



American Heritage
University
of Southern California

Academic Catalog

Valid from May 2022 – May 2023

9227 Haven Ave, STE 210,
Rancho Cucamonga, CA 91730

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Message from the President

Dear Prospective Student,



American Heritage University of Southern California (AHUSC) is a global institution promoting cross-border education in a web-based environment. We are an academic institution of higher learning that is dedicated to a diverse community of working professionals providing the highest quality education. Our programs embed a foundation of critical thinking, communication, ethical, and technical application whereby transforming individuals as scholar practitioners with a critical perspective and contemporary skills needed in providing value to our society and developing leaders.

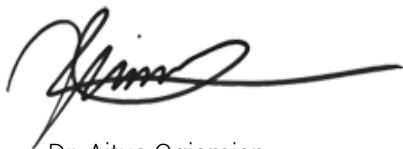
We are dedicated to assisting you in your quest to achieve your educational goals by focusing on critical thinking, technological & analytical skills, communication, and application & evaluation from all of our courses using our intuitive and interactive learning platform.

The affordability and flexibility we provide translates into opportunities for our learners. Our faculty is comprised of industry practitioners who provide instruction in the fields of their expertise thus providing the student with conceptual and practical real-life applications.

At AHUSC, we understand that students have varying learning styles and strive to provide a flexible approach to education suited to each individual's needs. Our philosophy is to prepare our graduates to be an asset to the community and be socially responsible, productive members of society.

We trust you will find your education at AHUSC a rewarding experience.

Best Wishes,



Dr. Aitua Ogiyamien
University President

Contact Information

9227 Have Ave, STE 210
Rancho Cucamonga, CA 91730

Website: www.ahusc.net
General: info@ahusc.net
Admissions: admissions@ahusc.net
Technical Support: support@ahusc.net
Registrar: registrar@ahusc.net

Telephone: (909) 884-9000
Fax: (909) 466-8077

Office Staff Contact Info & Office Hours			
Department	Email	Phone	Availability (M – F)
General Information	info@ahusc.net	(909)884-9000 ext. 0	9:00 AM – 5:00 PM
Admissions	admissions@ahusc.net	(909)884-9000 ext. 116	9:00 AM – 5:00 PM
Student Affairs	studentaffiars@ahusc.net	(909)884-9000	12:00 PM – 3:00 PM
Administrative Support	adminsupport@ahusc.net	(909)884-9000 ext.114	9:30 AM – 2:30 PM
Director of Operations	do@ahusc.net	(909)884-9000 ext. 113	10:00 AM – 4:00 PM
IT Support	itsupport@ahusc.net	(562)646-6318	3:00 PM – 7:00 PM
Academics	academics@ahusc.net	(909)884-9000 ext. 115	9:00 AM – 5:00 PM
Dean	dean@ahusc.net	(909)884-9000 ext. 110	10:00 AM – 3:00 PM
Office of the Registrar	registrar@ahusc.net	(909)884-9000 ext. 113	9:00 AM – 5:00 PM

Faith Statement, Mission Statement, and Institutional Objectives

Faith Statement

American Heritage University of Southern California's Faith Statement

1. We believe in the existence of a supreme God. He is the Alpha, the Omega, the beginning and the end; the one who was and is to come. His name is Yahweh and He is the Father, the Son, and the Holy Spirit (The Holy Trinity).
2. We believe that the Holy Bible is the undisputed Word of God and that all creation, visible and invisible, were created by God as the Heavens and the Earth.
3. We believe that humanity started with the creation of Adam and Eve who fell to sin and brought a curse upon the whole world
4. We believe that salvation is a free gift to anyone who accepts Jesus Christ as the Son of God who came and died for the sins of humanity, as his or her Lord and personal savior, is saved and redeemed
5. We believe the devil has come to steal, kill, destroy, and will attack those who seek the teachings and moral uprightness rooted in the Christian faith.

AHUSC has a goal to be a recognized Christian university, committed to Christian values as well as practices in alignment with its mission and institutional objectives. It is the desire of AHUSC to impact sound higher education to its students and transform them to valuable members of the society. Our institution plans to uphold the standards of ethical business practices adopted from the Christian faith to achieve this objective.

AHUSC accepts students from all walks of faith and our goal is to introduce Christian values to those who are not familiar with them and develop the values for others who have embraced them.

Mission Statement

The mission of American Heritage University of Southern California (AHUSC) is to provide higher education to culturally diverse community of adult-learners and prepare them with critical perspectives and contemporary skills based on Christian values.

Institutional Objectives

1. Achieve excellence in higher education through a sound curriculum, designed to meet students' educational and professional goals.
2. Recruit qualified faculty with exemplary leadership qualities who will be supportive of administrative staff and work together to bring out the best in our students.
3. Establish a culture of continuous assessment geared towards the improvement and effectiveness of the academic, admissions, policies and programs of the institution that will impact the society.
4. Develop a lifelong commitment to educational growth and build ethical practices based on Christian values.

Educational Programs Learning Outcomes

AHUSC offers two (2) degree programs which include:

Master of Business Administration (MBA)


The **Master's Degree program** prepares students with the necessary skills and knowledge to understand, to manage, create a business and be able to assume leadership roles at the upper levels of management. The program also provides the tools for business and leadership professionals to develop operational knowledge, communications skills, creativity, and judgment in all organizational environments.

The MBA program has a **deeper emphasis on theories, concepts and applications**. This program is suitable for students who are interested in gaining advanced knowledge in business strategy and principles, preparing them to work in business and academic professions. This degree also covers advanced topics in allied subjects such as e-business, project management, risk management, strategic planning and implementation and operations management.

MBA Program Learning Outcomes:

The MBA is designed to offer practical broad knowledge of the functional aspects of a company and how the interactions of these aspects are successfully executed from an entrepreneurial and CEO capacity. The AHUSC MBA focuses on development in four key areas as they pertain to business;

At the completion of the MBA program, graduates will be able to:

- 
- **LO1 BUSINESS KNOWLEDGE:** Synthesize the broad knowledge of business to strategically lead sustainable businesses and organizations.
 - **LO2 CRITICAL THINKING:** Develop critical reasoning processes for the use of collecting data, analyzing and arranging information to arrive at professional conclusions.
 - **LO3 COMMUNICATION:** Develop effective communication of ideas, problems and proposals through written, verbal and data analysis presentations.
 - **LO4 TECHNOLOGY:** Recommend effective information technology that facilitates and supports business decision making.
 - **LO5 ETHICS:** Analyze ethical implications of business practices and prescribe ethical direction assessed by Christian values

Bachelor of Business Administration (BBA)


Bachelor of Business Administration (BBA) degree program with emphasis on theories, concepts and applications. This program is suitable for students who are interested in learning business strategy and principles, preparing them to work in a professional business environment.

This degree also covers the basics of allied subjects, as well as offering an introduction to courses such as information systems in organization, business statistics, e-business, research methods, finance, economics, leadership and ethics, project management, operations management, human resource management and many other business administration focused subjects.

BBA Program Learning Outcomes:

The BBA is designed to offer practical broad knowledge of the functional aspects of a company and how the interactions of these aspects are successfully executed from a middle management capacity.

At the completion of the BBA program, graduates will be able to:

- 
- **BUSINESS KNOWLEDGE:** Demonstrate proficiency in the fundamental business principles and practices that enable successful firms to operate in domestic and global environments.
 - **CRITICAL THINKING:** Demonstrate critical thinking and analysis skills that solve business problems in a real-world context.
 - **COMMUNICATION:** Demonstrate effective Communication through the delivery of written and oral presentations.
 - **TECHNOLOGY:** Specify the role of technology as a strategy for competitive advantage in business.
 - **ETHICS:** Identify ethical issues and Christian values that impact business decisions from economic, political, legal, and social perspectives.

About American Heritage University of Southern California

History

In December of 2003, two professionals; Dr. Tony B.E. Ogiamien and Dr. George Sutton, came together to address the needs of career-minded, individuals whose expectations were not being met by traditional colleges or universities and individuals who started their higher education but did not complete it. Using their combined experience of 60 years, they decided to form a revolutionary institution of higher education. American Heritage Corporation was born.

Originally incorporated in January of 2004 in the city of San Bernardino, California, the corporation adopted the name "American Heritage University." It would later change its name to "American Heritage University of Southern California." The name change was necessary as another California corporation has a similar name.

In 2004, the School of Business was granted a temporary license to operate by the California Bureau for Private Postsecondary and Vocational Education (BPPVE). Full licensing was granted in 2005 to offer seven (7) different degree programs, including a Juris Doctorate in Law. Also included were three (3) levels of English as a Second Language as a non-degree certificate program. In 2007, two (2) additional degree programs were added. On January 1, 2010, private postsecondary schools operating in California came under the jurisdiction of the Bureau for Private Postsecondary Education (BPPE). Due to its good standing with the BPPE, the University was granted continuing status to operate its existing programs for an additional five (5) years.

In June of 2017, the university retired all programs except:

- [Bachelor of Business Administration \(BBA\)](#)
- [Master of Business Administration \(MBA\)](#)
- [Juris Doctor \(JD\)](#)

The university continued its good standing and was granted 5 more years from 2015 and recently renewed its remaining programs in 2022 for another five (5) years (2027).

Under the leadership of its Chief Operating Officer and current President, Dr. Aitua Ogiamien, the School of Business curriculum, coursework and learning materials will continue to develop and support an increasingly geographically, culturally and economically, disadvantaged population.

License to Operate

American Heritage University of Southern California's approval to operate as a private post-secondary institution in the state of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010.

The Act is administered by the Bureau for Private Post-secondary Education. Approval to operate means compliance with state standards as set forth in this chapter. The Bureau does not endorse AHUSC programs nor does Bureau approval mean that AHUSC exceeds minimum standards.

The school is licensed to offer the following academic degree programs:

- Undergraduate: [Bachelor of Business Administration \(BBA\)](#)
- Graduate: [Master of Business Administration \(MBA\)](#)



Bureau for Private Postsecondary Education

Department of Consumer Affairs

>> [Click image above to verify approval](#) <<

None of AHUSC's programs are accredited by any of the accrediting agencies recognized by the United States Department of Education. [Learn more.](#)

Contacting the Bureau for Private Postsecondary Education

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

Physical Address

Bureau for Private Post-secondary Education
1747 N. Market Blvd, Suite 225,
Sacramento, CA95834

Mailing Address

P.O. Box 980818,
West Sacramento, CA 95798

Website: www.bppe.ca.gov

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Filing a Complaint

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

Hours of Operation

The University is open during normal business hours of Operation (Pacific Standard/Daylight Time)
Monday through Friday
9:00 A.M. to 5:00 P.M.
Closed Saturdays and Sundays.

Phone:
(909)884-9000

Fax:
(909)466-8077

Office Staff Contact Info & Office Hours			
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Administrative Support	adminsupport@ahusc.net	(909)884-9000 ext.114	9:30 AM – 2:30 PM
Director of Operations	doo@amheritageuniv.net	(909)884-9000 ext. 113	10:00 AM – 4:00 PM
IT Support	itsupport@ahusc.net	(562)646-6318	3:00 PM – 7:00 PM
Academics	academics@ahusc.net	(909)884-9000 ext. 115	9:00 AM – 5:00 PM
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Office of the Registrar	registrar@ahusc.net	(909)884-9000 ext. 113	9:00 AM – 5:00 PM

Adjunct Faculty Availability

All adjunct faculty of the university can be reached directly online through the LMS. They can also be reached through their online profiles at <https://ahusc.net/faculty/>. The general voicemail for all faculty is (909)884-900 ext. 120.

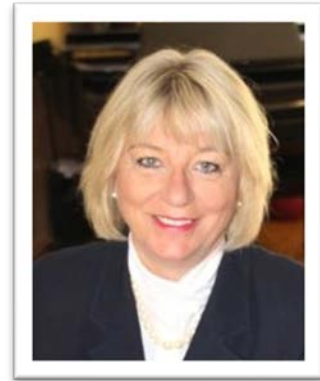
Administrators



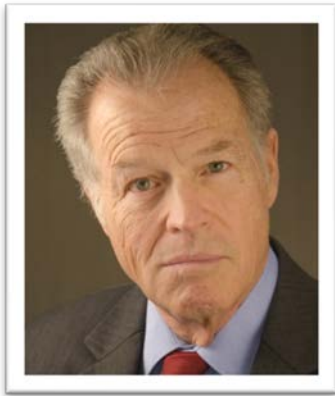
Dr. Aitua Ogamien
President



Dr. Jay Deb
Vice President



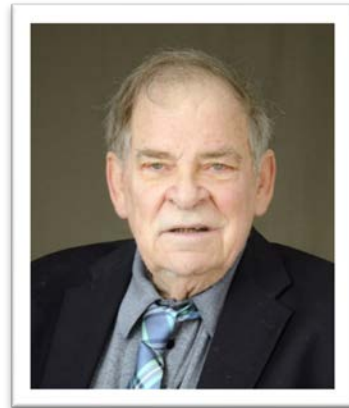
Dr. Virginia Green
Vice President, Academic Affairs



Dr. Edwin Boyd
Dean



Mr. David Carrasco
Development & Admissions



Dr. Ray Briggs
Director of Research

Legal Control

American Heritage University of Southern California is owned by American Heritage Corporation. Dr. Tony B.E Ogiamien is the Founder, Chancellor, and CEO. He owns 65% of the corporation shares.

Advisory Board

Dr. Virginia Green, *Consultant, The Biz Visions Group*

Mrs. Omosede Ayanru, *Partner, Deloitte*

Dr. Mohamed Saouli, *Assistant Dean of Academic Excellence, DeVry University*

Dr. Adesuwa Adetosoye, *FERPA*

Dr. Seyed Ghoraishi, *Chief Executive Officer, REZGIT Construction*

Mr. Brice Kemle, *McDonalds Corporation*

Mr. Kunal Nehruji, *Executive Director of Great Eastern Management School Pvt Ltd*

Mrs. Rosa Mosley, Esq., *Dean of the Law School*

Faculty

Dr. Virginia A. Green, Dean/Professor

Dr. Green received a Ph.D. from Capella University in Organization & Management, an M.B.A. with Distinction from New York Institute of Technology as well as an M.A. from New York University in Business Administration, Leadership & Technology, and an M.A. from New York University in Culture and Communications. She holds a B.A. from East Stroudsburg University, in Communications and Business Management.

Dr. Ray Briggs, Adjunct Faculty

Dr. Briggs received his Ph.D. in experimental psychology from Cornell University. He is the Chief Scientific Officer of SCIQ, a system integration and development company located in South Pasadena, California. He is currently involved in evaluation, applied research, and development activities related to the digital capture of retinal images. His early research involved the analysis of confusion matrices, visual distinctive features, and cognitive decision strategies. He has worked on business and systems problems involving the hotel industry, State of California POST and DMV, U.S. Military pilots, ophthalmic instrument manufacturers, and developers of commercial driving simulators. Dr. Briggs has been associated with a number of institutions as adjunct faculty; and he has authored numerous articles and publications.

Dr. Ted Dalton, Adjunct Faculty,

CISD.B.A., Argosy University, CA Masters in Project Management, M.B.A., B.S. in Information Technology, DeVry University, CA B.S. in Commerce, San Sebastian College, Manila, Philippines.

Dr. Fathiah Edrus Inserto, Adjunct Faculty

Fathiah Edrus Inserto earned a Ph.D., in Human Development at the fielding Graduate University, Santa Barbara, CA. In 1990 she also received an MA in Human Development. In 2007 to 2008 she was an Adjunct faculty, California Intercontinental University she taught business classes for doctoral student/learners and served as a Graduate Review Committee Chair. She also served as a Book Reviewer. She has also served as a Mentor to Doctoral students in School of advanced studies since 1994.

Farooq Khan, Professor

Mr. Farooq Khan received an M.B.A. from Western Michigan University, Kalamazoo, Michigan, an M.S. in Mechanical Engineering from Middle Eastern Technical University Ankara, Turkey, and a B.S. in Mechanical Engineering and B.S. in Physics from the Middle Eastern Technical University, Ankara, Turkey. Mr. Khan held management and executive positions in engineering and manufacturing companies. He has expertise in R&D, engineering and operations management, manufacturing and quality management.

Gary Connelly, Adjunct Faculty

At Daewoo Motor America -- was the top American, officer of the company and reported to Korean CEO only. He sold company to General Motors. He possesses a diverse background in the strategic and tactical application of international business-to-business and consumer/retail marketing with professional experience coupled with proven success in both manufacturer and retail industries. His distinct blend of

job experience and education (finance, real estate, mortgage, retail, sales, business development, construction equipment, consulting, training/teaching, turnaround/start-up, marketing, operations, P&L responsibilities) combined with a team-focused approach to achieving superior performance, furnish me with the core competencies necessary to meet the challenges of this management position and to contribute to the ongoing success of your company. I started the strategic business and new entry development plan for Daewoo Motor America and Mitsubishi for North America operations, was Sr. V-P of Sales and Marketing, been director of Dealer Development for Mitsubishi and worked as general manager for various automotive companies, including retail operation and used vehicles auctions. Currently working for McLaren Industries (construction tires and tracks) as a senior vice-president/COO for the entire operations, owners live in Europe. In addition, I teach college courses at night in Marketing, Accounting, Finance, Public Relations and various Management courses. He worked with father in construction until graduation from college. He is an accomplished marketer/manager who has successfully guided leading brands in the automotive and construction industries. His marketing talents, along with my financial background, management, training/consulting and business development can be readily applied in your environment; in short, a manager and team leader ready to make an immediate, positive contribution.

He received his Bachelor of Science (BS) in Accounting and Business/Management in 1972 from California State University, Long Beach. He received his MBA in Sales/Marketing/Management in 1974 from the University of Idaho. In 2009 he received his Broker License in Real Estate & Finance from California State University, Long Beach.

Dr. Forrest "Skip" Boyd, Adjunct Faculty

BS, MBA, Ms., Ed. D, Human Performance at work, Marketing & Finance, University of Southern California

Geetha Madhavan, Adjunct Faculty

25 years of Industry experience in the field of Costing, Finance & Accounting and 17 years of professional experience in the above fields and in the field of IT

Sumana Gowda, Adjunct Faculty

11 years as Faculty at GEMS, Bangalore (Great Eastern Management School, Bangalore) since 2010. Subjects that I teach are Advertising, CRM, Marketing Management, Principles of Management, Consumer Behavior and Organizational Behavior. Business Communication and Soft Skills are also part of my teaching repertoire. Close to 2 years as Security and Risk Management Manager, DHL, South India. Based in Bangalore. 2 years as Customer Care Manager, DHL India, based at Mumbai. 5 years at FedEx as Territory Sales Manager, a Fortune 500 company.

Dr. Bettina Sudhaker, Adjunct Faculty

An Economist with an expertise traversing across Managerial economics, Financial Economics, Development Economics, Resource Economics, and Environment Economics to Pro-Poor Innovations all of which have so much relevance in today's parlance of 'Sustainability.' Trained by experts from BESO, London I have developed plethora of resource materials and training manuals., possessing a prowess in the areas of Community Participation, Rural Development Projects, Financial Funding Models, Project Planning and Appraisals, and Impact Studies which have been highly recognized by both the Private and Governmental Organizations.

Rosa Mosely, Adjunct Faculty

State Bar of California, 1984

Western State University College of Law, 1980-1984

Cal State University Bakersfield, 1987-1989

Everest College, 2001-2004

Mt. San Antonio College, 2004-2006

Westwood College, 2008-2016

Areas of Practice: *Criminal Justice, Paralegal Studies, Constitutional Law, Political Science, Torts*

Aitua Ogamien, Adjunct Faculty

B.S.C. DeVry University, Pomona, Computer Information Systems
M.B.A. Keller Graduate School of Management, Pomona, California

David Carrasco, Adjunct Faculty

B.A. Cal State University, Long Beach
M.B.A. Keller Graduate School of Management, Pomona, California

Academic Calendar

2022-2023: Fall I

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 300	Fundamentals of Management	1	3.00	TBD	4/3/2022 - 5/28/2022
BB 305	Organizational Communication	1	3.00	TBD	6/5/2022 - 7/30/2022
MB 515	Advanced Principles of Organizational Behavior and Leadership	1	3.00	TBD	8/28/2022 - 10/22/2022
MB 516	Ethics and Responsibility	1	3.00	TBD	8/28/2022 - 10/22/2022
NSO - 101	New Student Orientation	1	0.00	TBD	1/1/2022 - 12/31/2022

2022-2023: Fall II

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 310	Fundamentals of Marketing & Sales	1	3.00	TBD	10/23/2022 - 12/17/2022
BB 315	Business Law & Ethics	1	3.00	TBD	10/23/2022 - 12/17/2022
MB 517	Price, Profit & Economy	1	3.00	TBD	10/23/2022 - 12/17/2022
MB 518	Marketing Management	1	3.00	TBD	10/23/2022 - 12/17/2022

2022-2023: Winter I

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 340	Principles of Economics	1	3.00	TBD	1/8/2023 - 3/4/2023
BB 400	Basic Research Methods	1	3.00	TBD	1/8/2023 - 3/4/2023
MB 519	Advanced Research Methods and Quantitative Analysis	1	3.00	TBD	1/8/2023 - 3/4/2023
MB 520	Management Information Systems	1	3.00	TBD	1/8/2023 - 3/4/2023

2022-2023: Winter II

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 405	Principles of Accounting	1	3.00	TBD	3/5/2023 - 4/29/2023
BB 410	Principles of Finance	1	3.00	TBD	3/5/2023 - 4/29/2023
MB 521	Applied Financial Management	1	3.00	TBD	3/5/2023 - 4/29/2023
MB 525	Managerial Accounting	1	3.00	TBD	3/5/2023 - 4/29/2023

2022-2023: Spring I

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 330	Managing Conflict Resolution	1	3.00	TBD	5/7/2023 - 7/1/2023
BB 415	Business Strategy	1	3.00	TBD	5/7/2023 - 7/1/2023
MB 508	Business Strategy	1	3.00	TBD	5/7/2023 - 7/1/2023
MB 530	Legal Issues of Business	1	3.00	TBD	5/7/2023 - 7/1/2023

2022-2023: Spring II

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 320	Project Management	1	3.00	TBD	7/2/2023 - 8/26/2023
BB 325	Computer Information Systems	1	3.00	TBD	7/2/2023 - 8/26/2023
MB 500	Human Resource Management	1	3.00	TBD	7/2/2023 - 8/26/2023
MB 505	Project Management	1	3.00	TBD	7/2/2023 - 8/26/2023

2023-2024: Fall I

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 330	Managing Conflict Resolution	1	3.00	TBD	9/3/2023 - 10/28/2023
BB 345	Entrepreneurship	1	3.00	TBD	9/3/2023 - 10/28/2023
MB 600	Capstone Experience	1	6.00	TBD	9/3/2023 - 10/28/2023

2023-2024: Fall II

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 375	E-Commerce	1	3.00	TBD	10/29/2023 - 12/23/2023
BB 380	Supply Chain Management	1	3.00	TBD	10/29/2023 - 12/23/2023

Course	Title	Section	Credits	Instructor	Start/End Dates
MB 600	Capstone Experience	1	6.00	TBD	10/29/2023 - 12/23/2023

2023-2024: Winter I

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 335	Principles of Human Resource	1	3.00	TBD	1/7/2024 - 3/2/2024
BB 365	Principles of Multinational Business	1	3.00	TBD	1/7/2024 - 3/2/2024

2023-2024: Winter II

Course	Title	Section	Credits	Instructor	Start/End Dates
BB 490	Capstone Course	1	3.00		3/3/2024 - 4/27/2024

The complete Academic Calendar is available on the LMS:

<https://ahusc.populiweb.com/router/academics/academicterms/235435/show>

Distance Education Definition & Requirements

Distance Education Definition

AHUSC defines Distance Education as a form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication. Learning will take place through:

- ✓ Online conferences through technology means; ZOOM and AHUSC's Learning Module System (LMS) powered by Populi
- ✓ Pre-recorded video lectures
- ✓ PowerPoint Presentations
- ✓ Online chat sessions

All of AHUSC program offerings are completely online. Course work including assignments, quizzes, discussions, and examinations in the programs are available to students in the LMS.

Learning Platforms

American Heritage University of Southern California is located at 9227 Haven Ave, STE 210, Rancho Cucamonga, CA 91730 but does not conduct any lectures with students onsite. The university is primarily accessed through two online platforms for instruction:

- **Populi:** This is the University's main Learning Module System (LMS). It is an online platform that runs through all major web browsers that allows the instructors to post assignments, upload documents, upload videos, and a variety of other file types for easy access to the student. A computer capable of going on the internet satisfies the minimum requirement to access the system. Through this platform, students can:
 - Upload assignments
 - Participate in discussions and chat sessions
 - Ask question from fellow students or instructors
 - Upload assignments
 - Take tests
 - View their grades and academic progress

Upon successful enrollment into one of our degree programs, the student will be granted access to both platforms along with video orientation on how to use and navigate each platform.

During instruction, the instructor may distribute learning materials electronically as MS Word, MS PowerPoint, MS Excel, Adobe PDF and Rich Text Format (RTF).

Textbooks

Tuition and fees do not include cost for books and study materials. AHUSC uses Cengage® Unlimited. Cengage Unlimited is a first-of-its-kind subscription model offering students access to unlimited course materials each semester—all for one low price. Upon subscription, students will have access to all Cengage® library of online textbooks, study tools and resource centers. Visit <https://www.cengage.com/unlimited/> for more information.

AHUSC recommends the \$189.99 annual subscription for access to all required textbooks for students enrolled in the undergraduate or graduate programs. This fee is paid directly to the publisher.

Technology Requirements

Since all courses are taken online, it is important to have the right computer equipment to ensure the best possible learning experience. Electronic communication is the preferred method of communication for students, faculty and staff. To take advantage of this technology, it is required that students, instructional and administrative staff acquire and maintain email access with the capability to send/receive attached files. Because all courses are primarily taught online, it is necessary that you have the right computer equipment.

Staying current with productivity technology is an important part of your education and an important component of our method of instruction. To ensure your success in our programs, you will need access to and use of the hardware and software listed below. You must also have the technical skills outlined in the Academic Catalog.

Hardware Requirements

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high-speed internet connection with a connection speed of 1.5 MB/s or better.
- The use of satellite and cellular connections may result in slowness or errors (timeouts, access problems) when accessing the classroom and course materials.
- The use of public access computers and internet (for example, at restaurants and public institutions such as libraries) may result in slowness or errors (timeouts or access problems) when accessing the classroom and course materials. Public access computers may not permit any access to certain course materials or systems due to security limitations.
- Monitor and video card with 1024x768 or greater resolution
- Keyboard and Mouse is recommended
- Speakers/Headphones and Microphone
- A noise-canceling headset is recommended
- Public access computers may not permit usage of speakers, headphones or microphones.
- A web camera capable of video web conferencing

Additional Software

- Microsoft® Office 2013 or later for a personal computer (PC), Microsoft® Office 2011 or later for a Mac
- An up-to-date installation of Adobe® Reader
- An up-to-date installation of the Adobe® Flash plug-in
- Local administrative privileges to operating system may be required to allow for installation of software and/or configure computer settings
- A current security suite application (updated regularly)

- Some courses may require the purchase of additional software including Microsoft® Visio and Microsoft® Project

Mobile Devices

Students are required to have reliable access to a PC or Mac but may use a mobile device such as a phone or tablet as a secondary means of access with our Populiweb (Learning Software System). This app is available for iOS and Android users. Please keep in mind that access to website functionality and required course materials may be limited on mobile devices.

Computer accessibility

All students need access to a computer for success in their coursework. The operating systems on most computers already have some features that include these accessibility technologies:

- Changing font size
- Changing the size of desktop icons
- Magnification of portions of your screen
- Converting text to speech
- Altering background color
- Captioning for audio
- Speech recognition
- Accessibility for operating systems

Library Resources

AHUSC has embedded a collection of academic research engines that provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from various academic databases, e-Library, Open Access Resources and more. Access the Library databases are as follows:

Free Databases



Even if you've not used **Google Scholar** before, you'll know Google. And, thus, you can probably guess that Google Scholar is a search engine dedicated to academic work. Not everything listed on Google Scholar will be freely available in full. But it is a good place to start if you're looking for a specific paper, and many papers can be downloaded for free.



Another dedicated academic search engine, **BASE** offers access to more than 140 million documents from more than 6,000 sources. Around 60% of these documents are open access, and you can filter results to see only research that is available for free online.



The **Directory of Open Access Journals (DOAJ)** is a database that lists around 12,000 open access journals covering all areas of science, technology, medicine, social science, and the humanities.



PubMed is a search engine maintained by the NCBI, part of the United States National Library of Medicine. It provides access to more than 29 million citations of biomedical research from MEDLINE, life science journals, and online books. The NCBI runs a similar search engine for research in the chemical sciences called PubChem, too, which is also free to use.



CORE is an open research aggregator. This means it works as a search engine for open access research published by organizations from around the world, all of which is available for free. It is also the world's largest open access aggregator, so it is a very useful resource for researchers!

Run by the British Library, **ETHOS** is a database of over 500,000 doctoral theses. More than half of these are available for free, either directly via ETHOS or via a link to a university website.

SSRN is a database for research from the social sciences and humanities, including 846,589 research papers from 426,107 researchers across 30 disciplines. Most of these are available for free, although you may need to sign up as a member (also free) to access some services.

Semantic Scholar is an "intelligent" academic search engine. It uses machine learning to prioritize the most important research, which can make it easier to find relevant literature. Or, in Semantic Scholar's own words, it uses influential citations, images, and key phrases to "cut through the clutter."

PLOS is an open-access research organization that publishes several journals. But as well as publishing its own research, PLOS is a dedicated advocate for open-access learning.

Z-Library is a shadow library and file-sharing project for scholarly journal articles, academic and general-interest books. Z-Library says the project provides access to more than 6,754,720 books and 80,759,561 articles as of April 1, 2021


You can access these links through Populi: <https://ahusc.populiweb.com/router/library/links/index> (login required)

Login Databases

- LIRN: <https://proxy.lirn.net/AmerHeritageUniv> (login required)
- Librarika: <https://ahusc.librarika.com/> (login required)
- Free Databases Links: <https://ahusc.populiweb.com/router/library/links/index> (login required)

Distance Learning Education Requirements

AHUSC Online courses require students to use Populi Learning Management System on a weekly basis throughout the program. In order to ensure that students can access their course content in Populi without problems, students should comply with the following technical requirements. Failure to meet these standards means that AHUSC IT support may not be able to resolve technical issues a student might encounter

Device	Desktop computer Laptop Android Device (Phone or Tablet) Apple iOS Device (Phone or Tablet)
Operating System	Windows Operating System 10 MacOS
Hardware	<i>A processor of 2 GHz or faster 4 GB RAM or greater</i>
Browsers <i>Note: Always upgrade to the latest version</i>	<div style="text-align: center;">  <p><i>Click on the icons to get the latest versions of these popular web browsers</i></p> </div>
Internet Connection	Cable or DSL connection is necessary for an optimal online Experience wireless internet connections are not recommended Dial-up internet connections are not supported
Adobe Reader	The latest version of Adobe Reader: https://get.adobe.com/reader/
Microsoft® Office 2013 or later	<p>Microsoft® Office 365</p> <p>AHUSC students and faculty can download Office 365 for free:</p> <ol style="list-style-type: none"> 1. Login to email using the link provided during registration 2. Click on the settings gear in the upper right-hand corner. 3. Under "Your app settings," select Office365. 4. Select "Install Status" from the menu options in the blue area on the left. 5. Select "Install desktop applications." 6. Select the "Install" button at the bottom. <p><i>Note: Users with Chromebooks will need to use the Web-based version of Microsoft tools.</i></p>

Confidentiality and Privacy Policies

The American Heritage University of Southern California ("University") is committed to ensuring the privacy of confidential information, accuracy of personal data, and compliance with international, federal, and state laws and regulations concerning the use of personal information. Other than as required or permitted by law, Personally Identifiable Information ("PII") is not shared. In particular, and regardless of how the information was collected, the University does not sell PII and it does not re-distribute PII for any non-University purpose.

Information Collected

The University collects and processes PII from individuals only as necessary in the exercise of the University's legitimate mission, interests, functions, and responsibilities as a private, non-profit institution of higher education. The majority of PII comes from students (and members of their families), employees, alumni, friends, and people who apply to be students or employees.

Use of Collected Information

PII collected from students or student applicants is used to register or enroll persons in the University, provide and administer housing to students, manage student accounts, provide academic advising, develop and deliver education programs, track academic progress, analyze and improve education programs, recruitment, retention, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. The University also uses PII to conduct general demographic and statistical research to improve University programs, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies, or comply with applicable laws. The University collects and processes PII from individuals who are employees or applicants for employment for the purpose of administering various employment benefits and functions. The University also collects and processes PII from alumni, donors, parents, and friends of the University to advance the University's mission. PII may be shared by the University with third parties who have entered into contracts to perform functions on behalf of the University, but only when the third parties agree to protect PII and prevent unauthorized disclosure.

Distribution of Collected Information

The University will not disclose PII, without consent, except for certain explicit circumstances in which disclosure is permitted or required by law. Additionally, the University will not sell PII to third-party organizations for any non-University purpose.

Third Party Use of Personal Information

The University may disclose PII and other information as follows:

- Consent: We may disclose information if we have an individual's consent to do so.
- Emergency Circumstances: We may share information when necessary to protect health and safety interests, even if an individual is physically or legally incapable of providing consent.
- Employment: We may share information when necessary for administering employment or social security benefits in accordance with applicable law, subject to the imposition of appropriate safeguards to prevent unauthorized disclosure.
- Public Information: We may share information if the information already has been made public.
- Archiving: We may share information for archival purposes in the public interest, and for historical research and statistical purposes.
- Performance of a Contract: We may share information when necessary to comply with a contractual obligation.

- Legal Obligation: We may share information when the disclosure is required or permitted by international, federal, or state laws and regulations. The University will comply with lawfully-issued subpoenas.

Notification of Changes

The University Privacy Policy is reviewed periodically and may be modified at the discretion of the University. Changes to the privacy policy will be incorporated and posted on the University's web site. Information will be handled according to the privacy policy in effect at the time the information is used.

Security

The University will implement appropriate technical and organizational security measures to protect PII collected by the University, regardless of the method of collection.

Questions

If you have any questions about this privacy statement or the University's privacy practices, please contact:

American Heritage University of Southern California
9227 Haven Ave, STE 210, Rancho Cucamonga, CA 91730
info@ahusc.net

Maintenance and Confidentiality of Student Records

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet only accessible by the registrar or authorized officer. Students have access to their own personal records through the student portal of the University's website and through Populi, AHUSC's online college management system. Transcripts are kept permanently.

Student Records

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") protects the privacy of students' educational records. Access to academic and disciplinary records is limited to students and authorized school officials.

For more information on FERPA, please visit The Family Educational Rights and Privacy Act web site. No one outside the University shall have access to, nor will the University disclose any information from students' education records, without the consent of students.

The following exceptions are permitted under FERPA.

- to certain officials of the University to officials of other institutions in which students seek to enroll
- to persons or organizations providing students' financial aid
- to accrediting agencies carrying out their accreditation function
- to persons in compliance with a judicial order
- to persons in an emergency in order to protect the health or safety of students or other persons
- in accordance with the Solomon Amendment (requiring the disclosure of certain information to military recruiters)

Within the University, only those officials, individually or collectively, acting in the students' legitimate educational interests are permitted access to student education records. A "legitimate educational interest" will be present if the school official needs to review an education record to fulfill the official's professional responsibility.

"Disclosure" means to permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means,

including oral, written or electronic means.

Directory Information

The University maintains student records in compliance with FERPA, which assures students and parents of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered directory information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in officially recognized sports; class level, weight and height of athletic team members.

Students who wish directory information to be withheld from all individuals outside the University must sign a request in the Registrar's Office.

Release of Academic Information

Confidential information is defined as any information contained in a student education record not included in "Directory Information." The University respects the privacy rights of all students. Students need to be aware that, under FERPA regulations, the University is permitted to disclose student education records to parents without the student's specific consent if a student is a "dependent" (generally, by being designated as such on a parent's federal tax form). Students or parents who wish for the University to exercise this permission should make a written request and submit proof of dependency to the Registrar's Office.

The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University Financial Aid Policy) without written request of the student.

The student has the right to restrict disclosure/release of directory information to third-parties.

Online Release of Information Forms

In accordance with The Federal Family Educational Rights and Privacy Act (FERPA), American Heritage University of Southern California will not release student records, including to a parent, without student consent or proof of dependency, or as listed in the University's FERPA/Privacy Policies. A student may give permission for the University to release student record information to a person by completing this form. [Student-Initiated Authorization for Release of Information](#)

Transcripts

An official transcript of a student's academic record is issued only upon the student's written, signed request. Transcripts submitted to the University for admission or credit transfer become the property of the University and cannot be returned to the student, copied or forwarded to other institutions.

Request Your Official Printed Transcripts via AHUSC Website

Please use this [Transcript Request Form](#) located on the school's website to request transcripts. AHUSC will only release official transcripts to students who meet the following conditions:

- The student has completed the program from our BBA or MBA program. (*BBA + MBA program only through one of our international affiliates*).
- The student has downloaded and completed [Transcript Request Form](#) that includes their signature. This form must be emailed to registrar@ahusc.net
- Call to pay applicable processing fees
- All financial obligations have been paid to the university

Request Your Official Electronic Transcripts via Populi

Students can request their official transcripts through Populi. The steps are as follows:

- Login into Populi: <https://ahusc.populiweb.com>
- Navigate to your student profile
- Click on "Transcript Actions" and choose "Request Official Transcripts"
- On the Delivery Method, select "Print and Email"
- Enter the recipient's name and address and pay the applicable processing fee
- All financial obligations have been paid to the university

Request to Your Official Transcripts Emailed to an Institution

Populi supports electronic transcripts. This option allows you to have your official transcripts sent directly to another institution via email and password. The steps are as follows:

- Login into Populi: <https://ahusc.populiweb.com>
- Navigate to your student profile
- Click on "Transcript Actions" and choose "Request Official Transcripts"
- On the Delivery Method, select "Email"
- Enter the recipient's email address and pay the applicable processing fee
- All financial obligations have been paid to the university

Unofficial Transcript Request

Students can request Unofficial Transcripts at no charge anytime through Populi by logging in, navigate to the student profile, click on "Transcript Actions" and choose "Export Transcripts."

Review of Academic Records

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of a challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

Note: *a) The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records; b) the Student Finance Officer coordinates the inspection and review procedures for financial files.*

Students wishing to review their education records must make written requests to the Registrar's Office, or other appropriate campus official, listing the item or items of interest. Only records covered by FERPA will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (for example a copy of an academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students' expense at prevailing rates which are listed in the catalog.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by university to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Alumni Privacy Notice

General Statement

American Heritage University of Southern California recognizes and respects the importance of confidentiality and security of the PII of our alumni, donors, and family members, (collectively, our "constituents"). This Alumni Privacy Notice addresses concerns about personal data collection and provides information about what is collected and how it is used. We strongly encourage you to read this notice in its entirety in advance of submitting any personal information to us.

Why We Collect Your Personal Information

University Advancement supports all of our core constituencies – students, faculty, staff members, and the community – by working to provide students with faculty with teaching and research opportunities, and the greater University community with resources to establish and expand programs that enable the institution to fulfill its non-profit educational mission. To achieve this, we seek to build and sustain key relationships with alumni, parents, and community members. Acquiring and maintaining information about constituents allows University Advancement to distribute meaningful communications, raise funds in support of university priorities, and engage alumni and friends in programs and events that add value to their lives. Additionally, alumni feedback and outcomes are important to our understanding of how to improve and expand programs.

How We Collect Your Personal Information

The University may collect PII from or about you in a number of ways. For example, you or a family member may have attended the University and provided or updated contact information during or after enrollment, signed up for a university-sponsored event, shared news about your career and life, made a gift, inquired about a program, or otherwise communicated with us in person, by telephone, by email or through our website. The University may combine information you provide to us with information available from external sources to gather updated contact information and to better our understanding of our constituents to improve our methods of engaging with them. You may have voluntarily provided information to third parties with whom we partner. We may also acquire PII from publicly-available sources. We encourage you to review the privacy practices of any organization with whom you choose to share your personal information.

Types of Personal Information We Collect

We may collect the following types of personal information about you (this is a representative list):

- Your name and contact information, such as your address, email address, telephone numbers, date of birth;
- Information relating to your education and employment history;
- Information about your family or personal circumstances; and
- Information needed to process credit card transactions such as contributions, event registrations, and memberships.

Sharing Your Personal Information with Others

For the purposes referred to in this Alumni Privacy Notice, we may share your PII with select third parties. Examples of sharing are listed below. The University will not share your personal information with individuals outside the University or with certain third parties if you ask us not to.

- We may disclose information to third parties if we have your consent to do so.
- We may share information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you. This may include University volunteers who contribute important work in support of the University's outreach efforts. We may also use third parties who have entered into a contract with the University to support the delivery of ordinary services and functions. In such cases, we share your information with such third parties on the condition that they use it only for the purposes for which it was shared, they keep it confidential, and they safeguard it from unauthorized disclosure.
- We use and disclose information about our constituents in de-identified or aggregate form.
- Information may be shared with third parties without your consent if the information already is public.
- We will share your information with third parties to the extent we are required to do so by law, court order, or subpoena.

Process for Handling Privacy Concerns

The University is committed to resolving complaints about your privacy and our processing of your PII. If you have an inquiry or complaint regarding this privacy notice, please contact

Administrative Assistance
adminassistant@ahusc.net
909-884-9000 ext. 114

Course/Program Listings with Program Outcomes

Bachelor of Business Administration Program (BBA)

Bachelor of Business Administration (BBA) degree program with emphasis on theories, concepts and applications. This program is suitable for students who are interested in learning business strategy and principles, preparing them to work in a professional business environment.

This degree also covers the basics of allied subjects, as well as offering an introduction to courses such as information systems in organization, business statistics, e-business, research methods, finance, economics, leadership and ethics, project management, operations management, human resource management and many other business administration focused subjects.

BBA Program Learning Outcomes:

At the completion of the BBA program, graduates will be able to:

- **Business Knowledge:** Demonstrate proficiency in the fundamental business principles and practices that enable successful firms to operate in domestic and global environments.
- **Critical Thinking:** Demonstrate critical thinking and analysis skills that solve business problems in a real-world context.
- **Communication:** Demonstrate effective Communication through the delivery of written and oral presentations.
- **Technology:** Specify the role of technology as a strategy for competitive advantage in business.
- **Ethics:** Identify ethical issues that impact business decisions from economic, political, legal, and social perspectives.

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by May 6, 2024 and full accreditation by May 6, 2027.
- If this institution stops pursuing accreditation, it must:
 - Stop all enrollment in its degree programs, and
 - Provide a teach-out to finish the educational program or provide a refund.

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

Note: *In order to enroll in this program, a student will be required to initial this disclosure in their Enrollment Agreement*

Employment Opportunities with a BBA

A Bachelor of Business Administration (BBA) degree can prepare you for a variety of entry to mid-level positions in various industries. Graduates holding BBA degrees commonly find jobs in marketing (SOC: 11-2000), finance (SOC: 25-1011), sales (SOC: 41-0000) and management (SOC: 11-0000), but the degree can be applied to nearly any area of business. If you're interested in a particular industry or area of business, you can designate a specialization within your degree program, such as finance, marketing, operations management, information technology or human resource management.

Business administration majors often work for private and public corporations or firms in various industries. Positions you might qualify for include sales manager (SOC: 11-2000), customer service specialist (SOC: 43-4050), marketing analyst (SOC: 13-1161), sales representative (SOC: 41-3091), business developer (SOC: 13-0000), database administrator (SOC: 15-1243), advertising manager (SOC: 11-2000) and project manager (SOC: 13-1082). Some graduates specialize in entrepreneurship and choose to start their own business. A BBA degree also serves as good preparation for an advanced degree in fields such as business, law or education. Here are the top careers you can pursue with Bachelor of Business Administration (BBA) Degree along with the United States Department of Labor's Standard Occupational Classification (SOC) codes:

Accountant (SOCCode: 13-2011)

Accountants are good with numbers, detail-oriented, and enjoy helping others. They work with both people and companies to make sense of their money and taxes. Accountants also prepare financial documents and ensure that tax operations go smoothly.

Financial Advisor (SOCCode: 13-2052)

Much like accountants, financial advisors ensure the financial health of people and companies. However, financial advisors do not work with taxes. Instead, they manage, allocate, and use money to make people and businesses successful. Financial advisors also help people and companies to make smart financial decisions by helping them to assess risk.

Marketing/Sales (SOCCode: 41-9099)

Marketers plan, direct, and coordinate marketing efforts for businesses. They determine the demand for goods and services as well as developing a strategy to maximize profits on those goods and services. Marketers also oversee the development of products and monitor trends within the business' target markets. Those who go into marketing can also work in advertising or other creative and media fields, which relate to the function of marketing.

Commodities Trader (SOCCode: 41-3031)

Whether on behalf of a firm or an individual, commodities traders buy and sell commodity contracts. Commodities can be anything from oranges to shoelaces and they are bought and sold as futures, options, and other financial derivatives. Commodities traders are organized, detail-oriented people with a solid understanding of economics and business.

Human Resources (SOCCode: 43-4161)

People who work in human resources ensure the safety and happiness of a company's employees. Human resource managers work to hire new employees, as well as maintaining employee records and policies, counseling and disciplining employees, and handling scheduling.

Loan Officer (SOCCode: 13-2072)

Loan officers work in banks and lending companies to evaluate, authorize, and recommend approval or denial of loans to people and businesses. They generally have a solid finance background and are also good with numbers and money.

Real Estate Agent (SOCCode: 11-9141)

Real estate brokers or agents are people who help others to buy, sell, and rent properties. Brokers are licensed to work on their own, while agents must work for a licensed broker. There are two types of real estate brokers or agents, commercial and residential. Although real estate agents must go through licensing exams, also having a BBA is a good first step to becoming an agent.

Manager (SOCCode: 11-9190)

At every level of business, there are managers who keep things running smoothly. They are in charge of everything from running the day-to-day operations of a retail store to sourcing materials for large production facilities. No matter what type of business you would like to work in, if you're hoping to enter into management, a BBA can also give you the necessary tools to succeed.

Entrepreneur

Entrepreneurs are individuals who organize and operate businesses. They generally create new businesses and are both creative and organized. In the past couple of decades, with the rise of the internet, entrepreneurs have also become more and more common. Entrepreneurs are behind start-ups everywhere.

Master of Business Administration Program (MBA)

The Master's Degree program prepares students with the necessary skills and knowledge to understand, to manage, create a business and be able to assume leadership roles at the upper levels of management. The program also provides the tools for business and leadership professionals to develop operational knowledge, communications skills, creativity, and judgment in all organizational environments.

The MBA program has a deeper emphasis on theories, concepts and applications. This program is suitable for students who are interested in gaining advanced knowledge in business strategy and principles, preparing them to work in business and academic professions. This degree also covers advanced topics in allied subjects such as e-business, project management, risk management, strategic planning and implementation and operations management.

MBA Program Learning Outcomes:

At the completion of the MBA program, graduates will be able to:

- **Business Knowledge:** Synthesize the broad knowledge of business to strategically lead sustainable businesses and organizations.
- **Critical Thinking:** Develop critical reasoning processes for the use of collecting data, analyzing and arranging information to arrive at professional conclusions.
- **Communication:** Develop effective communication of ideas, problems and proposals through written, verbal and data analysis presentations
- **Technology:** Recommend effective information technology that facilitates and supports business decision making.
- **Ethics:** Analyze ethical implications of business practices and prescribe ethical direction assessed by Christian values

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by May 6, 2024 and full accreditation by May 6, 2027.
- If this institution stops pursuing accreditation, it must:
 - Stop all enrollment in its degree programs, and
 - Provide a teach-out to finish the educational program or provide a refund.

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

Note: *In order to enroll in this program, a student will be required to initial this disclosure in their Enrollment Agreement*

Employment Opportunities with an MBA

The versatility of an MBA is extremely valuable. It will allow you to pivot in many different directions depending on your career aspirations, skills, and interests. Here are few of the career paths and job opportunities open to you following graduation along with the United States Department of Labor's Standard Occupational Classification (SOC) codes:

Management Consultant (SOC Code: 13-1111)

A management consultant's job is to advise companies on their management practices and identify problems within the organization that may be holding the company back from reaching their goals. Many management consultants are self-employed, while others work for large firms. According to the Institute of Management Consultants, about 27% of consultants are self-employed. This is an ideal arrangement for many MBAs: a flexible career path with high earning potential.

Marketing Manager (SOC Code: 11-2021)

Marketing managers oversee the planning and execution of a multifaceted marketing plan to help their companies grow. They set budgets, plan marketing campaigns, and manage staff on the marketing team to conduct market research, launch marketing campaigns, and analyze the data collected from each campaign to make improvements. Their goal is to create more brand awareness and bring in sales. Marketing managers must be knowledgeable about many different types of marketing approaches and also be skilled at leading a diverse team.

Investment Banker (SOC Code: 41-3031)

Investment bankers help companies invest and grow their capital through shrewd purchasing of equity and debt. They also provide advice and assistance during financial transitions such as acquisitions and mergers. Bankers are responsible for ensuring all pertinent paperwork is in order and that all government regulations are followed during any and all transactions.

Operations Manager (SOC Code: 11-1021)

An operations manager is sort of a company's jack-of-all-trades. He or she oversees daily operations, purchasing, inventory, coordination between departments, and policy creation. Responsibilities may also include hiring employees and negotiating contracts. However, this job will vary depending on the organization and expectations of the CEO. Therefore, this position requires a great deal of flexibility and multitasking.

Financial Advisor (SOC Code: 13-2052)

Financial advisors cater to the individual rather than businesses and play a key role in helping families plan for retirement, invest in their children's education, and build individual wealth. A financial advisor looks out for their clients' best interests by suggesting good investment opportunities and creating realistic long-term plans. This is an excellent career path for MBAs who have a desire to help others become financially savvy.

Course Descriptions

Bachelor of Business Administration (Core)

BB-300: Fundamentals of Management: This course focuses on the Critical Thinking and Communication skills involved in management. The course will introduce a student to managerial activities of planning, organizing, directing and controlling organizational resources. Students will learn techniques of leading and motivating employees, designing effective organizations, understanding organizational cultures, controlling resources and effective communications.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Understand the basic operations of the core functional areas of a business and how they operate.
2. Identify how various environmental factors affect business and management practices.
3. Recognize effective and efficient oral and written communication format within a business environment.
4. Recognize ethical dilemmas faced by business and managers.
5. Categorize technology used in business.

BB-305: Organizational Communication: This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify the functions and challenges of organizational communication
2. Classify theoretical approaches to communication management
3. Discuss communication as it applies to Human Resources
4. Recognize the influence of systems and cultural approaches to organizational communication
5. Discuss decision-making, emotion in the workplace, and leadership process

BB-310: Fundamentals of Marketing & Sales: This course helps students understand marketing by developing the critical thinking and communication skills required in modern business marketing. A student will also be introduced to the technical, analytical, application and assessment of marketing techniques and theories.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Define marketing and its development as a field in business.
2. Describe the key concepts in the four variables in the marketing mix: product, price, place, and promotion and apply the knowledge to real life scenarios.
3. Recognize the sales process.
4. Discuss the importance of reaching and communicating with specific target markets.
5. Identify technology used in modern business marketing.

6. Summarize the ethical issues involved in marketing and sales.

BB-315: Business Law & Ethics: This course aims at developing the students critical thinking skills through the understanding of Law and legal institutions in society. The course emphasizes on areas of law relevant to business operations, general legal, and social environment with emphasis on business ethics.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Apply the basic principles of commercial law in functional areas like contracts, sales & agency to solve or more importantly avoid business problems
2. Categorize the terms Law & Justice & Ethics & Morals & relate them to societal development.
3. Define the benefits and limitations of all forms or sole proprietorships, partnerships and corporations.
4. Recognize that even though a legal decision is logically derived, laws like action have ethical consequences.
5. Understand and appreciate the importance of ethics and its place in business.

BB-340: Principles of Microeconomics: This course introduces the study of economic decision-making by firms and individuals. Economic tools and concepts such as markets, supply and demand, and efficiency are applied to contemporary issues.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Apply the concept of opportunity cost to analyze the how scarce resources are allocated.
2. Define and analyze the components of Gross Domestic Product (GDP), and explain how they are used as country performance indicators.
3. Define and analyze the components of Consumer Price Index (CPI) and explain how they are used to calculate inflation.
4. Distinguish among various labor market indicators, such as labor force participation rate, unemployment rate, and be able to use data to calculate them.
5. Construct the Aggregate Demand – Aggregate Supply model and apply it to explain business cycle fluctuations.
6. Recognize technology used to assess and interpret economic variables.

BB-400: Basic Research Methods: This course will provide an opportunity for students to establish or advance their understanding of research through a critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within a quantitative, qualitative, and mixed methods approach. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify the value of research in business.

2. Define research, explain and apply research terms, describe the research process and the principal activities, skills and ethics associated with the research process.
3. Understand the important of research ethics and relate research ethics into the research process.
4. Understand the technical needs of both research and analysis of data.

BB-405 Accounting Principles: This course is an introduction to the basic concepts and standards underlying financial accounting systems. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Understand the fundamental accounting equations, and the double-entry, debit-credit accounting system.
2. Use debit and credit accounting to record and adjust business accounting.
3. Prepare income statements, balance sheets, and statement of cash flows.
4. Understand the ethical and Generally Accepted Accounting Principles (GAAP).
5. Identify and use accounting technology.

BB-410: Principles of Finance: Principles of Finance will focus on what these managers, investors, and government agencies do with this information. It is an introductory course to various fields of finance and is comparable in content to courses those other institutions label as "corporate finance" or "financial management". This course is aimed at further developing the students critical thinking and analytical business skills.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify the fundamentals concepts and tools of finance.
2. Identify how international issues impact a local firm.
3. Analyze financial statements.
4. Identify time-value money tools.
5. Apply capital budgeting tools.
6. Classify capital structure and dividend policy.
7. Recognize financial technology and how it's used in business finance.

BB-415: Organizational Communication: This course will develop your ability to think strategically, analyze the competitive environment, and recommend firm positioning and value creation. In this course, we will explore the underlying theory and frameworks that provide the foundations of a successful business strategy and provide the tools you need to understand that strategy: SWOT, Competitor, Environmental, Five Forces, and Capabilities Analyses, as well as Strategy Maps. We'll apply these tools in case studies of industry leaders.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify business communication strategies and principles to prepare effective communication for business situations.
2. Write and revise accurate business documents using computer technology.
3. Communicate via electronic mail, Internet, and other technologies.

4. Deliver an effective oral business presentation through modern technology.

BB-490 Capstone: The BBA Capstone is designed for students to reinforce business principles and master the Program Outcomes by participating in strategic business analysis.

The BBA capstone provides students with the opportunity to strategically apply the principal concepts and skills learned in each of their BBA program core courses to real-world business situations. Students will gain the ability to articulate critical analysis to case studies and participate in a group project focusing on business plan development or an in-depth corporate analysis. Students will prepare a recorded presentation of their project along with written analysis that will demonstrate appraisal of a business environment, an organization of business principles and the application of business strategy.

These goals are focused on the institution's program learning outcomes that a student is expected to have mastered at the completion of the capstone course.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Integrate and apply the skills and knowledge acquired in BBA core courses, including marketing, management, finance, accounting, and economics.
2. Apply management and organization principles to the formation and implementation of business strategies.
3. Describe and discuss management processes for planning, organizing, and controlling business activities.
4. Compare and evaluate ethical principles, personal and company values, and socially responsible management practices.
5. Formulate critical analysis of business strategy application in written and oral media.

Bachelor of Business Administration (Electives)

BB-320 Project Management: This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Describe a project life cycle and map each stage in a cycle.
2. Identify resources needed for project stages including stakeholders, tools, technology and supplementary materials.
3. Communicate the time needed for successful project completion by analyzing factors such as task dependencies and task lengths.
4. Communicate information regarding project costs by considering estimated costs, variances and profits.
5. Describe the provisions of Project Management Institute Code of Ethics and professional conduct.

BB-325: Computer information Systems management: This course provides a broad overview of the issues managers face in the selection, use, and management of information technology (IT). A student will develop the technical tools to implement business strategies and gain competitive advantage, not merely to support business operations.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Explain the meaning of terms and concepts commonly used in business information systems.
2. Discuss how information technology is and will be used in business and management, what an information system is and why they are so important in today's transforming organizations, and how they can be used to transform or create new businesses.
3. Identify the major management challenges to building and using information systems.
4. Identify the use of computer-based information systems in proposing solutions for behavioral organizational problems.

BB-330: Managing Conflict Resolution: This course covers the fundamentals of conflict resolution. The course shows students to strengthen personal and professional relationships by constructively addressing conflicts between individuals and within organizations. A student will build skills specifically aimed at managing intercultural conflicts in today's global society, and explore how competing interests and goals, power imbalances, and other factors influence the nature of conflict and management strategies.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Recognize the nature of conflict and its impact on interpersonal relationships and organizations.
2. Demonstrate the role of communication in generating productive conflict outcomes.
3. Identify conflict intervention strategies such as coaching, negotiation, mediation, and system design in the management and resolution in conflict.
4. Identify theoretical concepts, processes and methodologies in managing and resolving conflicts in business.

BB-335: Principles of Human Resource Management: This course concentrates on the environment of human resource management, jobs and labor, talent development, compensation, employee relations, and global human resource management. In addition, the course will explore the importance of risk management and worker protection through state and federal laws.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify the systematic nature of human resources in business organization and strategic implications.
2. Recognize the legal context of human resource management as it applies to compliance and equal opportunity.
3. Identify the organization's goals in recruiting and describe the various methods and technology for recruiting.
4. Outline the job analysis process.
5. Understand the employee and labor relation.
6. Identify issues in compensation and strategy.
7. Describe employer rights in the workplace, employee safety and health issues.

BB-345: Entrepreneurship: This course introduces students to the opportunities and challenges associated with the creation and management of entrepreneurial and small organizations. This course discusses innovative and contemporary approaches in addressing areas such as: starting, acquiring a business, succeeding in business, and franchising a small business venture. The course also provides the foundation for small business and an overview of business concepts, including topics such as: theories of entrepreneurship, types and characteristics of entrepreneurship, the business life cycle, entrepreneurial economics, accounting and financial management, legal issues, marketing research and planning, human resource management, ethics and social responsibility, product and service research development and acquisition, and the use of technology.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Describe the characteristics of a successful entrepreneur
2. Outline the stages of the entrepreneurial process
3. Describe the evaluation of the market for a new venture
4. Outline ways to structure the venture
5. Discuss the strategic planning process for an entrepreneur
6. Describe the operational and financial planning needed for a new venture
7. Outline how an entrepreneur develops and employs a business plan
8. Describe the options for funding the new venture
9. Discuss issues in implementing the plans for a new venture
10. Recognize the ethical issues faced by entrepreneurs.

BB-355 Leadership: The course will focus on the critical thinking and communication skills presented in leadership. A student will be introduced to theories/concepts that have emerged over the past several decades.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Explain what it means to be a leader and understand the different realities that come with leadership
2. Understand the traits, behaviors, and relationships leaders have
3. Identify the difference approaches to leadership using various models
4. Understand the personal side of leadership including leadership as an individual, the influence of personality on leadership, social perception, and cognitive differences.
5. Adopt the relationship building aspect of leadership through theories
6. Communicate as a leader using open communication climate, asking questions, listening, dialogue, and the power of stories.

BB-360: Sales management & social media: This course looks at the channels of marketing, advertising, and communication that make up social media and the Web. Students will explore how these tools fit into a company's traditional integrated marketing strategy. Using case studies and real-world examples from large corporations and small businesses, students explore current examples and future opportunities of how marketing professionals embrace online social networks, user-generated content and content sharing to create brand awareness and buzz. learn practical tips and techniques as well as see the bigger picture to help successfully leverage social media marketing for your own environment and purpose.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Discuss the evolution of social media marketing and identify its impact on business.
2. Describe social media goals to achieve successful online campaigns.
3. Explain how to develop effective social media marketing strategies for varies types of industries and business.
4. Identify the major social media marketing portals that can be used to promote a company brand, product, service or person.

BB-365: Principles of Multinational Business: This course addresses the critical thinking and applicable reasoning of why firms expand abroad, how they expand abroad, how managing a multinational corporation (MNC) differ from managing a domestic firm and how managers cope with the multiple and often conflicting demands they face when managing cross-border operations.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Classify business operations and relationships in complex international business environments.
2. Identify principal theories of international trade and investment.
3. Identify multinational economic and social aid organizations such as the UN, EU, IMF and World Bank in facilitating international trade and business.
4. Understand the need to communicate ethically, diplomatically, and with emotional sensitivity in international business environments. The Big Picture.

BB-375: E-Commerce: This course will focus on technology and history of the Internet and its uses as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey will be analysis and evaluation of retail and business-to-business Internet-based systems.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Demonstrate and understanding the importance of E-Commerce.
2. Understand the importance of E-Commerce in modern retail.
3. Identify the impact of E-Commerce on business models and strategy.
4. Describe E-Commerce trading relationships in business to consumer, business to business, and intra-organizational.
5. Describe the infrastructure of E-Commerce.
6. Recognize and discuss global E-Commerce issues.

BB-380: Supply Chain Management: This course combines the basic concepts of purchasing and supply chain management as well as the underlying principles that make up effective management of the supply chain function in an organization. Students will learn to analyze and improve business processes in services or in manufacturing by learning how to increase productivity and deliver higher quality standards using a variety of theories and concepts found in multiple case studies.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify key purchasing and supply chain management terminologies and concepts
2. Understand purchasing operations and structures
3. Appraise purchasing policies and procedures and formulate a competitive advantage
4. Identify supply management organizational structure
5. Understand strategy development, supplier evaluation, supplier quality management and selection, and worldwide sourcing

BB-411: Principles of Finance II: This course continues from Principles of Finance I. It aims at developing a student's financial analytical skills in firm investment and distribution decisions in the context of a capital market structure and efficiency. Valuation methods are developed for valuing projects and securities. Basic portfolio theory is discussed to develop simple asset pricing models and used for determining the cost of capital for use in investment evaluation. The implications of different financing options (debt and equity) are considered, and elementary capital structure theorems are presented, in relation to which the dividend decisions are analyzed. The question of market efficiency is considered, and the implications of this for trading strategies are discussed.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify the financial objectives of various types of organizations and the respective requirements of stakeholders.
2. Analyze alternative sources in finance investment opportunities and their suitability in particular circumstances.
3. Analyze the company's performance and make appropriate recommendations
4. Apply financial principles and practices to organizations.
5. Employ financial technology and how it's used in business finance.

Master of Business Administration (Core)

MB-515: Advanced Principles of Organizational Behavior and Leadership: This course aims to quickly introduce and develop an understanding of behaviors in organizations. The focus will be on the effects of organizational variables on individual and group behavior. Coursework addresses the theory and practice of organization behavior as it relates to the individual, effective team building, conflict management and resolution and the negotiation of legal and psychological contracts. The course also examines broader aspects of organizational culture and their impact on today's managers. Students learn how to use concepts in the traditional workplace as well as the virtual workplace.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Compare and contrast theories of organizational behavior.
2. Analyze management issues as related to organizational behavior
3. Evaluate ethical issues as related to organizational behavior.
4. Examine challenges of effective organizational communication
5. Examine the differences and similarities between leadership, power, and management
6. Assess the impact that a company's structure and design can have on its organizational behavior
7. Assess the impact of culture on organizational behavior.

MB-516: Ethics and Responsibility: This course will engage students in the discussion of ethics as it affect the businesses, the society, and stakeholders. The course will also explore the importance of corporate social responsibility, citizenship, and sustainability while exploring corporate governance and strategic management issues. It will conclude with business ethics and leadership and stakeholder issues.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Use contemporary and classical frameworks to analyze and suggest resolutions to ethical dilemmas.
2. Evaluate and address common ethical issues that arise for individuals, managers, and organizations.
3. Examine how individual differences and cognitive barriers can influence ethical judgment.
4. Asses key organizational tools, policies, systems, and laws that apply to managing ethical conduct specifically in the business environment.
5. Discuss and prioritize personal values and apply those to making ethical decisions.
6. Explain how organizational and cultural variables can influence ethical conduct.
7. Engage in logically sound discussion about moral dilemmas using the language of business ethics.

MB-517: Price, Profit and Economy: This course focuses on the application of economic analytical concepts in individual and business decision making process. Optimization techniques in dealing with maximization of consumer satisfaction and profit as well as minimization of cost under certain and uncertain conditions are emphasized. It also discusses tools to analyze aggregate economic behavior such as economic growth, money, productivity, inflation, and unemployment.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Develop an understanding of the applications of managerial economics.
2. Interpret regression analysis and discuss why it's employed in decision-making.
3. Discuss optimization and utility including consumer behavior.

4. Assess the relationships between short-run and long-run costs.
5. Analyze perfectly competitive markets including substitution.
6. Explain uniform pricing and how it relates to price discrimination and total revenue.

MB-518: Marketing Management: This course examines the role and importance of marketing in the firm and other organizations. The course will cover topics such as marketing plans/strategies, marketing research, market segmentation, retailing, advertising, pricing, Internet marketing, etc. This course will focus on strategies and techniques in marketing management, application of prior material from marketing curriculum to problems and cases with emphasis on problem identification, evaluation of alternatives, and developing recommendations.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Analyze customers and competitors and how to conduct country and product portfolio analysis to develop effective strategies over the product life cycle and in different global markets.
2. Analyze the pros and cons of various methods of effectively entering and operating in a foreign country.
3. Analyze institutional, cultural and economic differences affecting business across regions of the world.
4. Understand methods of communicating ideas to foreign markets.
5. Explain the role of technology and how it influences global marketing.

MB-519: Advanced Basic Research Methods & Quantitative Analysis: This course focuses on quantitative analysis theories, such as basic probability theories and descriptive statistics. The course will cover some statistics theories, but will emphasize on the application of statistical packages to solve a variety of management issues, such as primary data processing techniques, various forecasting methods, inventory control models, and quality control models. After completing this course, students are expected to use Excel to solve these common management problems as well as constrained optimization problems. Students will gain some experience in applying these statistical tools to real world problems by collecting, processing, and analyzing their own data in two team writing assignments and a case study.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Discriminate the differences between quantitative and qualitative research design measurement and sampling.
2. Formulate surveys and interview methods relative to research topic(s).
3. Describe and discriminate the importance of authentic research and proper citation.
4. Use better understanding of data gathering techniques, research studies and choice of research methods.

MB-520: Management Information Systems: This course studies systems used to accumulate, classify, and organize information to facilitate managerial decision making. Course emphasis is placed upon the upper-level managerial considerations associated with the development, deployment, and use of information systems.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Understand the relationship among business strategy, information systems and organizational strategies

2. Assess how appropriately is the information technology strategy linked to the business operational needs and internal structures, its external situation and relationships, and strategy?
3. Appraise how effectively are the firm's IT internal and external resources being integrated into and utilized by the firm.
4. Identify how a firm control and evaluates the impact of IT on its employees and customers and on its relationships with partners
5. Develop the skill to recognize opportunities in the work environment and to apply what you know new ways

MB-521: Applied Financial Management: This course will explore the proper financial management of an organization. The scope of the course includes historical, theoretical, and procedural analysis of the firm's finance function with specific emphasis on maximizing shareholder value. Focus areas include capital structure, dividend policy, working capital management, and valuation. Through analyzing cases, as well as completing assigned exercises and problems, you will further develop and strengthen your financial management skills required to meet the challenges facing today's complex organizations.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Describe the dimensions of performance and risk relevant to business firms.
2. Explain how financial service components industries such as insurance, banking, securities, real estates and financial planning interact.
3. Explain capital structure, dividend policy, working capital management, and valuation as it applies to business firms.
4. Describe the impact that financial innovation, advancements in technology, and changes in regulation continue to have on the structure of business firms.

MB-525: Managerial Accounting: The course objective is to offer today's managers' effective tools to use comparatively when considering alternative strategies and making decisions. This course covers all the major managerial accounting concepts that are a part of every Managerial Accounting course in every Master of Business Administration university program.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Define and explain the terminology and expressions that are used by management accountants
2. Demonstrate understanding of cost behavior in making production decisions and improving operational efficiency within an organization
3. Demonstrate problem-solving skills relative to managerial accounting cases
4. Explain cost behavior and its role in the decision-making process within the organization
5. Prepare budgets and describe their role in the decision-making process and incentive planning within an organization.

MB-540 Strategic Management: The course will focus on developing a strategic approach to management through the exploration of internal and external analysis, the nature of competitive advantage as well as exploring and implementing strategies on a business level and in a business environment. The course will address corporate governance, social responsibility, and ethics.

At the completion of this course, a student will be able to:

1. Understand the strategic issues and policy decisions facing businesses and how current management concepts address these issues.
2. Understand and describe the strategic management process and the difference between strategic analysis, strategy formulation and strategy implementation.
3. Acquire an understanding of how to use new and existing knowledge to analyze "real world" cases and by so doing, to understand the complexity of strategic issues.
4. Elaborate on how strategic plans and policies are integrated, implemented and controlled and to comprehend the culture and ethical factors that influence these management activities.
5. Evaluate the formulation of business and corporate level strategies, the different business and corporate strategic types, alternative actions, and make sound strategic decisions using what-if analysis.
6. Synthesize and apply the concepts and analytical tools exposed to in the course by participating in managing a company through a business simulation or conduct a strategic and competitive analysis of a company, both individually and as a member of a group.

MB-600: Capstone Experience: The Master of Business Administration (MBA) capstone experience course brings together all of the core elements learned throughout the program. The objective of the program is to develop and apply business knowledge, critical thinking, communication, technology, and ethics in an entrepreneurial and CEO capacity. It will test a student's broad knowledge of these skills as it applies to a business as a whole, with the tools and techniques applicable to a wide variety of business situations.

The capstone for the MBA program gives students the chance to synthesize all of the theories, skills, and tools studied during the program and integrate them into a learning experience that highlights the nature of competition and the kind of strategic decision-making that must be done in order to succeed. Students are faced with a case study and the development and presentation of a business plan. Students will be able to apply knowledge learned in the program to business simulations. Through the use of CAPSIM, students will have the opportunity to put business theory into practice by making real-world decisions in a safe, competitive, and fun learning environment.

CAPSIM capstone is an advanced strategy business simulation that allows participants to apply what they've learned across all disciplines of business in a competitive and engaging learning environment. The final week will be dedicated to individual performance in a simulation environment where students use Capsim's Cap-XM's. In this exam, students will individually simulate four years of operation simulation followed by an exam simulating questions from the simulated board.

These goals are focused on the institution's program learning outcomes that a student is expected to have mastered at the completion of the capstone course.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Synthesize ethics, leadership, strategy, critical thinking and reasoning skills in a business environment.
2. Integrate professional applied research in order to validate and justify decision making.
3. Formulate information in order to communicate effectively across the appropriate channels.
4. Utilize appropriate technology to maximize efficiency and effectiveness in order to accomplish organizational goals and objectives.
5. Combine the major functional areas of business administration including the critical skills necessary to solve business problems, individually and collaboratively.

Master of Business Administration (Electives)

MB-500: Human Resource Management: This course explores human resources from a managerial perspective including meeting the requirements, developing effectiveness, implementation, and how it can be used to enhance employee-management relations. The course will analyze current issue such as diversity training, sexual harassment policies, and rising benefit costs in businesses.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Describe trends in the labor force composition and how they impact human resource management practice.
2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.
3. Define the process of job analysis and discuss its importance as a foundation for human resource management practice.
4. Explain how legislation impacts human resource management practice.
5. Compare and contrast methods used for selection and placement of human resources.
6. Describe the steps required to develop and evaluate an employee training program
7. Summarize the activities involved in evaluating and managing employee performance.
8. Identify and explain the issues involved in establishing compensation systems.

MB-501: International Trade and Finance: This course focuses on international financial markets. Major topics include foreign exchange rates, international money markets, currency and interest rate derivatives (forwards, options, and swaps), international stock and bond portfolios, and cryptocurrencies. Students learn about the features of financial instruments and the motivations of market participants. The class focuses on risk management, investing, and arbitrage relations in these markets.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Discuss the basics of International Monetary System.
2. Distinguish between various foreign exchange instruments and transactions.
3. Explain the international parity conditions and how they can help forecast foreign exchange rates.
4. Plan how to manage interest rate exposure.
5. Discuss the basics of sourcing the global securities and equity markets.
6. Examine Financial technology used in global perspectives

MB-502: Global Marketing: This course provides a dynamic approach to competitive marketing strategy in domestic and global markets. Students will learn how to analyze customers and competitors and how to conduct country and product portfolio analysis to develop effective strategies over the product life cycle and in different global markets. Strategies for market pioneers, late entrants, mature, and declining markets, as well as perspectives on the effects of cultural, political, economic, and institutional factors, are covered. This course is directed at students preparing for positions in global marketing strategy, consulting, and product and brand management.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Analyze customers and competitors and how to conduct country and product portfolio analysis to develop effective strategies over the product life cycle and in different global markets.
2. Analyze the pros and cons of various methods of effectively entering and operating in a foreign country.
3. Analyze institutional, cultural and economic differences affecting business across regions of the world.
4. Understand methods of communicating ideas to foreign markets.
5. Explain the role of technology and how it influences global marketing.

MB-503: Change Management: This course will show you how to manage change in organizations by developing your ability to communicate, motivate and participate, as well as to mobilise and lead others. Learn how to face these difficult situations, and by developing your change skills and your emotional intelligence to become that agent of change your organization needs.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Apply knowledge about the major theories and perspectives concerning organization development and change management
2. Analyze the role of the internal and external environment in driving or restraining change regarding large- and small-scale change initiatives within organizations
3. Design measures or KPIs to achieve and maintain results
4. Demonstrate an ability to evaluate the needs and constraints of organizational change and to reflect on their own role and position in this situation
5. Analyze the dynamics and issues in implementing and executing a change strategy or an intervention
6. Design the change strategies or interventions necessary for organizational change

MB-504: Innovation and Entrepreneurship: This course examines successful strategies, business models, frameworks, funding, barriers and risks for introducing break-through products and services. Topics include business model innovation, strategic leadership, human centered and design-driven innovation, knowledge and change management.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Identify common characteristics of successful entrepreneurs and ventures – startup and corporate.
2. Identify a range of strategy options for growing an entrepreneurial venture and their strengths and weaknesses.
3. Examine management issues for entrepreneurial ventures and appropriate risk management techniques.
4. Analyze issues around culture and the impediments to entrepreneurship and innovation.
5. Appraise the commercial aspects that feature in entrepreneurship and innovation – commercial understanding, people, funding, sales, marketing, financial analysis.
6. Understand the different forms of entrepreneurship and innovation.
7. Understand many of the mechanisms that make entrepreneurs successful.

8. Understand concepts such as Minimal Viable Product, A/B testing, product market fit, the Business Model Canvas, the Value Proposition Canvas.
9. Apply Design Thinking to a specific project.
10. Apply the Lean Startup methodology to a project within a corporation.

MB-505: Project Management: This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Understand the importance of PM in most industries and businesses and to apply specific tools, models and processes.
2. Understand the Importance of applying these methodologies and tools at the four distinct stages in the Project's life cycle; The Definition, Planning, Execution and Closing Phase.
3. Understand key levers for measurement and follow up, Management Dashboard and Key Performance Indicators.
4. Identify and Analyze factors for successful Projects, as well as reasons for failure based on specific case studies in the context of effective Risk Management.
5. Understand the structure of financial statements relating to Profit and Loss statement, Cash Flow Statement and Balance Sheet and identify positive as well as warning signs within financial statements as indicators of issues for management to address.
6. Identify and Assess technologies used to facilitate project completions.

MB-506: Risk Management: Analysis & Mitigation: This course focuses on the ways in which businesses and society assess, control, and transfer risk. This process, known as the risk management process, is becoming an increasingly important tool in the management of business and personal financial health. An effective and efficient corporate risk management program leads to knowledge and control of costs and an improved bottom line.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Demonstrate how to create a risk management policy in an organization and explain how to enforce compliance.
2. Implement relevant strategies and risk detection methods for identifying potential risks on time and develop a mitigation plan.
3. Observe and generate reports on the effectiveness of on-going risk management efforts.
4. Analyze the ethical precautions inherent and balancing mitigation.

MB-507: Inventory Management and Control: This course aims to introduce the students to the fundamental nature of inventory from a financial, physical, forecasting, and operational standpoint. The ultimate goal of this course is to present immediately usable information in the areas of forecasting, physical control and layout, and problem recognition and resolution.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Understanding of the important role of supply chain and inventory management in today's business environment

2. Understand and apply the current supply chain and Inventory management theories, practices and concepts utilizing case problems and problem-based learning situations
3. Understand and examine inventory systems through a strategic approach to control inventory levels and financial risks when exporting and/or importing on a global basis.
4. Apply; reuse and recycling practices into inventory management systems through strategic reverse logistics processes and circular supply chains.
5. Examine current business model and supply chain practices to identify the potential value of transitioning to a circular economy business model.

MB-530: Legal Issues of Business: This course primarily examines the formulation, interpretation, and application of law to business. It incorporates the study of ethical issues that arise in contemporary business settings, including professional conduct and corporate social responsibility. This course covers major areas of legal regulation to which businesses are subject, including tort liability, contract law, partnership and corporate law, employment and labor law, intellectual property law, environmental regulation and sustainability, and financial regulation. Emphasis is placed on active, experiential application of legal reasoning and analysis and on the global and comparative dimensions of legal and ethical issues.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Evaluate legal issues associated with intellectual property and licensing and legal issues associated with contractual agreements.
2. Describe the importance of corporate and social responsibility and make decisions associated with bouncing risks and returns in unique situations.
3. Understand legal issues associated with torts and other civil wrongs.
4. Appraise the appropriate legal measures and be able to communicate to different levels of management both written and orally.

MB-550: Operations Management: In this course students will explore a variety of key functions that support the operations manager, such as task and workflow analysis, manpower and project management, quality control processes and procedures, and supply chain management.

Course Learning Outcomes

At the completion of this course, a student will be able to:

1. Formulate strategies and tactics to help the increased productivity and quality to maximize a business's profitability.
2. Define and apply the concepts of productivity and production.
3. Assess capacity and enhance operating leverage using break-even analysis.
4. Apply operations management tools and methods to product design and the product life cycle to improve the firm's performance.

Admission Criteria

Selection Criteria

AHUSC's admission policy is unique in that any prospective student must have completed two years of university coursework equivalent to 60 credits/units or an Associate of Arts/Science degree from a community college or university.

It is generally expected that the prospective students must have received a high school diploma, GED or their equivalent. In addition, applicants must possess or have completed the following:

Admission Requirements for the Bachelor of Business Administration (BBA):

- **College Credit/Unit Requirements:** A minimum of sixty (60) semester units or the maximum of (90) qualifying credits which must include a minimum of thirty (30) semester units in general education with two courses in Humanities, Natural Sciences, Social Sciences, plus English Composition I, English Composition II, one Mathematics course and one additional course from either the area of Humanities, Natural Sciences or Social Sciences.
- **English Proficiency Requirement:** AHUSC requires that all prospective students whose primary language is not English to have sufficient command of the English language to benefit from instruction at the institution. Coursework is offered entirely in English. It is required that students must be able to communicate effectively in English to complete courses.
- **Online Education Requirements:** To ensure your success in our programs, you will need access to and use of the hardware and software listed in our Distance Learning Requirements Page.

Prospective students whose primary language is not English may be required to the Test of English as a Foreign Language (TOEFL) at their own expense. AHUSC will accept TOEFL results of 500 or more on the paper-based exam or a score of 61 on the internet version (TOEFLiBT). Visit <https://www.ets.org/toefl> to learn more.

Note: AHUSC does not provide Visa services or vouch for student status.

Admission Requirements for the Master of Business Administration (MBA):

- **Degree Requirements:** A Bachelor's degree from Institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) with a minimum GPA of at least 2.0 (on a 4.0 scale). For students outside of the United States, please visit the International Applicants page for more information.
- A current Resume or Curriculum Vitae (CV)
- **English Proficiency Requirement:** AHUSC requires that all prospective students whose primary language is not English to have sufficient command of the English language to benefit from instruction at the institution. Coursework is offered entirely in English. It is required that students must be able to communicate effectively in English to complete courses.
- **Online Education Requirements:** To ensure your success in our programs, you will need access to and use of the hardware and software listed in our Distance Learning Requirements Page.

Prospective students whose primary language is not English may be required to the Test of English as a

Foreign Language (TOEFL) at their own expense. AHUSC will accept TOEFL results of 530 or more on the paper-based exam or a score of 71 on the internet version (TOEFL iBT). Visit <https://www.ets.org/toefl> to learn more.

Steps for Admission

Since the University accepts students on a continuous enrollment basis, applications for admission can be submitted at any time during the calendar year. The steps to apply are as follows:

1. **Step 1:** Complete the online Application Form found on home page of AHUSC called "Apply Now" or visit <https://ahusc.net/how-to-apply/>. During the application, you will be required to submit the following:
 - a. Provide a digital copy of a current government issued photo ID. All students are required to submit documentation of a current government issued photo ID. (*State issued Driver's License or ID*)
 - b. Résumé or Curriculum Vitae (CV) (*For the graduate applicants only*)
 - c. Unofficial transcripts (*if applicable*)
2. **Step 2:** The applicant must provide official transcripts from all undergraduate programs and universities or colleges attended including the highest degree, if applicable, awarded by an Institution accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. Institutions, an accepted foreign equivalent that is evaluated by any of the foreign degree evaluators listed on the [International Student's Page](#).

Transcripts are to be sent directly to the Registrar of American Heritage University of Southern California. This is accomplished by contacting the Registrar at the institution and making a request for the transcript to be forwarded to AHUSC. Usually, such requests are accompanied by required transcript fees to each institution.

Important Note: AHUSC may require prospective applicants to submit additional transcripts when applicants seeking consideration of prior credit for transfer to the graduate program. The applicant may be required to provide additional information such as a school catalog or syllabus to support the request for transfer. Applicants whose highest degree transcript does not indicate all courses completed in pursuit of the degree may be required to submit additional transcripts to substantiate credit.

Admissions Committee Review

When the applicant's admissions file is complete, the Director will notify the Admissions Committee and the review process will begin. The Admissions Committee will look for two key factors:

1. The potential for successful completion of the applicable degree program based upon the applicant's prior academic work and the successful completion of Application.
2. A match in AHUSC's program that can help the student reach their educational goals.

Within 15 days of completion of the file, applicants will be notified of the admission decision. If there are specific questions about a file, the applicant will be given the opportunity to respond before a decision is made.

Acceptance of Transfer Credit

AHUSC understands that all of our prospective students have previously completed some form of college education. All applicants can request that credits previously completed at other universities be considered for transfer into AHUSC. The applicant seeking the transfer of credits will need to provide written notification to the Dean's office containing the title and name of each course along with a copy of the course description and the name of the university where the credit was earned. Credit transfer requests are processed using a standard that attempts to match possible transfer credits to degree program requirements at AHUSC.

In order to accept transfer credits, the Registrar will review official catalogs from the institution where the courses were taken for credit. If necessary, the Registrar will request the Dean to review the material to help ensure there is a match between the potential transfer credits and the requirements of the AHUSC degree program. Credits requested for transfer should have been completed no more than seven years prior to being requested for transfer into AHUSC.

The Registrar may require the applicant to provide additional information in order to help support the evaluation process. In addition to an official transcript from the previous university, additional types of information may be requested including but not limited to the following:

1. Syllabi of courses being considered for transfer credit
2. Official catalog(s) covering the dates the courses were taken and the number of possible transfer credits allowed is based upon the following requirements:
 - a. **Undergraduates:** Can transfer up to 75% of their Bachelor's degree program from other programs and institutions. Only courses with a grade of C or higher (2.0 on a 4.0 GPA scale) can be considered for transfer.
 - b. **Graduates:** Can receive transfer credit for up to 50% of the program. Only 6 units/credits can be applied to core courses and only graduate courses with the grade of B or higher (3.0 on a 4.0 GPA scale) can be considered for transfer.

Please note: International students looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from any member of the following evaluators located on our website: [International Student's Page](#)

Evaluation of Transfer Credit

The university does not charge for evaluation of transfer credit. Credit from quarter system schools will be converted to semester hours:

Quarter	Semester
5	3.33
4	2.67
3	2.0
2	1.33
1	0.67

Experiential Credit

American Heritage University of Southern California does not offer experiential credit to any of our educational programs.

International Applicants

The institution requires prospective students whose primary language is not English to have sufficient command of the English language to benefit from instruction at the institution. Coursework is offered entirely in English. It is required that students must be able to communicate effectively in English to complete courses. TOEFL results of 500 or more is required on the paper-based exam or a score of 61 on the internet version (TOEFL iBT) for the undergraduate degree program. While a minimum score of 530 or more on the paper-based exam or a score of 71 on the internet version, (TOEFL iBT) on the graduate degree program will be used to determine the extent of English proficiency and thereby, student placement.

For more information on TOEFL, please visit <https://www.ets.org/toefl>

International Students

International students can access classes through the university's platforms. All classes are offered based on the local time zone and will vary with the internal student's location of origin. **AHUSC does not provide Visa services or vouch for student status.**

Evaluation of Foreign Degrees

Evaluation is intended to ensure that foreign degrees are equivalent to the degrees offered by institutions of higher learning in the U.S. It is recommended that applicants obtain a course-by-course evaluation. Prospective business students seeking more information are strongly advised to contact the Admission's Office.

Applicants with Foreign Qualifications

Applicants who have qualifications from foreign institutions of higher education need to have their credentials evaluated by any of the following third parties:

Educational Records Evaluations Services, Inc.
2480 Hilburn Rd, Suite 106
Fairfield, CA. 94534
(707) 759-2866 | email: edu@eres.com

Foundation for International Services, Inc.
505 5th Ave. S
Edmonds, WA. 98020
(425) 248-2255

Evaluation is intended to ensure that foreign degrees are equivalent to the degrees offered by institutions of higher learning in the United States. It is recommended that applicants obtain a course-by-course evaluation.

It is the responsibility of students from overseas to maintain lawful stay. The student is responsible for fully and properly complying with all laws and regulations of the United States, California and local governments. Please note also that AHUSC does not currently issue the form I-20 to those in need of such documents to study in the U.S. Applicants of Education need to have their credentials evaluated.

Registration

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

- Log-In information
- Course code/ title
- Course instructor's name
- Email for assistance

BBA Curriculum and Degree Requirements

To be awarded the Bachelor of Business Administration degree, all students must successfully earn a total of one-hundred and twenty (120) semester units with minimum of sixty transferred units. A maximum of ninety (90) units is can be accepted. A student should expect to take 15 to 24 months to complete the Bachelor of Business Administration degree requirements, provided an uninterrupted and normal progression through the program and the number of units transferred in.

MBA Curriculum and Degree Requirements

To be awarded the Master of Business Administration degree, all students must successfully earn a total of Thirty-nine (39) units. A student should expect to take 24 months to complete the Master of Business Administration degree requirements, provided an uninterrupted and normal progression through the program. Students seeking specialization may be required to complete up to twelve (12) additional elective/specialization units which will take longer than 24 months to complete.

Required Learning Materials

Unlimited Access to Textbooks

Each course will have a designated textbook that students are responsible to purchase or rent on their own. However, AHUSC recommends Cengage® Unlimited. For a set price, students have access to unlimited about of textbooks in timespans of 4 months, 12 months or 24 months. Learn more at <https://www.cengage.com/unlimited/>. Cengage is the education and technology company built for learners. The company serves the higher education, K-12, professional, library and workforce training markets worldwide. Cengage creates learning experiences that build confidence and momentum toward the future students want.

Course Slide Shows, Presentations, Excel Spreadsheets, and PDF Documents

The Populi system supports the use of additional learning materials, including multimedia lecture presentations, discussion forums, and other attachments the instructor may upload as course materials are at the discretion of individual faculty members.

All learning materials including Course Slide Shows, Presentations, Excel Spreadsheets, and PDF documents will be provided in the course material section of each week of the course shell.

Academic Progress Policy

These policies have been put in place to create a safe and productive academic work environment and to set expectations for the students to maintain academic progress.

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress toward earning their degree. This policy requires students to maintain both a minimum cumulative grade point average of 2.0 for the undergraduate program and a minimum cumulative grade point average of 3.0 for the graduate program.

Attendance Policy

The University requires that, once enrolled in a session, a student must make satisfactory progress toward completion of the session. It is the student's responsibility to maintain contact with his or her faculty advisor. Students are expected to attend and take an active part in all online experiences. Students enrolled in any online program will have minimum required class submission dates.

Online Classes

Online classes require students to log in at least three times per week. This includes engaging in discussions, submitting assignments, taking quizzes, contacting the assigned instructor, chat sessions and exams. Attendance is monitored through AHUSC's college management system, Populi.

Transfer Credits

Credit Transfer Policy

Credits transferred from AHUSC are generally accepted by similar institutions. Thus, it is at the sole discretion of an institution to accept. Should the credits, certificate, or degree that you earned at AHUSC not be accepted, you may be required to repeat some or all of your coursework at that institution. It is advisable that you contact an institution you seek to transfer to prior to attending AHUSC for a determination of whether your credits, certificate, etc. can be transferred.

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at American Heritage University of Southern California is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Bachelor of Business Administration (BBA) or Master of Business Administration (MBA) 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 American Heritage University of Southern California to determine if your credits or degree will transfer.

AHUSC DOES NOT IMPLY, PROMISE, OR GUARANTEE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION.

Disclosure Statement

Catalog Update Policy

While the university administration has made every effort to ensure that the policies and procedures of this catalog are correct, AHUSC reserves the right to make changes and issue addendums to the current catalog as needed. This catalog will be updated the second week of January of every year to ensure that the University's objectives are carried forward. However, other updates may take place during the year. In this case, the university will inform students of changes.

Statement of Bankruptcy

American Heritage University of Southern California or Heritage University, INC has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code.

Financial Assistance

The University does not participate in Title IV financial funding and therefore does not offer financial aid opportunities or student loans. At the present time, there are no state or federally guaranteed student loan programs or grants. However, the university does offer a limited number of scholarship opportunities and offers flexible payment plans to suit most of our student's budget.

Loan Agreement

If you obtained a loan to pay for this educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

Please note: American Heritage University of Southern California DOES NOT provide Title IV federal funding or student loans. However, if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds.

Housing Information

AHUSC does not own or operate any dormitory facilities. However, there are over 115 apartment rentals within 15 miles of the University including one less than a mile away from our main location at 9227 Haven Ave, STE 210, Rancho Cucamonga, CA 91730

WE DO NOT ASSIST STUDENTS WITH FINDING HOUSING OR RENTAL PROPERTIES.

The estimated cost of rental range between \$1455 to \$1657 at the time this catalog was last updated.

Placement Services

AHUSC does not provide placement services for students.

State of California Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

Statement Regarding Licensure

Our current Education Programs do not make graduates eligible to sit for any licensure examination in California.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at American Heritage University of Southern California is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Bachelor of Business Administration (BBA) or Master of Business Administration (MBA) 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 American Heritage University of Southern California to determine if your credits or degree will transfer.

Transferability of Credits and Credentials Earned at AHUSC

Credits transferred from AHUSC are generally accepted by similar institutions. Thus, it is at the sole discretion of an institution to accept. Should the credits, certificate, or degree that you earned at AHUSC not be accepted, you may be required to repeat some or all of your coursework at that institution.

It is advisable that you contact an institution you seek to transfer to prior to attending AHUSC for a determination of whether your credits, certificate, etc. can be transferred.

Articulation Agreements

American Heritage University of Southern California does not have any articulation agreements with any other colleges or universities.

School Performance Fact Sheet

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.

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2024, and full accreditation by July 1, 2027.

If this institution stops pursuing accreditation, it must:

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

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

Contacting the Bureau for Private Postsecondary Education

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

Physical Address

Bureau for Private Post-secondary Education
1747 N. Market Blvd, Suite 225,
Sacramento, CA95834

Mailing Address

P.O. Box980818,
West Sacramento, CA 95798

Website:www.bppe.ca.gov

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Filing a Complaint

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

Grading Policies

Grading Policy

Faculty is required to provide careful evaluation, timely assignments and appropriate grades for each enrolled student. Where there is the absence of compelling reasons, such as mistake, fraud, deceit, bad faith an act of recklessness, or incompetence, the instructor's grade will be considered final. Final course grades must be submitted by the faculty to the Registrar within two weeks after the session has ended.

Regarding late assignments, it is required that students meet all deadlines relative to discussions and assignments. Each instructor has full discretion to handle late assignments.

Grading Timelines

Faculty and staff recognize the value of grading and returning assessments to students in a timely manner. Based upon the length and type of assessment being graded, and the degree of review and feedback required, the following tiered grading turnaround times have been set:

- **Tiered Grading Policy for Examinations:** Seven (7) days after submission
- **Term Papers and Assignments:** Seven (7) business days.
- **Discussion Questions:** Graded and reviewed three (3) times a week
- **Quizzes:** Quizzes are graded within 24 hours of completion automatically through the LMS
- **Capstone:** Seven (7) days after submission

Grade Review Procedures

Faculty members have the final authority for assigning grades with the exception of grades found to be a result of arbitrary or capricious grading may be subject to further review by the Dean.

If a student believes and is able to offer clear and competent evidence that capricious or unprofessional grading has taken place a grade challenge may be submitted in writing to the Dean. The Registrar is responsible for collecting, recording, and reporting grades on behalf of the University. It is a professional responsibility that all faculty members submit their grades according to the dead- lines established by the Registrar. Incidences of delinquency will be reported to the Dean.

Grading Scale

Student performance in courses is indicated by one of the following grades. Grades which carry point value, and which are used in determining the grade point average (G.P.A.), are as follows:

Percentile	Letter Grade	Grade Points
100 – 95%	A	4.0
94 – 90%	A-	3.7
89 – 87%	B+	3.3
86 – 83%	B	3.0
82 – 80%	B-	2.6
79 – 77%	C+	2.3
76 – 73%	C	2.0
72 – 70%	C-	1.6
69 – 67%	D+	1.3
66 – 63%	D	1.0
62 – 60%	D-	0.6
Below 59%	F	0

Note: No points are awarded for Pass/Fail, Credit or No Credit Classes

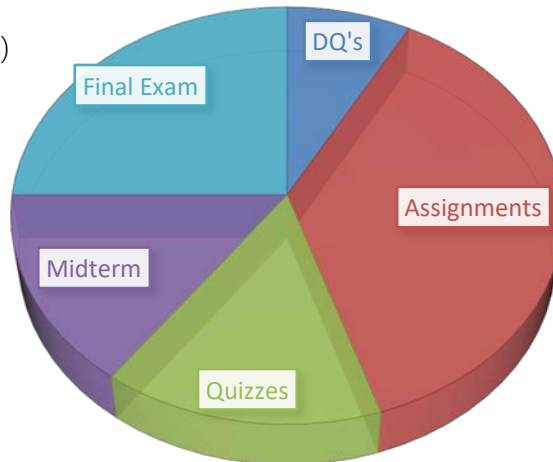
Student Assessment

Each item is weighed accordingly and tabulated to produce a final grade. Submission of all homework and/or assignments is as follows:

DISTRIBUTION OF POINTS

Allocation of Points:

- Assignments (37%)
- Discussion Questions: (8%)
- Quizzes: (15%)
- Exams: 40%
 - ✓ Mid-term (15%)
 - ✓ Final(s) (25%)
- Total: 100%



Undergraduate Degree: Bachelor of Business Administration (BBA)

Assignments	
✓ Weeks 1 - 5	6% per week (30%)
✓ Week 6	7%
Assignment Weight Totals:	37%
Exams	
Midterm Exam	

✓ 20 Multiple Choice Questions	10%
✓ Essay Question	10%
Final Exam	
✓ 40 Multiple Choice Questions	10%
✓ 2 Essay Questions	10%
Exam Weight Totals:	40%
Participation/Discussions	
Weekly Participation/Discussions (two per week) for all eight weeks of the course	1% per week
Participation/Discussions Weight Totals:	8%
Quizzes	
Week 2 through Week 7	2.50% per week
Quiz Weight Totals:	15%
TOTAL:	100%

Allocation of Points:

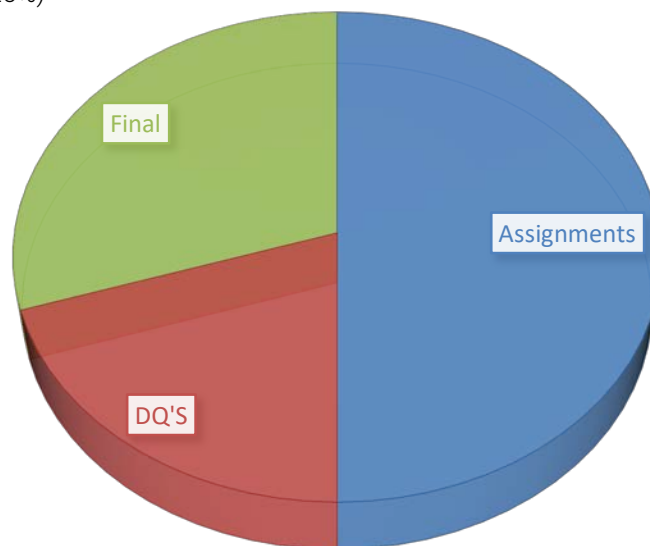
Assignments (50%)

Discussion Questions: (20%)

Final: 30%

Total: 100%

DISTRIBUTION OF POINTS



Graduate Degree: Master of Business Administration (MBA)

Case Studies	
Weekly Case Studies (Eight total)	2.50% per week
Assignment Weight Totals:	50%
Exams	
Final Exam	
✓ 40 Multiple Choice Questions	20%
✓ 2 Essay Questions	10%
Exam Weight Totals:	30%
Discussions	
Weekly Participation/Discussions (two per week) for all eight weeks of the course	1% per week
Discussions Weight Totals:	20%

TOTAL: 100%

Although individual exam grades may be subject to challenge due to administrative error, the University does not curve final grades. Final Grades are based on a combination of the following assignments/exams:

- Timely/Acceptable Submission of Homework and/or Assignments
- Midterm Exams
- Final Exams

Timely Submission

Assignments must be submitted or completed by the due date as specified in the Syllabus. Late work will not be accepted. If a student foresees reasons that they will not be able to complete an assignment on its due date, early submission is acceptable. Faculty will provide feedback within seven days of submission.

Discussion Forums

On the Asynchronous weeks, students will receive two discussion questions at the beginning of the week. Each student must respond to DQs and comment on other student responses throughout the week. Student will be graded on their participation and responses. It is important that students comment and expand upon the ideas of their virtual classroom peers. This interaction improves the virtual learning environment.

Minimum Requirements

Each student is required to post at least three times a week with a minimum of 150 words for their initial response to the discussion question and respond to at least three other student's discussion post. All posting must use at least one source of information through online research or the textbook. They must be cited using APA 6th Edition format. The final score will be determined by the following rubric:

Discussion Grading Rubrics				
Criteria	Proficient (5 points)	Progressing (3 points)	Basic (1 point)	Below Expectations (0 points)
Posting	Makes an initial post and demonstrates learning by giving advanced examples relevant to the subject (150-word minimum BBA, 250-word minimum MBA)	Makes an initial post and demonstrates learning by giving general examples relevant to the subject	Makes an initial post without examples and fails to provide any examples relevant to the subject	No post made
Mechanics	Uses proper grammar and mechanics with 1 to 2 errors	Uses proper grammar and mechanics with 3 to 4 errors	Fails to use proper grammar and mechanics	No post made
Communication	Initiates, responds, and engages in discussions, with peers independently	Responds and engages in discussion peers	Responds and engages in discussions when prompted	Does not respond to peers
Responding	Responds to posts from at least three peers	Responds to posts from at least two peers	Responds to post from at least one	Fails to respond to any of their peers' posts

Individual Assignment

All written assignments are to be typed and to be submitted online using the American Psychological Association (APA) 6th edition standards with a coversheet. Cover sheet must have the following:

- Name of the student
- Course name and number
- Assignment Heading as shown in the syllabus
- Instructor's name
- Date of submission

Exams

The final exam, mid-term and quizzes will be administered through the college management system, My AHU Notebook corresponding to their respective weeks. All exams will be timed and graded through the system.

Student Code of Conduct

Academic Integrity

Academic integrity is a fundamental value upon which all colleges and universities are built. The ability of students, faculty and staff to engage in candid discussions regarding academic and administrative matters is vital to initiating and sustaining free-flowing discussion and exchange of ideas. It is this discourse that is the core of intellectual growth and development within the academic community. For the pursuit of knowledge and scholarship to thrive, academic communities cannot tolerate acts of academic misrepresentation or acts of plagiarism.

According to the Center for Academic Integrity there are five fundamental values that characterize an academic community of integrity.

- Honesty
- Trust
- Fairness
- Respect
- Responsibility

Academic dishonesty compromises these core values and damages the ability of the University to function as a center of learning. Faculty and students must recognize and accept the responsibility to ensure academic integrity is valued and practiced on our campus.

Plagiarism

Plagiarism or academic dishonesty is a violation of the Student Code of Conduct and there are serious consequences. Students are advised to take every precaution to avoid academic dishonesty. Whenever there is a doubt, students should consult with the faculty. All written assignments and discussions will be running through Turnitin® to check for originality and proper citation.

Academic Honesty Procedure

Students who enroll at the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of an academic community. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University's best interest.

Netiquette Guidelines

Navigating the learning experience in an online environment requires a unique set of behavioral guidelines designed to promote a friendly learning environment.



- **Be friendly, positive and self-reflective.**
- **Use proper language and titles.** Do not use slang or profane words in an online environment, even if they are words you consider, "not so bad," as they will sound offensive to the reader.
- **Use effective communication.** This takes practice and thoughtful writing. Try to speak and write clearly at all times. Again, reread before you respond. Define and restate your words when necessary. Correct a misunderstanding right away.
- **Professionalism.** Leave the characters like smiley faces, and instant message abbreviations out. Your friends may like it, but chances are, your professor will not.
- **Ask for clarification.** If you are unsure of what was said, or the instructor's directive, or are trying to interpret a person's expressions, then ask again. Do not sit in silence either misunderstanding or feeling offended.

Non-Academic Dismissal Policy

AHUSC reserves the right to dismiss or fail to graduate any student who does not maintain standards of academic and professional integrity, ethics, and conduct appropriate to the degree program during the student's course of study at AHUSC.

Purpose

The Faculty of the University's programs have primary responsibility for determining the conditions for admission and dismissal of students from the unit. Academic dismissal policy formalizes the process (beginning with academic probation) by which students may be subject to dismissal on academic grounds. However, some academic units may have additional, non-academic, professional standards that, if breached, may make it impossible/not feasible for a student to continue in a program or be eligible to pursue the profession related to the program or major. Examples of non-academic requirements might include requirements on integrity, criminal history, or the like. This policy formalizes the process by which students may be removed from academic units on non-academic grounds.

Conditions for Non-Academic Dismissal

Professional standards and non-academic conditions that potentially limit admission or could result in dismissal from an Academic unit must be approved as policy by the faculty of that academic unit and ratified by the Faculty Senate and chief academic officers of the university through the same processes used for the approval of academic admission/dismissal requirements.

Students found in violation of ratified policy will be considered for dismissal by the appropriate administrative body of the academic unit. Students under consideration for dismissal will be notified, in writing, of the time, date, and location where they may be heard by and present information to the decision-making body. The student will be notified of the decision and, if dismissed, of their right to appeal the decision.

Appeal of Dismissal

Students may appeal dismissal from an academic unit in accordance with the appeals process found in the Student Code of Conduct. Appeals of dismissals from an Academic Unit will be heard by the University Appeals Hearing Panel.

Post-Dismissal Advising

Students that are dismissed from a college/program are expected to have access to advisors that can help them plan a transition to another college/program. The dismissing unit will inform the student that they may continue to use their current advisor through the student's next enrolled semester. After this point, any student that has not been admitted to a new College/Program will be placed in University College for advising towards this goal consistent with University College policies. Students whose earned credit hours exceed the credit hour limit of the University College policy on Transferring into a Degree-granting College will be permitted one semester of University College advising.

Students with Disability

In accordance to our Non-Discrimination Policy and commitment to bringing equal and accessible high-quality education to all of our students, we have adopted the Americans with Disabilities Act's (ADA) definition which defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity.

Who is Eligible?

- Students with physical disabilities
- Students with chronic illnesses
- Students with learning disabilities
- Students with mental health issues
- Students with emotional disabilities
- Students with temporary disabilities
- i.e., pregnancy, major surgery, major injury, concussion, etc.

Accommodations AHUSC provides reasonable accommodations in compliance with local, state and federal law. To receive accommodations through AHUSC, a prospective student is required to self-elect to disclose their disability during their application to any of our programs and follow the steps to receive accommodations. Approved accommodation requests submitted after courses have begun will be effective as of the date your completed request was received by our Student Services Department.

AHUSC understands that disabilities can come after enrollment into any of our programs. In such instances, students can use this Disability Accommodation Request Form to complete an Accommodation Request.

Student Identity Verification

Purpose and Scope

This policy applies to all distance education courses or programs offered by American Heritage University of Southern California, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that AHUSC operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education or correspondence courses, or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Compliance

The Populi system is the University's authentication and security measure to ensure that accounts are managed more securely across the LMS. All students of the university are provided a username and passcode to access Populi for secure access to University's Learning Management System (LMS). New students receive their LMS access after completing all required admission steps.

Students are responsible for providing their complete and identity information in any identification verification process. It is against university policy for a user to give someone his or her password or to allow others to use his or her account.

The University uses Populi as its LMS. The LMS integrates with university authentication services to ensure appropriate and secure student access to courses. All users of the University's LMS are responsible for maintaining the security of the LMS and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

In addition, the University provides instructors access to class rosters that includes student photos associated with their name and account. The LMS also provides student photos associated with their account and this is visible in areas of the course including the discussion. Live Chat of students interacting in the course is also a feature of the LMS. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

American Heritage University of Southern California complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA and student record access can be found at:

<http://www.ahusc.net/student-privacy.html>

Non-Discrimination Policy

American Heritage University of Southern California is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The university prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, or age in the administration of its educational policies, admission policies, employment, or any other university program or activity. The university also makes good faith efforts to recruit, employ and promote qualified minorities, women, individuals with disabilities, and veterans. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

The university also does not tolerate harassment of any kind. Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the university. Questions or comments about harassment or discrimination can be directed to the Dean at: dean@ahusc.net

Graduation Requirements

Graduation Policy – MBA Program

For a student to graduate from the Master of Business of Administration (MBA) program, a student must pass all of the required courses and complete 39 units. In addition, the graduate student must finish their studies with a minimum of B (3.0) for graduate students. In summary, the master's degree requires a maximum of 39 graduate semester units and the following criteria must be met:

- Thirty-nine (39) semester units completed through the University in the field of study at the graduate level beyond the master's degree or;
- A minimum of 30 semester units completed through the University in the field of study at the graduate level beyond the bachelor's degree plus 6 semester units of transfer accepted.
- Completion and acceptance of the Graduate Project Manuscript.
- Cumulative Grade Point Average of 3.0 (B) or higher.
- Official transcripts on file for all transfer units accepted by the University and for the bachelor's degree.
- All financial obligations to the University paid in full.

Graduation Policy – BBA Program

For a student to graduate from the Bachelor of Business of Administration (BBA) program, a student must pass all of the required courses and complete 60 units. In addition, the undergraduate student must finish their studies with a minimum of C (2.0). In summary, the bachelor's degree requires a total of 120 semester units and the following criteria must be met:

- A minimum of 30 semester units completed through the University.
- A minimum of 30 semester units in general education with two courses in Humanities, Natural Sciences, Social Sciences, plus English Composition I, English Composition II, one Mathematics course and one additional course from either the area of Humanities, Natural Sciences or Social Sciences.
- Cumulative grade point average of 2.0 (C) or higher.
- All financial obligations to the University paid in full.
- Official transcripts on file for all transfer units accepted by the University.

Academic Policies and Procedures

Academic Integrity

Academic integrity is a fundamental value upon which all colleges and universities are built. The ability of students, faculty and staff to engage in candid discussions regarding academic and administrative matters is vital to initiating and sustaining free-flowing discussion and exchange of ideas. It is this discourse that is the core of intellectual growth and development within the academic community. For the pursuit of knowledge and scholarship to thrive, academic communities cannot tolerate acts of academic misrepresentation or acts of plagiarism.

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Academic dishonesty compromises these core values and damages the ability of the University to function as a center of learning. Faculty and students must recognize and accept the responsibility to ensure academic integrity is valued and practiced on our campus.

Plagiarism

Plagiarism or academic dishonesty is a violation of the Student Code of Conduct and there are serious consequences. Students are advised to take every precaution to avoid academic dishonesty. Whenever there is a doubt, students should consult with the faculty.

Academic Honesty Procedure

Students who enroll at the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of an academic community. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University's best interest.

Academic Freedom Policy

AHUSC is committed to assuring full academic freedom to faculty members. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

American Heritage University of Southern California encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Complete Withdrawal/Termination Procedures

Students who wish to withdraw from all classes during a session must notify the University in writing. Students may contact the Registrar by mail, email, or fax. A student can call the Registrar's office for a "Withdrawal Form". A student who stops attending classes without notifying the University will receive a grade of "FW" (failure to withdraw). A grade of "FW" is equivalent to a failing ("F") grade and is calculated as such when determining Grade Point Averages.

Students must officially withdraw before the end of the third week of classes in order to avoid being responsible for a grade in their classes.

Add/Drop Policy

To add or drop a class a student must submit an Add/Drop form before or by the end of the second week of the session. Drops that are officially processed prior to or by the end of the second week will not appear on the student's transcripts. Students who wish to withdraw from a course must submit an Add/Drop form between the third and seventh week of the term. A grade of "W" will appear on the student's transcripts indicating the withdrawal. Students cannot drop a course beyond the third week of the session. It is the student's responsibility to officially withdraw from a course. Failure to attend a course does not constitute a withdrawal from a course. Students who stop attending courses without notifying the Registrar will receive an "FW" (failure to withdraw). A grade of "FW" is calculated as 0.00 in the student's Grade Point Average.

Administrative Drop

Students who do not attend a class (in which they are registered) during the first week of classes may be administratively dropped from the class, unless they have made arrangements with the instructor prior to the first day of class. Students should not assume that nonattendance will automatically result in an administrative drop. To avoid financial obligation to the University, it is the responsibility of the student to verify if he or she has been dropped from the course by completing an Add/Drop form

Academic Dismissal

A Student who is placed on academic probation will have until the end of the next subsequent class to raise their cumulative average to a C (2.0). If the student fails to raise their cumulative average to the required C (2.0) average, the student will be academically dismissed.

Academic Probation

A student who fails to maintain a cumulative C (2.0) average in the undergraduate program, or a cumulative B (3.0) in the graduate program will be placed on academic probation.

Upon the completion of a minimum of 12 semester hours, the student will automatically be placed on academic probation if the student's cumulative GPA falls below the required minimum for a student in good standing status (2.0 in the undergraduate programs and 3.0 in the graduate programs).

A student placed on academic probation will remain in this status for 12 credit hours or a maximum of 2 terms. Students on academic probation are limited to taking a maximum of 6 credits per term.

After the 12 credits (maximum of 2 terms) on probation status, the student's GPA is checked each term and if the GPA is below standard or there is no improvement toward the required program GPA, then the student may face academic dismissal.

Satisfactory progress is defined as a student who has raised their cumulative GPA to an acceptable level, or the student demonstrates progress toward earning an acceptable GPA **during** the probationary period as described below:

- a) If after completing 12 credit hours required during the probationary period, the student raises the cumulative GPA to 2.0 or higher for the undergraduate level or 3.0 or higher for the graduate level, the student's status will be changed to Satisfactory.
- b) If the student's GPA for the probationary period is 2.5 or higher for undergraduates or 3.5 or higher for graduates, but the student does not raise the cumulative GPA to the minimum 2.0 or higher for the undergraduate level or 3.0 or higher for the graduate level, a secondary probation period will begin.
- c) If the student does not raise the cumulative GPA to the Satisfactory level, or meet the GPA stated in item "b" above, the student will be academically dismissed (terminated).

Academic Status

W Withdrawal- The University will award a "W" grade upon the student's official withdrawal from the course within the first seven (7) weeks of the semester.

I Incomplete- If a student has not satisfied the requirements for a course by the end of semester, and the student has completed seventy-five (75) % of the course work required, the learner may request an incomplete grade through his or her faculty. If approved, the Dean will issue a grade of "I." The semester end date to finish the course. At the end of the thirty (30) days, a letter grade, A through F, will be recorded based on work submitted. Incomplete grades do not apply to dissertation or practicum courses.

TR Transfer Credit- Semester credit granted for acceptable work completed at an Educational Institution licensed by California's Bureau for Private Postsecondary Education (BPPE), or by an institution appropriately accredited by an accrediting agency recognized by the United States Department of Education, or an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA); or, for non-U.S. institutions, an educational institution approved by an equivalent authority. In addition, credit earned on national examinations such as CLEP, or military schooling may be accepted in transfer for undergraduate degrees.

IP In Progress- Applies only to dissertation or practicum courses. If a student has not satisfied the requirements for a course by the end of the semester but is making satisfactory progress, the Dean will issue a grade of "IP". If an "IP" is issued for a dissertation course, the Dissertation Committee Chair will committee that action to the other members of the Dissertation Committee. Students who receive an "IP" must re-enroll in the course and pay the additional tuition. Zero (0) course units will be awarded for an "IP" grade.

S Satisfactory- Indication of satisfactory academic progress.

U Unsatisfactory- Indication of unsatisfactory academic progress. Students who receive a "U" grade may not be allowed to continue with their program of study.

CX Cancelled Course- Course is cancelled before the official course start date.

RC Repeated Course- Students who wish to repeat a course must get written permission from the appropriate Professor and Dean. The cost for the repeated course will be at the currently published per-credit tuition rate. Both the original course and the repeated course will be used to determine the student's GPA. A note will be placed on the original grade to designate it as a repeated course.

Failed Course

If a student does not receive a final grade of sixty (60) or above, that student has effectively failed the class and will not receive credit. The student must repeat the course and pay full tuition for the repeated course. Upon successful completion of the repeated course, the student's transcript will contain both the original and repeated course grade. Both grades will be reflected in the student's overall GPA.

Re-Enrollment/Reinstatement

Students who fail to file a Request for Leave of Absence and wish to return to the University must submit an Official Request for Re-enrollment. These students will be held to the catalog requirements in effect at the time of their re-enrollment. Furthermore, departmental approval may be required for students to pursue other majors. Students seeking re-enrollment after a two-year (2) absence from the University (whether or not a leave of absence form was submitted) are required to submit a full application for re-admission and must meet all current academic entrance requirements. Approval of leave does not alter the seven-year (7) period for completion of all graduate degree requirements.

Extensions

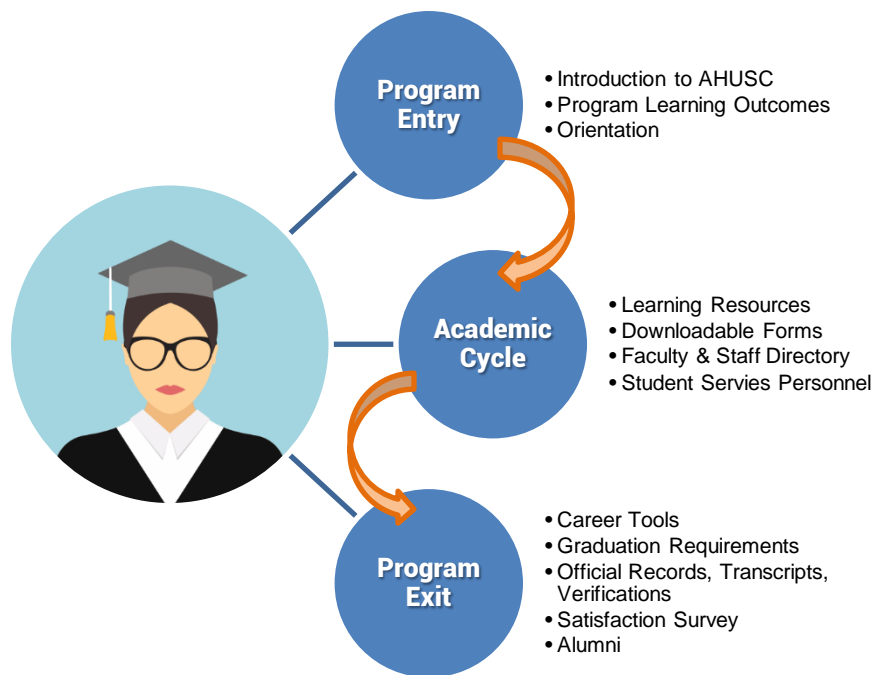
Students considering a course extension may file a formal request with the Dean. However, in submitting the course extension request, the student forfeits the option to withdraw from the class entirely. If the student is experiencing difficulties preventing him or her from completing the coursework on time, it is recommended that the student initially discuss the situation with your instructor.

Student Services

Student Services Overview

Student services plays an integral part in fulfilling AHUSC's mission to provide higher education to a culturally diverse community of adult-learners and prepare them with critical perspectives and contemporary skills based on Christian values. Through a foundation of driven staff and accessible tools, this area of our institution provides the infrastructure to the educational processes and compliments the instructional and administrative sections of the university by striving to provide seamless access and support to the quality education our faculty and staff provide.


Overall, student service is responsible for the vision and leadership of a student's entry into the program, academic cycle, and the student's exit from the program.



Program Entry

Introduction to American Heritage University of Southern California Distance Learning Education Requirements

AHUSC Online courses require students to use Populi Learning Management System on a weekly basis throughout the program. In order to ensure that students can access their course content in Populi without problems, students should comply with the following technical requirements. Failure to meet these standards means that AHUSC IT support may not be able to resolve technical issues a student might encounter

Device	Desktop computer Laptop Android Device (Phone or Tablet) Apple iOS Device (Phone or Tablet)
Operating System	Windows Operating System 7, 8, 8.1, or 10 MacOS X
Hardware	A processor of 2 GHz or faster 4 GB RAM or greater
Browsers <i>Note: Always upgrade to the latest version</i>	 <p style="text-align: center;"><i>Click on the icons to get the latest versions of these popular web browsers</i></p>
Internet Connection	Cable or DSL connection is necessary for an optimal online Experience wireless internet connections are not recommended Dial-up internet connections are not supported
Adobe Reader	The latest version of Adobe Reader: https://get.adobe.com/reader/
Microsoft Office 2013 or later	<p>Microsoft® Office 365</p> <p>AHUSC students and faculty can download Office 365 for free:</p> <ol style="list-style-type: none"> 1. Login to email using the link provided during registration 2. Click on the settings gear in the upper right-hand corner. 3. Under "Your app settings," select Office365. 4. Select "Install Status" from the menu options in the blue area on the left. 5. Select "Install desktop applications." 6. Select the "Install" button at the bottom. <p><i>Note: Users with Chromebooks will need to use the Web-based version of Microsoft tools.</i></p>

Distance Education Definition

AHUSC defines Distance Education as a form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication. Learning will take place through:

- ✓ Online conferences through technology means; ZOOM and AHUSC's Learning Module System (LMS) powered by Populi
- ✓ Pre-recorded video lectures
- ✓ PowerPoint Presentations
- ✓ Online chat sessions

All of AHUSC program offerings are completely online. Course work including assignments, quizzes, discussions, and examinations in the programs are available to students in the LMS.

Learning Platforms

American Heritage University of Southern California is located at 9227 Haven Ave, STE 210, Rancho Cucamonga, CA 91730 but does not conduct any lectures with students onsite. The university is primarily accessed through two online platforms for instruction:

- **Populi:** This is the University's main Learning Module System (LMS). It is an online platform that runs through all major web browsers that allows the instructors to post assignments, upload documents, upload videos, and a variety of other file types for easy access to the student. A computer capable of going on the internet satisfies the minimum requirement to access the system. Through this platform, students can:
 - Upload assignments
 - Participate in discussions and chat sessions
 - Ask question from fellow students or instructors
 - Upload assignments
 - Take tests
 - View their grades and academic progress

Access Populi: <https://ahusc.populiweb.com/>

- **ZOOM:** The University utilizes ZOOM for real-time face-to-face instructions with student. Using a smartphone equipped with a front-facing camera on Google's Android OS, Apple's iOS, a laptop or a Desktop PC, students can interact with instructors and other students in real-time through chat or video conference.

Access to ZOOM: The unique link to each course's ZOOM link will be provided through the LMS

Upon successful enrollment into one of our degree programs, the student will be granted access to both platforms along with video orientation on how to use and navigate each platform.

During instruction, the instructor may distribute learning materials electronically as MS Word, MS PowerPoint, MS Excel, Adobe PDF and Rich Text Format (RTF).

New Student Online Orientation

Every new student is enrolled in NSO – 101 New Student Orientation. The institution holds a required student orientation for all new students enrolled in the BBA or MBA programs. A live session is held online via ZOOM typically the week before classes begin. Students who miss the live orientation will have access to watch it. All AHUSC staff are knowledgeable about all the resources and tools new students will need during their time in the program. Staff will help students with orientation, registration, academic policies, Populi, technology and any questions or concerns as they arise.

In addition to, the institution has short videos will show the student how to:

- Navigate the LMS in general
- Navigate through a course
- Upload or update profile pictures
- Upload assignments
- Participate in discussion questions
- Use the live chat system
- Request transcripts

Academic Cycle

Learning Resources

Learning resources are texts, videos, software, and other materials that teachers use to assist students to meet the expectations for expected learning outcomes defined by the curriculum. Before any of these learning resources are used in our programs, they have been evaluated and approved the Curriculum Development Committee (CDC). Evaluation criteria may include curriculum fit, social considerations, and Christian-value-based relevance.

Library Services

The University has embedded a collection of academic research engines that provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from various academic databases, e-Library, Open Access Resources and more. The online library and other resources are more than sufficient to meet the instructional needs for undergraduate, graduate students, and instructors. These databases include:



Even if you've not used **Google Scholar** before, you'll know Google. And, thus, you can probably guess that Google Scholar is a search engine dedicated to academic work. Not everything listed on Google Scholar will be freely available in full. But it is a good place to start if you're looking for a specific paper, and many papers can be downloaded for free.



Another dedicated academic search engine, **BASE** offers access to more than 140 million documents from more than 6,000 sources. Around 60% of these documents are open access, and you can filter results to see only research that is available for free online.



The **Directory of Open Access Journals (DOAJ)** is a database that lists around 12,000 open access journals covering all areas of science, technology, medicine, social science, and the humanities.



PubMed is a search engine maintained by the NCBI, part of the United States National Library of Medicine. It provides access to more than 29 million citations of biomedical research from MEDLINE, life science journals, and online books. The NCBI runs a similar search engine for research in the chemical sciences called PubChem, too, which is also free to use.



CORE is an open research aggregator. This means it works as a search engine for open access research published by organizations from around the world, all of which is available for free. It is also the world's largest open access aggregator, so it is a very useful resource for researchers!



Run by the British Library, **ETHOS** is a database of over 500,000 doctoral theses. More than half of these are available for free, either directly via ETHOS or via a link to a university website.



SSRN is a database for research from the social sciences and humanities, including 846,589 research papers from 426,107 researchers across 30 disciplines. Most of these are available for free, although you may need to sign up as a member (also free) to access some services.



Semantic Scholar is an "intelligent" academic search engine. It uses machine learning to prioritize the most important research, which can make it easier to find relevant literature. Or, in Semantic Scholar's own words, it uses influential citations, images, and key phrases to "cut through the clutter."



PLOS is an open-access research organization that publishes several journals. But as well as publishing its own research, PLOS is a dedicated advocate for open-access learning.



Z-Library is a shadow library and file-sharing project for scholarly journal articles, academic and general-interest books. Z-Library says the project provides access to more than 6,754,720 books and 80,759,561 articles as of April 1, 2021



With **PQDT Open**, you can read the full text of open access dissertations and theses free of charge.



JSTOR helps students explore a wide range of scholarly content through a powerful [research and teaching platform](#). JSTOR collaborates with the academic community to help libraries connect students and faculty to vital content while lowering costs and increasing shelf space, provide independent researchers with free and low-cost access to scholarship, and help publishers reach new audiences and preserve their content for future generations.



Started by a business student for business students, the primary goal of this site is to cut through the clutter of the Internet and tame information overload by bringing you the noteworthy, not the noise. Jeff Blum, an MBA graduate, regularly combs through loads of business publications and hand-picks the best articles so you can save valuable time while keeping up with the best management thinking.



Funded in part by the U.S. Department of Education Title VI B grant, **globalEDGE** delivers a comprehensive research tool for academics, students and businesspeople. Connect with over 47,000 people using the gE Network while tapping into a directory of over 5000 quality resources. globalEDGE provides tools and resources to efficiently research nearly any international business question you may have.



Investopedia is the world's leading source of financial content on the web, ranging from market news to retirement strategies, investing education to insights from advisors.



The channels by which today's scholars discover relevant content are varied and wide. In this increasingly complex environment, institutions are seeking strategies to make their students' theses and dissertations as widely visible and cited as possible. With EBSCO Open Dissertations, institutions and students are offered an innovative approach to meeting these goals by driving additional traffic to ETDs in institutional repositories.



The United Nations iLibrary is the comprehensive global search, discovery, and viewing source for digital content created by the United Nations. Initially launched in 2015, the UN iLibrary was updated in December 2020 to incorporate new features such as an interface in all six official UN languages and a search feature by Sustainable Development Goals.



The Business Publications
Search Engine

BPubs.com is a directory-based Internet search engine that strives to cover the topic of Business Publications. By eliminating the noise of "homepages, index pages, and other extraneous web site components", our users are able to extract what they truly searching for – content. Our target audience of corporate and business users will become repeat visitors because we save them time finding the information they need.

LIRN Library & Information Resources Network

Through LIRN, AHUSC's Online Library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from various academic databases, eLibrary, Open Access Resources and more. Watch the video below to learn more.

Access LIRN URL:

<https://proxy.lirn.net/AmerHeritageUniv>

The username name and password will be provided in a student's library card.

Librarika: <https://ahusc.librarika.com/> (login required)

Free Databases Links:

Textbooks Through Cengage

Tuition and fees do not include cost for books and study materials. AHUSC uses Cengage® Unlimited. Cengage Unlimited is a first-of-its-kind subscription model offering students access to unlimited course materials each semester—all for one low price. Upon subscription, students will have access to all Cengage® library of online textbooks, study tools and resource centers. Visit <https://www.cengage.com/unlimited/> for more information.











While Cengage Unlimited offers different pricing, AHUSC recommends the **\$189.99** annual subscription for access to all required textbooks for students enrolled in the undergraduate or graduate programs. This fee is paid directly to the publisher. A credit card is required.

List of Textbooks (With ISBN Numbers)

- [Bachelor of Business Administration](#)
- [Master of Business Administration](#)

Downloadable Forms

Students can download any of the following fill-able forms (*Adobe® pdf required*).

- Graduation Application Forms
 - BBA: 
 - MBA: 
- Transcript Request Form 
- Leave of Absence Form 
- Withdrawal Petition Form 
- Grievance Form 
- Change of Contact Information Form 
- Academic Progress Report Sheet 
- Enrollment Agreement Cancellation 
- Disability Accommodation Form 

Faculty & Staff Directory

Administrative Office

9227 Have Ave, STE 210
Rancho Cucamonga, CA 91730

Website: www.ahusc.net

General: info@ahusc.net

Admissions: admissions@ahusc.net

Technical Support: support@ahusc.net

Registrar: registrar@ahusc.net

Telephone: (909) 884-9000

Fax: (909) 466-8077

Office Staff Contact Info & Office Hours			
Department	Email	Phone	Availability (M – F)
General Information	info@ahusc.net	(909)884-9000 ext. 0	9:00 AM – 5:00 PM
Admissions	admissions@ahusc.net	(909)884-9000 ext. 116	9:00 AM – 5:00 PM
Student Affairs	studentaffairs@ahusc.net	(909)884-9000	12:00 PM – 3:00 PM
Administrative Support	adminsUPPORT@ahusc.net	(909)884-9000 ext.114	9:30 AM – 2:30 PM
Director of Operations	doo@amheritageuniv.net	(909)884-9000 ext. 113	10:00 AM – 4:00 PM
IT Support	itsupport@ahusc.net	(562)646-6318	3:00 PM – 7:00 PM
Academics	academics@ahusc.net	(909)884-9000 ext. 115	9:00 AM – 5:00 PM
Dean	dean@ahusc.net	(909)884-9000 ext. 110	10:00 AM – 3:00 PM
Office of the Registrar	registrar@ahusc.net	(909)884-9000 ext. 113	9:00 AM – 5:00 PM

Student Services Personnel

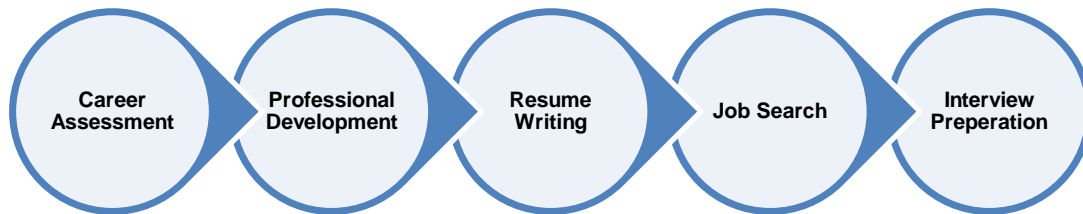
David Carrasco, *Academics*

Pat Ogamien, *Records*

Program Exit

Career Tools

The University does not currently offer any services related to job placement. However, AHUSC's Career Services consists of assisting students with resume writing, tips and interview techniques, advising of job openings and professional development workshops. The following resources are available:



Career Assessment Tools

There are great career assessment tools provided on the world wide web. These sites provide tests and assessment tools to make career searching more productive. Each of the sites are free to use without obligation to sign-up for the service:

1. Free Student Career Mentoring Sessions: <https://mentorstudents.org/>
2. [Capella's Career Exploration video playlist](#)
3. MAPP Career Assessment Site: www.assessment.com
4. Ten Free Career Assessment Tools: www.monster.com/career-advice/article/best-free-career-assessment-tools
5. O*Net Resource Center: www.onetcenter.org
6. Career One Stop: www.careeronestop.org/
7. eLearning Planner: <http://elearningplanner.learnkey.com>
8. Career College: <http://www.careercolleges.com/career-assessment-test>
9. Career Fitter: <http://careerfitter.com>
10. California Career Cafe: www.cacareercafe.com
11. iSeek Careers: www.iseek.org
12. My Next Move: www.mynextmove.org

Note: AHUSC does not have partnership, affiliation, or relationship with any of the sites listed for career assessment tools. Use of any of the website's tools and resources listed are subject to accepting their respective terms and conditions of use.

Professional Development Workshops

AHUSC provides on-going opportunities for professional and spiritual development for the growth of faculty, staff, and students. Workshops are scheduled a session in advance. Visit our professional. Here are

topics we have covered over the last five years:

- How to start a business
- Creating your own website from scratch
- Make your own business card
- How to overcome the fear of public speaking
- Become an Anchor in your place of employment
- Advanced Microsoft® Word Tips
 - Using APA Format
 - Mail Merge
 - Table of Contents
 - Cover Pages
- Using Adobe® PDF Pro
- Problem resolution through PAR

Resume Writing

Below are a few more resources to help you write your resume.

1. [How to Create a Resume that Gets Noticed](#)
2. [How to Format and Upload Your Resume for the Online Job Search](#)
3. [Complete Guide to Writing a Student Resume \(13 Tips and Examples\)](#)
4. [Resume Examples](#)
5. [Resume Template](#)
6. [How to Write an Effective Resume](#)
7. [Careers.org Resume Writing Tips](#)
8. [Purdue Writing Lab](#)
9. [Monster.com Resume Tips](#)
10. [Job Hero Resume & Cover Letter Builder](#)

Note: AHUSC does not have partnership, affiliation, or relationship with any of the sites listed for Resume writing. Use of any of the website's tools and resources listed are subject to accepting their respective terms and conditions of use.

Resume Samples

1. [Visual CV](#)
2. [Live Career](#)
3. [Job Hero](#)
4. [Velvet Jobs](#)
5. [Cover Letters & Resume](#)
6. [Novoresume](#)

Job Search Engines

A job search engine collects job listings from all over the internet to help you find the job that's right for you. These employment sites can also offer career and job-search advice, employer reviews, and describe different job descriptions or employers:

1. Complete Guide to a Job Search: <https://uptowork.com/blog/job-search>
2. After College: www.aftercollege.com/
3. Business Week: <http://jobs.businessweek.com/a/all-jobs/list/q-mba/l-los+angeles,+ca>
4. Career Bliss: www.careerbliss.com/
5. Career Builder: www.careerbuilder.com/
6. College Recruiter: www.collegerecruiter.com/
7. Career Rookie: www.careerrookie.com/
8. Glass Door: www.glassdoor.com
9. Indeed: www.indeed.com

10. Idealist: www.idealists.com
11. Intern Jobs: www.internjobs.com/
12. InternMatch: <https://www.wayup.com/>
13. Internships: www.internships.com
14. LinkedIn: <https://www.linkedin.com/jobs/?trk=>
15. Monster: <http://career-advice.monster.com/>
16. Neuvoo: <http://neuvoo.com/en>
17. Simply Hired: www.SimplyHired.com
18. USA Jobs: www.USAJobs.com
19. Entry Level Jobs: <https://local.job-applications.com/>
20. Business Administrator Jobs: <https://universityhq.org/>

Note: AHUSC does not have partnership, affiliation, or relationship with any of the sites listed for Job search engines. Use of any of the website's tools and resources listed are subject to accepting their respective terms and conditions of use.

Interview Preparation

Preparing for a job interview is very important. Here are a few resources to prepare you and get you started:

1. Job Interviews: <https://uptowork.com/blog/job-interviews>
2. Ace the Interview: <http://career-advice.monster.com/job-interview/careers.aspx>
3. Interview Q&A: www.theladders.com/career-advice
4. Interview Advice: <https://jobs.theguardian.com/careers/interview-advice/>
5. How to Prepare for a Job Interview Infographic: <http://www.manilarecruitment.com/manila-recruitment-articles-advice/how-to-prepare-for-a-job-interview-infographic/>
6. Common Job Interview Questions and Best Answers (20 Examples): <https://uptowork.com/blog/job-interview-questions-and-answers>
7. Strengths & Weaknesses Question: <https://novoresume.com/career-blog/what-are-your-strengths-and-weaknesses-interview-questions>
8. Why Do You Want to Work Here? <https://novoresume.com/career-blog/why-do-you-want-to-work-here>
9. Thank You Email After Interview: <https://novoresume.com/career-blog/thank-you-email-after-interview>

Note: AHUSC does not have partnership, affiliation, or relationship with any of the sites listed for interview preparation. Use of any of the website's tools and resources listed are subject to accepting their respective terms and conditions of use.

Graduation Requirements

1. You are eligible to graduate if you meet the following conditions:
 - a. **Bachelor of Business Administration (BBA):** For a student to graduate with their BBA, they must:
 - i. Apply for graduation
 - ii. Complete the required core courses offered and any other addition courses required
 - iii. Finish their studies with a cumulative **grade point average of 2.0** or greater.
 - iv. Complete the End of Program survey so that we gain your feedback on how we can improve your program
 - v. Satisfy all financial obligations.
 - b. **Master of Business Administration (MBA):** For a student to graduate with their MBA,

they must

- i. Apply for graduation
 - ii. Complete the required core courses offered and any other addition courses required
 - iii. Finish their studies with a cumulative **grade point average of 3.0** or greater.
 - iv. Complete the End of Program survey so that we gain your feedback on how we can improve your program
 - v. Satisfy all financial obligations.
2. If you haven't already graduated or applied to graduate, make sure you apply to graduate no later than the first week of **June each year**. If you have questions, please call (909)884-9000 ext. 112.
 3. Make the June deadline to have your name printed in the Commencement program. This applies to all eligible Bachelor and Master's students. Students who do not wish to be listed in the Commencement program should contact the Office of the Registrar at (909) 884-9000.
 4. Please check with family to determine ticket needs. Let us know who is coming to celebrate with you before the June deadline.
 5. Review Cap and Gown information as stated on the graduation application form.
 6. After completing the steps above, you will need to pay your graduation fees. The fees are set as follows:

AHUSC Graduation Fees		
Description	Cost	What is Included
Bachelor of Business Administration (BBA) Registration Form (PDF)	\$250 <i>Non-refundable</i>	Cap & Gown, Official Transcripts (One copy), Diploma Certificate, Diploma Cover, and Award Letter
Master of Business Administration (MBA) Registration Form (PDF)	\$250 <i>Non-refundable</i>	Cap & Gown, Official Transcripts (One copy), Diploma Certificate, Diploma Cover, and Award Letter
Bachelor of Business Administration (BBA) & Master of Business Administration (MBA)	\$500 <i>Non-refundable</i>	Cap & Gown, Official Transcripts (One copy of each), Diploma Certificate, Diploma Cover, and Award Letter

Official Records, Transcripts, Verifications

Student Verification

This policy applies to all distance education courses or programs offered by American Heritage University of Southern California, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that AHUSC operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education or correspondence courses, or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the

following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Compliance

The Populi system is the University's authentication and security measure to ensure that accounts are managed more securely across the LMS. All students of the university are provided a username and passcode to access Populi for secure access to University's Learning Management System (LMS). New students receive their LMS access after completing all required admission steps.

Students are responsible for providing their complete and identity information in any identification verification process. It is against university policy for a user to give someone his or her password or to allow others to use his or her account.

The University uses Populi as its LMS. The LMS integrates with university authentication services to ensure appropriate and secure student access to courses. All users of the University's LMS are responsible for maintaining the security of the LMS and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

In addition, the University provides instructors access to class rosters that includes student photos associated with their name and account. The LMS also provides student photos associated with their account and this is visible in areas of the course including the discussion. Live Chat of students interacting in the course is also a feature of the LMS. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

American Heritage University of Southern California complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA and student record access can be found at: <http://www.ahusc.net/student-privacy.html>

Transcripts

An official transcript of a student's academic record is issued only upon the student's written, signed request. Transcripts submitted to the University for admission or credit transfer become the property of the University and cannot be returned to the student, copied or forwarded to other institutions.

Request Your Official Printed Transcripts via AHUSC Website

Please use this [Transcript Request Form](#) located on the school's website to request transcripts. AHUSC will only release official transcripts to students who meet the following conditions:

- The student has completed the program from our BBA or MBA program. (*BBA + MBA program only through one of our international affiliates*).
- The student has downloaded and completed [Transcript Request Form](#) that includes their signature. This form must be emailed to registrar@ahusc.net
- Call to pay applicable processing fees
- All financial obligations have been paid to the university

Your Official Electronic Transcripts via Populi

Students can request their official transcripts through Populi. The steps are as follows:

- Login into Populi: <https://ahusc.populiweb.com>
- Navigate to your student profile
- Click on "Transcript Actions" and choose "Request Official Transcripts"
- On the Delivery Method, select "Print and Email"
- Enter the recipient's name and address and pay the applicable processing fee
- All financial obligations have been paid to the university

Request to Your Official Transcripts Emailed to an Institution

Populi supports electronic transcripts. This option allows you to have your official transcripts sent directly to another institution via email and password. The steps are as follows:

- Login into Populi: <https://ahusc.populiweb.com>
- Navigate to your student profile
- Click on "Transcript Actions" and choose "Request Official Transcripts"
- On the Delivery Method, select "Email"
- Enter the recipient's email address and pay the applicable processing fee
- All financial obligations have been paid to the university

Unofficial Transcript Request

Students can request Unofficial Transcripts at no charge anytime through Populi by logging in, navigate to the student profile, click on "Transcript Actions" and choose "Export Transcripts."

Satisfaction Survey

The student satisfaction survey collects in-depth data of a student's satisfaction with AHUSC. This survey consists multiple question types that collect feedback about multiple aspects of the school that can help us improve our educational offerings, faculty, staff, and student services. The survey was created by experts and leaders in the education sector that have an understanding of the metrics that define the success of a school. It contains questions that collect data about the reference ability of the school, grading or rating questions that encompass various parameters of the school as well as feedback about the academic advisor and other school staff.

Alumni

Once you graduate from AHUSC, you automatically become a member of our supportive Alumni Association. We strongly believe that the relationships our students form within the University and each other should not end after graduation. To ensure this, we invite you to stay connected to the expanding professional and social network of alumni.

Student Rights & Responsibilities

Students with Disability

In accordance to our Non-Discrimination Policy and commitment to bringing equal and accessible high-quality education to all of our students, we have adopted the Americans with Disabilities Act's (ADA) definition which defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity.

Who is Eligible?

- Students with physical disabilities
- Students with chronic illnesses
- Students with learning disabilities
- Students with mental health issues
- Students with emotional disabilities
- Students with temporary disabilities, ex. pregnancy, major surgery, major injury, concussion, etc.

Accommodations AHUSC provides reasonable accommodations in compliance with local, state and federal law. To receive accommodations through AHUSC, a prospective student is required to self-elect to disclose their disability during their application to any of our programs and follow the steps to receive accommodations. Approved accommodation requests submitted after courses have begun will be effective as of the date your completed request was received by our Student Services Department.

AHUSC understands that disabilities can come after enrollment into any of our programs. In such instances, students can use this [Disability Accommodation Request Form](#) to complete an Accommodation Request.

Student Advising

- Grading Policies
- Student Code of Conduct
- Non-Academic Dismissal Policy

Financial Aid Services

The University does not currently participate in Title IV financial funding and therefore does not offer financial aid opportunities or student loans. At the present time, there are no state or federally guaranteed student loan programs or grants. However, the university does offer a limited number of scholarship opportunities and offers flexible payment plans to suit most of our student's budget.

Loan Agreement

In the event that a student has obtained a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

Housing Information

AHUSC does not own or operate any dormitory facilities. However, there are over 115 apartment rentals within 15 miles of the University including one less than a mile away from our main location at 9227 Haven Ave, STE 210, Rancho Cucamonga, CA 91730. For listings of apartments in the city of Rancho Cucamonga, California, please visit: <https://www.apartments.com/rancho-cucamonga-ca/>

WE DO NOT ASSIST STUDENTS WITH FINDING HOUSING OR RENTAL PROPERTIES.

The estimated cost of rental range between \$1650 to \$4675 at the time this catalog was last updated.

Tutoring Support Staff

Dr. Ray Briggs, Adjunct Faculty

Dr. Briggs received his Ph.D. in experimental psychology from Cornell University. He is the Chief Scientific Officer of SCIQ, a system integration and development company located in South Pasadena, California. He is currently involved in evaluation, applied research, and development activities related to the digital capture of retinal images. His early research involved the analysis of confusion matrices, visual distinctive features, and cognitive decision strategies. He has worked on business and systems problems involving the hotel industry, State of California POST and DMV, U.S. Military pilots, ophthalmic instrument manufacturers, and developers of commercial driving simulators. Dr. Briggs has been associated with a number of institutions as adjunct faculty; and he has authored numerous articles and publications.

Farooq Khan, Professor

Mr. Farooq Khan received an M.B.A. from Western Michigan University, Kalamazoo, Michigan, an M.S. in Mechanical Engineering from Middle Eastern Technical University Ankara, Turkey, and a B.S. in Mechanical Engineering and B.S. in Physics from the Middle Eastern Technical University, Ankara, Turkey. Mr. Khan held management and executive positions in engineering and manufacturing companies. He has expertise in R&D, engineering and operations management, manufacturing and quality management.

David Carrasco, Adjunct Faculty

B.A. Cal State University, Long Beach

M.B.A. Keller Graduate School of Management, Pomona, California

The university offers on-campus facilities for students to form study groups. For our online students we offer online virtual study rooms where students can collaborate in personalized study sessions. These services can be requested through the College Management System by contacting the academic department.

Change of Contact Information

Students can change their contact information anytime by downloading the [Change-of-contact-information form](#) (You need Adobe Reader to view and print this form). This form will allow students to change:

- Temporary/Local Address
- Primary Permanent Address
- Emergency Contact Information
- Personal Email Address
- Cell Phone Number

The completed form must be sent to the registrar's email: registrar@ahusc.net or by mail to

Office of the Registrar

9227 Haven Ave, STE 210

Rancho Cucamonga, CA 91730

Student ID Card

The student ID card is the property of the University. Use is governed by the University in its sole discretion. The ID card is nontransferable; lending the ID card to anyone for any purpose is prohibited and may result in disciplinary action. ID cards must be surrendered to university officials, including faculty and staff members, upon request. Failure to comply may result in disciplinary action.

Job Placement Services

The University does not currently offer any services related to job placement.

Other Policies

Leave of Absence Policy

The University is fully aware that an emergency may occur that may interrupt class attendance. In such situations students may then apply for Leave of Absence (LOA) directly from the registrar.

When a student is granted a LOA, consequences may include:

- a) Receiving an F grade for all courses that were uncompleted
- b) Repeating failed courses, and
- c) Extending the graduation date

Maintenance and Confidentiality of Student Records

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet only accessible by the registrar or authorized officer. Students have access to their own personal records through the student portal of the University's website and through Populi, AHUSC's online college management system. Transcripts are kept permanently.

Tuition/Fees

Tuition must be paid two weeks in advance of the start of the current term along with the submission of the Registration Form and the Enrollment Agreement.

Estimated Cost of Attendance Per Program

Program	Tuition Cost Per Unit	Length	Estimated Cost of Attendance
Bachelor of Business Administration (BBA)	\$150.00	2.5 Years*	\$10,319.07**
Master of Business Administration (MBA)	\$250.00	1.7 Years*	\$11,069.07**

*Students, under approval from the Dean, can take two classes at a time to reduce the amount of time needed to complete the program

** Estimated cost includes application fee, registration fees, student technology fees, textbooks, capstone materials, capstone exam, proctor fees, and graduation fees. All fees are subject to change with notice. Estimated cost does not include other optional and situation fees.

Bachelor of Business Administration (BBA) Cost Breakdown

The Bachelor of Business Administration (BBA) requires a minimum of 60 units.

Cost per Unit: \$150.00

Item	Cost	Frequency	Policy	Paid to
Total Tuition	\$9000.00	Per Program	Tuition	AHUSC
Registration Fee	\$100.00* x 2	Annually	Non-Refundable	AHUSC
Application Fee	\$50.00*	One-time	Non-Refundable	AHUSC
Student Technology Fee	\$180.00*^ x 2	Annually	Refundable*^	AHUSC
Textbooks (Cengage Unlimited)	\$189.99** x 2	Annually	Non-Refundable	Cengage
Graduation Fee	\$250.00	One-time	Non-Refundable	AHUSC
Estimated Total Charges for the Program:			\$10,319.07	

Master of Business Administration (MBA) Cost Breakdown

The Master of Business Administration (MBA) requires a minimum of 39 units.

Cost per Unit: \$250.00

Item	Cost	Frequency	Policy	Paid to
Total Tuition	\$9750.00	Per Program	Tuition	AHUSC
Registration Fee	\$100.00* x 2	Annually	Non-Refundable	AHUSC
Application Fee	\$50.00*	One-time	Non-Refundable	AHUSC
Student Technology Fee	\$180.00*^ x 2	Annually	Refundable*^	AHUSC
Textbooks (Cengage Unlimited)	\$189.99** x 2	Annually	Non-Refundable	Cengage
Capstone Materials	\$70.00***	One-time	Non-Refundable	Capsim
Capstone Exam	\$15.00***	One-time	Non-Refundable	Capsim
Graduation Fee	\$250.00	One-time	Non-Refundable	AHUSC
Estimated Total Charges for the Program:			\$11,069.07	

Total estimated charges are calculated under the assumption that the program is completed in two years. Estimate does not include additional charges which can be incurred during the course of each program. Read the [Fee Schedule](#) and [Fee Details](#) for more information

^This fee is paid twice during the course of the program. It is paid directly to PSI Online Proctoring. Visit PSI Online Proctoring for more information.

**Non-refundable*

***Note: This fee is paid separately to Cengage. [Learn more](#). Students can purchase textbooks through Cengage Unlimited for **\$180** annually. This will provide 12 months of access to any textbook. Students will not be able to pass a course without the required course materials.*

**^It is fully refundable at first class session, or the seventh day after enrollment, whichever is later, partially refundable after 7 days*

**** Applies only to BBA and MBA final courses*

Fee Schedule

Application Fee*	\$50.00
Student Registration**	\$100.00
Late Payment Fee	\$25.00
Diploma Replacement	\$100.00
Certified Transcript	\$25.00
Returned Check Fee	\$35.00
Graduation Fee (one-time charge)	\$500.00
Graduation (Non-Attendance Fee)	\$250.00
Student Technology Fee**	\$100.00
STRF****	\$2.50 per \$1,000 of tuition
Capstone Materials***	\$70.00
Capstone Exam***	\$15.00

**Non-refundable*

*** It is fully refundable at first class session, or the seventh day after enrollment, whichever is later*

**** Applies only MBA Capstone course*

***** STRF applies only to California residents*

Fee Details

- **Application:** This is a one-time fee charged when a student completes an application for admission into any of the university's educational programs. This fee *is non-refundable*.
- **Student Registration:** This is a one-time fee charged after a student's application for admission into any of the university's educational programs is accepted and an Enrollment Agreement has been signed by the student. This fee *is non-refundable* seven days after being charged to the student.
- **Late Payment:** This fee applies only to tuition payments that are paid after the due date.
- **Diploma Replacement:** This fee is charged only to graduates from any of the educational programs who need a replacement of their diploma or for those who simply want another copy.
- **Certified Transcript:** This fee is charged to graduate or active students enrolled in any of our educational programs requesting a copy of their official transcripts.
- **Returned Check Fee:** This fee is charged to any check payments written to the university that gets returned or refused by the bank.
- **Graduation Fee:** This one-time fee is charged to all students who complete any of the degree programs. It covers the attendance of the commencement ceremony, graduation gown & cap, photos, diploma and a copy of official transcripts.
- **Graduation Fee (None-Attendance):** This one-time fee is charged to all students who complete any of the available degree programs but choose not to attend the commencement ceremony. It covers the graduation gown & cap, diploma and a copy of official transcripts.
- **Student Technology:** This one-time fee covers all technology related cost. This fee *is non-refundable* seven days after being charged to the student.
- **Student Tuition Recovery Fund (STRF):** The charge is \$2.50 per every \$1000 (*California residents only*).
- **Capstone Material Costs:** Fee is charged only during the Capstone course of each program. It only applies the MBA program. This fee includes access to the web platform and textbook. This fee is paid directly to CAPSIM.
- **Capstone Exam:** Fee is charged only during the Capstone course of each program. It only applies the MBA program. This fee is paid directly to CAPSIM.
- **Cengage Unlimited:** Cengage Unlimited is a first-of-its-kind subscription model offering students access to unlimited course materials each semester—all for one low price. Upon subscription, students will have access to all Cengage @library of online textbooks, study tools and resource centers. Visit <https://www.cengage.com/unlimited> for more information. AHUSC suggests the \$189.99 annual subscription for access to all required textbooks for the enrolled program. This fee is paid directly to the publisher.

Payment Plans

The University is aware of the needs of its students. Accordingly, various payment schedules and plans are available. Please contact student finance for more information. Acceptable forms of payments include electronic payments, checks, money orders, or any of the major credit cards.

Financial Assistance

The University does not participate in Title IV financial funding and therefore does not offer financial aid opportunities or student loans. At the present time, there are no state or federally guaranteed student loan programs or grants. However, the university does offer a limited number of scholarship opportunities.

Financial Hold

Students who are placed on Financial Suspension will have their My AHU NoteBook account placed on a financial "hold." A student whose account is on "hold" will not receive any administrative or academic services. Services withheld may include, but are not limited to, class registration, and changing status.

Students must resolve their financial account with the Student Finance department to be removed from the financial "hold." In compliance with California Civil Code section 1788.9 et seq, as of July 1, 2020, the university will grant releases transcripts to all students regardless of their financial obligations to the university. Students are advised to pay their tuition and fees in a timely manner to avoid interruption of studies in their registered program.

Available Methods of Payment

AHUSC accepts electronic funds transfer, cash, credit card, personal or business checks, cashier's check, or money order. Returned checks are subject to a returned check fee. If there are technical or situational issues that arise, a student may be restricted to a specific form of payment.

Payments via My AHU NoteBook

To make a payment via check, credit/debit card;

- Login into Populi: <https://ahusc.populiweb.com>
- Navigate to your student profile
- Click on "Financial" and choose "Make Payment" located on the right side of the screen,
- Enter the amount you wish to pay, select payment type, and submit

Tuition Payment for Third-Party

Your tuition can be paid by a relative, friend, employer, or any third party without giving them access to your student account. Follow these steps:

1. Log in to My AHU NoteBook
2. Click on "My Profile," then click on the "Financial" tab
3. Click on "Make a Payment" and underneath the button, you will see "Someone else paying?".
4. Once you click on this, a long link that looks like this:
"https://ahusc.populiweb.com/router/student_charges/show/33164...
5. Copy and paste that link into any communication medium to who you want to assist you with your tuition payment. When this payment is received, it will automatically post to your student account as a payment

Payments via Bank Transfer

To make a payment via bank transfer or electronic funds transfer, please call student finance at (909)884-9000 ext. 112.

Payment Plan Schedules

Upon signing your Enrollment Agreement, a student is required to enroll in a payment plan of four or 12 months. Payment plans are intended only for tuition costs. There is an Enrollment Fee of \$50.00 and every missed payment carries a late fee of **\$25.00**.

Student's Rights

Cancellation

A student has the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance of the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a prorated refund (See example below). Cancellation may occur when the student provides a written notice of cancellation using the Withdrawal form [AD 1007](https://ahusc.net/forms/AD_1007_Withdrawal_Form.pdf) which can be downloaded at https://ahusc.net/forms/AD_1007_Withdrawal_Form.pdf. The form must be completed, signed and mailed to the following address:

ATTENTION: AHUSC Registrar
9227 Haven Ave, STE 210,
Rancho Cucamonga, CA 91730.

This can be done by fax or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

If a course is cancelled or the student withdraws within 7 calendar days after the first day of class and at the start of the program, the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed **\$250.00**, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Refund Policy

AHU has and maintains the following policy for the refund of the unused portion of tuition fees and other charges in the event the student does not register for the period of attendance or withdraws there from at any time prior to completion of the courses or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed **60%** or less of the course of instruction shall be a prorated refund. Notice of cancellations shall be in writing.

For the purpose of determining a refund under this section, you shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- You notify AHUSC of your withdrawal or as of the date of your withdrawal, whichever is later.
- AHUSC terminates your enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of 3 weeks; and/or failure to meet financial obligations to the school.
- You have failed to attend class for three (3) consecutive weeks.
- You have failed to return from a leave of absence.

REFUND EXAMPLE: Amount of Credit to Student (First Course upon Entry)

The following is an example of how the prorated refund works for an 8-week BBA course (First Course):

1. If the student pays \$450 tuition and registration/technology fee (\$280) for the term and withdraws within the first 7 days of the start of the term, then the full tuition of \$450 plus the registration & technology fee of \$280 will be refunded.
2. If the student withdraws after week one, then the \$250 (registration fee & partial technology fee of \$150) is non-refundable
3. If the student pays \$450 tuition for the course and withdraws, depending upon the day the student notifies AHUSC of their decision to withdraw, the student will receive the following:

Example: Student pays \$450 in tuition and \$100 Registration Fee & \$180.00 Technology Fee:

Week	Tuition Refund to Student	Registration/Technology Fee Refund to Student	Total Refund
First Day of Class	100% = \$450.00	\$280.00	\$730.00
First Week after 1st Day	90% = \$405.00	\$250.00	\$655.00
Second Week	80% = \$360.00	\$0.00	\$360.00
Third Week	70% = \$315.00	\$0.00	\$315.00
Fourth Week	60% = \$270.00	\$0.00	\$270.00
Fifth Week	0% = \$0.00	\$0.00	\$0.00

REFUND EXAMPLE: Amount of Credit to Student (Any 8-Week Course)

The following is an example of how the prorated refund works for an 8-week BBA course:

1. If the student pays \$450 tuition and withdraws within the first 7 days of the start of the course, then the full tuition of \$450 will be refunded.
2. If the student withdraws after week one, then the proration of the tuition will be refunded based on the week of withdrawal
3. If the student pays \$450 tuition for the course and withdraws, depending upon the day the student notifies AHUSC of their decision to withdraw, the student will receive the following:

Example: Student pays \$450 in tuition:

Week	Tuition Refund to Student	Tuition Charged by the School	Total Refund
First Day of Class	100% = \$450.00	\$0.00	\$450.00
First Week after 1st Day	90% = \$405.00	(\$45.00)	\$405.00
Second Week	80% = \$360.00	(\$90.00)	\$360.00
Third Week	70% = \$315.00	(\$135.00)	\$315.00
Fourth Week	60% = \$270.00	(\$180.00)	\$270.00
Fifth Week	0% = \$0.00	\$0.00	\$0.00

NOTE: A week is defined as Sunday through Saturday

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the you received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to you. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

Grievance Policy

American Heritage University of Southern California defines a grievance as a significant circumstance that a student regards as a just cause for accusation. The University is responsible to uphold its students' rights and ensure that the university's non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a university policy, or other.

Procedure to Initiate Grievance

Students must use the following procedure to file a grievance: studentsupport@ahusc.net

1. **Informal Process:** AHUSC encourages students to make every effort to resolve their problems and concerns directly and informally with the faculty members or other involved parties. Students should first attempt to address the issue with the responsible party in writing through the Learning Module System (Populi). This process will time-stamp a copy of the communication in the messaging area of the platform. In some cases, the student may wish to discuss the problem initially with the Dean, however, contacting the Dean does not serve as a substitute for addressing it with the party involved.
2. **Formal Procedure:** If informal discussions do not result in a resolution of the problem, the student may initiate the formal grievance procedure by submitting a written complaint appropriate to the nature of the complaint. File and submit formal complaint using the [Student Grievance Form](#) within 10 class days after the student decides an informal grievance cannot occur which must be done within 30 calendar days of the alleged incident. The form should be completed and emailed to the dean@ahusc.net. The Dean will call a meeting as needed and shall issue a decision within 10 business days of the grievance submission.
3. **Appeal to the University:** If the student does not find the decision rendered by the Dean satisfactory, the student should consult the Vice President of Academic Affairs in writing for information regarding further grievance procedures at the University level.

NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint in English with the California Bureau for Private Postsecondary Education. www.bppe.ca.gov

Filing a Complaint about our Institution

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

Financial Aid (Title IV)

We are well aware of and responsive to the financial needs of our students. Accordingly, we have payment schedules and plans available in place to ease the burden of a full tuition and fees payment. American Heritage University of Southern California does not currently offer any financial assistance or support to students.

Federal Requirements

AHUSC is committed to full transparency and compliance with all state and national standards. This catalog contains all required definitions, objectives, disclosures, statements of facts, educational expenses, as well as regulatory policies. All information below provides the required information or where to read them if they appeared prior.

Public Information

- ✓ Academic Calendar: <https://ahusc.net/academic-calendar/>
- ✓ Grading Policies: <https://ahusc.net/academic-policies/>
- ✓ Refund Policies: <https://ahusc.net/refund-policy/>
- ✓ Admissions Policies: <https://ahusc.net/administrative-policies/>
- ✓ Program Requirements:
 - BBA: <https://ahusc.net/bba-program/>
 - MBA: <https://ahusc.net/mba-program-requirements/>
- ✓ Tuition & Fees: <https://ahusc.net/tuition-fees/>
- ✓ Faith Statement: <https://ahusc.net/faith-statement/>
- ✓ Mission Statement: <https://ahusc.net/mission-values/>
- ✓ Institutional Objectives: <https://ahusc.net/mission-values/>

Advertising and Recruitment Materials

AHUSC advertises through social media (Facebook), Website, and a Tri-Fold Brochure. Our advertisements can be viewed at:

- ✓ Facebook: <https://www.facebook.com/ahusc>
- ✓ Website: <https://ahusc.net>
- ✓ Tri-Fold Brochure: <https://ahusc.net/uploads/bppe/AHUSC-Tri-Fold%202021.pdf>

Credit Hour Definition and Course Content Equivalencies

Defining credit for educational purposes must specify an amount of time to quantify reasonably a course's workload. The responsibility for such determination rests with faculty, curriculum committees, and institutional administrators as guided by Regional Accrediting agencies and the United States Department of Education's "Program Integrity Issues," 34 CFR § 600.2, October 2010.

American Heritage University of Southern California (AHUSC) adheres to the Federal definition, which states that an hour of academic credit is, "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours" (34 CFR § 600.2).

AHUSC defines an Academic Year as 48 weeks in length separated into three, 16-week trimesters. Two

online 8-week sessions are included in each trimester.

AHUSC Credit Hour Equivalencies

The institutionally established equivalencies to the Federal definition of the credit hour at AHUSC are explained in the bulleted list and represented in a chart below. These standards apply to both undergraduate and graduate courses.

- Online Course: Because online courses are condensed into eight-weeks in length and offered within one of two, eight-week sessions during a trimester, one online credit hour provides two hours of direct instruction and four hours of indirect instruction per week over eight weeks, totaling 48 hours of student time.
- The formula used to calculate a semester hour of credit for a transfer student bringing to Baker credit earned in a quarter-based system, or for a “transitioning” Baker College student, is that a semester credit hour earned equals the quarter credit hours multiplied by 0.66667 to produce the student’s equivalent semester hour credit. The 0.66667 conversion rate is the standard Baker College has employed for many years and is generally accepted as a standard conversion rate. For example, when computing equivalencies for a common course like BB 101 Introduction to Management, AHUSC will use the formula of multiplying 4-credit hours earned in a quarter-system course by 0.66667 equaling 2.6667 credit hours in a semester-system. AHUSC will round credit hour calculations to the nearest whole number (e. g. 2.6667 to 3.0 or 1.3334 to 1.0). *

Minimum Equivalencies for One Credit Hour (Trimester)				
Direct Instruction Courses: Online	Direct instruction Per Week: 2 hours	Outside-of-class work Per Week: 4 hours	Length: 8 weeks	Total Time: 48 hours

Three (3) Credits Per Semester				
Direct Instruction Courses: Online	Direct instruction Per Week: 6 hours	Outside-of-class work Per Week: 12 hours	Length: 8 weeks	Total Time: 144 hours

Course and Program Credit Hour Procedures:

AHUSC utilizes a standardized curriculum model, and credit hour allocations are established during the program design phase. The Instructional Design Department uses institutionally established models, Understanding by Design (UbD) and Quality Matters, to develop student learning outcomes, enabling objectives and learning activities that align with credit hour requirements. Courses and programs have assigned credit hour requirements, which are uniform within the Student Information System and Learning Management System, and audited by university department.

Program Length and Cost

Program	Tuition Cost Per Unit	Length	Estimated Cost of Attendance
Bachelor of Business Administration (BBA)	\$150.00	2.5 Years*	\$10,319.07**
Master of Business Administration (MBA)	\$250.00	1.7 Years*	\$11,069.07**

*Students, under approval from the Dean, can take two classes at a time to reduce the amount of time needed to complete the program

** Estimated cost includes application fee, registration fees, student technology fees, textbooks, capstone materials, capstone exam, proctor fees, and graduation fees. All fees are subject to change with notice. Estimated cost does not include other optional and situation fees.

Bachelor of Business Administration (BBA)

The Bachelor of Business Administration (BBA) requires a minimum of 60 units.

Cost per Unit: \$150.00

Item	Cost	Frequency	Policy	Paid to
Total Tuition	\$9000.00	Per Program	Tuition	AHUSC
Registration Fee	\$100.00* x 2	Annually	Non-Refundable	AHUSC
Application Fee	\$50.00*	One-time	Non-Refundable	AHUSC
Student Technology Fee	\$180.00* [^] x 2	Annually	Refundable* [^]	AHUSC
Textbooks (Cengage Unlimited)	\$189.99** x 2	Annually	Non-Refundable	Cengage
Graduation Fee	\$250.00	One-time	Non-Refundable	AHUSC
Estimated Total Charges for the Program:		\$10,319.07		

Master of Business Administration (MBA) Cost

The Master of Business Administration (MBA) requires a minimum of 39 units.

Cost per Unit: \$250.00

Item	Cost	Frequency	Policy	Paid to
Total Tuition	\$9750.00	Per Program	Tuition	AHUSC
Registration Fee	\$100.00* x 2	Annually	Non-Refundable	AHUSC
Application Fee	\$50.00*	One-time	Non-Refundable	AHUSC
Student Technology Fee	\$180.00* [^] x 2	Annually	Refundable* [^]	AHUSC
Textbooks (Cengage Unlimited)	\$189.99** x 2	Annually	Non-Refundable	Cengage
Capstone Materials	\$70.00***	One-time	Non-Refundable	Capsim
Capstone Exam	\$15.00***	One-time	Non-Refundable	Capsim
Graduation Fee	\$250.00	One-time	Non-Refundable	AHUSC
Estimated Total Charges for the Program:		\$11,069.07		

Student Complaints

This information appeared prior to this page. Review Grievance for AHUSC's policy and procedure for handling student complaints.

Transfer of Credit Policies

This information appeared prior to this page:

- ✓ [Credit Transfer Policy](#)
- ✓ [Notice Concerning Transferability of Credits and Credentials Earned at Our Institution](#)
- ✓ [Acceptance of Transfer Credit](#)

Distance Education Definition

This information appeared prior to this page. Review AHUSC's definition of [Distance Education](#).

Verification of Student Identity

This information appeared prior to this page. Review AHUSC's policy for the [Verification of Student Identity](#).

Student Confidentiality and Privacy

This information appeared prior to this page. Review AHUSC's policy for managing and protecting [Student's Confidentiality and Privacy](#).

Fraud and Abuse

AHUSC's commitment to transparency propels us to provide students with information that is detailed, clear, accessible and easy to comprehend. All information has been listed prior to this page. They can be reviewed as follows:

- ✓ [Student's Confidentiality and Privacy](#).
- ✓ [Grievance Policy](#)
- ✓ [Code of Conduct](#)
- ✓ [Verification of Student Identity](#).
- ✓ [Non-Discrimination Policy](#)
- ✓ [Tuition & Fees](#)
- ✓ **Credit Transfer Policies**
 - [Credit Transfer Policy](#)
 - [Notice Concerning Transferability of Credits and Credentials Earned at Our Institution](#)
 - [Acceptance of Transfer Credit](#)
- ✓ [Program Length and Cost](#)
- ✓ [Graduation Requirements](#)

Prior to admission into any of our programs, a student will be *required* to sign an Enrollment Agreement that will cover all policies, cost, program information, school performance fact sheets and more.

Student Achievement

- ✓ School Performance Fact Sheet: <https://ahusc.net/uploads/bppe/School-Performance-Fact-Sheet-2018.pdf>
- ✓ Consumer Information Disclosure: <https://ahusc.com/uploads/bppe/23.%20Consumer%20Information%20Disclosure%20Form.pdf>

Title IV Participation

This information appeared prior to this page. Review AHUSC's statement regarding [Financial Aid \(Title IV\)](#)

State Authorization – For Online Students from States Other Than California

The U.S. Department of Education requires that any U.S. college or university offering online or distance programs to citizens in a state where it is not physically located to meet those other states' requirements to legally offer postsecondary, online education to their residents. The regulations for authorization vary from state to state.

American Heritage University of Southern California is located in California and can currently offer online programs to students residing in the following U.S. states and territories either through licensure, **authorization**, or *Exemption*:

- Alaska Commission on Postsecondary Education – *Exempt*
- Arizona State Board for Private Postsecondary Education – *Exempt*
- California Bureau for Private Postsecondary Education – **Authorized**
- Colorado Department of Higher Education, Commission on Higher Education – *Exempt*
- Florida Commission for Independent Education – *Exempt*
- Hawaii Postsecondary Education Authorization Program – *Exempt*
- Idaho State Board of Education – *Exempt*
- Illinois Board of Higher Education – *Exempt*
- Indiana Board for Proprietary Education – *Exempt*
- Kansas Board of Regents – *Exempt*
- Kentucky Council on Postsecondary Education – *Exempt*
- Louisiana State Board of Regents – *Exempt*
- Maine Department of Education – *Exempt*
- Mississippi Commission on College Accreditation – *Exempt*
- Missouri Department of Higher Education- *Exempt*
- Montana Board of Regents, Office of Commissioner of Higher Education – **Authorized**
- Nebraska Coordinating Commission for Postsecondary Education – *Exempt*
- Nevada State Commission on Postsecondary Education – *Exempt*
- New Hampshire Department of Education, Higher Education Commission – *Exempt*
- New Jersey Secretary of Higher Education – *Exempt*
- Board of Governors for the University of North Carolina – *Exempt*
- North Dakota State Board of Higher Education – *Exempt*
- Ohio Board of Regents – *Exempt*
- Oklahoma State Regents for Higher Education – *Exempt*
- Pennsylvania Department of Education – *Exempt*
- South Carolina Commission on Higher Education – *Exempt*
- South Dakota Secretary of State – *Exempt*
- Tennessee Higher Education Commission – *Exempt*

- Texas Higher Education Coordinating Board – *Exempt*
- Utah Division of Consumer Protection – *Exempt*
- Vermont Agency of Education – *Exempt*
- Virginia State Council of Higher Education – *Exempt*
- Washington Higher Education Coordinating Board – *Exempt*
- West Virginia Higher Education Policy Commission – *Exempt*
- Wyoming Department of Education – *Exempt*

If you are a U.S. citizen, do not reside in California, and are thinking about enrolling in an AHUSC online program, we urge you to review the regulations regarding authorization of your specific state. If you become an AHUSC student and subsequently move to a new state, to avoid any interruptions in your enrollment status, you are responsible for ensuring AHUSC's program is approved in the new state. Rules and regulations vary by state and could change at any time. All students must update AHUSC records regarding a change of address especially if moving to a different state. You may download the [Change of Contact Information Form](#).

Proof of Catalog Issue

I have received a copy of the American Heritage University of Southern California Catalog which contains the rules, regulations, course completion requirements, and costs of the specific degree program in which I have enrolled.

Print Name: _____

Signature: _____

Student I.D.#: _____

Enrolled by: _____

Date: _____