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# **MERIT UNIVERSITY**

## ***General Catalog***

***2021-2022***

***7/1/2021 to 12/31/2022***

**3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010**

**Tel. 213.325.2760 / Fax. 213.325.2761**

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

**Accredited by ACICS**

**Licensed by BPPE**

**Updated June 1, 2021**

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## **ABOUT THIS CATALOG**

This document, *Merit University General Catalog 2021-2022*, is published to help the prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies – a Catalog of Record for Fall 2021 (10/1/2021) through Fall 2022 (12/31/2022). Implicit in each student's matriculation at the University is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and that appropriate administrative offices should be consulted for updates, including catalog supplements.

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

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

***Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818***

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

***Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897***

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

## **CATALOG OF RECORD**

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

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

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

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## TABLE OF CONTENTS

<b>ACADEMIC CALENDAR</b>	7
<b>PRESIDENT'S MESSAGE</b>	8
<b>LEGAL CONTROL</b>	8
<b>MISSION</b>	9
<b>ACCREDITATION</b>	10
<b>LICENSED</b>	10
<b>FINANCIAL STATUS OF THE INSTITUTION</b>	10
<b>CUSTODIAN OF RECORDS</b>	11
<b>STATEMENT OF NON-DISCRIMINATION</b>	11
<b>STATEMENT OF ACADEMIC FREEDOM</b>	11
<b>STATEMENT OF CONFLICT OF INTEREST</b>	11
<b>FACULTY AND FACULTY SENATE</b>	12
<b>SELF-MONITORING PROCEDURES</b>	12
<b>STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)</b>	13
Student Rights	13
Student's Right to Cancel Policy	13
Right to Appeal	13
Nondiscrimination Policy	13
Students with Disabilities Policy	14
Student Records Policy	14
Right to File a Complaint Policy	15
Student Tuition Recovery Fund (STRF) Policy	15
Student Grievances	16
Student Evaluation of Instruction	17
Sexual Assaults on Campus Grounds Policy	17
Student Responsibilities	18
Conduct	18
Student Obligations	19
Cheating and Plagiarism Policies	20
Drug, Alcohol, and Tobacco Policies	20
Academic Discipline	21
Non-Academic Discipline	21
Attendance Policy	22
<b>STUDENT SERVICES</b>	23
Student Services	23
New Student Orientation	23

---

Career and Placement Services	23
Housing Services	23
Extra Curricular Activities	23
Student Government	23
Facilities	23
Classrooms	24
Computer Laboratory	24
Library	24
Student Lounge	25
Equipment	25
<b>FINANCIAL INFORMATION</b>	26
Tuition and Other Fees	26
Tuition	26
Other Fees	26
Financial Policies	27
Payment Policies	27
Deferment of Tuition	27
Tuition Payment Plan	27
Cancellation, Withdrawal, and Refund Policies	27
Student Tuition Recovery Fund (STRF) Policy	27
Student’s Right to Cancel Policy	28
Loan Responsibilities	29
Financial Aid	29
Scholarship Opportunities	29
<b>ACADEMIC POLICIES</b>	31
Registration and Enrollment	31
Quarter Units of Credit	31
Study Loads	31
Add / Drop Policy	31
Minimum Unit Requirement for Degrees	31
Attendance Policy	31
Grading System: Definition of Grades and Codes	32
Credit (CR)	32
No Credit (NC)	32
Incomplete (IN)	32
Withdrawal (W)	33
Repeat a Course (R)	33
Credit by Challenge Examination (CE)	33
Credit for Prior Experiential Learning (CX)	33
Grade Point Average (GPA)	34

---

Grade Changes	34
Transcripts of MU Courses	34
Student Records	34
Mitigating Circumstances	35
Warning Status	35
Appeals and Probation	35
Dismissal	35
Readmission	36
Reinstatement	36
Leave of Absence	36
Withdrawal from Courses	36
Clearance for Graduation	37
Standards of Satisfactory Progress	38
Evaluation	38
Maximum Time Frame and Successful Course Completion - Master's Degree	38
Minimum Academic Achievement - Master's Degree	38
The Effect on SAP for "W" Withdraw and "I" Incomplete Grades	38
The Effect on SAP for Repeated Courses	38
The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses	39
The Effect on SAP for Extended Enrollment Status	39
The Effect on SAP when Student Changes Programs	39
The Effect on SAP when Earning an Additional Credential	39
The Effect on SAP when a Student Transfers to the University from another Postsecondary Institution	39
<b>MASTER'S DEGREE PROGRAMS</b>	<b>40</b>
Learning Method Options	40
Course Numbering System	41
Admissions Information	41
Admissions Policies	41
Admission of International Students	41
English Language Proficiency	42
Graduate Admission	42
Admission of Transferring Students	43
Master of Business Administration (M.B.A.) Degree Program	44
M.B.A. Program Description	44
M.B.A. Program Learning Objectives	44
Master of Science in Management (M.S.M.) Degree Program	47
M.S.M. Program Description	47
M.S.M. Program Learning Objectives	47
Course Descriptions	50

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<b>UNIVERSITY PERSONNEL</b>	55
Administrators	55
Faculty	56
<b>CONTACT INFORMATION</b>	59

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## ACADEMIC CALENDAR

### **FALL QUARTER 2021**

October 4	Monday	Fall Quarter Classes Begin
October 11	Monday	Columbus Day; Campus Open
November 11	Thursday	Veterans Day; Campus Open
Nov. 25-27	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec. 13-18	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER
Dec. 20-Jan. 1	Monday-Saturday	Student Recess; Registration for WINTER QUARTER
Dec. 23-25	Thursday-Saturday	<u>Campus Closed</u>
Dec. 30-Jan. 1	Thursday-Saturday	<u>Campus Closed</u>

### **WINTER QUARTER 2022**

January 3	Monday	Winter Quarter Classes Begin
January 17	Monday	Martin Luther King Jr.s' Birthday Observed; <u>Campus Closed</u>
February 14	Monday	Presidents' Day Observed; <u>Campus Closed</u>
March 14-19	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER
Mar. 21-Apr. 2	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

### **SPRING QUARTER 2022**

April 4	Monday	Spring Quarter Classes Begin
May 30	Monday	Memorial Day Observed; <u>Campus Closed</u>
June 13-18	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER
June 20-Jul. 2	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

### **SUMMER QUARTER 2022**

July 4	Monday	Independence Day Observed; <u>Campus Closed</u>
July 5	Tuesday	Summer Quarter Classes Begin
September 5	Monday	Labor Day Observed; <u>Campus Closed</u>
Sept. 12-17	Monday - Saturday	Final Examinations; Registration for FALL QUARTER
Sept. 19-Oct. 1	Monday - Saturday	Student Recess; Registration for FALL QUARTER

### **FALL QUARTER 2022**

October 3	Monday	Fall Quarter Classes Begin
October 10	Monday	Columbus Day; Campus Open
November 11	Friday	Veterans Day; Campus Open
Nov. 24-26	Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec. 12-17	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER
Dec. 19-31	Monday-Saturday	Student Recess; Registration for WINTER QUARTER
Dec. 22-26	Thursday-Monday	<u>Campus Closed</u>
Dec. 29-Jan. 2	Thursday- Monday	<u>Campus Closed</u>

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## **PRESIDENT'S MESSAGE**

Welcome to Merit University!

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

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

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

Academic advisors are always available to assist you further.

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

Jae D. Kim, Ph.D.  
President

## **LEGAL CONTROL**

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

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## **MISSION**

The mission of Merit University is to provide students with a unique educational experience where they can pursue their goals and achieve success. Upon enrollment until graduation, the students are the main focus of the staff, faculty and administration. By providing them with the university's full attention, the students can then go out and provide that respect and focus to their careers and endeavors. The university seeks to maintain a supportive environment where students are encouraged to find and develop their talents for the benefit of our society at large.

MU offers master's degree in business administration. This program is designed to reflect the most current professional trends in each field. MU is authorized to issue degrees and operate its programs in accordance with the State of California guidelines.

## **GOALS**

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

**Higher Order Thinking and Critical Analysis:** Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulating conclusions; and developing new and important ideas. In the process, they will have demonstrated the oral and written communication skills needed to apply and contribute to organizational, scientific, and technological knowledge.

**Global Understanding and Multicultural Perspective:** Students develop the value of diversity and realize how to apply their various strengths into achieving common goals, as well as increasing the awareness, knowledge and appreciation of both the diversity and commonality of cultures. This effort will require the construction of new global relationships from unique and disparate economic, historical, political, geographic, and environmental sources.

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

## **OBJECTIVES**

Each of the University's goals is activated through these instructional objectives which students apply in their studies.

**Subject Competency:** Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. Through this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

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Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study.

Global Understanding: Students, in all courses of study, master the key concepts and develop the necessary attitudes and skills to persevere within the diverse cultural, religious, and social parameters of the world.

## **ACCREDITATION**

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

Accrediting Council for Independent Colleges and Schools (ACICS)  
1350 Eye Street, NW, Suite 560  
Washington, DC 20005  
Tel: (202) 336-6780 Fax: (202) 789-1747 [www.acics.org](http://www.acics.org)

## **LICENSED**

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

Bureau for Private Postsecondary Education

Physical Address: 1747 N. Market Blvd. Ste225, Sacramento California, 95834  
Mailing address: P. O. Box 980818, West Sacramento, CA 95798-0818  
Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Telephone: (916) 574-8900  
Toll-free telephone: (888) 370-7589  
Fax: (916) 263-1897

## **FINANCIAL STATUS OF THE INSTITUTION**

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

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## **CUSTODIAN OF RECORDS**

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

## **STATEMENT ON NON-DISCRIMINATION**

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

## **STATEMENT OF ACADEMIC FREEDOM**

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

## **STATEMENT OF CONFLICT OF INTEREST**

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

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

An actual or potential conflict of interest may occur when a member of the University community is in a position to influence a decision that may result in personal gain for that person or for a relative

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as a result of the University's business dealings. For the purpose of this policy, a relative is any person who is related to the employee by blood or marriage, for example the spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

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

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

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

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

## **FACULTY AND FACULTY SENATE**

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

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

## **SELF-MONITORING PROCEDURES**

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

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

### **STUDENT RIGHTS**

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

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

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

#### **Right to Appeal**

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

#### **Nondiscrimination Policy**

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

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## **Students with Disabilities Policy**

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

## **Student Records Policy**

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

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

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

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

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

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

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

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

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

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education. Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies. A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

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

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 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.

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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.” (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

### **Student Grievances**

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

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

The Dean of Academic Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Dean of Academic Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting

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the offending party, and/or convening all parties to the grievance. The ombudsman will notify the Dean of Academic Affairs in writing of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Dean of Academic Affairs to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify the President in writing, who will convene an impartial hearing panel for judgment. For further redress the student may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The complaint form may also be mailed to: 1747 N. Market Blvd., Suite 225, Sacramento, California, 95834. Further information may be obtained by contacting the Bureau at: (916) 574-8900 or by fax at: (916) 263-1897. More information may be obtained by contacting ACICS (Accrediting Council for Independent Colleges and Schools) at (202) 336-6780 or at 1350 Eye Street, NW, Suite 560, Washington, DC 20005.

### **Student Evaluation of Instruction**

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

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

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

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

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other MU employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of the Dean at the telephone number specified in the *MBA Program Catalog*. A student, applicant, faculty member or other employee of the University who is

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uncomfortable for any reason in bringing such a matter to the attention of the Dean, or who is not satisfied after bringing the matter to the attention of the Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

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

The office of the Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted. MU will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any MU student, applicant, faculty member or employee occurring on campus.

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

## **STUDENT RESPONSIBILITIES**

### **Conduct**

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

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

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.

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- Interference with the academic or administrative processes of the University or any of its approved activities.
  - Theft or damage to property.
  - Violation of civil or criminal codes of local, state, or federal governments.
  - Unauthorized use of or entry into University facilities.
  - Violation of any state policies or regulations governing student relationship to the University.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary action to the Dean of Academic Affairs, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

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

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

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

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

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

## **Student Obligations**

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

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

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## **Cheating and Plagiarism Policies**

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

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

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

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an F grade for the specific work in question.
- Assignment of an F grade for the course.
- Referral to the Dean of Academic Affairs and/or the appropriate committee.

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

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

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

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

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

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

### **Academic Discipline**

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

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

### **Non-Academic Discipline**

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

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

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

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

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

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

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### **Attendance Policy**

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

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

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

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

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## STUDENT SERVICES

### STUDENT SERVICES

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

#### New Student Orientation

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

#### Career and Placement Services

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

#### Housing Services

All programs at Merit University are “non-residential.” MU does not hold dormitory facilities but is located in Los Angeles and is easily accessible by public transportation. Many different arrangements are available, for example: the rent of a studio or one bedroom apartment ranges from \$1,000 to \$2,000 monthly. The area offers a vast array of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living. *The institution has no responsibility to find or assist a student in finding housing.*

#### Extra Curricular Activities

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

### STUDENT GOVERNMENT

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

### FACILITIES

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

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## **Classrooms**

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

## **Computer Laboratory**

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

## **Library**

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

### **Library Services:**

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

### **Library Hours:**

Monday through Friday from 10:00am to 7:00pm.

### **Collections and Resources:**

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

### **Library Policies:**

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

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**Other Resources available:**

- California Open Online Library for Education ([cool4ed.org](http://cool4ed.org))
- County of Los Angeles Public Library ([lacountylibrary.org](http://lacountylibrary.org))
- Los Angeles Law Library ([www.lalawlibrary.org](http://www.lalawlibrary.org))
- Los Angeles Public Library ([www.lapl.org](http://www.lapl.org))

**Student Lounge**

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

**Equipment**

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

## FINANCIAL INFORMATION

### TUITION AND OTHER FEES

#### Tuition

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

Program Course Level	Cost
Graduate Level Courses (500 – 599)	\$ 200 per Unit
Prerequisite/Undergraduate Level Courses (100 – 499)	\$ 200 per Unit

Entire Educational Program	Estimated Schedule of Total Tuition Charge	Tuition Charges for a Period of Attendance
MBA Degree (General)	\$12,000	\$1,600

#### Other Fees

Description	Fee
Application Fee for All Students (Non-Refundable)	\$100
Registration Fee (Non-Refundable, per Quarter)	\$20
Late Registration Fee	\$50
Late Payment (Installment) Fee	\$50
Change-of-Course Fee (Add / Drop)	\$10
Change-of-Program Fee	\$100
Credit by Special Examination Fee	\$450
Credit for Prior Experiential Learning Assessment Fee	\$100
Deferral Admission Fee	\$100
Reinstatement (Change of Status) Fee	\$200
International Express Mailing Fee	\$200
Graduation Fee	\$250
English Placement Test Fee (Per Test)	\$40
Official Documents or transcript Fees (per Copy)	\$10
Parking Validation Fee	\$5
Student Tuition Recovery Fund Fee (CA Residents): Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate will be (\$0.50) per \$1,000.	\$0.50 per \$1,000

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## **FINANCIAL POLICIES**

### **Payment Policies**

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

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

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

### **Deferment of Tuition**

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

### **Tuition Payment Plan**

The University accepts three separate payments each quarter. The tuition payment plan is available in the finance office. The finance charges for late payments will be applied to the students who are not paying in full. If students fall behind their payments, students are not allowed to participate in class activities including test taking.

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

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

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

"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

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regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 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.” (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

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

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

- 1) To receive a refund of any portion of tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled.
- 2) Withdrawal may be

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

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

### **Loan Responsibilities**

Any agency or organization which grants loans will indicate the terms and amount of that loan. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus the interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### **FINANCIAL AID**

Merit University does not participate in federal and state financial aid programs. MU is responsible for disclosing the above information to all prospective students in accordance with *California Education Code (CEC) 94897(p) and 94909(a)(10)*.

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

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

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

### **SCHOLARSHIP OPPORTUNITIES**

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

Eligibility: The student must: a) be currently enrolled; b) have a GPA of 3.0 or higher; c) show no outstanding balances.

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

Application Procedure: Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Dean's Office. Completed applications should be submitted to the Dean of Academic Affairs. Nominees are presented to the

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President for final approval. Awards will be made at the end of the quarter with adjustments made to the student's account.

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

Amounts of Scholarships: The University may award \$500 to a graduate student per quarter.

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## ACADEMIC POLICIES

### REGISTRATION AND ENROLLMENT

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

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

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

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

#### **Study Loads**

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

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

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

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

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

#### **Attendance Policy**

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

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

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

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

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## **GRADING SYSTEM: Definition of Grades and Codes**

Standard letter grades (A, B, C, D, and F) are used for graduate programs. Only these letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations.

The following table is provided as a general reference:

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

At the completion of all required courses, the student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 3.0 for graduates.

### **Credit (CR)**

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

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

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

### **Incomplete (IN)**

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

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

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### **Withdrawal (W)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **GRADE CHANGES**

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

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

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

## **TRANSCRIPTS OF MU COURSES**

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

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

## **STUDENT RECORDS**

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

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

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### **Mitigating Circumstances**

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

### **Warning Status**

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

### **Appeals and Probation**

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

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

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

### **Dismissal**

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

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### **Readmission**

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

### **Reinstatement**

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

### **Leave of Absence**

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

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

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

### **WITHDRAWAL FROM COURSES**

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

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## **CLEARANCE FOR GRADUATION**

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

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

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

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## STANDARDS OF SATISFACTORY PROGRESS

### Evaluation

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

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

### Maximum Time Frame and Successful Course Completion

#### **Master's Degree:**

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

\* Based upon maximum time frame.

### Minimum Academic Achievement

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

### The Effect on SAP for "W" Withdraw and "I" Incomplete Grades

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

### The Effect on SAP for Repeated Courses

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

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

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

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

MU does not offer extended-enrollment status.

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

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

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

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

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

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

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## MASTER'S DEGREE PROGRAMS

MU offers graduate programs leading to the following degrees, Master of Business Administration (MBA) or Master of Science in Management (MSM). A career in business and management is exciting and challenging, especially in these changing times as nations and companies move closer together through global interdependence. Whether the business leader is the proprietor of a small business or a managing executive in a transnational corporation, the problems are many and the solutions are often difficult. MU's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful business leader in the public or private sector and are able to adapt to the needs of rapidly-changing business environments.

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

### LEARNING METHOD OPTIONS

The courses in the Master's Degree Programs at Merit University are taught either in traditional on-campus format, or via a hybrid format which features both on-campus and online aspects.

Students may select either of the available learning format for the partial program or may request to alternate formats for certain courses as the student progresses through the program (depending on the availability).

#### **Traditional On-Campus Format**

The weekly on-campus format requires attendance in the physical classroom once per week per course.

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

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

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## Hybrid / Distance Education Format

Students enrolled in the hybrid version of Master's Degree Programs will participate in their courses both online and on-campus. Students will have access to their online courses via the student portal where students participate in online discussions and submit course assignments. Students in this format are required to participate in weekly online discussion boards and submit all assignments on the portal.

The online portion of the hybrid format, and related tutorials are accessible via the University's student portal: <https://merituniv.populiweb.com/>. The portal is accessible to students using a username and a password, which is distributed during New Student Orientation.

## COURSE NUMBERING SYSTEM

100 - 499	Foundation Courses
500 - 599	Graduate Level Courses, Master's Degree

## ADMISSIONS INFORMATION

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

## ADMISSIONS POLICIES

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

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

An application fee must accompany the admissions application. The non-refundable application fee is \$100 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

## ADMISSION OF INTERNATIONAL STUDENTS

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

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

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

An international applicant should submit an application and supporting documents according to the following schedule: August 1 (Fall), November 1 (Winter), February 1 (Spring), and May 1 (Summer).

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

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

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

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

## **ENGLISH LANGUAGE PROFICIENCY**

Since all instruction will occur in English, applicants for master's degree programs whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), 80 on Duolingo English Test, or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have not fulfilled the minimum English proficiency requirement, may be conditionally accepted and enroll for 2 quarters.

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

## **GRADUATE ADMISSION**

Students seeking graduate admission to the Master of Business Administration (M.B.A.) or Master of Science in Management (M.S.M.) program must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$100.
2. Completed application;

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3. Evidence of completion of bachelor's degree from a recognized school with an overall GPA of 2.0 or better. Official transcripts of all degrees. Transcripts from international institutions of higher education must be evaluated by a recognized evaluation service selected by MU;
  4. Proof of English Language Proficiency. Applicants for master's degree programs whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), 80 on Duolingo English Test, or 5.0 on the International English Language Testing System (IELTS), and must send their scores to MU's Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL, Duolingo, or IELTS score and may be excused from the equivalent test. Students who have not fulfilled the minimum English proficiency requirement, may be conditionally accepted and enroll for 2 quarters;
  5. Financial Verification Form (FVF) with supporting documents; and
  6. Copy of passport or photo ID;
  7. Letter of recommendation from professional or academic referees;
  8. Statement of purpose, at least 250 words, detailing educational and work history, and goals of education and employment;
  9. Current resume;
  10. Online Learning Assessment Survey (only applies to students who seeking for Hybrid format courses)

### **ADMISSION OF TRANSFERRING STUDENTS**

Merit University accepts transfer credit coursework if the units were earned at institutions approved by the Bureau, private or public institutions of higher education accredited by an accrediting agency recognized by the US Department of Education, or any institution of higher learning, including foreign institutions.

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

For transfers to MU, the policy is to accept a maximum of 12 quarter units for transfer credit at the graduate level. Students desiring to transfer credits must make a request by including:

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

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

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

### M.B.A. PROGRAM DESCRIPTION

The Master of Business Administration (M.B.A.) program provides students with the managerial, organizational, and strategic skills and the information necessary to equip them to become world leaders in the global business environment. The MBA program covers business concepts in management, marketing, human resources, finance, analytics, and informational technology that will enable students to launch their professional careers and advance their current business aspirations. Program graduates walk away with an understanding and ability to handle complex situations in today's global business settings.

### M.B.A. PROGRAM LEARNING OBJECTIVES

The measurable objectives of the program are to equip students with the knowledge and ability to:

- Acquire a mastery of the functional components of business—economics, marketing, accounting, finance, organizational behavior, information technology and leadership.
- Develop a command of critical thinking and managerial decision-making.
- Master the conventions of written and oral communication within business administrative tasks, managerial stratagems and organizational problems.
- Exhibit mastery of reasoning with regard to how Christian teachings, ethical principles, and core personal values are involved in business strategies.

### M.B.A. DEGREE REQUIREMENTS

The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.

The graduation requirements are summarized as follows:

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

Students who have not completed their bachelor's degree in business related area are required to complete the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units) in addition to the 60 units of degree requirements.

**Length of the program:** The M.B.A. program must be completed within 4 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

**Application for Graduation:** Prospective graduates must obtain an Application for Graduation and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. All fees and tuition debts must be paid in full fifteen (15) days prior to graduation.

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**Standard Occupational Classification (SOC) (Based on United States Department of Labor):**  
Master of Business Administration Degree Program at Merit University (MU) prepares our graduates for gainful employment. MU identifies the job classifications using the United States Department of Labor's Standard Occupational Classification (SOC) codes as below. (CCR §74112 (d)(3))

- 11-0000 Management Occupations
- 13-0000 Business and Financial Operations Occupations
- 41-0000 Sales and Related Occupations
- 43-0000 Office and Administrative Support Occupations

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

Master of Business Administration (M.B.A.) students must take the following:

<b>COURSE</b>	<b>TITLE / DESCRIPTION</b>	<b>UNITS</b>
Foundation	Students who have not completed their bachelor's degree in business related area are required to complete the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units) in addition to the 60 units of degree requirements.	(12)
Core	MGMT510. Organizational Behavior (4 units) (h) MGMT515. Business Statistics (4 units) (h) FNMG511. Financial Management (4 units) (h) MKTG500. Marketing Management (4 units) (h) ITMG510. Management Information Systems (4 units) (h)	20
Major General MBA	MGMT520. Strategic Management (4 units) (h) MGMT525. Strategic Human Resource Management (4 units) (h) MGMT530. Operations Management (4 units) (h) ITMG525. E-Commerce Management (4 units) (h) ITMG540. Database Application Management (4 units) (h)	20
Electives	<i>Students may choose five (5) elective courses from the following courses:</i> ACCT510. Managerial Accounting (4 units) ACCT511A. Financial Accounting 1 (4 units) ACCT511B. Financial Accounting 2 (4 units) ACCT520A. Tax Accounting 1 (4 units) ACCT520B. Tax Accounting 2 (4 units) ACCT530. Accounting Information Systems (4 units) ACCT540. Auditing Seminar (4 units) ACCT561. Non-profit Accounting (4 units) MGMT522. Business Entrepreneurship and New Venture Information (4 units) (h) MGMT535. Project Management (4 units) MGMT575. Internship (1 unit) MKTG525. Consumer Behavior (4 units) (h) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units) (h) REMG500. Real Estate Management (4 units) (h)	20
<b>TOTAL</b>	The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.	<b>60</b>

\*(h): Courses offered either On-Campus or Hybrid format

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## MASTER OF SCIENCE IN MANAGEMENT (M.S.M.) DEGREE PROGRAM

### M.S.M. PROGRAM DESCRIPTION

The Master of Science in Management (MSM) provides students with the training in strategic planning and solution developments in business data analytics, marketing, global business and finance. Students will learn to use a variety of problem-solving techniques and gain experience in a diverse area of expertise.

### M.S.M. PROGRAM LEARNING OBJECTIVES

The measurable objectives of the program are to equip students with the knowledge and ability to:

- Identify business-problems and develop solutions in logistics and analytics.
- Master strategic business plans and implement them in global business environments.
- Demonstrate mastery of written & oral communication skills targeting business audiences.
- Demonstrate proficiency of quantitative data to utilize in business forecasting and implementing strategic business initiatives.
- Comprehend the application of quantitative methods and analytics to enhance organizational outputs for decision-making and forecasting.
- Embrace a global and diversity mindset with respect to Christian teachings, ethical principles and core personal values involved in business strategies.

### M.S.M. DEGREE REQUIREMENTS

The M.S.M. is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.

The graduation requirements are summarized as follows:

Core Courses	32 units
<u>Electives Courses</u>	<u>28 units</u>
Total Required	60 units

Students who have not completed their bachelor's degree in business related area are required to complete the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units) in addition to the 60 units of degree requirements.

**Length of the program:** The M.S.M. program must be completed within 4 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

**Application for Graduation:** Prospective graduates must obtain an Application for Graduation and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. All fees and tuition debts must be paid in full fifteen (15) days prior to graduation.

**Standard Occupational Classification (SOC) (Based on United States Department of Labor):** Master of Science in Management Degree Program at Merit University (MU) prepares our graduates

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for gainful employment. MU identifies the job classifications using the United States Department of Labor's Standard Occupational Classification (SOC) codes as below. (CCR §74112 (d)(3))

11-0000 Management Occupations

13-0000 Business and Financial Operations Occupations

17-2000 Engineers

43-0000 Office and Administrative Support Occupations

## MASTER OF SCIENCE IN MANAGEMENT (M.S.M.)

Master of Science in Management (M.S.M.) students must take the following:

<b>COURSE</b>	<b>TITLE / DESCRIPTION</b>	<b>UNITS</b>
Foundation	Students who have not completed their bachelor's degree in business related area are required to complete the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units) in addition to the 60 units of degree requirements.	(12)
Core	FNMG511. Financial Management (4 units) MKTG500. Marketing Management (4 units) (h) MSMG504. Leadership and Teams (4 units) MSMG522. Statistics and Data Analysis (4 units) FNMG533. Financial Markets and corporate Decision Making (4 units) MSMG524. Data and Decision Making (4 units) MSMG534. Data Science for Business Analytics (4 units) ITMG513. Internet Business Technologies (4 units)	32
Electives	<i>Students may choose five (5) elective courses from the following courses:</i> MKTG531. Digital Marketing Implementation (4 units) MGMT538. Multinational Management (4 units) FNMG544. Investment Analysis (4 units) ACCT510. Managerial Accounting (4 units) ACCT511A. Financial Accounting 1 (4 units) ACCT511B. Financial Accounting 2 (4 units) ACCT520A. Tax Accounting 1 (4 units) ACCT520B. Tax Accounting 2 (4 units) ACCT530. Accounting Information Systems (4 units) ACCT540. Auditing Seminar (4 units) ACCT561. Non-profit Accounting (4 units) MGMT510. Organizational Behavior (4 units) (h) MGMT515. Business Statistics (4 units) (h) MGMT522. Business Entrepreneurship and New Venture Information (4 units) (h) MGMT530. Operations Management (4 units) MGMT535. Project Management (4 units) MGMT575. Internship (1 unit) MKTG525. Consumer Behavior (4 units) (h) ITMG510. Management Information Systems (4 units) (h) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units) (h) REMG500. Real Estate Management (4 units) (h)	28
<b>TOTAL</b>	The MSM is conferred after satisfactory completion of sixty (60) quarter units for students. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.	<b>60</b>

\*(h): Courses offered either On-Campus or Hybrid format

**FACULTY**

Name	Degrees
Dr. Christina Irene Baker	<p>Ph.D. Doctor of Philosophy, Curriculum and Instruction, Capella University;</p> <p>M.B.A. Master of Business Administration, Hope International University;</p> <p>M.S. Master of Science, Education, Capella University;</p> <p>B.A., Bachelor of Arts, Speech Communication, California State University, Long Beach.</p> <p>Teaching Experience: Taught communication, management, and statistics at other colleges and universities.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration</li></ul>
Prof. Namy Chah	<p>Ed.S., Walden University;</p> <p>M.A., California State University, Long Beach;</p> <p>M.B.A., Pacific States University;</p> <p>B.A., Korea University, Korea.</p> <p>Teaching Experience: Taught undergraduate and graduate level business, management, organizational behavior, social science, and sociology courses for more than five years at other colleges and universities.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration</li></ul>
Dr. Yo-Jung Chuck Y. Chang	<p>D.B.A. Doctor of Business Administration, Finance, Alliant International University;</p> <p>M.B.A. Master of Business Administration, International Business, St. John's University;</p> <p>B.B.A., Bachelor of Business Administration, International Trade, TamKang University.</p> <p>Field Experience: Vice President of Global Operation, Sales Manager, and staff at the private business companies.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration</li></ul>
Dr. Ted Dalton	<p>D.B.A. Doctor of Business Administration, Information Systems, Argosy University;</p> <p>M.B.A. Master of Business Administration, DeVry University;</p> <p>M.P.M. Master of Business Administration, DeVry University;</p> <p>B.S., Bachelor of Science, Information Technology, DeVry University.</p> <p>Teaching Experience: Taught undergraduate and graduate levels project management and computer related courses at other colleges and universities.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration and Computer Science</li></ul>
Prof. Timothy Greeran	<p>M.B.A., Master of Business Administration, Westwood College;</p> <p>B.S., Bachelor of Science, St. John's University.</p> <p>Teaching Experience: Taught undergraduate level human resources management and project management at other colleges and universities.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration</li></ul>

Dr. John Kasem	<p>D.B.A. Doctor of Business Administration, Pacific States University;  M.B.A. Master of Business Administration, DeVry University;  B.S., Bachelor of Science, Computer Science, California State University Long Beach.</p> <p>Teaching Experience: Taught graduate level business management, organizational behavior, human resource management courses for more than five years at other colleges and universities.</p> <ul style="list-style-type: none"> <li>• Teaching Area: Business Administration</li> </ul>
Prof. Jin Hyeong Kim	<p>M.A., Master of Economics, Korea University;  C.P.A., California Board of Accountancy;  B.A., Bachelor of Arts, Korea University.</p> <p>Teaching Experience: Taught undergraduate and graduate level financial accounting, managerial accounting, and auditing courses for more than four years at other colleges and universities.</p> <ul style="list-style-type: none"> <li>• Teaching Area: Accounting</li> </ul>
Dr. Min Kim	<p>Ed.D. Doctor of Education, Institutional Management, Pepperdine University;  M.A. Master of Arts, Education, Pepperdine University;  B.A. Bachelor of Arts, Economics, University of California, Davis.</p> <p>Teaching Experience: Taught undergraduate and graduate level business, management, economics, and human resource management courses for more than nine years at other colleges and universities.</p> <ul style="list-style-type: none"> <li>• Teaching Area: Business Administration</li> </ul>
Prof. Rex K. Lu	<p>M.S. Master of Science in Computer Science, Pacific States University;  B.S. Bachelor of Science in Computer Science, Pacific States University;  Microsoft Certified Professional (MCP);  Microsoft Certified Technology Specialist (MCTS);  Microsoft Certified Systems Engineer (MCSE);  Microsoft Certified Systems Administrator (MCSA);  Cisco Certified Network Associate (CCNA).</p> <p>Teaching Experience: Taught undergraduate and graduate level computer science, information technology and information systems courses for more than seven years at other colleges and universities.</p> <ul style="list-style-type: none"> <li>• Teaching Area: Computer Science</li> </ul>
Prof. Jyh Wei John Ma	<p>M.S. Master of Science in Electrical Engineering, University of Southern California;  B.S. Bachelor of Science in Engineering, National Taiwan University.</p> <p>Teaching Experience: Taught undergraduate and graduate level computer science, information technology and information systems courses for more than seven years at other colleges and universities.</p> <ul style="list-style-type: none"> <li>• Teaching Area: Computer Science</li> </ul>

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Dr. William A. Reed	<p>Ph.D. Doctor of Philosophy, Management Performance &amp; Leadership, Union Institute &amp; University;</p> <p>M.S.M. Master of Science in Applied Science &amp; Technology Aviation, Thomas Edison State University;</p> <p>B.S. Bachelor of Science in Engineering, Thomas Edison State University.</p> <p>Teaching Experience: Taught undergraduate and graduate level computer science, information technology and information systems courses for more than seven years at other colleges and universities.</p> <ul style="list-style-type: none"><li>• Teaching Area: Business Administration</li></ul>
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## **CONTACT INFORMATION**

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