

NOBEL UNIVERSITY



CATALOG

07.01.2019-06.30.2020

LOS ANGELES



BUENA PARK

This page is intentionally left blank.

Nobel University Catalog

07.01.2019 – 06.30.2020

Last revised April 2020

The current catalog is published at
www.nobeluniversity.edu.
Compiled and edited by Nobel University.

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

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

This publication is copyrighted by Nobel University and may not be reprinted or republished in whole or in part in any fashion or any media whatsoever without the prior written consent of a duly authorized School Official of Nobel.

Accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor of Arts in Business Administration (BBA) degrees and Master of Arts in Business Administration (MBA) degrees.

For more information:

Nobel University
Los Angeles Main Campus
505 Shatto Place, Suite 300
Los Angeles, CA 90020
Tel: (213) 382-1136
Fax: (213) 382-1187
info@nobeluniversity.edu

Nobel University
Buena Park Branch Campus
6131 Orangethorpe Avenue, Suite 116
Buena Park, CA 90620
Tel: (714) 228-0307
Fax: (714) 228-0308
infobp@nobeluniversity.edu

www.nobeluniversity.edu

Table of Contents

PRESIDENT'S MESSAGE.....	6
CAMPUS FACILITIES.....	7
INSTITUTIONAL INFORMATION.....	8
MISSION.....	8
PURPOSE.....	8
EDUCATIONAL OBJECTIVES.....	8
PROGRAMS OF STUDY.....	8
HISTORY.....	9
LEGAL CONTROL.....	9
BPPE.....	9
AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS.....	9
NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE.....	10
DISCLOSURES.....	10
INSTITUTIONAL POLICIES.....	11
STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY.....	11
FREEDOM OF SPEECH.....	11
ACADEMIC FREEDOM POLICY.....	11
SEXUAL HARASSMENT.....	11
SECURITY AND SAFETY.....	12
STUDENT RIGHTS & RESPONSIBILITIES.....	13
FREEDOM OF ACCESS.....	13
AMERICANS WITH DISABILITIES ACT (ADA) POLICIES.....	13
STUDENT GRIEVANCE POLICY.....	13
STUDENT CODE OF CONDUCT.....	14
ACADEMIC DISHONESTY.....	14
DRUG, ALCOHOL AND SMOKING POLICIES.....	16
WEAPONS POLICY.....	16
ADMISSION POLICIES.....	17
ADMISSION PROCESS.....	17
ENTRANCE EXAMINATIONS.....	17
STANDARDIZED EXAM CREDIT (SEC).....	17
EXPERIENTIAL LEARNING CREDIT (ELC).....	17
DISTANCE EDUCATION.....	17
ABILITY-TO-BENEFIT STUDENTS.....	17
TRANSFER STUDENTS.....	17
TRANSFER CREDIT POLICY.....	18
ARTICULATION AGREEMENTS.....	18
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.....	18
UNDERGRADUATE PROGRAM.....	19
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION.....	19
COURSE NUMBERING SYSTEM.....	23
GENERAL EDUCATION COURSES.....	23
BUSINESS CORE COURSES.....	25
ELECTIVE COURSES.....	27
CAREER OPPORTUNITIES.....	28
GRADUATE PROGRAM.....	29
MASTER OF BUSINESS ADMINISTRATION.....	29
COURSE NUMBERING SYSTEM.....	32
MASTER OF BUSINESS ADMINISTRATION COURSES.....	32
CAREER OPPORTUNITIES.....	34
ACADEMIC POLICIES.....	35
REGISTRATION.....	35
ATTENDANCE POLICIES.....	35
LEAVE OF ABSENCE.....	36
GRADING SYSTEM.....	37
GRADE REPORT.....	39

GRADING PROCEDURES.....	39
FAILING AN EXAMINATION.....	40
FAILURE TO ATTEND AN EXAMINATION	40
STUDENT ACHIEVEMENT.....	40
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	40
APPLICATION FOR GRADUATION.....	47
RECORDS POLICIES.....	48
STUDENT RECORDS.....	48
POLICY ON RETENTION OF STUDENT RECORDS	48
1974 PRIVACY ACT	48
ACCESS TO STUDENT RECORDS (STUDENT RIGHTS)	49
DIRECTORY INFORMATION.....	49
RIGHT TO REFUSE RELEASE.....	49
TRANSCRIPT REQUESTS.....	49
FINANCIAL POLICIES.....	50
TUITION.....	50
STUDENT TUITION RECOVERY FUND.....	50
FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS.....	51
STUDENT’S RIGHT TO CANCEL OR WITHDRAW	51
REFUND POLICY.....	51
STUDENT SERVICES.....	52
ADVISING AND GUIDANCE.....	53
PLACEMENT SERVICES.....	53
HOUSING ASSISTANCE.....	54
STUDENT ORIENTATION	55
STUDENT ID CARDS	55
STUDENT ASSOCIATION.....	55
COMMUNITY RESOURCES	55
PERSONAL BUDGET PLANNING.....	55
TRANSPORTATION INFORMATION.....	56
COMMENCEMENTS.....	58
LIBRARY	59
FACILITIES AND EQUIPMENT	59
INTERNATIONAL STUDENTS	60
SEVIS.....	60
STUDENT VISA.....	60
APPLICATION SUBMISSION.....	61
ENGLISH PROFICIENCY REQUIREMENTS.....	61
FINANCIAL CAPABILITY	62
HEALTH INSURANCE.....	62
SCHOOL ADMINISTRATION.....	63
LOS ANGELES MAIN CAMPUS	63
BUENA PARK BRANCH CAMPUS	63
FACULTY	64
LOS ANGELES MAIN CAMPUS	64
FACULTY	66
BUENA PARK BRANCH CAMPUS	66
SCHEDULE OF FEES.....	68
TUITION CHARGES.....	68
ACADEMIC CALENDAR 2018-2021	71
DISCLAIMER.....	72

PRESIDENT'S MESSAGE

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

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

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

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

Sincerely,

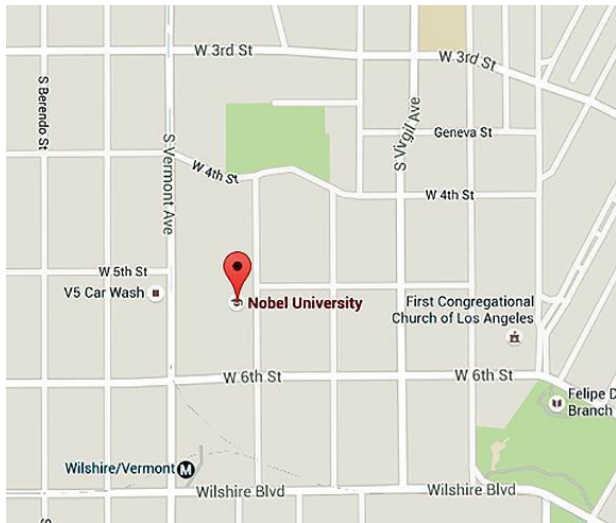


Chong S. Kim
President/Chief Executive Officer

CAMPUS FACILITIES

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

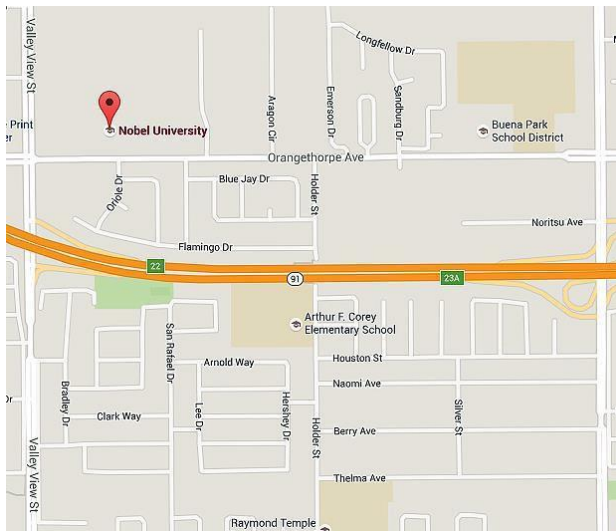
LOS ANGELES MAIN CAMPUS



Address: 505 Shatto Place, Suite 300, Los Angeles, CA 90020
 Tel: 213-382-1136
 Fax: 213-382-1187
 Website: www.nobeluniversity.edu
 Email: info@nobeluniversity.edu

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

BUENA PARK BRANCH CAMPUS



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

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

INSTITUTIONAL INFORMATION

MISSION

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

PURPOSE

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

EDUCATIONAL OBJECTIVES

In support of the mission statement, Nobel University is dedicated to:

1. Acquainting students with the most contemporary theories, principles, and concepts in its business program offerings.
2. Enhancing the intellectual and social development of each student.
3. Developing an attitude of independent thinking and a quest for knowledge among the School community.
4. Developing a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen business field.
5. Instilling the ability to assume responsibilities and the leadership required in the field of business.
6. Utilizing interactive methods of instruction that promote student-student and student-faculty interaction, endorse the convening of study groups, and encourage the use of community resources.

The Bachelor's and Master degree programs at Nobel University are designed to provide students with the business knowledge, skills, ethics and professionalism necessary for successful careers in today's rapidly changing and complex global marketplace.

PROGRAMS OF STUDY

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

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

Nobel University's Los Angeles Main Campus and Buena Park Branch Campus currently offer both Bachelor of Arts in Business Administration and Master of Business Administration programs.

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

HISTORY

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

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

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

Nobel University has been accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award the master's degree level and the bachelor's degree level at the Los Angeles Main Campus and the Buena Park Branch Campus.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

LEGAL CONTROL

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

BPPE

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

Los Angeles Main Campus School Code: 1942091- approved since July 19, 2002

Buena Park Branch Campus School Code: 73078785 - approved since August 09, 2011

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

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

AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS

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

Los Angeles Main Campus: SEVIS School Code LOS214F01183000

Buena Park Branch Campus: SEVIS School Code LOS214F01183001

NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE

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

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

DISCLOSURES

Maximum Number of Students Per Class

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

Licensure Exams

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

Financial Aid

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

Bankruptcy

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

Translation Policy

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

INSTITUTIONAL POLICIES

STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

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

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

FREEDOM OF SPEECH

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

ACADEMIC FREEDOM POLICY

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

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

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

SECURITY AND SAFETY

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

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

STUDENT RIGHTS & RESPONSIBILITIES

FREEDOM OF ACCESS

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

AMERICANS WITH DISABILITIES ACT (ADA) POLICIES

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

STUDENT GRIEVANCE POLICY

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

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

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

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

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

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

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under institutional policy before registering a complaint with ACICS. Should such a

complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and/or standards, and can take action only if it is determined that there has been such a violation. ACICS can be contacted at 750 First Street NE, Suite 980 Washington, DC 20002 or (202) 336-6780.

STUDENT CODE OF CONDUCT

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

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

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

ACADEMIC DISHONESTY

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

PLAGIARISM POLICY AND CHEATING

Plagiarism Definition

Plagiarism is passing off someone else's ideas or words as your own without giving credit or without giving credit properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

Procedures

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

Penalties

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

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

COPYRIGHT POLICY

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

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

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.
7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

DRUG, ALCOHOL AND SMOKING POLICIES

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

WEAPONS POLICY

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

ADMISSION POLICIES

ADMISSION PROCESS

Applications for admission are taken year-round. Application forms are available online and from the Admission's Office.

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

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

ENTRANCE EXAMINATIONS

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

STANDARDIZED EXAM CREDIT (SEC)

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

EXPERIENTIAL LEARNING CREDIT (ELC)

Nobel University does not award credit for prior experiential learning.

DISTANCE EDUCATION

Nobel University does not offer distance education.

ABILITY-TO-BENEFIT STUDENTS

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

TRANSFER STUDENTS

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

TRANSFER CREDIT POLICY

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

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

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

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

ARTICULATION AGREEMENTS

Nobel University does not have any articulation agreement with any college or School of Business.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

UNDERGRADUATE PROGRAM

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

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

Nobel University has been accredited by the Accrediting Council for Independent Colleges and Schools, an agency recognized by the United States Department of Education. This program is not recognized for some employment positions including, but not limited to, positions with the State of California.

PROGRAM OBJECTIVES

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

1. Apply knowledge of business concepts in the decision-making process.
2. Articulate and evaluate business theories in both modern and historical contexts.
3. Demonstrate a global perspective on business.
4. Apply principles of teamwork and effective leadership within a team.
5. Demonstrate competence in both written and verbal communications.
6. Articulate common ethical and legal aspect of business.
7. Apply for an entry-level position in general business industry.

STUDENT LEARNING OUTCOMES

1. Teamwork and Leadership

Student Learning Outcome: Each student will demonstrate teamwork and leadership skills, specifically function in a variety of work groups using appropriate leadership skills and styles, and collaborate with a variety of other people using elements of effective team dynamics to effectively and appropriately structure teamwork.

2. Innovation and Problem-Solving

Student Learning Outcome: Each student will demonstrate critical thinking, specifically employ appropriate analytical models and apply critical reasoning processes to evaluate evidence, select among alternatives, and generate creative options in furtherance of effective decision-making.

3. Integrative and Strategic Perspective

Student Learning Outcome: Each student will demonstrate competency across business disciplines, specifically apply the essential elements of core business principles to analyze and evaluate problems and to construct and implement strategic solutions in the business environment.

4. Global Perspective

Student Learning Outcome: Each student will understand the global business factors impacting current business issues and evaluate the effects of these factors on specific business situations.

5. Communication

Student Learning Outcome: Each student will possess effective communication skills, specifically write business documents clearly, concisely, and analytically and speak in groups and in public clearly, concisely, and analytically, with appropriate use of visual aids.

ADMISSION REQUIREMENTS

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

1. Admissions Application – All applicants must complete the Admissions Application Form. The form can be requested from the Admission’s Office or downloaded off the school’s website: www.nobeluniversity.edu. The Admissions Application Form must be completed thoroughly in order to be processed.
2. Application Fee– All applicants must pay the application fee (\$50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.
3. Proof of Graduation – All applicants must provide proof of completion of high school education such as high school diploma or recognized equivalency certificate.

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

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver’s license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.
5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission’s office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

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

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

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school’s Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement, or Form I-134 Affidavit of Support

7. Proof of English Proficiency – All prospective students, whether local or international, whose primary language is not English, must demonstrate English proficiency in order to be considered for admissions to Nobel University. At the Office of Admissions' discretion, proficiency may be demonstrated by one of the following:

- An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL). Applicants to the Bachelor of Arts in Business Administration program must submit a minimum TOEFL iBT score of 45 taken within the past two years;
- Completion of a secondary education in a country where English is the primary language;
- Completion of a post-secondary level ESL course; or
- A score report of Nobel University's Language Proficiency Exam. Applicants to the Bachelor of Arts in Business Administration program must pass Nobel University's Language Proficiency Exam with a minimum score of 50.

TRANSFER CREDITS

Undergraduate applicants may transfer up to sixty (60) semester credits or ninety (90) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the University. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

QUARTER/SEMESTER UNITS CONVERSION

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

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

METHODS OF INSTRUCTION

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

GRADUATION REQUIREMENTS

The Bachelor of Arts (BA) degree in Business Administration will be awarded to the student upon successful completion of 120 semester credits, of which at least 48 semester credits are general education courses, at least 66

semester credits are core courses, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00.

CORE COURSE REQUIREMENTS (66 SEMESTER CREDITS)

BUS 120	Principles of Accounting I	3 Credits
BUS 121	Principles of Accounting II (<i>Prereq: BUS 120</i>)	3 Credits
BUS 250	Business Ethics	3 Credits
BUS 303	Business Law	3 Credits
BUS 330	Financial Management	3 Credits
BUS 340	Principles of Organizational Management & Leadership	3 Credits
BUS 360	Principles of Marketing	3 Credits
BUS 370	International Business	3 Credits
BUS 390	Principles of Entrepreneurship	3 Credits
BUS 405	Business Report Writing & Communication	3 Credits
BUS 410	Production Management	3 Credits
BUS 420	Human Resource Management	3 Credits
BUS 430	Money & Banking (<i>Prereq: ECON 251</i>)	3 Credits
BUS 448	Organizational & Administrative Behavior	3 Credits
BUS 450	Policy & Planning	3 Credits
ECON 250	Microeconomics	3 Credits
ECON 251	Macroeconomics (<i>Prereq: ECON 250</i>)	3 Credits
MKTG 361	Marketing Communication	3 Credits
MKTG 362	Consumer Behavior (<i>Prereq: MKTG 361</i>)	3 Credits
MKTG 364	Sales & Sales Management	3 Credits
MKTG 368	Retail Marketing (<i>Prereq: MKTG 361</i>)	3 Credits
MKTG 465	Strategic Marketing Management (<i>Prereq: MKTG 361</i>)	3 Credits

GENERAL EDUCATION COURSE REQUIREMENTS (48 SEMESTER CREDITS)

Behavioral Science - 1 equivalent course (3 Credits) required

PSY 110	Introduction to General Psychology	3 Credits
---------	------------------------------------	-----------

English - 4 equivalent courses (12 Credits) required

ENG 101	Speech and Communication	3 Credits
ENG 102	English Composition	3 Credits
LIT 101	Literature & Other Cultures	3 Credits
LIT 102	Intro. to World Literature: Fiction, Poetry, & Drama	3 Credits

Information Technology - 1 equivalent course (3 Credits) required

IT 117	Introduction to Computer & Information Processing	3 Credits
--------	---	-----------

Mathematics - 2 equivalent courses (6 Credits) required

MATH 116	College Algebra	3 Credits
----------	-----------------	-----------

MATH 118	Statistics	3 Credits
----------	------------	-----------

Physical Sciences - 1 equivalent courses (3 Credits) required

NSC 150	Introduction to Natural Sciences	3 Credits
---------	----------------------------------	-----------

Social Sciences - 7 equivalent courses (21 Credits) required

ANTHRO 119	Introduction to Anthropology	3 Credits
HIST 110	Asian History	3 Credits
HIST 131	Western Civilization I	3 Credits
HIST 132	Western Civilization II	3 Credits
POLISCI 123	Introduction to Political Science	3 Credits
POLISCI 125	United States Government	3 Credits
SOC 100	Introduction to Sociology	3 Credits

ELECTIVE COURSES (6 SEMESTER CREDITS REQUIRED)

ACCT 225	Intermediate Accounting I (<i>Prereq: BUS 121</i>)	3 Credits
ACCT 226	Intermediate Accounting II (<i>Prereq: ACCT 225</i>)	3 Credits
ACCT 325	Cost Accounting (<i>Prereq: BUS 121</i>)	3 Credits
ACCT 331	Federal Taxes I	3 Credits
ACCT 332	Federal Taxes II (<i>Prereq: ACCT 331</i>)	3 Credits
ACCT 401	Advanced Accounting (<i>Prereq: ACCT 226</i>)	3 Credits
ACCT 450	Auditing Principles (<i>Prereq: ACCT 226</i>)	3 Credits
BUS 240	Introduction to Information Systems	3 Credits
BUS 313	Quantitative Analysis for Management	3 Credits
BUS 441	Securities Regulations (<i>Prereq: BUS 430</i>)	3 Credits
BUS 480	Applied Statistics (<i>Prereq: BUS 313</i>)	3 Credits
HUM 113	Humanities: Ideas & Values	3 Credits
HUM 114	Humanities: Gender, Arts & Society	3 Credits
MUS 116	Introduction to Music Appreciation	3 Credits
PHIL 110	Introduction to Philosophy	3 Credits

COURSE NUMBERING SYSTEM

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

GENERAL EDUCATION COURSES**ANTHRO 119 Introduction to Anthropology (3 Credits)**

This course provides the student with a survey of the study of anthropology as the foundational perspective towards a worldview of humanity and the development of humanity within the context of culture. *Prerequisite: None*

ENG 101 Speech and Communication (3 Credits)

Speech and Communication is a multi-faceted course that focuses on various situations related to verbal, non-verbal and written communication. The course also includes activities and case studies related to daily communication

situations and provides students the opportunities to practice various forms of communication such as through public speaking, letters, memos, emails, presentations and social media. *Prerequisite: None*

ENG 102 English Composition (3 Credits)

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

HIST 110 Asian History (3 Credits)

This course is a counterpart to the history of Western Civilization and looks at the general trends and events that have shaped Asian history. *Prerequisite: None*

HIST 131 Western Civilization I (3 Credits)

This course surveys the historical developments that shaped Western culture up to the 1500s. *Prerequisite: None*

HIST 132 Western Civilization II (3 Credits)

This course surveys the historical developments that have shaped Western Culture from the 1500's up to present day. *Prerequisite: None*

IT 117 Introduction to Computer & Information Processing (3 Credits)

This course provides the student with skills in the usage of Microsoft Office and the internet. The student will also become knowledgeable of the basic components of computer hardware and will become familiar with the basic languages used in the development of software. *Prerequisite: None*

LIT101 Literature & Other Cultures (3 Credits)

This course surveys the usage of literature in various cultures and how it affects learning and values. *Prerequisite: None*

LIT 102 Introduction to World Literature: Fiction, Poetry, & Drama (3 Credits)

This course introduces the student to fiction, poetry and drama in various cultures. *Prerequisite: None*

NSC 150 Introduction to Natural Sciences (3 Credits)

This course provides the student with a survey of the basic physical sciences of Chemistry, Physics, Earth Science, etc. and will introduce the student to the basic concepts of Physical Science as supporting creation. *Prerequisite: None*

MATH 116 College Algebra (3 Credits)

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

MATH 118 Statistics (3 Credits)

Introduction to empirical research and statistical tools: probability, statistical distributions, hypothesis formulation and testing, correlation techniques, indexes and indicators. *Prerequisite: None*

POLISCI 123 Introduction to Political Science (3 Credits)

The origin, nature, and function of government, principles and methods of political organization and development

are introduced. *Prerequisite: None*

POLISCI 125 United States Government (3 Credits)

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

PSY 110 Introduction to General Psychology (3 Credits)

This course surveys the history of psychology and its effect on culture, especially in Western culture. The student will be introduced to the basic theories of psychology. *Prerequisite: None*

SOC 100 Introduction to Sociology (3 Credits)

This course surveys both the history and field of sociology and will introduce the student to basic concepts of sociology. *Prerequisite: None*

BUSINESS CORE COURSES

BUS 120 Principles of Accounting I (3 Credits)

This course covers basic financial accounting models and cycles. Students will explore fundamental accounting for assets and liabilities and use a sole proprietorship structure as a model. *Prerequisite: None*

BUS 121 Principles of Accounting II (3 Credits)

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

BUS 250 Business Ethics (3 Credits)

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

BUS 303 Business Law (3 Credits)

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

BUS 330 Financial Management (3 Credits)

This course covers the principles and practices of financial management and covers sources and methods of raising capital, allocation of funds within the firm, cash-flow and financial statement analysis, financial markets, and capital budgeting. *Prerequisite: None*

BUS 340 Principles of Organizational Management and Leadership (3 Credits)

Elements of planning, organizing, leading, and control are covered. Particular emphasis is given to organizing and actuating responsibility and authority, delegation, decentralization, the role of staff, line-staff relationships, boards and communication. *Prerequisite: None*

BUS 360 Principles of Marketing (3 Credits)

This course is an examination of marketing from the perspectives of the consumer, economy, technology and social responsibility. It will discuss the application of current theories and concepts in effectively marketing goods and

services for domestic and global markets. Topics include market research, identifying target customers, developing product offers, branding, pricing, marketing communications and distribution channels. *Prerequisite: None*

BUS 370 International Business (3 Credits)

A survey of issues in international business, the focus of this course is on managing in an international environment, understanding the global monetary system and developing an international perspective on business operations. *Prerequisite: None*

BUS 390 Principles of Entrepreneurship (3 Credits)

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

BUS 405 Business Report Writing & Communication (3 Credits)

This course provides practice in writing well-organized, effective formal and informal reports. Also, students will learn how to evaluate and prepare business reports, utilizing business research methods and communication techniques. *Prerequisite: None*

BUS 410 Production Management (3 Credits)

This course focuses on decision-making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment. *Prerequisite: None*

BUS 420 Human Resource Management (3 Credits)

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

BUS 430 Money & Banking (3 Credits)

This course is a study of monetary theories and banking principles, with particular emphasis on contemporary developments in money and banking in the U.S., the Federal Reserve System, and financial investments. *Prerequisite: ECON 251*

BUS 448 Organizational & Administrative Behavior (3 Credits)

This course deals with the policies and practices involved in the management of human resources. Major organizational behavior theories are discussed. The seminar also utilizes role play as a means to better understand these theories. *Prerequisite: None*

BUS 450 Policy & Planning (3 Credits)

This course focuses on the fundamentals of decisions in the life of business. It also looks at the decisions of growth, product development, recession, research, and employment issues. *Prerequisite: None*

ECON 250 Microeconomics (3 Credits)

This course studies institutions and processes of market specialization and exchange, pricing and output, competition and monopoly, government regulation, current economic problems, and international economic developments. *Prerequisite: None*

ECON 251 Macroeconomics (3 Credits)

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

Prerequisite: ECON 250

MKTG 361 Marketing Communication (3 Credits)

Topics covered include advertising theory and measurement, communication theory, promotional strategies, public relations and publicity, consumer education, collateral material planning, and promotional ethics. *Prerequisite: None*

MKTG 362 Consumer Behavior (3 Credits)

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

MKTG 364 Sales & Sales Management (3 Credits)

This course analyzes personal selling strategies and practices, including consultative selling and negotiation. *Prerequisite: None*

MKTG 368 Retail Marketing (3 Credits)

This course places emphasis on the unique issues and problems of store managers, merchandising, executives, and service company managers. *Prerequisite: MKTG 361*

MKTG 465 Strategic Marketing Management (3 Credits)

This course offers a strategic approach to the management of the marketing function. Students are required to plan, organize, and present a community event. All aspects of marketing are integrated including development of a marketing plan, presentation to officials, creation of promotional materials, sales, and budget preparation. *Prerequisite: MKTG 361*

ELECTIVE COURSES

ACCT 225 Intermediate Accounting I (3 Credits)

This course covers financial reporting, revenue recognition, current assets, cash, accounts receivable, inventory and operational assets. *Prerequisite: BUS 121*

ACCT 226 Intermediate Accounting II (3 Credits)

This course covers intangible assets, investments, short and long term liabilities, leases, income taxes, corporate capital transactions and statements of cash flow. *Prerequisite: ACCT 225*

ACCT 325 Cost Accounting (3 Credits)

This course covers managerial accounting in controlling operations to determine reduction costs, inventory control, inventory evaluation and budgeting. *Prerequisite: BUS 121*

ACCT 331 Federal Taxes I (3 Credits)

This course covers the theory and principles of federal income tax law as it applied to individuals. *Prerequisite: None*

ACCT 332 Federal Taxes II (3 Credits)

This course covers the theory and principles of federal tax law as it applies to businesses and corporations. *Prerequisite: ACCT 331*

ACCT 401 Advanced Accounting (3 Credits)

This course is an in-depth study of the accounting theory and principles first encountered in Intermediate Accounting. *Prerequisite: ACCT 226*

ACCT 450 Auditing Principles (3 Credits)

An overview of the auditing concepts with special attention to auditing standards, professional ethics and legal

liability, this course also includes the study of internal control, the nature of evidence and statistical sampling. *Prerequisite: ACCT 226*

BUS 240 Introduction to Information Systems (3 Credits)

This course is a survey of issues in information systems. The focus is on managing the information environment, in a corporation including best practices for information system usage and design. *Prerequisite: None*

BUS 313 Quantitative Analysis for Management (3 Credits)

This course is a study of the analytical and mathematical models for business decision-making. Included are statistical analysis, project management, simulation, and linear programming. *Prerequisite: None*

BUS 441 Securities Regulations (3 Credits)

This course is a study of the types of securities and the rules of making and selling securities. This course will also examine investment banking and underwriting and regulations. *Prerequisite: BUS 430*

BUS 480 Applied Statistics (3 Credits)

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

HUM 113 Humanities: Ideas & Values (3 Credits)

This course introduces the student to how society develops concepts and values and how societies relate these ideas and values to real-life scenarios. *Prerequisite: None*

HUM 114 Humanities: Gender, Art, & Society (3 Credits)

This course looks at the expression and appreciation of art forms in society. It also examines how these views are shaped and interpreted according to gender. *Prerequisite: None*

MUS 116 Introduction to Music Appreciation (3 Credits)

The theory of music formation and a history of music are examined. Students will learn how to read music. Styles of music will be reviewed and cultural expressions will be surveyed. *Prerequisite: None*

PHIL 110 Introduction to Philosophy (3 Credits)

This course introduces the student to basic concepts of philosophy and to the great philosophical reasoning which forms modern philosophy and its study. *Prerequisite: None*

CAREER OPPORTUNITIES

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

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

GRADUATE PROGRAM

MASTER OF BUSINESS ADMINISTRATION

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

Nobel University or any of its programs is not accredited by an agency recognized by the United States Department of Education. This program is not recognized for some employment positions including, but not limited to, positions with the State of California.

PROGRAM OBJECTIVES

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

1. Demonstrate application of skills in real-life business settings.
2. Analyze business environments to determine effective solutions to business problems.
3. Apply personal development skills to the arena of leadership development and management behavior.
4. Articulate and implement ethical solutions to problems and issues in business environments.
5. Provide specific leadership direction in a variety of business environments.
6. Apply for junior to senior level positions in the general business industry.

STUDENT LEARNING OUTCOMES

1. Leadership and Teamwork

Student Learning Outcome: Each graduate will use team building and high-performance management behaviors to lead a team task that results in effective team performance.

2. Innovation and Problem-Solving

Student Learning Outcome: Given a complex business problem, each student will be able to identify, obtain and analyze relevant data acquired from internal and external sources to make recommendations for problem solution.

3. Integrative and Strategic Perspective

Student Learning Outcome: Each graduate will integrate functional areas of business knowledge to generate a strategic business plan or analyze a comprehensive business case.

4. Global Perspective

Student Learning Outcome: Each student will analyze the global business factors impacting current business issues and evaluate the effects of these factors on specific management situations.

5. Communication

Student Learning Outcome: Each student will communicate a complex business issue in a coherent written statement and oral presentation.

ADMISSION REQUIREMENTS

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

1. Admissions Application – All applicants must complete the Admissions Application Form. The form can be requested from the Admission’s Office or downloaded off the School website: www.nobeluniversity.edu. The Admissions Application Form must be completed thoroughly in order to be processed.
2. Application Fee – All applicants must pay the non-refundable application fee (\$50.00) together with the submission of the Admissions Application Form. Non-payment of the application fee may delay processing of the application or render the application as withdrawn.
3. Proof of Graduation – Applicants must provide proof of completion of a bachelor’s degree from a recognized higher-education institution (e.g., accredited by an agency recognized by the U.S. Department of Education or the equivalent), such as an official transcript.
 - a. If bachelor’s degree is completed outside the U.S., applicants must either: (a) provide foreign transcript evaluation verifying U.S. Bachelor’s degree equivalency from an approved evaluation agency; or (b) request Nobel to process foreign transcript evaluation from an approved evaluation agency in which case the applicant pays the transcript evaluation fee (\$85.00).
 - b. Applicants whose undergraduate courses are found to be deficient in business-related courses will be required to register and complete at least nine (9) semester credits in any combination of the following courses at Nobel University:
 - Accounting
 - Statistics
 - Economics
 - Finance
 - Marketing
 - Human Resources
 - Entrepreneurship
 - Production Management
 - Operations Management
 - Management Information Systems

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

4. Personal Identification – All applicants must submit copies of two (2) evidences of personal identification such as a State driver’s license, government-issued identification card, passport, visas, or any government issued photo identification; and at least one of these must contain a photo of the applicant.
5. Readmission – Former applicants who defaulted on their one-year matriculation time must fill-out and resubmit a new application packet together with the payment of the application fee to the Admissions Office. Any student who has previously withdrawn or has been dismissed from Nobel and wants to return must submit the Application for Readmission to the Admission’s office together with the payment of the application fee.

INTERNATIONAL STUDENT ADMISSIONS

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

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement, or Form I-134 Affidavit of Support
7. English Proficiency – All prospective students, whether local or international, whose primary language is not English, are required to demonstrate English proficiency in order to be considered for admissions to Nobel University. At the Office of Admissions' discretion, proficiency may be demonstrated by one of the following:
 - An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL). Applicants to the Master of Business Administration program must submit a minimum TOEFL iBT score of 61 taken within the past two years;
 - Completion of a post-secondary level degree program in a country where English is the primary language;
 - Completion of a college-level English course, or completion of a degree program taken at an English-speaking postsecondary institution; or
 - A score report of Nobel University's Language Proficiency Exam. Applicants to the Master of Business Administration program must pass Nobel University's Language Proficiency Exam with a minimum score of 60.

TRANSFER CREDITS

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

UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the University. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

QUARTER/SEMESTER UNITS CONVERSION

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

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

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

METHODS OF INSTRUCTION

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

GRADUATION REQUIREMENTS

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

CORE COURSE REQUIREMENTS (36 SEMESTER CREDITS)

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

COURSE NUMBERING SYSTEM

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

MASTER OF BUSINESS ADMINISTRATION COURSES

BUS 510 Current Issues in Business Management (3 Credits)

This course examines common internal operational issues regarding business firms and explores emerging external social influences that impact their operations. Major course themes include: human resources; organizational behavior; leadership and team building; ethics; negotiation; accounting and finance; international, national, and local economics; marketing, strategy, and competitive analysis; advertising and promotion; communications and presentations; project management; management information systems; e-commerce and uses of the World Wide Web; and quality management systems. Additionally, recurring themes of the course include sustainability and social responsibility along with the emergence of social media and other tools that encourage transparency.

Prerequisite: None

BUS 513 Financial Resources Management (3 Credits)

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

BUS 514 Management Information Systems (3 Credits)

Theory and practice of management information systems including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning. *Prerequisite: None*

BUS 516 Leadership and Organizational Behavior (3 Credits)

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

BUS 517 Managerial Accounting (3 Credits)

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

BUS 521 Managerial Economics (3 Credits)

The process of solving management problems by economic analysis is explored. Classifications of the economic basis for business policies and key economic concepts that can serve as a framework for business decisions are covered. *Prerequisite: None*

BUS 527 Marketing Management & Planning (3 Credits)

Emphasis is on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined. *Prerequisite: None*

BUS 529 Managerial Ethics (3 Credits)

This course examines the role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies. *Prerequisite: None*

BUS 541 Management for the Worldwide Organization (3 Credits)

Students learn how to identify, analyze, and plan for those elements within the cultural, economic, and political environments of international business that require specialized understanding and skills for successful management or organized enterprise. *Prerequisite: None*

BUS 543 International Trade & Finance (3 Credits)

Students learn about the financial-monetary-economic environment of international business. Topics include the balance of payment, foreign exchange markets and risk, trade finance, direct foreign investment, capital budgeting in the multinational firm and the international money and capital markets. *Prerequisite: None*

BUS 567 Operations Management (3 Credits)

This course is designed to provide a solid foundation and deeper understanding of how the operations function contributes to ensuring effective and efficient flow of materials and information within and outside the organization.

The course will take a broad managerial perspective emphasizing the strategic impact of the operations decisions and the interfaces between operations and the other functional areas of the organization. *Prerequisite: None*

BUS 620 Capstone: Strategic Management (3 Credits)

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

CAREER OPPORTUNITIES

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

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

ACADEMIC POLICIES

REGISTRATION

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

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

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

Registration forms are available at the Registrar's Office.

ADD AND DROP POLICY

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

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

LATE REGISTRATION

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

ATTENDANCE POLICIES

CLASSROOM ATTENDANCE

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

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

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

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

TARDINESS

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

LEAVE OF ABSENCE

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

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

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

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

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

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

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

MEDICAL LEAVE OF ABSENCE

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

INTERNATIONAL STUDENTS***Medical Leave of Absence***

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

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

Requirements for Medical LOA are as follows:

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

Non-Medical Leave of Absence

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

Returning from a Non-Medical Leave of Absence

1. F-1 students returning from a leave of fewer than five (5) months:
 - Submit a written request to the Registrar's Office at least one month before the student plans to return to the School in order to reactivate the record with USCIS. Once approved, the School will issue a new I-20 and the student will be able to re-enter the U.S.
 - Re-enter the U.S. with all required travel documents, including a valid F-1 visa.
2. F-1 students returning from a leave of more than five (5) months:
 - Submit a written request to the Registrar's Office at least three months before the student plans to return to the School in order to allow time for the creation and receipt of a new SEVIS record/I-20.
 - Pay for I-901 SEVIS fee for the new I-20's SEVIS ID.
 - Apply for a new F-1 visa, if applicable. It is recommended the student contacts the nearest U.S. embassy/consulate whether a new visa is needed.
 - The student will not be eligible for off-campus employment until the student is in a new F-1 status for at least one academic year.

GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an "incomplete" grade will be given up to sixteen weeks to complete the assignment. Any student receiving a "D" grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The School uses the traditional 4.0 scale grading system for all examinations and final grades.

GRADE PROGRESS

Grade	Grade Point (Remarks)
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75

C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00
P*	0.0 (Pass)
NP*	0.0 (No Pass)
I*	0.0 (Incomplete)
W*	0.0 (Withdrawal)
R*	0.0 (Repeated Course)
IP*	0.0 (In Progress)

* These grades are not included in the calculation of the student's GPA.

* **Master programs:** D and F (Failed Courses) = 0 points

MBA program: Minimum Passing Grade is a C. Only those graduate level courses in which a student earns the equivalent of a 2.0 or better may be applied toward the total number of credits required for graduation.

UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour equals forty-five (45) units comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units

One clock hour in a supervised laboratory setting of instruction = 1.5 units

One clock hour of externship = 1 unit

One clock hour of out-of-class work and/or preparation for the didactic learning environment, or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

PASS (P)

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

NO PASS (NP)

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

INCOMPLETE GRADE (I)

The faculty may assign the "I" grade when work is of passing quality but is incomplete for good cause. Assigning an "I" is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not

completed, the “I” will automatically lapse to an “F”. It is the student’s responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an “F”. The grade of “Incomplete” will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

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

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

REPEATED COURSES (R)

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

Important Additional Restrictions

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

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

GRADE REPORT

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

GRADING PROCEDURES

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

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

FAILING AN EXAMINATION

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

FAILURE TO ATTEND AN EXAMINATION

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

Students may be excused from taking a scheduled examination for the following reasons: childbirth, documented illness or injury, death in the immediate family, or other emergency situation acceptable to the faculty. Students must apply for a make-up examination on an Examination Request Form.

The request must be approved by the faculty. Students will be required to submit acceptable proof of inability to attend the examination.

STUDENT ACHIEVEMENT

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

CUMULATIVE GRADE POINT AVERAGE (CGPA)

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

The CGPA is calculated using the formula below:

$CGPA = \text{Total Grade Points Earned} / \text{Total Units Attempted with Letter Grade}$

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

MINIMUM ACADEMIC ACHIEVEMENT

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

1. Bachelor of Arts in Business Administration

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

2. Master of Business Administration

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

MAXIMUM PROGRAM LENGTH

1. Bachelor of Arts in Business Administration

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

150%-time frame, he or she needs to successfully complete a minimum of 12 credits per semester.

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

Credits counted as attempted include:

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

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

2. Master of Business Administration

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

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

Credits counted as attempted include:

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

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

MONITORING OF STUDENT ACADEMIC PROGRESS

1. Bachelor of Arts in Business Administration

Course loads are reviewed at the end of each academic year. Undergraduate students, whose records indicate that they have successfully completed less than 30 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

2. Master of Business Administration

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

UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour equals forty-five (45) units comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units

One clock hour in a supervised laboratory setting of instruction = 1.5 units

One clock hour of externship = 1 unit

One clock hour of out-of-class work and/or preparation for the didactic learning environment, or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

PASS (P)

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

NO PASS (NP)

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

INCOMPLETE GRADE (I)

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

Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

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

REPEATED COURSES (R)

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

Important Additional Restrictions

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

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

UNSATISFACTORY ACADEMIC PROGRESS

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

CHANGE OF PROGRAM

Nobel University offers only one undergraduate program and one graduate program of study at the Los Angeles Main Campus and the Buena Park Branch Campus.

ADDITIONAL DEGREE

Nobel University offers only one undergraduate and one graduate credential at the Los Angeles Main Campus and the Buena Park Branch Campus. The Satisfactory Academic Progress (SAP) policy for the undergraduate program of a given student does not influence the academic progress of that student at the graduate level.

TRANSFER CREDITS

Transfer credits accepted by Nobel University count toward a student's cumulative completion rate and

the maximum program length allowed. Cumulative Grade Point Average (CGPA) is not affected.

CLASSIFICATIONS OF ACADEMIC STANDING

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

Good Standing

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

Academic Probation

Undergraduate students will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Likewise, graduate students will be placed on probation when either the term or cumulative GPA falls below 3.00. Students on probation must meet with the Chief Academic Officer to develop an academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, students must adhere to the conditions of the program of study in which they are enrolled. Undergraduate students enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. Graduate students enrolled in a full-time program of study must complete a minimum of six (6) credits but not exceed nine (9) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that students achieve both a term and cumulative GPA of 2.00 or higher (for undergraduate students) and a GPA of 3.0 or higher (for graduate students) in a subsequent term. While the student is on probation, the School may require the student to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses, or extending enrollment status. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment.

Dismissal

1. Term Grade Point Average

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

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

2. Cumulative Grade Point Average

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

approved by the Chief Academic Officer.

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

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

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

3. Right to Appeal a Dismissal Decision

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

Upon submitting the request to appeal the dismissal decision, the student will be scheduled to meet with the Chief Academic Officer in order to discuss his or her academic progress and plan. A final decision

regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Chief Academic Officer before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

4. Terms of Reinstatement after Dismissal

Reinstatement to Nobel University is subject to the following conditions:

- For Full-Time Students

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

- For Part-Time Students

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

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

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

5. Final Dismissal

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

PETITION FOR READMISSION

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

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

APPLICATION FOR GRADUATION

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

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

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

RECORDS POLICIES

STUDENT RECORDS

The following student records are maintained by Nobel University:

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

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

POLICY ON RETENTION OF STUDENT RECORDS

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

For all student records, Nobel University can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. Nobel University also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:00 am to 6:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:00 am to 6:00 pm.

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

1974 PRIVACY ACT

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

A student's academic records, grades, and personal information, as in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration

to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

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

ACCESS TO STUDENT RECORDS (STUDENT RIGHTS)

1. Each student has rights to request access to or release of, his or her education records. Such requests must be in writing on forms provided by Nobel University, or by letter addressed to the Registrar. The written request must specify the records desired, or to be released, to whom, and the purpose of the request. Nobel University is obligated to reply to such requests within 45 days from the date the request is received.
2. A student may also request letters pertaining to his or her education record. The cost of producing or reproducing such documents is to be borne by the student. Fees are listed in the Schedule of Fees.
3. A student may request changes in his or her records. If evidence is provided, a change or correction will be made.

DIRECTORY INFORMATION

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

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

RIGHT TO REFUSE RELEASE

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

TRANSCRIPT REQUESTS

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

FINANCIAL POLICIES

TUITION

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

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

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

STUDENT TUITION RECOVERY FUND

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

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

The STRF fee is NON-REFUNDABLE.

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

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students. However, institutions are still required to complete and submit STRF Assessment Reporting Forms quarterly, even though the institution will no longer be collecting STRF assessments from students. Institutions will continue to be required to maintain all back-up documentation for STRF assessments as well.

FINANCIAL AID, STUDENT LOANS, INSTITUTIONAL GRANTS AND SCHOLARSHIPS

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

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

STUDENT'S RIGHT TO CANCEL OR WITHDRAW

A student may cancel or withdraw from a course of instruction at any time by submitting a Notice of Cancellation Form to the Nobel University Registrar in person, by phone, mail or email. Upon request, Notice of Cancellation Forms are available at our administrative office. Cancellation or withdrawal shall be considered effective on the date of submission. Written notification of cancellation or withdrawal from the student shall not be required for refund payment.

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

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

REFUND POLICY

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

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

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

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

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

HYPOTHETICAL REFUND EXAMPLE

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

\$3,260 Total Paid	Minus	\$50 Application Fee \$30 Registration Fee	= \$3,180
\$3,180	Divided by:	192 hours in the program	= \$16.56 Hourly Charge for the Program
\$16.56	Multiplied by:	24 hours of instruction attended	= \$397.44 Owed by the Student for Instruction Received
\$3,180	Minus	\$397.44	= \$2,782.56 Total Refund Amount

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

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three (3) week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

STUDENT SERVICES

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

ADVISING AND GUIDANCE

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

Nobel University provides a friendly setting in which students may explore concerns of a personal, academic or career-related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their educational path and empowering them to make mature choices; thus allowing the student responsibility for their academic success.

Several counseling options are available to students at Nobel University.

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

The scope of this activity includes:

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

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

PLACEMENT SERVICES

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

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

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

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

HOUSING ASSISTANCE

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

Los Angeles Main Campus

1. Hampshire Place Apartments
501 S. New Hampshire Ave., Los Angeles, CA 90020
(213) 383-7557
\$1,793-\$1,939
2. Westmore on Wilshire
3075 Wilshire Blvd., Los Angeles, CA 90010
(213) 674-4549
\$1,875-\$2,100
3. LP by CLG
349 S. La Fayette Park Pl., Los Angeles, CA 90057
(844) 409-2531
\$1,950-\$2,050
4. Wilshire/Vermont Station
3183 Wilshire Blvd., Los Angeles, CA 90010
(213) 985-0676
\$2,160-\$2,830

Buena Park Branch Campus

1. Brookstone Apartment Homes
7400 Artesia Blvd, Buena Park, CA 90621
(657) 500-4080
\$1,475-\$2,045
2. Fullerton Court
8550 Commonwealth Avenue, Buena Park, CA 90621
(714) 676-0842
\$1,075-\$1,295
3. Boardwalk Park Place Apartments
7270 8th Street, Buena Park, CA 90621
(714) 676-0841
\$1,215-\$1,515
4. Rancho Vista Apartment Homes
120 South Grand Avenue, Anaheim, CA 92804
(714) 988-1300
From \$1,295

STUDENT ORIENTATION

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

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

STUDENT ID CARDS

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

STUDENT ASSOCIATION

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

COMMUNITY RESOURCES

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

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

PERSONAL BUDGET PLANNING

United Ways California

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

More information can be obtained from the link below:

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

TRANSPORTATION INFORMATION

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

Los Angeles Main Campus

From Glendale (by car)

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

From Glendale (by train)

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

From San Gabriel (by car)

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

From San Gabriel (by train)

Walk (about 1 min, 305 ft.)

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

From Torrance (by car)

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

From Torrance (by train)

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

Uber Fare Calculations

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

From Torrance, CA: \$25~\$34

Buena Park Branch Campus

From La Mirada (by car)

Go west on Foster Rd toward La Mirada Blvd.
Turn left onto La Mirada Blvd.
Turn right onto Beach Blvd/CA-39.
Turn right onto Artesia Blvd.
Turn left onto Knott Ave.
Turn right onto Orangethorpe Ave.

From Fullerton (by car)

Go south on S Harbor Blvd toward W Santa Fe Ave. Merge onto CA-91 W.
Take the Knott Ave exit, EXIT 23A.
Turn right onto Knott Ave.
Turn left onto Orangethorpe Ave.

From Cerritos (by car)

Go east on 183rd St toward Bloomfield Ave.
Turn right onto Carmenita Rd.
Turn left onto Orangethorpe Ave.
Turn right onto Pelican Dr.
Turn right onto Flamingo Dr.
Take the 2nd right onto Oriole Dr.
Turn left onto Orangethorpe Ave.

Uber Fare Calculations

From La Mirada: \$8~\$11
From Fullerton: \$10-\$13
From Cerritos: \$5~\$6

COMMENCEMENTS

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

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

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

LIBRARY

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

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

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

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

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

FACILITIES AND EQUIPMENT

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

INTERNATIONAL STUDENTS

SEVIS

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

Los Angeles Main Campus: SEVIS School Code LOS214F01183000

Buena Park Branch Campus: SEVIS School Code LOS214F01183001

STUDENT VISA

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

PROCEDURES

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

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

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

- Visa application fee payment receipt
 - SEVIS I-901 fee payment receipt
 - Required photo(s)
 - Nobel University Form I-20
 - Nobel University Acceptance Letter
 - Test scores and academic transcripts of schools attended
 - Proof of English proficiency
 - Proof of financial capability for duration of academic program
 - Evidence of ties to your home country
 - Any other documents required by the embassy or consulate
9. If approved, you may be required to pay a visa issuance fee if applicable to your nationality.
 10. When the visa is approved, you will be informed by the consular officer how your passport with visa will be returned to you.
 11. You may enter into the country 30 days before your official program start date, which is listed on your Form I-20. Upon arrival into the country, you must report immediately to Nobel University.
 12. Nobel University does not collect any fees associated with visa services because the institution does not provide any visa services.

APPLICATION SUBMISSION

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

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

1. Copy of valid Passport
2. Copy of Visa, if applicable
3. Copy of I-94, if applicable
4. Previous school's Form I-20, if applicable
5. Transfer Release Form, if applicable
6. Bank Statement or Form I-134 Affidavit of Support
7. Demonstration of English Proficiency

ENGLISH PROFICIENCY REQUIREMENTS

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

1. An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL). Applicants to the Bachelor of Arts in Business Administration program must submit a minimum TOEFL iBT score of 45 taken within the past two years. Applicants to the Master of Business Administration program must submit a minimum TOEFL iBT score of 61 taken within the past two years;
2. Completion of a secondary education in a country where English is the primary language for the Bachelor

of Arts in Business Administration program. Completion of a post-secondary level degree program in a country where English is the primary language for the Master of Business Administration program;

3. Completion of a post-secondary level ESL course (for Bachelor applicants), or completion of a college-level English course, or completion of a degree program taken at an English-speaking postsecondary institution (for Master applicants);
4. A score report of Nobel University's Language Proficiency Exam. Applicants to the Bachelor of Arts in Business Administration program must pass Nobel University's Language Proficiency Exam with a minimum score of 50. Applicants to the Master of Business Administration program must pass Nobel University's Language Proficiency Exam with a minimum score of 60.

FINANCIAL CAPABILITY

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

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at Nobel University (approximately \$20,000.00 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

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

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

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

HEALTH INSURANCE

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

SCHOOL ADMINISTRATION

Kim, Chong Sul

President/Chief Executive Officer

Kenderes, Amanda, Ph.D.

Chief Operating Officer

Kahler, Michael, Ed.D.

Chief Academic Officer, Los Angeles campus

Arman, Nick, Ed.D.

Chief Academic Officer, Buena Park campus

LOS ANGELES MAIN CAMPUS

Byun, Ilsik

Chief On-Site Administrator

Kim, Jeny

Administrative Assistant

Chang, Junsuk

Administrator of Admissions/Student Services

Kim, Allie

Administrator of Finance

Jung, Yoo Jin

Registrar

Lenoir, Brenda, MLIS

Librarian

BUENA PARK BRANCH CAMPUS

Hong, Mi Sook

Chief On-Site Administrator/Administrator of Finance/Administrator of Admissions

Park, Joseph

Student Services

Hong, Michelle E.

Registrar

Lenoir, Brenda, MLIS

Librarian

FACULTY

LOS ANGELES MAIN CAMPUS

Aguirre, Carina Irene, JD*

Juris Doctor

School of Law, Texas Tech University

Bachelor of Arts Major in Journalism

Texas A & M University, 2000

Teaching Specialization: Law

Amaya, Carlos, MBA, BA Department Chair*

Master of Business Administration

California Coast University, Santa Ana, California, 2010

Teaching Specialization: General Management

Byun, Ilsik, MA*

Master of Music Performance and Composition,

New York University, 2002

Bachelor of Music, Berklee College of Music, 2003

Teaching Specialization: Music

Callwood, Ciara Che, MS

Master of Science in TESOL

City College of New York, New York, New York, 2012

Teaching Specialization: English

Kahler, Michael, EdD*

Doctor of Education in Educational Leadership

Argosy University, Orange, California, 2013

Master of Arts in International Affairs

California State University, Sacramento, California,

1995 Bachelor of Arts in International Business

Babson College, Babson Park, Massachusetts, 1992

Teaching Specialization: International Business, Political Science

Kenderes, Amanda, PhD*

Doctor of Philosophy in Education

University of California, Los Angeles, 2012

Master of Education

Aquinas College, 2007

Bachelor of Arts

Grand Valley State University, 2005

Teaching Specialization: Communication

Kim, Ju, MBA*

Master of Business Administration, emphasis in Information Technology

University of California, Irvine, California 2006

Master of Science in Cell Biology

California State University, Fullerton, 2000

Teaching Specialization: Information Technology, Life Science

Langvardt, Guy, PhD, MBA Department Chair

Doctor of Philosophy in Organization and Management, emphasis in e-Business

Capella University, Minneapolis, Minnesota, 2007

Master of Business Administration, emphasis in International Management

Thunderbird School of Global Management, Glendale, Arizona, 1978

Bachelor of Arts in Psychology

Valparaiso University, Valparaiso, Indiana, 1974

Teaching Specialization: e-Business, International Management, Organization and Management, Psychology

Lovitch, Ira, MBA

Master of Business Administration, emphasis in Technology Management

University of Phoenix, Woodland Hills, California, 2000

Bachelor of Arts in History

California State University at Northridge, Northridge, California, 1979

Teaching Specialization: History, Technology Management

Moore, Andrew, MBA

Master of Business Administration, University of Phoenix

Bachelor of Science in Marketing and Business Administration, Arizona State University

Teaching Specialization: Marketing

Pottenger, Michael, PhD*

Doctor of Philosophy in Electrical Engineering

Minor in Entrepreneurship

University of California at Los Angeles, Los Angeles, California, 2001

Teaching Specialization: Mathematics

Townsend, Leon, MBA*

Master of Business Administration

California Lutheran University, Thousand Oaks, CA, 2010

Bachelor of Science Degree in Business Administration

California Lutheran University, Thousand Oaks, CA, 2008

Teaching Specialization: Finance

Ugas, Luz, MBA*

Master of Business Administration, emphasis in Finance

Pepperdine University, Malibu, California, 2007

Bachelor of Arts in Economics/International Area Studies

University of California, Los Angeles, California, 1997

Teaching Specialization: Economics, Finance

FACULTY

BUENA PARK BRANCH CAMPUS

Aguirre, Carina Irene, JD*

Juris Doctor

School of Law, Texas Tech University

Bachelor of Arts Major in Journalism

Texas A & M University, 2000

Teaching Specialization: Law

Amaya, Carlos, MBA*

Master of Business Administration

California Coast University, Santa Ana, California, 2010

Teaching Specialization: General Management

Arman, Nick, EdD

Doctor of Education

Brandman University, Irvine, CA, 2016

Master of Science in Counseling

California State University, Northridge,

2009 Bachelor of Arts in Sociology

California State University, Northridge, 2007

Teaching Specialization: Organizational & Administrative Behavior

Baker, Christina, MA, MBA, BA Department Chair*

Master of Arts in Education in Adult Education

Trident International University, 2013

Master of Business Administration, emphasis in Non-Profit Management

Hope International University, Fullerton, California, 2010

Master of Science in Education: Reading & Literacy

Capella University, Minneapolis, Minnesota, 2009

Master of Arts in Communication Studies: Speech

California State University, Los Angeles, 2001

Bachelor of Arts in Speech Communication

California State University, Long Beach, 1999

Teaching Specialization: Business Communications

Byun, Ilsik, MA*

Master of Music Performance and Composition, New York University, 2002

Bachelor of Music, Berklee College of Music, 2003

Teaching Specialization: Music

Dalton, Ted, MBA, DBA, MBA Department Chair*

Doctor of Business Administration with emphasis on Management Information Systems

Argosy University, Orange County, CA, 2009

Master of Project Management with emphasis on Software Development

DeVry University, Pomona, CA, 2000

Master of Business Administration with emphasis on Management Information Systems

DeVry University, Pomona, CA, 1997

Teaching Specialization: Information Technology

Grant, Kevin, PhD

Doctor of Philosophy in Global Leadership
Regent University, California, 1994
Teaching Specialization: Finance

Kahler, Michael, EdD*

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

Kenderes, Amanda, PhD*

Doctor of Philosophy in Education
University of California, Los Angeles,
2012 Master of Education
Aquinas College, 2007
Teaching Specialization: Communication

Kim, Ju, MBA*

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

Noto, Cynthia, MBA*

Master of Business Administration, California
State University, Fullerton, 1996
Bachelor of Science in Business Administration (Accounting)
California State University, Fullerton, California, 1996
Teaching Specialization: Accounting

Powell, James, MBA

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

*** Faculty members teach at either one or both campus facilities.**

SCHEDULE OF FEES

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

Nobel University does not participate in any financial aid programs.

TUITION CHARGES

1. Bachelor of Arts in Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
120	\$265.00	\$31,800.00	\$440.00	\$5,000.00	\$0.00	\$37,240.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, and a non-refundable graduation fee

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

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

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

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

2. Master of Business Administration

TOTAL ESTIMATED CHARGE FOR THE ENTIRE PROGRAM

Units	Per Credit Unit	Tuition	Fees*	Textbooks	STRF**	Total Charges
36	\$555.00	\$19,980.00	\$320.00	\$5,000.00	\$0.00	\$25,300.00

* Fees include a one-time non-refundable application fee, a non-refundable registration fee per semester, and a non-refundable graduation fee

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

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

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

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

BOOKS AND COURSE MATERIALS

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

OTHER FEES (SUBJECT TO ANNUAL REVISIONS)

Application Fee (<i>non-refundable</i>)	\$50.00
Registration Fee (<i>per semester/non-refundable</i>)	\$30.00
Graduation Fee (<i>non-refundable</i>)	\$150.00
Transcript Fee (<i>per copy</i>)	\$20.00
Verification of Enrollment Letter Fee (<i>per copy</i>)	\$20.00
Late Payment Fee	\$35.00
Returned Check Fee	\$25.00
Diploma Replacement Fee	\$100.00
Student ID Card (<i>per issue/optional</i>)	\$10.00
Foreign Transcript Evaluation Fee	\$85.00

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

The STRF fee is NON-REFUNDABLE.

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

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

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

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

6. *You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.*
7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*

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

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

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

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students. However, institutions are still required to complete and submit STRF Assessment Reporting Forms quarterly, even though the institution will no longer be collecting STRF assessments from students. Institutions will continue to be required to maintain all back-up documentation for STRF assessments as well.

ACADEMIC CALENDAR 2018-2021

FALL SEMESTER

FALL	2017	2018	2019	2020
Classes Begin	Aug 28	Aug 27	Sep 03	Aug 31
Registration for Fall Ends	Aug 25	Aug 24	Aug 30	Aug 28
Labor Day Holiday	Sep 04	Sep 03	Sep 02	Sep 07
Columbus Day Holiday	Oct 09	Oct 08	Oct 14	Oct 12
Veteran's Day Holiday	Nov 10	Nov 12	Nov 11	Nov 11
Late Registration and Drop/Add End	Sep 08	Sep 07	Sep 13	Sep 11
Registration for Spring Begins	Dec 04	Dec 10	Dec 09	Dec 07
Student Orientation	Aug 16	Aug 15	Aug 21	Aug 19
Thanksgiving Holidays	Nov 23/24	Nov 22/23	Nov 28/29	Nov 26/17
Last Day of Class	Dec 15	Dec 14	Dec 20	Dec 18
Deadline for removal of prev. term "I" grades	Dec 15	Dec 14	Dec 20	Dec 18
Commencement	May 18, 2018	May 17, 2019	May 15, 2020	May 21, 2021
Winter Break Begins	Dec 16	Dec 15	Dec 21	Dec 19

SPRING SEMESTER

SPRING	2018	2019	2020	2021
Classes Begin	Jan 02	Jan 07	Jan 06	Jan 04
Registration for Spring Ends	Dec 29, 2017	Jan 04	Jan 03	Dec 31
Martin Luther King, Jr. Day Holiday	Jan 15	Jan 21	Jan 20	Jan 18
Presidents' Day Holiday	Feb 19	Feb 18	Feb 17	Feb 15
Late Registration and Drop/Add End	Jan 12	Jan 18	Jan 17	Jan 15
Registration for Summer Begins	Apr 02	Apr 08	Apr 06	Apr 05
Student Orientation	Dec 13, 2017	Dec 12, 2018	Dec 18, 2019	Dec 16, 2020
Last Day of Class	Apr 20	Apr 26	Apr 24	Apr 24
Deadline for removal of prev. term "I" grades	Apr 20	Apr 26	Apr 24	Apr 24
Commencement	May 18	May 17	May 01	May 21
Spring Break Begins	Apr 21	Apr 21	Apr 25	Apr 25

SUMMER SEMESTER

SUMMER	2018	2019	2020	2021
Classes Begin	Apr 30	May 06	May 04	May 04
Registration for Summer Ends	Apr 27	May 03	May 01	Apr 30
Late Registration and Drop/Add End	May 11	May 17	May 15	May 14
Memorial Day Holiday	May 28	May 27	May 25	May 31
Independence Day Holiday	Jul 04	Jul 04	Jul 04	Jul 04
Registration for Fall Begins	July 30	Aug 05	Aug 03	Aug 02
Student Orientation	Apr 18	Apr 18	Apr 22	Apr 22
Last Day of Class	Aug 17	Aug 23	Aug 21	Aug 20
Deadline for removal of prev. term "I" grades	Aug 17	Aug 23	Aug 21	Aug 20
Commencement	May 18	May 17	May 15	May 21
Summer Break Begins	Aug 18	Aug 24	Aug 22	Aug 21

POST HOLIDAY MAKE-UP DAY

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

DISCLAIMER

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect from January 1, 2019 to December 31, 2020. It should not be construed as an irrevocable contract between the student and Nobel University. The policies, procedures and fees listed here are subject to change with appropriate notification.

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

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

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