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ACCREDITATION

California Miramar University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA). DEAC is located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036, Phone 202-234-5100 (www.deac.org).

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California Miramar University is located at 3550 Camino Del Rio North, Suite 208, San Diego, CA 92108. For people residing outside of the U.S. the phone number is 858-653-3000. The website is located at www.calmu.edu. Office of Admissions email: admissions@calmu.edu Office of Registrar email: registrars@calmu.edu.

MEMBERSHIPS AND AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Distance Education Accrediting Commission (DEAC)
- Council for Higher Education Accreditation (CHEA)
- Defense Activity for Non-Traditional Education Support (DANTES)
- Military Spouse Career Advancement Accounts (MyCAA)
- Service members Opportunity Colleges (SOC)
- United States Department of Veterans Affairs (VA)
- Western Association of Veteran Education Specialists (WAVES)

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UNIVERSITY ADMINISTRATION AND STAFF

GOVERNANCE AND CONTROL

California Miramar University operates as a private postsecondary university, and is incorporated as a C Corporation in the State of California. The corporate directors and officers are listed below. California Miramar University has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

BOARD OF DIRECTORS

NITISH JAIN Chairman	**SAMARTH JAIN** Member and Secretary/Treasurer		

ADMINISTRATION, STAFF AND SUPPORT

SAMARTH JAIN Interim CEO/Director	**STAN FOSTER** Administration and Head of Compliance Title IX Coordinator San Diego, La Puente and San Jose	**NAJIBULLAH SARE** **Chief Operating Officer**
RUPALI VORA Dean/Learning Resource Manager	**VALERIE LOPEZ** Registrar	**DUNE TRINN** Director of Financial Aid
REGINA SHUVANOVA HR Manager	**CAROL KULIS** International Admissions Manager, PDSO	**SHERWIN JOCSING** Head of Enrollment Strategy
CHRIS DANEK Controller	**JEAN FOSTER** Operations	**ANDI O'BRIANT** Digital Marketing Administrator / Director of Social Media / Student Services & IT Support
PAMELA ADAMS Finance and Accounting Manager	**JAHNAVI PRABHU** Finance Associate	**LUISA HERNANDEZ** Administrative Assistant
ISABELLA AVERSI SALANDINI San Jose Site Manager/International Admissions	**ZAHRA GORJIAN** DBA Chair	**MAI LAM** Executive Assistant
RICARDO ARIAS IT San Diego	**GEORGE ALTAWIL** Marketing Coordinator	**BRANDON NGUYEN** IT San Jose
IAN MATHESON **University Development Representative (UDR)**	**JORDAN KING** **University Development Representative (UDR)**	**MARCELO DIFINI** Information Systems Manager
TASHA BERGER **University Development Representative (UDR)**	**SANKET TAWEDE** Academic Assistant India	**JERMAINE VILLANUEVA** Financial Aid Support/ Compliance Specialist
JORDAN KING **University Development Representative (UDR)**		

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PROGRAM ADVISORY COMMITTEES (PAC) - (ADVISORY BOARD)

The University utilizes Program Advisory Committees (PAC) to help facilitate valuable insights and input into continual improvement of the degree programs. There is a PAC for the Undergraduate, and each Masters and Doctorate degree program.

These PACs are comprised of University Administrators, Alumni, Students, Faculty, Staff and Employers.

PAC Mission Statement

The California Miramar University Program Advisory Committees' Mission is to engage leaders from business and industry, Subject Matter Expert Faculty members, and CMU students, alumni and staff, to collect recommendations that will assure that the University's educational programs and curriculum continue to evolve, keeping pace with industry, government, and academic demands that result in CMU Graduates being highly competitive for the transforming job market.

The PAC Members:

The Program Advisory Council at CMU is subdivided into undergraduate PAC and graduate PAC. PAC members are invitees from businesses and industry, SME faculty members (Academic Council members), CMU students, alumni and staff. This is a voluntary role for the members.

T**he roles of the PAC Members:**

- Exchange of information from business and industry trend, skillset, growth and direction from the present and near future.
- Provide advisement on programs key subject matters and elaborate on expectations from their employees.
- Interested in developing working relationship including internship for students.

How the PAC Functions:

The business and industry subject matter experts and decision makers with collaboration of CMU SME faculty and other invitees will engage in the virtual interactive enriching communication concentrated on the threaded discussion related to specific key points.

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FACULTY

The faculty members are drawn from a wide range of academic disciplines and serve as advisors in guiding and assisting the students toward the completion of their specific degree programs. California Miramar University recognizes the faculty members as being instrumental in fulfilling the commitment of developing tomorrow's global business leaders today.

➢ **Raef Assaf, D.B.A.**
- D.B.A. Argosy University – Marketing
- M.B.A. Wayne State University
- B.S.B.A. Wayne State University

➢ **Tem Bugarin D.B.A.**
- D.B.A. United States International University
- M.A. Salve Regina University, International Relations
- M.B.P.A. Southeastern University
- M.S. U.S. Naval Postgraduate School Operations Research and Analysis
- B.S. Fresno State University

➢ **Patrick Caze, Ph.D.**
- Ph.D. Organizational Leadership, Alliant International University,
- M.A Human Resource Management, Webster University,
- B.A. Business Administration, Florida A & M University,

Dexter Francis
- Ph.D. Information Technology Capella University
- M.B.A. University of Phoenix
- B.S. Electrical Engineering University of Florida

➢ **Terri Friel, Ed.D.**
- Ed.D. Engineering Management Southern Methodist University,
- M.S. Engineering Management Southern Methodist University,
- M.S. Chemical Engineering University Of Louisville,
- B.A. French Eastern Kentucky University

Farnaz Gorjian, D.B.A.
- D.B.A. California Miramar University

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- D.B.A. Argosy University
- M.S. Software Engineering, University of Michigan
- B.S. Software Engineering, University of Michigan
- B.S. Marketing, Bryant-Stratton College

Joy Harrison, M.S.O.L.
- M.S. Organizational Leadership National University
- M.S. Educational Leadership National University
- Grad Units (27) Behavioral Science Gerontology Cal State Dominquez Hills
- B.A. Community Health Education, Minor Nursing Lehman College, N.Y.

Gary Hawthorn, Ed.D.
- Ed.D. Grand Canyon University, Organizational Leadership
- M.B.A. Strayer University
- B.S.B.A. CSU, Los Angeles, UC Santa Barbara, UCLA

Donna Henson, Ed.D.
- Ed.D. Argosy University
- M.S. Human Services, Counseling and Psychology Springfield College,
- B.S. Human Services Springfield College,

➢ **Paula Herring, Ed.D.**
- Ed.D. Fielding Graduate University-Leadership and Social Justice
- MBA University of Phoenix -Business Administration
- B.A. Luther College-Public Communication
- B.A. Luther College-Political Science

Kathy Jang
- Ph.D. Business Administration, Finance Seoul National University
- M.A. Business Administration, Finance University of Michigan
- B.A. Communication Studies, China

➢ **Sonja Fischer-Jones D.B.A.**
- D.B.A. – Management Argosy University
- M.B.A. Management University of St. Thomas
- B.S. Statistics

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- M.S. Economics National University of Iran
- B.A. Economics National University of Iran

Edgar Ramirez
- Secondary Teaching Credential University of San Diego
- Ph.D. Candidate ABD: History of Art Emery University
- M.A. History of Art U.C. Riverside
- B.A. History of Art & Philosophy U.C. Riverside

Rodney Robinson
- M.B.A. Finance Strayer University
- B.S. Business Administration Bryant and Stratton College

Robert Morales, MBA, MS, MS
- MBA University of Phoenix
- MS Technology Management National University
- MS Engineering Management, Telecommunications Systems Management, Naval Postgraduate School

Eric Pratt
- D.B.A. Trident University
- M.S. Industrial-Organization Psychology Walden University
- B.S. Business Administration-IT Management Trident University
- B.C.C. Christian Leadership University

David Sered, J.D.
- J.D. John Marshall Law School,
- M.S. Education Loyola Marymount University,
- B.A. History University of Illinois,

➢ **Mohmmad Sharifzadeh, D.B.A.**
- D.B.A. Walden University Applied Management & Decision, & Finance
- M. Phil Management Science, University of Oxford, England
- BSC University of Salford, England

➢ **Alex Sherm, D.B.A.**
- D.B.A. Westcliff University
- M.S. Education Loyola Marymount University,
- B.A. History University of Illinois, Chicago, B.A.

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- M.B.A. Keller Graduate School of Management
- B.S. Network Security, Coleman University

Rupali Vora, EdD
- EDD Capella University
- AI Certificates Vanderbilt University & University of Pennsylvania
- MLIS San Jose State University
- B. Pharm – LM College of Pharmacy

➢ **Jinane Ziade**
- DMIST University of Phoenix,
- MBA, University of Phoenix
- BSIT, University of Phoenix

Note: "➢" Indicates Doctoral Faculty.

❖

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MISSION, GOALS AND PLEDGE

CMU'S MISSION

California Miramar University offers a 21st century high quality global education, through an online and hybrid student centered interactive learning environment accomplished by employing a technology driven delivery modality, highly educated practitioner faculty and professional staff to meet the students 'educational and professional objectives.

CMU'S PLEDGE

The University pledges to operate ethically and professionally, while maintaining the highest academic integrity and respect for each student. CMU further pledges the institutions goal to build competencies and analytical abilities in areas critical to all students' and alumni's success.

CMU'S COMMITMENT TO THE VALUE OF PHYSICAL EDUCATION AND SPORTS

The University recognizes that participation in physical education, extracurricular athletics and campus-sponsored recreational activities encourages the development of positive values and provides opportunities for social and personal growth and development. Furthermore, such experiences provide students with specific knowledge in the areas of physical fitness, soft-skill development, body awareness, athletic skill acquisition and nutrition. Participation in these activities also sets the stage for adoption of a healthy lifestyle and optimal health in life after college.

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CMU INSTITUTION LEARNING OUTCOMES

- **Professional Effective Communication.** Students will generate and develop capabilities for creative expression and effective communication in written and oral communication by composing papers and speaking in an academic language with emphasis on the APA standard.

- **Information and Technology Literacy.** Students will develop skills to effectively search for, critically evaluate, utilize relevant information, and conduct research to produce business decisions while demonstrating technological literacy.

- **Creative, Critical and Analytical Thinking.** Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills.

- **Personal and Professional Development.** Students will develop skills that aid in lifelong personal growth and success in the workplace.

- **Cultural Literacy and Social Responsibility.** Students will be prepared to engage in a global world while exhibiting a broad sense of diversity, cultural awareness, social and ethical responsibility and stewardship.

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PROGRAMS OFFERED AT CALIFORNIA MIRAMAR UNIVERSITY

CERTIFCATE PROGRAMS

Artificial Intelligence Certificate

Cyber Security Certificate

UNDERGRADUATE

Associate of Science in Business Administration (ASBA)

- Business Administration
- Hospitality Management – ***(No further applications accepted after 8/1/2024)***
- Sports Management
- Information Technology

Bachelor of Science in Business Administration (BSBA)

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance ***(No further applications accepted after 8/1/2024)***
- Marketing ***(No further applications accepted after 8/1/2024)***
- Hospitality Management ***(No further applications accepted after 8/1/2024)***
- Sports Management
- Information Technology
- Artificial Intelligence
- Cyber Security

GRADUATE

Master of Business Administration (MBA)

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance
- Health Care Management
- Marketing ***(No further applications accepted after 8/1/2024)***
- Technology Management ***(No further applications accepted after 8/1/2024)***
- Strategic Leadership and Management in Global Business
- Artificial Intelligence

Master of Business Administration – Data Analytics (MBA-DA)

Master of Science in Computer Information Systems (MSCIS)

Master of Science in Artificial Intelligence (MSAI)

Doctor of Business Administration (DBA) - *Not currently accepting enrollments in this program*

- International Business Administration
- Finance
- Marketing
- Strategic Management

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GENERAL INFORMATION

OFFICE HOURS

The University offices are closed on all legal holidays observed throughout the year. The annual Academic Calendar details which holidays are observed and what days the offices will be closed. Other than observed holidays, the office hours are as follows:

9:00 A.M. to 5:30 P.M. Monday through Friday (Pacific Standard Time).

DIRECTORY

Phone: (858) 653-3000 / Fax: (858) 653-6786

Admissions Office

Ext. 10 / admissions@calmu.edu

International Admissions Office

Ext. 22 / intladmissions@calmu.edu

Financial Aid Office

Ext.13 / finaid@calmu.edu

Finance Office

Ext. 15 / finance@calmu.edu

Library

Ext. 16 / rvora@calmu.edu

Student Services

Ext. 18 /registrar@calmu.edu

CAO's Office

TBA

Registrar's Office

Ext. 18 / registrar@calmu.edu

ACADEMIC YEAR

California Miramar University is on a semester system. The academic year is divided into three-semesters (fall, spring, summer.) Quarter units earned previously at other institutions, are converted to semester units by multiplying each quarter unit by 0.667. CMU's flexible distance education programs are available to students on a year-round basis with assistance available during normal office hours. The online student Learning Management System (i.e. Moodle) can be accessed day or night at the student's convenience, 365 days a year.

LANGUAGE OF INSTRUCTION

California Miramar University delivers all of its instruction in English. International students who apply must meet the English Language Requirement for each degree level as outlined later in this catalog.

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HOLIDAYS AND VACATIONS

	2025	2026
New Year's Day	Dec. 31-Jan. 1	Dec. 31-Jan. 1
Martin Luther King Day	Jan. 20	Jan. 19
President's Day	Feb. 17	Feb. 16
Memorial Day	May 26	May 25
Juneteenth	June 19	June 19
Independence Day	July 4	July 4
Labor Day	Sept. 1	Sept. 7
Veterans Day	Nov. 11	Nov. 11
Thanksgiving	Nov 27-28	Nov 26-27
Christmas	Dec. 24-26	Dec. 24-25

***See complete academic calendar at end of catalog**

START AND GRADUATION DATES

Each student's academic year begins when the student is enrolled in his/her first course. The timeframe for graduation is based on completing 2 or more courses each 16-week semester. One and a half times that course completion rate is the maximum time allowed.

CAREER SERVICES ASSISTANCE

CMU places a high priority on preparing students for careers throughout the course of their academic studies. Due to the nature of CMU's students, many are already working upon enrollment and anticipate growth within their chosen fields. For others who require placement assistance, the University offers guidance in re-careering and other occupational information.

YOUR AI-POWERED CAREER COMPANION

California Miramar University is proud to partner with **VMock**, a cutting-edge, AI-driven career platform designed to support CMU students in building strong, employer-ready résumés and sharpening their interview skills. Whether you're just starting out or preparing to land your dream job, VMock helps you make every impression count. The tool is available at VMock @ CalMU – AI-Powered Career Tools for Students. VMock is **exclusively available to current CalMU students** (undergraduate and graduate) and **recent alumni (within 6 months of graduation)**. It is not available to the general public.

COUNSELING AND ADVISING SERVICES

The faculty and the administrative staff are available to assist individual students to attain academic and career goals. Students are encouraged to seek assistance for any problems, personal or otherwise, that would preclude receiving maximum benefits from their educational experience at CMU. Students who need professional counseling will be referred to outside services. The Office of Academics, faculty members, the Registrar's Office and the CAO, Campus Dean, are available to guide students through

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problems arising from schedules, course selections, grades, assignments, and graduation requirements.

ACCESS TO CMU ONLINE LIBRARY AND OTHER LEARNING RESOURCES

The mission of the California Miramar University Library is to provide services and resources to meet the educational, information and research needs of students, faculty and staff. California Miramar University Library offers a variety of online and print educational resources and services to meet the educational and research needs of students. Resources include electronic databases, magazines, newspapers, books, journals, video, open access resources, writing research paper resources, online resources video links, and an online catalog. Services include in class information literacy sessions, reference, instructions for navigating the online Library and Research Information Network (LIRN), research assistance, the ability to reserve books and library orientations.

Library and Research Information Network (LIRN) provides access to thousands of full text research databases, including Gale Cengage and ProQuest Databases. This online library allows students to conduct research from home. LIRN provides more than 80 online databases with thousands of scholarly articles, reports, conference papers, etc. related to a variety of subjects.

The online library web page is available on MOODLE under the Library tab along with a User ID and Password. **https://proxy.lirn.net/CAMiramarUniv**

If you have any questions regarding research, library services or the collection please contact Rupali Vora at rvora@calmu.edu or 858-653-3000 x16.

POSTAGE POLICY

All costs of incoming postage are the responsibility of the student. The University will not accept any C.O.D. or pay for incoming postage. Postage expenses will vary depending on each student and the method they use to mail documents to the University. For outbound mail, the University will not pay for special couriers.

STUDENT HOUSING

California Miramar University does not offer any student housing facilities. There are a large number of apartments with availability located within a two-mile radius of the University. The average monthly rent for a one-bedroom apartment in these areas is $1350.00 for a 12-month lease and $1400.00 for a 10-month lease. Students should allow approximately $1,050.00 per month for food and living expense. For more information please contact the International Admissions office at intladmissions@calmu.edu or call 858-653-3000 ext. 22. **PLEASE NOTE: The University has no responsibility to find or assist a student in finding housing. The University may, however, assist students locate student housing upon request.**

CATALOGS

Students at California Miramar University will receive a copy of the University's Catalog with their initial enrollment package. Additional copies are available online at the University's website www.calmu.edu. CMU strives to be a "green" institution, and therefore promotes the use of the website and other electronic resources whenever possible.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, www.bppe.ca.gov, Phone: 916.574.7774, Toll Free: (888) 370-7589 Fax: (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

NON-DISCRIMINATION POLICY

California Miramar University is committed to equal opportunity in educational programs, employment and access to institutional programs and activities.

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The University, and each individual who represents the University, shall provide access to its services, courses and programs without discrimination on any basis protected by law.

Students can present complaints regarding alleged violations of this policy to the Chief Operating Officer at (858) 653-3000 x11.

Admissions at California Miramar University are granted on an equal basis without discrimination on any basis. All rights, privileges, programs and activities are accorded all students on an equal basis. The University is an Affirmative Action and Equal Opportunity Employer.

ATHLETICS AT CALIFORNIA MIRAMAR UNIVERSITY

California Miramar University is proud to offer several extracurricular athletic programs.

ATHLETIC DEVELOPMENT FEE

This fee helps to fund the uniforms, equipment and travel expenses required by the extracurricular teams in La Puente. This fee is assessed each eight-week session for all students who participate in any of the extracurricular programs.

TITLE IX COORDINATOR

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, California Miramar University's Title IX Coordinator has primary responsibility for coordinating California Miramar University's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees California Miramar University's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the University can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or the official Title IX Representative at the La Puente, CA In-Residence location in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about California Miramar University's policies and procedures related to sex discrimination, including sexual misconduct.

California Miramar University's Title IX compliance team includes the Title IX Coordinator, and the official Title IX Representative at the La Puente, CA In-Residence location.

California Miramar University's official Title IX representative at the San Diego main campus at 3550 Camino Del Rio N. Suite 208, San Diego, CA 92108 and the San Jose, CA and La Puente In-Residence locations. Is Dr. Stan Foster. Dr. Foster can be reached by telephone at 858-653-3000 ext. 17, or by email at sfoster@calmu.edu.

DISABILITY SERVICES POLICY

- California Miramar University (CMU) is committed to supporting all students in achieving their academic goals, including students with disabilities. We recognize the importance of providing equal access to education for all students, and we strive to ensure that students with disabilities are provided with reasonable accommodations to

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support their academic success. Students seeking accommodations should contact the **ADA Coordinator (Registrar's Office)**: **Registrar@calmu.edu.**

1. Definition of Disability

Under the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. This includes individuals who have a history of such an impairment, or who are perceived by others as having such an impairment. The ADA does not provide a comprehensive list of covered disabilities, as disabilities vary widely in nature and degree.

2. Requesting Accommodations

If a student believes they require accommodations due to a disability, they should contact the **Office of the Registrar** as soon as possible. CMU provides reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA. To begin the process, students must complete the **Disability Accommodation Request Form** and submit supporting documentation of their disability.

- **Notification**: Students must notify CMU of their need for accommodations as soon as possible. This can be done by notifying any staff or faculty member. Once notified, the staff or faculty member will connect the student with the designated ADA Representative within 24 hours.
- **Documentation**: Students must provide relevant medical documentation to support their accommodation request. This documentation should describe the nature of the disability and how it impacts the student's ability to participate in academic activities.

3. Process for Receiving Accommodations

1. **Complete the Disability Accommodation Request Form**
   - The form is available through **Moodle** or by contacting the **Registrar's Office**. The form should be completed via **JotForm**, an online submission tool.
2. **Meet with the ADA Coordinator**
   - Even if a student has already submitted disability verification during the admission process, they are not automatically eligible for accommodations. The student must fill out the **Disability Accommodation Request Form** and schedule a meeting with the ADA Coordinator.
   - **Contact the ADA Coordinator**: Students may reach the ADA Coordinator via email at **Registrar@calmu.edu** or by calling **(858) 653-3000 x18**.
3. **Submit Supporting Documentation**
   - If the student has not already submitted medical documentation, a **Medical Provider Form** will be provided to the student. This form must be completed by the student's physician or healthcare provider.
4. **Review and Determination of Accommodations**
   - Once all documentation is received, the **ADA Representative**, along with the **Chief Academic Officer (CAO)** and the **Dean**, will review the request and determine the appropriate accommodations.
   - The student will be notified of the accommodation decision within **5 to 7 business days** of submission.
5. **Confirmation of Accommodations**
   - After accommodations are determined, the student will receive a **Confirmation Receipt and Accommodation Agreement**, which must be signed by the student.
6. **Meeting with Professors**
   - The student will meet privately with each professor to provide a copy of the verification form on the first day of class. This allows professors time to make the necessary arrangements for the student's accommodations.
7. **Ongoing Updates and Adjustments**
   - Students should check in with the **ADA Coordinator** each semester to ensure that accommodations remain effective and to request any updates or additional accommodations as needed.

4. Important Contacts

- **ADA Coordinator (Registrar's Office)**: **Registrar@calmu.edu**

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- **Phone**: (858) 653-3000 x18
- **Office Hours**: Monday–Friday, 9:00 AM–5:00 PM

5. Additional Information

California Miramar University will provide reasonable accommodations based on the student's documented needs. Accommodations may vary depending on the specific disability and the degree to which it impacts the student's academic activities. The goal is to ensure that all students have equal access to educational opportunities and support.

ACADEMIC INTEGRITY POLICY

Academic Dishonesty policy: Use of AI and unauthorized technologies, addresses the challenges and implications of using Artificial Intelligence (AI), Chat GPT, or other AI technologies in completing course assignments. This policy applies to all students and faculty at CMU. It encompasses all forms of academic work, including assignments, exams, research papers, and any other activities where academic credit is awarded.

CMU encourages the use of AI programs, e.g., ChatGPT, to help generate ideas, research, and brainstorm. However, students should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. It may also stifle your independent thinking and creativity. Fact-check all of the AI outputs. Assume it is wrong unless you cross-check the claims with reliable sources. The current AI models will confidently reassert factual errors.
As per CMU, appropriate use of AI when writing essays or discussion board entries.

- Students may use spell check, grammar check, and synonym identification tools (e.g., Grammarly, and MS Word)
- Students may use the app recommendations when it comes to rephrasing sentences or reorganizing paragraphs drafted by themselves.
- Students may use app recommendations when it comes to tweaking outlines drafted by themselves.
- Students should write the AI-generated ideas in their own words and then support it with article citations from LIRN.

CMU will not approve any work generated by an AI program as a student's own submission. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). CMU prohibits using AI tools to complete assignments, write papers, solve exam questions, or any task meant to assess the student's understanding and capabilities.

As per CMU, inappropriate use of AI when writing essays or discussion board entries.

- Students may not use entire sentences or paragraphs suggested by an app without citation, just like any other source.
- Students may not use AI app to write a draft (either rough or final) of an assignment for you

CMU faculty or administration will take disciplinary action for repeated submissions by students using AI inappropriately. Disciplinary action is listed under academic dishonesty or student misconduct.

SEXUAL HARASSMENT POLICY

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). California Miramar University encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. California Miramar University has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

Dr. Stan Foster is the University's Title IX Coordinator and can be reached in person at 3550 Camino Del Rio N. Suite 208, San Diego, CA 92108, by telephone at 858-653-3000 ext. 14, or by email at jvillanueva@calmu.edu

ACADEMIC INFORMATION STANDARDS

All Students enrolled at California Miramar University are expected to meet academic standards during their term of enrollment with the University.

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STUDENT GRIEVANCE PROCEDURES

Any student wishing to make a complaint against a faculty member, employee or another student regarding an alleged wrong must register that complaint first with the Office of the Registrar (see Step One below). The next step is to present the complaint to the Office of the President at the University. The President's Office will refer or direct the complaint to the appropriate University official. Upon making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

The first step would be to attempt to resolve the complaint informally. If the complaint is resolved satisfactorily to all parties concerned the case shall be closed, with a written notice to that effect sent to the complainant and the respondent.

DISPUTE RESOLUTION AT CMU

While no one expects disputes and conflicts, sometimes they do occur; and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least expensive manner. Students at CMU therefore agree to follow steps below:

Step One:

Any and all disputes, conflicts, problems, controversies, or claims of any kind, without exception, arising from or connected to enrollment and attendance at the University ("dispute") should first be taken up with the Registrar. If the dispute is not then resolved informally, a written statement should be made of each party's position and submitted to the Office of Academics. If the Office of Academics is unable to reach a suitable resolution the written statements of all parties will be submitted to the Office of the President for a final decision. If the Office of the President is unable to reach a suitable resolution, the parties may proceed to Step Two.

Step Two:

If no resolution is possible, and the student wishes to pursue the complaint, the grievance may be referred to the Bureau of Private Postsecondary Education (BPPE) State of California, P.O. Box 980818, W. Sacramento, CA, 95798-0818, www.bppe.ca.gov, 916-431-6959 and/or the Distance Education Accrediting Commission (DEAC) located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036, Phone 202-234-5100 (www.deac.org).

STUDENT IDENTITY VERIFICATION POLICY

All students are issued a photo Student Identification Card upon enrollment that must be presented upon demand. The Student Management System provides two security questions for student identification and verification. Students are also issued a personal login to the Student Learning System. Faculty are required to take attendance of all students that attend courses in a hybrid (part online part classroom) course room. Initial student identity verification is established through official transcript submission and passport and visa information for international F-1 student visa students.

DRUG AND ALCOHOL POLICY

In accordance with federal and state laws, it is unlawful to manufacture, possess, use, sell or distribute alcohol, narcotics or other controlled substances on university property or at any university- sponsored activities. Students, faculty or staff who violates this policy are subject to disciplinary action.

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TUITION INFORMATION

New Tuition Effective Date: 01/01/2026 NEW STUDENTS ONLY

The tuition for all degree programs at California Miramar University is based on a cost per semester credit hour. Additional fees or charges for admittance, instruction or awarding of a degree are outlined below on the following page. **Textbooks are not included in tuition fees however, an estimated total textbook amount along with appropriate fees is listed in the estimates below.** *PLEASE NOTE:* Students with special circumstances such as required prerequisite courses or special needs requiring additional fees may result in slightly higher estimated totals.

CERTIFICATE

$508.00 per credit hour (current)

$1,524.00 per course (3 credit hours)

Maximum Transfer Credits: 0 Semester Hours

Estimated Total Tuition Estimate, E-Books & Fees $9,694 (with no transfer credit)

$585.00 per credit hour (effective 01/01/2026) NEW STUDENTS ONLY

$1,755 per course (3 credit hours)

Estimated Total Tuition Estimate, E-Books & Fees $11,080.00 (with no transfer credit)

UNDERGRADUATE

$508.00 per credit hour (current)

$1,524.00 per credit hour (3 credit hours)

$585.00 per credit hour (effective 01/01/2026) NEW STUDENTS ONLY

$1,755.00 per course (3 credit hours)

Associate of Science Degree Programs: (60 semester credit hours)

Maximum Transfer Credits: 45 credit hours

Estimated Total Tuition Estimate: $30,480.00 (with no transfer credit); current

Estimated Total Tuition, E-Books & Fees $31,980.00 (with no transfer credit); current

Estimated Total Tuition: $35,100.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition, E-Books & Fees $36,600.00 (with no transfer credit); effective 01/01/2026

Bachelor of Science Degree Programs: (120 semester credit hours)

Maximum Transfer Credits: 90 credit hours

Estimated Total Tuition: $60,960.00 (with no transfer credit)

Estimated Total Tuition E-Books & Fees $63,960.00

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Estimated Total Tuition: $70,200.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition E-Books & Fees $73,200.00 (with no transfer credit)

MASTERS PROGRAM

$731.00 per credit hour (current)

$2,193 per course (3 credit hours)

$841.00 per credit hour (effective 01/01/2026) NEW STUDENTS ONLY

$2,523.00 per course (3 credit hours)

Master of Business Administration: (39 semester credit hours)

Maximum Transfer Credits: 18 credit hours

Estimated Total Tuition: $28,509.00 (with no transfer credit)

Estimated Total Tuition Books & Fees: $29,719.00 (with no transfer credit)

Estimated Total Tuition: $32,799.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition Books & Fees: $34,009.00 (with no transfer credit); effective 01/01/2026

Master of Business Administration Data Analytics: (39 semester credit hours)

Maximum Transfer Credits: 18 credit hours

Estimated Total Tuition: $28,509.00 (with no transfer credit)

Estimated Total Tuition Books & Fees: $29,719.00 (with no transfer credit)

Estimated Total Tuition: $32,799.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition Books & Fees: $34,009.00 (with no transfer credit); effective 01/01/2026

Master of Science in Artificial Intelligence: (39 semester credit hours)

Maximum Transfer Credits: 18 credit hours

Estimated Total Tuition: $28,509.00 (with no transfer credit)

Estimated Total Tuition Books & Fees: $29,719.00 (with no transfer credit)

Estimated Total Tuition: $32,799.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition Books & Fees: $34,009.00 (with no transfer credit); effective 01/01/2026

Master of Science in Computer Information Systems: (39 semester credit hours)

Maximum Transfer Credits: 18 credit hours

Estimated Total Tuition: $28,509.00 (with no transfer credit)

Estimated Total Tuition Books & Fees: $29,719.00 (with no transfer credit)

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Estimated Total Tuition: $32,799.00 (with no transfer credit); effective 01/01/2026 **NEW STUDENTS ONLY**

Estimated Total Tuition Books & Fees: $34,009.00 (with no transfer credit); effective 01/01/2026

DOCTORATE PROGRAM

$884.00 per credit hour

$2,652.00 per course (3 credit hours)

THE UNIVERSITY IS NOT CURRENTLY ACCEPTING ENROLLMENTS IN THIS PROGRAM

Doctor of Business Administration: (61 semester credit hours)

Maximum Transfer Credits: 9 credit hours

Estimated Total Tuition: $53,924.00 (with no transfer credit)

Estimated Total Tuition E-Books & Fees: $56,644.00 (with no transfer credit)

Estimated Textbook Costs:

For different courses the following average prices are based on New, Used, Rent and E-book options. **More information is available in PDF format upon request or in our Student Learning System, MOODLE.**

Courses	New	Used	Rent	E-Book	Total for New	Total for used	Total for rent	E- Book cost
Certificate	100	50	55	50	6 x 100 = 600	6 x 50= 300	6 x 55= 330	6 x 50= 300
Associate	100	50	55	50	20 x 100 = 2000	20 x 50 = 1000	20 x 55 =1100	20 x 50 =1000
Bachelor	100	50	55	50	40 x 100 = 4000	40 x 50 = 2000	40 X 55 = 2200	40 x 50 = 2000
Masters	140	75	60	50	13 x 140 = 1820	13 x 75 = 975	13 x 60 = 780	13 x 50 = 650
Doctorate	175	70	60	40	18 x 175 = 3,150	18 x 70 = 1260	18 x 60 = 1080	18 x 40 = 720

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ADMINISTRATIVE FEES

(effective date: 07/01/2024)

The fees and charges listed below are costs that students may incur beyond the basic tuition fees. **Non-Institutional Fees** are paid only when services are requested or provided as summarized below.

NEW STUDENTS' RIGHT TO CANCEL: All tuition and *refundable fees are fully refundable upon cancellation of enrollment through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later. This time frame is called "**THE CANCELLATION PERIOD**." Students who cancel within THE CANCELLATION PERIOD will receive a refund of all tuition and all Institutional fees paid on their behalf.

Fee Type	**Purpose of Institutional Refundable Fees during The Cancellation Period**	**Fee Amount**
*Undergraduate Resource Information Technology Fee (**annual**)	Funds a variety of services such as CMU's student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	$250
*Master's Resources Information Fee (**annual**)	Funds a variety of services such as CMU's student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	$280
*Doctoral Resource Information Technology Fee (**annual**)	Funds a variety of services such as CMU's student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	$500
*Extracurricular Athletic Development Fee	**Participating Extracurricular Athletic Students Only**: Funds all aspects and costs of expenses for the development, and maintenance of the University's extracurricular athletic programs and the related facilities for all sports programs, including travel, uniforms, and game expenses. **This fee is assessed each eight-week session for each academic year.**	$300
Student Tuition Recovery Fund (STRF)	California Residents Only ($0.00 per $1,000 of total institutional charges)	Varies
Fee Type	**NON-INSTITUTIONAL FEES (Independent of the educational contract) - All Students (paid only when services are requested or provided) Non-Refundable once provided.**	**Fee Amount**
Bank Wire Fee	Bank wire transfer fee (incoming and outgoing)	$45
Degree Program Change	For changing degree programs or area of concentration pay this fee	$75
Student ID Replacement	For requesting a new or additional Student ID with picture	$30
Diploma (re-order)	For reordering a diploma (additional postage and rush fees may apply)	$55
Graduation Processing	For verifying student records prior to graduation	$45
Notarized Letter	For requesting a notarized degree verification	$20
Official Transcript	For requesting additional official transcripts (all students receive one official transcript at graduation at no cost)	$20
Domestic Oversight Postage	For shipping requests via USPS (large packages incur increased costs)	$25

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Returned Check/Declined Credit Card	For receiving a returned check or declined credit card notification	$35
Student Tuition Recovery Fund (STRF)	California Residents Only ($0.00 per $1,000 of total institutional charges) Non-Refundable after the Cancellation Period	Varies
Tuition Late Fee	The first late fee of $100 fee will be applied if full payment is not made by the due date. A second late fee of $100 will be applied 30 days after the due date if not paid in full. **Late fees are non-reversible.** Effective 5/6/2025, our late fees will increase as follows. The first late fee of $200 will be applied in full payment is not made by the due date. A second late fee of $200 will be applied 30 days after the due date if not paid in full. **Late fees are non-reversible.**	Varies
Installment Plan Service Fee	Students who request a payment plan will be charged a $25.00 per month Installment Plan Service Fee.	$25 per Month
DBA Competency Exams	**For DBA Students Only**: for taking the 8200A Research Methods ($200), 8200B Applied Statistics ($300), and 8200C Strategic Management ($300) exams	$800
DBA Dissertation Binding	**For DBA Students Only**: for binding the dissertation	Varies
Fee Type	**NON-INSTITUTIONAL INTERNATIONAL FEES (Independent of the educational contract) – (paid only when services are requested or provided)**	**Fee Amount**
International Student Processing	For reviewing international student documents, including the I-20. International (F1) Students (paid only when services are requested or provided)	$15 Undergraduate $75 Graduate
International Administrative	For covering administrative costs issued only after students receive their F-1 visa and receive international student enrollment status. Non-Refundable.	$400
International Postage	For shipping via DHL, FedEx, or USPS	$95
Deferring a Session Start Date & SEVIS Reactivation Fee	The SEVIS Reactivation Fee applies to students who request a deferral of their program start date more than 30 days after the original start date listed on their I-20. When a deferral is requested past this 30-day period, the student's I-20 is canceled, and reactivation is required to restore active SEVIS status. This fee covers the administrative costs associated with processing the reactivation.	$10

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REFUND POLICY OF THE UNIVERSITY

REFUNDS ON TUITION AND OTHER INSTITUTIONAL FEES

A new student may cancel his/her enrollment agreement in any manner i.e. writing, phone, e-mail, letter, online by completing and submitting the Withdrawal Form available on the Moodle Platform, or in person, without any penalty or obligation during "THE CANCELLATION PERIOD". The University will calculate refunds on a pro rata basis as set forth in the table below. The date of the cancellation and withdraw will impact the refund policy in the same way as does the date a dismissal or termination. Federal Financial Aid students are entitled to a refund of moneys paid privately in accordance with the regular refund policy. **If a Financial Aid student withdraws before completing 60% of a course a pro rata refund of the payment period will be due. After the 60% point of the payment period, a student has earned 100% of FSA funds and the University has earned their entire tuition for the course.**

It is the responsibility of all students to be aware of California Miramar University's refund policy on tuition and other fees. The University's policy seeks to be fair and equitable and in compliance with accreditation, Federal Title IV Financial Aid and BPPE guidelines.

If a student cancels in writing via letter, they should send the notice to the following address: California Miramar University 3550 Camino Del Rio North, Suite 208, San Diego, CA 92108. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. **All refunds due to the student will be refunded within thirty days.** ***If any changes have occurred in the University's refund policy after a student enrolls, the University shall follow the terms of the refund policy that appears on the enrollment agreement signed by each student.***

NEW STUDENT'S RIGHT TO CANCEL

In accordance with California law CMU abides by the following policy. **NEW STUDENTS' RIGHT TO CANCEL**: All tuition and Institutional fees are fully refundable upon cancellation of enrollment through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later. This time frame is called "THE CANCELLATION PERIOD."
Students who cancel within THE CANCELLATION PERIOD will receive a refund of all tuition and all refundable fees paid on their behalf.

For the purpose of determining the amount of a refund, the student notification of cancellation may be conveyed to the institution in any manner, such as email, phone call, fax or written notice or by submitting the Withdrawal Form available on the Moodle Platform. Cancellation is effective on the date the notice of cancellation is provided to the institution, If the notice is sent in writing it may be submitted to: CMU, 3550 Camino Del Rio, N. Suite 208, San Di ego, CA 92108.

WITHDRAWING FROM THE UNIVERSITY AFTER THE CANCELLATION PERIOD

After THE CANCELLATION PERIOD has passed, students have the right to withdraw from the University in writing i.e. letter, email or by submitting the online Withdrawal Form available on the Moodle Platform. Students who withdraw have the right to receive a pro rata refund based on the refund table below.

WITHDRAWALS AND DISMISSALS

A student may be deemed to have withdrawn or been dismissed from the University when any of the following occurs:

Student notifies the University in writing of their intent to withdraw.

The school terminates the student's enrollment.

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Student fails to return from a leave of absence.

A student fails to attend courses without an excused absence for 2 consecutive weeks. In this case, the date of dismissal shall be deemed to be the last date of recorded activity.

> **PLEASE NOTE:** ***Depending on the circumstances, the University will determine if a failure to attend a course or courses may result in simply a withdrawal from the particular course(s) or a dismissal from the University.***

If any portion of the student's tuition was paid from the proceeds of a government loan or program, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining refund amount will first be used to repay student financial aid programs from which the student received benefits in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

56 Day Pro Rata Refund Policy – Calculated Daily for 8 Weeks

Days 1-56	**Refund Amount**
(Days 1-7) **New Students** THE CANCELLATION PERIOD	100% Tuition and 100% of applicable Institutional fees
(Days 1-7) **Continuing Students**	100% Tuition **minus** applicable Institutional fees
Day 8	86% of Tuition 0% of fees
Day 9	84% of Tuition 0% of fees
Day 10	82% of Tuition 0% of fees
Day 11	80% of Tuition 0% of fees
Day 12	79% of Tuition 0% of fees
Day 13	77% of Tuition 0% of fees
Day 14	75% of Tuition 0% of fees
Day 15	73% of Tuition 0% of fees
Day 16	71% of Tuition 0% of fees
Day 17	70% of Tuition 0% of fees
Day 18	68% of Tuition 0% of fees
Day 19	66% of Tuition 0% of fees
Day 20	64% of Tuition 0% of fees
Day 21	63% of Tuition 0% of fees
Day 22	61% of Tuition 0% of fees
Day 23	59% of Tuition 0% of fees
Day 24	57% of Tuition 0% of fees
Day 25	55% of Tuition 0% of fees
Day 26	54% of Tuition 0% of fees
Day 27	52% of Tuition 0% of fees
Day 28	50% of Tuition 0% of fees
Day 29	48% of Tuition 0% of fees
Day 30	46% of Tuition 0% of fees
Day 31	45% of Tuition 0% of fees
Day 32	43% of Tuition 0% of fees
Day 33	41% of Tuition 0% of fees
Day 34 or later (Days 34 to 56)	<40% = 0% of Tuition 0% of fees

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List of Applicable Refundable Institutional Fees During THE CANCELLATION PERIOD

Fee	Description
Resource Information Technology Fee	Annual fee at the undergraduate, master and doctorate degree program levels.
Extracurricular Athletic Development Fee	**Participating Extracurricular Athletic Students Only**: Funds all aspects and costs of expenses for the development, and maintenance of the University's extracurricular athletic programs.

SAMPLE REFUND CALCULATION

Undergraduate Degree Sample Refund Calculation

If an Associate or Bachelor's degree student withdraws on **day 3** of their **first session**, after having paid all tuition and the Undergraduate Resource Information Technology Fee, he/she would have canceled within THE CANCELLATION PERIOD and based on the 56 Day Pro Rata Refund Policy would be owed the following 100% refund:

Tuition Paid by Student per Single Course (effective 01/01/2025)	$1,524.00
Fees Paid by Student Undergraduate Resource Information Technology Fee **Refundable** during THE CANCELLATION PERIOD	$ 250
Total Paid by Student **Including** the Technology Fee	$1,774.00
Total Refund Owed to Student 100% of the Total Tuition and Institutional Fees Paid by Student	**$1,774.00**

If an Associate or Bachelor's student withdraws on **day 9** of the session, after having paid all tuition and the Undergraduate Resource Information Technology Fee, he/she would be owed the following Pro Rata Refund based on a 56 Day session:

Tuition Paid by Student per Single Course (effective 01/01/2025)	$1,524.00
Fees Paid by Student=$250.00	$ 250.00
Tuition Paid Including All Applicable Fees by Student $1524.00 plus $250=	$1,774.00
$1,774 divided by 56 days equals **$31.68 per day**	
$31.68 multiplied by **9 days** equals $285.11 Charges Earned	
$1,774.00 minus $285.11 equal $1,488.89	
$1,488.89 minus $250 in non-refundable items equals $1,238.89	
Total Refund Owed to Student	**$1,238.89**

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OFFICE OF STUDENT ASSISTANCE AND RELIEF (OSCAR)

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 (www.bppe.ca.gov).

STUDENT RIGHTS

All schools licensed by the California Bureau for Private Postsecondary Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that *CMU* has adequately addressed a complaint or concern, or if the student wishes to address the complaint directly, the student may do so. All complaints considered must be in written form, with permission from the complainant(s) to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, Phone: 916.431.6959, Toll Free: (888) 370-7589 Fax: (916) 431-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd. Ste 225,
Sacramento, CA 95834 or P.O. Box 980818,
West Sacramento, CA 95798-0818,
Phone: 916.574-8900,
Fax: 916.263.1897
www.bppe.ca.gov

Students are encouraged to also contact:
CALIFORNIA MIRAMAR UNIVERSITY.
3550 Camino Del Rio North, San Diego, CA 92108
www.calmu.edu

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RETURN OF TITLE IV FUNDS

Title IV funds are awarded to a student with the understanding that the student will attend school for the entire payment period or period of enrollment. When a student withdraws, the student may not be eligible for the full amount of Title IV funds awarded.

The University is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

If a recipient of Title IV grant or loan funds withdraws from the school after beginning their attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student had earned, then the unearned funds must be returned.

Also, if the amount disbursed to the student is less than the amount the student had earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Please note any University scheduled breaks of five or more consecutive days are excluded from the Return of Title IV calculation as periods of non-attendance.

WITHDRAWAL DATE DETERMINATION

The University requires the faculty to take attendance so the student's last date of academic attendance will be used in the return of Title IV calculation.

DATE OF DETERMINATION

The date of determination used in the Return of Title IV calculation is based on one of the following:

- The date the student officially notified the school that they are withdrawing from all credit courses, which may be different than their last date of attendance.
- The student may provide intent to withdraw for a future date. The date of determination used will be the intended date provided by the student.

PAYMENT PERIOD USED FOR RETURN OF TITLE IV CALCULATION

The University calculates the Return of Title IV funds based on payment periods. The University's payment period is at least 16-weeks and

- at least 12 semester credits for an undergraduate student;
- at least 6 semester credits for a graduate student.

RETURN OF TITLE IV CALCULATION

To determine the percentage of the payment period a student had completed, the number of days attended in the payment period is divided by the total days in the payment period. A student is determined to have earned 100% of the Title IV funds if they had completed 60% or more of the payment period or period of enrollment.

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TOTAL TITLE IV AID TO BE DISBURSED OR RETURNED

If the student receives less Title IV aid than the amount earned, the University must offer a disbursement of the earned aid that was not received, this is called a post-withdrawal disbursement. If the student receives more Title IV Aid than the amount earned, the University and/or the student must return the unearned funds in a specified order.

POST-WITHDRAWAL DISBURSEMENT

The University will disburse available grant funds before any available loan funds. The University must obtain confirmation from the student or the parent borrower for a PLUS loan before a post-withdrawal disbursement of any loan funds can be made. The University will send written notification to the student or the parent borrower no later than 30 calendar days after the Date of Determination. The information provided in the notification will assist the student or parent borrower in making an informed decision as to whether the student or parent borrower would like to accept any disbursement of loan funds.

The post-withdrawal disbursement notification will include the following information:

- The student borrower's repayment options;
- Request authorization to credit any loan funds to a student's account to cover any unpaid institution charges;
- Obtain permission to make a post-withdrawal disbursement of grant or loan funds for charges other than institutional charges;
- Obtain permission to make a post-withdrawal disbursement of loan funds directly to a student.

The notification will have a deadline of 14 days for the student and/or parent borrower to respond to the post-withdrawal disbursement. Once the written response is received, the University will credit the student's account with any post-withdrawal disbursement funds no later than 180 days from the date of determination.

Note: The University does not accept late written responses from the student or parent borrower after the 14 days are up.

RETURN OF UNEARNED AID, RESPONSIBILITY OF THE STUDENT

The student is responsible for all unearned Title IV aid that the University is not required to return. The initial amount of unearned Title IV aid due from the student is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned. This is called the initial amount due from the student because a student does not have to immediately return loan funds or the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

The student must repay:

- Any Title IV loan program in accordance with the terms of the loan; and
- Any Title IV grant program as an overpayment of the grant; however, a student is not required to return the following:
    - The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed to the student for the payment period or period of enrollment.
    - A grant overpayment amount of 50 dollars or less that is not a remaining balance.

ORDER OF RETURN OF TITLE IV FUNDS

The University must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment in the following order:

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- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

TIMEFRAME FOR THE RETURN OF TITLE IV FUNDS

The University will return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. The return is considered timely if the University does one of the following as soon as possible but no later than 45 days after the date it determines the student withdrew:

- Deposits or transfers the funds into the University's federal funds bank account and then awards or disburses the funds to another eligible student
- Returns the funds electronically to the Department of Education using the refund function in G5
- Issues a check to the Department of Education (an issued check to the Department of Education is considered timely if the University's records show that the check was issued within 45 days of the date of determination and the date on the cancelled check shows that the bank endorsed the check no more than 60 days after the date of determination)

TREATMENT OF TITLE IV CREDIT BALANCES WHEN STUDENT WITHDRAWS

When a student withdraws during a period with an existing Title IV credit balance, the Title IV credit balance is handled as follows:

1) The University does not release any portion of a Title IV credit balance to the student, and does not return any portion to the Title IV programs prior to performing the R2T4 calculation. The University must hold these funds even if, consistent with the 14-day credit balance payment requirement of 34 CFR 668.164(h), it would otherwise be required to release them.

2) Perform the R2T4 calculation and include any existing Title IV credit balance funds as disbursed aid for the period.

3) Apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.

4) Allocate any Title IV credit balance as follows:

a. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The University must return such funds to the Title IV grant account within 14 days of the date that the University performs the R2T4 calculation.

Although not included in an R2T4 calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the University determines the final amount of any Title IV credit balance when a student withdraws. The University must use the final Title IV credit balance first to satisfy any current student grant overpayment.

b. Within 14 days of the date that the University performs the R2T4 calculation, the University must pay any remaining Title IV credit balance funds in one or more of the following ways:

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- In accordance with the cash management regulations, to pay authorized charges at the University (including previously paid charges that now are unpaid due to a return of Title IV funds by the University)
- With the student's written authorization, to reduce the student's Title IV loan debt
- To the student (or parent for a Direct PLUS Loan); or
- If the University cannot locate the student (or parent) to whom a Title IV credit balance is owed, the University must return the credit balance to the Title IV programs.

DISBURSEMENT OF CAL GRANT FUNDS

The CMU financial aid disbursement policy is applied to all students receiving Title IV funds for every term of the academic year. The objective is to deliver eligible financial aid in a timely manner. The Financial Aid Office offers financial aid awards based on full-time enrollment. Disbursement of Title IV funds are made each session. Prior to each session's disbursement, the student's enrollment status and number of credits currently enrolled in will be verified. If not full- time status, funds will be recalculated accordingly.

ENROLLMENT REQUIREMENT FOR FINANCIAL AID - UNDERGRADUATE STUDENTS

Credit Hours	Enrollment Status	Cal Grant Disbursement
12 or more	Full-time	100%
9 – 11	Three-quarter time	75%
6 – 8	Half-time	50%
1 – 5	Less than half-time	0%

Title IV funds will be posted to the student's ledger card first. All institutional charges owed to the University, tuition and fees, will be automatically deducted from the financial aid disbursement received. If there are any excess funds after the institutional charges have been deducted, the Finance Office will process the excess funds in accordance to the student's Federal Funds Disbursement Disclosure and Authorization Form on file. The Finance Office will proceed with one of the following written requests:

- Return any credit balance to Direct Loan to reduce the student's loan debt.
- Return any credit balance directly to the student.
- Retain any credit balance on the student's account to cover any additional expenses they may incur prior to the end of the applicable loan period to assist the student in managing their educational funds. Any remaining credit balance after the end of the loan period will be returned to the student.

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Undergraduate Students		BENEFITS
Based on 16 week semester divided into two 8-week sessions		
Semester Credit Hours	**Enrollment Status**	Tuition Assistance
12 or more	Full-time	100%
9 to 11	Three-quarter time	75%
6 to 8	Half-time	50%
4 to 5	Less than half-time	TBD
1 to 3	Quarter time	25%
Graduate (Masters and Doctoral)		BENEFITS
Based on 16 week semester divided into two 8-week sessions		
Semester Credit Hours	**Enrollment Status**	Tuition Assistance
6 or more	Full-time	100%
5	Three-quarter time	75%
3 to 4	Half-time	50%
2	Less than half-time	TBD
1	Quarter time	25%

REFUND REQUEST FOR CAL GRANT B ACCESS AWARD (BOOKS AND SUPPLIES AWARD PORTION)

The Cal Grant B Access Award is designated for costs including books and supplies incurred by the student. The University will automatically apply the student's Cal Grant B Access Award to their student ledger to cover any outstanding balance. The student has the right to request the Cal Grant B Access Award be refunded directly to them instead of being applied to the outstanding balance on their student ledger.

To request a refund for the Cal Grant B Access Award, the student will need to complete and submit the Cal Grant B Access Award Refund Form to the Finance Office for processing. This request may cause the student to have an outstanding balance on their student ledger.

ENROLLMENT REQUIREMENT FOR VETERANS ADMINISTRATION EDUCATION BENEFITS

RETURN OF MILITARY TUITION ASSISTANCE

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, CALIFORNIA MIRAMAR UNIVERSITY will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

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Instances when a Service Member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

8 Week Course (56 Days) withdraw submitted	Refundable Tuition
Week 1 (Days 1-7) New Students	100% return no fees
*Week 1 (Days 1-7) Existing Students	100% return minus fees
Week 2 (Days 8-14)	75% return minus fees
Week 3 (Days 9-21)	60% return minus fees
Week 4 (Days 22-28)	50% return minus fees
Week 5 (Days 29-34)	40% return minus fees
Week 6 (Days 35+)	0% after 34 days

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ADMISSIONS AND ENROLLMENT

ADMISSIONS PROCESS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Applicants must submit an official Application Form at www.calmu.edu. A printed Application Form is available upon request or an online application is available at www.calmu.edu. All Programs are offered in English. The information below will detail the level of English proficiency required and the documentation of this proficiency. In addition, applicants must submit the following documents to assist in the evaluation process:

CONDITIONAL ACCEPTANCE

A Conditional Acceptance letter may be issued to students who need proof of acceptance in the University in order to apply for a bank loan or who may not yet have their final transcripts. **Partial or complete unofficial transcripts are required.** The Conditional Acceptance is valid for a period of three (3) months from the date of issuance.

UNDERGRADUATE PROGRAMS

1. **Evidence of prior academic postsecondary academic experience listed on the application (if any) via official transcripts of all accredited colleges and universities previously attended or evidence of graduation** from an accredited high school in the United States, or a high school equivalent diploma (GED). If CMU has reason to believe that a high school diploma presented for admission is not valid or was obtained from an entity that provides secondary education, the credential will not be accepted for admission into the University until the absolute validity of the credential is established.

   The validation procedure includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.

3. International students with education equivalent to U. S. education or an academic evaluation by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html who possess the qualifications of requirement 1 above.

4. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), a 44 on the Pearson Test of English Academic ***(PTE Academic)*** Score Report or a 95 on the Duolingo English Test. For students wishing to have their TOEFL test results sent directly to the University, CMU's TOEFL code is 7457.

   Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

5. *Copies of the materials listed above will be accepted for admissions purposes, however for postsecondary education* ***official transcripts must be on file prior to 30 days after the start of the initial session.*** *Official TOEFL scores are required within 14 days of the start of the initial session.*

ADMISSIONS POLICY FOR POSTSECONDARY LOW GPA APPLICANTS

Undergraduate Programs Only

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California Miramar University (CMU) is committed to providing educational opportunities to individuals who demonstrate the potential for academic success, even if they do not meet the minimum postsecondary education GPA requirement for undergraduate admissions.

Eligibility for Appeal

Applicants that meet the following may be admitted to CMU upon appeal if they satisfy all of the following conditions:

1. **Time Since Previous Postsecondary Education**: The applicant's most recent academic experience must be at least three (3) years prior to the date of the application to CMU.
2. **Minimum five years of work experience:** Supply supporting documentation such as a resume.
3. **Supporting Documentation**: The applicant is encouraged to provide any additional documentation that demonstrates their readiness for academic success. Examples include:
    - Evidence of professional achievements or certifications.
    - Letters of recommendation from employers or mentors.
    - Proof of significant personal or professional development.

Optional documents for admission to the Undergraduate

Level Programs:

- **Most recent resume including a complete work history. Attached to the resume, applicants should include** a detailed list of any specialized training.
- Copies of certificate programs, trainings and workshops.
- A detailed list of all military schooling and/or training.
- Copies of test scores of any standardized test such as SAT, DSST (DANTES), CLEP© and other testing organizations that award college credit.

MASTER'S DEGREE PROGRAMS

1. A bachelor's degree from an accredited college or university and have obtained an overall grade point average of 2.5 or better for all master's programs except for the Master of Science in Artificial Intelligence which requires a 3.0 or better for admission. Copies **of official academic transcripts will be accepted during initial evaluation for admissions.**

2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.

3. International students with education equivalent to U. S. education who possess the qualifications of requirement 1 above must have their foreign degree program transcripts evaluated by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html and the original translation documentation sent directly to CMU.

4. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 71 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), a 50 on the Pearson Test of English Academic ***(PTE Academic)*** Score Report or a 100 on the Duolingo English Test. For students wishing to have their TOEFL test results sent directly to the University, CMU's TOEFL code is 7457.

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Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

5. *Copies of the materials listed above will be accepted for admissions purposes; however **official transcripts must be on file prior to 14 days of the initial session.** Official TOEFL scores are required within 14 days of the start of the initial session.*

Optional documents for admission to the Master Degree Level Programs:

- Most recent resume including a complete work history. Attached to the resume, applicants should include a detailed list of any specialized training.
- Copies of certificate programs, trainings and workshops.
- A detailed list of all military schooling and/or training.
- Copies of test scores of any standardized test such as GMAT, GRE, DSST (DANTES), CLEP© and other testing organizations that award college credit.

While a Bachelor of Science in Business Administration or Management is preferred, a bachelor's degree in another field may be accepted if the University Executive Committee and/or the Academic Affairs Committee indicates that the applicant has the foundation needed to succeed in the program. Students who have insufficient Business Administration undergraduate degrees or have not taken undergraduate business courses in Accounting, Economics, Financial Management, General Management, and Marketing may be required to complete up to five Prerequisite Courses at three credit hour each.

APPEAL OF ADMISSION DENIAL – MASTER DEGREE PROGRAMS

Students receiving a letter of denial for the Masters degree programs have fourteen calendar days to appeal the decision. In addition, students must have a transfer GPA of 2.3 or above in order for the appeal to be considered by the University Executive Committee and/or the Academic Affairs Committee. Students applying for the Master of Science in Artificial Intelligence program must have a transfer GPA of 2.8 or above in order for the appeal to be considered by the University Executive Committee and/or the Academic Affairs Committee.

In the appeal, the student must state why they are appealing the decision and include any statements or documentation that will support reconsideration by the University. The appeal may include a letter of recommendation from a source close to the student, who can speak to the student's academic potential. All decisions made by the University Executive Committee and/or the Academic Affairs Committee are final. **Handwritten appeals will not be considered.**

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DOCTORATE DEGREE PROGRAMS – NOT ACCEPTING APPLICATIONS

THE UNIVERSITY IS NOT ACCEPTING APPLICATIONS TO THE DBA PROGRAM.

1. A completed master's degree from a nationally or regionally accredited college or university and have obtained an overall grade point average of 3.0 or better (on a 4.00 scale). Unofficial academic transcripts will be accepted during initial evaluation for admissions; however, official transcripts are required for all college/university degrees and courses. However, official transcripts must be on file before an enrollment agreement can be issued.
2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of requirement 1 above.
3. International students with education equivalent to U. S. education or an academic evaluation by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html who possess the qualifications of requirement 1 above.
4. A minimum of 30 hours of graduate coursework in a business-related field.
5. Three years of combined teaching and/or professional work experience.
6. Three letters of recommendation with one submitted from the current supervisor. (If currently teaching, one of these letters must be from the Department Chairperson or the school Dean.)
7. Submit a statement of purpose. This statement must be a minimum of 1000 words and must include any research interests, an explanation of how the DBA program will enhance your current goals, if the program will assist you in a new area of employment, and if the program will assist you with a possible promotion in your current field of employment. Applicants can utilize the Statement of Purpose Form offered by the Admissions Department or submit their Statement of Purpose on a separate attachment.
8. Computer capability and access as delineated by the DBA Chair.
9. Copies of certificate programs, trainings and workshops.
10. Most recent resume including a complete work history.
11. A personal interview with the DBA Program Chair and/or other DBA faculty members. This interview may be in person or by telephone to initiate the process. DBA applicants have to go through the Admission Process as indicated in the next section, DBA Admission Process.
12. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 80 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), or a 58 on the Pearson Test of English Academic *(PTE Academic)* Score Report, or a 105 on the Duolingo English Test. For students wishing to have their TOEFL test results sent directly to the University, CMU's TOEFL code is 7457.
13. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.
14. *Copies of the materials listed above will be accepted for admissions purposes, however official transcripts must be on file before an enrollment agreement can be issued.*

While a Master of Business Administration or a Master of Science in Management degree is preferred, a master's degree in another field may be accepted if the University Executive Committee and/or the Academic Affairs Committee indicates that the applicant has the foundation needed to succeed in the program. Students who have insufficient Master of Business Administration degrees or have not taken graduate business courses in Accounting, Economics, Financial Management, Management and Marketing will be required to complete up to five Prerequisite courses at three credit hours each.

Each applicant's information is evaluated and possible transfer credit is awarded. If additional documentation is needed, the Office of Admissions will contact the applicant. All students will receive a Degree Progress Audit (DA) which outlines the requirements to complete the student's desired degree program, and an Enrollment Agreement (EA) which outlines tuition requirements, payment options and a general degree timeline.

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Once the Degree Progress Audit (DA) and Enrollment Agreement (EA) have been signed and dated by the applicant, he or she is considered enrolled as a California Miramar University student and will be contacted by Registrar regarding start dates.

Students receiving a letter of denial have fourteen calendar days to appeal the decision. In addition, students must have a transfer GPA of 2.8 or above in order for the appeal to be considered by the University Executive Committee and/or the Academic Affairs Committee. In the appeal, the student must state why they are appealing the decision and include any statements or documentation that will support reconsideration by the University. The appeal may include a letter of recommendation from a source close to the student, who can speak to the student's academic potential. All decisions made by the University Executive Committee and/or the Academic Affairs Committee are final. Handwritten appeals will not be considered.

To submit an application for admission, please contact the Office of Admissions (858) 653-3000 or complete an online application at www.calmu.edu.

MILITARY/DEPENDENT ADMISSION

Active military and military dependents must satisfy California Miramar University's admissions criteria and submit all required documentation as stated previously in the Admissions Process. All applications and documentation will be reviewed by the same standards as non-military applicants. Upon enrollment, students will be contacted by The University to discuss potential benefits and educational assistance.

The University is committed to the academic, career and personal endeavors of CMU's military students. See below for services:

•Offer support during deployments and other military related life changes

•Provide assistance for spouses and dependents

•Pay special attention to military financing needs

•Remain available for one-on-one assistance during normal office hours

To submit an application for admission, please contact the Office of Admissions (858) 653-3000 or complete an online application at www.calmu.edu.

UNIVERSITY RIGHT TO DENY ADMISSION

The University reserves the right to deny admission to any student.

TRANSFER CREDIT POLICY

California Miramar University evaluates all transfer coursework from accredited institutions whose accreditors are recognized by the United States Department of Education. This includes regional, national, and specialized accreditors. Coursework is evaluated based on content equivalency and learning outcomes, not course title or catalog match alone. Students may satisfy general education, elective, and select major requirements with comparable courses from other colleges, universities, recognized military training programs and college equivalency tests (such as CLEP, DANTES, etc.). CMU is committed to maximizing transfer credit acceptance and reducing duplication of prior academic work.

Applicants who wish to obtain transfer credit must provide transcripts to California Miramar University's Registrar for evaluation and a degree program audit will be prepared as per the admissions process. For undergraduate courses only courses that are deemed equivalent with a grade of "C-" or higher will be accepted. For graduate level courses only courses that are deemed equivalent with a grade of "B-" or higher will be accepted. The maximum amount of semester credits that may be transferred are nine (9) credits for Doctorate Program, eighteen (18) credits for the Master's Programs, ninety (90) credits for Bachelor Programs and forty-five (45) credits for Associate Programs. A student may appeal the final degree program audit with solid cause. In the event of such an appeal, the student is required to submit the school catalog in place at the time of the transfer credits were earned and present his detailed evidence and reasons why his appeal should be granted. For the purposes of admission, unofficial

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transcripts may be evaluated for transfer credits. However, official transcripts must be on file before an enrollment agreement can be issued. Failure to provide an official transcript will result in the removal of any accepted transfer credits from the student's enrollment record and the student will be required to repeat those courses with CMU. CMU will maintain a written record of the previous education and training of veterans and eligible persons, and this record will clearly indicate that credit has been granted, if appropriate. If credit is granted the degree program will be shortened proportionately and the student notified accordingly. All transfer credits are subject to an academic review at the discretion of the University.

Credits from transfer courses are calculated in a student's qualitative SAP and/or FA/VA-SAP as credits attempted and credits earned. Grades for credits transferred in from any post-secondary institution will be recorded as "T" on the CMU Transcript and will not affect the student's CGPA. Students who transfer credits are allotted a maximum time frame of 150% of a program's length (measured in credit hours) in which to complete a program of study.

GENERAL EDUCATION TRANSFER CREDIT GUIDELINES

CMU offers a limited selection of general education courses. To ensure students receive a well-rounded education, CMU accepts a broad range of general education courses completed at accredited institutions whose accreditors are recognized by the U.S. Department of Education, including both regional and national accrediting agencies.

For general education requirements, coursework will be reviewed using broad subject categories—such as Humanities, Social Sciences, Natural Sciences, Mathematics, and others. Courses may be accepted even if their titles or descriptions differ from those in CMU's catalog, provided they meet the semester credit hour equivalent.
Accepted areas of general education transfer include:

- **Written and Oral Composition**: Courses in writing, rhetoric, speech, or communication
- **Quantitative Reasoning**: Mathematics, college-level algebra, or statistics
- **Natural and Physical Sciences**: Biology, chemistry, physics, or environmental science
- **Social and Behavioral Sciences**: Psychology, sociology, anthropology, political science, or economics
- **Humanities**: Philosophy, literature, art history, or cultural studies
- **Information Literacy**: Library research methods, media literacy, digital information skills, or computer information systems
- **Critical Thinking**: Logic, deductive and inductive reasoning, ethics, debate, or analytical writing and reasoning

RECOGNITION OF MILITARY TRAINING

California Miramar University evaluates military training and experience for academic credit in accordance with the standards set by the American Council on Education (ACE). Recognized military training and courses that align with degree requirements may be applied toward general education, elective, or in some cases, major requirements.

FOREIGN STUDENT ADMISSION - *ACCEPTING ENROLLMENT IN OUR SAN DIEGO MAIN CAMPUS ONLY*.

Foreign applicants can be defined as persons who have completed any previous coursework from foreign institutions based outside of the United States. Foreign applicants must satisfy California Miramar University's admissions criteria and submit all required documentation as stated previously in the Admissions Process. In addition to submitting all required documentation for admission; foreign applicants must also be required to fulfill the additional obligations below:

TRANSFER CREDIT AND ACADEMIC CREDENTIAL POLICY FOR STUDENTS FROM FOREIGN COLLEGES AND UNIVERSITIES

Students who wish to transfer credits that align with the University's curriculum from foreign institutions based outside the United States will be required to have those credits evaluated by an organization or agency accepted by California Miramar University. CMU recognizes all members of the National Association of Credential Evaluation Services (NACES) as valid and acceptable evaluators of foreign transcripts. A list of the members of NACES can be found at www.naces.org/members.html. Please have the evaluation company send the evaluation results directly to the CMU.

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NOTE: All Evaluation costs and fees are the responsibility of the applicant.

ENGLISH LANGUAGE REQUIREMENT

For CMU, academic programs, however, all international students must provide evidence of English language proficiency as outlined below. Applicants who have attended an accredited/recognized institution whose primary language of instruction is English are not subject to this requirement.

UNDERGRADUATE PROGRAMS

Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic (PTE Academic) Score Report, or a 95 on the Duolingo English Test.

MASTER'S DEGREE PROGRAMS

Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 71 on the TOEFL Internet Based Test (iBT) or 6 on the International English Language Test (IELTS), or 50 on the PTE Academic Score Report, or a 100 on the Duolingo Test.

DOCTORATE DEGREE PROGRAMS

Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 80 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), or 58 on the PTE Academic Score Report, or a 105 on the Duolingo English Test.

FOREIGN STUDENT ADMISSION AND VISA SERVICES

California Miramar University was approved by the Student and Exchange Visitor Program (SEVP) in the Student and Exchange Visitor Information System (SEVIS) on 9/17/2012. SEVP and SEVIS are administrated by Immigration and Customs Enforcement, the principal investigative arm of the U.S. Department of Homeland Security (DHS).

CMU offers immigration status sponsorship for foreign students and for Graduate Students through a student visa (I-20). Foreign undergraduate and Graduate Students, who are interested in attending the University or those who have obtained student visas while attending other American colleges or universities in the U.S. should check with CMU's International Admission Office for details on how they might proceed with their studies at California Miramar University.

CMU welcomes applications from international students whose academic work and English proficiency are of a high level. Because academic degrees and coursework must be equivalent to those earned in the United States, international students must submit official, translated transcripts and results from an educational credential evaluation service agency. CMU recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org/members.html. **Please have the evaluation company send the evaluation results directly to CMU**. The evaluation must include degree equivalency to a 4-year bachelor's degree from an accredited university, U.S. semester credit and grade equivalent for each course, and U.S. grade point average. Any master's level courses and/or degrees should also be included in the evaluation. Additional information, such as letters of recommendation, may be requested from international graduate students. English proficiency must be evidenced by the TOEFL (see above) and all international students must carry a full course load at CMU unless they are completing their course work entirely on-line from outside the United States. For international students wishing to have their TOEFL test results sent directly to the University, CMU's TOEFL code is 7457.

To submit an application for admission, please contact the Office of Admissions (858) 653-3000 **or complete an online application at www.calmu.edu.**

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Individuals living outside the United States often have difficulty with application materials arriving in a timely manner, international applicants who have received communication from the University requesting missing documents may fax those materials to the Admissions Processing Center at (858) 653-6786. Scanning and emailing of these documents to admissions@calmu.edu is also accepted. CMU strongly urges international applicants to have an e-mail address available for use during the admissions process, since this expedites communication. (Free email accounts are available on-line through Google, Yahoo and others). Applicants must still submit original materials within *14 days of the start of the initial session.* of enrollment, as faxed or scanned materials are not considered official documents. CMU also requests that international applicants who have a fax number and email submit the number and email address with their application in the event that CMU needs to contact the applicant quickly.

International students, who have been accepted by the University and obtained a student visa, are required to report to the University a minimum of two weeks (14 days) prior to the start of their first session. During this period, students will be required to attend the University's new student orientation. The students may also use this time to secure housing and address other personal needs prior to the commencement of their courses.

International students, who have been accepted by the University and obtained a student visa, are required to sign the University's enrollment agreement via DocuSign prior to their arrival in the U.S. and report to the University by the program start date listed on their I-20. During this period, students will be required to attend the University's new student orientation. The students may also use this time to secure housing and address other personal needs prior to the commencement of their courses.

CURRICULAR PRACTICAL TRAINING (CPT)

The University's CPT requirements for all degree level CPT courses are listed below.

CURRICULAR PRACTICAL TRAINING (CPT)
Curricular Practical Training (CPT) is an optional opportunity for students to apply course concepts through practical application. **All CPT practical training and the Associated course work must be in the field of study of the degree program.** Each eight-week session, a Career Practical Training Workshop will be held. **Students must attend the CPT Workshop before enrollment into the Career Practical Training course for the following session.**

The CPT Workshop is held in week two of each eight-week session and explains the details and requirements of the upcoming CPT course. Requirements include an official Job Offer Letter from an employer stating whether the employment is full-time (over 20 hours per week) or part-time. The job must be in the field of study of the degree program. The work must be located within a 100-mile radius of the CMU campus. The student may not leave the United States for business-related travel and must attend and fully participate in the required CMU course work and all required assignments during the eight-week session.

CPT INITIAL ADMISSION REQUIREMENTS

To be eligible for Career Practical Training, all undergraduate students must complete one full academic year (two 16-week semesters/4 eight-week sessions) of study, complete the CPT Workshop, and achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 or higher. For Graduate level CPT eligibility, students must complete one eight-week session, complete the CPT Workshop, and achieve and maintain a minimum CGPA of 3.0 or higher.

The initial eight-week Career Practical Training course will consist of three semester credits, will be graded, and will count toward the student's CMU total degree program requirements.

Students desiring to continue their CPT through the University's full-time or part-time CPT Extension courses must contact the Designated School Official (DSO) and confirm the continuation of their CPT employment. Students must provide an updated Job Offer Letter if their employer has changed.

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NOTE: These CPT Extension courses are one semester unit of credit and are pass/fail. These Extension courses will not count toward the total requirements for the students' CMU degree. No late CPT course applications will be considered. Enrollment in CPT is not guaranteed and is limited based on the space available in the program and meeting the specified admission requirements. If there is no space available for qualified candidates, they will be placed on a waitlist.

FULL-TIME AND PART-TIME CPT LIMITS BY SEVP

The Student Exchange Visa Program rules and regulations state that students who work for a total of 12 cumulative months of full-time CPT (work consisting of more than 20 hours per week) are no longer eligible for Occupational Practical Training (OPT) at the end of their studies. CMU has set the limit of full-time employment at five total sessions (10 months) during all CMU degree programs with these rules in mind.

This five-total session limit (10 months) cannot be exceeded unless the student signs a university waiver form, which states they understand the SEVP rules on maximum full-time employment under CPT and that they understand that if they take a sixth session (12 total months) of full-time CPT, they will not be eligible for OPT at the end of their studies.

THE ENROLLMENT PERIOD

All 100% online students at CMU may enroll in any of the courses at any time during the calendar year. New students must enroll in one of their required courses within 90 days of acceptance. Students requiring additional time to complete their programs beyond the maximum program length will need to submit a written request to the Office of Student Services. The Office of Registrar will grant or deny this request within 30 days. Degree program time extensions will be limited to one-year maximum to encourage the student to complete the program of study.

ENROLLMENT START DATES

New students are required to begin their programs at the beginning of each session. Late starts are not allowed. Returning students will abide by the University's Course Add/Drop policy outlined in this catalog.

METHODS OF OBTAINING CREDIT

All students at California Miramar University have the opportunity to obtain academic credits via any of the following: completing the courses (100% Online, Hybrid, (part online part classroom), Challenge Examinations (for undergraduate courses numbered 1000-2000 only) by means of the College Level Examination Program (CLEP), transfer credit, prior military training and college equivalency tests (such as CLEP, DANTES, etc.). Generally, courses are three-semester credit hours. A maximum of 30 CLEP, DANTES, etc. credits are accepted for the Associate Degree program and a maximum of 60 CLEP, DANTES, etc. credits are accepted for the bachelor's degree program. No CLEP, DANTES, etc. credits are accepted for graduate degree programs. University maintains a written record of all the previous education and training of veterans and eligible persons, and this record called a Degree Program Audit, clearly indicates to the student where appropriate academic credit has been granted and the educational program shortened proportionally.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CMU

The transferability of credits the student earns at California Miramar University is at the complete discretion of an institution to which he or she may seek to transfer. Acceptance of the degree, diploma, or certificate the student earns in all of the degree, diploma and certificate programs are also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that the student earns at this institution are not accepted at the institution to which the

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student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which the student may seek to transfer after attending California Miramar University to determine if the credits or degree, diploma or certificate will transfer.

RE-ADMISSION POLICY

If a student has voluntarily withdrawn or was dismissed academically from the University, they may apply for readmission. The student will reenter under all policies and procedures included in the most current catalog, student handbook, and athlete handbook at the time of readmission. This includes any changes made to tuition and fees.

In order to be considered for readmission, students must have NO outstanding balance with the University. If the student has a balance, the student must make arrangements to repay the entire past due amount. Students are also required to have made arrangements for all future funding (i.e. payment plan, Financial Aid) prior to the first day of the readmission session. Student, who were dismissed for conduct, and, or have their accounts turned over to collections are not eligible for readmission.

All students applying for readmission after withdrawal or academic dismissal must write an appeal to the University Executive Committee and/or the Academic Affairs Committee. The appeal must state the following:

1. The reason you would like to return to the University.
2. A full explanation of all steps that were taken to eliminate any obstacles from the first enrollment with the University.
3. A full explanation of any steps you will take to eliminate any possible obstacles you could face, if approved for readmission.
4. Complete an Individual Academic Support Plan (IASP) (Contact the University Registrar or your Admissions Representative for this form.)
5. Students, who were dismissed for academic reasons, must provide official transcripts from all other institutions attended as evidence of courses taken during the students break from CMU. Transcripts are used to provide evidence of a significant improvement in the student's academic performance.
6. All readmission appeals must be typed. Handwritten appeals will not be reviewed.

The student will be notified of the University Executive Committee and/or the Academic Affairs Committee's decision via email from the University Registrar. All decisions made by the University Executive Committee and/or the Academic Affairs Committee are final.

LICENSES AND CREDENTIALS

Certain fields require a specific license or credentials. For example, a C.P.A. must pass the State Board of Accountancy exam issued by the state of California. California Miramar University's degree programs do not meet any particular local, state or national licensing or credential requirements.

It is the responsibility of students interested in obtaining licensure or credentials to check with state agencies, school districts, professional associations or government agencies before enrolling in any program at CMU to ensure it meets requirements for the desired license or credentials.

CALIFORNIA STUDENT TUITION RECOVERY FUND

(Only for Students Who Are California Residents)

"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

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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."

A of this section, a qualifying institution shall include the following statement in its school catalog:

"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, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents ($.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120).

Effective **April 1, 2024,** the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of

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institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

ACCEPTANCE OF GI BILL® EDUCATIONAL BENEFITS

‘‘GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill." California Miramar University is classified as an Institution of Higher Learning and is eligible to accept GI Bill® educational benefits.

APPROVAL FOR FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

California Miramar University has been approved to offer the Federal Supplemental Educational Opportunity Grant (FSEOG). The University has set the following policies for the FSEOG.

SLECTION CRITERIA

Considered First:

1. *Students with the lowest Estimated Family Contribution (EFC) are considered a priority.*
2. *Students who are PELL eligible*

Other Factors in awarding FSEOG:

- Additional awards will be considered after a review of funds that may come available due to refunds and the de-obligation of awards for students who have withdrawn.
- After all PELL Grant recipients have been considered, any additional funds will be awarded to students who are not PELL eligible.
- Disbursements will be made by crediting the student’s account. The Business Office sends students a receipt each term giving notification of payment to the account.
- As less than full-time students are factored in the Fiscal Operations Report and are counted in the campus-based allocation process these categories will be considered for FSEOG awarding.

Amount

The Office of Financial Aid determines if you are eligible and how much you will receive. Not all eligible students will receive this grant due to limited funding from the federal government.

Minimum and Maximum FSEOG Awards

Generally, the amount of a FSEOG awarded for an academic year equals the amount the University determines necessary for the student to continue his or her studies with the following limits:

- No award for less than $100 for a full academic year.
- No award more than $4,000 for a full academic year.

Awards for less than an academic year may be reduced proportionately.

Apply Early

California Miramar University receives a limited amount of funding each year. **Not all eligible students will receive this grant.** This is different from the Federal Pell Grant Program, which provides funds to every eligible student.

California Miramar University

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Director of Financial Aid

Dune Trinn, MBA

dtrinn@calmu.edu

Phone: 858-653-3000 ext. 13

Effective Date 8/12017

CHALLENGE EXAMS AND EXPERIENCE BASED LEARNING POLICY

STUDENTS WHO WOULD LIKE TO CHALLENGE A COURSE FOR UNDERGRADUATE COURSES NUMBERED 1000-2000 ONLY SHOULD DO SO BY COMPLETING A COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EXAMINATION AT https://clep.collegeboard.org/ OR THE DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) AT http://www.military.com/education/timesaving-programs/defense-activity-for-non-traditional-education-support-dantes.html The University does not charge any fees for accepting transfer credits from these approved sources.

During the admissions process, it may be determined that based on the applicant's work or professional experience he/she may feel they have the knowledge of one or more of the lower undergraduate level courses. The Registrar and Academic Offices will provide the student the information on how to take a CLEP or DANTES examination, and if successful, receive college credit for these particular courses. For more information on the CLEP process visit https://clep.collegeboard.org/. For information on the DANTES process visit http://www.military.com/education/timesaving-programs/defense-activity-for-non-traditional-education-support-dantes.html

COLLEGE EQUIVALENCY CREDITS (UNDERGRADUATE PROGRAMS ONLY)

The University grants credit for military service and schooling based on the equivalent requirements and procedures followed by the American Council on Education www.acenet.edu/Pages/default.aspx. Also, CMU awards credit for satisfactory completion of CLEP©, and other comparable general education examinations toward undergraduate degree programs. CMU maintains a written record of the previous education and training of veterans and eligible persons, which clearly indicate the applicable credit that has been granted and the amount that the degree program has been proportionally shortened. Students are notified of these facts through the Degree Program Audit form.

SEMESTER CREDIT HOUR DEFINITION AND CLOCK HOUR CONVERSION

California Miramar University measures its programs in semester credit hours. A **clock hour** is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A **semester credit hour** for credit hour courses and programs is equivalent to a minimum of 15 clock hours of lecture 30 clock hours of laboratory, 45 clock hours of externship/practicum, or a combination of these three. These definitions also assume appropriate out-of-course learning activities to support the credit awarded for courses.

Federal regulations for the allocation of student financial assistance for credit hour courses and programs establish an expectation of two-hours of out-of-course work for each hour of lecture or direct instruction for which credit is awarded. This means for a 3-semester credit course with 45 clock hours of lecture, students will be expected to spend 90 hours of out-of-course learning activities.

HOMEWORK POLICY

It is the policy of California Miramar University that each student will be assigned homework and that such homework be undertaken to the best of each student's ability. Homework is prescribed for the following reasons:

- To enable the instructor to assess the degree to which material taught has been grasped by a student.
- To enable the instructor to monitor, on a regular continuous basis, the progress being made by a student.

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- To enable the student to become an efficient learner.
- To enable the student to develop short term and long-term memory skills.
- To enable the student to master such skills, concepts and principles etc. as are demanded by the curriculum.
- Both online and hybrid students should understand that to be successful they will be required to spend time outside of the course or offline, completing homework, reading, and studying. It is estimated that each student will have approximately two hours of homework for every hour of faculty instruction. This equates to 45 contact/academic engagement hours for 3 semester credits and 90 hours of preparation for a total of 135 hours for a 3-credit hour course. Students who submit assignments and course materials online through the University's LMS can expect a response or evaluation from faculty or staff within 48 hours on weekdays and 72 hours on weekends.

LATE WORK POLICY

If a student has an extenuating circumstance that prevents the student from submitting the assignment by the due date, the faculty member may waive late work penalties. (This is at the discretion of the faculty member.) If the faculty member is informed of the extenuating circumstance after the due date of the assignment or the faculty member is not informed at all, the following late penalties shall apply:

- 10% will be deducted each day for the first five days after the assignment's due date. A maximum of 50% of the points will remain available.
- Late points are deducted before the assignment is evaluated and graded.

RETURNED CHECK AND DECLINED CREDIT CARD FEE

Students are responsible for all fees relating to checks returned from the bank due to non-payment. The University charges a fee of $35.00 for any returned check or declined credit card. If a student has a returned check or declined credit card, it will be the University's discretion to require money orders or cashier's checks for all future payments.

ABILITY-TO-BENEFIT (ATB) STUDENTS

The University currently does not accept any provisions or processes allowing for the admission of ATB student

STUDENT ACHIEVEMENT AT CALIFORNIA MIRAMAR UNIVERSITY

Program	Graduation Rate	Licensure Pass Rate *2
Associate of Science in Business Administration	50%	Not Applicable
Bachelor of Science in Business Administration	52.60%	Not Applicable
Master of Business Administration	65.70%	Not Applicable
Master of Business Administration in Data Analytics	New Program	Not Applicable
Master of Science in Computer Information System	72%	Not Applicable

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Master of Science in Artificial Intelligence	New Program	Not Applicable
Doctor of Business Administration	38.5%	Not Applicable

[2] Percent of graduates who passed applicable state or professional licensing examinations after the completion of their studies, if applicable.

Note: The table represents the data for 2019.

Official DEAC Reference:
https://44729584.fs1.hubspotusercontentna1.net/hubfs/44729584/DEAC_Student_Achievement_Disclosure_Form%20Final%20Updated.pdf

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ACADEMIC AND STUDENT SERVICES INFORMATION

CMU'S OBJECTIVES

Each CMU student is expected to attain proficiency in a body of theoretical, historical, and practical knowledge appropriate to his/her degree program objectives, and in the area of concentration within the selected academic program. Proficiency is demonstrated through measurable student learning outcomes specified in the syllabus of each course for each degree program.

In CMU's degree programs, students are not only expected to master specific subjects but also to develop critical and analytical abilities together with educational values that contribute to the enrichment of the professional and individual lives of the students.

The General Objectives for the Academic Programs are designed to:

- Allow the Online students to acquire an academic degree at their own convenience and without needing to attend a traditional classroom.
- Allow the Hybrid students to acquire an academic degree within a structure that is flexible and accommodating to their work and family commitments.
- Provide students the resources, assistance and support needed to complete their degree program requirements.
- Promote students' satisfaction through support services provided by the faculty and staff as they complete their degree program.
- Provide students with a high-quality curriculum that will enable them to become lifelong learners, critical thinkers, and skilled problem-solvers in today's global society.
- Create an educational experience for the students that is challenging, stimulating, and innovative while developing professionals with the latest and most comprehensive information in their field of study.
- Promote the students' learning and acquisition of knowledge through research, high academic standards, cutting-edge courses, and the latest use of technological resources.
- Use the students' knowledge to improve the functioning of the professional field and communities in which they live and work.

LEARNING OUTCOME GUIDELINES

To help achieve CMU's mission and objectives, the degree programs at California Miramar University use the following Learning Outcome Guidelines:

Students will successfully complete the courses assigned to their academic degree.

- Students' performance will be evaluated via written examinations and course assignments. Students must also meet expected levels of performance in written competency examinations and tests throughout the academic program.
- Students are encouraged to complete an end-of-course survey for every course.
- Students are encouraged to complete an end-of-program evaluation at the time of graduation.
- Students in the undergraduate programs must maintain an overall grade point average of at least 2.0 on a 4.0 scale.
- Students in the graduate programs must maintain an overall grade point average of at least 3.0 on a 4.0.
- MBA students must successfully complete a Capstone Project.
- DBA students must successfully complete a Dissertation Project.

LEARNING METHODS AND FACILITIES

Every course at California Miramar University is delivered via 100% online or hybrid education (part online, part classroom instruction). **All courses, regardless of modality, begin on Monday of each week.** Lesson exams and a final examination are included with each course of study at the undergraduate and master's degree levels. Additionally, article reviews of current issues, case studies, final papers, research projects, a capstone project, and quizzes are also included. Each hybrid course room is

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equipped with internet access, a large screen TV, a whiteboard and PC. Student laptop computers are available for checkout for our hybrid classes on a first come first serve basis. For more information on the various learning methods, please contact the Office of Admissions at (858) 653-3000 Ext. 10 or admissions@calmu.edu.

LEARNING VIA 100% ONLINE

The online curriculum at California Miramar University is delivered via an online Learning Management System ("LMS") powered by Moodle. Every student who registers with the University for a 100% online course is given full access to the LMS and all registered course materials within 48 hours of registration. Each 100% online student must login to the LMS weekly and complete assignments required of the course in a timely manner. Any student, who is not actively participating through the submission of assignments for more than 7 days, will be considered for dismissal from the course, and possibly, the University. Although the student has full access to the course materials the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student.

LEARNING RESOURCE CONTACT

The University's Learning Resource Department (LRD) advises students on how to access variety of online as well as on site learning resources. LRD can be reached during office hours at 858-653-3000 extension 16 or through email at library@calmu.edu.

THE LEARNING MANAGEMENT SYSTEM ("LMS")

California Miramar University uses Moodle as its online Learning Management System (LMS). Moodle serves as an interactive website with several features and activities designed to engage and promote collaborative, student-centered learning. Prior to enrolling in any course, all students are provided the Student Moodle Tutorial. This guide will provide the student with the basic tools that he or she will need to navigate Moodle courses. If the student needs further assistance contact studentservices@calmu.edu for personal one-on-one training and support.

(RECOMMENDED) TECHNICAL REQUIREMENTS FOR THE ONLINE LEARNING MANAGEMENT SYSTEM

- Screen Resolution: A screen resolution of 1024 x 768. (No lower than 800 x 600)
- Audio: Sound card, speakers, and microphone or headphones for listening and voice communication.
- Web Camera: 640×480 resolution (Minimum) and 1280×720 resolution or higher
- Internet Connection:
    - Broadband, Fiber Optic or high-speed cellular internet connection recommended for OnLive and Online courses. However, users are required to have access to the internet via:
        - Cellular (4G LTE or 5G)
        - DSL
        - Cable
        - Satellite
        - Fiber Optic
- Operating System:
    - Windows 10 or 8 are recommended. (Minimum: Windows-XP, Windows-Vista).
    - Mac OS X El Capitan or better
    - Linux (All options are acceptable)
- Desktop or Laptop Computers are recommended.

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- Smartphones, Tablets, and other Mobile Devices can be used for connection; however, input for assignments is limited and therefore is not recommended.
- Recommended Browsers: Chrome 70.0 or higher, Firefox 60.0 or higher, Internet Explorer 10 or higher, Mozilla Google Microsoft Edge 38 or higher, Safari 12.0.1 or higher.
- Browser Settings:
    - The pop-up blocker should be disabled.
    - Accept Cookies (enabled) to show the "newest version of the content"
    - JavaScript Support enabled
- Video Conferencing:
    - Zoom launcher application: requires to download the Zoom application
    - Adobe Flash Player may be required
- Recommended additional plug-ins and file viewers
    - Microsoft Office (Word/ PowerPoint/Excel)
    - Open office (open source/free)
    - Libre Office (open source/free)
    - Adobe pdf reader

GRADING

Grades and evaluations are based on the demonstrated performance and level of academic knowledge gained during a course. CMU Faculty are required to provide constructive feedback and grade all session assignments for each course and enter the grades into the Learning Management System in a timely manner. Timely means the faculty must grade all assignments within five days (non-weekends) of the receipt of the lessons from the student but in no case later than the Monday following the end of each week of the course, (8th day, 16th day, etc.), for the entire 8-week Session. The grading will consist of letter grades of A through F with grade points as indicated below. Additional elements of essays, problems, projects and case studies will receive letter grades from the faculty-based on the grading rubric established by the University. The grading scale is as follows:

A	95-100 points	**C**	74-76.9 points
A-	90-94.9 points	**C-**	70-73.9 points
B+	87-89.9 points	**D+**	67-69.9 points
B	84-86.9 points	**D**	64-66.9 points
B-	80-83.9 points	**D-**	60-63.9 points
C+	77-79.9 points	**F**	Below 59.9 points

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GRADE POINT AVERAGE

A student's grade point average (GPA) is obtained by dividing the total number of points earned by the total credit hours attempted. Grades and symbols used to record academic progress are listed in the grading system table below. GPA is based on a maximum of 4.0. Grade points are assigned to all grades as follows:

Grade	Grade Points	Grade	Grade Points
A	4.00	D	1.00
A-	3.67	D-	0.67
B+	3.33	F	0
B	3.00	WF	0 WITHDRAW FAIL
B-	2.67	I	INCOMPLETE
C+	2.33	W	WITHDRAWAL
C	2.00	T	TRANSFER
C-	1.67	IP	IN PROGRESS
D+	1.33		

A specific grade is calculated on the final scores obtained in each course.

LATIN HONORS

The University uses the Latin Honors Distinctions outlined below:

GPA	DISTINCTION
3.50 to 3.69	Cum Laude (with honors)
3.70 to 3.89	Magna Cum Laude (with high honors)
3.90 to 4.00	Summa Cum Laude (with highest honors)

REQUIRED GRADE POINT AVERAGE (BY PROGRAM)

Candidates for undergraduate degrees must maintain a 2.0 GPA to be in good standing. Candidates for graduate degrees must maintain a 3.0 GPA to be in good standing. Failure to do so may result in academic warning, probation or dismissal.

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LEARNING VIA HYBRID

San Diego and La Puente residents may opt to enroll in the Hybrid programs. Hybrid courses allow students to combine online delivery with hybrid course instruction in order to take full advantage of the flexibility offered by both delivery systems. Hybrid students attend class at CMU one day per week, and complete the remainder of their coursework online. These programs cover the same curriculum as the Online and Distance Education/Independent learning methods, and courses enroll year-round on a space available basis.

STUDENT SERVICES OVERVIEW

The Registrar Department under the direction of the Registrar provides a wide range of services including maintaining student files, guiding students through problems arising from schedules, course selection, enrollment, grades, assignments, and graduation requirements; assistance in accessing learning resources, acquiring textbooks, processing grade challenges and leave of absence requests, scheduling mandated study session, monitoring student progress and performance, processing enrollment terminations, facilitating Disability Services arrangements, processing grievance and arbitration procedures and providing student housing guidance and assistance. International Registrar also assists in Student and Exchange Visitor Program (SEVP) issues and VISA guidance.

COURSE TEXTBOOKS

Regardless of learning method, all courses are instructed using a minimum of one assigned textbook per course. Students are generally successful in purchasing their own used textbooks prior to starting a course; however, for students without access to bookstores via online or local, the university may purchase textbooks on the student's behalf. Textbooks will be purchased and sent to the student at cost, however a Textbook Administration Fee of $30.00 will be charged per shipment. Prior to purchasing textbooks, please ensure the purchase of the correct edition with the appropriate year of publication. This information may be found on the course syllabus or by contacting Student Services.

EXAMINATIONS AND FINAL GRADES

Each course requires the student to successfully complete assignments based on the course learning outcomes to demonstrate comprehension of the course content. All grades for lesson tests, course assignments, article reviews, written assignments, and exams will be calculated in order to determine the student's final course grade.

CHALLENGING A FINAL GRADE

There are two types of grade challenges a student may submit. The Course Assignment Grade Challenge Form (CAGCF) or the Grade Challenge Form (GCF). Both forms are available through the Office of the Registrar.

- **Course Assignment Grade Challenge Form (CAGCF)**
  It is the student's responsibility to communicate with their faculty members throughout the session. The **CAGCF** is to be used to dispute a course assignment grade **while the course is in session.** Students should address all grade challenges **within one week** of the course assignment grade being posted to the Moodle gradebook. This CAGCF is effective for disputing course assignment grades in each course session for **week's one through seven.** **If this form is submitted after week seven, the form will not be processed and no grade change will be considered for assignments due prior to week eight.** This form must be submitted to the faculty member. The faculty member must process the form prior to week eight of the current session and indicate the approved/denied changes in Moodle prior to posting final course grades. A copy of this completed form with the Faculty member's final decision must be sent to the Chief Academic Officer and the student. No other assignments will be considered for grade challenge after Sunday of week seven.

- **Grade Challenge Form (GCF)**

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This form must be submitted within 30 days of the date the final grade was issued. This form must first be sent to the Faculty member, who taught the course. The student must provide evidence to support the grade challenge. This evidence could include but is not limited to: emails referencing the assignment in question, screen shots of an issue, text messages, written correspondence, or Moodle information. This form is used to dispute week eight assignment grades and the final course grade.

A student may challenge a faculty member's decision, if they have **substantive evidence proving** that an error occurred. All substantive evidence must be submitted to the Registrar within 30 days of the date the final grade was issued. The completed Grade Challenge Form and any evidence will be reviewed by the University Executive Committee and/or the Academic Affairs Committee. The student may be asked to meet with the University Executive Committee and/or the Academic Affairs Committee. A final decision of the University Executive Committee and/or the Academic Affairs Committee will be made within 14 days of the receipt of the GCF. **All decisions of the University Executive Committee and/or the Academic Affairs Committee are final.**

STUDENT FEEDBACK

Upon completion of each course and again at the end of the degree program, students are asked to complete a CMU survey. These assessments offer the student an opportunity to provide feedback to the University regarding courses, instructors, services and other issues raised during the student's course of study. California Miramar University relies on this important student feedback to continuously assess and improve the courses, curriculum development, instruction, delivery method, course sequencing and services to CMU's students.

COURSE CREDITS AND COMPLETION OF INDIVIDUAL COURSES

Each course consists of eight major learning units called Lessons, and each major Lesson consists of reading assignments and textbook chapters. Each course can be completed in approximately eight-weeks. Each course of study has been assigned three-semester units of credit except for the doctoral dissertation courses which are assigned four semester credits.

COURSE NUMBERING DEFINITIONS

All courses at CMU are numbered according to the following numbering system: 1000-2999 lower level undergraduate courses, 3000-4999 upper level undergraduate courses, 5000-6999 for master level courses, and 7000-8000 for doctoral level courses. Roman numerals (I, II, etc.) after course title indicate segments of a multi course sequence.

MAXIMUM PROGRAM LENGTH

A student must complete the entire program within one-and-a-half times of the program length. In order to complete a program within the average program length, the student must be enrolled full-time in two or more courses per sixteen-week student semester. To achieve satisfactory progress, a student must complete the program in the length of time indicated below:

Degree Program	Average Program Length	Maximum Program Length
Associate of Science Programs	28 months	42 months
Bachelor of Science Programs	60 months	90 months
Master of Business Administration	28 months	42 months
Master of Science Program	28 months	42 months
Doctor of Business Administration	60 months	90 months

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The percentage of credit hours successfully completed must equal a minimum of two-thirds (67%) of the credit hours attempted in order to maintain Satisfactory Academic Progress with the University's maximum time frame.

TITLE IV STUDENT LOAN FULL-TIME REQUIREMENT

CMU participates in the Title IV Student Loan program and The University's policy seeks to be fair and equitable and in compliance with accreditation, Federal Title IV Financial Aid and BPPE guidelines. **If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund of the money's not paid from federal financial aid funds.** CMU enrolls students in eight-week sessions and the very first session the student attends will start their academic semester and your academic year. Your academic semester consists of two consecutive eight-week sessions.

Each student at CMU may have their own unique 16 consecutive week semester configuration. For example, if a student enrolls and begins courses in the Summer II session, their semester will consist of the Summer II and Fall I consecutive sessions. If a student enrolls and begins courses in the Summer I session, their semester will consist of the Summer I and Summer II sessions.

Title IV requires an undergraduate student take a minimum of 12 semester credits per sixteen-week semester to qualify for full-time financial aid.

- **Undergraduate students** must take a minimum of 12 semester credits per their sixteen-week student semester to qualify for full-time financial aid. For example: Undergraduate students taking 2 courses of 3 semester hours each session for two consecutive sessions meet the 12 semester credits requirement and may qualify for 100% of financial aid. Students who take less than 2 courses per session for their two consecutive sessions may qualify for only 50% of financial aid. Failure to maintain academic progress in consecutive sessions will affect the financial aid award.

- **Graduate students** must take a minimum of six-semester credits per their sixteen-week semester to qualify for full-time financial aid. For example: Graduate students taking one course of three-semester hours for two consecutive sessions meet the 6 semester credits requirement and may qualify for 100% of financial aid. Failure to maintain academic progress in consecutive sessions will affect the financial aid award. ***Please Note:*** A student will no longer be eligible for Title IV federal financial aid once he/she has received aid for the total number of credit hours in the degree program. (Example: 120 credit hours for a bachelor degree and 39 credit hours for master's degree program.)

COURSES TAKEN OUTSIDE A STUDENT'S DECLARED DEGREE PROGRAM OR ON A NON-DEGREE BASIS

Regular tuition will be assessed for each course a student voluntarily elects to complete that is not required in a student's degree program outline. The student must complete his/her coursework and graduation requirements. Additional credits will be added to the student's official transcript and the student will be issued a "Certificate of Completion" for each additional course that is successfully completed.

MAKE-UP WORK

Make up work is handled by faculty members on a case by case basis.

LEAVE OF ABSENCE AND VACATION

The purpose of this leave of absence (LOA) at CMU is to provide students with an opportunity to have a break in enrollment for an extended period of time. This gap period in enrollment may not be longer than 120 calendar days. The LOA and Vacation period allows students to remain active during the without withdrawing or affecting Satisfactory Academic Progress (SAP). The Registrar authorizes LOA and Vacation requests under the following circumstances:

- The student must provide a signed written request for an LOA or Vacation on the CMU Status Change Request Form at least sixty days in advance prior to the beginning of the next session. Under the Authority of the Higher Education Relief Opportunities for Student Act a verbal request may be granted an LOA in case of **exceptional circumstances**. Note: Non Title IV students are required to be in good standing (academic, financial) before being qualified for such request.

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- Under no circumstances may an LOA or Vacation exceed **120 days in a 12-month period.**
- No additional charges will be incurred during an approved LOA or Vacation.
- The student's return date must be the first day of the session.

Failure to return on the specified date will result in a break in registration and the student must reapply to the University.

A student who fails to return on the date specified on the LOA Request form will be withdrawn from the program. For a student with a Federal Direct Loan, who does not return on their schedule LOA date, the loan grace period will begin on the last date of activity prior to the approved LOA.

TYPES OF LEAVE OF ABSENCE

There are various types of Leave of Absence. **Approval for any Leave of Absence requires a Status Change Request form. This can be obtained from the University Registrar**.

1) Planned Educational Leave of Absence:

A student requesting this type of leave must provide a written explanation as to why a Planned Educational Leave of Absence will benefit or enhance the student's academic performance. The student must be in good academic and financial standing in order for this leave to be granted. Requests for this type of leave must occur 2 weeks prior to the session start date.

2) Illness Leave of Absence:

A student requesting this type of leave must provide a personal statement and medical documentation.

3) Family Leave of Absence:

A student requesting this type of leave must provide a personal statement and proof of the death of an immediate family member or proof of a medical emergency involving an immediate family member.

4) Personal Hardship Leave of Absence:

A student requesting this type of leave must provide a personal statement and proof of the hardship (eviction notice, overdue bills, job relocation notification, or other.)

5) Military Leave of Absence:

A student requesting this type of leave must provide a personal statement and a copy of the military orders.

6) Leave of Absence Extension:

Students may request an extension before their scheduled return date, as needed. New return date must be approved by Registrar and be the first day of the extended session.

7) International Visa Student Leave of Absence:

The rules and regulations governing a Leave of Absence for an international VISA student are complex. Students seeking a Leave of Absence must consult with and gain pre-approval from the Designated School Official prior to submitting the form to the Registrar. Requests for this type of leave must occur 3 weeks prior to the session start date.

VACATION POLICY

INTERNATIONAL STUDENTS ONLY

International students studying at CMU on a student Visa are allowed to take vacation only after they have completed a complete academic year (two full semesters or four eight-week sessions) at CMU. If students have transferred in from another U.S. university,

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this academic year includes the time spent in official courses at the previous institution. Additional vacation periods are available after completing the second and third full academic years.

International undergraduate and master's degree students may take vacation for either an 8-week session or a 16-week semester **with a required 60 day minimum advance approval**. International doctorate students may take vacation for an 8-week session only. All vacation requests must be submitted to CMU through the LOA/Vacation Status Change Request Form. Failure to return on the indicated return date, may result in dismissal from the University. Students seeking a Vacation must consult with and gain pre-approval from the Designated School Official prior to submitting the form to the Registrar. Requests for vacation must request it at least 60 days prior to the session start date.

CHANGE IN PROGRAM OR SEEKING TO EARN ADDITIONAL CREDENTIAL

If a student changes academic programs, the credits from the prior program will be counted in attempted and earned credits. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame.

STUDENTS PURSUING A SECOND DEGREE/CREDENTIAL

Credits hours attempted and/or completed toward a prior degree will be included in the measures of completion rate and maximum time frame, along with any transfer credits. The student may appeal to exclude credits not applicable to second degree.

STUDENTS PURSING A SECOND CONCENTRATION

Students wishing to pursue a second area of concentration within their degree program must maintain continuous enrollment (i.e. There cannot be a break in the student's enrollment). A student can earn a degree with a maximum of two areas of concentration.

REPEATING A COURSE

UNDERGRADUATE STUDENTS

Undergraduate students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale. Undergraduate students must repeat courses in which they have received an "F" grade or from which they have withdrawn. Students will be charged the regular tuition fees for each course they repeat.

GRADUATE STUDENTS

Graduate students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale on all courses that carry a graduate credit. Graduate students must repeat courses in which they have received an "F" grade or from which they have withdrawn. Students will be charged the regular tuition fees for each course they repeat.

REPEATING A COURSE TO RAISE THE GPA

Repeating a course to raise a passing grade is known as the second-grade option. The new grade will replace the old grade for grade point average calculation, but the old grade will remain on the transcript along with the new grade. Students will be charged the regular tuition fees for each course repeated.

Students who are on Financial Aid may be eligible to have the first repeat of the course paid for through Financial Aid funding for an undergraduate course in which they received a grade of C- or lower or for a graduate course in which they received a grade of B- or lower. The University follows the guidelines and regulations of the United States Department of Education for all Title IV course repeats.

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ACADEMIC DISHONESTY

Academic dishonesty refers the intentional misuse of quantitative or qualitative data and to writings and intellectual property produced by the work of others that has not been given the appropriate recognition. This includes the submission of any assignments, quizzes, or examinations that represents anyone's work, but your own. Intellectual property produced by the work of others that has been given appropriate recognition by citing and footnotes, is allowed. Academic dishonesty also includes cheating, deception, fabrication, impersonation, abuse of confidentiality, aiding and abetting, improper research practices, and plagiarism. Additionally, the re-submission of one's prior academic work without the permission of the course faculty member constitutes self-plagiarism, which is also considered academic dishonesty.

PLAGIARISM

Plagiarism is the act of presenting someone else's ideas or work as one's own. Plagiarism also includes copying verbatim or rephrasing ideas of others without properly acknowledging the source by author, date, and published medium. Students need to take great care to distinguish their own ideas and language from information acquired from other sources. Sources include all published primary and secondary materials, electronic media, unpublished materials, and information and ideas gained through other people. The re-submission of one's prior academic work without the permission of the course instructor will be considered self-plagiarism. This includes both draft and final versions of a paper, an assignment or a project. **See the American Psychological Association Manual Version 6 for instructions on how to properly cite information.**

POLICY ON RESPONSIBLE AI USE IN ACADEMIC WORK

This policy establishes guidelines for the responsible use of AI tools in academic work and outlines the consequences for students who misuse AI by copying and pasting AI-generated content or engaging in academic dishonesty. CMU recognizes AI as a valuable tool for learning and research but emphasizes that it should be used to enhance critical thinking, not replace it.

Definition of AI Misuse
Students are considered to have misused AI if they:

- Copy and paste AI-generated responses without modification or critical analysis.
- Fabricate data, generate false citations, or plagiarize using AI.

Detection & Reporting Process
Faculty members who suspect AI misuse will review the assignment and notify the student of the concern. The students will have an opportunity to explain their work to the faculty. The review process will determine whether the student meaningfully engaged with the AI-generated content, fact-checked information and demonstrated critical thinking. If AI misuse is confirmed, appropriate consequences will be applied.

Consequences for AI Misuse
Violations of this policy will result in consequences based on the severity of the offense and whether it is a repeated violation. Possible actions may include, but are not limited to:

- **Revision and resubmission** - Revise and resubmit the assignment with proper citations and modifications.
- **Educational interventions** - attending a 'Responsible Use of AI' Workshop
- **Grade penalties**, including a lower grade or a zero on the assignment.
- **Academic integrity review**, which may result in further disciplinary action as determined by the university.

Appeals Process
Students who believe they have been unfairly flagged for AI misuse may submit a written appeal, providing evidence of their original work and sources. An academic integrity committee will review the appeal and determine whether the student's use of AI was within acceptable academic standards.

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SANCTIONS FOR ACADEMIC DISHONESTY AND STUDENT MISCONDUCT

A sanction is a disciplinary action that may be issued by faculty or the University due to a learner committing an act of academic dishonesty or personal misconduct. Disciplinary consequences may include but are not limited to one or more of the following:

- non-acceptance of submitted course work
- a failing grade on an assignment
- lower grade in a course
- failing grade in a course
- written warning
- suspension from the University
- removal from the program
- administrative withdrawal, dismissal or removal from the University
- cancellation of previously awarded course credits or degrees

California Miramar University reserves the right to issue sanctions on a case-by- case basis.

CMU'S EARLY WARNING SYSTEM

To Increase student academic success in the programs the University has implemented an **Early Warning** protocol that helps to reveal possible academic challenges as quickly as possible. This Early Warning mechanism consists of the following elements.

14-DAY POLICY FOR NEW FIRST SESSION STUDENTS

Attendance and Participation by students is everyone's responsibility. These factors are even more important for new students who begin their studies at CMU. The 14-Day Policy **for New First Session Students** assures a successful start to the First Session at the University and helps identify students who may have initial challenges in adapting an effective academic routine. If you do not comply with the required attendance policies for hybrid and/or online during this 14-day period, then you will be considered a non-start and be dismissed from the program.

Although this 14-Day Policy is important for new students first entering CMU, the monitoring and Reports outlined below will continue after the initial 14-days for all students for the entirety of each 8-week Session. This monitoring process will help assure each student's successful course progress and aid in both short- and long-term academic success. This policy does not apply to active on going students.

End of Week One and Week Two:

1. Students are expected to have completed the online First Day Assignment to allow access into the course and begin their studies and complete all first-week assignments as outlined in Moodle and by the Faculty.
2. The Moodle Administrator runs the *Moodle Performance and Participation Report (MPPR) and forwards this report to all department leads. The MPPR will indicate, which students are achieving passing grades and which students are actively attending and participating in their courses.
3. The Student Service Director monitors online participation via reports from our Learning Management System (LMS) (Moodle) on a daily basis. Attendance is monitored via our Student Management System (SMS) portal. When necessary, communication is sent to the student, copying Faculty, Registrar and Chief Operating Officer encouraging the student to reach out for available resources and encourage them to contact staff. Faculty, who grant an extension for an assignment, must immediately inform the Registrar to ensure adequate reporting.
4. Faculty grade all assignments no later than the Wednesday following each week of class, during the entire 8-week Session.
5. The Moodle Administrator runs the MPPR and forwards to all department leads.
6. Based on the MPPR, the Registrar calls/emails each student not responding to faculty or actively attending and participating in their education. The call/email informs the student of their academic situation and the steps necessary to correct any deficiencies. The details of the call are entered as an official part of each student's record in the SMS. The

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Registrar also generates an official email to the student reminding students of the University's attendance/participation policy.

In addition, the Registrar generates a Posted/Unposted Attendance Report and an Unposted Grade Report on Tuesday, Thursday and Friday as reminders to faculty that they may be late in posting attendance or grades and to use as a tool to monitor student attendance and grades.

7. Students who are missing attendance and/or required course work listed on the weekly MPPR will be counseled by the Registrar and student services staff to set up stronger communication lines with their professor and are provided with the office hour times of their faculty. The students are asked if they would like a tutor, and if they so desire, the University works with them locate a tutor that meets their needs.
8. Student athletes, who are not maintaining passing grades or who have missing assignments, will be subject to the University's No Play Policy. This Policy limits student athletes from participating in various games and other team related activities when they do not meet the minimum academic performance standards outlined above.

NOTE: By the day 14 in the session: Students who have not actively attended and participated in their courses for 14 consecutive days, are subject to being dropped from the course and new students will be dropped from the University as a non-start.

Week Three through Week 8:

The process outlined above is repeated each week of the session.

COURSE ADD/DROP POLICY

All students are allowed to add or drop a course within the first seven days of each session at no charge. Dropping a course may affect your full-time status and eligibility. Please see the registrar's office for more details.

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SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

The University is required to establish, publish, and apply reasonable standards for measuring whether students are maintaining Satisfactory Academic Progress (SAP) in their education programs. Course attendance requirements can be found in the Additional Policies and Procedures section of this catalog. SAP includes domestic and international students. Those domestic students receiving federal financial aid (FA) and or Veteran Administration Education Benefits (VA), students must maintain Financial Aid - Satisfactory Academic Progress (FA/VA-SAP) which in most aspects is the same as the University's SAP requirements.

SAP and FA/VA-SAP policies are subject to change to comply with administrative and regulatory requirements. Questions regarding this SAP policy should be addressed to the Office of the Registrar and FA/VA-SAP questions should be addressed to the Director of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FA/VA-SAP DEFINITIONS

All students must meet the minimum standards of academic achievement and successful course completion while enrolled at California Miramar University. Satisfactory Academic Progress is the same for all students.

- A "**session**" is an eight-week period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course. Students will be notified of their grades as soon as it is practical after the end of each session.
- A "**day"** shall be defined as one of seven days contained in each calendar week.
- A "**semester**" at California Miramar University consists of (sixteen-weeks or two consecutive eight-week sessions of instruction).
- A **"student semester"** begins on the first day of a student's first academic session and lasts for two consecutive eight-week sessions (sixteen-weeks).
- An "**academic year**" consists of two sixteen-week semesters consisting of two consecutive student semesters (four, eight-week sessions).
- The "14-Day Policy for First Session Students" is a series of reports run every week for the first 14-days of a new enrollment's initial eight-week session with CMU. For Financial Aid, a new enrollment is not officially considered a student at CMU until they have attended their first course assignment in the first week of their initial session. New enrollments must attend the course and complete all assignments in the first three weeks of the session as outlined in the University's 14-day policy mentioned above. If the attendance and course completion requirements are not met, new enrollments are not eligible for financial aid disbursements and will be dismissed from the University as a "non-start." **No tuition will be charged if a student is determined to be a non-start.**
- A **"Individual Academic Support Plan (IASP)"** is a detailed plan on how the student can organize his/her schedule, seek additional academic assistance, and create a detailed plan about when to dedicate time for study and homework each week. The student will receive the IASP document via email through the secure DocuSign system utilized by the University.
- A "**Full time Financial Aid**" **(ACADEMIC ATTENDANCE)** status, measured in semester hours and weeks, requires a student take the minimum number of semester credits per a sixteen-week student semester outlined below:
    - **Undergraduate students** must take a minimum of twelve-semester credits per their sixteen-week student semester to qualify for full-time financial aid. For example: Undergraduate students taking two courses of three-credit hours each session for two consecutive eight-week sessions meet the twelve-credit hour requirement and may qualify for 100% of financial aid. Undergraduate students who take less than two courses per session for two consecutive sessions may qualify for less financial aid.

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- **Graduate students** must take a minimum of 6 credit hours per sixteen-week semester to qualify for full-time financial aid. For example: Graduate students taking one course of three credit hours for two consecutive eight-week sessions meets the 6-credit hour requirement and may qualify for 100% of financial aid. Graduate students must take a minimum 1 3 semester credit course to qualify for financial aid.

- An "**Academic hold"** occurs when a student does not complete required documentation in a timely manner. Students placed on academic hold will not be able to register for the next session's courses. If the student is an athlete, the Athletic Director will be notified, and the student will be ineligible to participate in practice and games.

DETERMINING A STUDENT'S SAP AND FA/VA-SAP STATUS

A student's SAP status is determined by the Office of the Registrar for students not receiving financial aid. For purposes of financial aid eligibility (FA/VA-SAP) is determined by the Director of Financial Aid. SAP and FA/VA-SAP are applied consistently to all categories of students (e.g. part-time, full-time, undergraduate, and graduate) and across all academic programs. SAP and FA/VA-SAP are calculated at the end of every student semester for all students. SAP and FA/VA-SAP are based on two measurements, a qualitative (Cumulative GPA (CGPA)) measure and a quantitative (progress to completion) measure.

The following SAP and FA/VA-SAP statuses are used: **Satisfactory**, **Warning**, **Probation**, **Suspension,** and **Suspension-Probation**.

- **SATISFACTORY STATUS:** A student who is meeting both the qualitative and quantitative requirements will have a Satisfactory Status of SAP and/or FA/VA-SAP status. For FA/VA-SAP, this Satisfactory Status **is Title IV eligible**.

- **LETTER OF CONCERN STATUS:** Student who was previously in a Satisfactory Status and who is now not meeting either the qualitative or quantitative requirement a**fter an eight-week session, but prior to the full sixteen-week student semester.** The student must speak with the Registrar or the CAO, Campus Dean and discuss their previous studies and their plans to improve their CGPA in the upcoming session.

- **WARNING STATUS:** Student who was previously in a Satisfactory Status and who is now not meeting either the qualitative or quantitative requirement **after the full sixteen-week student semester**. The student will need to submit an **Individual Academic Support Plan (IASP)** developed in association with the CAO, Campus Dean and/or Registrar. The student must complete the IASP within 7 days of receipt in order to avoid placement on **academic hold.** For FA/VA-SAP, Warning Status is **Title IV eligible**. Students on Warning may not take more than the full time semester credits for their degree program. Students are allowed to request an appeal to the registrar on a case per case basis. Approvals are not guaranteed.

- **PROBATION STATUS:** A student who was previously in a Suspension Status and who was approved for an appeal citing mitigating circumstances is placed on a Probation Status from the University, OR a student who was previously on Academic Warning Status and has shown significant improvement, but has not obtained the required CGPA. The student will need to submit an Individual Academic Support Plan (IASP) developed in association with the CAO, Campus Dean, any designated student support individual and/or Registrar. The student must complete the IASP within 7 days of receipt in order to avoid placement on academic hold. For FA/VA-SAP, Probation Status is Title IV eligible.

- **ACADEMIC SUSPENSION STATUS:**

  A student who was previously in a Probation Status and after one semester (two eight-week sessions) is not meeting either the qualitative or quantitative requirements for SAP and/or FA/VA-SAP, **may be** automatically placed on an **Academic Suspension Status**.

  All students placed on Academic Suspension Status may write an appeal to the University Executive Committee

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and/or the Academic Affairs Committee, citing mitigating circumstances (other than an academic dispute), which impaired their ability to meet SAP and/or FA/VA-SAP standards. The University Executive Committee must receive the appeal no more than two weeks from the day the student received the notification of Academic Suspension Status from the University. **For Title IV or V.A. Education Benefits, Academic Suspension Status is NOT ELIGIBLE.**

- **FA/VA-SAP ONE-TIME ACADEMIC SUSPENSION STATUS REMEDIES**

  Students on Financial Aid or V.A. Education Benefits have the opportunity to appeal an Academic Suspension Status ONE-TIME ONLY at each career level (i.e. undergraduate, graduate) in a final effort to remain on Title IV and/or V.A. Education Benefits and raise **their CGPA to acceptable limits**. Appeal letters must be submitted to the University Registrar and to the Director of Financial Aid. If the appeal is denied or the student does not file an appeal, the student may be dismissed from the University.

- **ONE-TIME FA/VA-SAP ACADEMIC SUSPENSION PROBATION STATUS EXEMPTION:**

  A student who is in their first Academic Suspension Status and who had their written suspension appeal citing mitigating circumstances approved by the University is placed in an Academic Suspension Probation Status Exemption with the University. This ONE-TIME Academic Suspension Probation Status Exemption will allow Title IV and V.A. Education Benefits students to continue taking courses at the University for an additional semester (two eight-week sessions) while continuing to receive those monetary educational benefits.

  If the appeal is granted, the student will need to submit an **Individual Academic Support Plan (IASP)** developed in association with the CAO, Dean, Registrar, or a designated student support individual. The student must complete the IASP within 7 days of receipt in order to avoid placement on academic hold. **For FA/VA-SAP, Probation Status is Title IV and V.A. Education Benefits ELIGIBLE.**

- **SELF-PAY AND INTERNATIONAL STUDENT ACADEMIC SUSPENSION STATUS REMEDIES:**

  Self-Pay and International students who have been placed in an Academic Suspension Status may request a ruling by the University Executive Committee and/or the Academic Affairs Committee that would allow the student to continue their studies at the University for one additional student semester. These suspended students must formally submit their appeals to the University Registrar and, for international students, the International Program Coordinator citing all mitigating circumstances surrounding their Academic Suspension Status.

  If the appeal is granted, the student will be placed on an Academic Suspension Probation Status Exemption and will be able to continue taking courses at the University for another semester (two eight-week sessions.) If the appeal is denied or the student does not file an appeal, the student may be dismissed from the University.

  - **Appeal of an Academic Suspension is allowed, if the student has the following: Undergraduate students: 1.5 CGPA; Graduate students 2.5 CGPA.** Students, who do not meet these thresholds, may automatically be dismissed from CMU without appeal.

- **ADDITIONAL ACADEMIC SUSPENSION STATUS APPEALS**

  All additional self-pay and international Academic Suspension Status appeals are considered on a case per case basis. All Title IV/VA-SAP students who were unsuccessful in meeting FA/VA-SAP utilizing their ONE-TIME Academic Suspension Probation Status Exemption are only eligible to continue their CMU studies through an additional successful Suspension Appeal and must utilize the Self-Pay option. **ADDITIONAL TITLE IV/VA-SAP**

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SUSPENSION PROBATION STATUS EXEMPTIONS ARE NOT ALLOWED UNDER FEDERAL LAW AND CMU POLICY.

1. QUALITATIVE (ACADEMIC) COMPONENT

The qualitative component of SAP and/or FA/VA-SAP requires a minimum cumulative grade point average (CGPA) at the end of each academic **student semester** (two eight-week sessions).

Undergraduate students must achieve a 2.0 CGPA, and graduate students must achieve a 3.0 CGPA. All grades, including transfer grades from other institutions, earned at a given career level (undergraduate, graduate) are included in the calculation), even if the grade was for a course in which Title IV funds were not received. The table below provides an explanation of the qualitative component (CGPA) requirement and the timing of the SAP and/or FA/VA-SAP calculation:

Level	C	Timing of Calculation
Undergraduate	2.00	Calculated after each session and student semester
Graduate	3.00	Calculated after each session and student semester

2. QUANTITATIVE (ACADEMIC PROGRESS) COMPONENT

The quantitative component measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned. All other grades earned are unsuccessful attempts.

All credits attempted at a given career level (i.e., undergraduate, graduate) are included in the calculation, even if the attempted credit/course was not funded using Title IV.

Attempted credits consist of courses in which a grade of A, B, C, D, F, I, T or WF is earned. Attempted credits do not consist of courses in which a status of W or IP is noted on the transcript.

Undergraduate and graduate students receiving financial aid must successfully complete 67% of all attempted credits each semester of attendance. In addition, students are allotted a maximum time frame of 150% of a program's length (measured in credit hours) in which to complete a program of study. If students are unable to complete their programs of study within this time frame, those students on federal financial aid will no longer be eligible for Title IV funds.

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) in months
Associate Degree	60 credits	42 months
Bachelor's Degree	120 credits	90 months
Master's Degree	39 credits	42 months
Doctor Degree	61 credits	90 months

TREATMENT OF SPECIFIC GRADES

INCOMPLETE GRADES (I)

Incomplete grades are included in both the qualitative and quantitative measurements and is treated as a failing F grade.

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Incomplete grades may be assigned for a maximum of two weeks. A student must have completed 80% of the coursework to be considered for an extension and will have a maximum of two weeks to submit outstanding assignments. If the coursework is completed, then the student receives the grade earned. If not, the "F" grade becomes permanent.

TRANSFER CREDITS (T) FOR SAP CALCULATIONS

Credits from transfer courses are calculated in a student's qualitative SAP and/or FA/VA-SAP as credits attempted and credits earned. Grades for credits transferred in from any post-secondary institution will be recorded as "T" on the CMU Transcript and will not affect the student's CGPA. **Students who transfer credits are allotted a maximum time frame of 150% of a program's length (measured in credit hours) in which to complete a program of study. See above.**

REPEATED COURSES AND GRADES

Students who receive a grade below the minimum standards (C grade for undergraduate and B grade for graduate), in any course within their program may repeat that course. However, if a student receives a grade of F, they must repeat the course and gain a passing grade. All grades, including F and repeat grades will be included on the transcript. For military personnel and Veterans, the University will maintain a written record of the previous education and training of all eligible persons. This record and the Degree Program Audit (DA) will clearly detail what academic credit has been granted and show exact semester credit hours that have been accepted toward the degree program. For repeated courses and grades, the student's higher grade earned in the repeated course is included in the qualitative calculation for the CGPA. All courses attempted are included in the quantitative calculation. Students may repeat a course a limited number of times, as described in the California Miramar University Catalog under" Repeating A Course."

FAILING GRADES

Grades of WF, and F are included in both the qualitative and quantitative measurements.

WITHDRAWALS

The effect of a student's withdrawal from a course upon a student's SAP status depends upon whether the student withdrew before or after the Course Drop Date. The Course Drop Date for each term is the fourth Monday of the academic term.

1. When a student withdraws from a course prior to the date to withdraw without academic penalty, the student's transcript reflects a "W" indicating that a course has been dropped. W's are not factored into a student's Academic GPA and are not a grade. A student who drops a course after the date to withdraw without academic penalty receives a grade of WF. If a student's transcript reflects a W because the student withdrew prior to the Course Drop Date, then the W will not be factored into SAP and/or FA/VA-SAP. In this case, it is excluded from both the quantitative and qualitative calculations.

2. If a student withdraws on or after the Course Drop Date, then the W is included in both the quantitative and qualitative calculations because it was given after the Course Drop Date.

3. If a student earns a grade of WF, the WF is included in both the quantitative and qualitative calculations. After the Course Drop Date, a W and WF are treated the same for purposes of SAP and/or FA/VA-SAP to ensure compliance with federal regulations.

GRADES W, AND IP TRANSCRIPT ENTRIES

Explanations on a transcript such as "W" for dropped courses, or "IP" for courses in which a grade is in Progress and therefore not posted, are not grades for SAP and/or FA/VA-SAP purposes. W and IP are not included in either the qualitative or quantitative measurements.

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UNDERGRADUATE COURSES REQUIRED FOR A GRADUATE PROGRAM AS A PREREQUISITE

Undergraduate coursework that is required for a graduate program is not factored into either the quantitative or the qualitative calculation. Such undergraduate coursework is assessed separately, using the standards and requirements described in the California Miramar University Catalog. The table below provides an explanation of certain grades/coursework:

Grades	Status Details
Incomplete Grades	Incomplete or "I" grades are included in both the qualitative and quantitative measurements. These grades are treated the same as a failing grade. Upon receipt of an incomplete grade, students must sign a completion agreement with the Professor for the course and will have one eight-week session to complete the coursework. If the coursework is completed, the student receives the grade earned. If not, the "F" grade becomes permanent. "I" grades also include courses with blank grades
Transfer Credits	Credits from transfer courses are calculated in a student's qualitative SAP and/or FA/VA-SAP as credits attempted and credits earned. Grades for credits transferred in from any post-secondary institution will be recorded as "T" on the CMU Transcript and will not affect the student's CGPA. Students who receive a grade below the minimum standards (C grade for undergraduate and B grade for graduate), in any course within their program may repeat that course. However, if a student receives a grade of F, they must repeat the course and gain a passing grade. All grades, including F and repeat grades will be included on the transcript.
Repeated Grades	For repeated grades, the student's higher grade earned in the repeated course is included in the qualitative calculation. All courses attempted are included in the quantitative calculation. Students may repeat a course a limited number of times, as described in the California Miramar University Catalog +under "Repeating Courses."
Failing Grades	Grades of F are included in both the qualitative and quantitative measurements.
Withdrawals	The handling of a withdrawal depends upon whether the student withdrew before or after the Course Drop Date. The Course Drop Date for each term is the fourth Monday of the academic term. A WF is always included in both the quantitative and qualitative calculations. A W is included only if the withdrawal occurs after the Course Drop Date. 1. If a student withdraws prior to the Course Drop Date for a specific term, the W will be excluded from both the quantitative and qualitative calculations. 2. If a student withdraws on or after the Course Drop Date for a specific term, then the WF will be factored into both the quantitative and qualitative calculations.
W, IP and Grades	Explanations on a transcript such as W for "Withdraw" or "IP" for courses in progress for which a grade is not posted, are not grades for SAP and/or FA/VA-SAP purposes
Undergraduate coursework required for a Graduate Program as a prerequisite for certain Graduate coursework	Undergraduate coursework required for a Graduate course is not factored into either the quantitative or quantitative calculation. Such undergraduate coursework is assessed separately, using the standards and requirements described in the California Miramar University Catalog.

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CHANGING PROGRAMS AND ADDITIONAL DEGREES

NEW STUDENT PROGRAM CHANGE POLICY

New students have the opportunity to change their program of study up until the end of the first session with no transfer fee. Courses taken during this first session may or may not transfer to the new program and the student is responsible for tuition incurred during the first session for courses that are not transferred to the new program. Please see the registrar's office for more details.

CHANGING A PROGRAM OF STUDY

When a student changes his or her program of study, all courses completed at a given career level (i.e., all undergraduate or all graduate courses) are included in the qualitative and quantitative SAP and/or FA/VA-SAP calculation. For example, if the student started out in a Master of Business Administration and changed to a Master of Science in Computer Information Systems program, then all attempted hours and all grades earned in both Masters' programs will be included in the SAP and/or FA/VA-SAP calculation. **Students who change programs are allotted a maximum time frame of 150% of a program's length (measured in credit hours) in which to complete a program of study. See "TABLE SHOWING SAP MAXIMUM TIME FRAMES" ON PAGE 66.**

ADDITIONAL DEGREES

When a student obtains an additional degree at the same level (i.e. undergraduate or graduate), all career level courses are included in the qualitative and quantitative SAP calculation. For example, if the student completes one bachelor's degree and then pursues another bachelor's degree, all attempted hours and all grades earned in both bachelor's programs will be counted in the SAP and/or FA/VA-SAP calculation. **Students who obtain an additional degree at the same level are allotted a maximum time frame of 150% of that level's degree program's length (measured in credit hours) in which to complete a program of study. See "TABLE SHOWING SAP MAXIMUM TIME FRAMES" ON PAGE 66.**

SAP AND/OR FA/VA-SAP APPEALS

Students in a Suspension Status may submit an appeal if they believe they have extenuating circumstances (other than an academic dispute) which impaired their ability to meet satisfactory academic progress standards. The appeal must be received within two weeks of when the University notifies students of their SAP and/or FA/VA-SAP status. Students have the opportunity to appeal a suspension status once at each career level (i.e. undergraduate, graduate) at California Miramar University.

As part of the appeal process for qualitative suspension, the student will need to submit an **Individual Academic Support Plan (IASP)** developed with the CAO, Campus Dean. The University Executive Committee will review the student's status in relation to meeting the terms of their Individual Academic Support Plan and approved appeal. The length of the approved probation period will vary to the student's academic situation but will in no case be approved for more than four eight-week sessions (two student semester).

Appeals and supporting documentation must be submitted in writing to the University's Business Office. FA/VA-SAP students must be enrolled using an alternative payment arrangement other than federal student aid prior to the submission of an appeal. The University Registrar will review the appeal materials for non—financial aid students and the Director of Financial Aid will review the appeal materials of all financial aid students and submit the documentation to the University Executive Committee and/or the Academic Affairs Committee. **All appeal decisions by the University Executive Committee and/or the Academic Affairs Committee are final and cannot be further appealed.**

The University Executive Committee will notify both the student and the Registrar or Director of Financial Aid of the outcome of the appeal. If the appeal is approved, federal student aid funds may be disbursed for the term(s) defined in the probation response. **The table below provides an explanation of the SAP appeal eligibility and deadline:**

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SAP Appeal	Students have the opportunity to appeal a Suspension status two times at each career level (i.e. undergraduate, graduate) at California Miramar University.
Deadline for Submission	This appeal must be received within two weeks of notification of their SAP or FA/VA-SAP suspension status.

RECORD KEEPING

Registrar will keep a record in a student's file of the documentation related to the determination of their SAP and/or FA/VA-SAP status, including but not limited to any official notice provided by the University to the student, other correspondence, Individual Academic Support Plans, and documentation related to any appeal of SAP and/or FA/VA-SAP.

ACADEMIC DISMISSAL/TERMINATION

If the student does not maintain Satisfactory Academic Progress by the end of their final probationary period, the student's enrollment will be terminated.

Application of Standards: Satisfactory Academic Progress standards apply to all students and include all periods of the student's enrollment.

MITIGATING CIRCUMSTANCES

The University's Dean may waive the standards of Satisfactory Academic Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

APPEALS

Should a student disagree with the application of these Satisfactory Academic Progress standards, he/she must first discuss the problem with the appropriate instructor(s). The student may then appeal to the Director of Student Services. If the situation is not resolved, the student may request his appeal be heard by the University Executive Committee and/or the Academic Affairs Committee comprised of the Director of Student Services, the Chief Academic Officer, and the President of the University or their designees.

STUDENT IDENTITY VERIFICATION POLICY

The University utilizes well known software providers to generate and verify the digital records. Enrollment documents utilize DocuSign system. Financial documents are generated using QuickBooks, Financial Aid Documents are secured and verified through the EDConnect software, and official transcripts from other institutions use verifiable and secure systems that allow the University to verify the authenticity of those documents. Student record documents are all processed through the use CampusVue Nexus and all records are reviewed by CMU staff prior to entering them into the secure CampusVue Nexus system.

Students are initially identified by submitting a government issued picture identification such as a passport, visa, driver's license, military ID to the University a part of the application and enrollment process.

Once enrolled in the University, each student is issued a unique student ID number and student ID card containing the student's picture. The Student ID card is only issued after the University verifies that the student matches the picture of the government issued ID card submitted as part of the admission/enrollment process. Additionally, each student is issued a unique password for use in their student portal and in the Student Learning Management System. The student must then use this unique student ID and password in the submission of all assignments and in the communication with the University faculty and staff.

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PROCTORED MID-TERM AND FINAL EXAMINATIONS

EXAM PROCTORING POLICY AND PROCEDURES

To ensure security and integrity of CMU's educational programs, the University requires that all students complete the mid-term and/or final examination for all courses under the supervision of a proctor.

The Student is required to bring a photo ID (CMU Student ID card or current Government issued photo ID) to all exams. The student must bring their own laptop computer with the camera capability and the ability to access internet Wi-Fi.

CMU offers four options to have your exam proctored:

1. **In-Person at CMU:** Online students may contact the San Diego campus or the La Puente In-Residence location to arrange to have their exam proctored by a CMU staff member. CMU will follow all distancing protocols.

2. **CMU Zoom Proctoring:** CMU offers select days and times during week 4 and week 8 to allow online students to complete their exam under the supervision of a CMU staff member. Please check your student learning system for days and times.

3. **Faculty Proctoring*:** A student enrolled as a hybrid student is required to login during their regularly scheduled class time, your faculty will act as your proctor.

*A student enrolled as an online student in a combo class attended by both hybrid and online student, has the option to login during the regularly scheduled class time, your faculty will act as your proctor.

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ADDITIONAL POLICIES AND PROCEDURES

ATTENDANCE

California Miramar University recognizes the correlation between attendance and participation for both student retention and achievement. Any weekly course activities missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement and satisfactory academic progress in that course. Students must be enrolled before they can attend course sessions.

ONLINE ATTENDANCE POLICY

Each 100% online student must login to our LMS and complete assignments required of the course each week, no later than Sunday at 11:55pm. Activities may include the following as per faculty instructions:

- Respond to Learning Engagement assignments (Research Discussion/Engagement assignments)
- Post a discussion question response to peers or faculty threaded comments or questions
- Submit one or more Questions to a faculty member through email and/or the Learning Management System
- Attend/participate in a study group that is assigned by the instructor/institution
- Submit/complete one of the following online assignments:
  - *i.* Quizzes
  - *ii.* Exam
  - *iii.* Case Study
  - *iv.* Final Paper
  - *v.* Group Assignment
  - *vi.* Other Activities Listed in the Course Room

Any student, who is not actively participating through the submission of assignments for more than 7 days will be considered absent for that week.

Faculty members will notify Registrar of any student who is not interactive or responding in a timely manner and recommend the student be withdrawn from the course. **Any student, who is not actively participating over 14 days may be considered for dismissal from the course, and possibly, the University. This equates to a maximum of two weekly absences per eight-week session.**

Your Faculty will keep an accurate record of attendance of all course sessions and activities electronically on the Student Management System (SMS). Faculty are listed in each course syllabus and will define the expected interaction within the LMS course room and/or with other students and the expected use of the Learning Management System (LMS) and/or media content. Inconsistent interaction and/or inconsistent use of the LMS or media content, regardless of cause, reduces the opportunity of learning and the ability to maintain satisfactory academic progress.

FIRST WEEK OF A NEW SESSION: All students must complete the **First Day Assignment via our LMS** to gain access to their course content. Students must continue to participate by submitting assignments on time and engage in faculty/student interaction within our LMS throughout the course. Your academic satisfactory progress is determined by your participation and successful submission of assignments. All online assignments must be submitted no later than Sunday at 11:55pm.

DOMESTIC HYBRID ATTENDANCE POLICY

Domestic students enrolled in Hybrid (Combo, and In-Person) courses at California Miramar University are required to attend on-campus sessions during Week 1 and Week 5 of each 8-week session. In-person attendance during these weeks is mandatory to meet the hybrid course attendance requirements. In weeks 2-4 and 6-8 students must post assignments online in accordance with the University's Online Attendance Policy above to meet the attendance requirements. **Any student, who is not actively**

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participating over may be considered for dismissal from the course, and possibly, the University. This equates to a maximum of two weekly absences per eight-week session.

Your Faculty will keep an accurate record of attendance of all weekly course sessions electronically on the Student Management System (SMS). Faculty are listed in each course syllabus and will define the expected interaction within the LMS course room and/or with other students and the expected use of the Learning Management System (LMS) and/or media content. Inconsistent interaction and/or inconsistent use of the LMS or media content, regardless of cause, reduces the opportunity of learning and the ability to maintain satisfactory academic progress.

FIRST WEEK OF A NEW SESSION: All students must complete the **First Day Assignment and review the Academic Policy via our LMS** to gain access to their course content. Students must continue to participate by submitting assignments on time and engage in faculty/student interaction within our LMS throughout the course. Your academic satisfactory progress is determined by your participation and successful submission of assignments. All online assignments must be submitted no later than Sunday at 11:55pm.

Extenuating Circumstances
If a student cannot attend the scheduled in-person sessions due to extenuating circumstances (e.g., illness, travel restrictions, family emergencies, etc.), they may request reasonable accommodations. Students must submit accommodation requests in writing at least 48 hours prior to the scheduled in-person session to ensure timely consideration. If unable to do so due to unforeseen circumstances, students should notify the instructor as soon as possible to discuss alternative arrangements. Accommodations are made on a case-by-case basis and at the discretion of the instructor and Registrar.

This policy applies to all hybrid students, including those receiving Veterans Affairs (VA) benefits, to ensure compliance with Basic Housing Allowance (BHA) eligibility requirements.

Hybrid Class Makeup Policy:
Students who miss a scheduled hybrid class may have their educational funding impacted, including, but not limited to, Veterans Affairs (VA) benefits, federal student financial aid, or other sources of financial support, such as scholarships. It is essential to carefully review the California Miramar University Hybrid Absence Policy.

Makeup sessions must be completed in accordance with the instructor's guidelines. Failure to attend a makeup session may result in additional consequences, including, but not limited to, further financial penalties or concerns regarding eligibility.

Make-up sessions are granted on a case-by-case basis and are not guaranteed. Approval is contingent upon instructor availability and discretion. If the Week 1 in-person session is missed, the makeup session will be scheduled for Week 4. If the Week 5 in-person session is missed, the makeup session will be scheduled for Week 8.

Absence Notification
Students must notify the faculty and registrar in advance if they are unable to attend scheduled sessions. Notification must be made at least 48 hours prior to the absence. To request a makeup session, students must contact the registrar's office at registrar@calmu.edu .

COMBO COURSES

California Miramar University sometimes offers combined online and hybrid sections of the same course concurrently which are called Combo Courses. Students enrolled in the online section of the Combo Course will follow the Online Attendance Policy and students enrolled in the hybrid section of the Combo Course will follow the Domestic Hybrid Attendance Policy outlined above. All F-1 students should consider themselves a hybrid student in combo courses.

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COMMUNICATION POLICY: VERBAL, WRITTEN AND EMAIL CONDUCT

At California Miramar University, we are committed to fostering a professional, respectful, and courteous environment in all forms of communication. This applies to interactions among students, faculty, staff, and administration, and includes verbal discussions, written messages, and digital correspondence such as email and text.

We recognize that emotions may run high at times, particularly during stressful academic or administrative situations. However, communication that is **irate, sarcastic, threatening, disrespectful, or otherwise unprofessional** is not acceptable and will not be tolerated under any circumstances.

EXPECTATIONS FOR COMMUNICATION:

- All communication—whether in-person, via phone, during class sessions, or through written formats like email, discussion boards, or messaging platforms—must be respectful and constructive.
- CMU-issued email accounts are the official and primary means of communication. All students, faculty, and staff are expected to use their CMU email addresses for University-related correspondence.
- Any member of the CMU community who engages in **hostile, discourteous, or unprofessional communication** (verbal or written) may be subject to disciplinary action. This may include, but is not limited to:
    - A written warning or formal reprimand
    - A performance improvement or behavioral expectations plan
    - Referral to student conduct review or HR
    - In more severe or repeated cases, suspension or dismissal from the University

INTERNATIONAL STUDENTS ON F-1 STUDENT VISAS FULL TIME STATUS AND ATTENDANCE

International students on F-1 Student Visas must attend the University on a full-time basis. All F1 students will need to attend class in person **for all eight weeks of their hybrid class**. Full time is defined as:

Undergraduate: four courses per semester (two courses per session for two 8-week sessions) **of which 3 of the 4 courses must be hybrid courses**;

Master: Three 3-unit courses per semester (two courses one session and one course the second eight-week session), of which two must be hybrid courses;

Doctoral: Two 3-unit courses per semester (one course per eight-week session) of which one must be a hybrid course.

Please Note: Only one online class is allowed per semester. A semester is two successive 8-week sessions. Online courses taken in successive eight-week sessions are not allowed.

International students on F-1 Student Visas are expected to abide by the University attendance policies, **have no unexcused absences** and meet the University's Satisfactory Academic Progress (SAP) standards. **International students on F-1 Student Visas who have any unexcused absences may lose their eligibility for Curricular Practical Training (CPT). Those students who do not maintain appropriate attendance and SAP statuses will be reported to the Department of Homeland Security (DHS)**.

U.S. MILITARY AND VETERAN STUDENTS RECEIVING VA BENEFITS BASIC HOUSING ALLOWANCE(BHA)

Undergraduate U.S. Military or Veteran students receiving BHA from the Veterans Administration must take a minimum of six semester credits per eight-week session and at least 3 semester credits must be a hybrid course.

Graduate students receiving BHA from the Veterans Administration must take a minimum of three semester credits per eight-week session and at least 3 semester credits must be a hybrid course.

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Military and veteran students must abide by the attendance policy based on the modality of their scheduled courses. Any violations of the attendance policy may be reported to the VA.

DEFINITION OF A COVERED INDIVIDUAL FOR MILITARY EDUCATIONAL ASSISTANCE:

NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance, includes a member of the Armed Forces, reserve components, the National Guard, and Veterans (using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.).

Any *Covered Individual* may attend or participate in their CMU course of education during the period beginning on the date the individual provides CMU with a "certificate of eligibility" for entitlement to educational assistance under chapter 31 or 33. A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date, the institution certified tuition and fees following the receipt of the "certificate of eligibility".

• CMU ensures it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a *Covered Individual* borrow additional funds, because of the *Covered Individual's* inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

VETERANS HEALTH CARE AND BENEFITS IMPROVEMENT ACT OF 2020

To satisfy the requirements of Section 1018 of Public Law 116-315, *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020,* CMU has established a process and maintains policies and procedures that:

- Inform an enrolled *Covered Individual* of the availability of federal financial aid not administered by the VA that is offered by the institution.
- Alert the *Covered Individual* of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
- Prohibit automatic renewal of a *Covered Individual* in a course and/or programs.
- Ensure each *Covered Individual* approves of the enrollment in a course.
- Allow enrolled members of the Armed Forces, including reserve components and National Guard, to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
- Accommodate short absences for such services in the Armed Forces

CMU has developed and will provide a Covered Individual with a ***Personalized Shopping Sheet*** that contains the following:

- The estimated total cost of the course including tuition, fees, books, supplies, and any other additional costs.
- The estimated cost of living expenses.
- The amount of costs above that are covered by VA Education Benefits.
- Other types of Federal financial aid, not administered by VA that is offered by the institution, that the individual may be qualified to receive.
- The estimated amount of student loan debt the *Covered Individual* would have upon graduation.
- Information regarding graduation rates.
- Information regarding job-placement rates for graduates, if available.
- Information regarding the acceptance of transfer credits including military credits.
- Any additional requirements, including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the Covered Individual.
- Other information to facilitate comparison by the *Covered Individual* about aid packages offered by different educational institutions.

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CMU will provide these *Personalized Shopping Sheets* to all VA students within 15 days after tuition and fees are determined for the academic year if there is a change.

- CMU will provide *Covered Individuals* the requirements for graduation and a graduation timeline.
- CMU will agree to obtain approval of their respective accrediting agency for each new course or program.
- CMU will designate an employee of the educational institution to serve as a point of contact for *Covered Individuals* and family members seeking assistance with:
    - Academic Counseling.
    - Financial Counseling.
    - Disability Counseling.
    - Other information regarding completing a course of education at CMU.

RELIGIOUS OBSERVANCE ACCOMMODATION POLICY

CMU respects the diverse religious practices of its students and is committed to providing reasonable accommodations to support students observing religious obligations, such as fasting during Ramadan or other religious observances that may impact their participation in classes or examinations.

Class Attendance and Breaks

- Students who observe religious practices that require scheduled prayer or breaking of fast during class hours may request a break. Faculty and staff should make reasonable accommodations, such as allowing students to step out of class quietly at the necessary times.

Exams and Assignments

- If an exam or assignment deadline conflicts with a religious observance, students may request an alternative arrangement. Such requests should be made in advance, preferably at the start of the academic term.

Respect and Inclusivity

- Faculty, staff, and students are expected to respect and support students observing religious obligations. Discrimination or undue hardship based on religious practice will not be tolerated.

Process for Requests

- Students should notify their instructors or the dean's office as far in advance as possible if they need accommodations for religious observances.
- Faculty will work with students to find reasonable solutions while maintaining the integrity of coursework and academic requirements.

CMU remains committed to fostering an inclusive and supportive academic environment for all students.

EXCUSED ABSENCE

A student who has to be absent for legitimate reasons (i.e. medical, or court-mandated appearance) needs to contact the appropriate instructors **in advance of the absence** in order that a plan for making up work missed can be made. Absence due to emergency situations will be examined on a case per case basis to determine if the absence will be deemed excused or unexcused. Regardless, make up work will need to be completed to minimize the adverse effect any absence could have on the final course grade. Documentation for any of the above reasons must be submitted to Registrar for verification.

When observance of religious holidays of a students' own faith interferes with attendance in a hybrid session, course activities, examinations or with course homework assignments, students are required to notify instructors, counselors or other appropriate personnel in advance of such absences. **Students are held responsible for material covered during their excused absences, with reasonable time provided to complete make-up assignments. Faculty members, along with the student will devise a plan for making up missed work.** When practical, major course assignments, major examinations and official University ceremonies shall

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not be scheduled on major religious holidays. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure.

STUDENTS ON ACADEMIC /FINANCIAL /ADMINISTRATIVE HOLD

CMU may place students on hold for any of the following reasons:

Academic Hold: If a student does not maintain Satisfactory Academic Progress as outlined in the University Catalog.

Financial Hold: If a student fails to maintain monthly payments as outlined in the student's Enrollment Agreement Form.

Administrative Hold: If a student is missing required documents from student files; if they continually fail to communicate with the University or fail to comply with other general administrative policies and procedures.

Any student who has been placed on "Hold" with the University needs to make immediate contact with the University and take active steps to remedy the "Hold" status. Any student who does not remedy their "Hold" status will be notified in writing and will be dismissed from the University. Students who are dismissed from the University will need to reapply for reinstatement to the University. Fees may apply. All students who are eligible for Federal Financial Aid (Title IV) should have submitted all required paperwork to the University by the end of the first week of the session start or they will be deferred or dropped from that sessions course.

ENROLLMENT TERMINATION

Enrollment at CMU may be terminated by the student or by the University. If a student wishes to terminate their enrollment, they must contact the Registrar in order to request the withdrawal. CMU may terminate a student's enrollment for any Academic issue listed earlier in this section of the catalog. In addition, CMU may terminate a student's enrollment for any of the following reasons:

- Failure to comply with the University's policies.
- Non-payment of tuition fees.
- Falsifying information on the reinstatement application, any other document during the admissions process, or during the student's coursework is subject to immediate termination.
- Cheating. Any student altering the results of the mid-term examination, or final examination, or plagiarizing any written assignment, may result in termination of enrollment.
- Failure to progress through the assigned course work and research requirements within a reasonable period of time will subject the student to termination.
- All students who are eligible for Federal Financial Aid (Title IV) should have submitted all required paperwork to the University by the end of the first week of the session start or they will be deferred or terminated from that sessions course.

PAYMENT AND RELEASE OF RECORDS

If a student graduates or leaves the University without fulfilling all financial obligations, the University has the right to pursue the outstanding financial obligations to the greatest extent allowed by law, including reporting the outstanding obligation to credit reporting agencies.

TRANSCRIPT OF RECORDS AND DUPLICATE DIPLOMA

The University will supply one diploma and one official transcript upon graduation. The University does not provide certified copies of diplomas or degrees and does not provide electronic copies of official transcripts. Students may order additional transcripts at any time from the Registrar's Office. A fee is charged for each additional official transcript. For graduates, duplicate diplomas can be ordered from the Registrar's Office. The following information needs to be included in the duplicate diploma request: Student's ID, dates attended, date of graduation, and academic program. A fee is charged for each duplicate diploma. All transcript and duplicate diploma requests must be submitted in writing to the Registrar's Office and signed by the student or graduate either via fax or regular mail. For non-U.S. residents, an additional international postage fee will be required. Any student may request a special rush handling of their transcript mailing for an additional fee. Please check the Administrative Fees listed in this University Catalog for the amounts Associated with each fee.

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RELEASE OF STUDENT RECORDS

At California Miramar University, student records include, but are not limited to application materials, enrollment agreement academic evaluations, transcripts, test scores and other academic records. CMU is required to maintain student records for a period of five years. After year five CMU will maintain an electronic copy of the students CMU transcript ***permanently.***

Under the Federal Family Educational Rights and Privacy Act of 1974, by the State of California Education Code, it is the policy to protect the student's right of privacy. All students have the right to inspect and review records pertaining to themselves in their capacity as students; to seek correction of their student records and to have withheld from disclosure, identifiable information from their student records. It is extremely important for each student to keep the Registrar's Office currently informed as personal data changes occur to assure that accurate and complete records are maintained.

Under the California Code of Regulations, Title 3, Division 10, Private Postsecondary Education, California Miramar University is required to maintain student records for a minimum of 5 years and a permanent record of the transcript which includes the degree or certificate granted and the date on which that degree or certificate was based; the courses and units on which the certificate or degree were granted; and the grades earned by the student in each of those courses.

RETENTION OF STUDENT RECORDS

All student and financial records are kept separately in locked fireproof cabinets and are kept on-site for five years. Transcripts are maintained both electronically and in paper form and are kept permanently.

ENROLLMENT VERIFICATION AND THE FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

The Family Educational Right to Privacy Act (FERPA) provides students at California Miramar University certain rights with respect to their educational and personal records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99 and 99.31) is a Federal law that protects the privacy of student education records. All active students at California Miramar University have the right to review their records within 30 days of the day the University receives a request for access. The University requires that the student make the request in writing with his/her signature on the request. Students also have the right to amend any record that they believe is inaccurate. A written request must be made to the Registrar's Office.

CHANGES AND REVISIONS TO CURRICULUM AND CATALOG

California Miramar University reserves the right to make any changes in the curriculum content, course textbooks, course requirements, catalog, student handbook, graduation requirements and tuition fees without informing students. Changes and new policies are reflected in annual catalog revisions.

EXTENSION POLICY

Students, who have trouble completing their course assignments due to unforeseen circumstances, may request an extension directly from their faculty member. For a student to be considered for this option, they must have 80% of the course assignments completed (the DBA dissertation courses "82xx" are an exception to the 80% rule) and must provide the faculty member with a substantial reason for the need for the extension. The faculty member may approve or deny an extension. If an extension is granted at the end of a session, the student will be assigned an 'incomplete 'or 'I 'grade for a maximum of two weeks (one session in case of DBA dissertation courses) after the end date of a session. If the student fails to submit the course assignments, an 'incomplete ' will become a permanent 'F 'grade.

COURSE AUDITING POLICY

First time CMU students at both the undergraduate and graduate level are required to audit a course for a maximum of three weeks without committing to official registration. All coursework, exams, etc. are expected to be completed during this 2-week period. Students are expected to purchase the necessary materials including textbook and participate in the course during this audit period. At the end of the third week students will be considered officially enrolled in the course(s) unless the students have

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notified the University of their intent to be removed from the course(s) or CMU removes the student from the course roster due to poor Satisfactory Academic Progress (SAP).

In the event a student does not wish to continue at the end of this 2-week audit period, or fails to meet Satisfactory Academic Progress, they will be considered a non-start and removed from the course roster(s). In this case, the course(s) will not show on the official transcript. **It is the student's responsibility to notify the Registrar Department at studentservices@calmu.edu if they wish to discontinue prior to the end of this 2-week audit period.**

EMPLOYER INFORMATION AND GRADUATION REQUIREMENTS

The University will be contacting your employer to confirm specific employment information 90 days after your graduation from CMU. If you are not employed, the University will contact your employer 90 days after you have been placed in your new job. The University tracks data and files reports based on employer and graduate satisfaction. In order to facilitate these requirements, the University has implemented the following procedures.

CMU has integrated an Employer Information Form during the admissions process. You will be required to supply this information to the University at that time. CMU will be contacting your employer periodically in order to establish an effective communications channel. You should notify the University of any change of employer during your enrollment. CMU will send a reminder to you each semester to update your employment information, if any changes have been made.

Immediately prior to your graduation, you will receive a Graduation Audit Form from the University that will ask specifics about how you want your name listed on your diploma and specific information about your employer, your job responsibilities, and other employer related information. If, for any reason, you do not want the University to contact your present employer, you will need to complete a Student Request Form stating the exact nature of your request. This form will become a part of your student record. CMU appreciates your understanding and cooperation in this important matter.

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CERTIFICATE PROGRAMS

ARTIFICIAL INTELLIGENCE CERTIFICATE

CYBER SECURITY CERTIFICATE

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ARTIFICIAL INTELLIGENCE CERTIFICATE

OVERVIEW

The Artificial Intelligence Certificate provides students with skills in Artificial Intelligence necessary to succeed in this emerging area of business and commerce. The program prepares the graduates to assume entry-level technical positions and will enhance the knowledge and skills of those students who are currently employed, by developing the ability to learn and apply artificial intelligence specific skills in the workplace. The Artificial Intelligence Certificate will also serve as a bridge toward certain industry recognized certifications with CompTIA, Microsoft and others for those seeking additional certifications for career promotions.

The Artificial Intelligence Certificate consists of six three semester unit courses that are part of our various degree programs. The courses are designed to be completed in three eight-week sessions by taking two courses per session.

ADMISSION REQUIREMENTS

1. Graduates from accredited high schools in the United States with an overall grade point average of 2.0 or better, or, persons who successfully completed a high school equivalent diploma (GED). Copies of official academic transcripts will be accepted during the initial evaluation for admissions. However, official transcripts must be on file before the end of 30 days of the beginning of the initial session.

   If CMU has reason to believe that a high school diploma presented for admission is not valid or was obtained from an entity that provides secondary education, the credential will not be accepted for admission into the University until the absolute validity of the credential is established.

   The validation procedure includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education

2. International students with education equivalent to U.S. education or an academic evaluation by an organization or agency accepted by California Miramar University who possess the qualifications of requirement 1 above. **International students on an F-1 Student VISA are not eligible for this standalone certificate program at this time.**

3. Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic (PTE Academic) Score Report, or a 95 on the Duolingo English Test.

4. Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

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PROGRAM LEARNING OUTCOMES

Graduates of the Artificial Intelligence Certificate program should be able to:

CERTIFICATE IN AI PLO #1: Identify how AI tools can support business decision-making and operations.
CERTIFICATE IN AI PLO #2: Explain the role of data-driven insights in predicting trends and informing strategies.
CERTIFICATE IN AI PLO #3: Apply AI tools to optimize business processes and improve efficiency.
CERTIFICATE IN AI PLO #4: Describe ethical considerations in the use of AI technologies.
CERTIFICATE IN AI PLO #5: Outline AI applications for enhancing user interactions and engagement.

GRADUATION REQUIREMENTS

18 credit hours completed / Minimum overall cumulative G.P.A. of 2.0 or higher.

MAXIMUM TRANSFER CREDIT

As the Artificial Intelligence Certificate contains several courses that are a part of CMU's undergraduate degree programs, only those exact courses taken at CMU are transferable.

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE THE TABLE OF CONTENTS FOR THE PAGE NUMBER LOCATION IN THE CATALOG.

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Artificial Intelligence Certificate	18 credits	9 months

CERTIFICATE IN ARTIFIICIAL INTELLIGENCE COURSES (All Required) 18 Semester Credits)

Course No.	Title	Credit Hours
BUS 2951	Principles of Business	3
*AI 4000	AI Fundamentals	3
**AI 4001	Introduction to Prompt Engineering in Business	3
**AI 4002	Introduction to AI-Driven Strategic Decision-Making	3
**AI 4003	Introduction to AI-Driven Transformation	3
**AI 4004	Introduction to AI for Customer Relationship Management	3

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COURSE DESCRIPTIONS

BUS 2951 Principles of Business
This course offers a summary of the basic concepts and tools of business. Coverage of every functional aspect of the business is included. Topics covered are management, organization, human resource management, purchasing, production/operations, accounting, finance, marketing, quantitative methods. It provides an overview of managerial functions and responsibilities, leadership practices, and business management. (3 credit hours)

***AI 4000 – AI Fundamentals**
This course offers a comprehensive introduction to artificial intelligence, examining its core technologies and their transformative effects across global industries. Additionally, it addresses ethical considerations, ensuring learners are prepared to navigate the evolving AI landscape responsibly. ***Prerequisite: BUS 2951 Principles of Business**. (3 credit hours)

****AI 4001 Introduction to Prompt Engineering in Business**
This course teaches practical skills in creating and optimizing AI prompts for various business applications, enabling students to effectively leverage AI tools for improved decision-making and operational efficiency. ** **Prerequisite: BUS 2951 Principles of Business** and **AI 4000 AI Fundamentals. (**3 credit hours)

****AI 4002 – Introduction to AI-Driven Strategic Decision-Making**
This course equips students with practical skills to leverage AI for strategic decision-making in business, focusing on real-world. Applications and actionable insights. Students will learn how to apply AI tools to analyze data, predict trends, and make informed strategic decisions. ** **Prerequisite: BUS 2951 Principles of Business** and **AI 4000 AI Fundamentals. (**3 credit hours)

****AI 4003 – Introduction to AI-Driven Transformation**
This course provides practical skills for leveraging AI to drive business transformation. Students will learn how to implement AI solutions. to enhance operational efficiency, innovate processes, and gain competitive advantages. Real-world case studies will illustrate successful AI-driven transformations across various industries. ** **Prerequisite: BUS 2951 Principles of Business** and **AI 4000 AI Fundamentals. (**3 credit hours)

****AI 4004 – Introduction to AI for Customer Relationship Management**
This course provides practical skills for integrating AI into customer relationship management (CRM). Students will learn how to use AI tools to enhance customer engagement, personalize marketing efforts, and improve customer service. Real-world examples will demonstrate the benefits and implementation of AI-driven CRM strategies. ** **Prerequisite: BUS 2951 Principles of Business** and **AI 4000 AI Fundamentals. (**3 credit hours)

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CYBER SECURITY CERTIFICATE

OVERVIEW

The Cyber Security Certificate provides students with skills in Artificial Intelligence necessary to succeed in this emerging area of business and commerce. The program prepares the graduates to assume entry-level technical positions and will enhance the knowledge and skills of those students who are currently employed, by developing the ability to learn and apply cyber security essential knowledge and practical skills in the workplace. The Cyber Security Certificate will also serve as a bridge toward certain industry recognized certifications with CompTIA, Microsoft and others for those seeking additional certifications for career promotions.

The Cyber Security Certificate consists of six three semester unit courses that are part of our various degree programs. The courses are designed to be completed in three eight-week sessions by taking two courses per session.

ADMISSION REQUIREMENTS

1. Graduates from accredited high schools in the United States with an overall grade point average of 2.0 or better, or, persons who successfully completed a high school equivalent diploma (GED). Copies of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before the end of 30 days of the beginning of the initial session.

   If CMU has reason to believe that a high school diploma presented for admission is not valid or was obtained from an entity that provides secondary education, the credential will not be accepted for admission into the University until the absolute validity of the credential is established.

   The validation procedure includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education

2. International students with education equivalent to U.S. education or an academic evaluation by an organization or agency accepted by California Miramar University who possess the qualifications of requirement 1 above. **International students on an F-1 Student VISA are not eligible for this standalone certificate program at this time.**

3. Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic (PTE Academic) Score Report, or a 95 on the Duolingo English Test.

4. Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

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PROGRAM LEARNING OUTCOMES

Graduates of the Artificial Intelligence Certificate program should be able to:

CYBER SECURITY CERTIFICATE PLO #1: Identify fundamental Cyber Security concepts and terminology.
CYBER SECURITY CERTIFICATE PLO #2: Learn to assess organizational infrastructures to detect security weaknesses.
CYBER SECURITY CERTIFICATE PLO #3: Develop and evaluate Cyber Security strategies and protocols.
CYBER SECURITY CERTIFICATE PLO #4: Analyze common cyber threats and attack methodologies, and implement effective prevention strategies.

GRADUATION REQUIREMENTS

18 credit hours completed / Minimum overall cumulative G.P.A. of 2.0 or higher.

MAXIMUM TRANSFER CREDIT

As the Cyber Security Certificate contains several courses that are a part of CMU's undergraduate degree programs, only those exact courses taken at CMU are transferable.

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE THE TABLE OF CONTENTS FOR THE PAGE NUMBER LOCATION IN THE CATALOG.

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Cyber Security Certificate	18 credits	9 months

CERTIFICATE IN ARTIFIICIAL INTELLIGENCE COURSES (All Required) 18 Semester Credits)

All Courses must be taken in the sequence listed below.

Course No.	Title	Credit Hours
IT 3001	Business Concepts and Information Technology	3
IT 3002	Computer Network Fundamentals	3
IT 3003	Cyber Security I	3
IT 3004	Cyber Security II	3
IT 3030	Crytography and Secure Communications	3
IT 3031	Ethical Hacking and Penetration Testing	3

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COURSE DESCRIPTIONS

All Courses must be taken in the sequence listed below.

IT 3001 Business Concepts and Information Technology
The Business Concepts and Information Technology is a two-part course where students will learn the fundamentals of business concepts and how they apply to the management of Information Technology (IT) infrastructure, development, and operations. Key issues will be identified from a business perspective on how information technology is addressed in the various areas: the value of IT, outsourcing of technology services, software implementation, database management, virtual communities, IT risk management and securities, talent management of technology professionals and their impact on business IT. Business professionals need to learn the basic components of establishing information technology strategies and understand the basics of computing technology and software required for the various business industries. (3 credit hours)

IT 3002 Computer Networking Fundamentals
This course provides an introduction to basic network concepts including local area networks, wireless networks, and wide area networks. Network security concepts are also introduced. Students will explore secure router configurations. The study of computer hardware and software is defined through this course. The computer network protocols for communications are explored as to how computers are connected worldwide. Students will learn to use features and functions of common operating systems and establish network connectivity, identify common software applications and their purposes, using security and web browsing practices. (The Computer Networking Fundamentals is a course provided to assist students in preparation for the CompTIA ITF+ certification.) (3 credit hours)

IT 3003 Cyber Security I
The Cyber Security 1 course is an introductory survey course that explores the fundamental concepts of Cyber Security. Coverage includes the concepts of confidentiality, integrity, availability, Cyber Security policy, and the ethical and legal aspects of Cyber Security. Students will learn the fundamentals of cyber security. Students will learn about threat actors' and malicious attacks, mitigations, secure architecture, security policies, disaster recovery, business continuity, other risk management, and how it relates to organizational strategies. (3 credit hours)

IT 3004 Cyber Security II
In this advanced course, students will learn how to protect data in transit and at rest. The technical aspects of implementing encryption, authentication, and access control to protect data will be covered along with the development and implementation of the associated policy. Basic database security concepts and guidelines will be covered. Students will also learn how to leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventative measures, and effectively respond to and recover from security incidents. Students will learn how to apply behavioral analytics to networks to improve the overall state of security by identifying and combating malware and advanced persistent threats. (3 credit hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

IT 3030 - Cryptography and Secure Communications
This course introduces the principles and practices of cryptography and secure communications. Students will learn about encryption techniques, digital signatures, and public key infrastructure. (3 credit hours)

IT 3031 - Ethical Hacking and Penetration Testing
This course provides hands-on experience with ethical hacking and penetration testing techniques to identify, exploit and mitigate security vulnerabilities. (3 credit hours)

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BUSINESS ADMINISTRATION

UNDERGRADUATE

Associate of Science in Business Administration (ASBA)

- Business Administration
- Sports Management
- Hospitality Management ***(No further applications accepted after 8/1/2024)***
- Information Technology

Bachelor of Science in Business Administration (BSBA)

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance ***(No further applications accepted after 8/1/2024)***
- Marketing ***(No further applications accepted after 8/1/2024)***
- Sports Management
- Hospitality Management ***(No further applications accepted after 8/1/2024)***
- Information Technology
- Artificial Intelligence
- Cyber Security

GRADUATE

Master of Business Administration (MBA)

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance
- Health Care Management
- Marketing ***(No further applications accepted after 8/1/2024)***
- Technology Management ***(No further applications accepted after 8/1/2024)***
- Strategic Leadership and Management in Global Business
- Artificial Intelligence

Master of Business Administration in Data Analytics (MBA)

Doctor of Business Administration (DBA) – *No further application taken at this time*

- International Business Administration
- Finance
- Marketing
- Strategic Management

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ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

OVERVIEW

The Associate of Science Degree in Business Administration program provides students with the skills in general education and business necessary to succeed in today's business environment. The program prepares the graduates to assume entry-level management positions and will enhance the knowledge and skills of those students who are currently employed, by developing the ability to learn and apply business, leadership and managerial skills. The Associate's Degree will also serve as a bridge toward the completion of a Bachelor's Degree in Business Administration.

ADMISSION REQUIREMENTS

5. Graduates from accredited high schools in the United States with an overall grade point average of 2.0 or better, or, persons who successfully completed a high school equivalent diploma (GED). Copies of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before the end of 30 days of the beginning of the initial session.

   If CMU has reason to believe that a high school diploma presented for admission is not valid or was obtained from an entity that provides secondary education, the credential will not be accepted for admission into the University until the absolute validity of the credential is established.

   The validation procedure includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education

6. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualification mentioned above.

7. International students with education equivalent to U.S. education or an academic evaluation by an organization or agency accepted by California Miramar University who possess the qualifications of requirement 1 above.

8. Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic (PTE Academic) Score Report, or a 95 on the Duolingo English Test.

9. Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

PROGRAM LEARNING OUTCOMES

Graduates of the ASBA program should be able to:

ASBA PLO #1: Demonstrate in assignments the application of basic business concepts.
ASBA PLO #2: Apply a basic understanding of business-related topics through the use of electronic scholarly resources in assignments.
ASBA PLO #3: Discuss basic business resource requirements.

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GRADUATION REQUIREMENTS
60 credit hours completed / Minimum overall cumulative G.P.A. of 2.0 or higher.

MAXIMUM TRANSFER CREDIT
45 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE THE TABLE OF CONTENTS FOR THE PAGE NUMBER LOCATION IN THE CATALOG.

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	**Semester Credits**	**SAP Maximum Program Time (150% of Completion time) In months**
Associate Degree	60 credits	42 months

POTENTIAL OCCUPATIONAL LIST

Potential Occupations	Standard Occupational Classification Code
Office manager	43-100
Loan officer	43-4130
Accounts receivable coordinator	43-3000
Business services manager	11-900
Computing business coordinator	43-9020
Insurance sales agent	41-3020
Compliance officers	13-1041
Appraisers and assessors of real estate	13-1030

TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

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CONCENTRATION COURSES

The concentration selected by the student should be in the area of expertise that most closely defines his or her prior work experience or current career path and requires the completion of specific coursework as outlined in this catalog.

- Business Administration
- Sports Management
- Hospitality Management ***(No further applications accepted after 8/1/2024)***
- Information Technology

REQUIRED CURRICULUM

General Education Courses	24 Semester Credit Hours
Business Core Courses	15 semester Credit Hours
Concentration Courses	12 semester Credit Hours
Elective Courses	9 semester Credit Hours
Total Associate of Science in Business Administration	60 semester Credit Hours

ASBA GENERAL EDUCATION COURSES (All Required) 24 Semester Credits)

Course No.	Title	Credit Hours
ENG 1010	English Composition I	3
HIS 1010	American History	3
MTH 1150	Algebra	3
PS 1010	American Government	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
HUM 1010	Introduction to Humanities or ART 1010 Art History	3
BIO 1020	Environmental Science	3

A.S.B.A./ BUSINESS CORE COURSES (All Required) 15 Semester Credit Hours)

Course No.	Title	Credit Hours
BUS 1010	Business Communications	3
BUS 1015	Computer Essentials: Digital & Virtual Environment	3
MKT 1201	Principles of Marketing	3
ACC 1202	Principles of Accounting I	3
BUS 3151	Business Statistics	3

A.S.B.A CONCENTRATION COURSES **Students Choose Twelve Credit Hours (4 courses) or 12 Semester Credit Hours**

To achieve an area of concentration, a student must select 12 semester credit hours in the specific area they wish to focus. The courses that make up these areas of concentration are outlined below.

A.S.B.A./ BUSINESS ADMINISTRATION CONCENTRATION

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Course No.	Title	Credit Hours
MGT 1602	Principles of Management	3
BUS 2951	Principles of Business	3
LED 3665	Leadership	3
MIS 2351	Management Information Systems	3

A.S.B.A. / HOSPITALITY MANGEMENT CONCENTRATION ***(No further applications accepted after 8/1/2024)***

Course No.	Title	Credit Hours
HOS 2005/3005	Introduction to Hospitality	3
HOS 2010/3010	The Lodging and Food Service Industry	3
HOS 2025/3025	Managing Front Office Operations	3
HOS 2040/3040	Contemporary Club Management	3

A.S.B.A. / SPORTS MANAGEMENT CONCENTRATION

Course No.	Title	Credit Hours
SPM 2526/3526	Facilities and Event Management	3
SPM 2246/3246	Fundraising Concepts	3
SPM 2551/3551	Current Issues in Sports	3
SPM 2346/4346	Media Relations	3

A.S.B.A. / INFORMATION TECHNOLOGY

Course No.	Title	Credit Hours
IT 3001	Business Concepts and Information Technology	3
IT 3002 -	Computer Networking Fundamentals	3
IT 3003 -	Cyber Security I	3
IT 3004 -	Cyber Security II	3

A.S.B.A. / ELECTIVE COURSES (Students Choose 9 Semester Credit Hours for ASBA Concentration)
STUDENTS MAY CHOOSE FROM ANY ASBA CORE COURSES OR CONCENTRATION COURSES. BELOW ARE SOME OF THE AVAILABLE OPTONS.

Course Number	Title	Credit Hours
ELECTIVE 1	ELECTIVE 1	3
ELECTIVE 2	ELECTIVE 2	3
ELECTIVE 3	ELECTIVE 3	3
ART 1010	Art History	3
HOS 2020/3020	Leadership and Management in the Hospitality Industry	3
HOS 2030/3030	Managing Technology in Hospitality	3
**BUS 2001	Business Administration Career Practical Training	3
BUS 2002	Business Administration Career Practical Training - Extension	1-3

****Prerequisite**: **Due to Student Exchange Via Program rules, International F-1 students must have one academic year (4 eight-week sessions) of full-time course work. (3 credit hours) Repeatable in BUS 2002 (1 semester credit) pass/fail**

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COURSE DESCRIPTIONS

GENERAL EDUCATION COURSES

ENG 1010 English Composition I

This course is designed to provide students the ability to implement effective communication skills via the written word. This course also provides instruction on the use of standard written English, grammar, punctuation, capitalization, and sentence/paragraph structure. It provides students with the skills necessary for successful communication. (3 credit hours)

HIS 1010 American History

This undergraduate course provides students with a survey of the political, economic, social, and cultural history of American life from the discovery of America to the present time. It focuses on the complexity of American history and synthesizes that complexity into informed interpretation of significant historical events. (3 credit hours)

MTH 1150 Algebra

This course covers methods of simplifying formulas and expressions, solving equations and inequalities. Topics include rational expressions, polynomials, and linear equations, solutions, factoring and operating with exponents. Calculator use is highly recommended. (3 credit hours)

PS 1010 American Government

Presents an in-depth study of American government and politics. The course focuses on presenting an unbiased and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes. Beginning with the historical events leading to the formation of the American Constitution, this course continues through to current politics of domestic and economic policymaking and foreign and defense strategies. (3 credit hours)

PSY 1010 General Psychology

This undergraduate introductory course presents psychology as a science, a diverse discipline with a concern for research, theory, gender, and cross-cultural issues. It focuses on inspiring critical thought and analysis of psychological issues. The biological basis for behavior, cognition and mental abilities, motivation and emotion, life span development, personality, psychological disorders, and social psychology are also included. (3 credit hours)

SOC 1010 Introduction to Sociology

This course provides a comprehensive introductory overview of sociology, the systematic and objective study of human society, and social interaction. This course, like the discipline of sociology, looks beyond a limited view of the world to see society as a whole--the values and ideas shared by its members, the groups and institutions that compose it, and the forces that change it. The course provides a comprehensive and balanced coverage of theoretical perspectives that help the students to better understand the working of their own lives as well as that of their society and other cultures. By having a strong coverage of issues pertaining to gender, age, race, ethnicity, and class, the course gives a comprehensive overview to issues facing the human society today. In order to address the global phenomenon that is upon us, the course provides an integrated coverage of cross-cultural and global materials that provide students with the information and knowledge needed to help them understand the sociological issues facing today's global society. (3 credit hours)

HUM 1010 Introduction to Humanities

Offers an overview of the origin of humanities and presents a discussion of the major forms and types of artistic expression from early civilizations to the present day. This course will explore, compare and analyze sculpture, architecture, painting, philosophy, literature, drama and music in their historical contexts from pre-history, through recent events of the last decade. (3 credit hours)

BIO 1020 Environmental Science

The course is designed to give the student an introductory overview to environmental science. It provides insight into the relationship between human beings with the environment and its effects. The course examines plant and animal community structure focusing on possible solutions for a nourishing society. (3 credit hours)

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CORE COURSES

BUS 1010 Business Communications

This course provides the fundamentals of theory and practice of effective oral and written communication unique to businesses and organizations. It teaches the skills necessary for effective business communication, including the writing of business memos, letters and reports, oral, and global communications. Also included are legal pitfalls, ethical situations and exposure to today's communication technologies. (3 credit hours)

BUS 1015 Computer Essentials: Digital & Virtual Environment

This introductory level course covers personal computers and applications. It is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. The course provides an overview of personal computers and their components and navigating the Internet. It also provides a clear picture of how computers and networks can be used as practical tools to solve a wide variety of daily problems in the office environment. (3 credit hours)

MKT 1201 Principles of Marketing

This course presents a comprehensive introduction to the concepts and techniques of modern-day marketing. It explores the importance of marketing in the economy and in business management as the student is introduced to key elements of marketing such as product, place, price and promotion. (3 credit hours)

ACC 1202 Principles of Accounting I (Prerequisite: Basic College Mat 1150 or equivalent)

An introduction to accounting information on financial reports, including accounting concepts, analysis and interpretation and the proportion of financial reports with an concentration on the operating activities. The course includes the measurement of income and expense, working capital, investments and financial statements. It presents an overview on corporations, fund-flow, business transactions, and interpretation of financial statements. The course is designed to present clearly and understandably the most important conceptual and practical aspects of accounting. (3 credit hours)

BUS 3151 Business Statistics

This course provides an application of probability theory to managerial decision-making within uncertain business environments and also provides extensive coverage of statistics. A variety of descriptive and inferential statistics are presented. The importance of tables and graphic presentations is emphasized. Case studies and scholarly journal articles are reviewed and analyzed for statistical content. Topics include hypothesis testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. (3 credit hours)

CONCENTRATION COURSES STUDENTS CHOOSE TWELVE CREDIT HOURS (4 COURSES)

To achieve an area concentration, a student must take the 12 credit hours in the specific area they wish to focus. The courses that make up these areas of concentration are outlined below.

A.S.B.A./BUSINESS ADMINISTRATION CONCENTRATION

MGT 1602 Principles of Management

This course helps undergraduate students demonstrate the required management skills to apply in their personal and professional lives by providing comprehensive knowledge and understanding of the dynamics of managing in the modern organization. The management evolution and its impact on the modern manager will be explored during this session. The functions and elements of management in the global management environment will be examined, including management history, motivation, diversity, quality, ethics, etc., in the changing business environment. (3 credit hours)

BUS 2951 Principles of Business

This course offers a summary of the basic concepts and tools of business. Coverage of every functional aspect of the business is included. Topics covered are management, organization, human resource management, purchasing, production/operations, accounting, finance, marketing, quantitative methods. It provides an overview of managerial functions and responsibilities, leadership practices, and business management. (3 credit hours)

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LED 3665 Leadership

This course reviews important findings relating to leadership. Leadership affects the lives of within the business or organization. Leadership affects the achievement of collective purpose, the quality of the purpose, and the moral aspirations of the organization. This course provides the tools to assess leadership style in both social and work situations. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, and the effect of leadership upon the organization. (3 credit hours)

MIS 2351 Management Information Systems (Prerequisite: BUS 1015 or equivalent)

This course provides guidance for the management of information technology in today's complex business environment. The planning and development of systems that use and deliver information technology is a major focus. Jargon, issues, tactics, and strategies concerning information technology are examined. Case studies and the WEB are utilized to study corporate usage of information technology and information management. (3 credit hours)

A.S.B.A./ HOSPITALITY MANAGEMENT CONCENTRATION

HOS 2005/3005 Introduction to Hospitality

This first level course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines, and clubs as service industries. It includes information on franchising, management contracts, business ethics, human resources, marketing and much more. Charts, exhibits, hospitality industry statistics, and Web site listings provide useful information that can be applied on the job. This course helps students to understand the practical and real world of hospitality services. (3 credit hours)

HOS 2010/3010 The Lodging and Food Service Industry

This course is essential for new industry employees and for those who don't have broad-based industry experience. This course helps students understand the hospitality industry as a whole and see how all departments work together. Both lodging and food service are explored. Perspectives from leading hospitality professionals into the issues and challenges facing the hospitality industry today add an important dimension to this course. You'll also learn about the many career opportunities available in the industry. (3 credit hours)

HOS 2025/3025 Managing Front Office Operations

This is a solid foundation course that connects the front office operation and its efficiency to all other areas of hospitality industry. It helps the operators of the front office to proactively serve the customer to their satisfaction. The well-defined skills of the front office operations will grow sales and with the least amount of cost. Topics include revenue management and the latest technology applications. This course shows how front office activities and functions affect other departments and focuses on how to manage the front office to ensure your property's goals are met. Case studies and real-world examples present a practical industry focus. (3 credit hours)

HOS 2040/3040 Contemporary Club Management

This course introduces the complex world of private club management and facilities. The course offers skills as "Effective Communication for Club Management" that covers speaking, writing, listening and hospitality workplace communication styles including using technology for communication. It also offers an overview of the club services management, marketing, food & beverage operations and golf operations in clubs.

A.S.B.A./ SPORTS MANAGEMENT CONCENTRATION

SPM 2526/3526 Facilities and Event Management

This course analyzes effective management strategies and knowledge Associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. (3 credit hours)

SPM 2246/3246 Fundraising Concepts

This course is designed to provide the student with the basic knowledge and understanding of promotional, marketing and fund-raising considerations of sport organizations. It will offer a thorough understanding of the key concepts, principles and procedures as related to sport promotions and fund-raising. The course will attempt to provide guidelines for organizing successful promotional, marketing and fund-raising events. (3 credit hours)

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SPM 2551/3551 Current Issues in Sports
This course looks at both modern day and sports through history. The purpose of the course is to teach students how to define, describe, and identify the issues which have contributed to the impact of sports in America and the world. It will teach students to analyze and deconstruct the historical, social, and economic forces that have taken the games people play and made them an integral part of the cultural; to compare and contrast the attitudes about race, gender, and politics and the impact on sports and society. (3 credit hours)

SPM 2346/4346 Media Relations
This course provides a cross-disciplinary approach to a variety of promotional issues that sport managers routinely confront. Public relations and advertising professionals offer insights into how sports-related endeavors and businesses can raise public awareness about products and services. (3 credit hours)

A.S.B.A./ INFORMATION TECHNOLOGY CONCENTRATION

IT 3001 Business Concepts and Information Technology
The Business Concepts and Information Technology is a two-part course where students will learn the fundamentals of business concepts and how they apply to the management of Information Technology (IT) infrastructure, development, and operations. Key issues will be identified from a business perspective on how information technology is addressed in the various areas: the value of IT, outsourcing of technology services, software implementation, database management, virtual communities, IT risk management and securities, talent management of technology professionals and their impact on business IT. Business professionals need to learn the basic components of establishing information technology strategies and understand the basics of computing technology and software required for the various business industries. (3 credit hours)

IT 3002 Computer Networking Fundamentals
This course provides an introduction to basic network concepts including local area networks, wireless networks, and wide area networks. Network security concepts are also introduced. Students will explore secure router configurations. The study of computer hardware and software is defined through this course. The computer network protocols for communications are explored as to how computers are connected worldwide. Students will learn to use features and functions of common operating systems and establish network connectivity, identify common software applications and their purposes, using security and web browsing practices. (The Computer Networking Fundamentals is a course provided to assist students in preparation for the CompTIA ITF+ certification.) (3 credit hours)

IT 3003 Cyber Security I
The Cyber Security 1 course is an introductory survey course that explores the fundamental concepts of Cyber Security. Coverage includes the concepts of confidentiality, integrity, availability, Cyber Security policy, and the ethical and legal aspects of Cyber Security. Students will learn the fundamentals of cyber security. Students will learn about threat actors' and malicious attacks, mitigations, secure architecture, security policies, disaster recovery, business continuity, other risk management, and how it relates to organizational strategies. (3 credit hours)

IT 3004 Cyber Security II
In this advanced course, students will learn how to protect data in transit and at rest. The technical aspects of implementing encryption, authentication, and access control to protect data will be covered along with the development and implementation of the associated policy. Basic database security concepts and guidelines will be covered. Students will also learn how to leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventative measures, and effectively respond to and recover from security incidents. Students will learn how to apply behavioral analytics to networks to improve the overall state of security by identifying and combating malware and advanced persistent threats. (3 credit hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

***BUS 2001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 60-semester units required for graduation.
***Prerequisite:** One academic year (4 eight-week sessions) of full-time course work. (3 credit hours)

****BUS 2001 Business Administration Career Practical Training**
This one-semester unit course is an extension of the BUS 2001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 60-semester units required for graduation. ****** **Prerequisite: BUS 2001** (1 credit hour) Repeatable

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ELECTIVE COURSES (9 SEMESTER CREDITS)

STUDENTS MAY CHOOSE FROM ANY UNDERGRADUATE COURSE OFFERED BY THE UNIVERSITY THAT IS NOT A PART OF THE REQUIRED GENERAL EDUCATION COURSES, CORE COURSES OR CONCENTRATION COURSES. BELOW ARE SOME OF THE AVAILABLE OPTONS. Career Practical Training courses are 3 semester unit each and are repeatable up to three times for 1 semester credit each that apply toward the 9 semester units of elective credits available towards graduation.

ART 1010 Art History

Explores the history of art with an emphasis on Western civilizations. It provides an understanding of the contexts with which artists' work, discusses the technical processes they use and the means by which art is evaluated. The understanding of art is the focus of this course. (3 credit hours)

HOS 2015/3015 Planning and Control for Food and Beverage Operations

This course is the most up-to-date control processes used to reduce costs in food and beverage operations worldwide. This includes new information on multi-unit management, an increased focus on technology applications as they apply to the subject matter, and fewer references to manual operations. New web site exhibits make this a cutting-edge resource for food and beverage professionals. (3 credit hours)

HOS 2020/3020 Leadership and Management in the Hospitality Industry

This course is a foundation in understanding, developing and improving leadership abilities in hospitality industry. It allows students to build their high-performance teams and employee empowerment. Practical information prepares them to put quality management tools into action to enhance service processes for higher guest satisfaction and to increase profitability. This course provides practical Information and exhibit through the text, and a chapter on ethics topics. (3 credit hours)

HOS 2030/3030 Managing Technology in Hospitality

Today's hospitality operations rely increasingly on computer technology. This course provides a solid grounding in hospitality technology and the management of information systems. Content includes applications for all functional areas, including reservations, rooms, food and beverage, sales and event management, and accounting. You'll learn the basics of purchasing, implementing, maintaining, and managing today's information systems. This course also explores systems security and maintenance, e-commerce, and hospitality careers in information technology. (3 credit hours)

MKT 4005 Principles of E-Marketing (Prerequisites: MKT 1201 or equivalent)

Introduces students to the principles and practices of electronic marketing. Topics include the promotion and distribution of products, integrating e-marketing with business processes, consumer behavior, ethics and public policy in electronic marketing. (3 credit hours)

***BUS 2001 Business Administration Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 60-semester units required for graduation.
***Prerequisite:** One academic year (4 eight-week sessions) of full-time course work. (3 credit hours) Repeatable in BUS 2002 (1 credit hour)

****BUS 2002 Business Administration Career Practical Training Extension**

This one-semester unit course is an extension of the BUS 2001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 60-semester units required for graduation. ****Prerequisite**: BUS 2001 (1 credit hour) Repeatable

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BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

OVERVIEW

The Bachelor of Science in Business Administration prepares students to become better mid-level business managers and administrators; to become better employees as they lead, direct and work in their organizations with sound leadership and professional business judgment and to gain the newest concepts in the academic field of administration. It is the goal to provide students with the opportunity to gain knowledge and expertise through business core courses and concentration courses within this program.

ADMISSION REQUIREMENTS

1. Graduates from accredited high schools in the United States with an overall grade point average of 2.0 or better, or persons who successfully completed a high school equivalent diploma (GED) or an Associate degree from an accredited college or university and have obtained an overall grade point average of 2.0 or better. Copies **of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before the end of 30 days of the beginning of the initial session.**

   If CMU has reason to believe that a high school diploma presented for admission is not valid or was obtained from an entity that provides secondary education, the credential will not be accepted for admission into the University until the absolute validity of the credential is established.

   The validation procedure includes (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.

3. International students with education equivalent to U. S. education or an academic evaluation by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html who possess the qualifications of requirement 1 above.

4. Applicants who have attended an accredited institution whose primary language of instruction is not English must receive a minimum score of 61 on the TOEFL Internet Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic (PTE Academic) Score Report, or a 95 on the Duolingo English Test.

5. Academic performance at CMU may reveal the necessity for further English language study by a student. **CMU reserves the right to make the final determination of a student's English proficiency level in all cases.**

PROGRAM LEARNING OUTCOMES

Graduates of the BSBA program should be able to:

BSBA PLO #1: Formulate advanced knowledge of business-related topics through the composition of assignments that incorporate practical application of concepts.
BSBA PLO #2: Compose assignments that demonstrate an understanding of electronic scholarly resources through a synthesis of business-related topics.

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BSBA PLO #3: Assess business resource requirements and processes through evidence-based decision making.

GRADUATION REQUIREMENTS

120 credit hours completed / Minimum overall cumulative G.P.A. of 2.0 or higher.

MAXIMUM TRANSFER CREDIT

90 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE PAGE 64

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Bachelor's Degree	120 credits	90 months

POTENTIAL OCCUPATIONAL LIST

Potential Occupations	Standard Occupational Classification Code
Cost Estimators	13-1051
Management Analysts	13-1111
Business Teachers, Postsecondary	25-1011
General and Operations Managers	11-1021
Sales Managers	41-1000
Administrative Services Managers	11-900
Industrial Production Managers	11-3051
Construction Managers	47-1000
Social and Community Service Managers	11-9198
Financial Analyst	13-2050

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TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

CONCENTRATION COURSES

The concentration selected by the student should be in the area of expertise that most closely defines his or her prior work experience or current career path and requires the completion of specific coursework as outlined in this catalog.

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance ***(No further applications accepted after 8/1/2024)***
- Marketing ***(No further applications accepted after 8/1/2024)***
- Sports Management
- Hospitality Management ***(No further applications accepted after 8/1/2024)***
- Information Technology
- Artificial Intelligence
- Cyber Security

REQUIRED CURRICULUM

General Education Courses	36 Semester Credit Hours
General Elective Courses	15 Semester Credit Hours
Business Core Courses	54 Semester Credit Hours
Concentration Courses	15 Semester Credit Hours
Total Bachelor of Science in Business Administration	120 Semester Credit Hours

BSBA GENERAL EDUCATION COURSES (All Required) 36 Semester Credit Hours

Course No.	Title	Credit Hours
ENG 1010	English Composition I	3
ENG 2010	English Composition II	3
MTH 1150	Algebra	3
HIS 1010	American History	3
PS 1010	American Government	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
ART 1010	Art History	3
HUM 1010	Introduction to Humanities	3

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LIT 3010	American Literature	3
PHL 3010	Critical Thinking	3
BIO 1020	Environmental Science	3

B.S.B.A BUSINESS CORE COURSES (All Required) 54 Semester Credit Hours

Course No.	Title	Credit Hours
BUS 1010	Business Communications	3
BUS 1015	Computer Essentials: Digital & Virtual Environment	3
MKT 1201	Principles of Marketing	3
ACC 1202	Principles of Accounting I	3
MGT 1602	Principles of Management	3
ACC 2302	Principles of Accounting II	3
MIS 2351	Management Information Systems	3
BUS 2951	Principles of Business	3
BUS 3151	Business Statistics	3
BUS 3210	Principles of Business Law	3
BUS 3331	E-Commerce	3
ECO 2401	Principles of Macroeconomics (Prerequisite: MTH 1150 or equivalent)	3
ECO 2501	Principles of Microeconomics (Prerequisite: MTH 1150 or equivalent)	3
LED 3665	Leadership	3
FIN 4310	Financial Management	3
ORG 4451	Organizational Theory and Behavior	3
BUS 4751	Business Ethics	3
MGT 4851	Operations Management	3

B.S.B.A CONCENTRATION COURSES Students Choose Fifteen Credit Hours (5 to 8 courses) 15 Semester Credit Hours

To achieve an area concentration, a student must select 15 semester credit hours in the specific area they wish to focus. The courses that make up these areas of concentration are outlined below.

B.S.B.A. / BUSINESS ADMINISTRATION

Course No.	Title	Credit Hours
MGT 3626	Supply Chain Management	3
MGT 3826	Managerial Decision Making and Strategy	3

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MGT 4126	Project Management	3
MGT 4426	International Business Management	3
HRM 4352	Fundamentals of Human Resources Management	3

B.S.B.A. / INTERNATIONAL BUSINESS

Course No.	Title	Credit Hours
FIN 4301	International Finance	3
ECO 4351	International Economics	3
MGT 4426	International Business Management	3
MKT 4446	International Marketing	3
HRM 4501	International Human Resource Management	3

B.S.B.A. / FINANCE

Course No.	Title	Credit Hours
FIN 4001	Financial Institutions and Markets	3
FIN 4002	Financial Analysis and Valuation	3
FIN 4003	Derivatives Markets	3
FIN 4301	International Finance	3
FIN 4005	Financial Modeling	3

B.S.B.A. / MARKETING

Course No.	Title	Credit Hours
MKT 4001	Marketing Research	3
MKT 4002	Marketing Communications	3
MKT 4003	Marketing Strategy	3
MKT 4301	Consumer Behavior	3
MKT 4005	Principles of E- Marketing	3

BSBA / SPORTS MANAGEMENT CONCENTRATION

Course No.	Title	Credit Hours
SPM 2526/3526	Facilities and Event Management	3
SPM 2246/3246	Fundraising Concepts	3
SPM 2551/3551	Current Issues in Sports	3
SPM 2346/4346	Media Relations	3
BUS4001	Business Administration Practical Training	3

B.S.B.A. / HOSPITALITY MANGEMENT CONCENTRATION

Course No.	Title	Credit Hours

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HOS 2005/3005	Introduction to Hospitality	3
HOS 2010/3010	The Lodging and Food Service Industry	3
HOS 2025/3025	Managing Front Office Operations	3
HOS 2030/3030	Managing Technology in Hospitality	3
HOS 2040/3040	Contemporary Club Management	3

B.S.B.A. / INFORMATION TECHNOLOGY

Course No.	Title	Credit Hours
IT 3001	Business Concepts and Information Technology	3
IT 3002 -	Computer Networking Fundamentals	3
IT 3003 -	Cyber Security 1	3
IT 3004 -	Cyber Security 2	3
IT 3005 -	Business Information Technology Capstone	3

B.S.B.A. / ARTIFICIAL INTELLIGENCE

Course No.	Title	Credit Hours
AI 4001	Introduction to Prompt Engineering in Business	3
AI 4002 –	Introduction to AI-Driven Strategic Decision-Making	3
AI 4003 –	Introduction to AI-Driven Transformation	3
AI 4004 –	Introduction to AI for Customer Relationship Management	3
AI 4005 –	AI Applied Capstone	3

B.S.B.A. / CYBER SECURITY

Course No.	Title	Credit Hours
IT 3002 -	Computer Networking Fundamentals	3
IT 3003 -	Cyber Security 1	3
IT 3004 -	Cyber Security 2	3
IT 3030 -	Cryptography and Secure Communications	3
IT 3031 -	Ethical Hacking and Penetration Testing	3

PARTIAL LIST OF GENERAL ELECTIVE COURSES (Students Choose 15 Semester Credit Hours)

STUDENTS MAY CHOOSE FROM ANY UNDERGRADUATE COURSE OFFERED BY THE UNIVERSITY THAT IS NOT A PART OF THE REQUIRED GENERAL EDUCATION COURSES, CORE COURSES OR CONCENTRATION COURSES. BELOW ARE SOME OF THE AVAILABLE OPTONS.

Course Number	Title	Credit Hours
ELECTIVE 1	ELECTIVE 1	3
ELECTIVE 2	ELECTIVE 2	3
ELECTIVE 3	ELECTIVE 3	3
ELECTIVE 4	ELECTIVE 4	3
ELECTIVE 5	ELECTIVE 5	3
**BUS 4001	Business Administration Career Practical Training	3
BUS 4002	Business Administration Career Practical Training - Extension	1-3

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**Prerequisite: Due to Student Exchange Via Program rules, International F-1 students must have one academic year (4 eight-week sessions) of full-time course work. (3 credit hours). Repeatable in BUS 4002 (1 semester credit) pass/fail

COURSE DESCRIPTIONS

GENERAL EDUCATION COURSES

ENG 1010 English Composition I
Designed to provide students the ability to implement effective communication skills via the written word. This course also provides instruction on the use of standard written English, grammar, punctuation, capitalization, and sentence/paragraph structure. It provides students with the skills necessary for successful communication. (3 credit hours)

ENG 2010 English Composition II (Prerequisite: ENG 1010 or equivalent)
Integrates writing instruction, readings and grammar skills while promoting the fundamentals of effective expression via essay writing. This course teaches students to become formidable writers as they master functional introductions, supportive paragraphs, and strong conclusions while focusing on the correct use of Standard English grammar. (3 credit hours)

MTH 1150 Algebra
This course covers methods of simplifying formulas and expressions, solving equations and inequalities. Topics include rational expressions, polynomials, and linear equations, solutions, factoring and operating with exponents. Calculator use is highly recommended. (3 credit hours)

HIS 1010 American History
This undergraduate course provides students with a survey of the political, economic, social, and cultural history of American life from the discovery of America to the present time. It focuses on the complexity of American history and synthesizes that complexity into informed interpretation of significant historical events. (3 credit hours)

PS 1010 American Government
Presents an in-depth study of American government and politics. The course focuses on presenting an unbiased and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes. Beginning with the historical events leading to the formation of the American Constitution, this course continues through to current politics of domestic and economic policymaking and foreign and defense strategies. (3 credit hours)

PSY 1010 General Psychology
This undergraduate introductory course presents psychology as a science, a diverse discipline with a concern for research, theory, gender, and cross-cultural issues. It focuses on inspiring critical thought and analysis of psychological issues. The biological basis for behavior, cognition and mental abilities, motivation and emotion, life span development, personality, psychological disorders, and social psychology are also included. (3 credit hours)

SOC 1010 Introduction to Sociology
Provides a comprehensive introductory overview of sociology, the systematic and objective study of human society and social interaction. It aims to provide a balanced coverage of theoretical perspectives in order to help students attain a better understanding of their own lives as they exist within a greater sociological structure. By offering a strong coverage of issues pertaining to gender, age, race, ethnicity and class, the course integrates cross-cultural and global materials, providing students with an awareness of today's sociological issues on a global scale. (3 credit hours)

ART 1010 Art History
Explores the history of art with an emphasis on Western civilizations. It provides an understanding of the contexts with which artists 'work, discusses the technical processes they use and the means by which art is evaluated. (3 credit hours)

HUM 1010 Introduction to Humanities
Offers an overview of the origin of humanities and presents a discussion of the major forms and types of artistic expression from early civilizations to the present day. This course will explore, compare and analyze sculpture, architecture, painting, philosophy, literature, drama and music in their historical contexts from pre-history, through recent events of the past decade. (3 credit hours)

LIT 3010 American Literature
Presents an overview of the emergence and progress of American literature from colonial America through the age of romanticism in the mid-nineteenth century. This course is designed to study American literary works and analyze their influential significance. (3 credit hours)

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PHL 3010 Critical Thinking
Examines the theories and issues of philosophy through the writings of influential thinkers. It emphasizes the core fields of critical thinking by exploring social and political philosophy, aesthetics, and the philosophy of religion and science in relation to current concerns. (3 credit hours)

BIO 1020 Environmental Science
This course provides insight into the relationship between human beings and their environments. By focusing on the community structures that exist between plants and animals, this course serves as an introductory overview of the study of environmental society. (3 credit hours)

CORE COURSES

BUS 1010 Business Communications
Provides the fundamentals of theory, and practices effective oral and written communication unique to businesses and organizations. Coverage includes the writing of business memos, letters and reports, oral and global communications. Also included are legal pitfalls, ethical situations and exposure to today's communication technologies. (3 credit hours)

BUS 1015 Computer Essentials: Digital & Virtual Environment
This introductory level course covers personal computers and applications. It is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. The course provides an overview of personal computers and their components and navigating the Internet. It also provides a clear picture of how computers and networks can be used as practical tools to solve a wide variety of daily problems in the office environment. (3 credit hours)

MKT 1201 Principles of Marketing
Presents a comprehensive introduction to the concepts and techniques of modern-day marketing. The student is introduced to key elements of marketing such as product, place, price and promotion. (3 credit hours)

ACC 1202 Principles of Accounting I (Prerequisite: MTH 1150; or equivalent)
This course focuses on the study of income and expense, working capital, investments and interpreting financial statements. Also, presents an overview on corporations, fund-flow and business transactions. Upon completion, students will have attained the most important conceptual and practical aspects of accounting. (3 credit hours)

MGT 1602 Principles of Management
This course helps undergraduate students demonstrate the required management skills to apply in their personal and professional lives by providing comprehensive knowledge and understanding of the dynamics of managing in the modern organization. The management evolution and its impact on the modern manager will be explored during this session. The functions and elements of management in the global management environment will be examined, including management history, motivation, diversity, quality, ethics, etc., in the changing business environment. (3 credit hours)

ACC 2302 Principles of Accounting II (Prerequisites: ACC 1202 or equivalent)
Provides an in-depth continuation of Principles of Accounting I. This course covers the material necessary to interpret financial reporting and make useful lending and investment decisions. Also, covers a wide range of additional topics including: intangible and tangible assets, investments, cash flow statements, cost accounting and cost-volume analysis. (3 credit hours)

MIS 2351 Management Information Systems (Prerequisite: BUS 1015 or equivalent)
This course provides guidance for the management of information technology in today's complex business environment. Major focuses include the development of systems that use and deliver information technology, as well as tactics, strategies, issues and jargon concerning information technology. Case studies and the World Wide Web are utilized to study corporate usage of information technology and information management. (3 credit hours)

BUS 2951 Principles of Business
This course offers a summary of the basic concepts and tools of business. Coverage of every functional aspect of the business is included. Topics covered are management, organization, human resource management, purchasing, production/operations, accounting, finance, marketing, quantitative methods. It provides an overview of managerial functions and responsibilities, leadership practices, and business management. (3 credit hours)

BUS 3151 Business Statistics
Introduces an application of probability theory used when making managerial decisions within uncertain business environments. This

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course also addresses a variety of descriptive and inferential statistics, highlights the importance of tables and graphic presentations, and analyzes case studies and scholarly journal articles for statistical content. Topics also include hypothesis testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. (3 credit hours)

BUS 3210 Principles of Business Law
This course studies laws that affect business operations by exploring the current overview of the legal system in the United States. This overview includes the study of the courts and their functions, contracts and property issues, and how the legal system handles business related lawsuits. (3 credit hours)

BUS 3331 E-Commerce
Designed to provide the student, as either a current or future e-commerce practitioner, with a basic understanding of the so-called "networked economy" and its Associated infrastructures. This course will introduce students to strategy, technology, capital, media and policy, and describe how each works to enable e-commerce today. (3 credit hours)

ECO 2401 Principles of Macroeconomics (Prerequisite: MTH 1150 or equivalent)
Introduces economic theory and practice, specifically national and international policy affecting the economy as a whole. Also, presents the foundations of economic reasoning, central key terms, income, trade, laws and concepts of economic analysis and understanding. (3 credit hours)

ECO 2501 Principles of Microeconomics (Prerequisites: MTH 1150 or equivalent)
This course presents the economic system of supply and demand. Examines the effect this system has on business and individuals, especially in the process of decision making. Covers the foundations of economic reasoning, central key terms, and laws and concepts of economic analysis. (3 credit hours)

LED 3665 Leadership
Reviews the effects of leadership on the achievement of the collective purpose and the moral aspirations of an organization. This course provides the tools to assess leadership style in both social and work situations. Topics include communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills and the effect of leadership on the organization. (3 credit hours)

FIN 4310 Financial Management (Prerequisite: Basic College Math, MTH 1150, ACC 1202 or equivalent)
This course is designed to give students a basic understanding of financial planning in the business world. Provides an analytical understanding of financial management by building upon the fundamental principles of elementary accounting and economics. Topics covered include financial analysis and planning, working capital management, capital budgeting process and long-term financing. (3 credit hours)

ORG 4451 Organizational Theory and Behavior
Introduces the concept of the business entity as an environment serving organization with economic and social responsibilities. It provides the principles of managing organizations, systems, staffing and management processes. The material covers a wide range of organizations and covers topics that apply to organizational change and development. (3 credit hours)

BUS 4751 Business Ethics
Explores the essential nature of business ethics and the role they play in the decision-making process. This course covers examples of individual assessment as well as corporate organizational culture. (3 credit hours)

MGT 4851 Operations Management
This course presents a comprehensive introduction to operations strategy, quantitative techniques and managerial issues. Topics investigated include manufacturing and service, production technology, competitive priorities, quality management, statistical process control, process design, new technology, capacity planning, facility layout, supply chain management, quality control and maintenance management. (3 credit hours)

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CONCENTRATION COURSES

B.S.B.A./ BUSINESS ADMINISTRATION CONCENTRATION

MGT 3626 Supply Chain Management
Presents an overview of the strategic role of the supply chain, key drivers of its performance, and the tools and techniques for analysis. The course also examines the ability of an organization to create sustainable profit growth by managing the entire supply chain. Additional topics include designing the supply chain network, planning supply and demand, inventory control and networks of transportation. (3 credit hours)

MGT 3826 Managerial Decision Making
Focuses on decision-making at the top of the organization in a multidisciplinary context. Examines successful decision-making in rationalizing all options in the pursuit of organizational objectives. (3 credit hours)

MGT 4126 Project Management
A project plan is used in analyzing the feasibility of a project and in guiding the effort. Topics include the design and application of systematic processes in managing projects. This course will introduce students to methodologies and technologies that assist a project manager in completing a project from its inception through its completion. (3 credit hours)

MGT 4426 International Business Management
This course will examine the role of the multinational enterprise, emerging trends and issues related to international management. Discussion will include various methods of managing entrepreneurial organizations in the domestic market with international marketing capabilities, managing a new and/or small venture in a non-domestic market, and developing alliances trans-nationally to facilitate international growth. (3 credit hours)

HRM 4352 Fundamentals of Human Resource Management
This course is designed to examine the strategies and tactics that make up the human resources management field. The course provides a broad overview of how human resources divisions function as strategic business partners in collaboration with all sub-divisions and resources within the given organization. The course is to help students develop an understanding of how the human resources strategies are crafted and put into effect. Particular emphasis is placed on onboarding, compensation, training, performance management, labor relations, communication, and regulatory compliance within the business environment.

B.S.B.A./ INTERNATIONAL BUSINESS CONCENTRATION

FIN 4301 International Finance (Prerequisites: FIN 4310 or equivalent)
This course describes international financial instruments and their role in providing a cohesive financial integrated market. It investigates arbitrage transactions and how they bind together distinguishable financial instruments to play key roles in financial contracts. This course also explores the finance methodologies of multinational corporations, foreign exchange and bankers' acceptances. (3 credit hours)

ECO 4351 International Economics
The course offers the analysis of contemporary topics in international economics such as: international trade and finance, open market macroeconomics, trade blocks, labor migration, international balance of payments, the determination of foreign exchange rates, and capital flows resulting from the operations of multinational firms. (3 credit hours)

MGT 4426 International Management
This course will examine the role of the multinational enterprise, emerging trends and issues related to international management. Discussion will include various methods of managing entrepreneurial organizations in the domestic market with international marketing capabilities, managing a new and/or small venture in a non-domestic market, and developing alliances trans-nationally to facilitate international growth. (3 credit hours)

MKT 4446 International Marketing
This course will equip the student with an appreciation of the idiosyncrasies involved in the planning and implementation of marketing, cultural differences, country attractiveness, licensing, and mix marketing strategies. Assists in the development of market assessment at the international level, and problem-solving skills related to topics of global business. (3 credit hours)

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HRM 4501 International Human Resource Management
Focuses on functions such as compensation, benefits, training, recruitment and selection, health and safety, career development, labor relations, job requirements and employee rights. Attention is directed to both the expatriate and the foreign manager as part of the multinational's responsibilities in effectively managing human resources around the world. (3 credit hours)

B.S.B.A./ FINANCE CONCENTRATION

FIN 4001 Financial Institutions and Markets (Prerequisites: FIN 4310 or equivalent)
The course explores the structure and functions of capital markets, the saving investment process and financial intermediaries, supply and demand for loans, and the level and structure of interest rates. Particular attention will be paid to the embedded risks in specific financial markets and institutions, and the appropriate role of regulation and public policy. (3 credit hours)

FIN 4002 Financial Analysis and Valuation (Prerequisites: FIN 4310 or equivalent)
This course focuses on the financial analysis and valuation of publicly traded equity securities. Introduces tools and techniques including business and financial analysis, preparation of pro forma financial statements, estimation of free cash flows and application of valuation models. (3 credit hours)

FIN 4003 Derivatives Markets (Prerequisites: FIN 4310 or equivalent)
This course will focus on the use and pricing of forwards and futures, swaps and options. This knowledge can be used to weigh risks Associated with changes in interest and exchange rates, stock and commodity prices and inflation. Also, covers no-arbitrage pricing strategies for forward contracts, and the binomial and Black-Scholes option pricing models. (3 credit hours)

FIN 4301 International Finance (Prerequisites: FIN 4310 or equivalent)
This course describes international financial instruments and their role in providing a cohesive financial integrated market. It investigates arbitrage transactions and how they bind together distinguishable financial instruments to play key roles in financial contracts. This course also explores the finance methodologies of multinational corporations, foreign exchange and bankers' acceptances. (3 credit hours)

FIN 4005 Financial Modeling (Prerequisites: FIN 4310 or equivalent)
Explores standard financial models in the areas of corporate finance, financial statement simulation, security valuation, cost of capital, time value of money, portfolio theory and insurance, capital budgeting, duration and immunization. (3 credit hours)

B.S.B.A./ MARKETING CONCENTRATION

MKT 4001 Marketing Research (Prerequisites: MKT 1201 or equivalent)
Focuses on methods employed in market research to better understand consumer behavior and to improve marketing strategies. Topics include focus groups, understanding various sources of secondary data, questionnaire design, sampling plans and data analysis using statistical techniques. (3 credit hours)

MKT 4002 Marketing Communications (Prerequisites: MKT 1201 or equivalent)
Covers the major marketing communication decisions made by brand managers. These decisions include mass media advertising, public relations, sales promotion, direct response marketing, sponsorship and events, packaging and personal selling. (3 credit hours)

MKT 4003 Marketing Strategy (Prerequisites: MKT 1201 or equivalent)
Explores the application of value-enhancing strategies utilized by marketing managers. Topics include strategic marketing analysis and planning, integration of marketing communications, radical changes in the selling function and sales force, customer relationship management, the impact of e-commerce, and the broadening role of marketing throughout organizations. (3 credit hours)

MKT 4301 Consumer Behavior (Prerequisites: MKT 1201 or equivalent)
Analyzes how socio-psychological factors such as personality, small groups, demographic variables, social class and culture influence the decision-making process of consumers. This courses studies in detail, the formation of consumers' attitudes, consumption and purchasing behaviors. (3 credit hours)

MKT 4005 Principles of E-Marketing (Prerequisites: MKT 1201 or equivalent)
Introduces students to the principles and practices of electronic marketing. Topics include the promotion and distribution of products, integrating e-marketing with business processes, consumer behavior, ethics and public policy in electronic marketing. (3 credit hours)

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B.S.B.A./ SPORTS MANAGEMENT CONCENTRATION

SPM 3526/2526 Facilities and Event Management
This course analyzes effective management strategies and knowledge Associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. (3 credit hours)

SPM 3246/2246 Fundraising Concepts
This course is designed to provide the student with the basic knowledge and understanding of promotional, marketing and fund-raising considerations of sport organizations. It will offer a thorough understanding of the key concepts, principles and procedures as related to sport promotions and fund-raising. The course will attempt to provide guidelines for organizing successful promotional, marketing and fund-raising events. (3 credit hours)

SPM 3551/2551 Current Issues in Sports
This course looks at both modern day and sports through history. The purpose of the course is to teach students how to define, describe, and identify the issues which have contributed to the impact of sports in America and the world. It will teach students to analyze and deconstruct the historical, social, and economic forces that have taken the games people play and made them an integral part of the cultural; to compare and contrast the attitudes about race, gender, and politics and the impact on sports and society. (3 credit hours)

SPM 4346/2346 Media Relations
This course provides a cross-disciplinary approach to a variety of promotional issues that sport managers routinely confront. Public relations and advertising professionals offer insights into how sports-related endeavors and businesses can raise public awareness about products and services. (3 credit hours)

B.S.B.A./ HOSPITALITY MANAGEMENT CONCENTRATION

HOS 3005/2005 Introduction to Hospitality
This first level course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines, and clubs as service industries. It includes information on franchising, management contracts, business ethics, human resources, marketing and much more. Charts, exhibits, hospitality industry statistics, and Web site listings provide useful information that can be applied on the job. This course helps students to understand the practical and real world of hospitality services. (3 credit hours)

HOS 3010/2010 The Lodging and Food Service Industry
This course is essential for new industry employees and for those who don't have broad-based industry experience. This course helps students understand the hospitality industry as a whole and see how all departments work together. Both lodging and food service are explored. Perspectives from leading hospitality professionals into the issues and challenges facing the hospitality industry today add an important dimension to this course. You'll also learn about the many career opportunities available in the industry. (3 credit hours)

HOS 3025/2025 Managing Front Office Operations
This is a solid foundation course that connects the front office operation and its efficiency to all other areas of hospitality industry. It helps the operators of the front office to proactively serve the customer to their satisfaction. The well-defined skills of the front office operations will grow sales and with the least amount of cost. Topics include revenue management and the latest technology applications. This course shows how front office activities and functions affect other departments and focuses on how to manage the front office to ensure your property's goals are met. Case studies and real-world examples present a practical industry focus. (3 credit hours)

HOS 3030/2030 Managing Technology in Hospitality
Today's hospitality operations rely increasingly on computer technology. This course provides a solid grounding in hospitality technology and the management of information systems. Content includes applications for all functional areas, including reservations, rooms, food and beverage, sales and event management, and accounting. You'll learn the basics of purchasing, implementing, maintaining, and managing today's information systems. This course also explores systems security and maintenance, e-commerce, and hospitality careers in information technology. (3 credit hours)

HOS 3040/2040 Contemporary Club Management
This course introduces the complex world of private club management and facilities. The course offers skills as "Effective Communication for Club Management" that covers speaking, writing, listening and hospitality workplace communication styles

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including using technology for communication. It also offers an overview of the club services management, marketing, food and beverage operations and golf operations in clubs.

B.S.B.A./ INFORMATION TECHNOLOGY CONCENTRATION

IT 3001 Business Concepts and Information Technology
The Business Concepts and Information Technology is a two-part course where students will learn the fundamentals of business concepts and how they apply to the management of Information Technology (IT) infrastructure, development, and operations. Key issues will be identified from a business perspective on how information technology is addressed in the various areas: the value of IT, outsourcing of technology services, software implementation, database management, virtual communities, IT risk management and securities, talent management of technology professionals and their impact on business IT. Business professionals need to learn the basic components of establishing information technology strategies and understand the basics of computing technology and software required for the various business industries. (3 credit hours)

IT 3002 Computer Networking Fundamentals
This course provides an introduction to basic network concepts including local area networks, wireless networks, and wide area networks. Network security concepts are also introduced. Students will explore secure router configurations. The study of computer hardware and software is defined through this course. The computer network protocols for communications are explored as to how computers are connected worldwide. Students will learn to use features and functions of common operating systems and establish network connectivity, identify common software applications and their purposes, using security and web browsing practices. (The Computer Networking Fundamentals is a course provided to assist students in preparation for the CompTIA ITF+ certification.) (3 credit hours)

IT 3003 Cyber Security 1
The Cyber Security 1 course is an introductory survey course that explores the fundamental concepts of Cyber Security. Coverage includes the concepts of confidentiality, integrity, availability, Cyber Security policy, and the ethical and legal aspects of Cyber Security. Students will learn the fundamentals of cyber security. Students will learn about threat actors' and malicious attacks, mitigations, secure architecture, security policies, disaster recovery, business continuity, other risk management, and how it relates to organizational strategies. (3 credit hours)

IT 3004 Cyber Security 2
In this advanced course, students will learn how to protect data in transit and at rest. The technical aspects of implementing encryption, authentication, and access control to protect data will be covered along with the development and implementation of the associated policy. Basic database security concepts and guidelines will be covered. Students will also learn how to leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventative measures, and effectively respond to and recover from security incidents. Students will learn how to apply behavioral analytics to networks to improve the overall state of security by identifying and combating malware and advanced persistent threats. (3 credit hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

IT 3005 Business Information Technology Capstone
The Capstone course integrates and applies business concepts that have been taught through the business administration core, elective, and IT concentration courses. The student will incorporate business practical application concepts and how they apply to information technology. Students will research and develop an original plan to improve an organization's competitive position by incorporating business strategies and information technology concepts. Specific requirements will be outlined by the students' faculty members. (3 credit hours)
Prerequisites: The Business Information Technology Capstone course may not be taken until all courses in the core bachelor's business degree program have been successfully completed.

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B.S.B.A./ ARTIFICIAL INTELLIGENCE CONCENTRATION

AI 4001 Introduction to Prompt Engineering in Business
This course teaches practical skills in creating and optimizing AI prompts for various business applications, enabling students to effectively leverage AI tools for improved decision-making and operational efficiency.

AI 4002 – Introduction to AI-Driven Strategic Decision-Making
This course equips students with practical skills to leverage AI for strategic decision-making in business, focusing on real-world applications and actionable insights. Students will learn how to apply AI tools to analyze data, predict trends, and make informed strategic decisions.

AI 4003 – Introduction to AI-Driven Transformation
This course provides practical skills for leveraging AI to drive business transformation. Students will learn how to implement AI solutions to enhance operational efficiency, innovate processes, and gain competitive advantages. Real-world case studies will illustrate successful AI-driven transformations across various industries.

AI 4004 – Introduction to AI for Customer Relationship Management
This course provides practical skills for integrating AI into customer relationship management (CRM). Students will learn how to use AI tools to enhance customer engagement, personalize marketing efforts, and improve customer service. Real-world examples will demonstrate the benefits and implementation of AI-driven CRM strategies.

AI 4005 – AI Applied Capstone
The AI Applied Capstone course enables students to apply their AI knowledge to real-world projects, solving specific business challenges through the development and implementation of AI solutions. This course emphasizes hands-on experience, critical thinking, and problem-solving skills. Students will collaborate on projects, analyze data, and present their AI-driven solutions to stakeholders.

B.S.B.A./ CYBER SECURITY CONCENTRATION

IT 3002 Computer Networking Fundamentals
This course provides an introduction to basic network concepts including local area networks, wireless networks, and wide area networks. Network security concepts are also introduced. Students will explore secure router configurations. The study of computer hardware and software is defined through this course. The computer network protocols for communications are explored as to how computers are connected worldwide. Students will learn to use features and functions of common operating systems and establish network connectivity, identify common software applications and their purposes, using security and web browsing practices. (The Computer Networking Fundamentals is a course provided to assist students in preparation for the CompTIA ITF+ certification.) (3 credit hours)

IT 3003 Cyber Security 1
The Cyber Security 1 course is an introductory survey course that explores the fundamental concepts of Cyber Security. Coverage includes the concepts of confidentiality, integrity, availability, Cyber Security policy, and the ethical and legal aspects of Cyber Security. Students will learn the fundamentals of cyber security. Students will learn about threat actors' and malicious attacks, mitigations, secure architecture, security policies, disaster recovery, business continuity, other risk management, and how it relates to organizational strategies. (3 credit hours)

IT 3004 Cyber Security 2
In this advanced course, students will learn how to protect data in transit and at rest. The technical aspects of implementing encryption, authentication, and access control to protect data will be covered along with the development and implementation of the associated policy. Basic database security concepts and guidelines will be covered. Students will also learn how to leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventative measures, and effectively respond to and recover from security incidents. Students will learn how to apply behavioral analytics to networks to improve the overall state of security by identifying and combating malware and advanced persistent threats. (3 credit hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

IT 3030 - Cryptography and Secure Communications

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This course introduces the principles and practices of cryptography and secure communications. Students will learn about encryption techniques, digital signatures, and public key infrastructure. (3 credit hours)

IT 3031 - Ethical Hacking and Penetration Testing
This course provides hands-on experience with ethical hacking and penetration testing techniques to identify, exploit and mitigate security vulnerabilities. (3 credit hours)

ELECTIVE COURSES

STUDENTS MAY CHOOSE FROM ANY UNDERGRADUATE COURSE OFFERED BY THE UNIVERSITY THAT IS NOT A PART OF THE REQUIRED GENERAL EDUCATION COURSES, CORE COURSES OR CONCENTRATION COURSES. BELOW ARE SOME OF THE AVAILABLE OPTONS.

HOS 3015/2015 Planning and Control for Food and Beverage Operations
This course is the most up-to-date control processes used to reduce costs in food and beverage operations worldwide. This includes new information on multi-unit management, an increased focus on technology applications as they apply to the subject matter, and fewer references to manual operations. New web site exhibits make this a cutting-edge resource for food and beverage professionals. (3 credit hours)

HOS 3020/2020 Leadership and Management in the Hospitality Industry
This course is a foundation in understanding, developing and improving leadership abilities in hospitality industry. It allows students to build their high-performance teams and employee empowerment. Practical information prepares them to put quality management tools into action to enhance service processes for higher guest satisfaction and to increase profitability. This course provides practical Information and exhibit through the text, and a chapter on ethics topics. (3 credit hours)

MKT 4005 Principles of E-Marketing (Prerequisites: MKT 1201 or equivalent)
Introduces students to the principles and practices of electronic marketing. Topics include the promotion and distribution of products, integrating e-marketing with business processes, consumer behavior, ethics and public policy in electronic marketing. (3 credit hours)

***BUS 4001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 120-semester units required for graduation. ***Prerequisite**: Due to Student Exchange Via Program rules, International F-1 students must have one academic year (4 eight-week sessions) of full-time course work. (3 credit hours)

****BUS 4002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 4001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 120-semester units required for graduation. ****Prerequisite**: BUS 4001 (1 credit hour) Repeatable

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MASTER'S DEGREE PROGRAMS

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MASTER OF BUSINESS ADMINISTRATION

OVERVIEW

The Master of Business Administration program prepares students with the necessary skills and knowledge to understand, manage or create financial, business and leadership careers at the upper level of management. This program also provides the tools for business and leadership professionals to develop skill sets that will equip them to perform effectively, ethically and creatively in the corporate or entrepreneurial environment.

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited college or university and have obtained an overall grade point average of 2.5 or better. Copies **of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before an enrollment agreement can be issued.**

2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.

3. International students with education equivalent to U. S. education who possess the qualifications of requirement 1 above must have their foreign degree program transcripts evaluated by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html and the original translation documentation sent directly to CMU.

4. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 71 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), 50 on the PTE Academic Score Report or, 100 on the Duolingo English Test.

5. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.

6. Students who have insufficient Business Administration undergraduate degrees or have not taken undergraduate business courses in Accounting, Economics, and Financial Management may be required to complete up to three *Prerequisite Courses.

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PROGRAM LEARNING OUTCOMES

Graduates of this MBA program should be able to:

MBA PLO #1: Demonstrate comprehensive knowledge of theories and concepts of business administration.
MBA PLO #1A: Demonstrate comprehensive knowledge of theories and concepts: covered in the general core subject matters
MBA PLO #1B: Demonstrate comprehensive knowledge of theories and concepts: covered in concentration areas with work related applications of business administration.
MBA PLO #2: Perform a factual and application-oriented literature review applying critical thinking and problem-solving techniques to understand various possible outcomes.
MBA PLO #3: Demonstrate both oral and written communication skills in a business and academic manner.
MBA PLO #4: Develop, analyze and implement an operational strategic plan based on solid organized data with a business application.

GRADUATION REQUIREMENTS

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

MAXIMUM TRANSFER CREDIT

18 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE PAGE 64

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Master's Degree	39 credits	42 months

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POTENTIAL OCCUPATIONAL LIST

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Healthcare Management	**Finance**	Materials Management 11-3000
Medical Practice Manager 11-9111	Financial Advisor 13-2052	Business Analyst 13-1110
Health Informatics Manager 11-9111	Financial Analyst 13-2050	Methods Analyst 13-1110
Hospital Administrator 11-9111	Financial Planner 13-2090	Buyer 13-1020
Practice Manager 11-9110	Investment Banker 13-2098	Personnel Analyst 13-2052
Operations Manager 11-1021	Account Executive 41-3000	Claims Representative 43-1041
Policy Researcher 13-1160	Insurance Underwriter 13-2053	Product/Brand Manager 11-2000
Technology Management	Account Manager, Advertiser 41-1012	Contract Administrator 43-9190
Computer Systems Analyst 15-1211	Internal Revenue Officer 13-2081	Production/Operation 13-1190
Management Information Systems Director 11-3020	Administration 43-0000	Cost Analyst 13-2030
Computer Software Engineer 12-1256	Job Analyst 13-1110	Production Planner 13-1190
Computer Programmer 15-1251	Administrative Analyst 13-1110	Credit Analyst 13-2010
Marketing	Labor Relations Specialist 13-1075	Public Administration 13-1190
Marketing Manager 11-2021	Assistant Controller 11-3030	Employment Interviewer 43-4061
Brand Manager 11-2000	Management Consulting 13-1110	Public Relations Representative 13-1190
Market Research Analyst 13-1161	Auditor 13-2011	Purchasing Agent 13-1020
Sales Manager 11-2022	Management Trainee 11-9190	Financial Planning 13-2090
Product Management 11-2000	Bank Examiner 13-2061	Systems Analyst 15-1211
Internet Marketing 13-1160	Market Research Analyst 13-1161	Health Administrator 11-9111
International Business	Bank Officer, Operations And Lending 13-2072	Human Resources Management 11-3121
International Financial Management 11-3030	Marketing/Sales 41-3000	Training Specialist 43-4160
Management Analyst 13-1111	Budget Analyst 13-2031	Information Systems 15-1220

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TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

AREAS OF CONCENTRATION

California Miramar University offers the Master of Business Administration (MBA) degree in the following areas of concentration. The concentration selected by the student will be in the area of expertise that most closely defines his or her prior work experience or current career path and requires the completion of specific coursework as outlined in this catalog, thereby allowing students the opportunity to focus on what is meaningful to their professional growth and development.

- Business Administration
- International Business ***(No further applications accepted after 8/1/2024)***
- Finance
- Health Care Management
- Marketing ***(No further applications accepted after 8/1/2024)***
- Technology Management ***(No further applications accepted after 8/1/2024)***
- Strategic Leadership and Management in Global Business
- Artificial Intelligence

THE MASTER'S CAPSTONE PROJECT

As part of a student's curriculum in the Master of Business Administration program, the final course will include a Capstone Project. This project will require each student to consult with a company of their choice in order to evaluate a current corporate strategy and to develop a plan to improve the organization's competitive position. The Capstone Project may be presented as a traditional research paper, report or as an innovative document, so long as it appropriately represents in a thoughtful and meaningful way, the summation of the student's work at California Miramar University. Specific requirements for this project will vary by faculty member. The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th Master's course if this course is available in the same session.

A successful Capstone Project will integrate the student's management and organizational knowledge acquired over a course of study at CMU. The main objective is to develop a deep understanding of a question of interest and find a solution using the intellectual tools and knowledge developed in the master's program and through the student's own personal experience.

DIFFERENCES BETWEEN A CAPSTONE PROJECT AND A THESIS

Students who complete a Capstone Project will experience similarities to writing a master's thesis. CMU's Capstone Project is supervised by faculty members, and it includes substantial written reports involving research design, execution, writing and production. However, the aim of the Capstone Project and a thesis are significantly different. The connotation of a "thesis" is academic, while "project" suggests action as well as study. While a thesis might be based entirely on library

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resources, a Capstone Project involves both library and field research activity. REQUIRED CURRICULUM

Core Courses	27 Semester Credit Hours
Concentration Courses	12 Semester Credit Hours
Total Master of Business Administration	**39 Semester Credit Hours**

Prerequisite Courses (If Required)

All Prerequisite Courses are three units each. These courses may be waived if completed at the undergraduate level with a grade of a "B" or higher.

Course No.	Title	Credit Hours
ACC 1202	Principles of Accounting I	3
ECO 2501	Principles of Microeconomics	3
FIN 4310	Financial Management	3

Core Courses (All Required)

Course No.	Title	Credit Hours
MIS 6110	Management Information Systems	3
ORG 6011	Organizational Development and Change	3
MKT 6120	Marketing Management	3
MGT 6170	Operations Management	3
HRM 6180	Human Resources Management	3
ACC 6140	Managerial Accounting	3
ECO 6150	Managerial Economics	3
FIN 6160	Managerial Finance	3
BUS 6190	Capstone (Business Planning)	3

CONCENTRATION COURSES (Students Choose Four to Seven in Desired Area)

To achieve an area concentration, a student must select 12 credit hours (4 to 7 courses) in the specific area they wish to focus. The courses that make up these areas of concentration are outlined below **The BUS 6001 Career Practical Training 3 semester unit course counts toward the 39 semester units required for graduation. The repeatable BUS 6002 Career Practical Training Extension courses do not count toward the 39 semester units required for graduation.**

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MBA / BUSINESS ADMINISTRATION

Course No.	Title	Credit Hours
LED 6920	Organizational Innovation and Change	3
MGT 6601	International Business Management **OR TEC 6951**	3
TEC 6951	Strategic Management of Technology and Innovation	3
ENT 6431	Entrepreneurial Business in the Digital and Virtual Environment	3
BUS 6590	Business Ethics	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

MBA / INTERNATIONAL BUSINESS *(No further applications accepted after 8/1/2024)*

Course No.	Title	Credit Hours
MKT 6003	International Marketing	3
MGT 6601	International Business Management	3
ECO 6641	International Economics	3
FIN 6651	International Finance	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

MBA / FINANCE

Course No.	Title	Credit Hours
FIN 6001	Security Markets and Investments	3
FIN 6002	Financial Institutions and Markets	3
FIN 6003	Financial Statement Analysis and Valuation	3
FIN 6651	International Finance	3
*BUS 6001	Business Administration Career Practical Training	3

MBA / HEALTH CARE MANAGEMENT

Course No.	Title	Credit Hours
HCM 6001	Health Care Policy Analysis and Decision Making	3
HCM 6002	Ethical and Legal Issues in Health Care Management	3
HCM 6003	Advanced Community Health Care Management	3
HCM 6005	Operations in Health Care Management	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

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MBA / MARKETING *(No further applications accepted after 8/1/2024)*

Course No.	Title	Credit Hours
MKT 6001	Consumer Behavior and Decision Models	3
MKT 6003	International Marketing	3
MKT 6004	Pricing Strategy	3
MKT 6006	Strategic Brand Management	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

MBA / TECHNOLOGY MANAGEMENT *(No further applications accepted after 8/1/2024)*

Course No.	Title	Credit Hours
TEC 6951	Strategic Management of Technology and Innovation	3
MIS 6961	IT Project Management	3
MGT 6981	New Product Management	3
MIS 6991	Internet Technology and Strategy	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

MBA / STRATEGIC LEADERSHIP AND MANAGEMENT IN GLOBAL BUSINESS

Course No.	Title	Credit Hours
LED 6910	Coaching, Mentoring and Team Dynamics	3
ENT 6431	Entrepreneurial Business in the Digital and Virtual Environment	3
LED 6851	Conflict Resolution and Negotiations Processes	3
LED 6920	Organizational Innovation and Change	3
*BUS 6001	Business Administration Career Practical Training	3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

MBA / ARTIFICIAL INTELLIGENCE

Course No.	Title	Credit Hours
AI 5030	Gen AI and Prompt Engineering in Business	3
AI 5031	AI Driven Strategy and Risk Management	3
AI 5032	AI Driven Business Intelligence and Customer Insights	3
AI 5033	AI Transformation and Integration	3
*BUS 6001	Business Administration Career Practical Training	3

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MBA / ELECTIVE COURSES

**BUS 6191	Business Strategy Capstone Extension (If Necessary)	1
*BUS 6001	Business Administration Career Practical Training	3
BUS 6002	Business Administration Career Practical Training – Extension	1-3

***Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

COURSE DESCRIPTIONS

PREREQUISITE COURSES

ACC 1202 Principles of Accounting I

This course focuses on the study of income and expense, working capital, investments and interpreting financial statements. Also, presents an overview on corporations, fund-flow and business transactions. Upon completion, students will have attained the most important conceptual and practical aspects of accounting. (3 credit hours)

ECO 2501 Principles of Microeconomics

This course presents the economic system of supply and demand. Examines the effect this system has on business and individuals, especially in the process of decision making. Covers the foundations of economic reasoning, central key terms, and laws and concepts of economic analysis. (3 credit hours)

FIN 4310 Financial Management

The course in foundations of finance describes the corporation and its operating environment, the manner in which corporate boards and management create (or, alternatively, destroy) value for shareholders by planning and managing the transformation of a set of inputs (human labor, raw materials, and technology) into a more highly valued set of outputs, the process by which corporate management assesses investment opportunities and determines the best choices for financing actual productive investment, and the requirements of financial market participants who are sought as financiers (and, therefore, residual claimants to the profits of) such investments. It is understood that the shares of surplus value received by various claimants and retained by corporate boards of directors for investment and other uses is the subject of complex social interactions. Thus, the course provides students with a basic analytical framework for understanding how the various struggles over corporate surplus value (in the form of cash flow) may be understood and resolved. In this context, the course is designed to provide students with analytical tools that allow them to assess the effectiveness of corporate management in maximizing the shareholder's wealth. (3 credit hours)

CORE COURSES

MIS 6110 Management Information Systems

Focuses on providing an understanding of the nature of the digital firm and its key issues in organization and management. This course will prepare students to face the challenges involved in managing a firm, understand problem solving technologies, design business processes, and create management policies in order to implement change. (3 credit hours)

ORG 6011 Organizational Development and Change

Organizational Development (OD) is a process that applies behavioral science knowledge to assist organizations in building the capacity to achieve greater effectiveness. This course covers topics such as: increased financial performance, improved quality of work life, planned change efforts, technology innovation and new product development. (3 credit hours)

MKT 6120 Marketing Management

Explores the processes and concepts of marketing from a managerial perspective. The course will analyze marketing tools, market research, and competitor and consumer analysis. Offers a study of the relationship between the marketing mix, the changing business environment and the overall corporate strategy. (3 credit hours)

MGT 6170 Operations Management

Presents the scientific methods used to investigate concerns involving the designing, planning and conducting of operations within an

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organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes. (3 credit hours)

HRM 6180 Human Resource Management
Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Based upon classical and contemporary theory, this course forms a humanistic and legal analysis of organizations, focusing on the role of human resource management in the creation of organizational strategy. Examines a leader's responsibility to optimize performance and make decisions based on ethical criteria. (3 credit hours)

ACC 6140 Managerial Accounting
This course is designed to offer an in-depth study of financial and economic theory and practice, including using decision-making tools in order to analyze business opportunities. Also, it introduces the foundations in how organization's plan, control, and manage costs. (3 credit hours)

ECO 6150 Managerial Economics
Topics include basic supply and demand theory, marginal analysis, the impact of the market setting (i.e. competitive, oligopolistic or monopolistic structures), and strategic interactions among firms using Game Theory. The main emphasis throughout is on the use of economic reasoning to make informed business decisions. (3 credit hours)

FIN 6160 Managerial Finance
This course introduces the theory of corporate finance and its application to realistic problems in corporate financial management. Integrates various aspects of production, marketing, management, accounting, capital markets hypothesis, capital structure and dividends. (3 credit hours)

BUS 6190 Capstone (Business Planning)
This course is designed to examine problem analysis and decision making involved in corporate strategy. Students will learn how to develop mission statements and assess both the external and internal environments in order to determine organizational strengths and weaknesses. This course will also include analyses of the following: various methods for formulating and implementing strategy, issues with technology and innovation, entrepreneurial ventures and small businesses, not-for-profit organizations, competition, core competencies, and gaining and sustaining a competitive advantage at the corporate level. This MBA capstone course is broad in scope and integrative of all other required courses.

P*rerequisites: The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th master's course if this course is available in the same session.* (3 credit hours)

CONCENTRATION COURSES

BUSINESS ADMINISTRATION CONCENTRATION

LED 6920 Organizational Innovation and Change
This course provides concurrent tools and skills for understanding the impact of a rapidly changing environment in global business. Today's organizations are faced with increasingly complex and dynamic changes. This course offers a practical application-oriented review of innovative and change practices that evolves within organizations by leaders and managers communicating and collaborating to advance the organizational culture. Accordingly, the course relies on two overarching frameworks. The first is a model of organizational alignment; the second is a model for managing innovation and change processes. (3 credit hours)

MGT 6601 International Business Management OR TEC 6951 below
Explores aspects of international and transnational business including exchange rates, cultural differences and political risks. Also discusses issues related to controlling and staffing enterprises that are physically remote from a business' primary location, and fashioning business relationships with those who have differing forms of conducting business. (3 credit hours)

TEC 6951 Strategic Management of Technology and Innovation
Focuses on the organization and management of innovation in the workplace. Topics include types and patterns of innovation, collaboration strategies, formulating technological innovation strategy, and defining and implementing the organization's strategic direction. This course will teach students to appreciate the importance of personal creativity and social interaction for the development and implementation of new ideas, services, products and processes. (3 credit hours)

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ENT 6431 Entrepreneurial Business in the Digital and Virtual Environment
Designed for aspiring small business owners. Students will explore step-by-step procedures necessary to set up and manage a small business. Topics include the development of the business plan, market entry strategies, organization and financing, and critical factors for small business owners and entrepreneurs. The course provides students with the skills to build, work for, invest in, advise or consult to social ventures at any point in their career path. (3 credit hours)

BUS 6590 Business Ethics
Assists students in ethical decision-making in a business context by investigating managerial issues faced by contemporary leaders. Emphasis is on ethical approaches to problem solving, communication and managing people. Also presented is the impact that various leadership styles have on organizations. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ** **Prerequisite**: BUS 6001 (1 credit hour) Repeatable

INTERNATIONAL BUSINESS CONCENTRATION

MKT 6003 International Marketing
Provides thorough coverage of international marketing, with a strong emphasis on the issues confronting companies that market across cultural boundaries. Also, stresses the importance of the internet in global marketing when penetrating and exploring new markets. This course uses real-life examples to illustrate salient issues that are continually discussed within and outside of the text. (3 credit hours)

MGT 6601 International Business Management
Explores aspects of international and transnational business including exchange rates, cultural differences and political risks. Also, discusses issues related to controlling and staffing enterprises that are physically remote from a business' primary location, and fashioning business relationships with those who have differing forms of conducting business. (3 credit hours)

ECO 6641 International Economics
This course examines trade and international economics, by considering comparative advantage and the factors of production. Explores how growth is influenced by trade, as well as how international trade affects the global welfare of people and events. Additional topics include effects of labor (foreign and domestic), capital movements between regions, trade restrictions on environmental and political policies, and the key factors that influence relative costs between countries. (3 credit hours)

FIN 6651 International Finance
Addresses international monetary systems, balance of payments, adjustment mechanisms, international interdependence, and the relationship between domestic monetary and exchange rate policies. This course also presents arbitrage and arbitrage like transactions playing a key role in financial contracts, as well as the finance methodologies of multinational corporations, foreign exchange and banker's acceptances. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

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****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ****Prerequisite**: BUS 6001 (1 credit hour) Repeatable

FINANCE CONCENTRATION

FIN 6001 Security Markets and Investments
This course focuses on securities markets, risk-return characteristics of investment, concepts of security analysis, various financial instruments, and investment and portfolio strategies of individual and institutional investors. (3 credit hours)

FIN 6002 Financial Institutions and Markets
Focuses on the management of financial institutions, and the functions of money in capital markets. Topics include risk management, deposits and deposit insurance, liquidity, reserve requirements, capital adequacy, liability management, investment interest rate risk and current issues connected with financial institutions. (3 credit hours)

FIN 6003 Financial Statement Analysis and Valuation
Examines advanced topics in corporate finance with an emphasis on valuation as a central concept. This course introduces techniques of valuation and the corporate decisions that affect value. These decisions include the areas of financial analysis, ownership structure, acquisitions, dividends, compensation and agency theory. (3 credit hours)

FIN 6651 International Finance
Addresses international monetary systems, balance of payments, adjustment mechanisms, international interdependence, and the relationship between domestic monetary and exchange rate policies. This course also presents arbitrage and arbitrage like transactions playing a key role in financial contracts, as well as the finance methodologies of multinational corporations, foreign exchange and banker's acceptances. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ****Prerequisite**: BUS 6001 (1 credit hour) Repeatable

HEALTH CARE MANAGEMENT CONCENTRATION

HCM 6001 Health Care Policy Analysis and Decision Making
Surveys theory and practice in the management and policy sciences as applied to the field of public health care. Students will gain an understanding of the U.S. public healthcare system, legal bases of public health care, methods of policy analysis, and public and private sector institutions. (3 credit hours)

HCM 6002 Ethical and Legal Issues in Health Care Management
This course addresses regulatory agency and other public policies that influence the direction and financing of health care systems. Students will be asked to identify the various ethical theories and belief systems and critique the relationships between risk management, quality assurance and resource allocation. Additional topics include a current and historical overview of health care delivery in the developed and developing countries, and applications of the laws that affect the operational decisions of health care providers and managers. (3 credit hours)

HCM 6003 Advanced Community Health Care Management
Focuses on the principles of population-based health care systems that promote good health in communities. Students will examine population aggregates in structured and unstructured settings, as well as strategies to evaluate health outcomes and cost of care. (3

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credit hours)

HCM 6005 Operations in Health Care Management
Presents the field of operations management as it relates to integrated health care delivery systems. This course demonstrates the important relationship between operations research and the management of complex health care delivery organizations. Additional areas of focus include strategic planning, system design, quality measurement and productivity analysis. This course will be of interest to the future health care delivery system manager, operations consultants and decision-makers in organizations that support health care delivery. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ****** Prerequisite: BUS 6001** (1 credit hour) Repeatable

MARKETING CONCENTRATION

MKT 6001 Consumer Behavior and Decision Models
Describes how socio-psychological factors influence the decision-making process of consumers. Students will study and compare various consumer behaviors and the major decision models used in developing social marketing communications and interventions. (3 credit hours)

MKT 6003 International Marketing
Provides thorough coverage of international marketing, with a strong emphasis on the issues confronting companies that market across cultural boundaries. Also, stresses the importance of the internet in global marketing when penetrating and exploring new markets. This course uses real-life examples to illustrate salient issues that are continually discussed within and outside of the text. (3 credit hours)

MKT 6004 Pricing Strategy
Introduces analytic and conceptual tools for formulating pricing strategy through spreadsheet analysis. Topics include perceived value and discrimination pricing, bundling, product-line and life-cycle pricing, pricing through the marketing channel, and competitive and behavioral approaches to pricing. (3 credit hours)

MKT 6005 Social Media Marketing
This course is designed for understanding for all who will be operating in a digital environment. Product managers will learn how to use social media conversations to inform their decision-making and how to leverage social media to promote their products, services and the brand. Additionally, learners will gain an understanding of how social media can be used to achieve specific organizational objectives and to measure the effectiveness of those efforts. (3 credit hours)

MKT 6006 Strategic Brand Management
This course focuses on the analysis of marketing strategies for consumer products and services. Topics include consumer satisfaction and brand management, product line, pricing strategies, channel and retail relationships, and marketing communication strategies for consumer goods and services. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

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****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. **** Prerequisite:** BUS 6001 (1 credit hour) Repeatable

TECHNOLOGY MANAGEMENT CONCENTRATION

TEC 6951 Strategic Management of Technology and Innovation
Focuses on the organization and management of innovation in the workplace. Topics include types and patterns of innovation, collaboration strategies, formulating technological innovation strategy, and defining and implementing the organization's strategic direction. This course will teach students to appreciate the importance of personal creativity and social interaction for the development and implementation of new ideas, services, products and processes. (3 credit hours)

MIS 6961 IT Project Management
Covers the fundamental project management principles for managing the software development lifecycle and process models. Topics include process metrics, software project planning, monitoring and scheduling mechanisms, budget estimates, risk assessment, and motivation and team building. (3 credit hours)

MGT 6981 New Product Management
Defines "products" in their most general sense and focuses on the important elements of service Associated with them. This course is instructed in the perspective of the senior-level general manager with primary responsibility for managing this process. Also, examines the management tasks of executives at middle functional levels, as well as the and overall general management of new product development. (3 credit hours)

MIS 6991 Internet Technology and Strategy
This course analyzes the components and strategies involved in using the internet as a tool for generating revenue and competitive advantage. Explores the basic components of an internet site and moves onto a discussion of business models and value configurations. The course closes with a discussion of applied concepts and tools designed to support the needs of an internet-based startup. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. **** Prerequisite:** BUS 6001 (1 credit hour) Repeatable

STRATEGIC LEADERSHIP AND MANAGEMENT IN GLOBAL BUSINESS CONCENTRATION

LED 6910 Coaching, Mentoring and Team Dynamics
This course offers the key tools that leaders or managers need to become effective coach and/or mentor while developing teams. Topics include building trust, showing empathy, active listening, using influence tactics, helping others set goals, monitoring performance, giving feedback, encouraging positive actions, discouraging negative actions, training team members, helping others solve problems. Develop effective coaching and communication skills which are vital in organizations to build rapport among colleagues, create positive instructional change, and enhanced self-esteem. (3 credit hours)

ENT 6431 Entrepreneurial Business in the Digital and Virtual Environment
In this course, students will engage in a dynamic and developmental phase of ventures, business ambitions, customer/client relationship in a digital and virtual environment. The Global Business Environment require entrepreneurial skills like business plans, market strategies, financial and organizational planning in a Digital and Virtual Environment. (3 credit hours)

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LED 6851 Conflict Resolution and Negotiations Processes
This course offers the central principles of effective conflict resolution and negotiations as it applies to interdisciplinary sources of conflict and integrates an overview of how to deal with interpersonal, inter-group, organizational, community, international, and intercultural conflict incorporating various negotiation techniques. The nature of impasses—what makes negotiations intractable—and discuss four elements that make negotiations difficult to resolve: the parties, the negotiation setting, the types of issues, and the conflict management processes are the key topics covered. Students will learn critical skills from practical and application-oriented cases.

LED 6920 Organizational Innovation and Change
This course provides concurrent tools and skills for understanding the impact of a rapidly changing environment in global business. Today's organizations are faced with increasingly complex and dynamic changes. This course offers a practical application-oriented review of innovative and change practices that evolves within organizations by leaders and managers communicating and collaborating to advance the organizational culture. Accordingly, the course relies on two overarching frameworks. The first is a model of organizational alignment; the second is a model for managing innovation and change processes. (3 credit hours)

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**
This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ****** **Prerequisite: BUS 6001** (1 credit hour) Repeatable

ARTIFICIAL INTELLIGENCE CONCENTRATION

AI 5030 Gen AI and Prompt Engineering in Business
This course provides a comprehensive introduction to the applications of Generative AI and Prompt Engineering in the business context. It is designed for MBA students to leverage AI tools for enhancing decision-making, strategy, and operational efficiency. The course emphasizes practical skills over theoretical concepts, enabling students to implement AI-driven solutions in real-world business scenarios.

AI 5031 AI Driven Strategy and Risk Management
This course explores the integration of Artificial Intelligence (AI) into strategic planning and risk management. It is designed for MBA students to develop the ability to harness AI technologies for enhancing business strategies and managing risks. The course emphasizes practical skills, enabling students to apply AI-driven approaches to real-world business scenarios, optimizing strategic decisions, and mitigating risks effectively.

AI 5032 AI Driven Business Intelligence and Customer Insights
This course delves into the transformative role of Artificial Intelligence (AI) in business intelligence and customer insights. It is designed to equip MBA students with the knowledge and tools to leverage AI technologies to extract actionable insights from data, drive strategic decision-making, and enhance customer engagement. The course prioritizes practical applications, enabling students to implement AI-driven solutions that deliver tangible business outcomes.

AI 5033 AI Transformation and Integration
This course provides an in-depth understanding of managing AI transformations and integrating AI technologies into business processes. Designed for MBA students, the course focuses on the strategic, operational, and managerial aspects of AI implementation. Students will learn how to lead AI transformation initiatives, integrate AI solutions into existing systems, and manage the change process to ensure successful adoption and optimization.

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***BUS 6001 Business Administration Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**

This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. **** Prerequisite: BUS 6001** (1 credit hour) Repeatable

MBA ELECTIVE COURSES

***BUS 6001 Business Administration Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

****BUS 6002 Business Administration Career Practical Training Extension**

This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. **** Prerequisite: BUS 6001** (1 credit hour) Repeatable

****BUS 6191 Capstone (Business Planning) Extension – (If Necessary)**

This course allows for a one session unit extension of the bus 6190 course to allow students additional time to complete the requirements of their Strategy Capstone. This course is pass/fail and can only be taken one time. The BUS 6190 grade will remain in an In-Process status until the successful completion of this course. The semester credit for this one-unit course will not count toward the total 39 semester units required for graduation. ****Prerequisite:** BUS 6190 (1 credit hour) Repeatable

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MASTER OF BUSINESS ADMINISTRATION DATA ANALYITICS

OVERVIEW

The Master of Business Administration Data Analytics program offers training in one of business's fastest-growing fields. You will learn to develop expertise in business processes, data science and statistics, predictive analytics, data mining, optimization, risk analysis and data visualization.

ADMISSION REQUIREMENTS

7. A bachelor's degree from an accredited college or university and have obtained an overall grade point average of 2.5 or better. Copies **of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before an enrollment agreement can be issued.**

8. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.

9. International students with education equivalent to U. S. education who possess the qualifications of requirement 1 above must have their foreign degree program transcripts evaluated by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html and the original translation documentation sent directly to CMU.

10. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 71 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), 50 on the PTE Academic Score Report or, 100 on the Duolingo English Test.

11. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.

12. Students who have insufficient Business Administration undergraduate degrees or have not taken undergraduate business courses in Accounting, Economics, and Financial Management may be required to complete up to three *Prerequisite Courses.

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PROGRAM LEARNING OUTCOMES

Graduates of this MBA Data Analytics program should be able to:

MBA DA PLO #1: Demonstrate both oral and written communication skills in business and technical contexts.
MBA PLO #2: Design, evaluate, and implement operational strategic plans leading to practical solutions based on quantitative analytics of datasets.
MBA PLO#4 Extract and evaluate logical actionable insights from datasets and structures by applying computational, mathematical, and statistical tools and research techniques.
MBA PLO #4: Create and deploy methods of machine learning, optimization, and data science to build analytical models that support decision-making for business management.

GRADUATION REQUIREMENTS

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

MAXIMUM TRANSFER CREDIT

18 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE PAGE 64

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Master's Degree	39 credits	42 months

POTENTIAL OCCUPATIONAL LIST

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Data Anaylitics	Account Manager, Advertiser 41-1012	Contract Administrator 43-9190
Computer Systems Analyst 15-1211	Data Scientists 15-2050	Production/Operation 13-1190

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AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Management Information Systems Director 11-3020	Administration 43-0000	Operations Research Analysts 15-2030
Data Analyst 15-2031.00	Job Analyst 13-1110	Production Planner 13-1190
Computer Programmer 15-1251	Administrative Analyst 13-1110	Database & Network Administrators and Architects 15-1240

TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

THE MASTER'S CAPSTONE PROJECT

As part of a student's curriculum in the Master of Business Administration program, the final course will include a Capstone Project. This project will require each student to consult with a company of their choice in order to evaluate a current corporate strategy and to develop a plan to improve the organization's competitive position. The Capstone Project may be presented as a traditional research paper, report or as an innovative document, so long as it appropriately represents in a thoughtful and meaningful way, the summation of the student's work at California Miramar University. Specific requirements for this project will vary by faculty member. The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th Master's course if this course is available in the same session.

A successful Capstone Project will integrate the student's management and organizational knowledge acquired over a course of study at CMU. The main objective is to develop a deep understanding of a question of interest and find a solution using the intellectual tools and knowledge developed in the master's program and through the student's own personal experience.

Core Courses	27 Semester Credit Hours
Concentration Courses	12 Semester Credit Hours
Total Master of Business Administration	**39 Semester Credit Hours**

Prerequisite Courses (If Required)

All Prerequisite Courses are three units each. These courses may be waived if completed at the undergraduate level with a grade of a "B" or higher.

Course No.	Title	Credit Hours
Course No.	**Title**	**Credit Hours**
ACC 1202	Principles of Accounting I	3
ECO 2501	Principles of Microeconomics	3
FIN 4310	Financial Management	3

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BUS 3151	Business Statistics	3

Core Courses (All Required)

Course No.	Title	Credit Hours
MIS 6110	Management Information Systems	3
MKT 6130	Marketing for the Digital Age	3
ORG 6011	Organizational Development and Change	3
ACC 6140	Managerial Accounting	3
ECO 6150	Managerial Economics	3
FIN 6165	Managerial Finance and Financial Technologies	3
MGT 6170	Operations Management	3
HRM 6180	Human Resources Management	3
BUS 6190	Capstone (Business Planning)	3
CMP 5001	Introduction to Programming with Python	3
CMP 5005	Optimization for Business Performance ***Perquisite MIS 6110***	3
CMP 5007	Data Science and Analytics	3
AI 5012	Machine Learning ***Perquisite CMP 5001***	3
*BUS 6001	Business Administration Career Practical Training	3

The BUS 6001 Career Practical Training 3 semester unit course counts toward the 39 semester units required for graduation. The repeatable BUS 6002 Career Practical Training Extension courses do not count toward the 39 semester units required for graduation.

COURSE DESCRIPTIONS

PREREQUISITE COURSES

ACC 1202 Principles of Accounting I

This course focuses on the study of income and expense, working capital, investments and interpreting financial statements. Also, presents an overview on corporations, fund-flow and business transactions. Upon completion, students will have attained the most important conceptual and practical aspects of accounting. (3 credit hours)

ECO 2501 Principles of Microeconomics

This course presents the economic system of supply and demand. Examines the effect this system has on business and individuals, especially in the process of decision making. Covers the foundations of economic reasoning, central key terms, and laws and concepts of economic analysis. (3 credit hours)

FIN 4310 Financial Management

The course in foundations of finance describes the corporation and its operating environment, the manner in which corporate boards and management create (or, alternatively, destroy) value for shareholders by planning and managing the transformation of a set of inputs (human labor, raw materials, and technology) into a more highly valued set of outputs, the process by which corporate management assesses investment opportunities and determines the best choices for financing actual productive investment, and the

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requirements of financial market participants who are sought as financiers (and, therefore, residual claimants to the profits of) such investments. It is understood that the shares of surplus value received by various claimants and retained by corporate boards of directors for investment and other uses is the subject of complex social interactions. Thus, the course provides students with a basic analytical framework for understanding how the various struggles over corporate surplus value (in the form of cash flow) may be understood and resolved. In this context, the course is designed to provide students with analytical tools that allow them to assess the effectiveness of corporate management in maximizing the shareholder's wealth. (3 credit hours)

BUS 3151 Business Statistics

Introduces an application of probability theory used when making managerial decisions within uncertain business environments. This course also addresses a variety of descriptive and inferential statistics, highlights the importance of tables and graphic presentations, and analyzes case studies and scholarly journal articles for statistical content. Topics also include hypothesis testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. (3 credit hours)

CORE COURSES

MIS 6110 Management Information Systems

Focuses on providing an understanding of the nature of the digital firm and its key issues in organization and management. This course will prepare students to face the challenges involved in managing a firm, understand problem solving technologies, design business processes, and create management policies in order to implement change. (3 credit hours)

MKT 6130 Marketing for the Digital Age

Explores the processes and concepts of marketing from a managerial and digital perspective. The course will analyze marketing tools, market research, and competitor and consumer analysis applying digital marketing analytics. Offers a study of the relationship between the marketing mix, the changing business and digital environment, and the overall corporate strategy. (3 credit hours)

ORG 6011 Organizational Development and Change

Organizational Development (OD) is a process that applies behavioral science knowledge to assist organizations in building the capacity to achieve greater effectiveness. This course covers topics such as: increased financial performance, improved quality of work life, planned change efforts, technology innovation and new product development. (3 credit hours)

ACC 6140 Managerial Accounting

This course is designed to offer an in-depth study of financial and economic theory and practice, including using decision-making tools in order to analyze business opportunities. Also, it introduces the foundations in how organization's plan, control, and manage costs. (3 credit hours)

ECO 6150 Managerial Economics

Topics include basic supply and demand theory, marginal analysis, the impact of the market setting (i.e. competitive, oligopolistic or monopolistic structures), and strategic interactions among firms using Game Theory. The main emphasis throughout is on the use of economic reasoning to make informed business decisions. (3 credit hours)

FIN 6165 Managerial Finance and Financial Technologies

(3 credit hours)

MGT 6170 Operations Management

Presents the scientific methods used to investigate concerns involving the designing, planning and conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes. (3 credit hours)

HRM 6180 Human Resource Management

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Based upon classical and contemporary theory, this course forms a humanistic and legal analysis of organizations, focusing on the role of human resource management in the creation of organizational strategy. Examines a leader's responsibility to optimize performance and make decisions based on ethical criteria. (3 credit hours)

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BUS 6190 Capstone (Business Planning)
This course is designed to examine problem analysis and decision making involved in corporate strategy. Students will learn how to develop mission statements and assess both the external and internal environments in order to determine organizational strengths and weaknesses. This course will also include analyses of the following: various methods for formulating and implementing strategy, issues with technology and innovation, entrepreneurial ventures and small businesses, not-for-profit organizations, competition, core competencies, and gaining and sustaining a competitive advantage at the corporate level. This MBA capstone course is broad in scope and integrative of all other required courses.

Prerequisites: The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th master's course if this course is available in the same session. (3 credit hours)

CONCENTRATION COURSES

DATA ANYLYTICS CONCENTRATION

CMP 5001 Introduction to Programming with Python
This course provides the foundational skill set required to write and code computer programs. The basics of editing and running programs, testing and debugging strategies are covered. Key concepts in programming are covered, including variable types, control structures, functions, and object-oriented programming. Python is used throughout as the language to implement codes. The use of the most important Python libraries is discussed. (3 semester credit hours)

****CMP 5005 Optimization for Business Performance**
This course aims to familiarize students with Optimization and Data Analytics tools for Business Decision analysis and improvement. The emphasis is on models that are widely used in diverse industries and functional areas, including Supply Chain Operations, Finance, Accounting and Marketing. The goal of the course is to present what every manager should know about optimization modeling and the rational approaches to decision making and their contribution to organizational effectiveness. It will also enable the students to become intelligent users of management science techniques where the emphasis will be placed on how, what and why certain tools are used and their ramifications when used in practice. (3 semester credit hours)
Perquisite: MIS 6110 Management Information Systems

CMP 5007 Data Science and Analytics
The Data Science and Analytics course is a comprehensive course designed to provide students with a solid foundation in the fundamental concepts, techniques, and applications of data science. Through a combination of theoretical instruction and hands-on practical experience, students will develop the necessary skills to effectively analyze and interpret complex data sets, derive meaningful insights, and make informed business decisions. (3 semester credit hours)

****AI 5012 Machine Learning**
The modules in the subject provide knowledge and skills to elicit raw data and project trends and predictions. It builds on Data Science and provides the end-to-end process of examining data through a machine learning lens. It covers important machine learning algorithms, and how to evaluate the performance of these algorithms. Contents include Regression, Classification, Gradient Descent, Ensemble Methods, the Kernel Trick, Clustering, and Neural Networks.
(3 credit hours)
****Perquisite: CMP 5001 Introduction to Programming with Python***

MBA ELECTIVE COURSES

***BUS 6001 Business Administration Career Practical Training**
This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 6002 (1 credit hour)

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****BUS 6002 Business Administration Career Practical Training Extension**

This one-semester unit course is an extension of the BUS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. **** Prerequisite: BUS 6001** (1 credit hour) Repeatable

****BUS 6191 Capstone (Business Planning) Extension – (If Necessary)**

This course allows for a one session unit extension of the bus 6190 course to allow students additional time to complete the requirements of their Strategy Capstone. This course is pass/fail and can only be taken one time. The BUS 6190 grade will remain in an In-Process status until the successful completion of this course. The semester credit for this one-unit course will not count toward the total 39 semester units required for graduation. ****Prerequisite:** BUS 6190 (1 credit hour) Repeatable

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DOCTORATE DEGREE PROGRAMS

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DOCTOR OF BUSINESS ADMINISTRATION

INTRODUCTION

Currently not accepting enrollments in this program.

The Doctor of Business Administration (DBA) degree at California Miramar University (CMU) is an intensive, practitioner-scholar program designed to develop leaders who can think strategically and act decisively in today's global environment.

The DBA program provides students with a unique blend of theory and practice. The program equips students with the knowledge, skills and qualities that tomorrow's leaders need to address and the multi-dimensional challenges they will confront from accelerating global economic forces, rapidly changing technologies, work force diversity, conflicting value systems and from the demographic, political and structural changes occurring in the world economy.

Students in the DBA program master basic principles, core theories, fundamental concepts, and advanced research techniques. Students develop the skills and acquire the tools necessary to review literature critically, to conduct independent qualitative and quantitative research, and to engage in scholarly writing. They also acquire practical experience in using these tools to resolve a variety of issues confronting the modern global organization. Graduates of the DBA program are thoroughly prepared for exciting and productive leadership roles in business, government, civil society and university teaching.

The DBA is a cohort program. Students normally take four scheduled courses throughout the year. Students complete and submit assignments and interact with the professor and fellow students on-line or in hybrid course meetings. Coursework is normally completed in three years, and the entire program, including the dissertation, can typically be completed in four to four and one-half years. A maximum of seven years is allowed to complete the DBA program.

PROGRAM LEARNING OBJECTIVES

The DBA program objective is to train scholars to develop and sharpen management theories to enhance their contribution to management education and practice. Students acquire advanced knowledge of literature and theory in their major that provides a foundation for their area of concentration. They are given theoretical and practical knowledge of advanced research skills, which is essential for publishing in leading academic journals.

PROGRAM LEARNING OUTCOMES

At the end of the DBA program, the student should be able to:

DBA PLO #1: Critically analyze the scholarly literature and empirical evidence of the theories in each area of concentration.
DBA PLO #2: Demonstrate comprehensive knowledge of the theoretical/conceptual frameworks of the underlying disciplines of the business administration field.
DBA PLO #3: Design and implement analytical/statistical data analysis techniques used in business.
DBA PLO #4: Develop the skill sets required to extend the body of applied business administration knowledge to address practical business problems.
DBA PLO #5: Produce original research by applying theoretical knowledge of specific business disciplines.

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DBA PLO #6: Employ, improve, and master advanced communication skills in sharing complex information, both orally and in writing using academic language.

POTENTIAL OCCUPATIONAL LIST

Potential Occupations SOC CODE	Potential Occupations SOC CODE	Potential Occupations SOC CODE
Human Resources Director 11-3120	University Administrator 11-9033	Chief Technology Officer 11-1010
Lead Management 11-9190	Chief Financial Officer 11-1010	Finance Manager 11-3031
Marketing Director 11-2000	Chief Executive Officer 11-1011	Business Operation Specialist 13-1080
University Professor 25-1011	Chief Operational Officer 11-1010	Logistician 13-1081

DBA CURRICULUM

OVERVIEW

Currently not accepting enrollments in this program.

The DBA program is designed to provide managers with a global perspective which emphasizes the use of both practical and theoretical approaches. Core, Concentration, and Dissertation course syllabi are organized around this goal. The successful completion of course projects and assignments require research skills and the discovery of new knowledge as students search for solutions to problems in a changing environment. The DBA program objective is to train scholars to develop and sharpen management theories to enhance their contribution to management education and practice. Students acquire advanced knowledge of literature and theory in their core courses that provides a foundation for their area of concentration. They are given theoretical and practical knowledge of advanced research skills, which is essential for publishing in leading academic journals. For more information please consult the CMU DBA Handbook.

ADMISSION REQUIREMENTS

1. Completed online application form

2. Most recent resume including a complete work history.

3. Submit a statement of purpose. This statement must be a minimum of 1000 words and must include any research interests, an explanation of how the DBA program will enhance your current goals, if the program will assist you in a new area of employment, and if the program will assist you with a possible promotion in your current area of employment. Applicants can utilize the Statement of Purpose Form offered by the Admissions Department or submit their Statement of Purpose on a separate attachment.

4. A completed master's degree from a nationally or regionally accredited college or university and have obtained an overall grade point average of 3.0 or better (on a 4.00 scale). Copies of official academic transcripts will be accepted during initial evaluation for admissions; however, official transcripts are required for all college/university degrees and courses.

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5. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of requirement 1 above.

6. International students with education equivalent to U. S. education or an academic evaluation by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html who possess the qualifications of requirement 1 above.

7. A minimum of 30 hours of graduate coursework in a business-related field.

8. Three years of combined teaching and/or professional work experience.

9. Three letters of recommendation with one submitted from the current supervisor. (If currently teaching, one of these letters must be from the department chairperson or the school dean.)

10. A personal interview with the DBA Program Director and/or other DBA faculty members. This interview may be in person or by telephone.

11. Computer capability and access as delineated by the DBA Director.

12. Copies of certificate programs, trainings and workshops.

13. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 80 on the TOEFL Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS), 58 on the PTE Academic Score Report or 105 on the Duolingo English Test.

14. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.

15. While a Master of Business Administration or a Master of Science in Management degree is preferred, a master's degree in another field may be accepted if the University Executive Committee and/or the Academic Affairs Committee indicates that the applicant has the foundation needed to succeed in the program. Students who have insufficient Business Administration master's degrees or have not taken graduate business courses in Accounting, Financial Management, Management and Marketing may be required to complete up to four Prerequisite courses at three credit hours each.

GRADUATION REQUIREMENTS

The Doctor of Business Administration (DBA) degree requires 61 graduate semester credits beyond the master's degree. The dissertation preparation courses account for 13 of the total required credits. Three competency exams are required prior to enrolling in BUS 8230 Dissertation Completion.

STATUTE OF LIMITATIONS

The length of study in a doctorate degree program is at a minimum of three and two-thirds (3 2/3) years and a maximum of seven (7) years. Request for an extension of the study period beyond 7 years due to special circumstances requires approvals by both the Academic Affairs Committee and the University Dean.

STUDY LOADS

Doctoral students enroll for six (6) units per semester including summer semester and remain in continuous enrollment until the degree is awarded.

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DOCTORAL PROGRAM EXAMINATIONS

DBA Competency Examinations:

CMU's DBA competency exams provide students appropriate feedback on their assimilation of the required knowledge throughout their DBA Journey. These exams are divided into three separate yet complementing parts:

- Part 1. BUS 8200A: Research Methodology
- Part 2. BUS 8200B: Applied Statistics
- Part 3. BUS 8200C: Strategic Management

Successful completion of the combined competency exams indicates the student's qualification to confidently continue the Journey towards the final portion of the DBA journey, namely, compilation and defense of the doctoral dissertation. This three-part competency exams are designed to ensure the student's adequate mastery of appropriate research methodologies, literature, techniques, and specific research problems related to the field of interest. Students must pass all of their competency exams no later than five years from their admission and before embarking on the compilation of their dissertation.

Dates for the competency exams are established by the University each school year. The dates are subject to change.

These exams may include computational, multiple-choice, and essay questions, and students are allowed three hours for completion. Details regarding the specific materials included in the exam and the number, types of questions, and timing of each exam portion are provided in the following section. Exam fees apply.

DISSERTATION

The entire DBA program has its foundation in theoretical and practical applications as worked through the prism of research. All instructors have terminal degrees and are experts in their fields; therefore, work in the Core, Concentration, and Dissertation courses are of high quality. Directions for dissertation writing emphasize the importance of applied theory and solid research. The following are requirements for the dissertation:

Dissertation topics must be within the context of Business which will include topics in International Business Administration, Marketing, Strategic Management and Finance. Dissertation topics must satisfy three additional requirements:

- be original research;
- add new knowledge to the field;
- focus on current business issues.

Specific topics can be selected from business problems that appear in the current business media, suggestions for additional research from recent dissertations, or suggestions for additional research from journal articles in the appropriate concentrations. Research that merely repeats someone else's work using a different population is not appropriate for a doctoral dissertation. Studies that are focused on the application of existing knowledge to solve problems in a business, or in a country are valid business research, but are not appropriate for a doctoral dissertation. Dissertation topics in an area of interest that is not within the context of one of the DBA concentrations at CMU may be appropriate for a doctoral dissertation, but not at this university.

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The Doctoral Oversight Committee administers the policies and procedures governing the dissertation process. Please see the DBA Student Handbook for details on the dissertation process. **PLEASE NOTE:** ***No research can be performed without Doctoral Oversight Committee/Institutional Review Board (IRB) express written approval.***

MAXIMUM TRANSFER CREDIT
9 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE PAGE 64

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Doctorate Degree Program	61 credits	90 months

TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant and are not subject to a refund.

AREAS OF CONCENTRATION

California Miramar University offers the Doctor of Business Administration (DBA) degree in the following areas of concentration. The concentration selected by the student will be in the area of expertise that most closely defines his or her prior work experience or current career path and requires the completion of specific coursework as outlined in this catalog, thereby allowing students the opportunity to focus on what is meaningful to their professional growth and development.

- International Business Administration
- Marketing
- Strategic Management
- Finance

INTERNATIONAL BUSINESS ADMINISTRATION

The "global economy" requires that domestic and foreign business managers have the knowledge of cultural, economic, political and legal environments of business and the necessary managerial skills for making management decisions in an international context. This concentration focuses on the essential elements required to understand and manage international organizations.

MARKETING

The Marketing concentration moves beyond fundamentals by focusing upon marketing management and marketing research. The courses provide students the opportunity to enhance existing skills and knowledge and to gain new skills and knowledge germane to effectively managing the entire scope of the product life cycle in a strategically-sound, systematic, ethical, and legal manner.

STRATEGIC MANAGEMENT

This concentration prepares individuals who seek top leadership positions in business or who seek to be valued consultants to businesses and other organizations. Prospective top leaders and consultants must prepare themselves to see and evaluate the "big picture" and think and act "strategically." Leaders develop analytical and strategic thinking skills

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early in their careers. Consultants engage in problems solving with their client firms, always with an understanding of the strategic implications of what they are doing, and ultimately may help firms develop and implement strategies. The concentration in Strategic Management prepares students for such careers. That is why CMU says Strategic Management is a career, not a job.

FINANCE

The lifeblood of every organization - private, public, religious or corporate - is its financial resources. Managers must know how to manage and allocate resources in order to ensure long-term profitability and organizational health. This concentration assists students with developing these essential skills.

PREREQUISITES

All DBA students who do not have an MBA or a Master's degree in a business-related field may have to take some or all of these five foundation courses in Economics, Accounting, Operations Management, Finance, and Marketing if the University determines a student does not possess enough foundational knowledge in these areas to be successful in their DBA program at CMU. The following is a list of the 3 semester unit foundation courses that may be required:

DBA PROGRAM PREREQUISITE COURSES (if Necessary)

Course No.	Title	Credit Hours
ACC 6140	Managerial Accounting	3
MGT 6170	Operations Management	3
FIN 6160	Managerial Finance	3
MKT 6120	Marketing Management	3

REQUIRED CURRICULUM

Core courses	30 semester credit hours
Concentration Courses	18 Semester Credit Hours
Dissertation Courses	13 Semester Credit Hours
Total Doctor of Business Administration	**61 Semester Credit Hours**

Note: *Students who need additional time to complete the final stage of their dissertation can be granted up to four three-semester-hour dissertation extension course (BUS 8221A-B, BUS 8231A-B). These three-semester hour dissertation extension courses can be repeated twice at each level with the approval of the student's chair and the dissertation committee (these extension courses do not count toward the total 61 semester credit hours required for graduation).*

DBA REQUIRED CORE COURSES

Course No.	Title	Credit Hours
BUS 7020	Seminar in Organizational Theory and Corporate Governance	3
BUS 7040	Seminar in Advanced Corporate Finance (prerequisite ACC 6140 and FIN 6160)	3
BUS 7050	Modern Business-Driven Technologies and E-commerce	3
BUS 7060	International Sustainability and Social Responsibility	3
BUS 7070	Globalization and Global Business Strategy	3
BUS 7080	Applied Statistics ***(Grade of 80% or higher required to pass)***	3
BUS 7090	Organizational Change Management and Business Ethics	3
BUS 7100	Seminar in Advanced Marketing *(prerequisite MKT 6120)*	3
BUS 7110	Strategic Human Resource Management	3
BUS 7130	Seminar in Advanced Strategic Management ***(Grade of 80% or higher required to pass)***	3
		Total 30

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DBA DISSERTATION COURSES

Course No.	Title	Credit Hours
BUS 8200A,B,C	DBA Competency Exams (a fee is assessed for these exams. See Fees) **Prerequisites**: BUS 8210 for the BUS 8200A exam. BUS 7080 Applied Statistics for the BUS 8200B exam. BUS 7130 Seminar in Advanced Strategic Management for the BUS 8200C exam. **Prerequisite courses require a *grade of 80% or higher to pass.***	0
BUS 8210	Business Research Methods (Initial Research Prospectus, Research Canvas) ***(Grade of 80% or higher required to pass)***	4
BUS 8220	Dissertation Process (prerequisite BUS8210, all core and specialized courses)	4
**BUS 8221A-B	Dissertation Process (prerequisite BUS 8220) Extension (*If necessary*)- Repeatable	3
	(The Competency Exam BUS 8200A must be passed parallel with the BUS 8220 course) ***The BUS 8200B and 8200 C Competency Exams must be passed prior to taking the BUS 8230 course.***	
BUS 8230	Dissertation Completion (prerequisite BUS 8220 and BUS 8200)	4
**BUS 8231A-B	Dissertation Completion-Extension (*If necessary*) - Repeatable	3
BUS 8240	Dissertation Defense and Degree Completion	1
	Total	13

CONCENTRATION COURSES (6 to 9 courses required - 18 Semester Credit Hours) To achieve an area concentration, a student must select 18 semester credit hours (6 to 9 courses) in the specific area they wish to focus. The courses that make up these areas of concentration are outlined below. **The BUS 7001 Career Practical Training 3 semester unit course counts toward the 61 semester units required for graduation. The repeatable BUS 7002 Career Practical Training Extension courses do not count toward the 61 semester units required for graduation.**

DBA / INTERNATIONAL BUSINESS ADMINISTRATION (6 courses required - 18 Semester Credit Hours)

Course No.	Title	Credit Hours
IBA 7510	Seminar in International Business	3
FIN 7470	Seminar in International Finance (prerequisite BUS 7040)	3
MKT 7310	Advanced International Marketing (prerequisite BUS 7100)	3
IBA 7520	International Accounting (prerequisite BUS 7040)	3
HRM 7530	International Human Resource Management	3
IBA 7540	International Business Law and Practices	3
*BUS 7001	Business Administration Career Practical Training	3

***Repeatable in BUS 7002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 61 semester units required for graduation.**

DBA / MARKETING (6 courses required - 18 Semester Credit Hours)

Course No.	Title	Credit Hours
MKT 7310	Advanced International Marketing (prerequisite BUS 7100)	3
MKT 7320	Seminar in Consumer Behavior and Persuasive Technologies (prerequisite BUS 7100)	3
MTK 7330	Strategic Marketing (prerequisite BUS 7100)	3
MKT 7340	Advanced Analytical Marketing Research (prerequisite BUS 7100)	3

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MKT 7350	Marketing Communications and Experiential Marketing (prerequisite BUS 7100)	3
MKT 7360	Pricing Theory and Practice (prerequisite BUS 7100)	3
*BUS 7001	Business Administration Career Practical Training	3

***Repeatable in BUS 7002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 61 semester units required for graduation.**

DBA / STRATEGIC MANAGEMENT (6 courses required - 18 Semester Credit Hours)

Course No.	Title	Credit Hours
MGT 7610	Seminar in Strategy and Competitive Advantage	3
MGT 7620	Technology and Innovation Strategy	3
MGT 7630	International Strategy Formulation and Execution	3
MGT 7640	Strategic Decision Making (MCDM, DSS, ES)	3
MGT 7650	Organization Theory: A Strategic Approach	3
MGT 7660	Strategic Management of Nonprofit Organizations	3
*BUS 7001	Business Administration Career Practical Training	3

***Repeatable in BUS 7002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 61 semester units required for graduation.**

DBA / FINANCE (6 courses required - 18 Semester Credit Hours)

Course No.	Title	Credit Hours
FIN 7420	Investment Analysis and Portfolio Management (prerequisite BUS 7040)	3
FIN 7430	Financial Economics (prerequisite BUS 7040, BUS 7080)	3
FIN 7440	Financial Markets and Institutions (prerequisite BUS 7040)	3
FIN 7460	Derivatives and Risk Management (prerequisite BUS 7040)	3
FIN 7470	Seminar in International Finance (prerequisite BUS 7040)	3
FIN 7490	Seminar in Valuation, Mergers and Acquisitions (prerequisite BUS 7040)	3
*BUS 7001	Business Administration Career Practical Training	3

***Repeatable in BUS 7002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 61 semester units required for graduation.**

CLEARANCE FOR GRADUATION

Prospective graduates must file an application with the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate.

Two bound copies of the dissertation must be submitted to the Registrar and University Librarian before the degree can be awarded.

STUDENTS TRANSFERRING INTO CMU

Applicants who have completed equivalent graduate level courses in business, management or related fields with a grade of B or higher from a U.S. accredited institution or, International students with who have an education equivalent to this U. S. doctorate level education earned at institutions recognized by the post-secondary education authority or ministry of education in the country in which their doctorate credits were earned, may, with the approval of the DBA

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University Executive Committee, have nine (9) semester units transferred into their program. Students desiring to transfer such credits must make a formal request which includes:

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

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

COURSE DESCRIPTIONS

CORE COURSES

BUS 7020 Seminar in Organizational Theory and Corporate Governance

The purpose of this high-level course offered as a seminar is to take an in-depth look at selected theoretical approaches that explain modern and complex organizational phenomena. Among most pertinent theories, the course concentrates primarily on macro-organizational theories, which takes an organization's analytical view. (3 credit hours)

BUS 7040 Seminar in Advanced Corporate Finance

The course's primary objective is to delve into the theoretical controversies surrounding corporate finance policies, leading to financing strategies. Topics such as modern portfolio theory, efficient market theory, the Modigliani-Miller propositions, and the capital asset pricing model, dividend policy and taxation, IPOs in both debt and equity markets, motives for convertibles and warrants, valuing real options, rationales for corporate diversification, including internal capital markets and agency theory will be further elaborated in the seminar. **Possible Prerequisite** ACCT 6140 & FIN 6160 if the student does not have a Master's degree with foundation coursework. (3 credit hours)

BUS 7050 Modern Business-Driven Technologies and E-commerce

The course starts with introducing modern e-commerce and provides a comprehensive introduction of e-business and e-commerce management theory and practice. Students will get familiar with the technology infrastructure for e-commerce. The second part of the course covers essential concepts and topics in fundamental core units while providing additional business coverage and technology plug-ins. The course's unique design allows students to cover critical concepts and topics in the basic core units while providing them with the ability to customize a course and explore certain topics in greater detail with the business and technology plug-ins. (3 credit hours)

BUS 7060 International Sustainability and Social Responsibility

International Sustainability and Social Responsibility is a research and application-based strategy that covers issues facing managers in a globalized and turbulent 21st century. This DBA level course is an advanced course that provides an overview of the economic, cultural, psychological, sociological, technological, and political aspects of the global environments con-fronting environment serving organizations; the concept of environmental turbulence; the nature of strategic and operational work; formulation of mission, goals, objectives, strategy; environment serving organization strategic aggressiveness and capability at different turbulence levels; and strategic diagnosis. (3 credit hours)

BUS 7070 Globalization and Global Business Strategy

This DBA level course considers the objectives and strategies of international business in the context of globalization, international competition, cultures and politics. Understanding culture as the essential aspect of international corporate strategy is the focus of this

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course. The course covers four complimentary areas of global environment, role of culture in global management, formulating international strategy, and global HRD. It equips managers with a comprehensive framework to formulate strategy in the global marketplace. The course covers competitive advantage, competitive strategy, alternative modes of market entry, including import and export through intermediaries, contracting with suppliers and distributors, and foreign direct investment (FDI). Case studies are used throughout to illustrate the basic principles of multinational business management and strategy. (3 credit hours)

BUS 7080 Applied Statistics

This course provides an overview of mathematical statistics with particular emphasis on regression analysis and statistical modeling. The basic focus is to introduce students to the use of regression analysis and other techniques as tools for conducting empirical research. This course covers basic statistics, t-tests, simple and multiple linear regression models (including stepwise and simultaneous approaches and their strengths and weaknesses), and Analysis of Variance (ANOVA). It emphasizes understanding the meaning of a statistic, the steps in the calculation, and correct interpretation. Emphasis is placed on the strengths and weaknesses of multiple correlations versus zero-order correlation. Students complete statistics exercises by Excel (with the aid of a calculator) and also using SPSS.

BUS 7090 Organizational Change Management and Business Ethics

This course focuses on processes of organizational change. The goals are to provide frameworks and tools for effectively introducing and sustaining organizational change. Topics include initiation, implementation, and institutionalization of change in various organizational contexts. This course will focus on the challenges people in managerial organizations face in developing and holding to personal integrity standards toward the change. The course will examine best practices used by companies to engage in socially responsible business and allows students to analyze what ethical principles should govern business behavior. (3 credit hours)

BUS 7100 Seminar in Advanced Marketing

This course covers the full range of the principles, theories, and practices of managing today's complex organizations' marketing function. The course focuses on formulating and implementing modern marketing management strategies and policies, which most companies undertake at the strategic business unit level. This course covers the recently advanced marketing areas, including Growth Hacking, Preceptive technology, and Experience marketing. **Possible Prerequisite** MKT 6120 if the student does not have Master's degree with foundation coursework. (3 credit hours)

BUS 7110 Strategic Human Resource Management

This course examines how HR adds value to the organization’s business strategy. It addresses four human resource agendas: employee champion, administrative expert, change agent, and strategic partner. It reviews the changing nature of HR and builds on the best of contemporary HR practices. Applicable advanced theories and methods of strategic, operational, and tactical planning and their relationship to HR management are covered, as well as the multiple roles HR plays in assisting organizations in gaining and sustaining competitive advantages in a fast-paced environment. Emphasis is placed on strategic alignment, return on investment, and becoming an employer of choice. The course yields a portfolio of key HR practices designed to support an organization’s strategic focus. (3 credit hours)

BUS 7130 Seminar in Advanced Strategic Management

Seminar in Advance Strategic Management is a research and application-based strategy covering issues facing managers in a globalized and turbulent 21st century. This DBA level course is an advanced course that provides an overview of the economic, cultural, psychological, sociological, technological, and political aspects of the global environments con-fronting environment serving organizations; the concept of environmental turbulence; the nature of strategic and operational work; formulation of mission, goals, objectives, strategy; environment serving organization strategic aggressiveness and capability at different turbulence levels; and strategic diagnosis. (3 credit hours)

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DISSERTATION COURSES

BUS 8200A, BUS 8200B, and BUS 8200CDBA Competency Exams

The BUS 8200A, B and C DBA Competency Exams cover the DBA program's key elements necessary to research and complete the DBA dissertation. The exams must be passed parallel with the BUS 8220 course and must be passed before taking the BUS 8230 Dissertation Completion course. Dates for the Competency exams are established by the University each school year. Students who AShave been approved by the DBA Chair and cleared by their advisors are allowed to take this exam. The Competency Exams are proctored examinations. The exams may be a mixture of multiple-choice and essay questions. The exams are administered on separate days. Each student has two chances to pass. Additional attempts are by appeal only. Students must pass their competency exam no later than five years from their admission and before embarking on their dissertation's compilation. A fee is charged for this exam. (See the fees section of the catalog.) If multiple attempts are necessary to pass the exam, a fee is charged for each attempt. **Prerequisites**: BUS 8210 for the BUS 8200A exam. BUS 7080 Applied Statistics for the BUS 8200B exam. BUS 7130 Seminar in Advanced Strategic Management for the BUS 8200C exam. **Prerequisite courses require a *grade of 80% or higher to pass.***

All DBA core and concentration courses and the dissertation courses BUS 8210 Business Research Methods and BUS 8220 Dissertation Process can be taken and passed parallel to taking the BUS 8200 Competency Exams. (0 credit hours) Pass/Fail

BUS 8210 Business Research Methods

This course is designed for students who are beginning their DBA program as the first course. Students will study the principles of the scientific method and research design techniques common to both qualitative and quantitative research methods, including sampling methods and data collection techniques. They will learn how to read research papers and articles critically. The course aims to give students the tools to conceptualize their theses in terms of research questions and design, methodology, data collection, and qualitative analysis. Students will be introduced to the writing techniques necessary to produce expository and analytical papers in a style that meets publishable work standards. Literature research methods will acquaint students with traditional library research and recent electronic search and retrieval methods. This course's main output is the research canvas and initial prospectus that will be the basis upon further research activities in other DBA courses. (4 credit hours)

BUS 8220 Dissertation Process

This course synthesizes the knowledge and skills developed in previous research courses and apply them to the doctoral dissertation process. Students are exposed to survey instrument design, questionnaire design, sampling methods, data collection and research design, basic inference analysis, research ethics, exploratory research, qualitative analysis, measurement and scaling of data attributes, and business applications and interpretation of statistical techniques. This course's main output is the finalization of the research prospectus and the DBA proposal that includes completing chapters 1 through 3 and getting approval from the dissertation committee. IRB training and getting approval is completed during this course. Students needing additional time to complete the requirements can be granted up to two Dissertation Process extension courses (BUS 8221-A and BUS 8221-B, at three-semester hour each) **Prerequisite**: BUS 8210 and all DBA core and concentration courses. (4 credit hours)

BUS 8230 Dissertation Completion

This course will focus on an in-depth examination of methodologies and approaches that are used in business research. The course's objective is to prepare students for the final part of original scholarly research in the business field. Students will learn the appropriateness and applicability of methodological and theoretical concepts that prepare them to complete their dissertation to submit their dissertation for final approval and the resulting articles for publication to top business research journals. Data collection validity, analysis, interpretation, assessment, and evaluation are conducted under the proposal's plan. The summary and conclusions of the dissertation flow naturally from this point. This course's main output is completing chapters 4 and 5 and getting approval from the defense committee. Students needing additional time to complete the requirements can be granted up to two Dissertation Completion extension courses (BUS 8231-A and BUS 8231-B, a three-semester hour each). **Prerequisite**: BUS 8210, BUS 8220, BUS 8200A, BUS 8200B and BUS 8200C.(4 credit hours)

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BUS 8240 Dissertation Defense and Degree Completion

This course is designed to support students with their final defense session and completion of the graduation procedure. Students will learn how to make final changes to their dissertation in line with the dissertation publishing principles based on APA standards without any writing issues. Administering the final defense session, coordination, presentation, and editing the final version according to final defense corrections finalized by providing four bound copies of the approved dissertation are the main outline of this course. (1 credit hour)

CONCENTRATION COURSES

INTERNATIONAL BUSINESS CONCENTRATION

IBA 7510 Seminar in International Business

This course focuses on strategic planning and international business policy using extensive reading and cases in the global business field, which includes insights into the historical, cultural, and political foundations that created problems and opportunities and the solutions and courses of action taken in response. The course focuses on the environmental complexities that arise when business activities and institutions transcend international borders. (3 credit hours)

FIN 7470 Seminar in International Finance

This course will focus on decision making in an international context. It covers major topics in international financial markets. The course will cover topics such as foreign exchange markets, spot exchange rate, forward exchange rate, currency futures, options, balance of payments, international monetary system, purchasing power parity, and interest rate parity. **Prerequisite**: BUS 7040. (3 credit hours)

MKT 7310 Advanced International Marketing

This course exposes students to several aspects of global marketing. This includes the international marketing environment and the international marketing mix—product, pricing, distribution, promotion—and emerging issues in international trade such as trading blocs, trade barriers, and standardization/adaptation. **Prerequisite**: BUS 7100. (3 credit hours)

IBA 7520 International Accounting

This course introduces and examines accounting issues unique to multinational enterprises and international business activity. Specific course topics include auditing the global firm; financial reporting outside the USA; international financial disclosure issues such as segmental social and environmental; accounting harmonization; ethics; taxation; foreign exchange; and cultural issues. **Prerequisite** BUS 7040. (3 credit hours)

HRM 7530 International Human Resource Management

This course examines the management of people in organizations across different countries and cultures. Its primary aim is to examine the roles and functions of the various HRM activities within an international context. The course provides an overview of the comparative and human resource management issues Associated with conducting international business operations. (3 credit hours)

IBA 7540 International Business Law and Practices

This course covers the principles underlying the legal environment of global business. In addition to identifying the current legal rules and regulations affecting businesses, this course presents insights into new developments and trends that will greatly affect future transactions on a global scale. (3 credit hours)

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*BUS 7001 Business Administration Career Practical Training

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 61-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 7002 (1 credit hour)

**BUS 7002 Business Administration Career Practical Training Extension

This one-semester unit course is an extension of the BUS 7001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 61-semester units required for graduation. ****Prerequisite: BUS 7001** (1 credit hour) Repeatable

MARKETING CONCENTRATION

MKT 7310 Advanced International Marketing

This course exposes students to several aspects of global marketing. This includes the international marketing environment and the international marketing mix—product, pricing, distribution, promotion—and emerging issues in international trade such as trading blocs, trade barriers, and standardization/adaptation. **Prerequisite**: BUS 7100. (3 credit hours)

MKT 7320 Seminar in Consumer Behavior and Persuasive Technologies

This seminar course provides an in-depth study of the nature and determinants of organizations' behavior in relation to their marketing activities. This course will emphasize the cognitive processing perspectives of decision making within ethical marketing both locally and internationally. Students will also gain experience in comprehensively surveying the literature in subject areas such as memory, attitudes, perceptions, preferences, and buyer/seller behavior. The course covers how to use Persuasive technology as a technology that is designed to change attitudes or behaviors of the users through persuasion and social influence in marketing. **Prerequisite:** BUS 7100. (3 credit hours)

MKT 7330 Strategic Marketing

This course focuses on marketing theory development, organizational behavior theory, innovation theory, and research to examine substantive marketing areas. It examines the development of marketing strategies that can be adapted to consumers' changing needs, to the strategies of competitors, and to the globalization of commerce. Other topic areas include segmentation, strategy, advertising, promotion, pricing, product development and management, distribution channels, salesforce, relationship marketing, new product introduction, marketing across sectors, and retailing. **Prerequisite**: BUS 7100. (3 credit hours)

MKT 7340 Advanced Analytical Marketing Research

This course's focus is to develop an awareness and understanding of the various information sources and techniques for gathering and analyzing marketing data that can reduce the uncertainty and increase the profitability of marketing decisions. The course will address data collection and data analysis. Special emphasis will be given to problem definition, data collection methods, research design, statistical analysis, and results interpretation. **Prerequisite**: BUS 7100. (3 credit hours)

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MKT 7350 Marketing Communications and Experiential Marketing

This course provides students with an understanding of developing and managing an integrated marketing communication campaign for a product or service. The course provides students with allows students to prepare students to present and manage an integrated marketing communications plan using a blend of advertising, personal selling, sales promotion, public relations, direct marketing, Internet techniques, and related marketing tools. **Prerequisite**: BUS 7100. (3 credit hours)

MKT 7360 Pricing Theory and Practice

This course focuses on strategic and tactical aspects of pricing decisions for products and services. The course is quantitative in nature and takes into consideration the role of consumer behavior, economics, statistics, and management science in determining pricing policies. **Prerequisite**: BUS 7100. (3 credit hours)

*BUS 7001 Business Administration Career Practical Training

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 61-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 7002 (1 credit hour)

**BUS 7002 Business Administration Career Practical Training Extension

This one-semester unit course is an extension of the BUS 7001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 61-semester units required for graduation. ****Prerequisite: BUS 7001** (1 credit hour) Repeatable

STRATEGIC MANAGEMENT CONCENTRATION

MGT 7610 Seminar in Strategy and Competitive Advantage

This course concentrates on strategy issues at the business unit level. Its focus is on the question of how firms can create and sustain a competitive advantage. A central part of the course deals with new concepts that have been developed around the notions of complementarities and fit. Other topics covered in the course include the creation of competitive advantage through commitment, competitor analysis, real options, modularity, and increasing returns. (3 credit hours)

MGT 7620 Technology and Innovation Strategy

This advanced strategy course explores how a new source of competitive advantage and a new production factor – data and information – has emerged that is radically transforming the competitive dynamics of businesses, markets, and industries. The purpose of the course is therefore to explore the rise of the new technology firms and the impact of data and digital technologies on traditional brick and mortar industries and how this is changing competitive dynamics and strategy. (3 credit hours)

MGT 7630 International Strategy Formulation and Execution

This strategy course addresses how to assess a business's performance, what determines performance, how to conduct a strategic audit, and how to develop a specific course of action to deal with strategic issues. The opportunity to enhance value by aligning strategy and organizational infrastructure are analyzed. The ability to implement change to enhance competitiveness is examined. (3 credit hours)

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MGT 7640 Strategic Decision Making (MCDM, DSS, ES)

This course will examine how decisions are made in strategic settings, that is, scenarios where a business's wellbeing depends not only on a manager's actions but also on others interacting with decision-makers. The course is designed to give students the ability to make effective and timely decisions, which is an essential skill for successful executives that influences all aspects of day-to-day operations as well as strategic planning of the organization. Many decision-making models will be covered in detail in this course, such as Multi-Criteria Decision Making techniques, Decision Support Systems, Expert Systems, etc. The goal is to enable students to make sense of the many events, institutions, social norms, government actions, and patterns of individual behavior that society observes in past and present societies. (3 credit hours)

MGT 7650 Organization Theory: A Strategic Approach

This course provides a strategic, applied approach to organization theory that emphasizes decision-making. The course presents a balance of theory, research, and practice and focuses on how students can use their knowledge of organization theory to be better managers and organization members. (3 credit hours)

MGT 7660 Strategic Management of Nonprofit Organizations

This is a course to introduce students to strategic management issues in the nonprofit sector. The course will cover key issues in founding, leading, managing, and governing nonprofit organizations and new nonprofit ventures, including organizational mission, strategic analysis and planning, board governance, multiple constituencies, partnerships and collaborations, human resources, financial management, fundraising, and resource development, and performance measurement and impact. (3 credit hours)

*BUS 7001 Business Administration Career Practical Training

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 61-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 7002 (1 credit hour)

**BUS 7002 Business Administration Career Practical Training Extension

This one-semester unit course is an extension of the BUS 7001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 61-semester units required for graduation. ****Prerequisite: BUS 7001** (1 credit hour) Repeatable

FINANCE CONCENTRATION

FIN 7420 Investment Analysis and Portfolio Management

This course focuses on the financial theory and empirical evidence that are useful for investment decisions. The topics such as Financial Theories, Empirical Evidence in the Equity and Equity Options Markets, Fixed-Income and Credit Sensitive Instruments, Market Efficiency and Portfolio Management will be covered in this course. **Prerequisite** BUS 7040. (3 credit hours)

FIN 7430 Financial Economics

This course focuses on application of economic principles to analyze financial markets. The course examines price fundamentals, models explaining asset pricing, and the implication of efficient markets and no-arbitrage. **Prerequisite** 7040. (3 credit hours)

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FIN 7440 Financial Markets and Institutions

This course examines the nature, scope, and role of financial institutions in the economy; supply of and demand for loanable funds, money market, capital markets; the level and structure of interest rates; monetary, fiscal, and debt management policies. The course covers fundamental knowledge on the structure, function and role of the financial system in light of the web of links and interconnections with the banking sector. The course will cover financial intermediaries, financial instruments and the different markets where credit institutions are active players. **Prerequisite** BUS 7040. (3 credit hours)

FIN 7460 Derivatives and Risk Management

This course focuses on financial derivatives, namely options, futures, and swaps. The goal is to provide a complete overview of the main characteristics of these securities and pricing and hedging issues from the point of view of the investment bank or large investor. The topics that cover risk management are: Risk assessment, Controlling risk, Quantifying financial risks, Financial methods for measuring risk, Qualitative approaches to risk assessment. **Prerequisite** BUS 7040. (3 credit hours)

FIN 7470 Seminar in International Finance

This course will focus on decision making in an international context. It covers major topics in international financial markets. The course will cover topics such as foreign exchange markets, spot exchange rate, forward exchange rate, currency futures, options, balance of payments, international monetary system, purchasing power parity, and interest rate parity. **Prerequisite** BUS 7040. (3 credit hours)

FIN 7490 Seminar in Valuation, Mergers, and Acquisitions

This course will focus on the increasingly dynamic trends in the global marketplace that have caused multinational firms to structure complex mergers and alliances, all with the goal of enhancing shareholder value. Many of these transactions fail to achieve their potential. The course will evaluate the strategic implications and tactical aspects of mergers, acquisitions, and alliances. Topics covered include the role of the board of directors and senior management in identifying new opportunities to increase shareholder value; valuation methodologies (both quantitative and qualitative); deal structure; due diligence; corporate governance; legal, tax, regulatory, organizational, and environmental planning. **Prerequisite** BUS 7040. (3 credit hours)

*BUS 7001 Business Administration Career Practical Training

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 61-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 7002 (1 credit hour)

**BUS 7002 Business Administration Career Practical Training Extension

This one-semester unit course is an extension of the BUS 7001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 61-semester units required for graduation. ****Prerequisite: BUS 7001** (1 credit hour) Repeatable

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DBA ELECTIVE COURSES

***BUS 7001 Business Administration Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 61-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in BUS 7002 (1 credit hour)

****BUS 7002 Business Administration Career Practical Training Extension**

This one-semester unit course is an extension of the BUS 7001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 61-semester units required for graduation. ****Prerequisite: BUS 7001** (1 credit hour) Repeatable

****BUS 8221A-B Dissertation Process Extension – (If Necessary) Pass/Fail**

This course is a three-semester unit extension of the BUS 8220 course that allows students to complete their research prospectus and DBA proposal and gives them additional time to complete the requirements. The course is pass/fail and may be repeated a maximum of 2 times. The semester credit for this three-unit course will not count toward the total 61 semester units required for graduation. (3 credit hours) Repeatable

****BUS 8231A-B Dissertation Completion and Defense Preparation Extension – (If Necessary) Pass/Fail**

This course allows for a three-semester unit extension of the BUS 8230 course that allows students to complete their DBA proposal and Dissertation Committee approval. The course is pass/fail and may be repeated a maximum of 2 times. The semester credit for this three-unit course will not count toward the total 61 semester units required for graduation.
(3 credit hours) Repeatable ****Prerequisite:** BUS 8210, BUS 8220 and BUS 8230 (3 credit hours) Repeatable

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TECHNOLOGY

GRADUATE

Master of Science in Artificial Intelligence (MSAI)

Master of Science in Computer Information Systems (MSCIS)

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MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE

OVERVIEW

The Master of Science in Artificial Intelligence is designed to teach students how to create complex intelligent systems and integrate AI techniques into existing applications and processes. The program offers a wide range of relevant technical areas, including big data systems, computer vision, image processing, natural language processing, robotics and Cyber Security.

PROGRAM LEARNING OUTCOMES

Graduates of the MSAI program should be able to:

MSAI PLO #1: Acquire comprehensive knowledge of artificial intelligence technologies and implementation methods.
MSAI PLO #2: Design, build, and implement AI-based tools and products for multiple application domains using problem-solving, design, and decision-making skills.
MSAI PLO #3: Work effectively as a member or leader of a diverse team.
MSAI PLO #4: Communicate and present information about technical, business, and ethical aspects of AI applications before a professional or a general audience.
MSAI PLO #5: Analyze ethical, legal, and social issues arising from AI applications, and act with professional accountability and integrity.
MSAI PLO #6: Plan and execute an AI development project with a high level of personal autonomy and accountability.

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited college or university and have obtained an overall grade point average of 3.0 or better. Copies of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before an enrollment agreement can be issued.
2. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.
3. International students with education equivalent to U. S. education who possess the qualifications of requirement 1 above must have their foreign degree program transcripts evaluated by an organization or agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html and the original translation documentation sent directly to CMU.
4. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score

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of 71 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), 50 on the PTE Academic Score Report or, 100 on the Duolingo English Test.

5. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.
6. Students who have insufficient Computer Information Systems or Information Technology undergraduate coursework or lack any basic coding or programming background (i.e. JAVA or Python) and/or Business Statistics, may be required to complete from one to three *Prerequisite Courses.

GRADUATION REQUIREMENTS

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

MAXIMUM TRANSFER CREDIT

18 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE TABLE OF CONTENTS

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Master's Degree	39 credits	42 months

POTENTIAL OCCUPATIONAL LIST

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Artificial Intelligence	Account Manager, Advertiser 41-1012	Contract Administrator 43-9190
Computer Systems Analyst 15-1211	AI Scientists 15-2050	Production/Operation 13-1190
Management Information Systems Director 11-3020	Administration 43-0000	Operations Research Analysts 15-2030
AI Analyst 15-2031.00	Job Analyst 13-1110	Production Planner 13-1190
Computer Programmer 15-1251		Database & Network Administrators and Architects 15-1240

TRANSFER CREDIT

Please refer to the Transfer Credit Policy for Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

THE MASTER'S CAPSTONE PROJECT

The Capstone Project will build upon the concepts and skills acquired throughout the course, including both quantitative and qualitative research tools. Its goal is to prepare students to

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- recognize business problems that can be solved using AI tools,
- plan, collect, organize, and analyze the relevant data,
- research and develop AI algorithms, and
- Implement the AI solution.

Students will be free to select the area and topic of their project from any AI technique or application area. The selection will be made in consultation with a faculty mentor and keeping in mind the future aspirations and career goals of the student.
The project must result in a demonstrable practical or theoretical innovation, arising from one of several approaches. Possible approaches include:

1. The implementation of an AI algorithm or framework to address a real-world business issue. The problem addressed must come from actual practice.
2. The comparison of multiple AI algorithms to solve a practical problem. The goal is to evaluate these algorithms and determine which one is best in a business setting.
3. The combination of two known algorithms to create a more powerful hybrid algorithm.
4. The creation of a new AI algorithm to solve a business problem.

REQUIRED CURRICULUM

Core Courses	33 Semester Credit Hours
Elective Courses	6 Semester Credit Hours
Total Master of Computer Information Systems	39 Semester Credit Hours

MSAI Course Requirements

Students who completed their bachelor's degree in a non-information field or students with insufficient background in computer information systems are required to complete the following prerequisite courses or their equivalent if not taken at the undergraduate level.

Prerequisite Courses (3 courses)

Course No.	Title	Credit Hours
BUS 1015	Computer Essentials: Digital and Virtual Environment	3
BUS 3151	Business Statistics	3
MTH 1150	Algebra	3
FIN 4310	Financial Management	3

Core Courses (All Required) - 33 Semester Credit Hours

Course No.	Title	Credit Hours
MTH 5012	Mathematics of Artificial Intelligence	3
CMP 5001	Introduction to Programming with Python	3
CMP 5007	Data Science and Analytics	3
AI 5011	Introduction to Artificial Intelligence	3
CIS 5610	Data Modeling and Database Administration	3
AI 5012	Machine Learning	3
AI 5017	Reasoning Under Uncertainty	3
AI 5051	Ethics and Law of Artificial Intelligence	3
AI 5015	Deep Learning	3
AI 5019	Natural Language Processing	3
AI 6190	AI Strategy Capstone	3
Total Major Courses		**33**

AI / FINANCE

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Course No.	Title	Credit Hours
FIN 6001	Security Markets and Investments	3
AI 5021	AI for Finance ***Prerequisites FIN 6001, AI 5012, AI 5015**	3
**AI 6001	Artificial Intelligence Career Practical Training	3

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

AI / OPERATIONS

Course No.	Title	Credit Hours
MGT 6170	Operations Management	3
AI 5022	AI for Operations ***Prerequisite MGT 6170, AI 5012, AI 5015**	3
**AI 6001	Artificial Intelligence Career Practical Training	3

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

AI / MARKETING

Course No.	Title	Credit Hours
MKT 6120	Marketing Management	3
AI 5022	AI for Operations ***Prerequisite MKT 6120, AI 5012, AI 5015**	3
**AI 6001	Artificial Intelligence Career Practical Training	3

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

Elective Courses (2 courses) - 6 Semester Credit Hours

Course No.	Title	Credit Hours
*AI 6001	Artificial Intelligence Career Practical Training	3
**AI 6191	AI Strategy Capstone Extension – (If Necessary) ***Does not apply toward graduation***.	1
Total Units		**39**
Total Courses		**13**

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COURSE DESCRIPTIONS

PREREQUISITE COURSES

BUS 1015 Computer Essentials: Digital and Virtual Environment

This introductory level course covers personal computers and applications. It is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. The course provides an overview of personal computers and their components and navigating the Internet. It also provides a clear picture of how computers and networks can be used as practical tools to solve a wide variety of daily problems in the office environment. (3 credit hours)

BUS 3151 Business Statistics

Introduces an application of probability theory used when making managerial decisions within uncertain business environments. This course also addresses a variety of descriptive and inferential statistics, highlights the importance of tables and graphic presentations, and analyzes case studies and scholarly journal articles for statistical content. Topics also include hypothesis testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. (3 credit hours)

MTH 1150 Algebra

This course covers methods of simplifying formulas and expressions, solving equations and inequalities. Topics include rational expressions, polynomials, and linear equations, solutions, factoring and operating with exponents. Calculator use is highly recommended. (3 credit hours)

FIN 4310 Financial Management (Prerequisite: Basic College Math, MTH 1150, ACC 1202 or equivalent)

This course is designed to give students a basic understanding of financial planning in the business world. Provides an analytical understanding of financial management by building upon the fundamental principles of elementary accounting and economics. Topics covered include financial analysis and planning, working capital management, capital budgeting process and long-term financing. (3 credit hours)

CORE COURSES

MTH 5012 Probability and Statistics

This core course in the Master of Science in Artificial Intelligence program delves into the essential mathematical foundations necessary for AI. Topics include linear algebra, calculus, probability and statistics, graph theory, and optimization. The course emphasizes applying these mathematical tools to design and analyze AI models, ensuring students develop a robust theoretical understanding to support practical AI applications. (3 credit hours)

CMP 5001 Introduction to Programming with Python

This course provides the foundational skill set required to write and code computer programs. The basics of editing and running programs, testing and debugging strategies are covered. Key concepts in programming are covered, including variable types, control structures, functions, and object-oriented programming. Python is used throughout as the language to implement codes. The use of the most important Python libraries is discussed. (3 semester credit hours)

CMP 5007 Data Science and Analytics

The Data Science and Analytics course is a comprehensive course designed to provide students with a solid foundation in the fundamental concepts, techniques, and applications of data science. Through a combination of theoretical instruction and hands-on practical experience, students will develop the necessary skills to effectively analyze and interpret complex data sets, derive meaningful insights, and make informed business decisions. (3 semester credit hours)

AI 5011 Introduction to Artificial Intelligence

This course covers the basic ideas and concepts of Artificial Intelligence. It develops mathematical, Logical, and statistical methods to solve problems of search, knowledge representation, decision making, planning, learning, sensorimotor action, and communication. It surveys recent developments in different fields of Artificial Intelligence. (3 semester credit hours)

CIS 5610 Data Modeling and Database Administration

This course will provide an introductory look at database concepts, emphasizing the relational database model. The course will also illustrate concepts and application of the entity-relationship diagram as well as the principles and application of normalization. The

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student will understand the use of structured query language (SQL) to extract information from the database. The course will also take a broad overview at some advanced databases topics such as, Web Database Development, Data Warehouses and Database Administration. (3 credit hours)

***AI 5012 Machine Learning**
The modules in the subject provide knowledge and skills to elicit raw data and project trends and predictions. It builds on Data Science and provides the end-to-end process of examining data through a machine learning lens. It covers important machine learning algorithms, and how to evaluate the performance of these algorithms. Contents include Regression, Classification, Gradient Descent, Ensemble Methods, the Kernel Trick, Clustering, and Neural Networks. (3 credit hours)
Perquisite: CMP 5001 Introduction to Programming with Python

AI 5017 Reasoning Under Uncertainty
This course analyzes the principles of decision making under uncertainty from a computational perspective, including the foundations of probabilistic models and decision theory, and the application of the theory to problems relevant to a variety of business applications. (3 semester credit hours)

AI 5051 Ethics and Law of Artificial Intelligence
Explores the social impact of computing technology beginning with an introduction to ethics and the philosophical principles of cognition, consciousness, and machine intelligence. It covers the requirements for artificial general intelligence and superintelligence, the possibility of a run-away intelligence singularity, and existential risks from artificial intelligence. The current impact of information technology on society is discussed including privacy, freedom of speech, intellectual property, and work. (3 semester credit hours)

AI 5015 Deep Learning
This course develops the theory and concepts of learning from data with multi-layer neural networks, using both deep layered and wide layered networks, deep learning network structures and training algorithms, its applications and some of the latest research in deep learning and its business applications.
(3 semester credit hours)

AI 5019 Natural Language Processing
Learn techniques for designing agents that can comprehend natural language, and produce natural language utterances. Develop the ideas and concepts of computer systems that generate natural language text, speech and multimedia productions, including algorithms for content selection, surface realisation and linguistic production. Students will also understand the principles and techniques for chatbot construction. (3 semester credit hours)

CIS 6190 Capstone Project
The Capstone Project (CP) is a student-led action learning conducted during the course's last term. The principal objective of the project is to promote 'practice related learning' and enhance 'employability' by connecting students with contemporary and industry-relevant project themes.
This will be an *individual* and not a group project. The course will be supervised by a senior faculty member who will serve as the *course mentor*. In addition, every student's project will be supervised and mentored by one faculty member who will serve as the *faculty mentor* for that student. (3 semester credits)
Prerequisites: The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th Master's course if this course is available in the same session. (3 credit hours)

CONCENTRATION COURSES

AI / FINANCE

FIN 6001 Security Markets and Investments
This course focuses on securities markets, risk-return characteristics of investment, concepts of security analysis, various financial instruments, and investment and portfolio strategies of individual and institutional investors. (3 credit hours)

***AI 5021 AI for Finance**

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This course will provide the fundamental skills and knowledge necessary to apply Artificial Intelligence and automation to financial applications. Students will acquire analytical and quantitative skills for credit analytics and fraud analytics and learn mathematical, statistical and software techniques for algorithmic trading. (3 semester credit hours)***Prerequisites FIN 6001, AI 5012, AI 5015**

3

****AI 6001 Artificial Intelligence Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in **AI 6002**

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

AI / OPERATIONS

MGT 6170 Operations Management

Presents the scientific methods used to investigate concerns involving the designing, planning and conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes. (3 credit hours)

***AI 5022 AI for Operations**

Covers the two most important areas where Artificial Intelligence and data-driven methods are applied for operations management. The first area is Internet of Things and its hardware and software base and their application to operations management tasks. The second area is process mining and optimization. (3 credit hours) ***Prerequisite MGT 6170, AI 5012, AI 5015**

****AI 6001 Artificial Intelligence Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in **AI 6002 (**1 credit hour)

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

AI / MARKETING

MKT 6120 Marketing Management

Explores the processes and concepts of marketing from a managerial perspective. The course will analyze marketing tools, market research, and competitor and consumer analysis. Offers a study of the relationship between the marketing mix, the changing business environment and the overall corporate strategy. (3 credit hours)

AI 5022 AI for Marketing

This course covers the basic and advanced concepts of marketing research and modelling techniques using predictive analytics, research about consumers, markets and marketing, including gathering data from traditional, web and social media sources. The course also covers building data-based models based on seller and buyer preferences and using these models to make predictions about marketplace behaviour. ***Prerequisite MKT 6120, AI 5012, AI 5015**

****AI 6001 Artificial Intelligence Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their

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program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in **AI 6002 (**1 credit hour)

****Repeatable in BUS 6002 Career Practical Training Extension (1 semester credit) pass/fail. These extension courses do not count toward the 39 semester units required for graduation.**

ELECTIVE COURSES

AI 5030 Gen AI and Prompt Engineering in Business

This course provides a comprehensive introduction to the applications of Generative AI and Prompt Engineering in the business context. It is designed for MBA students to leverage AI tools for enhancing decision-making, strategy, and operational efficiency. The course emphasizes practical skills over theoretical concepts, enabling students to implement AI-driven solutions in real-world business scenarios.

AI 5031 AI Driven Strategy and Risk Management

This course explores the integration of Artificial Intelligence (AI) into strategic planning and risk management. It is designed for MBA students to develop the ability to harness AI technologies for enhancing business strategies and managing risks. The course emphasizes practical skills, enabling students to apply AI-driven approaches to real-world business scenarios, optimizing strategic decisions, and mitigating risks effectively.

AI 5032 AI Driven Business Intelligence and Customer Insights

This course delves into the transformative role of Artificial Intelligence (AI) in business intelligence and customer insights. It is designed to equip MBA students with the knowledge and tools to leverage AI technologies to extract actionable insights from data, drive strategic decision-making, and enhance customer engagement. The course prioritizes practical applications, enabling students to implement AI-driven solutions that deliver tangible business outcomes.

AI 5033 AI Transformation and Integration

This course provides an in-depth understanding of managing AI transformations and integrating AI technologies into business processes. Designed for MBA students, the course focuses on the strategic, operational, and managerial aspects of AI implementation. Students will learn how to lead AI transformation initiatives, integrate AI solutions into existing systems, and manage the change process to ensure successful adoption and optimization.

***AI 6001 Artificial Intelligence Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in CIS 6002 (1 credit hour)

****AI 6002 Artificial Intelligence Career Practical Training Extension**

This one-semester unit course is an extension of the CIS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. (1 credit hour) Repeatable ****Prerequisite: AI 6001**

****AI 6191 Capstone Project Extension (AI Business Planning) Extension – (If Necessary)**

This course allows for a one session unit extension of the AI 6190 course to allow students additional time to complete the requirements of their Strategy Capstone. This course is pass/fail and can only be taken one time. The AI 6190 grade will remain in an In-Process status until the successful completion of this course. The semester credit for this one-unit course will not count toward the total 39 semester units required for graduation. ****Prerequisite: AI 6190** (1 credit hour) Repeatable

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MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

OVERVIEW

Managers and non-managers alike depend upon information for decision-making. Information, to be useful, must be timely, thorough, focused, distributed and most important, understandable to the appropriate individuals receiving the information. Accomplishing all these objectives is the challenge and the requirements of the Information Systems discipline. In this Program, students acquire professional skills in the areas of computer systems, networks, communications, data analysis, and other skills needed by this expanding field of technology.

PROGRAM LEARNING OUTCOMES

Graduates of the MSCIS program should be able to:

MSCIS PLO #1: Demonstrate comprehensive knowledge of theories and concepts of computer information systems.
MSCIS PLO #1A: Demonstrate comprehensive knowledge of theories and concepts: covered in the general core subject matter area of computer information systems.
MSCIS PLO #1B: Demonstrate comprehensive knowledge of theories and concepts: covered in concentration areas with work related applications in computer information systems.
MSCIS PLO #2: Perform a factual and application-oriented literature review applying critical thinking and problem-solving techniques.
MSCIS PLO #3: Demonstrate both oral and written communication skills in computer information systems in an academic manner.
MSCIS PLO #4: Develop, analyze and implement an operational strategic plan based on solid organized data with a business application of technological resources.

ADMISSION REQUIREMENTS

A bachelor's degree from an accredited college or university and have obtained an overall grade point average of 2.5 or better. Copies of official academic transcripts will be accepted during initial evaluation for admissions. However, official transcripts must be on file before an enrollment agreement can be issued.

7. Transfer students from any other accredited college, university or other post-secondary institutions who possess the qualifications of item 1 above.
8. International students with education equivalent to U. S. education who possess the qualifications of requirement 1 above must have their foreign degree program transcripts evaluated by an organization or

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agency that is a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org/members.html and the original translation documentation sent directly to CMU.

9. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 71 on the TOEFL Internet Based Test (iBT) or 6.5 on the International English Language Test (IELTS), 50 on the PTE Academic Score Report or, 100 on the Duolingo English Test.
10. Academic performance at CMU may reveal the necessity for further English language study by a student. CMU reserves the right to make the final determination of a student's English proficiency level in all cases.
11. Students who have insufficient Computer Information Systems or Information Technology undergraduate coursework or lack any basic coding or programming background (i.e. JAVA or Python) and/or Business Statistics, may be required to complete from one to three *Prerequisite Courses.

GRADUATION REQUIREMENTS

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

MAXIMUM TRANSFER CREDIT

18 credit hours

FOR FULL SATISFACTORY ACADEMIC PROGRESS (SAP) TRANSFER REQUIREMENTS SEE TABLE OF CONTENTS

TABLE SHOWING SAP MAXIMUM TIME FRAMES

Program	Semester Credits	SAP Maximum Program Time (150% of Completion time) In months
Master's Degree	39 credits	42 months

POTENTIAL OCCUPATIONAL LIST

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Application Development Director 11-3020	Information Systems Manager (IS Manager) 11-3021	MIS Director (Management Information Systems Director) 11-3020
Computing Services Director 11-3020	Information Systems Supervisor (IS Supervisor) 11-3020	
Data Processing Manager 11-3020	Information Technology Director (IT Director) 11-3020	Technical Services Manager 11-3020
Information Systems Director (IS Director) 11-3020	Information Technology Manager (IT Manager) 11-3021	

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TRANSFER CREDIT

Please refer to the Transfer Credit Policy For Domestic Students and the Transfer Credit and Academic Credential Policy For Students From Foreign Colleges and Universities section of the catalog.

NOTE: All Evaluation costs and fees are the responsibility of the applicant.

THE MASTER'S CAPSTONE PROJECT

As part of a student's curriculum in the Master of Science in Computer Information program, the final course will include a Capstone Project. This project will require each student to consult with a company of their choice in order to evaluate a current corporate strategy and to develop a plan to improve the organization's competitive position. The Capstone Project may be presented as a traditional research paper, report or as an innovative document, so long as it appropriately represents in a thoughtful and meaningful way, the summation of the student's work at California Miramar University. Specific requirements for this project will vary by faculty member. The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th master's course if this course is available in the same session.

A successful Capstone Project will integrate the student's management and organizational knowledge acquired over a course of study at CMU. The main objective is to develop a deep understanding of a question of interest and find a solution using the intellectual tools and knowledge developed in the master's program and through the student's own personal experience.

DIFFERENCES BETWEEN A CAPSTONE PROJECT AND A THESIS

Students who complete a Capstone Project will experience similarities to writing a master's thesis. CMU's Capstone Project is supervised by faculty members, and it includes substantial written reports involving research design, execution, writing and production. However, the aim of the Capstone Project and a thesis are significantly different. The connotation of a "thesis" is academic, while "project" suggests action as well as study. While a thesis might be based entirely on library resources, a Capstone Project involves both library and field research activity.

REQUIRED CURRICULUM

Core Courses	33 Semester Credit Hours
Elective Courses	6 Semester Credit Hours
Total Master of Computer Information Systems	39 Semester Credit Hours

MSCIS Course Requirements

Students who completed their bachelor's degree in a non-information field or students with insufficient background in computer information systems are required to complete the following prerequisite courses or their equivalent if not taken at the undergraduate level.

Prerequisite Courses (3 courses)

Course No.	Title	Credit Hours
CIS 3700	Introduction to JAVA	3
BUS 1015	Computer Essentials: Digital and Virtual Environment	3
BUS 3151	Business Statistics	3

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Core Courses (All Required) - 33 Semester Credit Hours

Course No.	Title	Credit Hours
CIS 6700	JAVA Programming	3
TEC 6951	Strategic Management and Technology Innovation	3
MGT 6170	Operations Management	3
MIS 6110	Management Information Systems	3
CIS 5310	Information Systems Planning	3
ORG 6011	Organizational Development and Change	3
MIS 6961	IT Project Management	3
CIS 5520	Comparative System Development Methodologies	3
CIS 5610	Data Modeling and Database Administration	3
CIS 5710	Network Planning and Administration	3
CIS 6190	CIS Strategy Capstone	3
Total Major Courses		**33**

List of Elective Courses (2 courses) - 6 Semester Credit Hours

Only the elective courses listed below are allowed for this degree program.

Course No.	Title	Credit Hours
ELECTIVE 1	TO BE ARRANGED	3
ELECTIVE 2	TO BE ARRANGED	3
CIS 5042	Data Warehousing and Mining ***Prerequisite CIS 5610**	3
CIS 5062	Information Systems Security	3
CIS 5081	Systems Analysis and Design	3
AI 5030	Gen AI and Prompt Engineering in Business	3
AI 5031	AI Driven Strategy and Risk Management	3
AI 5032	AI Driven Business Intelligence and Customer Insights	3
AI 5033	AI Transformation and Integration Manager	3
*CIS 6001	Computer Information Systems Career Practical Training	3
**CIS 6191	CIS Strategy Capstone Extension – (If Necessary) ***Does not apply toward graduation***.	1
Total Units		**39**
Total Courses		**13**

COURSE DESCRIPTIONS

PREREQUISITE COURSES

CIS 3700 Introduction to JAVA

JAVA is an object-oriented programming language that deconstructs a (programming) problem into segments (objects) that interact to accomplish a specific task (the program problem). Introduction to JAVA will provide the student with the fundamentals Associated with developing (writing), compiling and executing (running) code in JAVA. Using the JAVA development Kit (JDK), the course will take the student through critical essential elements including: identifying and learning the variable types Associated with JAVA; necessary Logical and Boolean functions; conditional statements; various iterations and looping; and the utility of arrays; functions, classes and

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objects.

BUS 1015 Computer Essentials: Digital and Virtual Environment

This introductory level course covers personal computers and applications. It is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. The course provides an overview of personal computers and their components and navigating the Internet. It also provides a clear picture of how computers and networks can be used as practical tools to solve a wide variety of daily problems in the office environment. (3 credit hours)

BUS 3151 Business Statistics

Introduces an application of probability theory used when making managerial decisions within uncertain business environments. This course also addresses a variety of descriptive and inferential statistics, highlights the importance of tables and graphic presentations, and analyzes case studies and scholarly journal articles for statistical content. Topics also include hypothesis testing, analysis of variance, time-series analysis, business forecasting and multiple regression analysis. (3 credit hours)

CORE COURSES

CIS 6700 Application Programming (JavaScript)

This course is designed to provide a solid introduction to the JavaScript language. The course will explore the more unique and tricky JavaScript features such as closures, higher-order functions, and prototype object-oriented model that perhaps are not familiar to many students who are familiar with JAVA and Python as their primary languages. The course will also introduce how JavaScript is used as a popular technology for both for frontend and backend web applications. (3 credit hours)

TEC 6951 Strategic Management of Technology and Innovation

Focuses on the organization and management of innovation in the workplace. Topics include types and patterns of innovation, collaboration strategies, formulating technological innovation strategy, and defining and implementing the organization's strategic direction. This course will teach students to appreciate the importance of personal creativity and social interaction for the development and implementation of new ideas, services, products and processes. (3 credit hours)

MGT 6170 Operations Management

Presents the scientific methods used to investigate concerns involving the designing, planning and conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes. (3 credit hours)

MIS 6110 Management Information Systems

Focuses on providing an understanding of the nature of the digital firm and its key issues in organization and management. This course will prepare students to face the challenges involved in managing a firm, understand problem solving technologies, design business processes, and create management policies in order to implement change. (3 credit hours)

CIS 5310 Information Systems Planning

This course introduces the information system concept with emphasis on systems used in various enterprise environments. This will include a detailed review of system components, life cycle, and analysis. System planning, implementation, and evaluation will be discussed. Usability engineering, interface design, and human-computer interaction will also be a key element of the course. (3 credit hours)

ORG 6011 Organizational Development and Change

Organizational Development (OD) is a process that applies behavioral science knowledge to assist organizations in building the capacity to achieve greater effectiveness. This course covers topics such as: increased financial performance, improved quality of work life, planned change efforts, technology innovation and new product development. (3 credit hours)

MIS 6961 IT Project Management

Covers the fundamental project management principles for managing the software development lifecycle and process models. Topics include process metrics, software project planning, monitoring and scheduling mechanisms, budget estimates, risk assessment, and motivation and team building. (3 credit hours)

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CIS 5520 Comparative System Developmental Methodologies

The aim of this course is to familiarize graduate students with software development methodologies and their relevant concepts and principles. In addition to gaining knowledge and insight on prominent methodologies, students will also be introduced to methods for analyzing and evaluating methodologies, software process patterns/antipatterns, process metamodels, and Situational Method Engineering (SME) approaches. This course is mainly focused on DevOps framework and Agile approach to developing IT systems. (3 credit hours)

CIS 5610 Data Modeling and Database Administration

This course will provide an introductory look at database concepts, emphasizing the relational database model. The course will also illustrate concepts and application of the entity-relationship diagram as well as the principles and application of normalization. The student will understand the use of structured query language (SQL) to extract information from the database. The course will also take a broad overview at some advanced databases topics such as, Web Database Development, Data Warehouses and Database Administration. (3 credit hours)

CIS 5710 Network Planning and Administration

This course presents the knowledge and skills necessary to install the network operating system and to perform competently in the role as a network administrator. (3 credit hours)

CIS 6190 Capstone (CIS Business Planning)

The Capstone course integrates and applies concepts, student management, and organizational knowledge acquired over the course of study. Students will research and develop an original plan to improve an organization's competitive position. Specific requirements will be outlined by students' faculty member.

Prerequisites: The Capstone Project may not be taken until a minimum of 10 of the 13 courses in the master's degree program have been successfully completed. The Capstone course may be completed concretely with 12th Master's course if this course is available in the same session. (3 credit hours)

ELECTIVE COURSES

CIS 5042 Data Warehousing and Mining: The Foundation of Business Intelligence

This course covers the concepts of data warehousing and data mining, and how they are used to convert data into strategic business information. It discusses the design, architecture, planning, and project management of a data warehouse. Data mining techniques (classification, association, genetic algorithms, machine learning, etc.) are discussed as a way to discover useful relationships among data. (3 credit hours)

Prerequisite CIS 5610 Data Modeling and Database Administration

CIS 5062 Information Systems Security

This course covers a broad range of topics in security for networked and inter-networked computer systems. It examines security and integrity objectives in terms of high level policy and presents security services used to address those requirements. Network security architectures are analyzed to ensure that critical security functions are protected from unauthorized access and modification. Access control in networked systems is examined. (3 credit hours)

CIS 5081 Systems Analysis and Design

This course focuses on the development of business information systems. The emphasis of this course is on the design and prototyping phases of systems development using as a basis the concepts of problem solving, requirements specification, analysis, and programming from the prerequisite courses. Current methodologies and technologies will be evaluated and implemented in the development process. Information systems problems will be analyzed, and alternative solutions will be proposed using design models, a solution will be selected, and a prototype will be constructed for that solution. Students will evaluate the system using tests they developed, and then propose a plan for implementation, maintenance, and training for the system. (Senior Experience) (3 credit hours)

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***CIS 6001 Computer Information Systems Career Practical Training**

This course is an elective externship course. This course is three-semester credit units and requires 135 hours of externship in the eight-week session. The course is designed to give the student practical on-the-job experience in the directed area of business administration. The course presents an opportunity for students to apply the knowledge and skills they have learned during their program of study in a real-world setting. This course may be repeated. Only the first three semester credits count toward the required 39-semester units required for graduation. ***Prerequisite:** One eight-week session of full-time course work. (3 credit hours) Repeatable in CIS 6002 (1 credit hour)

AI 5030 Gen AI and Prompt Engineering in Business

This course provides a comprehensive introduction to the applications of Generative AI and Prompt Engineering in the business context. It is designed for MBA students to leverage AI tools for enhancing decision-making, strategy, and operational efficiency. The course emphasizes practical skills over theoretical concepts, enabling students to implement AI-driven solutions in real-world business scenarios.

AI 5031 AI Driven Strategy and Risk Management

This course explores the integration of Artificial Intelligence (AI) into strategic planning and risk management. It is designed for MBA students to develop the ability to harness AI technologies for enhancing business strategies and managing risks. The course emphasizes practical skills, enabling students to apply AI-driven approaches to real-world business scenarios, optimizing strategic decisions, and mitigating risks effectively.

AI 5032 AI Driven Business Intelligence and Customer Insights

This course delves into the transformative role of Artificial Intelligence (AI) in business intelligence and customer insights. It is designed to equip MBA students with the knowledge and tools to leverage AI technologies to extract actionable insights from data, drive strategic decision-making, and enhance customer engagement. The course prioritizes practical applications, enabling students to implement AI-driven solutions that deliver tangible business outcomes.

AI 5033 AI Transformation and Integration

This course provides an in-depth understanding of managing AI transformations and integrating AI technologies into business processes. Designed for MBA students, the course focuses on the strategic, operational, and managerial aspects of AI implementation. Students will learn how to lead AI transformation initiatives, integrate AI solutions into existing systems, and manage the change process to ensure successful adoption and optimization.

****CIS 6002 Computer Information Systems Career Practical Training Extension**

This one-semester unit course is an extension of the CIS 6001 course and is pass/fail. The semester credit for this one-unit course will not count toward the required 39-semester units required for graduation. ****Prerequisite: CIS 6001** (1 credit hour) Repeatable

****CIS 6191 Capstone (CIS Business Planning) Extension – (If Necessary)**

This course allows for a one session unit extension of the CIS 6190 course to allow students additional time to complete the requirements of their Strategy Capstone. This course is pass/fail and can only be taken one time. The CIS 6190 grade will remain in an In-Process status until the successful completion of this course. The semester credit for this one-unit course will not count toward the total 39 semester units required for graduation. ****Prerequisite: CIS 6190** (1 credit hour) Repeatable.

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2025 ACADEMIC CALENDAR

CALIFORNIA MIRAMAR UNIVERSITY

2025

January '25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February '25

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March '25

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April '25

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May '25

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June '25

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July '25

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August '25

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September '25

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October '25

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November '25

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December '25

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28	29	30	31			

Notes
http://www.vertex42.com/calendars/

Enrollment Periods: First 8-week only

	Spring 2025
	First 8-week (01/06 - 03/02)
	Second 8-week (03/03 - 04/27)
	Summer 2025
	First 8-week (05/05 - 06/29)
	Second 8-week (06/30 - 08/24)
	Fall 2025
	First 8-week (09/01 - 10/26)
	Second 8-week (10/27 - 12/21)

	NO Class in Session / Holidays

2025 Holidays & Observance Days
January 1st - New Year's Day
January 20th - Martin Luther King Day
February 17th - Presidents' Day
May 26th - Memorial Day
June 19th - Juneteenth
July 4th - Independence Day
September 1st - Labor Day
November 11th - Veterans Day
November 27th and 28th - Thanksgiving
December 24th, 25th and 26th - Christmas
December 31st and January 1st - New Years

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2026 ACADEMIC CALENDAR

2026

January '26

Su	M	Tu	W	Th	F	Sa
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February '26

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March '26

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April '26

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May '26

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31						

June '26

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July '26

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August '26

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September '26

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October '26

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November '26

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December '26

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27	28	29	30	31		

Notes
http://www.vertex42.com/calendars/
NO Class in Session / Holidays
Spring 2026 Session 1 (01/05 - 03/01)
Spring 2026 Session 2 (03/02 - 04/26)
Summer 2026 Session 1 (05/04 - 06/28)
Summer 2026 Session 2 (06/29 - 08/23)
Fall 2026 Session 1 (08/31 - 10/25)
Fall 2026 Session 2 (10/26 - 12/20)

2026 Holidays & Observance Days
January 1st - New Year's Day
January 19th - Martin Luther King Day
February 16th - Presidents' Day
May 25th - Memorial Day
June 19th - Juneteenth
July 4th - Independence Day (Observed on July 3rd)
September 7th - Labor Day
November 11th - Veterans Day
November 26th and 27th - Thanksgiving
December 24th and 25th - Christmas
December 31st and January 1st - New Years

Rev. 12/19/2024

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ARTICULATION AGREEMENTS

California Miramar University has articulation agreements with the following educational institutions:

1. **Westcliff University, Irvine, California**
2. **Alliant International University, San Diego, California**
3. **Trident University International, Cypress California**
4. **California Intercontinental University Irvine, California**

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Scientia Potentia Est

The student's academic journey does not end with graduation. CalMU encourages all of CalMU's graduates to visit the website for continuing education events, courses that may interest them, and to find new ways to stimulate lifelong learning and a thirst for knowledge, because knowledge is power.

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