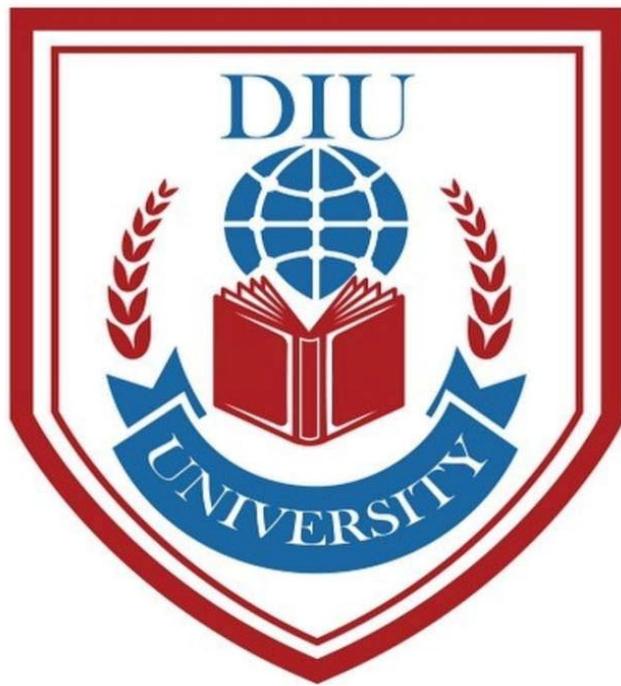


**DELTA INTERNATIONAL UNIVERSITY  
DIUCA**



**CATALOG  
2021 – 2022**

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## **ABOUT DELTA INTERNATIONAL UNIVERSITY DIU**

### **EFFECTIVE 2022**

The information in this catalog is intended for informational purposes only and does not constitute a legal contract between Delta International University and any person or entity. Delta International University reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice. The information in this catalog is effective for the indicated academic year, unless superseded by a revision.

### **CONTACT INFORMATION**

11277 Garden Grove Blvd., Suite #200  
Garden Grove, CA 92843  
Tel: + 1- 949- 409 – 9770  
[info@deltauniveristy.org](mailto:info@deltauniveristy.org)

Class session are held at this address and/or in **DIU Moodle**.

### **OFFICE HOURS**

Delta International University operates and is open during standard business hours Pacific Standard Time (PST).

Monday – Friday: 9:00 A.M. – 5:00 P.M.  
Saturday – Sunday: Closed

### **HOLIDAYS**

The holidays observed are as follows:

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

## **MISSION & OBJECTIVES**

### **MISSION**

The mission of Delta International University is to educate the leaders of future, enabling them to make a difference in their professional life and in the world.

### **OBJECTIVES**

Delta International University's objective is to encourage students to fulfill their goals. This includes motivating students to value entrepreneurship, be culturally and globally conscious, and innovative. DIU strives for:

- Engaging students intellectually for success and critical thinking.
- Develop students' a range of knowledge and increased awareness in business and other areas.
- Foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups.

## **APPROVALS & RECOGNITIONS**

### **STATE OF CALIFORNIA APPROVAL**

The U.S. government requires that all schools are recognized by the governing body of the State in which they are located. DIU is legally operating in California and approved as a private postsecondary educational institution to grant all degrees, certificates and/or offer credentials as indicated on its Catalog & website.

DIU is approved by the Bureau for Private Postsecondary Education (BPPE) to operate as a private postsecondary educational institution in the State of California.

*BPPE school code#: Institution Code: 15556920*

### **ADMINISTRATIVE STAFF**

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

**Nadira Pardo, Ph.D.**

President

**Malcolm Copper, Ph.D.**

Vice President and Chief Academic Officer (CAO)

**William A. Reed, Ph.D.,**

Chief Compliance Officer (CCO)

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT DIU**

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

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

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

## **ARTICULATION AGREEMENTS**

DIU has not entered into an articulation or transfer agreements with any other colleges or universities at this time.

## **SCHOOL OF BUSINESS**

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

## **PROGRAMS**

### **DEGREE PROGRAMS**

- Bachelor of business administration (BBA)
- Master of Business Administration (MBA)



## **FACULTY**

DIU's faculty are business practitioners who have made an impact on developing organizations to go from "good to great". With an average 1:25 student faculty/student ratio, all online classes allow students to get to know their professors. DIU's superb instructional faculty creates a dynamic learning environment, where knowledge is not just passed along, but explored and shared.

### **Nadira Pardo Ph.D.**

DIU President, and professor of Behavioral Economics

- Ph.D. Doctor of Philosophy (Psychology), University of Memphis (formerly Memphis State University), Memphis, Tennessee
- M.S. Master of Science (Psychology) University of Memphis, Tennessee
- B.S. Bachelor of Science (Psychology) University of Memphis, Tennessee
- Master of Divinity (Pastoral and Family Counselling), Unity Worldwide Spiritual Institute, Unity Village, MO
- Certificate IV in Leadership and Management, Scouts Australia RTO, Hobart TAS, Australia
- Certificate of Online Teaching and Education Management, Northcentral University, Scottsdale, AZ

### **Malcolm Cooper Ph.D.**

DIU Vice President and Professor of Management

Development and management of tourism & hospitality resources, Urban & Regional Planning, Ecosystem appraisal and management (including EIA), Water resources and waste management policy development, Community consultation, Social and economic development planning, Small business management, Project design, project management

- Doctor Honoris Causa, Logos University International, Miami, Florida
- Doctorado Honoris Causa (Law), Universidad CUGS, Mexico City, Mexico
- PhD, University of Birmingham, Birmingham, UK
- Master of Laws (Environment), University of Adelaide, Adelaide, Australia
- MA, Economic Geography, Victoria University of Wellington, New Zealand
- BA, BA (Hons), Geography, Victoria University of Wellington, New Zealand
- Diploma of TESOL, Language Training Institute, Maryoochydore, Australia
- Certificate in Sustainable Tourism, Global Sustainable Tourism Council

**William A. Reed, Ph.D.,**  
Professor of Innovation Management

- Ph.D. in Management Performance and Leadership, The Union Institute and University, Cincinnati, OH
- Master of Science in Management, Thomas Edison State College, Trenton, NJ
- Bachelor of Science in Applied Science and Technology, Thomas Edison State College, Trenton, NJ

**Sylvan Guillard Ph.D.**  
Professor of Economics

- Ph.D. in Economics, University of Marseille, Marseille, France
- MBA Knowledge Management, University of Marseille
- Paris Institute for Political Studies (Sciences Po. Eco-fi), Paris, France
- DEA in Quantum Physics ENSI de Caen, Caen, France
- ENSI Engineer, Physic-Materials Chemistry, Caen, France

**William B. Claster, Ph.D.**  
Professor of Statistics, Mathematics, Data Science, Programming

- PH.D., Asia Pacific Studies  
Ritsumeikan Asia Pacific University: Beppu, Oita, Japan
- Master of Arts, Mathematics  
Temple University: Philadelphia, PA
- Bachelor of Arts, Physics  
Bard College: Annandale-o-Hudson, NY

**Shaun Sharifi, Ph.D.**  
Professor of Mechanical Engineering, Supply Chain and Business Technology Management

- PhD, Industrial Engineering , Concordia University, Montreal, Canada, Canada
- Master of Business Administration/ MBA- John Molson School of Business, Concordia University, Montreal, Canada
- BSc. Industrial Engineering- Aryamehr (Sharif) University of Technology, Tehran, Iran

**Phillip Pardo**

Professor of Accounting

- MBA Finance, American University, Washington, D.C.
- BSBA Procurement & Grants management, American University, Washington, D.C.
- Certification in European Integration, American University, Washington, D.C.

**Venus Torabi**

Lecturer in English Literature and Humanities

- Ph.D. Candidate (ABD), Humanities, Brock University, St. Catharines, Ontario, Canada
- MA, English Literature, Shiraz University, Shiraz, Iran
- BA, English Literature, Shiraz University, Shiraz

**Marcel Natchia, PhD**

Professor of Business

- PhD in Business Administration, Northcentral University, San Diego, CA
- MA in Administration, The University of Texas, Arlington, Texas

**Thomas Valfrid Anderson**

Professor of Business Law

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

**Jamchid Assadi**

Professor of Marketing

- Ph.D. of Marketing strategies and Communication.  
University of Paris at Dauphine, Paris, France.
- Research Methodology and Epistemology.  
École des Hautes Études, Paris, France (auditor)
- M.A. of Marketing strategies and Communication (D.E.A).

University of Paris at Dauphine, Paris, France

- B.A. of Business Administration. International Management School/E.S.C.P (École Supérieure de commerce de Paris)

### **Evgeny Khvalkov**

Professor of History and Civilization

- PhD in History and Civilization  
European University Institute, Florence, Italy
- Master of Arts in Medieval Studies  
Central European University, Department of Medieval Studies, Budapest, Hungary
- BA in History  
Lomonosov Moscow State University, Faculty of History, Medieval Studies Department

### **Andre Molajani, Ph.D.**

Professor of Sociology

- P.h.D in Sociology, University of Rennes II, Paris France
- Master of Arts in Sociology, University of Rennes II, Paris, France
- Bachelor of Arts in Sociology, University of Caen, Paris, France

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE PROGRAM**

### **PROGRAM ADMISSIONS REQUIREMENTS**

DIU will not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program.

- **Education.** DIU requires either evidence of an earned high school diploma, General Educational Development (GED) tests, ability-to-benefit exam (ATB), or the successful completion of a degree program. The degree must be earned at an appropriately accredited institution or foreign equivalent. Exceptions may be made on a case-by-case basis.
- **Information Technology.** Possess computer and internet skills sufficient to effectively participate in DIU's pedagogical model and conduct research at the undergraduate level.

- **Maximum Total Credit Awarded is 90 units:** Transfer Credit (TRC): 90 units  
Standardized Exam Credit (SEC): 90 units

## **PROGRAM DESCRIPTION**

The Bachelor of Business Administration (BBA) degree program aims to develop students' intellectual ability through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required to be successful in business functions, an organizational unit, or an enterprise. The coursework provides students with a solid business foundation in the field. An emphasis is on critical thinking and decision-making. The BBA degree program is designed to provide students with opportunities to explore business administration and meet educational goals and enhance their career opportunities.

## **PROGRAM LEARNING OBJECTIVES (PLOs)**

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

1. Develop a broad foundation in general education. fields of study with an emphasis on critical thinking.
2. Acquire a broad understanding of the business field and apply it to a global contemporary business environment.
3. Demonstrate written and oral communication skills
4. Understand the basic concepts of supervision and leadership, and apply leadership skills at the individual and group level.

## **PROGRAM MODE OF INSTRUCTION**

Instruction can be completed through classroom-hybrid and/or 100% online instructional methodologies.

## **PROGRAM GRADUATION REQUIREMENTS**

- Complete 120 semester units of prescribed curriculum.
- Complete all required coursework with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Apply for graduation and meet all academic and financial requirements.

## **BBA COURSES & UNITS**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>
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**General Education Module (15 courses) 45**

*Communication and English (5 Courses) 15*

ENG 100 English Composition	3
ENG 200 World Literature	3
COM 100 Introduction to Mass Communication	3
ENG 300 Critical Thinking	3
GE114 Business English I	3

*Social Sciences (4 Courses) 12*

SOC 100 Introduction to Sociology	3
PSY 100 Introduction to Psychology	3
GN107 Comparative Political Ideologies	3
BUS 300 Business Ethics	3

*Math & Sciences (6 courses) 15*

MAT 100 College Algebra	3
BUS 150 Business Mathematics	3
MAT 200 Introduction to Statistics	3
BUS 330 Introduction to E-Commerce	3
INT 100 Introduction to Information Technology	3
ENV100 Introduction to Environmental Science	3

**Core Module (16 courses) 48**

BUS 100 Introduction to Business	3
ACC 100 Principles of Financial Accounting	3
MKT 320 Small Business Marketing & Strategy	3
MKT 300 Marketing	3
MGT 410 Project Management	3
BUS 320 Introduction to International Business	3
MGT 400 Operations Management	3
MGT 320 Organizational Theory and Behavior	3
MGT 310 Principles of Human Resource Management	3
BUS 310 Business Law	3
FIN420 Financial Markets & Institutions	3
ECN 110 Introduction to Macroeconomics	3
ECN 100 Introduction to Microeconomics	3
BUS 400 Business Strategy and Policy	3
BUS 200 Entrepreneurship	3
BUS 110 Business Communication	3

The Electives Module requirement can be fulfilled by taking any undergraduate courses that are not already a requirement.

Undergraduate course codes are 100-499.

<b>Elective Module (9 Courses)</b>	<b>27</b>
FIN 410 Intermediate Financial Management II	3
FIN 400 Intermediate Financial Management I	3
FIN 300 Fundamentals of Finance	3
ECN 300 Money and Banking	3
ACC 200 Principles of Managerial Accounting	3
SBM 310 Business Planning for New Ventures	3
MKT 420 Consumer Behavior	3
MKT 410 Advertising	3
MKT 400 Public Relations	3
MKT 310 Pricing Strategies	3

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**BBA - 40 courses** **120 units**

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**BBA Total Units** **120**

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Unit Breakdown:

- 45 Units General Education
- 48 Units Core Courses
- 27 Units Electives

## COURSE SEQUENCING

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

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

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

## COURSE FREQUENCY

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

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

### **CAREER OPPORTUNITIES**

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

### **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements: (a) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (b) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by **June 2024**, and full accreditation by **September 2025**.

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

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



## **MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAM**

### **PROGRAM ADMISSIONS REQUIREMENTS**

- **Pre-Education:** Evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution or foreign equivalent.
- **Information Technology:** Possess computer and internet skills sufficient to effectively participate in and conduct research at the graduate level. Must complete the Distance Education Method of Instruction Skills Assessment as part of the application.
- **Maximum Credit Awarded is 6 Units:**  
Transfer Credit (TRC): 6 credits  
Standardized Exam Credit (SEC): 0 credits

### **PROGRAM DESCRIPTION**

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

### **PROGRAM OBJECTIVES**

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

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

### **PROGRAM MODE OF INSTRUCTION**

Students will have the option to take courses solely campus-hybrid, solely online, or a combination of the two by mixing and matching on campus-hybrid and online courses.

### **PROGRAM GRADUATION REQUIREMENTS**

- Complete 36 semester units of the prescribed curriculum.
- Earn a grade of "C" or higher in all required courses.
- Complete all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale.
- Apply for graduation and meet all academic and financial requirements.

<b>MBA Program Requirements</b>	
<b>Code &amp; Course Title</b>	<b>Units</b>
<b>Core Module (11 Courses)</b>	<b>33</b>
BUS 530 Management Information Systems	3
BUS 540 Business Law for Managers	3
BUS 560 Business Ethics and Social Responsibility	3
BUS 590 Business Strategy & Policy	3
FIN 500 Financial Management	3
MGT 500 Organizational Behavior & Leadership	3
MGT 510 Human Resource Management	3
MGT 620 Operations Management & Supply Chain	3
MKT 500 Marketing Management	3
MGT 840 knowledge Management	3
ECN510 International Economics	3
<b>Capstone Module (1 course)</b>	
BUS 700 MBA Capstone	3
<b>MBA</b>	<b>36</b>

## **PREPARATION FOR EMPLOYMENT**

The MBA program is designed to provide students with opportunities to explore and master business administration concepts and meet educational goals and enhance their career opportunities.

## **POSSIBLE OCCUPATIONS / JOB TITLES**

Chief Executives, General and Operations Managers, Sales Managers, Administrative Services Managers, Industrial Production Managers, Transportation/Storage/Distribution Managers, Construction Managers, Social and Community Service Managers, Managers (All Other), Cost Estimators, Management Analysts, Business Teachers (Post-secondary).

Administrative Assistant (43-6010), Advanced Analytics Analyst (13-1111), Application Developer (15-1132), Applications Engineer (15-1132), Architectural Designer (11-9041),

Assistant Account Manager (13-2011), Assistant Branch Manager (11-9199), Assistant Finance Manager (413395), Assistant Manager (11-9199), Assistant Manager -Accounting (13-2011), Assistant Media Planner (27-3099), Assistant Project Manager (13-1082), Associate Actuarial Analyst (15-2011), Audit Associate (43-3031), Audit Senior Assistant (43-3031), Benefits Specialist (13-1141), Bookkeeper (43-3031), Branding/Marketing Manager (11-9199), Business Analyst (13-1199), Business Immigration Paralegal (23-2011), Business Intelligence Analyst (13-1199), Business/Technical Analyst (13-1199), Care Assistant (29-9099), Case Manager (11-9199), Cash Management Coordinator/Accounts Payable Clerk (13-2011), Clerical Assistant (43-4121), Clinical Coordinator (19-3031), Compliance Manager (13-1041), Customer Service/Sales Associate (43-4050), Data Analyst (43-9020), Data Analyst Intern (43-9021), Data Scientist (43-9020), Design Associate (27-1020), Designer (27-1020), Digital Analyst (15-1255), Digital Marketing Coordinator (13-1161), Digital Marketing Intern (13-1161), Digital Marketing Manager (44501), E-commerce and Marketing Assistant (13-1161), E-Commerce Business Analyst-Intern (13-1199), Finance Office Assistant (13-2050), Finance/Administrative Intern (13-2099), Financial Advisor (13-2050), Financial Analyst (13-2051), HR/Operations Assistant (43-4161)

## **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements: (a) Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. (b) Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by **June 2024**, and full accreditation by **September 2025**.

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

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

## **EQUAL OPPURTUNIES POLICY**

### **1. Policy Objective**

The objective of this policy is to ensure the commitment of DIU to the promotion of equality opportunity to all its members. DIU guarantees to provide equality membership to all, regardless of:

- gender, including gender reassignment ;
- marital or civil partnership status ;
- having or not having dependents;
- religious belief or political opinion;
- race (including colour, nationality, ethnic or national origins);

disability;  
sexual orientation;  
age.

DIU is opposed to all forms of unlawful and unfair discrimination. All members of DIU will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection, training or any other benefit will be made objectively, without unlawful discrimination, and based on skills and ability.

We recognise that the provision of equal opportunities in all our activities will benefit DIU. Our equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

This policy applies to applicants for employment, volunteers and members of the group alike.

## **2. Equality commitments**

DIU is committed to the principles and practice of Equality. DIU values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

DIU is committed to:

promoting equality of opportunity for all persons;

promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated;  
preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;

fulfilling all our legal obligations under the equality legislation and associated codes of practice;  
complying with our own equal opportunities policy and associated policies;

taking lawful affirmative or positive action, where appropriate;

breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership.

## **3. Implementation**

DIU has specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy DIU shall:

communicate the policy to members by making it available to all existing, and new members;

endeavour through appropriate training to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for membership;  
Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of its members;  
Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters);  
Ensure that adequate resources are made available to fulfil the objectives of the policy.

#### 4. Monitoring and review

DIU will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

#### 5. Complaints

Members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimized. Any complaint of victimization will be dealt with seriously, promptly and confidentially. Victimization will result in disciplinary action and may warrant dismissal

## ACADEMICS

### UNITS OF CREDIT

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

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

**Preparation** is typically homework, such as reading and study time and completing assignments and projects.

## 2022 ACADEMIC CALENDAR

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

<b>Summer Session 1 May 6 – June 30</b>	<b>Summer Session 2 July 1 – August 25</b>
Admissions Deadline April 22 (Mon)	Admissions Deadline June 17 (Mon)
Classes Begin May 6 (Mon)	Classes Begin July 1 (Mon)
Classes End June 30 (Sun)	Classes End August 25 (Sun)
<b>Summer Break   August 26 – September 1, 2022</b>	

<b>Fall Session 1 September 2 – October 27</b>	<b>Fall Session 2 October 28 – December 22</b>
Admissions Deadline August 12 (Mon)	Admissions Deadline October 7 (Mon)
Classes Begin September 3 (Tue)	Classes Begin October 28 (Mon)
Classes End October 27 (Sun)	Classes End December 22 (Sun)
<b>Fall Break   December 23, 2022 – January 5, 2023</b>	

<b>Spring Session 1 January 7 – March 3</b>	<b>Spring Session 2 March 4 – April 28</b>
Admissions Deadline December 19, 2022 (Wed)	Admissions Deadline February 18 (Mon)
Classes Begin January 7 (Mon)	Classes Begin March 4 (Mon)
Classes End March 3 (Sun)	Classes End April 28 (Sun)
<b>Spring Break   April 29, 2023 – May 5, 2023</b>	

## REGISTRATION

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

- Course Code /Title
- Course instructor's name
- Email for assistance

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

## **ACHIEVEMENT OF STUDENT LEARNING OUTCOMES AND BENEFITS**

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

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

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

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

## **STUDENT SATISFACTION**

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

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

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

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

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Each 3-semester unit course spans 8 weeks and is broken into eight lessons. Each lesson can be completed in one week. By breaking each 3-semester unit course into eight "lessons", the instructor can monitor students' satisfactory academic progress (SAP) in each course. This is an essential element in providing appropriate instruction and support services to students.

Satisfactory Academic Progress (SAP) is defined as achieving a required cumulative grade point average (CGPA) of 2.0 for undergraduate students and 2.5 for graduate students. The mandatory terms are the spring and fall trimesters.

### **MINIMUM COMPUTER REQUIREMENTS**

Courses may provide learning materials through **DIU Moodle**, it is important to have the right computer equipment to ensure the best possible learning experience.

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

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

### **HARDWARE**

- A processor of 1.6 GHz or faster



- 500 MB RAM or greater
- 50 GB hard drive or larger
- High-speed Internet connection
- Monitor and video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- CD-ROM, USB ports
- Inkjet or laser printer

## OPERATING SYSTEM

- A computer running minimum of Windows 10 or 11, or MAC of any models.

## SOFTWARE

- Email address
- Internet service provider (ISP) account
- Browser: Current versions of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome
- Adobe Reader 7.0 or later
- Microsoft Office 2019 or newer
- Flash Player
- Browsers use “plug-ins” (mini applications installed within the browser itself) to enable richer Web experiences.
- Cookies and JavaScript should be enabled in the browser.

## DIU MOODLE

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

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

**DIU Moodle** is available to students 24 hours a day, 7 days a week. Courses are delivered through **DIU Moodle**; using a cost-effective, “open-source” learning management system (LMS) called Moodle. Moodle provides functional features such as secure login, discussion boards, automated grading of multiple-choice examinations, grade book, course back-ups, time-stamps, etc.

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

## **PROGRAM REQUIREMENTS**

### **GENERAL EDUCATION FOR DEGREE PROGRAMS**

The General Education is based on courses that are required for a Bachelor program. Delta International University requires undergraduate students to take classes in several subjects before you concentrate on a major. GE courses encourage intellectual discovery and critical reflection, promotes an appreciation of the various modes of human inquiry.

### **CORE MODULE**

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

### **MAJOR MODULE**

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

### **ELECTIVES MODULE**

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

### **CAPSTONE MODULE**

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

### **ELEMENTS OF A COURSE**

### **COURSE EXPECTATIONS**

At the undergraduate level, the expectation is that students will spend on average 10-15 hours a week on the coursework. At the graduate level, the expectation is that students will spend

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

## **COURSE STRUCTURE**

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

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

## **SYLLABUS**

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

## **READINGS ASSIGNMENTS, ANCILLARY RESOURCES, & OTHER VISUAL MEDIA RESOURCES**

Each student is expected to do all the required readings. It is also recommended that students keep all readings in a file for future use in their program. To avoid frustration, complete all the reading before attempting the quizzes and or assignments.

The online course room may provide PowerPoint Presentations or Videos to enhance the learning process. They emphasize main points and key announcements.

PowerPoint Presentations make class material more legible and interesting. Bulleted points can help emphasize main points while students fill in additional detail. PowerPoint Presentations:

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

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

## **COURSE LEARNING OBJECTIVES**

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

## **GRADING CRITERIA**

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

## **LESSON LEARNING OBJECTIVES**

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

## **READING ASSIGNMENTS**

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

## **PARTICIPATION**

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

**Online Discussions Questions (DQ's)** - Each student, specifically online students are expected to be an active participant in online discussions. Participation is a graded part of the course work. Students' class participation grade will reflect the quality and consistency of his/her contributions. Although a campus or online class does provide more flexibility in terms of the exact days/hours a student must attend class, please do not assume that one does not have to "attend" class. The group class **Discussions Questions (DQ's)** are based around the

course text and other resource material applied against real-life business situations. These discussions are designed to improve the ability of students to critically analyze and discuss the relevant issues. The DQ's are located in **DIU Moodle**.

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

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

DQ's are designed to:

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

## **ASSESSMENTS**

Instructors will utilize various forms of assessments. Commonly used assessments are described below.

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

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

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

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

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

## **WRITING LEVEL AND STYLE**

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

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

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

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

## **TIMELY SUBMISSION**

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

## **BACK-UP WORK**

An external back up is strongly recommended. If possible, an off-site cloud back-up of the computer from Carbonite® or another provider is highly recommended. It is inexpensive and will ensure all files are backed-up in the case of a “crash.” Computer crash is NOT an automatic extension of any deadlines. Plan ahead and anticipate problems!! Have a back-up plan!!

## **METHOD OF INSTRUCTION**

Students have the option to take courses solely campus-hybrid, solely online, or a combination of the two by mixing and matching on campus-hybrid and online courses.

## **CLASSROOM-HYBRID (CAMPUS) INSTRUCTION**

DIU has created a method of instruction for those who prefer to learn within a classroom setting. Classroom-hybrid students are required to attend classes scheduled on campus that meet regularly in a traditional classroom environment.

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

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

## ATTENDANCE REQUIREMENTS

Online or Campus students must make every attempt to be in class during class meetings. Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Except for emergencies, students will notify the instructor twenty-four (24) hours in advance of any absences. Students must maintain satisfactory academic progress. Attendance is strictly monitored. Students may not miss 50% of class sessions or they risk being administratively withdrawn. Students with excessive absences may also be administratively withdrawn from their enrolled program.

<b>ABSENCE</b>	<b>ACTION</b>
Missing 1 <sup>st</sup> day of class	Student shall receive an alert from DIU by email that this is the 1 <sup>st</sup> absence from class.
1 <sup>st</sup> Absence	Student shall receive an alert from DIU by email that this is the 1 <sup>st</sup> absence from class.
2 <sup>nd</sup> Absence	Student shall receive a warning from DIU by email that this is the 2 <sup>nd</sup> absence from class.
3 <sup>rd</sup> Absence	Student shall receive a final warning from DIU by email that this is the 3 <sup>rd</sup> absence from class.
4 <sup>th</sup> Absence	Student shall receive a notice from DIU by phone and by email that student is withdrawn from the course due to excessive absences.

## EXCUSED ABSENCES

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

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

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

## INSTRUCTOR AVAILABILITY



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

## **LOCATION OF CLASSROOM INSTRUCTION**

Campus/classroom instruction is held at the main campus identified on the list of courses offerings.

## **100% ONLINE INSTRUCTION (DISTANCE EDUCATION / ONLINE)**

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

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

***See DIU Moodle description herein.***

## **GENERAL EXPECTATIONS**

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

# **ADMISSIONS TO DIU**

## **GENERAL ADMISSIONS POLICIES FOR DEGREE AND NON-DEGREE PROGRAMS**

### **ADMISSIONS NON-DISCRIMINATION POLICY**

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

### **ADMISSIONS TERMS**

Applications for admission are accepted throughout the year. There are six (6) enrollment

terms per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term. Admissions Portfolio's should be submitted 30 days prior to the term of enrollment to ensure timely processing.

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

## **NON-MATRICULATED APPLICANTS**

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

## **ADMISSIONS PORTFOLIO (AP) ITEMS**

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

### **PART 1. ALL APPLICANTS must submit the following.**

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

### **PART 2. Optional.**

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

## **APPLICATION FOR ADMISSIONS**

Complete all items on the Application for Admissions form. Type on the form ensuring that the details are legible. Then, print the form and sign/date. Scanned/emailed forms are acceptable,

except official transcripts. Make sure that Application Portfolio (AP) is submitted before deadlines.

## **APPLICATION FOR ADMISSIONS FEE**

Submitting an application requires a \$75.00 non-refundable application fee.

## **GRADUATE ENTRANCE EXAMINATIONS**

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

## **INFORMATION TECHNOLOGY SKILLS**

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

## **SCHOOL PERFORMANCE FACT SHEET (PFS)**

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

## **PHOTO HEADSHOT**

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

## **UNDERGRADUATE EDUCATIONAL PROGRAM ADMISSIONS**

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

- 1-High school diploma. A copy is acceptable. Must be translated in English;
- 2-General education diploma (GED) (**Only for degree programs**).
- 3-Ability-to-benefit exam (ATB). Passing the ATB exam does not take the place of having a high school diploma or GED for those programs that require a diploma or GED for admission purposes;
- 4-Successful completion of a degree. Degree must be earned at an appropriately accredited institution, or foreign equivalent (**Only for degree programs**).

Items 2 and 4 are not for Non-Degree programs.

## **GENERAL EDUCATION**

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

## **OFFICIAL TRANSCRIPT**

Applicants must request an official original transcript from every U.S. college or university attended to be sent to the DIU Office of the REGISTRAR. An official original transcript is one that is sent directly to DIU from the issuing institution. Scanned or photocopies of the original are not considered official. Prior college and university transfer courses and/or degrees must be earned at an institution accredited by an accrediting association recognized by the U.S. Department of Education or a foreign institution.

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

## **RESUME**

As an undergraduate business student, it is helpful to have professional experience at the time of application. As a graduate business student, it is vital. Please submit a professional resume that outlines professional experience. It should list the position held, the name of the company, and the dates employed. A brief job description should also be included so that an understanding of what responsibilities held can be made.

## **ENGLISH PROFICIENCY**

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

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

### **Standardized English Exams**

#### **Undergraduate and non-degree programs**

- 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT),
- 61 on the Internet Based Test (iBT), 6.0 on the International English Language Test (IELTS),
- 3.5 on the International Test of English Proficiency (iTEP), or

- 670 on the Test of English for International Communication (TOEIC).
- 400 (old scale) or 120 (new scale) on the GRE test.

**Master:**

- 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- 71 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 3.7 on the International Test of English Proficiency (iTEP), or
- 720 on the Test of English for International Communication (TOEIC).
- 400 (old scale) or 120 (new scale) on the GRE test.

**Education**

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

**GOVERNMENT-ISSUED IDENTIFICATION**

Acceptable forms of Identification can be:

- National ID, as passport, etc (all ID cards should have a photo)
- Permanent resident card
- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles
- Foreign government-issued passport / identity cards or National identity cards / Driver's license

**MAXIMUM CREDITS AWARDED**

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

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

<b>Program</b>	<b>TRC</b>	<b>SEC</b>
Bachelor Degree	90	90

Programs		
Master Degree Program	6	0

## TYPES OF CREDIT AWARDED

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

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

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

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

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

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

## PRIOR EXPERIENTIAL LEARNING CREDIT

DIU does not evaluate or award Prior Experiential Learning Credit.

## LETTER OF RECOMMENDATIONS

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

program directors, internship supervisors, etc.

Professional references are those people who can address applicants' abilities in their chosen career field and your overall work ethic. These may come from current or past supervisors, co-workers, human resource managers, etc.

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

## **VISAS**

DIU does not provide visa services.

## **RE-APPLYING TO DIU IN GOOD STANDING**

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

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

## **RE-APPLYING TO DIU AFTER ADMINISTRATIVE WITHDRAWAL**

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

### **Students on academic probation and removed administratively.**

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

### **Re-Admission approval**

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

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

## **ADMISSIONS PROCESS & PROCEDURE**

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

### **STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)**

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

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

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

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

### **STEP 2: EVALUATION**

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

### **STEP 3: DECISION**

One of the following decisions shall be determined:

1. **Denied:** If the applicant is not accepted, the Office of ADMISSIONS will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.
2. **Accepted:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize the acceptance into the program.



#### **STEP 4: ACCEPT ADMISSION OFFER**

If the student wishes to accept the offer of admissions, there will be additional admissions enrollment documents that are required to be signed and returned to enroll in the formally in the program.

#### **STEP 5: OFFICIAL ENROLLMENT**

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

#### **STEP 6: REGISTERING FOR CLASSES**

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

### **SERVICES**

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

#### **ADMISSIONS SERVICES**

##### **NEW STUDENT ORIENTATIONS (NSO)**

DIU holds mandatory New Student Orientations (NSO). NSO is a required program for all new campus students. DIU's staff are knowledgeable about all the resources students will need as a new student. They will help you with orientation, registration, academic policies.

##### **ADMISSIONS EVALUATION**

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

## ACADEMIC SERVICES

### ACADEMIC ADVISING

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

### TEXTBOOK SERVICES

The textbook list is posted in the course syllabus. It is the student's responsibility to obtain the textbook(s) required for the classes they are enrolled in.

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

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

- [www.amazon.com](http://www.amazon.com)
- [www.BarnesandNoble.com](http://www.BarnesandNoble.com)
- [www.ecampus.com/textbookpage.asp](http://www.ecampus.com/textbookpage.asp)

### STUDY GROUPS

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

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

### LEARNING RESOURCES

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

## LIBRARY

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

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

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

Titles include:

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

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

EBSCO is the leading provider of research databases, e-journals, magazine subscriptions, e-books and discovery service to libraries of all kinds. The EBSCO Business Collection has the following portals:

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

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

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

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

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

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

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

**Local Public Libraries.** Within a five-mile radius of DIU's campus, there exist 3 public libraries. These libraries are open to the public and may be used as ancillary resources. The contact information of the libraries is below.

Libraries located near DIU's main campus:

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

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

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

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

## **STUDENT SERVICES**

### **LIVING ACCOMMODATIONS**

DIU does not have dormitory facilities under its control. Housing is the responsibility of the student. This is good to know for those students willing to live in Garden Grove, including those willing to join our future on-Campus programs, that there are many apartments for rent within a 1 to 10-mile radius. Many are within walking distance.

### **CAREER PLANNING & JOB PLACEMENT**

University's programs do not prepare graduates for a specific occupation or employment and does not provide formal career planning services. To support students and graduates in attaining their career goals, career services staff focus both on assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Please note that while Delta International University will provide assistance in job placement, there is no guarantee that employment will be made.

### **ALUMNI ASSOCIATION**

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

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

### **REGISTRAR SERVICES**

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

### **OFFICIAL RECORDS, TRANSCRIPT, & VERIFICATION SERVICES**

**Transcripts.** DIU will provide students with one transcript at no charge upon graduation. If students wish to order additional transcripts, send a written request containing a signature to the Office of the REGISTRAR. The fee for an official copy is \$10.00. A check or money order must accompany the request, or the request will not be processed.

**Student Enrollment or Degree Verification.** DIU shall provide verifications for all current and past students. All enrollment or degree verification requests are provided in writing. Release of enrollment or degree verifications requires a signed authorization from the student. This release can be in the form of DIU's **Enrollment Verification Request** form or a third-party release form signed by the student. Softcopy enrollment or degree verifications are free of charge, while printed official verifications require a fee.

## **GRADUATION SERVICES**

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

A student is awarded the **degree or certificate** when s/he:

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

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

## **UNIVERSITY POLICIES**

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

## **ATTENDANCE, WITHDRAW, LEAVE-OF ABSENCE POLICIES**

### **ATTENDANCE REQUIREMENTS**

Classroom students require physical attendance and active participation to pass a course successfully. Students must make every attempt to be in class during all class meetings.

Regular and punctual attendance, as well as active student participation, is an important part of a campus student's education. Only medical issues with a doctor's note are excused. Attendance is marked by the instructor and strictly monitored by the administration. Students may not miss more than 50% of class sessions or they risk being administratively withdrawn. Students with 4 absences will be administratively withdrawn from the registered course. Absences are only excused with proper documentation, such as a doctor's note or a police report.

<b>ABSENCE</b>	<b>ACTION</b>
Missing 1 <sup>st</sup> day of class	Student shall receive an alert from DIU by email that this is the 1 <sup>st</sup> absence from class.
1 <sup>st</sup> Absence	Student shall receive an alert from DIU by phone and by email that this is the 1 <sup>st</sup> absence from class.
2 <sup>nd</sup> Absence	Student shall receive a warning from DIU by email that this is the 2 <sup>nd</sup> absence from class.
3 <sup>rd</sup> Absence	Student shall receive a final warning from DIU by email that this is the 3 <sup>rd</sup> absence from class.
4 <sup>th</sup> Absence	Student shall receive a notice from DIU by phone and by email that student is withdrawn from the course due to excessive absences.

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

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

**Tardiness** - Tardiness is a disruption of a good learning environment and is to be discouraged. tardiness will be strictly monitored.

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

**Leave of Absence (LOA)** - DIU realizes that an emergency may occur for a student that may only be solved by electing to interrupt class attendance for a time by requesting a Leave of Absence (LOA).

The student must direct such a request to the Office of the REGISTRAR by completing the LOA Request stating the reason for the request for leave of absence and stating the date of the request, the anticipated date of return, and signing the request. The LOA may be granted if sufficient reason is provided. When a student is granted a leave of absence, consequences may include:

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

## **FULL-TIME ENROLLMENT**

Full-time enrollment is defined as:

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

## **PART-TIME ENROLLMENT**

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## **ACADEMIC & GRADING POLICIES**

### **GENERAL POLICY ON GRADING**

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

### **TIME BETWEEN GRADING & EVALUATION**

Discussion Questions (DQ) are evaluated in class and quizzes will be graded and returned within a week. Graduate written assessments for courses are more complex shall be graded and returned to students typically within 10 business days. This will allow faculty ample time to review, critique, and provide constructive feedback.

### **LATE ASSIGNMENT POLICY**

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



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

### **INCOMPLETE (I) POLICY**

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

### **WITHDRAWAL (W) POLICY**

Students who withdraw before the 2nd week shall receive no mark on their transcript. Students who withdraw between the 2nd and 6th week shall receive a "W". Students who withdraw after the 6th week shall receive an "F". Applicable refund policies shall apply.

#### **Week Consequence**

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

### **MAXIMUM W'S**

A maximum of 25% W's may appear on the student's transcripts. More than 25% W's on transcripts, the student will be administratively withdrawn from the enrolled program.

<b>Degree Program</b>	<b>Max W's</b>
Bachelor Degree	30 W's for 3-unit courses or a maximum of 25% of units taken with DIU
Master Degree	3 W's for 3-unit courses or a maximum of 25% of units taken with DIU
Certificate	3 W's for 3-unit courses or a maximum of 25% of units taken with DIU

## INACTIVITY

Students who do not demonstrate significant activity in any course in **DIU Moodle** within the first 4 weeks may automatically receive an “F” for the course. “Significant activity” shall be determined by the course instructor.

## GRADE REPORTS

Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports should be referred to the Office of the REGISTRAR.

## GRADES & GRADE POINTS

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

<b>Percentile</b>	<b>Letter</b>	<b>GPA</b>
100 – 90%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0
Below 59%	F	0.0

*Grades NOT used to compute grade point average:*

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

## APPEALING A GRADE

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

## REPEAT COURSE / GRADE CHANGE

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

Students may repeat any course for credit for which they have received a grade below an A. All attempts of a given course will appear on the official transcript with the grade(s) earned. Upon student request, when such repetition has taken place, the select course will be reflected with a "REPEAT" on the official transcript. The repeated course will not be calculated into the student's GPA or units earned. Students may not apply the course repeat policy to courses once they have graduated.

- The maximum amount of times that a student can repeat a course is two (2) times.
- This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated, all applicable fees apply.
- If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.
- The student will be required to pay for the course again at the tuition rate as stated in the signed enrollment agreement. This will affect the **Total Tuition for Program** as originally stated in the enrollment agreement.

## **COURSE SUBSTITUTION**

A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Course substitution requests must be submitted through a completed Course Substitution Request. This petition must include a justification as to how the requested substitution meets the content and the spirit of the requirement. The Course Substitution Request must be reviewed and approved by the Director of Administration. Students must have completed, be currently enrolled in, or have transferred credit to DIU for the requested course to be approved as a substitution.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled, with the exception of quarter credit conversions and other limited exceptions. Substitutions may not be made across unrelated academic disciplines.

## **ACADEMIC PROBATION**

Satisfactory Academic Progress (SAP) is defined as achieving a required cumulative grade point average (CGPA) of 2.0 for undergraduate students and 3.0 for graduate students. The mandatory terms are the spring and fall trimesters.

A student, who falls below the required CGPA at the end of a mandatory term, must receive academic advising. A student who falls below the required CGPA for two consecutive mandatory terms must receive academic advising and will be placed on academic probation. A

student who falls below the required CGPA for three consecutive mandatory terms must receive academic advising and is administratively withdrawn due to failure to maintain SAP.

Students who fall below the required CGPA for three consecutive mandatory terms may petition academic re-eligibility by seeking counsel with the CAO. The student must be able to demonstrate that the circumstance(s) that caused the inability to meet the satisfactory academic progress requirements has been resolved or no longer exists. This is handled on a case-by-case basis.

## COMPLETION TIME

**Minimum Completion Time** - Students must be enrolled for a minimum of 2 academic terms to complete a certificate, undergraduate degree, or master degree program.

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

Degree Program	Standard (Yrs)		150% (Yrs)	
	F/T	P/T	F/T	P/T
Bachelor	5	10	7.5	15
Master	2	4	3	6

## CHEATING AND PLAGIARISM

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

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

Academic writing in American institutions is filled with rules that students often don’t know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else’s words or ideas. A charge of plagiarism can have severe consequences, including expulsion from a university. Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

## ACTION AGAINST CHEATING AND PLAGIARISM

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing. The choice of action taken by the faculty member is

guided by the extent to which the faculty member considers the cheating or plagiarism reflects the Student's lack of scholarship or lack of academic performance in the course:

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

## **RULES OF CONDUCT**

### **STUDENT HEALTH AND SAFETY REGULATIONS**

DIU is not liable for injuries sustained by students in their activity as students, even though such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

### **PHOTO RELEASE**

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

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

### **GRIEVANCE POLICY**

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

and an opportunity to review any information gathered by the Director of Administration or the President.

## **GRIEVANCE PROCEDURE**

1. Students have the right to address a formal grievance to the Director of Administration or the President (representing the University) in writing.
2. The University shall immediately investigate the situation and shall have the power to question persons with pertinent information, examine any pertinent materials, and question the student.
3. Within fifteen (15) school days, exclusive of weekends and holidays, of notice to the student, the University shall determine whether a complaint shall be filed with the Office of EXECUTIVE AFFAIRS.
4. If a complaint is filed, the person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence, the time and place of the hearing, a statement that the accused has the right to be represented by counsel or representative of his/her choice, and an opportunity to review any information gathered by the Office of EXECUTIVE AFFAIRS.
5. If no complaint is filed with DIU because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the University shall keep a record of the allegation, nonetheless. The student shall be informed accordingly.

## **STUDENT RECORDS POLICIES**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student. "Students" as used in this notice include former students.

### **DISCLOSURE OF STUDENT RECORDS**

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

### **AVAILABILITY OF STUDENT RECORDS**

Student physical records are maintained on-site for a minimum of five (5) years after departing DIU. Students have access to their own personal records during regular business hours upon

reasonable notice, but access can only be had in the presence of a duty-authorized University representative. After 5 years, student records are digitized. Transcripts are kept permanently.

## **RIGHTS AND ACCESS BY OTHERS**

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

## **RIGHT TO WITHHOLD TRANSCRIPTS, GRADES, OR INFORMATION FOR NONPAYMENT OF TUITION**

The Office of the REGISTRAR may withhold a student's transcript or grades if the student is in default on a student tuition contract. DIU will not provide documentation for any student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred through the school.

## **ADDRESS CHANGE**

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

## **NAME CHANGE (STUDENT OR GRADUATE)**

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

## **DECEASED STUDENTS (UPDATING RECORDS)**

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

## **FINANCIAL POLICIES**

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

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

## **ENROLLMENT AGREEMENT**

An enrollment agreement must be signed for the entire program enrolled. The student's enrollment is official upon signing the enrollment agreement. Students may submit scanned/emailed copies of the enrollment agreement.

## **TUITION PAYMENT**

DIU collects tuition and other fees from a student at the time of course registration at the start of the session, unless a payment plan is established with the student accountant.

## **LATE TUITION PAYMENT**

DIU will assess a late fee of \$25 for tuition payments not paid on time. Two consecutive late payments will make a student ineligible for payment plans. Five late payments total will make a student ineligible for payment plans.

## **LATE REGISTRATION FEE**

DIU will assess a late fee of \$25 for students who do not register by the Registration Deadline.

## **RETURNED CHECK FEE**

DIU will assess a \$25 for returned checks.

## **PAYMENT PLANS**

Payment plans are available for full-time enrolled students only. Payment are due at the stated tuition due date which is the 10<sup>th</sup> of the month. See academic calendar for tuition due dates.

Students who are delinquent with two consecutive or five total payments may not qualify for payment plans. Students who miss New Student Orientation (NSO) do not qualify for payment plan for the first term.

## **FINANCIAL NOTICES**

DIU will issue notices in the form of phone calls, emails, and/or letters to students who are late and/or delinquent with payments.

Students may use electronic funds transfer, personal/ business/cashier's check, money order, or credit card.

## **FINANCIAL DELINQUENCY**

A student may be suspended or administratively withdrawn from DIU for failure to pay the tuition and fees as agreed to in the enrollment agreement or payment plan or for 60 consecutive days of non-tuition payment.



## **STUDENT'S RIGHT TO CANCEL**

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

## **CANCELLATION OR WITHDRAWAL POLICY**

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

## **CANCELLATION OR WITHDRAWAL WHILE USING LOAN**

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

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

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

## **CANCELLATION OR WITHDRAWAL PROCEDURE**

A student who wishes to withdraw from his/her program of study must complete the **Course/Program Withdrawal** form and send to [info@deltauniversity.org](mailto:info@deltauniversity.org)  
The form can also be mailed to:

*OFFICE OF THE REGISTRAR  
Delta International University DIUCA  
11277 Garden Grove Blvd., Suite #200  
Garden Grove, CA 92843*

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

## **WITHDRAWING FROM THE PROGRAM**

To withdraw from the program, the student must fill out a **Program Withdrawal Form** and email it to: [info@deltainiversity.org](mailto:info@deltainiversity.org)

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

## REFUND POLICY

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

## GENERAL

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

## PRO RATA REFUND CALCULATION POLICY

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

Percent of Attendance Time	Maximum Amount of Refund
1 <sup>st</sup> week (Days 1-7)	100%
2 <sup>nd</sup> week (Days 8-14)	80%
3 <sup>rd</sup> week (Days 15-21)	62.5%
4 <sup>th</sup> week (Days 22- 28)	50%
5 <sup>th</sup> week (Day 29 and after)	0%

## REFUND

### Undergraduate Example

- The non-refundable Application for Admissions Fee costs \$75, while a 3-unit undergraduate course costs \$600.
- The student paid \$75 for the non-refundable Application for Admissions Fee, plus \$600 for the course. Therefore, the student paid \$675 total to DIU.

- The 3-unit course spans 8 Lessons/weeks. The student attends 2 weeks and withdraws during the 2<sup>nd</sup> week.
- The student is entitled to a pro rata refund of 80% of his/her \$600 tuition paid, which is \$480.

#### Graduate Example

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

### **STUDENT TUITION RECOVERY FUND (STRF)**

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

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

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

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

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

## **FEDERAL & STATE FINANCIAL AID PROGRAMS**

DIU **DOES NOT** currently participate in state or federal financial assistance programs.

## **SCHEDULE OF FEES**

The schedule of fees is subject to change without prior notice. Tuition does not include application fee, optional service fees, textbook prices, material fee, or other charges.

### **TUITION FEES**

Undergraduate (per unit).....	\$125
Graduate (per unit) .....	\$265

**NON-TUITION FEES**

*All Non-tuition fees are Non-refundable.*

**Admissions Fees**

Application for Admissions (General).....	\$75
Rush Processing Fee.....	\$200
Late Application for Admissions Fee (1-2 days)	\$200
Late Application for Admissions Fee (3-4 days)	\$350
Transfer Credit (TRC) Evaluation Fee .....	\$25

**CA State-Mandated Fees**

STRF .....	0% of Tuition
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**Official Document Fees**

Official Transcript, Enrollment Verification .	\$10
Duplicate Student ID Card .....	\$5
Duplicate Diploma.....	\$25

**Graduation/Diploma Cover/Frame Fees**

Graduation Petition Fee .....	\$25
Graduation Package .....	\$25

**Misc. Fees**

Late Class Registration Fee.....	\$25
Returned Check Fee.....	\$25

**TUITION CHARGES FOR EDUCATIONAL PROGRAM**

For Tuition for Certificate Programs please refer to Catalog Book 2

Programs	Units	Per Unit	Tuition	App*	STRF**	Total
BBA	120	\$125	\$15,000	\$75	\$0	\$15,075
MBA	36	\$265	\$9,540	\$75	\$0	\$9,615

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

Programs	Units	Per Unit	Total
BBA	12	\$125	\$1,500
MBA	9	\$265	\$2,385

\* *Non-refundable*

\*\* *If applicable, non-refundable*

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## **COURSE DESCRIPTIONS**

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

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

**For Certificate Programs please refer to Catalog Book 2**

## **BACHELOR IN BUSINESS ADMINISTRATION**

### **ACC | ACCOUNTING**

#### **ACC 100 Principles of Financial Accounting**

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

#### **ACC 200 Principles of Managerial Accounting**

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

#### **ACC 210 Cost Accounting**

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

#### **ACC 440 International Accounting**

Upon successful completion of this course, the student will have gained the tools necessary to make informed decisions on a broad range of accounting challenges faced by multinational enterprises. Also, the student will learn the ways different countries perceive and interpret certain accounting topics and the rationale behind they deal with them. The purpose of this course is to examine the managerial and financial accounting function from an international perspective, focusing on the flow of information in multiple currencies, complying with reporting

requirements in the United States, Europe and Japan. Case studies will be used to illustrate the specific day-to-day complexities of accounting issues that are encountered in international business operations.

## **BUS | BUSINESS**

### **BUS 100 Introduction to Business**

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

### **BUS 110 Business Communication**

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

### **BUS 150 Business Mathematics**

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

### **BUS 200 Introduction to Entrepreneurship**

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

### **BUS 300 Business Ethics**

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

### **BUS 310 Business Law**

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

### **BUS 320 Introduction to International Business**

This course introduces the concept of international business as a system and the theories which underlie it; institutions which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

### **BUS 330 Introduction to E-Commerce**

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

## **BUS 400 Business Strategy and Policy**

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

## **ECN | ECONOMICS**

### **ECN 100 Introduction to Microeconomics**

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

### **ECN 110 Introduction to Macroeconomics**

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

### **ECN 300 Money and Banking**

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

## **FIN | FINANCE**

### **FIN 300 Fundamentals of Finance**

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

### **FIN 320 Financial Management- II**

This course builds on FIN 400 and continues with advanced topics. These include capital structure decisions, strategic financing decisions, tactical financing decisions, working capital management, and other special topics. The course concentrates on quantitative techniques and financial theory and their application.

### **FIN 410 Intermediate Finance II**

This course builds on FIN 400 and continues with advanced topics. These include capital structure decisions, strategic financing decisions, tactical financing decisions, working capital management, and other special topics. The course concentrates on quantitative techniques and financial theory and their application

### **FIN 400 Intermediate Financial Management I**

This course builds on and reinforces concepts that were introduced in previous finance courses. Among the topics covered are risk measurement and management, capital market



theory, capital budgeting, valuation, capital structure theory, and dividend policy. The course concentrates on quantitative techniques and financial theory and their application. *(Prerequisite: FIN 300 Fundamentals of Finance)*

### **FIN 420 Financial Markets & Institutions**

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

### **FIN 430 Introduction to Investments**

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

## **EN | ENGLISH**

### **ENG 100 English Composition**

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

### **ENG 200 World Literature**

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

### **ENG 300 Critical Thinking**

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

## **MGT | MANAGEMENT**

### **MGT 300 Principles of Management**

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

### **MGT 310 Principles of Human Resources Management**

This course studies the relationship between management and employees; principles of dealing with the human factor to maximize the individual's fulfillment and the production efficiency of the firm through sound procurement, development, and utilization of the firm's human assets; and labor-management relations.

### **MGT 320 Organizational Theory and Behavior**

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

### **MGT 400 Operations Management**

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

### **MGT 410 Project Management**

A project plan is used in analyzing the feasibility of a project and in guiding the effort. Topics include the design and application of systematic processes in managing projects. This course will introduce students to methodologies and technologies that assist a project manager in completing a project from its inception through its completion.

## **MKT | MARKETING**

### **MKT 300 Marketing**

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

### **MKT 310 Pricing Strategies**

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

### **MKT 320 Small Business Marketing & Strategy**

The course addresses the unique aspects of marketing a small business. Students examine market definition, product development, and diversification strategies designed to help small business owners expand their business reach. Students study effective ways small businesses can leverage technology such as e-commerce, social media, and other online marketing methods.

### **MKT 400 Public Relations**

This course studies public relations and practices as an integral part of information gathering. It includes the role of public relations in developing favorable external public opinion toward an organization, corporation, institution, or individual.

**MKT 410 Advertising**

This course introduces advertising in terms of its relationship with marketing, economics, management, and behavioral sciences and includes the planning, staffing, directing, and controlling of advertising and its economic and social impacts.

**MKT 420 Consumer Behavior**

This course introduces a wide range of behavior concepts, and explores the strategic implication of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets.

*(Prerequisite: MKT 300 Marketing)*

**MAT | MATHEMATICS****MAT 100 College Algebra**

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

**MAT 200 Introduction to Statistics**

This course studies the science of analyzing data and arriving at reasonable conclusions based upon that analysis. The student examines the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the use of statistical methods as applied to business operations and problems.

**OTHER COURSES:****ENV 100 Introduction to Environmental Science**

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

**COM 100 Introduction to Mass Communication**

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

**SOC 100 Introduction to Sociology**

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

### **PSY 100 Introduction to Psychology**

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

### **INT 100 Introduction to Information Technology**

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

### **GE 107 Comparative Political Ideologies**

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

### **GE 114 Business English**

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

### **SBM 310 Business Planning for New Ventures**

This course demystifies the process of starting a new business by presenting difficult economic, financial, and business concepts for the prospective entrepreneur. The course involves planning and constructing a business plan involving initial planning, start-up, execution, and sustainability.

## **MASTER IN BUSINESS ADMINISTRATION**

### **MKT | MARKETING**

#### **MKT 500 Marketing Management**

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

#### **MKT 510 Marketing Channels Strategy**

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

#### **MKT 520 Strategic Brand Management**

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

## **ACC | ACCOUNTING**

### **ACC 500 Managerial Accounting**

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

### **ACC 510 MBA Financial Accounting**

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

## **BUS | BUSINESS**

### **BUS 530 Management Information Systems**

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

### **BUS 540 Business Law for Managers**

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

### **BUS 560 Business Ethics and Social Responsibility**

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

### **BUS 590 Business Strategy and Policy**

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

### **BUS 680 Sustainability and Innovation**

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

### **BUS 700 MBA Capstone**

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

## **ECN | ECONOMICS**

### **ECN 500 Managerial Economics**

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

### **ECN 510 International Economics**

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

### **ECN 800 Economic Theory and Policy**

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

## **FIN | FINANCE**

### **FIN 500 Financial Management**

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

#### **FIN 540 Financial Markets & Institutions**

This course explores the role of commercial and investment banks, as well as non-bank financial institutions such as insurance companies, mutual funds, and pension funds; asset/liability and risk management in banks and non-bank financial institutions; organizational management of financial institutions; and the relationship between the macroeconomic environment, financial markets, and financial institutions. *(Prerequisite: FIN 500 Financial Management)*

### **MGT | MANAGEMENT**

#### **MGT 500 Organizational Behavior and Leadership**

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

#### **MGT 510 Human Resource Management**

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

#### **MGT 620 Operations Management and Supply Chain**

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

#### **MGT 840 Knowledge Management**

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

### **OTHER COURSES**

#### **MKT 500 Marketing Management**

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

**End of DIUCA Catalog 2022-2023**