labor Relations (4 units)

Prerequisite: None

This course introduces the basic concepts of employee relations and satisfaction based upon company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.

BUS375 – New Venture Creation (4 units)

Prerequisite: None

This course provides insight and knowledge about the entrepreneurial process. Materials will include the driving forces of entrepreneurship: opportunity recognition, team resource requirements, and effective business plan. Including topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plan.

BUS400 – Advanced Financial Management (4 units)

Prerequisite: BUS340 or approval of department

This course is a continuation course on finance management and will include the topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.

BUS415 – Organizational Theory and Development (4 units)

Prerequisite: None

This course examines the field of organizational development and provides a background in its theory and application. It will also include the topics of the history of organizational development theory, models for organizational structure and change, and advances in organizational development theory.

BUS430 – Competitive Strategies (4 units)

Prerequisite: None

This course addresses the complex future faced by existing businesses. Materials will cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change.

BUS440 – Business Forecasting and Simulation (4 units)

Prerequisite: None

This course examines the application of economics theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits and challenges and interactions between firms and the marketplace.

BUS455 – E-Business Deployment (4 units)

Prerequisite: None

This course presents a new understanding of e-commerce and e-business design. The course focuses on business processes, back-office and front-office applications and the strategy necessary to be successful in a digital economy. Topics include an overview of e-business and e-commerce, trend spotting, developing an e-customer relationship, management, sales, and enterprise resource planning.

BUS465 – Small Business Management (4 units)

Prerequisite: None

Introduces the fundamentals of business management, including planning, raising capital, using business information, managing employees, and marketing products and services. The course is oriented toward principles needed to operate a small business and is designed for those who may eventually have their own businesses or for those who desire to upgrade their skills in their present businesses.

TAX101 – Principles of Taxation (4 units)

Prerequisite: None

This course guides the student through the preparation of tax returns for personal and business needs.

BUS490 – Bachelor of Business Administration Project (4 units)

Prerequisite: Completion of two academic years (Initial Internship Course)

This Internship Program allows students to gain practical experience in the workplace before receiving their undergraduate degrees. The student identifies companies willing to hire him/her on a part time basis for a 10 week period (minimum required), then select a research topic and identify data sources in preparation for the project. Students then gather data, present and defend their research in both written and oral form to faculty and classmates. This Internship Program supervises the students and awards academic credits (4) upon successful completion of all the required assignments.

BUS490A – Internship A: internship continued (0 unit)**BUS490B – Internship B: internship continued (0 unit)****BUS490C – Internship C: internship continued (0 unit)**

GRADUATE PROGRAMS

The University strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to life-long learning.

GRADUATE ADMISSION REQUIREMENTS

All applicants are expected to satisfy procedures and criteria for admission to Stanton University and to submit all required documents. Applicants who meet all requirements listed below will be considered for acceptance to the University. Stanton University processes admissions applications every quarter.

1. Completed Application for Admission Form and all supporting documents. An Application packet may be obtained by writing, calling, or e-mailing Stanton University's Office of Admissions and Records (OAR).
2. An official bachelor's degree transcript.
3. Personal Identification – All applicants are required to submit a copy of personal identification such as a state driver's license, government issued identification card, passport, visas, or any government issued photo identification.
4. Submit the non-refundable application fee to Stanton University's Office of Admissions and Records.
5. Proof of English Language Proficiency.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

All prospective graduate students applying for admission to Stanton University must meet the university's English Language Proficiency Requirement. This requirement can be fulfilled by one of the following (The student must provide documentation):

1. Minimum TOEFL iBT score of 61 iBT or its equivalents for Graduate Programs (Master Degree Level).
2. U.S. high school diploma or equivalent.
3. Completion of at least one (1) year of higher education taught in English from an institution in the United States.
4. Completion of high school education or higher at an educational institution where English is the primary language of instruction (for foreign countries).
5. Completion of an advanced level of ESL course at an institution in the United States.

Applicants who do not meet these requirements must take the Stanton University's English Language Proficiency Exam and obtain a passing rating. The exam is called the ACTFL Listening and Reading Test and it is conducted through an online testing service called Language Testing International (LTI), which follows the guidelines of American Council on the Teaching of Foreign Languages (ACTFL).

ADMISSION EVALUATION

Applicants who meet all requirements will be considered for admission to the University but are not guaranteed admission. Stanton University advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Students with missing documents will be admitted

on a conditional status, and missing documents must be submitted as soon as possible. Failure to file complete, accurate and required application documents may result in denial of admission. There is no appeal process for admission decisions. All Stanton University admissions decisions are final.

GRADUATE INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS

International F-1 visa students to the graduate program must fulfill additional admission requirements. Acceptance into a program is necessary before the U.S. Citizenship and Immigration Services (formerly INS) Form I-20 (Certificate of Eligibility) is issued by the university's International Student Advisor (ISA).

GENERAL INFORMATION

1. Graduate international students must register for and maintain a full-time program of study in the academic program in which they are enrolled. A full-time program of study is 8 quarter units or more for masters and/or doctoral students. Please check with your department for full-time course load unit requirements. Part-time F-1 status is not permitted by the U.S. Citizenship and Immigration Service. The registration status and academic performance of all international students will be monitored by the University.
2. A recent photograph must be submitted with an application (passport size is acceptable).
3. Prospective international students are advised that they must comply with all requirements of the U.S. Citizenship and Immigration Services and of SU to be admitted as international students.
4. A transfer student must:
 - c. Follow set transfer procedures of the U.S. Citizenship and Immigration Services and
 - d. Have pursued a full-time course of study with a minimum GPA of 2.0 ("C") at the college/university the student was last authorized to attend (an official transcript must be filed).

APPLICATION FEE

All international students are required to pay a \$200.00 non-refundable application fee. The fee is valid for up to one year from the date processed.

TRANSCRIPTS/DOCUMENTS OF INTERNATIONAL EDUCATION

All international transcripts/documents of previous secondary and/or college/university education submitted to Stanton University must be in English or have certified translation into English.

The acceptance and evaluation of international transcripts/documents will be determined by the University. If the University deems that the submitted transcripts/documents are not acceptable proof, the student is required to have the international education transcripts/documents submitted to a credential evaluation service (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S.

FINANCIAL RESOURCES

1. Each international student must submit verification of sufficient financial resources. The verification must demonstrate the ability of the student to finance each year's education and living expenses to the satisfaction of the ISA. The amount of financial resources required varies by the program the student plans to enroll in. The ISA will provide each student with the specific amount required.
2. An international student attending the University must pay all mandatory fees, enrollment fees and other fees paid by resident students.
3. Financial aid is not available to F-1 visa international students.
4. An international student may not accept off-campus employment while attending the University unless approval is granted by the U.S. Citizenship and Immigration Services (formerly INS) and the ISA.

HEALTH CLEARANCE

1. Although the University does not require proof of immunizations, it is strongly recommended that all students planning on coming to the US to study receive all the necessary vaccinations for immunization against polio, diphtheria, measles, rubella, tetanus, and are free of tuberculosis.

VISA STUDENTS (OTHER THAN F-1)

All other visa categories or immigrant classifications must see the university's Office of Admissions and Records and the ISA.

Students who are residing in the United States on other than an F-1 student visas must comply with all restrictions on total units enrolled as specified by the U.S. Citizenship and Immigration Services.

MASTER OF BUSINESS ADMINISTRATION PROGRAM (M.B.A)

PROGRAM INFORMATION

The Master of Business Administration (M.B.A.) program is designed to prepare students with the necessary skills and knowledge to understand, manage, or create financial, business and leadership careers at the mid to upper level of management. The program emphasizes the identification, analysis, and solution of complex management problems within a context requiring both technical understanding and balanced decision-making.

Management consists of the rational assessment of a situation and the systematic selection of goals and purposes; the systematic development of strategies to achieve these goals; the marshalling of the required resources; the rational design, organization, direction, and control of the activities required to attain the selected purposes, and finally, motivation and rewarding of people to do the work.

To be an effective manager an individual needs a broad knowledge of the practice of management, the workings of business and the economy, and the behavior of people. Effective management requires persistence, tough-mindedness, hard work, intelligence, analytic ability, and perhaps most importantly, tolerance and good will.

The M.B.A program provides adult learners with a comprehensive foundation for business decision-making and prepares them to lead effectively in a rapidly changing business environment.

PROGRAM OBJECTIVES

The educational objectives of the MBA program are to:

- a) Develop an understanding of economic systems and on the relationship between business and society.
- b) Develop a global perspective on business operations.
- c) Provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.
- d) Stimulate the students' intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles

PROGRAM LEARNING OUTCOMES

Upon completing the program, the student will be able to:

- Understand and apply core business knowledge to make strategic and tactical decisions.
- Critically assess information, data, and technology.
- Make effective managerial decisions and solve organizational problems.
- Communicate to an audience professionally and effectively in written and oral forms.
- Become aware of globalization and its impacts on people, culture, businesses, and the economy.
- Identify, analyze, and respond to ethical issues related to business practice and standards.
- Understand and apply quantitative techniques and methods in the analysis of real-world business situations.

STUDENT ACADEMIC LOAD

A full-time academic load in the M.B.A. program is eight (8) units or more per quarter. Students may not enroll for more than twelve (12) units in a regular quarter without the approval of the academic dean or assistant dean.

GRADUATION REQUIREMENTS

A candidate for the Master's Degree in Business Administration shall have:

1. Successfully completed a minimum of 60 quarter units of the M.B.A. degree coursework, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of three (3) years. The program is normally six (6) quarters in length.
3. Successfully completed the Master of Business Administration Project, BA750.
4. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Business and Management.
5. Settled all financial obligations to the University.
- 6.

COURSE REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE

a. Degree Required Courses: 56 units

Complete 56 quarter units of MBA courses in the following fields:

- (1) Common Core Curriculum - 32 units
- (2) General Concentration - 24 units

b. MBA Project: 4 units

Complete the MBA Project, BA750

MBA Common Core Curriculum – 32 units required

Course Code	Course Name	Units
BA625	Financial Accounting	4
BA628	Business Statistics and Analysis	4
BA630	Accounting for Managerial Decision Making	4
BA633	International Business Accounting	4
BA635	Statistics for Managerial Decision Making	4
BA638	Business Law	4
BA640	Economics for Managerial Decision Making	4
BA642	Organizational Behavior	4
BA647	Marketing Management and Strategies	4
BA650	Principles and Practices of E-Business	4
BA655	Strategic Human Resource Planning and Staffing	4
BA660	Business Cycles and Forecasting	4
BA665	Executive Leadership	4
BA670	Financial Analysis and Management	4
BA680	Operations Management	4
BA685	Business Entrepreneurship and New Venture Formation	4
MGT635	Managerial Communication Strategies	4
MGT645	Human Resource Management and Employment Law	4

MBA General Concentration – 24 units required

Course Code	Course Name	Units
FIN650	Financing the Emerging Enterprise	4
FIN655	Financial Risk Management	4
FIN660	Real Estate Finance and Valuation	4
FIN665	International Business Finance	4
FIN670	International Business and Decision Making in a World Economy	4
FIN675	Security Analysis and Portfolio Analysis	4
FIN680	International Financial Management	4
FIN685	Financing Capital Requirements	4
FIN690	Financial Institutions	4
FIN700	Seminar in Financial Management	4
MGT655	Organizational Conflict Management	4
MGT665	Management Information Systems	4
MGT675	Management of Innovation	4
MGT685	Organizational Leadership, Leadership Development and Change Management	4
MGT695	International Strategic Management	4
MGT697	Cost-Benefit Analysis for Executive Decisionmaking	4

MGT700	Seminar: Selected Topics in Topics In International Business	4
MKT610	Integrated Marketing and Communications	4
MKT630	Consumer Behavior	4
MKT640	International Marketing	4
MKT650	Sales Management	4
MKT660	Market Research	4
MKT670	Advanced Marketing Strategies	4
MKT680	Advertising Management and Marketing Communications	4
MKT700	Seminar: Selected Topics in Marketing	4

MBA Project (4 units)

Course Code	Course Name	Units
BA750	Master of Business Administration Project	4
BA750A	Internship A	0
BA750B	Internship B	0
BA750C	Internship C	0

APPLICATION FOR GRADUATION

Graduation is not automatic on completion of degree requirements. An application must be filed with the School of Business Management and the Office of Admissions and Records during the quarter in which the student expects to graduate. Students who do not graduate in the quarter for which they have applied must reapply and pay any applicable fees in the subsequent quarter in which they expect to graduate.

M.B.A. COURSE DESCRIPTIONS

MBA COMMON CORE CURRICULUM

BA625 – Financial Accounting (4 units)

Prerequisite: None

Understanding of accounting procedures and judgments underlying corporate financial statements; ability to read and analyze these statements; make inferences from them about financial health, likelihood of success, and other important attributes of various business entities.

BA628 – Business Statistics and Analysis (4 units)

Prerequisite: None

The course covers the application of Statistics. Derivation of basic statistical concepts used in business. Topics include probability distributions, moment-generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.

BA630 – Accounting for Managerial Decision-making (4 units)

Prerequisite: None

Accounting for management planning, control, and decision-making. Cost-profit-volume relationships; cost and revenue information for routine and non-routine decisions; budgeting and profit planning. Discussions of standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.

BA633 – International Business Accounting (4 units)

Prerequisite: BA625 or approval of department

Theories, practices, and concepts which underlie development of standards of financial reporting for enterprises engaged in international trade and business.

BA635 – Statistic For Managerial Decision-making (4 units)

Prerequisite: None

Applied statistic's role in business decision-making. Analysis of data generation and evaluation techniques, including survey design, survey sampling and dirty data. Extensive use of tables, charts, and summary measures to demonstrate appropriate ways to use and display data as a manager. Analysis of variance, regression and correlation methods are studied from a data analytic perspective, emphasizing the conceptual understanding of where and when these techniques should be used and the proper interpretation of their results as it pertains to business decision-making. Theory of decision-making under conditions of uncertainty, general structure of decision problems including subjective probability, utility, experimentation, and decision analysis.

BA638 – Business Law (4 units)

Prerequisite: None

Analysis of the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations. Legal consequence of selecting one form of business organization over another; analysis of the laws of corporation: formation, management, shareholder's rights and liabilities, securities regulations. Law of partnerships and agencies: creation, operation and dissolution. Sales of goods, property and negotiable instruments. Consideration of agency relationships and responsibilities of involved parties. Case studies.

BA640 – Economics For Managerial Decision-making (4 units)

Prerequisite: None

Applications of microeconomic and macroeconomic theory to managerial decisions and planning. Analysis of the firm's resource and product markets. Production functions; cost and output decisions. Pricing strategies under various market constraints. Investment in fixed assets. Risk and demand analysis; business forecasting. Emphasis on the calculation of solutions to operational problems of the business firm.

BA642 – Organizational Behavior (4 units)

Prerequisite: None

Emphasis on the contingency view for understanding the whys of behavior and the hows of increasing effectiveness. (The contingency view contends that there is no way of managing all situations.) The student will develop conceptual skills involved in: 1) diagnosing the human problems in management; 2) recognizing the situation and how it relates to the organization as a whole as well as to the external environment; 3) understanding how an individual's actions and the actions of the parts of the organizations are interdependent and impact one another; 4) knowing how and when to use models for managing organizational problems.

BA647 – Marketing Management and Strategies (4 units)

Prerequisite: None

Management of marketing decisions particular to organizational customers and prospects: private, commercial, institutional, and governmental customers in both domestic and global markets. Development, implementation and evaluation of marketing strategies. Role of marketing planning in the overall corporate strategic planning process. Use of contemporary techniques and models in the strategic planning process. Exploration and analysis of modern marketing problems and solutions from conceptual, legal, and ethical perspectives. Marketing information systems and the use of advanced technologies in marketing decision-making.

BA650 – Principles and Practices of E-Business (4 units)

Prerequisite: None

This course introduces the model for conducting business-to-business and business-to-consumer electronic transactions. Topics include the application of e-business strategic management, how to leverage technology to enhance business processes, the unique characteristics of e-marketing, and how the legal, ethical, and regulatory environments act as a filter for conducting e-business.

BA655 – Strategic Human Resources Planning and Staffing (4 units)

Prerequisite: None

Estimating demand and supply of labor. Designing staffing systems for attaining strategic objectives and developing human resources. Study of legal, global, and other environmental issues and comparisons of staffing practices.

BA660 – Business Cycles and Forecasting (4 units)

Prerequisite: None

Examines the business cycle and techniques for forecasting fluctuations. The emphasis of the course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision-making. Techniques for estimation of sales, investment, working capital, inventories and labor requirements; naive forecasts, moving averages, and regression techniques. Specific techniques covered include lead-lag, exponential smoothing, econometric and arima (Box-Jenkins) time series analysis and other new techniques including deceptive means-ends forecasting.

BA665 – Executive Leadership (4 units)

Prerequisite: None

Review of contemporary leadership styles of high-level governmental officials and executives in business, industry and commerce. Assessment of students' leadership strengths and developmental needs to prepare them to take responsible leadership positions; focuses on topics such as power and authority in leadership and goal setting for leadership development.

BA670 – Financial Analysis and Management (4 units)

Prerequisite: BA625 or approval of department

Role of finance in the firm, financial planning and control, management of working capital, time value of money, valuation, risk analysis, basic capital budgeting, long-term financing, international aspects of financial decisions.

BA680 – Operations Management (4 units)

Prerequisite: None

Decision-making techniques for operations management—management of the production of goods and services. Topics include resource allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control. Quantitative techniques for establishing management decision criteria, constraints and alternatives. Use of computer based models.

BA685 – Business Entrepreneurship and New Venture Formation (4 units)

Prerequisite: None

The entrepreneurship philosophy, attitudes, and characteristics. Entrepreneurship and new venture success and failure factors. Identifying and evaluating entrepreneurial opportunities. Developing a new venture business plan. Successfully managing the new venture. Applications cover creation and management of stand-alone ventures and of those developed within corporations. Students develop the creative thinking skills required in recognizing business opportunities. Other skills include team building, goal setting, leadership, and negotiation. Case studies. Members of the class are asked to develop their own five-year business plan for a new enterprise.

MGT635 – Managerial Communication Strategies (4 units)

Prerequisite: None

Organizational theory and the role communication plays in modern business, industrial and governmental organizations. Development of advanced written, oral and interpersonal communication strategies for the business environment. Case studies of communication problems and organizations.

MGT645 – Human Resource Management and Employment Law (4 units)

Prerequisite: None

Theory and practice of personnel function in organizations. Design of organizational systems for accomplishing work through individuals and groups. Strategic, legal, and ethical considerations in staffing, appraising, developing, and rewarding people to work. Study of California's and federal employment laws as they affect the management of human resources. Emphasis is upon the legal rights and responsibilities of employers and employees in the employment relationship, primarily in a private-sector environment.

MBA GENERAL CONCENTRATION**Finance****FIN650 – Financing the Emerging Enterprise (4 units)**

Prerequisite: None

Financial considerations in emerging and growing enterprises: includes internal financial management, external funding sources, and dealing with venture capitalist. Emphasis on integration of theory, computer analysis, and human judgment in financial decision-making.

FIN655 – Financial Risk Management (4 units)

Prerequisite: BA625 or approval of department

Measurement and management of foreign exchange, interest rate, equity and commodity risks. Risk assessment models, implementation strategies, risk management, and capital allocation. The theoretical basis of insurance and self-insurance mechanisms using derivatives for risk management.

FIN660 – Real Estate Finance and Valuation (4 units)

Prerequisite: None

Application of valuation theory to real property and related mortgage instruments in a market context. Market definition, data collection and analysis. Value determinants and new valuation technologies. Special valuation and financing issues and cases.

FIN665 – International Business Finance (4 units)

Prerequisite: None

International financial instruments, markets, and institutions; international trade and capital flows; foreign exchange risks and their management; direct and portfolio investments; implications for conducting global business.

FIN670 – International Business and Decision-making in a World Economy (4 units)

Prerequisite: None

Nature, dimensions and motives of international business. Evolution of multinational corporations, management of organizations in the global environment and marketing and management implications of competition in the international arena. International business decision-making with emphasis on business functions, practices, and laws as they are influenced by cultural, political, economic, social and institutional factors in various parts of the world.

FIN675 – Security Analyses and Portfolio Management (4 units)

Prerequisite: None

This course is an analysis leading to the appraisal and pricing of securities; discusses the income and pricing of securities and the income generating ability of securities; forecasts of trends in the stock and bond market; fundamental and technical analysis; application of Modern Portfolio Theory (MPI); analysis of active and passive investment strategies and measurement of portfolio performance.

FIN680 – International Financial Management (4 units)

Prerequisite: BA625 or approval of department

International financial environment and multinational corporations. Topics include: international trade and balance of payments; international monetary agreements and currency arrangements; international short-term borrowing and investment; international taxation. Review of global financial challenges and opportunities facing U.S. firms including the problems of risk in foreign investments, currency value fluctuations and exchange rate variations.

FIN685 – Financing Capital Requirements (4 units)

Prerequisite: None

A discussion of how to establish capital structure policies and determine the best methods for raising required capital; the course covers formulation of debt, dividend and equity policies, selection of an appropriate financing vehicle, and selection of capital markets.

FIN690 – Financial Institutions (4 units)

Prerequisite: None

This course is an examination of the financial policies and practices of commercial banks, savings and loan associations, pension funds, insurance companies, and other major financial management institutions. It discusses sources and uses of funds, their cost and return, and government regulation of the financial sector.

FIN700 – Seminar: Financial Management (4 units)

Prerequisite: BA670 or approval of department

A study of corporate financial management through case studies and/or term projects; this course covers issues such as sources of long-term financing, cost of capital, capital budgeting, dividend policy, mergers and acquisitions, bankruptcy and reorganization, the globalization of finance, ethical standards, information technology, and financial strategy.

Management**MGT655 – Organizational Conflict Management (4 units)**

Prerequisite: None

This course provides students with both a theoretical and a practical framework for systematically identifying and managing organizational conflict, both internal and external. Topics include assessing and managing workplace conflict; legal and ethical considerations in conflict management system design; negotiation and communication strategies; design of an effective conflict management system, conflict management training and development strategies; and implementing and evaluating an effective conflict management system.

MGT665 – Management Information Systems (4 units)

Prerequisite: None

Information as an organizational resource, decision-making frameworks, transaction-processing systems, decision-support systems, external-information systems, office automation, competitive-information systems, accounting and

financial applications, marketing applications, production applications, needs assessment, system design and implementation, Organizational impacts, and social issues. A technology update is provided in hardware and software basics, database-management systems, and telecommunications.

MGT675 – Management of Innovation (4 units)

Prerequisite: None

(Managing innovative enterprises in a changing and uncertain environments.) To survive in today's very competitive world, innovation is essential. Yet, firms often have considerable difficulty moving new products or services out quickly enough, or responding to new market opportunities, or taking advantage of new technologies. This course will take us into the trenches of the organization to examine in some detail the human and organizational aspects of the innovation process in order to understand why these problems occur and what managers can do about them. The focus of this course is on analysis of the issues and options which must be faced in developing a new technological or service venture. Particular attention is directed to the identification of technology-based products and services. Venture opportunities, evaluation of technical feasibility and commercial potential, and planning for successful commercialization. To keep the discussion grounded in organizations' realities, focus will be on specific types of innovation — the development of technologically innovative new products and services for new markets.

MGT685 – Organizational Leadership, Leadership Development and Change Management (4 units)

Prerequisite: None

This is a course on organizational leadership in the context of managing continuous change. Topics include models and theories of leadership including leadership development; leading organizational culture; effective leadership models; theories and applications of change management; and leading and sustaining change(s).

MGT695 – International Strategic Management (4 units)

Prerequisite: None

Strategic decision-making in managing international enterprises. General management problems in directing and controlling transnational companies, including entry, acquisitions and joint ventures. Cases and readings to acquaint students with worldwide business practices.

MGT697 – Cost-Benefit Analysis for Executive Decision-making (4 units)

Prerequisite: None

Use of cost-benefit analysis for executive decision-making with particular emphasis on advantages, disadvantages, and appropriate uses of cost-benefit analysis in real-world situations. In depth analysis of opportunity costs, ad hoc decisions, constraints in decision-making, costs of executive decisions; decision analysis, determinants, costs, benefits, losses and forecasting; indifference analysis; intuitive judgment in decision-making; optimum resource allocation; risks measurements; decision vulnerability; decision-making under conditions of uncertainty and rival-related decisions. Case studies and problem solving.

MGT700 – Seminar: Topics In International Business (4 units)

Prerequisite: MGT695 or approval of department

A seminar regarding topics of emerging trends and areas of interest in international business. The topics include marketing and doing business in Europe, China, India, Russia and significant emerging economics and implications and opportunities created by NAFTA; emerging markets for "high tech" industries and the progress of European market integration.

Marketing

MKT610 – Integrated Marketing Communication (4 units)

Prerequisite: None

Theory and application of integrated marketing communication to advertising, promotions, public relations/publicity, personal selling and direct marketing. Theory and application of marketing utilizing the Internet and associated issues in other forms of electronic commerce.

MKT630 – Consumer Behavior (4 units)

Prerequisite: None

An in-depth study of how psychological, sociological and cultural variables influence buying behavior and marketing strategy development. It focuses on identifying the relevant behavioral variable in a given product purchase situation and determines how marketing strategy can be adopted to meet the ways in which consumers perceive, select and buy products and/or services. This class utilizes advanced cases (case studies) and a field study project.

MKT640 – International Marketing (4 units)

Prerequisite: None

A study of strategic planning and organizing for international marketing; researching global markets; marketing consumer products, industrial products, and services in the world market; the course explores requirements for effective international advertising and promotions, personal selling, personnel management, pricing and distribution systems; export trade mechanics and logistics, financial requirements for international marketing and coordinating and controlling global operations. It also discusses the effect of trade agreements on international business.

MKT650 – Sales Management (4 units)

Prerequisite: None

This course is a survey of all facets of sales management including estimating sales potential and forecasting sales, manning territories; selecting, training, motivating, supervising and compensating the sales force, and interfacing with other company functions. Also covered are typical sales management problems and potential solutions.

MKT660 – Market Research (4 units)

Prerequisite: None

An examination of principles and techniques of market research, with emphasis on quantitative applications. This course focuses on defining organizational information needs and designing appropriate research methods to obtain information; qualitative and quantitative research methodologies, secondary research, internal market intelligence systems; and data analysis.

MKT670 – Advanced Marketing Strategies (4 units)

Prerequisite: None

Development, implementation, and evaluation of marketing strategies and planning. Role of marketing planning in the overall corporate strategic planning process. Use of contemporary techniques and models in the strategic planning process.

MKT680 – Advertising Management and Marketing Communications (4 units)

Prerequisite: None

An analysis of marketing communications from business, social, economic, and political promotions as key tools in marketing new and established products. An examination of advertising planning and management, research, creative development, media selection, direct response, and advertising agencies. Emphasis is on new media technologies and the growing use of alternative media in communicating with selected publics and agencies. Emphasis is on new media technologies and the growing use of alternative media in communicating with selected publics.

MKT700 – Seminar: Selected Topics in Marketing (4 units)

Prerequisite: BA647 or approval of department

This capstone course for the Marketing Specialization covers topics such as telecommunications, computers, health-care services, marketing communications, retail management, and/or industrial marketing.

MBA Project**BA750 – Master of Business Administration Project: (4 units)**

Prerequisite: Approval of M.B.A. Advisor

A research project where students work in teams or as individuals under the guidance of an assigned faculty advisor. Students select a research topic and identify data sources in preparation for the project. Students then gather data and write their research.

BA750 A – Internship A: Internship continued (0 unit)**BA750 B – Internship B: Internship continued (0 unit)****BA750 C – Internship C: Internship continued (0 unit)**

STANTON UNIVERSITY ADMINISTRATION

President	Dr. David K. Kim
Vice President.....	Ms. Ellen Lee
Dean, Administrative Services	Ms. Han Na Kim
Dean, School of Business and Management	Dr. Guy Langvardt
Department Chairperson, Department of Professional Golf and Golf Complex Management.....	Mr. Ryan Cho
Department Chairperson, Korean Culinary Arts.....	Mr. Jae Ok, Lee
Assistant Dean, School of Business and Management	Mr. Jacob H. Park
Director, Department of Medical Massage Therapy	Ms. Ae Cha Lee
Director, Admissions and Records	Ms. Hea Jean Cho
Director, Business Affairs.....	Ms. Han Na Kim
Director, Academic Affair.....	Mr. Anhtu Nguyen
Director, Library and Learning Resource Center	Mrs. Jessica Medina
Director, Human Resources.....	Ms. Hea Jean Cho
Registrar	Ms. Raquel Cruz
International Student Advisor; DSO	Mr. Mark Chong

STANTON UNIVERSITY FACULTY

Note: (*) designates Part-Time Faculty Status.

ABRAHAM, VICTOR *

M.B.A., Boston University, Graduate School of Management, Boston, MA

B.S., (Mathematics), The University of Hull, Kingston upon Hill, England

Teaching Specialization: Accounting, Finance, Statistics, Marketing, Strategic Management

AFALQA, IYAD *

M.B.A., University of California, Irvine, CA

B.S., (Biochemistry & Molecular Biology/ Mathematics), University of Wisconsin, Milwaukee, WI

Teaching Specialization: Operations Management, Marketing, Organizational Behavior, International Business, Leadership

BAKER, CHRISTINA *

Ph.D. Candidate, (Curriculum & Instruction), Capella University, Minnesota

M.S., (Education: Reading & Literacy), Capella University, Minnesota

M.A.E.D., (Adult Education), Trident University International, Cypress, CA

M.B.A., (Non-profit management), Hope International University, Fullerton, CA

M.A., (Communication Studies: Speech), California State University, Los Angeles, CA

B.A., (Speech Communication), California State University, Long Beach, CA

A.A., (Speech Communication), Long Beach City College, Long Beach, CA

A.A., (General Studies), Columbia College, Los Alamitos, CA

Teaching Specialization: Executive Leadership, Management, Communication, Marketing, Financial Management, Small Business Management

CHO, JEAN

Ph.D. Candidate, (Organizational Leadership), Regent University, Virginia, VA

M.A., (Educational Leadership), Azusa Pacific University, Azusa, CA

M.A., (Organizational Leadership), Azusa Pacific University, Azusa, CA

M.A., (Organizational Impact Program, Global Leadership), Azusa Pacific University, Azusa, CA

M.A., (Intercultural Studies), Fuller Theology Seminary, Pasadena, CA

B.A., (Industrial Design), Sookmyung Women's University, Seoul, Korea

Teaching Specialization: Industrial Design, Organizational Leadership, Entrepreneurship, Fine Arts

CHO, RYAN

M.Ed., (Physical Education), Chung Ang University, Graduate School of Education, Seoul, Korea

B.P.E., (Faculty of Sport & Leisure Studies), Chung Ang University, Seoul, Korea

A.A., (Professional Golf Management), Professional Golfers Career College, Temecula, CA

Teaching Specialization: Professional Golf Management

CRAIG, KIM *

M.Ed., (Applied Linguistics/TESOL), University of Tasmania, Australia

M.A., (Counseling Psychology), Loyola Marymount University, Los Angeles, CA

B.A., (Psychology with minor in Sociology), Concordia University, Montreal

Teaching Specialization: English, Communications, Psychology, Sociology

DALTON, TED *

D.B.A., (Management Information Systems), Argosy University, Orange County, CA

M.B.A., (Management Information Systems), DeVry University, Pomona, CA

M.P.M., (Management Information Technology), DeVry University, Pomona, CA

B.S.I.T., (Information Technology), DeVry University, Pomona, CA

Teaching Specialization: *Management Information System, Finance, Accounting, Operations Management*

FISHER, GEORGE *

M.A., (Physical Education), Denver University, Denver, CO

B.S., (Physical Education), Manhattan College, Riverdale, NY

Teaching Specialization: *Professional Golf Management*

GREGORY, DENEICE *

M.A., (Education), Loyola Marymount University, Los Angeles, CA

B.S., (English/Literature), Loyola Marymount University, Los Angeles, CA

A.A., (English), El Camino College, Torrance, CA

Teaching Specialization: *English, Communications. Literature*

HALLAK, LOUNA AL *

Ph.D., (Business Strategic Management and Marketing), Cardiff Metropolitan University, Business School, Cardiff, England

M.S., (Computer Information System), University of Sunderland, Computing School, Sunderland, England

B.S., (Business Administration), Amman Alahlia University, Business School, Amman, Jordan

Teaching Specialization: *English, Communications. Literature*

HAN, HAK SU *

M.B.A., (Finance, Master of Business Taxation), University of Minnesota, Carlson School of Management, Minneapolis, MN

B.S., (Accounting), Purdue University, Krannert School of Management, West Lafayette, IN

Teaching Specialization: *Economics, Accounting, Financial Accounting, Financial Management, Finance, Business Statistics, Taxation, Organizational Behavior*

HONG, STEVE *

M.S., (Athletic Coaching), West Virginia University, Morgantown, WV

B.S., (Physical Education), Kyung Hee University, Seoul, Korea

Teaching Specialization: *Professional Golf Management, Sports Management*

KIM, YOUNG JOON *

Ph.D., (Business Law), Hanyang University, Seoul, Korea

Ph.D., (Business Administration), Dongkuk University, Seoul, Korea

M.P.A., (Financial Management), Seoul National University, Seoul, Korea

M.B.A., Yonsei University, Seoul, Korea

LL.M., (Business Law), Northwestern University, Chicago, IL

B.A., (International Relation), Seoul National University, Seoul, Korea

Teaching Specialization: *Financial Accounting, Financial Management, Business Law, International Trade and Management, Business Ethics*

KOO, JAMES *

M.B.A., (Dongguk University), Seoul, Korea

Teaching Specialization: Finance, Accounting, e-Business

KOO, JASON (JAY WOOK) *

M.B.A., University of Pittsburgh, Katz Graduate School of Business, Pittsburgh, PA

B.S., (Business Administration), Indiana University, Kelly School of Business, Bloomington, IN

Teaching Specialization: Finance, Marketing Management, Business Ethics, Communications

LANGVARDT, GUY

Ph.D., (Organization and Management, e-Business), Capella University, Minneapolis, MN

M.B.A., (International Management), Thunderbird School of Global Management, Glendale, AZ

B.S., (Psychology), Valparaiso University, Valparaiso, IN

Teaching Specialization: e-Business, International Management, Finance, Marketing Management, Business Ethics, Communications

MARDIA, RITESH *

M.B.A., International American University, Los Angeles, CA

M.L.A., (Management), Harvard Extension School, Boston, MA

B.S., (International Business), Johnson & Wales University, Providence, RI

Teaching Specialization: Finance, Accounting, Management, International Business

MILLER, MICHAEL *

B.S., (Recreation Management), Ashford University, Rancho Palos Verdes, CA

Teaching Specialization: Professional Golf Management, Sports and Recreation Management

NGUYEN, TIEN HUNG *

M.B.A., (Finance), California State University, Fullerton, Fullerton, CA

B.S., (Economics), University of Economics, Ho Chi Minh City, Vietnam

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