Merit University

General Catalog

2025-2026

1/1/2025 to 12/31/2026

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Updated November 1, 2025 (V6)

ABOUT THIS CATALOG

This document, *Merit University General Catalog 2025-2026*, is published to help 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 Winter 2025 (1/1/2025) through Fall 2026 (12/31/2026). 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 all prospective students an electronic or hard copy. This catalog is available at the Admissions Office.

"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
Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone and Fax: (916) 574-8900, (888) 370-7589 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 the 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."

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 constitute a contract or enrollment agreement, and it constitutes 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 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. 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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ACADEMIC CALENDAR

WINTER QUARTER 2025

January 6	Monday	Winter Quarter Classes Begin
January 20	Monday	Martin Luther King Day Observed; Campus Closed
February 17	Monday	Presidents' Day Observed; Campus Closed
March 17-21	Monday-Friday	Final Examinations; Registration for SPRING QUARTER
Mar. 24-Apr. 5	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

SPRING QUARTER 2025

April 7	Monday	Spring Quarter Classes Begin
May 26	Monday	Memorial Day Observed; Campus Closed
June 16-20	Monday-Friday	Final Examinations; Registration for SUMMER QUARTER
June 19	Thursday	Juneteenth Observed; Campus Closed
June 23-Jul. 5	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

SUMMER QUARTER 2025

July 4	Friday	Independence Day Observed; Campus Closed
July 7	Monday	Summer Quarter Classes Begin
September 1	Monday	Labor Day Observed; Campus Closed
Sept. 15-19	Monday-Friday	Final Examinations; Registration for FALL QUARTER
Sept. 22-Oct. 4	Monday-Saturday	Student Recess; Registration for FALL QUARTER

FALL QUARTER 2025

October 6	Monday	Fall Quarter Classes Begin
October 13	Monday	Columbus Day; Campus Open
November 11	Tuesday	Veterans Day; Campus Open
Nov. 27-29	Thursday-Saturday	Thanksgiving Holiday; Campus Closed
Dec. 15-19	Monday-Friday	Final Examinations; Registration for WINTER QUARTER
Dec. 22-Jan. 3	Monday-Saturday	Student Recess; Registration for WINTER QUARTER
Dec. 23-26	Tuesday-Friday	Christmas Holiday; Campus Closed
Dec. 31-Jan. 2	Wednesday-Friday	New Year’s Holiday; Campus Closed

WINTER QUARTER 2026

January 5	Monday	Winter Quarter Classes Begin
January 19	Monday	Martin Luther King Day Observed; Campus Closed
February 16	Monday	Presidents' Day Observed; Campus Closed
March 16-20	Monday-Friday	Final Examinations; Registration for SPRING QUARTER
Mar. 23-Apr. 4	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

SPRING QUARTER 2026

April 6	Monday	Spring Quarter Classes Begin
May 25	Monday	Memorial Day Observed; Campus Closed
June 15-18	Monday-Thursday	Final Examinations; Registration for SUMMER QUARTER
June 19	Friday	Juneteenth Observed; Campus Closed
June 22-Jul. 3	Monday- Friday	Student Recess; Registration for SUMMER QUARTER

SUMMER QUARTER 2026

July 4	Saturday	Independence Day Observed; Campus Closed
July 6	Monday	Summer Quarter Classes Begin
September 7	Monday	Labor Day Observed; Campus Closed
Sept. 14-18	Monday-Friday	Final Examinations; Registration for FALL QUARTER
Sept. 21-Oct. 3	Monday-Saturday	Student Recess; Registration for FALL QUARTER

FALL QUARTER 2026

October 5	Monday	Fall Quarter Classes Begin
October 12	Monday	Columbus Day; Campus Open
November 11	Monday	Veterans Day; Campus Open
Nov. 26-28	Thursday-Saturday	Thanksgiving Holiday; Campus Closed
Dec. 14-18	Monday-Friday	Final Examinations; Registration for WINTER QUARTER
Dec. 21-Jan. 4	Monday-Saturday	Student Recess; Registration for WINTER QUARTER
Dec. 22-26	Tuesday-Saturday	Christmas Holiday; Campus Closed
Dec. 29-Jan. 2	Tuesday-Saturday	New Year's Holiday; Campus Closed

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 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

UNIVERSITY INFORMATION

VISION

A world where our student body contributes to society and serves the global community.

MISSION

The mission of Merit University is to provide diverse groups of foreign and domestic students with an affordable higher-education experience that integrates academic and professional goals with social development and community-building opportunities centered on Christian principles.

Merit University offers career-focused graduate-degree programs in management and business administration with a focus on delivering exceptional knowledge and developing highly marketable skills in a range of specialist fields enabling graduates to pursue meaningful contribution and service to the modern global economy.

INSTITUTIONAL OBJECTIVES

To achieve its stated Mission Statement, Merit University will:

- Offer a high-standard curriculum that is both affordable and challenging and meets the student's educational and professional needs and goals.
- Retain highly qualified and experienced faculty who provide top-notch educational services to ensure student success.
- Provide well-trained administrative staff who adhere to ethical standards and encourage a campus environment that promotes inclusivity and community.
- Support students' career development through career services such as internships, on-campus work-study opportunities, and professional development workshops.
- Provide continuous program assessment plans to ensure the effectiveness of the programs that evaluate and measure student learning outcomes.
- Create and sustain a Christian campus that is student-centered, where all individuals are valued, and diversity is embraced.

INSTITUTIONAL LEARNING OUTCOMES

Through attainment of the Institutional Objectives, the following Institutional Learning Outcomes will be met. Students will:

- Practice critical thinking and quantitative reasoning in business judgment, decision making, and problem-solving.
- Utilize effective and persuasive communication and writing strategies in business leadership.
- Develop specialized knowledge in their chosen field of study.
- Collect and analyze information in support of academic, professional, and personal needs.
- Demonstrate understanding and maintain the respect of others, encouraging the diversity of individuals, groups, communities, cultures, and religions.

FAITH STATEMENT

MU subscribes to the following Faith Statement:

1. We affirm that the Bible is the inspired, infallible, and authoritative Word of God, perfectly preserved in its original manuscripts and sufficient to guide faith and practice. God is the source of all truth, and all academic pursuits are enriched by a reverence for divine wisdom.
2. We believe in one eternal God, Creator of heaven and earth, who exists in three persons - Father, Son, and Holy Spirit- one in essence, power, and glory.
3. We believe that all people are created in the image of God with inherent dignity, purpose, and value—regardless of nationality, ethnicity, or belief.
4. We believe that humanity, though created good, fell into sin through disobedience and is in need of redemption. We believe that salvation is entirely by the grace of God and is a gift received through faith alone in Jesus Christ.
5. Christ's life is the model for leadership, calling us to serve others with humility, integrity, and compassion and to seek justice and mercy in all our dealings
6. Education is a form of stewardship, equipping students to develop their God-given talents and resources for the common good, moral leadership, and global service.
7. We believe in the bodily resurrection of Jesus Christ as the first fruits of those who have died, the return of Jesus Christ, and the final judgment. The redeemed will enjoy eternal life in the presence of God, and the unredeemed will face eternal separation.

BPPE LICENSED

Merit University is a private institution, that it is approved to operate by the Bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. 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
Email: bppe@dca.ca.gov
Telephone: (916) 574-8900
Toll-free telephone: (888) 370-7589
Fax: (916) 263-1897

SEVP CERTIFIED

Merit University is authorized under Federal law to enroll nonimmigrant alien students. Merit University is certified by the Student and Exchange Visitor Program (SEVP) in accordance with section 101(a)(15)(F)(i); 8 CFR 214.2 (f)(10)(i); 8 CFR 214.2 (f)(6)(i)(G); 8 CFR 214.3(g) to enroll non-immigrant alien students by issuing Forms 1-20.

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.).

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.

ADMINISTRATIVE POLICIES

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, 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 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 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, a 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.

ACADEMIC FREEDOM POLICIES

Merit University is committed to fostering a learning environment grounded in academic excellence, diversity, integrity, and service to the global community. We affirm that academic freedom is foundational to intellectual inquiry, scholarly integrity, and the development of globally conscious leaders. This policy reflects best practices observed in peer institutions and supports our mission to provide diverse student populations—particularly international students—with an affordable, integrated academic experience.

Academic freedom is the right of faculty, students, and academic staff to pursue knowledge, research, and teaching without undue restriction or external interference. This includes the freedom to:

- Teach, discuss, and research topics relevant to their academic discipline.
- Publish research findings and express ideas in scholarly or public forums.
- Critically examine and challenge prevailing ideas, institutions, and policies.
- Engage in intellectual debate in and outside the classroom.

Faculty have the freedom to design and deliver course content consistent with approved curricula and learning outcomes. This includes:

- Choosing instructional methods and materials.
- Engaging students in diverse viewpoints and critical thinking.
- Encouraging respectful academic discourse across cultural and ideological perspectives.

Faculty are expected to present content in a manner that reflects academic standards, disciplinary rigor, and sensitivity to Merit University's diverse and international student population.

Faculty and students are entitled to full freedom in conducting and disseminating research, provided such activities meet ethical standards and comply with institutional and legal

requirements. Merit University supports open inquiry and the publication of research results, even when such results may challenge prevailing norms or beliefs.

Academic freedom is exercised within the framework of professional ethics and institutional responsibilities:

- Faculty must distinguish between personal opinions and scholarly conclusions.
- While engaging in public discourse, individuals should clarify when they speak for themselves rather than for the institution.
- Faculty and staff are expected to uphold standards of respect, civility, and academic integrity.
- Curriculum content must align with institutional learning goals and accreditation standards.

No faculty member, staff, or student shall be penalized or dismissed for exercising academic freedom as defined in this policy. Merit University maintains a formal grievance procedure for addressing concerns related to academic freedom, ensuring fair and timely resolution.

Academic freedom at Merit University supports its vision of a world where our students contribute to society and serve the global community. It also aligns with the mission to integrate academic and professional goals with social development and community-building, encouraging diverse voices and inclusive dialogue strengthens the educational experience and prepares students for responsible global leadership.

This policy will be reviewed biennially by the Faculty Senate to ensure compliance with accreditation standards and relevance to the university's evolving academic landscape.

FACULTY AND FACULTY SENATE

The faculty at MU are dedicated, experienced, and supportive of the student body and are central to MU as an institution of higher learning. The faculty stay current with changes in their fields of study as reflected in professional literature, new textbooks, and other instructional promotional materials, as well as their own business and educational experiences. 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*.

SEXUAL ASSAULTS ON CAMPUS GROUNDS POLICY

MU is committed to creating and maintaining an academic learning environment that is safe and hospitable 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 of Academic Affairs. A student, applicant, faculty member, or other employee of the university who is 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 or 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).

DRUG, ALCOHOL, AND TOBACCO POLICIES

MU strongly supports the goals of the Drug-Free Schools and Communities Act (DFSCA). 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 their activities. A controlled substance includes but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as ecstasy or ketamine. 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 with 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.

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.

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.

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.

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

Student Grievances and Due Process

When students pursue academic studies at the university, they should be free of unfair and improper action by any member of the academic community. A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in university policies. Such action may be instituted by the student against another student, a faculty member, an administrator, or other university staff.

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

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

Merit University encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to race, 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. It

is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except for sexual harassment.

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

Student Grievances Procedure

The procedure for the resolution of student complaints is a three-step process. The university anticipates that most disputes either will be resolved through step No. 1, via informal discussions or step No. 2, by the intervention of an ombudsman. Only a few cases should proceed to 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 the 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 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). 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.

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.

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.
- Interference with the academic or administrative processes of the university or any of its approved activities.
- Theft or damage to property.
- Sexual harassment or assault of any individual.
- 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 of 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 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, and receive degrees.

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.

Academic Integrity Policy

Academic integrity is foundational to the educational mission of Merit University. Our students are expected to adhere to the highest standards of honesty and integrity in all academic endeavors. This includes avoiding acts of cheating and plagiarism, which compromise the value of our educational programs.

- Cheating: Defined as any attempt to obtain credit through dishonest or deceptive means.
- Plagiarism: Involves presenting someone else's ideas, words, or work as one's own without proper acknowledgment.

Consequences of Violating Academic Integrity
Faculty members may take appropriate actions against students suspected of cheating or plagiarism, which may include:

- No action after a review
- An oral reprimand with counseling
- Requirement to redo the assignment
- Assignment of an F grade for the specific work
- Assignment of an F grade for the entire course
- Referral to the Dean of Academic Affairs for further action

Ethical Use of AI Tools in Learning

As advancements in AI technology transform education, Merit University recognizes the importance of ethical use. All students must follow these guidelines:

1. Transparency: Confirm authorization for AI tool usage per course guidelines. Disclose AI tool usage in all academic submissions when allowed.
2. Authenticity: Clearly identify and cite AI-generated content to avoid misrepresentation of originality. Follow APA style for citations and include an appendix detailing AI inputs and usage descriptions.
3. Academic Integrity: Understand and adhere to the university's policy on plagiarism and academic integrity. Use AI tools to facilitate learning, not to exploit assignments or assessments.
4. Data Privacy: Exercise caution when sharing personal information with any AI tools. Familiarize yourself with their privacy policies and seek clarification if needed.
5. Bias Awareness: Recognize potential biases in AI-generated outputs. Critically evaluate the content and consult with instructors if biased information is encountered.
6. Ethical Use of AI Outputs: Ensure the right to use AI-generated materials while respecting copyright and intellectual property.
7. Inclusivity: Promote accessibility in AI-generated content for all students. Encourage fair and equitable usage among peers.
8. Continuous Learning: Stay informed about ethical AI practices and emerging trends. Actively seek to expand your understanding and responsible usage.
9. Accountability: Take responsibility for your interactions with AI tools, including the necessity to explain their use if asked by academic authorities.
10. Advocacy for Ethical Use: Engage in discussions about ethical AI usage with peers. Encourage responsible practices and report any misconduct to uphold academic integrity.

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 readmitted after dismissals are placed on academic probation for the immediate quarter following re-admission.

Refer to Satisfactory Academic Progress Policies, for other conditions which apply to 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, plagiarizing, 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 quarters' 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, and receive degrees.

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.

STUDENT RECORDS POLICY

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.

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 of 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 prospective 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 Directors; 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 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.

ACADEMIC ADVISING

The university assists students in reaching their goals by providing orientation for a successful academic experience, helping to clarify career and academic goals, and assisting with course selection and program planning.

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. *Please note that these efforts do not guarantee employment or job placement.*

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*.

HEALTHCARE SERVICES

Merit University provides information and brochures on insurance policies that have been designed for students' health care needs. These policies are offered by private and independent companies.

STUDENT 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 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.

COMMENCEMENT CEREMONY

Merit University holds a commencement ceremony every June for students who have completed their degrees and have fulfilled all university requirements. 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. Commencement activities are a highlight for students, faculty, and staff.

FACILITIES AND EQUIPMENT

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.

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.

Equipment

Educational equipment necessary for the graduate programs are laptops installed with Microsoft Office and necessary programs. Faculty and students may check out laptops by providing a photo identification card. Wireless Internet access is available for notebook computer users.

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.

LIBRARY AND LEARNING RESOURCES

The Merit University Library provides access to relevant, current resources to meet the research needs, support the high-quality curriculum, and enrich the educational experience of students and faculty. The purpose of the University Library is to provide the best possible service to the students, faculty, and staff in a friendly and timely manner and support them in their research requirements via the library's collection. A variety of services include reference service, database training, research assistance, and orientation and information sessions.

Library Hours:
Monday through Friday from 10:30 am to 5:00 pm.

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 the Library and Information Resources Network (LIRN). LIRN is a non-profit library service and content provider, creating a consortium of educational institutions that have joined to share access to informational resources. The LIRN virtual library provides students and faculty with resources to support their academic needs and studies and can be accessed anywhere with an internet connection. LIRN provides information content from sources such as ProQuest, eLibrary, and Gale/InfoTrac, just to name a few (and more). Students can also search and check out MU's library holdings by logging into their Student Portal student information system, Populi account, and by browsing the library online catalog.

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 the 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.

Other Resources available:

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

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 credit.

Study Loads

A full-time academic load in a master's degree program is eight (8) units or more per quarter. Students may enroll for more than twelve (12) units with approval from the Dean of Academic Affairs.

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 a Master's 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 sessions will be held at 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010. Also, all class instructions will be taught in English only.

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:

Grade	***Score***	***Grade Explanation***	**Grade Point**
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

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 student's permanent record. An Incomplete (IN) is not used in calculating the GPA.

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 challenge examination fee is $450 per course.

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 earned will be posted on the transcript as CR, rather than the letter grade, 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.

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.

TRANSFER OF CREDITS POLICY

Merit University (MU) accepts transfer credit for coursework completed at institutions that are approved by the Bureau for Private Postsecondary Education, accredited public or private institutions recognized by the U.S. Department of Education, or other institutions of higher learning, including foreign institutions.

The University evaluates each course individually to determine if it is equivalent to courses in MU's graduate programs. Only courses with grades of **A** or **B** are eligible for transfer credit. MU does not have articulation or transfer agreements with any other college or university.

At the graduate level, MU accepts a **maximum of 12 quarter units** for transfer credit. Students requesting transfer credit must submit a formal request that includes:

- A list of MU courses for which transfer credit is requested;
- Official transcripts showing courses completed at other institutions; and
- Course descriptions and syllabi or catalog outlines.

It is the student's responsibility to become familiar with the MU program requirements, as described in the current catalog, and to initiate the transfer process.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Merit University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to

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

STUDENT TRANSFERRING TO ANOTHER UNIVERSITY

The transferability of credits earned at MU to another institution is determined solely by the receiving institution. Acceptance of degrees or certificates earned at MU is also at the discretion of the other institution. Students should verify with prospective institutions whether MU credits, degrees, or certificates will be accepted before enrollment.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

Maximum Program Length

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

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

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 Courses Attempted)	Maximum Time Frame (MTF)
25%	2.25	55%	4 years
50%	2.50	60%	
100%	3.00	67%	

* 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 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 establishing SAP under the Maximum Time Frame 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 time frame calculation.

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 and 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 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 MU 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.

MITIGATING CIRCUMSTANCES

The Dean of Academic Affairs may waive the Standards of Satisfactory Academic Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrences beyond the control of the students. Students must document these circumstances to show 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 a 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 the required minimum standards of satisfactory academic progress.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstances regarding 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

academic plan the student must follow. The terms of the academic plan must ensure the student will complete the program within the maximum time frame. 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 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 expelled.

DISMISSAL

Students who have been dismissed because of failing 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.

READMISSION

Students who have been dismissed or expelled 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 and present compelling reasons for reinstatement, which include the ability to maintain the SAP standards. The Dean of Academic Affairs will notify the students in writing concerning their readmission. Students who are readmitted 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 has 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 student's 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 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.

CLEARANCE FOR GRADUATION

Graduation candidates for the Master of Business Administration (MBA) degree and the Master of Science in Management (MSM) degree shall have:

1. Completed and submitted the application for graduation to Registrar's Office. The application form for graduation can be obtained from Registrar's Office.
2. Settled all financial obligations with the university. Any outstanding balance and tuition fees must be paid prior to graduation.
3. Successfully completed all degree requirements as below.

   The Master of Business Administration (MBA) degree is conferred after satisfactory completion of sixty (60) quarter units. The Cumulative Grade Point Average for the degree must be a minimum of 3.0 on a 4.0 scale. Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses in addition to the 60 units of degree requirements.

   The Master of Science in Management (MSM) degree is conferred after satisfactory completion of sixty (60) quarter units. The Cumulative Grade Point Average for the degree must be a minimum of 3.0 on a 4.0 scale. Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses in addition to the 60 units of degree requirements.

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
Foundation/Undergraduate Level Courses (100 – 499)	$ 200 per Unit

Entire Educational Program	Estimated Schedule of Total Tuition Charge	Tuition Charges for a Period of Attendance
Master of Business Administration Degree	$12,000	$1,600
Master of Science in Management Degree	$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
Student Tuition Recovery Fund Fee (CA Residents): Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be ($0.00) per $1,000.	$0.00 per $1,000

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 or scholastic certificate for the quarter.
3. Suspend the student.

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 in 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 Office charges for late payments will apply to the students who are not paying in full. If students fall behind in their payments, students are not allowed to take part in class activities, including test taking.

Cancellation, Withdrawal, and Refund Policies

Student's notice of cancellation must be in writing, and that withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not 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 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 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."
Reference: CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b)

Student's Right to Cancel Policy

The student may cancel their enrollment agreement and get a refund paid through to the attendance at the first class session or the seventh day after enrollment, whichever comes later.
1) To receive a refund of any portion of the tuition fees, you must provide the school with a written statement that you intend to withdraw from the program in which you have enrolled.
2) Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including, but not limited to, a student's lack of attendance.
3) If you have completed 60% or less of your program, the 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 fees not to exceed two hundred fifty dollars ($250).
4) If you complete more than 60% of your program, the school shall NOT refund any portion of the amount paid for institutional charges.
5) If you are eligible for a refund under the conditions stated above, you will receive the refund within 45 days of the school receiving the written notice of cancellation or the school's notice 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, 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 Presidential Scholarship for the Fall, Winter, Spring, and Summer Quarters for tuition credit. The Presidential 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 Fall, Winter, Spring, and Summer quarters. Applications are available in the Dean of Academic Affairs' office. Completed applications should be submitted to the Dean of Academic Affairs. Nominees are presented to the 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.

MASTER'S DEGREE PROGRAMS

MU offers graduate programs leading to the following degrees, Master of Business Administration (M.B.A.) or Master of Science in Management (M.S.M.). 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 is 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. 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 a 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 formats for the partial program or may request alternate formats for certain courses as the student progresses through the program (depending on 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 comprise 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 key concepts, the class will be devoted to a case analysis. The purpose of the chosen cases is to illustrate how various concepts shape decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities and case studies.

Equipment to be used: Faculty will use computer presentations in the 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 their photo identification cards.

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 participating in this format are required to take part in weekly online discussion boards and submit all assignments on the portal. Online academic work is organized by quarters, each of which is eleven (11) weeks in length. Seven days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

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*.

PROSPECTIVE STUDENT DISCLOSURES

The degree programs at MU are unaccredited and are not recognized for some employment positions, including, but not limited, positions with the State of California. The degree and certificate programs at MU will not be eligible to sit for applicable licensure exam in California and other states. As an unaccredited institution, students enrolled at MU are not eligible for federal financial aid programs and the institution 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).

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

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

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

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

ADMISSIONS POLICIES

The university admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, nationality, ethnicity, 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.

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. MU does not provide visa services.

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 for a minimum of one quarter before transferring to another school***.

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 enrolled 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.

MU does not offer English as A Second Language (ESL) course.

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;
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 (Recommended);
8. Statement of purpose, at least 250 words, detailing educational and work history, and goals of education and employment (Recommended);
9. Current resume;
10. Online Learning Assessment Survey (only applies to students who are seeking Hybrid format courses)

ADMISSION OF TRANSFERRING STUDENTS

Merit University (MU) accepts transfer credit for coursework completed at institutions that are approved by the Bureau for Private Postsecondary Education, accredited public or private institutions recognized by the U.S. Department of Education, or other institutions of higher learning, including foreign institutions.

The University evaluates each course individually to determine if it is equivalent to courses in MU's graduate programs. Only courses with grades of **A** or **B** are eligible for transfer credit. MU does not have articulation or transfer agreements with any other college or university.

At the graduate level, MU accepts a **maximum of 12 quarter units** for transfer credit. Students requesting transfer credit must submit a formal request that includes:

- A list of MU courses for which transfer credit is requested;
- Official transcripts showing courses completed at other institutions; and
- Course descriptions and syllabi or catalog outlines.

It is the student's responsibility to become familiar with the MU program requirements, as described in the current catalog, and to initiate the transfer process.

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

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 become world leaders in the global business environment. The MBA program covers concepts in business management, marketing, human resources, finance, analytics, and informational technology. Students will be prepared at graduation with an understanding and ability to handle complex situations in today's global business settings and to launch professional careers.

M.B.A. PROGRAM LEARNING OBJECTIVES

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

1. Demonstrate mastery of the functional components of business: economics, marketing, accounting, finance, organizational behavior, information technology, and leadership.
2. Approach business issues using critical thinking and appropriate managerial decision-making.
3. Effectively communicate using written and oral communication skills, business administrative tasks, managerial stratagems, and organizational problems.
4. Exhibit mastery of reasoning regarding how ethical principles and core personal values are involved in business strategies.

M.B.A. PROGRAM LEARNING OUTCOMES

Graduates from the Master of Business Administration program will achieve the following program learning outcomes:

1. Demonstrate proficiency in using broad, integrative knowledge in business settings.
2. Utilize critical thinking and quantitative reasoning in managerial problem-solving, decision making, and business forecasting.
3. Demonstrate mastery of oral communication and writing strategies in composing business plans, creating presentations, and conducting business meetings.
4. Practice autonomy and creativity for managing complex professional practices with specialized knowledge.
5. Identify and collect business sources to develop business strategies for the global marketplace.
6. Relate the impact of living and contributing to a global business environment, its impacts on globalization, and on individuals, communities, and the larger public.

M.B.A. DEGREE GRADUATION REQUIREMENTS

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

The graduation requirements are summarized as follows:

Core Courses	20 units
Major Courses	16 units
Capstone Project	4 units
Electives Courses	20 units
Total Required	60 units

Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses below in addition to the 60 units of degree requirements.

ACCT100A. Principles of Accounting 1 (4 units)
ECON201. Macroeconomics (4 units)
MGMT200. Fundamentals of Management (4 units)

Capstone Project (4 units): To demonstrate the ability to plan and execute an independent research project within a defined time-period or working in a placement for a duration of three months. M.B.A. students may choose from two options. Students may opt for the Capstone Internship (CPSN597) or the Integrated Business Project (CPSN598) (See course descriptions).

If students choose to undertake a three-month internship, they will carry out a work placement and produce a reflective essay. Students will use a reflective model and an experiential learning cycle to examine their internship experiences, so they develop via self-reflection on at-work practices and enhance their employability.

If students opt for the Integrated Business Project, they will be required to produce an independent research project demonstrating advanced research skills, planning and self-management abilities as well as agility in information handling.

Enrollment Requirements: Capstone Project is to be taken in your final quarter. Also, the project is taken when you are within 8 units of completing your intended program, in good academic standing, and has advanced to candidacy. Finally, the project requires authorization prior to enrolling in the course.

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

Application for Graduation: Graduation candidates for the Master of Business Administration (M.B.A.) degree shall have:

1. Completed and submitted the application for graduation to Registrar's Office. The application form for graduation can be obtained from Registrar's office.
2. Settled all financial obligations with the university. Any outstanding balance and tuition must be paid prior to graduation.
3. Successfully completed the M.B.A. degree requirements.

Standard Occupational Classification (SOC) (Based on United States Department of Labor): The Master of Business Administration Degree Program at Merit University 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:

COURSE	TITLE / DESCRIPTION	UNITS
Foundation	Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses 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) ITMG540. Database Application Management (4 units) (h)	16
Electives	*Students may choose five (5) elective courses from the elective course list.*	20
Capstone Project	*Students may choose one (1) course from below:* CPSN597. Capstone Internship CPSN598. Integrated Business Project	4
Elective Course List	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) FNMG544. Investment Analysis (4 units) FNMG533. Financial Markets and Corporate Decision Making (4 units) MGMT522. Business Entrepreneurship and New Venture Information (4 units) (h) MGMT527. Non-profit Management (4 units) MGMT535. Project Management (4 units) MGMT538. Multinational Management (4 units) MGMT575. Internship (1 unit) MSMG504. Leadership and Teams (4 units) MSMG522. Statistics and Data Analysis (4 units) MSMG524. Data and Decision Making (4 units) MSMG534. Data Science for Business Analytics (4 units) MKTG525. Consumer Behavior (4 units) (h) MKTG531. Digital Marketing Implementation (4 units) ITMG513. Internet Business Technologies (4 units) ITMG525. E-Commerce Management (4 units) (h) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units) (h) REMG500. Real Estate Management (4 units) (h)	
TOTAL	The M.B.A. is conferred after satisfactory completion of sixty (60) quarter units. The Cumulative Grade Point Average for the degree must be a minimum of 3.0 on a 4.0 scale.	**60**

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

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

M.S.M. PROGRAM DESCRIPTION

The Master of Science in Management (M.S.M.) provides students with the knowledge and skills in strategic planning and developing solutions 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 objectives of the MSM program are to equip students with the knowledge and ability to:

1. Identify business problems and develop solutions in logistics and analytics.
2. Develop strategic business plans and implement them in global business environments.
3. Demonstrate mastery of written and oral communication skills targeting business audiences.
4. Use quantitative data to utilize in business forecasting and implementing strategic business initiatives.
5. Describe and use quantitative methods and analytics to enhance organizational outputs for decision-making and forecasting.
6. Practice a global and diversity mindset with respect to ethical principles and core personal values involved in business strategies.

M.S.M. PROGRAM LEARNING OUTCOMES

Graduates from the Master of Science in Management will be able to demonstrate the following program learning outcomes:

1. Utilize critical thinking and quantitative reasoning to increase organizational outputs for decision-making and forecasting.
2. Demonstrate mastery of oral communication and writing strategies in analyzing unstructured data into meaningful inferences.
3. Successfully employ critical thinking and managerial decision-making within the field and develop expertise in statistics.
4. Analyze and collect data from various sources to create recommendations for complex business situations and concepts.
5. Recognize and relate the impact of science, technology, engineering, and mathematics as drivers for business.

M.S.M. DEGREE GRADUATION REQUIREMENTS

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

The graduation requirements are summarized as follows:

Core Courses	28 units
Capstone Project	4 units
Electives Courses	28 units
Total Required	60 units

Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses below in addition to the 60 units of degree requirements.

ACCT100A. Principles of Accounting 1 (4 units)
ECON201. Macroeconomics (4 units)
MGMT200. Fundamentals of Management (4 units)

Capstone Project (4 units): To demonstrate the ability to plan and execute an independent research project within a defined time-period or working in a placement for a duration of three months. M.S.M. students may choose from two options. Students may opt for the Capstone Internship (CPSN597) or the Integrated Business Project (CPSN598) (See course descriptions).

If students choose to undertake a three-month internship, they will carry out a work placement and produce a reflective essay. Students will use a reflective model and an experiential learning cycle to examine their internship experiences, so they develop via self-reflection on at-work practices and enhance their employability.

If students opt for the Integrated Business Project, they will be required to produce an independent research project demonstrating advanced research skills, planning and self-management abilities as well as agility in information handling.

Enrollment Requirements: Capstone Project is to be taken in your final quarter. Also, the project is taken when you are within 8 units of completing your intended program, in good academic standing, and has advanced to candidacy. Finally, the project requires authorization prior to enrolling in the course.

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

Application for Graduation: Graduation candidates for the Master of Science in Management (M.S.M.) degree shall have:

1. Completed and submitted the application for graduation to Registrar's Office. The application form for graduation can be obtained from Registrar's office.
2. Settled all financial obligations with the university. Any outstanding balance and tuition fees must be paid prior to graduation.
3. Successfully completed the M.S.M. degree requirements.

Standard Occupational Classification (SOC) (Based on United States Department of Labor): The Master of Science in Management Degree Program at Merit University 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
15-2000 Mathematical Science Occupations
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:

COURSE	TITLE / DESCRIPTION	UNITS
Foundation	Students, who have completed their bachelor's degree without the foundation courses (12 units) in accounting (4 units), economics (4 units), and business management (4 units), must complete the three courses 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) MSMG534. Data Science for Business Analytics (4 units) ITMG513. Internet Business Technologies (4 units)	28
Electives	*Students may choose seven (7) elective courses from the elective course list.*	28
Capstone Project	*Students may choose one (1) course from below:* CPSN597. Capstone Internship CPSN598. Integrated Business Project	4
Elective Course List	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) FNMG544. Investment Analysis (4 units) MGMT510. Organizational Behavior (4 units) (h) MGMT515. Business Statistics (4 units) (h) MGMT520. Strategic Management (4 units) (h) MGMT522. Business Entrepreneurship and New Venture Information (4 units) (h) MGMT525. Strategic Human Resource Management (4 units) (h) MGMT527. Non-profit Management (4 units) MGMT530. Operations Management (4 units) (h) MGMT535. Project Management (4 units) MGMT538. Multinational Management (4 units) MGMT575. Internship (1 unit) MKTG525. Consumer Behavior (4 units) (h) MKTG531. Digital Marketing Implementation (4 units) MSMG524. Data and Decision Making (4 units) ITMG510. Management Information Systems (4 units) (h) ITMG525. E-Commerce Management (4 units) (h) ITMG540. Database Application Management (4 units) (h) ITMG545. Web Design and Management (4 units) ITMG560. Computer Network Management (4 units) (h) REMG500. Real Estate Management (4 units) (h)	
TOTAL	The MSM is conferred after satisfactory completion of sixty (60) quarter units. The Cumulative Grade Point Average for the degree must be a minimum of 3.0 on a 4.0 scale.	**60**

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

COURSE DESCRIPTIONS

FOUNDATION COURSES

ACCT100A. Principles of Accounting 1 (4 units)
Introduction to accounting principles and practices essential to the administration of a business: the analysis and recording of financial transactions, the measurement, valuation, and accumulation of data, and the preparation of financial statements.

ECON201. Macroeconomics (4 units)
This course studies the economy as a whole or a large segment of it. Concepts include levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, and international trade.

MGMT200. Fundamentals of Management (4 units)
A study of how organizations are managed and the core concepts and practical applications of the management process. The main subjects are management functions, which are considered as planning, organizing, leading, and controlling. Managing in a global environment and innovative organizations are also covered.

MASTER'S LEVEL COURSES

Accounting

ACCT510. Managerial Accounting (4 units)
Identification, analysis, and use of costs and other information to improve the competitiveness of business operations. Topics include Accumulation and Product Costing, Budgetary Planning, Activity-based Management Measurement Reporting, and Control Responsibility Accounting Managerial Decision Making. Using case studies, learners will use different methods for understanding and assigning product costs and break-even analysis.

ACCT511A. Financial Accounting 1 (4 units)
Prerequisite: ACCT510 Managerial Accounting
The concepts and issues of financial accounting with emphasis on the interpretation of financial statements. Topics include the economic consequences of transactions and their presentation on corporate financial statements, corporate financial statements as a tool for company valuation and decision making, the analysis of effects of decisions on financial performance, and the use of financial statements to evaluate organizations.

ACCT511B. Financial Accounting 2 (4 units)
Prerequisite: ACCT511A Financial Accounting 1
The theory and practice of financial accounting, with special emphasis on current problems of income determination, valuation of assets and equities, and preparation, analysis, and interpretation of published financial statements. Topics include accounting choice in the business environment, providing the context for understanding forces affecting accounting choice, and why these forces might be perceived differently by management, auditors, security analysts, investors, and lenders. Cash flows and changes in accounting are discussed.

ACCT520A. Tax Accounting 1 (4 units)
Concepts of federal income tax law applicable to individuals and business entities. Course topics include property transactions and compensation planning, the social, economic, and political considerations which underlie the law, the use of the tax law for the purpose of better business and investment decision making, and the use of computer-based tax research tools.

ACCT520B. Tax Accounting 2 (4 units)
Prerequisite: ACCT520A Tax Accounting 1
An examination of the tax provisions governing C corporations, S corporations, and partnerships. Topics include transactions between the entity and the owner, special concerns and opportunities for the closely held business, tax considerations involved in the choice of entity, a comprehensive review of state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations.

ACCT530. Accounting Information Systems (4 units)
Prerequisite: ACCT511A Financial Accounting 1
Concepts and management practices of accounting information systems, the capabilities of information systems, and the relationship to financial and general organizational controls. Topics include general ledger, accounts payable, accounts receivable, payroll, order entry, purchasing, inventory, job cost, fixed asset, report writing, and executive information modules.

ACCT540. Auditing Seminar (4 units)
Prerequisite: ACCT511B Financial Accounting 2
Analysis of the structure of a financial statement audit and environmental factors affecting the audit. Seminar topics include audit function in relation to ethical and legal considerations, litigation, internal control, forms of evidence, statistical sampling, substantive tests, various types of audit reports, current issues in auditing, and international practices.

ACCT561. Non-profit Accounting (4 units)
Prerequisite: ACCT510 Managerial Accounting
The accounting principles applicable to governmental and non-profit entities, and the analysis and interpretation of financial statements. Theories of fund accounting illustrated in case studies with an emphasis on the recording of assets, liabilities, equity, revenues, and expenditures are discussed.

Finance

FNMG511. Financial Management (4 units)
The bases of managerial decisions in finance include financial planning, working capital management, capital budgeting, valuation analysis, portfolio management, capital structure, and ethical and multinational concerns. Topics include various sources of capital, evaluation of capital projects, and strategic investment decisions.

FNMG533. Financial Markets and Corporate Decision Making (4 units)
The analytical capabilities that form the basis for making financial decisions in corporations. The course is focused on the following topics: time value of money, stock and bond valuation, the relationship between risk and return, choosing investment projects that support firm strategy, financing decisions, corporate valuation, and derivatives.

FNMG544. Investment Analysis (4 units)
Prerequisite: FNMG511 Financial Management
An examination of financial theory and empirical evidence crucial for making solid investment decisions. Topics include direct and indirect investments including securities; managed funds; derivatives and other investments. Skill development in applying investment and portfolio management theories in the construction of portfolios. The effect of foreign exchange risk and taxation are also considered to construct a portfolio that best meets the needs of the clients.

Information Technology

ITMG510. Management Information Systems (4 units)
Management of information processing in computer systems. The topics include hardware components, application software, systems development and management, and computer program languages used in business computations. Operating systems, word processing, spreadsheet, and presentation software are demonstrated, and case studies are examined.

ITMG513. Internet Business Technologies (4 units)
A focus on building a set of strategic and analytical tools for using a systematic approach to analyzing and understanding digital markets and how they interact with physical channels. Development of a core framework that focuses on customer behavior, firm and channel competition, and the effect of technology on these market forces. Rapidly changing technologies driving fundamental changes in the way that businesses interact with their customers, business partners, and government will be discussed. A range of software tools will be utilized in the class to create information technology solutions for business systems.

ITMG525. E-Commerce Management (4 units)
New and emerging digital communications and networking technologies that affect the exchange of goods and services between buyers and sellers, and electronic commerce and business transactions on the Internet. Topics include evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies that have redefined business.

ITMG540. Database Application Management (4 units)
Detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies. Topics include business environment and challenges for database applications, advanced database application modeling, database, and implementation issues. Students will develop a variety of projects.

ITMG545. Web Design and Management (4 units)
Issues in application design specific to Internet hardware, software, user for e-Commerce, and many data sources provided by the Internet, produced and designed for and by the business community. The topics include how to create web pages using Internet languages, such as Hypertext Mark-Up Language (HTML), script languages, and JAVA, and concepts of interactive and object-oriented programming Internet languages. Students will develop a variety of projects.

ITMG560. Computer Network Management (4 units)
Prerequisite: ITMG510 Management Information Systems
An examination of computer networking and the Internet, computer network architecture, local area networks, and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. Topics include data communications for personal computers, network configurations, distributed systems, and data flow and database control.

Management

MGMT510. Organizational Behavior (4 units)
The tools and concepts needed to effectively manage organizational behavior. Topics include understanding individual and contextual determinants of behavior in organizations, managerial tools to influence and direct employee behavior, and the practical application of behavioral science theories to solving management problems. Communication, learning, diversity, multiculturalism, teamwork, motivation, power, innovation, leadership, organizational design, and change are discussed.

MGMT515. Business Statistics (4 units)
The use of descriptive statistics, probability theory, decision theory, regression and correlation, and applications and statistical techniques in business decision-making. The topics include structures of various data processing systems, adequate controls, currently available technology, and issues in the related implementation process. Major emphasis on the formulation of projects and related data gathering and interpretation, focus groups, sample surveys, data management, statistical analysis, graphics, and the communication of results.

MGMT520. Strategic Management (4 units)
The core concepts, frameworks, and techniques of strategic management. The topics include theoretical concepts and frameworks useful for analyzing the external and internal environment of the firm, guiding the formulation and execution of different types of strategies, tools of strategy analysis, sources of competitive advantage, and the apparatuses of corporate strategy.

MGMT522. Business Entrepreneurship and New Venture Information (4 units)
An overview of entrepreneurship with the basics necessary to conceive, plan, and launch a new business and explore the many dimensions of new venture creation. Topics include idea creation, opportunity recognition, feasibility analysis, business planning, customer acquisition and retention, financial and business structuring, plan implementation and execution, and plans for new business ventures. Problem-solving approaches are discussed with case studies.

MGMT525. Strategic Human Resource Management (4 units)
Analysis of the functions and role of human resource management that contribute to the development and maintenance of the organization's people. Topics include forecasting needs, recruitment, development, aspects of retaining a workforce, management development, attitudes and behaviors, communications, motivation, labor relations, and the future for personnel administration from the manager's perspective. Current issues will be reviewed with case studies.

MGMT 527. Non-profit Management (4 units)
Theory and Practice of effective management of non-profit organizations, with an emphasis on practical application. A comprehensive understanding of how to lead a non-profit organization. Topics include the role of boards, governance, leadership, strategic planning, marketing and fund-raising, financial management, and human resource management.

MGMT530. Operations Management (4 units)
Analysis of the management of operations processes including production and service aspects. The topics include material requirements planning, operations scheduling, production and inventory management, project management, facility layout, and quality improvement management and control. Case studies are used to learn and discuss processes and problems.

MGMT535. Project Management (4 units)
Prerequisites: MGMT530 Operations Management
Examination of the organizational issues, methods of planning, and techniques for managing the business and creative processes that determine the success of a project. Topics include project life cycle, work breakdown structure, Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Individual projects are required using project management software for organizing, scheduling, and monitoring project progress.

MGMT538. Multinational Management (4 units)
Examination of critical issues facing managers who work in multinational firms. Opportunities and challenges of managing a business and/or organization in an international business environment are identified and discussed. Theories and research findings useful to understanding the environmental and managerial aspects of multinational corporations. Topics include foreign market entry strategies, global management of the functional areas of business, and management and control of multinational firms in the global marketplace.

MGMT575. Internship (1 unit)
Prerequisite: Approval of the Instructor, internship students must have maintained a 3.0 cumulative grade point average in the graduate course work.
Opportunities for students to relate the experience and knowledge they have gained through classroom instruction in practice. Hands-on experience and a good sense of what an actual job in an organization will be. Thirty (30) hours of internship work is required and a three to five-page report paper is mandatory. The course may be repeated with a maximum twelve (12) credit hours.

REMG500. Real Estate Management (4 units)
An overview of the multiple aspects of the real estate business in both private and public sectors. Concepts in agency and brokerage practice as a foundation for an in-depth understanding of the real estate professions. Economic analysis of fluctuation in the real estate markets.

Management Science

MSMG504. Leadership and Teams (4 units)
An examination of the design, management, and leadership of teams in organizational and community settings with a focus on the interpersonal processes and structural characteristics that influence the effectiveness of teams. Topics include the development and strengthening of interpersonal leadership and teamwork skills and the theory and processes of group and team behavior.

MSMG522. Statistics and Data Analysis (4 units)
Statistical and probabilistic methods and theories applicable to situations faced by managers. Topics include data presentation and summarization, regression analysis, fundamental probability theory and random variables, introductory decision analysis, estimation, confidence intervals, hypothesis testing, and One Way ANOVA.

MSMG524. Data and Decision Making (4 units)
Recapitulation of the science of business analytics to provide businesses and managers with the foundation needed to apply data analytics to real-world challenges they confront daily. Students will learn to identify the ideal analytic tool for their specific needs; understand valid and reliable ways to collect, analyze, and visualize data; and utilize data in decision making for their agencies, organizations, or clients.

MSMG534. Data Science for Business Analytics (4 units)
Identification of data sources a company can use and how to store that data. Topics include business data mining, machine learning, and statistical methods utilizing business applications, solving real-world problems, and delivering impact on business. This course will help students understand the techniques used in data-informed business analysis to help leaders make smart business decisions.

Marketing

MKTG500. Marketing Management (4 units)
Managerial decisions in the marketing area and approaches to making these decisions. The topics include an analysis of major marketing decisions of product development and management, demand estimation, distribution, market structure analysis, pricing, and promotion with emphasis on the role and impact of technology in marketing management, and case studies of successes and failures.

MKTG525. Consumer Behavior (4 units)
Analysis of the behavior of consumers and industrial and institutional buyers. The topics include motivation, learning, attitude formation, attitude change, the relation between attitudes and behavior as applied to buyers, and factors that influence marketing decisions and how social and cultural factors, perception and learning patterns, and individual inclinations and needs and the electronic environment impact purchasing.

MKTG531. Digital Marketing Implementation (4 units)
Core processes of planning a digital marketing campaign and the role of various digital channels in integrated marketing communication. Topics include the digital technology that gives businesses an unprecedented and diverse new set of tools to reach, engage, monitor, and respond to consumers, leveraging digital data to better target specific consumer segments.

Capstone Project

CPSN597. Capstone Internship (4 units)
Prerequisite: Must be taken in final quarter; Approval of Academic Advisor
Successful completion of the internship requires the submission of the relevant reports, employer evaluations, and a work certificate. *You are required to register for the Internship at the start of the term in which the Internship is being completed. In order to do so, please begin planning for it in the previous term. *Capstone Internship Registration/Request Form must be filed with the Registrar no later than the end of the registration period. Students who do not meet the deadline will have to complete the capstone project.*

CPSN598. Integrated Business Project (4 units)
Prerequisite: Must be taken in final quarter; Approval of Academic Advisor
This course consolidates students' knowledge, understanding, and skills as identified in the program outcomes. The business research project is a culminating academic research-based work that forms part of the Master's program. This is an individual academic research project that requires self-regulated learning and independent research activities. Students must identify, analyze, conceptualize, and carry out research into a business problem based on one of the major themes and concepts studied during the program. The project may also focus on a diagnostic review of an existing or past organizational problem. Major findings should be presented and two solutions or recommendations should be proposed with syntheses and evaluations.

BOARD OF TRUSTEES AND LEGAL CONTROL

The university is a Nonprofit Public Benefit Corporation registered with the Secretary of State of California since 2022 which was formed in March 2014 as a for-profit corporation. The Board of Trustees governs Merit University (MU). Their authority is derived from the university's bylaws. The Board of Trustees is the primary policy-making body of the university. A policy is a general rule or principle, or a statement of intent, or direction, that provides guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care.

The duties of the Board are: to define and maintain the mission of MU; to ensure that the institutional 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 approve an annual assessment plan and a strategic plan; to appoint and evaluate the chief executive officer; to authorize all legal documents; and annual report at the annual meeting.

Merit University Board of Trustees are Moon J. Kwon, John Kim, Wonjae Cho, Myung Hee Choi, Jennifer Bhang, Dr. Hyun S. Kim, and Dr. Joo Y. Cha.

Committee Membership
Educational Quality: Dr. Hyun S. Kim and Dr. Joo Y. Cha
Finance and Budgeting: Jennifer Bhang and Wonjae Cho
Audit and Risk Management: Myung Hee Choi and John Kim
Trusteeship: Moon J. Kwon and John Kim

UNIVERSITY PERSONNEL

ADMINISTRATORS

President / Chief Executive Officer (CEO)	Jae D. Kim, PhD
Dean of General Affairs / Chief Operating Officer (COO)	Namy Chah, EdS, MBA, MA
Dean of Financial Affairs / Chief Financial Officer (CFO)	Daryl Kenji Ono, PhD
Dean of Academic Affairs / Chief Academic Officer (CAO)	Min Kim, EdD
Director of MBA Program	Yo-Jung Chuck Y. Chang, DBA
Director of MSM Program	Daryl Kenji Ono, PhD
Director of Admissions	Rex K. Lu, MSCS
Director of Institutional Research	Karen Chen Jirasook, EdD
Registrar	Rex K. Lu, MSCS
Director of Career and Placement Services	Maria J. Castaneda, MA
Director of Student Services	Rex K. Lu, MSCS
Academic Advisor	Karen Chen Jirasook, EdD
Management Information Systems (MIS) Advisor	Amanda Chang, MBA
Librarian	Dou Im, MLIS

FACULTY

Name	Degrees
Dr. Christina Irene Baker	Ph.D. Doctor of Philosophy, Curriculum and Instruction, Capella University; M.B.A. Master of Business Administration, Hope International University; M.S. Master of Science, Education, Capella University; B.A., Bachelor of Arts, Speech Communication, California State University, Long Beach. Teaching Experience: Taught communication, management, and statistics at other colleges and universities. • Teaching Area: Business Administration
Prof. Namy Chah	Ed.S., Walden University; M.A., California State University, Long Beach; M.B.A., Pacific States University; B.A., Korea University, Korea. 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. • Teaching Area: Business Administration
Dr. Yo-Jung Chuck Y. Chang	D.B.A. Doctor of Business Administration, Finance, Alliant International University; M.B.A. Master of Business Administration, International Business, St. John's University; B.B.A., Bachelor of Business Administration, International Trade, TamKang University. Field Experience: Vice President of Global Operation, Sales Manager, and staff at private business companies. • Teaching Area: Business Administration
Dr. Ted Dalton	D.B.A. Doctor of Business Administration, Information Systems, Argosy University; M.B.A. Master of Business Administration, DeVry University; M.P.M. Master of Business Administration, DeVry University; B.S., Bachelor of Science, Information Technology, DeVry University. Teaching Experience: Taught undergraduate and graduate levels project management and computer-related courses at other colleges and universities. • Teaching Area: Business Administration and Computer Science
Dr. Karen Chen Jirasook	Ed.D. Doctor of Education, Educational Leadership, University of Arizona; M.A. Master of Arts, TESOL, California State University Los Angeles; B.A. Bachelor of Arts, Psychology, University of California, San Diego. Teaching Experience: Taught undergraduate and graduate level management, organizational behavior, and leadership courses at other colleges and universities. • Teaching Area: Business Administration

Dr. John Kasem	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. Teaching Experience: Taught graduate level business management, organizational behavior, human resource management courses for more than five years at other colleges and universities. • Teaching Area: Business Administration
Dr. Min Kim	Ed.D. Doctor of Education, Institutional Management, Pepperdine University; M.A. Master of Arts, Education, Pepperdine University; M.B.A. Master of Business Administration, Pacific States University; B.A. Bachelor of Arts, Economics, University of California, Davis. 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. • Teaching Area: Business Administration
Prof. Rex K. Lu	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). 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. • Teaching Area: Computer Science
Dr. Daryl Kenji Ono	Ph.D. Doctor of Philosophy, Business Administration in Finance, Pacific Western University; M.S. Master of Science in Applied Mathematics, Southern Methodist University; M.S. Master of Science in Engineering Management, Southern Methodist University; M.S. Master of Science in Finance, Golden State University; M.S. Master of Science in System Engineering, Southern Methodist University; M.B.A. Master of Business Administration, Claremont Graduate School; B.A. Bachelor of Arts, Business-Economics Education, University of California, Los Angeles. Teaching Experience: Taught undergraduate and graduate level statistics, data analysis, product and operations management, accounting and finance courses for more than twenty-five years at other colleges and universities. • Teaching Area: Business Administration

Dr. William A. Reed	Ph.D. Doctor of Philosophy, Management Performance and Leadership, Union Institute & University; M.S.M. Master of Science in Applied Science & Technology Aviation, Thomas Edison State University; B.S. Bachelor of Science in Engineering, Thomas Edison State University. 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. • Teaching Area: Business Administration

INSTRUCTIONS ON FILING A COMPLAINT WITH BPPE

If you feel your rights have not been upheld, you may contact the BPPE:

Students 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). The complaint form may also be mailed to**:** 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. Further information may be obtained by contacting the Bureau at**:** (916) 574-8900**.**

OSAR STATEMENT

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov."

CONTACT INFORMATION

MERIT UNIVERSITY

Address: 3699 Wilshire Blvd. Suite 970, Los Angeles, CA 90010

Telephone: (213) 325-2760

Website: www.meritu.edu