CalMU

Educating Tomorrow's Business Leaders Today

The delivery or education will be held at the following locations:

Main Campus:
3550 Camino Del Rio North, Suite 208
San Diego, CA 92108, USA
(858) 653-3000 www.calmu.edu
Hours of Operation: Monday through Friday 9 am to 5:30pm

LA In-Residence:
1720 Walnut Avenue
La Puente, CA 91744

San Jose In-Residence:
505 S. Market Street
San Jose, CA 95113

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California Miramar University hosts events that are often open to the public such as, but not limited to, graduation, job fairs and workshops. These events may be photographed, videotaped or Webcast. Students who sign the University's Photo, Video, and Likeness Release, which is part of the enrollment package, consent to the use of their images, voice recordings, and likeness in publicity, publications, advertising, and marketing materials in any form of media. By attending a public event, a person who has not signed such a release consents to the University's use of any such still or motion picture images or voice recordings in publicity, publications, advertising, and marketing materials, and entrance into the event shall be considered full consideration for this consent. No further release shall be required by the University to utilize in an appropriate manner any images captured during a public event.
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818; Web site Address: www.bppe.ca.gov;

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

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Introduction

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).

State of California Approval

California Miramar University is a private institution and is approved to operate in the State of California by The Bureau for Private Postsecondary Education based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. Approval to operate means compliance with minimum state standards as set forth in California Education Code (CEC). 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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Phone: (916) 574-8900, Phone: (916) 431-6959, 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).

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: registrar@calmu.edu.

Memberships & 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)

University Administration & Staff

Governance and Control

California Miramar University operates as a private postsecondary university, 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 & Secretary/Treasurer

Administration, Staff, and Support

Samarth Jain, Executive Director & President
Dr. Ralynn Ernest, Vice President of Academics
Eddie Underwood, Academic Operations Manager
Kelsey Cooper, Academic Operations Coordinator
Marisol Ramirez-Higuera, Registrar
Mia Arteaga, Assistant Registrar & DSO
Mai Lam, IT Support Specialist/ San Jose Site Manager
Fernando Medina, Part-Time Campus Assistant, San Jose
Latera Pugh, Student Success and Retention Manager
Marcelo Difini, Information System Manager
Rick Sanchez, IT Systems and Operations Manager
Mike Cendejas, Librarian
Dr. Farnaz Gorjian, DBA Chair
Dr. Stan Foster, Head of Compliance
Jaydon Eppinette, VA Benefits and Institutional Compliance Manager
Steven Nicholson, Admissions Manager & PDSO
Roshni Karotiya, Records Coordinator
Paul Yu, Performance Marketing Manager
Chris Danek, Controller
Dune Trinn, Director of Financial Aid
Pamela Adams, Finance & Accounting Manager
Seth VanCura, Finance & Accounting Specialist
Jeanie Foster, Internal Auditor
Regina Shuvanova, Director of Human Resources and Organizational Effectiveness
Heather Comfort, Enrollment Coordinator
Celeste Rodriguez, Front Desk Assistant
Andi O'Briant, Administrative Assistant
Sherwin Jocosing, Director of Domestic Enrollment Strategy
Oby Ugwuegbu, High School and Community College Outreach and Enrollment Partnerships Manager-SD
Elijah Gardere, University Development Representative
Roni Moore, University Development Representative
Ericka Noche, University Development Representative
Tasha Berger, University Development Representative
Jordan King, University Development Representative
Joseph Hancock, University Development Representative
Eddie Briseno, Military Partnership Liaison
Kara Sturdevant, Strategic Partnership Manager
Nathen Camacho, Corporate Partnerships Manager – San Jose

Pooja Jain, Marketing Analyst
Purushottam Das, International Student Recruiter
Amy Rhodes, Enrollment Coordinator
Janie Garza, High School and Community College Outreach and Enrollment Partner Manager-San Jose
Adrienne Cota, University Development Representative
Crystal Cassidy, University Development Representative
Tatiana Mancias, University Development Representative
Michelle Curiel, University Development Representative
Sonia Calderon, University Development Representative
Aaron Moreno, University Development Representative

Program Advisory Committees

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 Certificate/Undergraduate, and each Masters and Doctorate degree program. These PACs are comprised of University Administrators, Alumni, Students, Faculty, Staff and Industry Experts.

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 CalMU 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 CalMU graduates being highly competitive for the transforming job market.

The PAC Members:

The Program Advisory Committees at CalMU are subdivided into undergraduate PAC and graduate PACs. PAC members are invitees from businesses and industry, SME faculty members (Academic Council members), CalMU 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 CalMU SME faculty and other invitees will engage in the virtual interactive enriching communication concentrated on the threaded discussion related to specific key points.

Undergraduate and Certificate Program Advisory Committee Members

- Gurjan Suzkar, Manager & Principal, Trelodex
- Sethuraman Ulaganathan, Senior Staff Engineer, SiMa Technologies
- Jaymes Hines, CEO, Athletes Playbook

MBA Program Advisory Committee Members

- Anton Saadeh, Paylink Pro
- Sethuraman Ulaganathan, Senior Staff Engineer, SiMa Technologies
- Brian Wisdom, V.P. Sales, Datalink Networks
- Jaymes Hines, CEO, Athletes Playbook

MSCIS Program Advisory Committee Members

- **John McAvoy**, V.P., Americas Field Sales, Barracuda Networks
- **Chris Reynoso**, CTO, DealerSync
- **Barbara Bickham**, Founder & CTO, Tailyn Ventures
- **Jaymes Hines**, CEO, Athletes Playbook

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. – Doctor of Business Administration in International Business, Argosy University; M.B.A., **Business Administration**, Wayne State University; B.S., **Business Administration**, Wayne StateUniversity

Marlith Austin, Ph.D. – Doctor of Philosophy, Trident University; M.B.A., California Miramar University; B.A., Psychology, University of Nevada, Las Vegas

LaQuita Gray Baker, D.B.A. – Doctor of Business Administration in Public Administration, University of La Verne; M.S., Leadership & Management, University of La Verne; B.A., Interdisciplinary Studies, **California State University,** Dominguez Hills; A.A., Liberal Arts, Los Angeles Community College District

Jeff Barnhardt, Ph.D. - Doctor of Philosophy in Human Resource Management, National University; M.A. Teaching, University of the Cumberlands; M.B.A., University of the Cumberlands,

Al Barraza, M.B.A. – Doctor of Philosophy in Human Resource Management, National University; Master of Business Administration in Financial Management, National University; B.B.A. National University; A.A., National University

Jeannie Berry, M.S. – Master of Arts in Reading, California State University- Fresno; Master of Science in Education, Arkansas State University-Jonesboro; B.A., English, Stanford University

Vidhyacharan Bhaskar, Ph.D. – Doctor of Philosophy in Electrical Engineering, University of Alabama-Huntsville; M.S., Computer Engineering, University of Alabama-Huntsville; B.S., Engineering, Indian Institute of Science

Irene Botchway, M.B.A. – Master of Business Administration in International Business, Walden University; M.A., International Political Economy, University of Kent Brussels School of International Studies; B.A., International Relations, Franklin University Switzerland

Steven V. Cabrera, D.C.S. – Doctor of Computer Science in Cybersecurity and Information Assurance, Colorado Technical University; M.S., Cybersecurity, University of Arizona; B.S., Business Administration (Management Information Systems), University of Arizona

Arcadia Cruz, D.B.A. – Doctor of Business Administration, Argosy University; M.S., Global Leadership and Business Administration, University of San Diego; B.S., Biology, San Diego State University

Timothy Dupic, D.B.A. – Doctor of Business Administration, San Francisco Bay University; M.B.A., University of South Dakota-Vermillion; B.S., Business Administration, University of South Dakota-Vermillion

Nikole Ellis, Ph.D. – Doctor of Philosophy in Education with an Emphasis in Leadership, National University; M.A., Management with a Concentration in Organizational Leadership, American Public University System; B.A., Emergency and Disaster Management, American Public University System

Howen Fernando, M.S. – Master of Science in Systems Engineering Management, Naval Postgraduate School; B.S., Electrical Engineering, California State Polytechnic University- Pomona

Zahra (Farnaz) Gorjian, D.B.A. – Doctor of Business Administration in Strategic Business Management, California Miramar University; M.S., Information Technology, University of Tehran; B.S., Industrial Management, University of Tehran

Omar Haddad, D.B.A. – Doctor of Business Administration with a Concentration in Information Systems, Argosy University-Orange County; M.S., Software Engineering, University of Michigan-Dearborn; B.S., Business Administration with a major in Marketing, Wayne State University

Gary Hawthorne, Ed.D. – Doctor of Education in Organizational Leadership, Grand Canyon University; M.B.A., Business Administration with a Concentration in Management, Strayer University; B.S., Business Administration in Accounting, **California State University-** Los Angeles

Donna Henson, Ed.D. – Doctor of Education in Organizational Leadership, Argosy University; M.S., Human Services with a Concentration in Community Counseling and Psychology, Springfield College; B.S., Human Services, Springfield College

Paula Herring, Ed.D. – Doctor of Education, Fielding Graduate University; M.B.A., University of Phoenix; B.A., Public Communication and Political Science, Luther College

Sonja Jones, D.B.A. – Doctor of Business Administration in Management, Argosy University-Orange County; M.B.A., Venture Management, University of St. Thomas; B.Math., Mathematics with an Emphasis in Actuarial Specialization, University of Minnesota-Twin Cities

Joshua Kas-Osaka, M.B.A. – Master of Business Administration, University of Phoenix; B.S., Business Administration and Marketing, San Jose State University

Edmund Khashadourian, Ph.D. – Doctor of Philosophy in Economics, Shahid Beheshti University; M.S., Economics, Shahid Beheshti University; B.S., Economics, Shahid Beheshti University

Jerzy Kossek, Ph.D. – Doctor of Philosophy in American Literature, University of Silesia; M.S., English Philosophy, University of Silesia

Jim Lake, M.S. – Master of Science in Organizational Leadership, Biola University; B.S., Liberal Studies, Oregon State University

Vickya Leslie, Ph.D. – Master of Arts,, Clinical Psychology, Saybrook University; M.A., Kinesiology and Exercise Science, Saint Mary's College of California; B.S., Kinesiology, California State University-Northridge

Eddie Loussararian, M.B.A. – Master of Business Administration, University of Redlands; B.S., Hotel and Restaurant Management, Cal**ifornia State Polytechnic University- Pomona**

Samuel Maquilón, Ph.D. – Doctor of Philosophy in Physics, University of California- Davis; M.S., Physics, University of California- Davis; B.S., Physics, University of California- Los Angeles

Patrick Marshall, J.D. – Juris Doctor, Monterey College of Law; M.S., Legal Studies, Monterey College of Law; M.B.A., California State University- San Bernardino; B.S., Criminal Justice, CSU Sacramento; M.S., Criminal Justice-Law, Purdue University Global

Stephen Mensah, Ph.D. - Doctor of Philosophy in Technology Management, National University; M.B.A., Western Governor's University; B.S., Political Science, Liberty University

Townsend Montilla, M.F.A. – Master of Fine Arts in Literature, University of California- San Diego; M.A., English Literature, University of Puerto Rico; B.A., English Literature, University of Puerto Rico

Robert Morales – M.B.A. - Master of Science with a Specialization in Project Management and Systems Engineering, National University; M.B.A., University of Phoenix; M.S., Telecommunications Systems Management, Naval Postgraduate School; B.S., Chemistry, Mapua Institute of Technology

Kelly Morrow, M.A. – Master of Arts in History, California State University- San Marcos; ; B.A., Social Science, San Diego State University

Marko I. Nino, Ph.D. – Doctor of Philosophy in Economics, Donetsk Institute of Commerce; M.S., Economics, Donetsk Institute of Commerce; B.S., Economics, Donetsk Institute of Commerce

Gregory Oregon, M.S. – Master of Science in Information Systems Management, University of Arizona Global Campus; B.S., Information Technology, Colorado Technical University

Joseph Oregon, M.S. – Master of Science in Information Technology, Colorado Technical Institute; B.S., Information Technology, Colorado Technical University

Russell Peck, Ph.D. – Doctor of Philosophy in History, University of CaliforniaSan Diego; M.A., History, University of California- San Diego; B.A., University of California- Davis

Lisa Pereira, M.A. – Master of Arts in Humanities, San Francisco State University; B.A., San Francisco State University

Diana Pohle, Ph.D. – Doctor of Philosophy, Capella University; M.B.A., University of Phoenix; B.S., Business Marketing, University of Phoenix

Eric C. Pratt, D.B.A. – Doctor of Business Administration, Trident University International; M.S., Industrial-Organizational Psychology, Walden University; B.S., Business Administration with a Concentration in IT Management, Trident University International

Siva Ramakrishnan, M.S. – Master of Science in Business Administration and Analytics, University of Cincinnati; B.Tech., Electronics and Communication Engineering, Jawaharlal Nehru Technological University-Hyderabad

Edgar Ramirez, M.A. – M**aster of Arts**, University of California- Riverside; B.A., Humanities, Arts, and Social Science, University of California- Riverside

Edward Rey, M.B.A. – Master of Business Administration with a Concentration in Organizational Leadership, National University; B.A., University of Arizona Global Campus

Mohammad Sharifzadeh, Ph.D., CFA – Doctor of Philosophy in Applied Management and Decision Sciences, Walden University; M.Phil., University of Oxford; B.S., Mathematicsand Economics, University of Salford

Terrence Shigg, M.A. – Master of Arts, National University; B.A., Psychology, University of California-Santa Barbara

Marisea Stanley-Drummond, Ph.D. – Doctor of Philosophy in History, Claremont Graduate University; M.A., History, University of San Diego; B.A., History, University of San Diego

Marilyn Taylor, M.B.A.- Master of Business Administration, University of Phoenix; B.S. Business Administration, San Diego State University

Peiyin Tsay, M.S. – Master of Science, Cyber Security, University of San Diego; B.S., Business Administration and Finance, California State University- San Marcos

Joyce Williams, Ph.D. – Doctor of Philosophy in Data Science, National University; M.S., Computer Information Systems, Nova Southeastern University; M.S., Computer Science, George Washington University; B.S., Psychology, University of South Carolina

Junqiao Xiao, D.B.A., Ed.D., J.D. – Doctor of Business Administration, Alliant University; Ed.D., Educational Leadership and Management, Alliant University; J.D.; M.A., Teaching, National University; B.Ed., Hunan Normal University; B.A., Radio and TV Art Director, Communication University of China

Jinane Ziade, Ph.D. – Doctor of Management in Organizational Leadership and Technology, University of Phoenix; M.B.A., University of Phoenix; B.S., Information Technology, University of Phoenix

Mission and Pledge

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.

Pledge

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

CalMU'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.

CalMU Institutional 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.

Academic Programs

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.

Certificate Programs

- **Artificial Intelligence Certificate**
- **Cyber Security Certificate**

Undergraduate Programs

- **Associate of Science in Business Administration (ASBA)**
  - Business Administration
  - Sports Management
  - Information Technology
- **Associate of Science in Business and Technology (ASBT)**
  - Artificial Intelligence
  - Cyber Security
- **Bachelor of Science in Business Administration (BSBA)**
  - Business Administration
  - Sports Management
  - Information Technology
  - Artificial Intelligence
  - Cyber Security
- **Bachelor of Science in Business and Technology (ASBT)**
  - Artificial Intelligence
  - Cyber Security

Graduate Programs

- **Master of Business Administration (MBA)**
  - Business Administration
  - Finance
  - Health Care Management
  - 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

General Information

Official

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:

- 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. 29 / admissions@calmu.edu

International Admissions Office
Ext. 22 / intladmissions@calmu.edu

Financial Aid Office
(858) 833-4219 / finaid@calmu.edu

Finance Office
Ext. 15 / finance@calmu.edu

Library
mcendejas@calmu.edu

Registrar's Office & Student Services
Ext. 18 / registrar@calmu.edu

Academic Year

California Miramar University is on a semester system. The academic year is divided into three sixteen week semesters (fall, spring, summer.) Each sixteen-week semester is divided into two eight-week sessions. Quarter units earned previously at other institutions are converted to semester credit hours by multiplying each quarter unit by 0.667. CalMU'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.

Holidays and Closures

Holiday	2026	2027
New Year's Day	January 1–2	January 1
Martin Luther King Day	January 19	January 18
President's Day	February 16	February 15
Memorial Day	May 25	May 31
Juneteenth	June 19	June 18 (observed)
Independence Day	July 3 (observed)	July 5 (observed)
Labor Day	September 7	September 6
Veterans Day	November 11	November 11
Thanksgiving	November 26–27	November 25–26
Christmas	December 24–25	December 24 & 27

*See complete academic calendar at end of catalog

Start & 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 8-week session. One and a half times that course completion rate is the maximum time allowed.

Career Services Assistance

CalMU places a high priority on preparing students for careers throughout the course of their academic studies. Due to the nature of CalMU'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 Companion

California Miramar University is proud to partner withVMock, a cutting-edge, AI-driven career platform designed to support CalMU 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 CalMU. Students who need professional counseling will be referred to outside services. The Office of Academics, faculty members, the Registrar's Office and the Vice President of Academics are available to guide students through problems arising from schedules, course selections, grades, assignments, and graduation requirements.

Access to CalMU 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 the Libarian at mcendejas@calmu.edu.

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 University also provides several housing resources on our website at https://www.calmu.edu/housing The average monthly rent for housing and food is approximately $1,500. For more information, please contact the International Admissions office at intladmissions@calmu.edu or call 858-653-3000 ext. 22.

Note: The University has no responsibility to find or assist a student in finding housing. The University may, however, assist students to locate student housing upon request.

Catalog

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. CalMU 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) 574-8900, 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.

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 Head of Compliance at (858) 653-3000 x17.

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.

CalMU Athletics

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.

Student Ambassador Program

The CalMU Student Ambassador Program is a selective, merit-based group of currently enrolled students who serve as the student voice in the University's academic governance and represent CalMU at flagship events, including New Student Orientation and Graduation Ceremonies. The Program reports to the Office of the Vice President of Academics; Ambassadors attend Program Advisory Committee and Academic Affairs Committee meetings, serve a one-year term (renewable once), and upon completion of the term in good standing receive a Certificate of Service, a co-curricular notation on the CalMU transcript, an Ambassador graduation cord, and a branded Ambassador polo shirt. Eligibility requires current enrollment in good academic and conduct standing with a minimum cumulative GPA of 3.5; selection is by application, letter of reference, and interview, with final approval by the Vice President of Academics. **Students interested in applying** should contact the Office of Student Success / Student Success Advisor for current application materials and the selection schedule.

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 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 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.

California Miramar University's complete Title IX Coordinator Policies and Procedures, including grievance procedures, are available on the University website at www.calmu.edu/title-ix.

DISABILITY SERVICES POLICY

California Miramar University (CalMU) 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 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. CalMU 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 CalMU 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. The Disabilities Accommodations Request Form must be submitted for review and approval. Provided documents are kept confidential and used only to evaluate and provide accommodations, in accordance with FERPA and applicable disability law.

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 Vice President of Academics 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
- 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.

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. 17, or by email at sfoster@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.

Student Grievance/Complaint Policy

California Miramar University is committed to maintaining a fair, respectful, and transparent academic and administrative environment. Students have the right to file a complaint when they believe that an institutional policy has been violated, a decision or action was unfair or published academic or service standards were not met.

Definition of a Student Complaint

A complaint is defined as any written concern submitted by a student alleging that CalMU, a faculty member, staff member, or institutional process has violated policy, acted unfairly, or failed to meet published academic, administrative, or service standards.

Complaint Resolution Process

CalMU encourages resolution at the lowest appropriate level while ensuring that students retain the right to a formal review.

1. Informal Resolution (Recommended First Step)

Students are encouraged to speak directly with the individual or department involved. Many issues are resolved quickly through clarification or administrative correction. Grade challenges are handled by a separate process detailed in this catalog.

2. Submission of Formal Written Complaint
If informal resolution is unsuccessful or inappropriate, the student may file a formal written complaint with the Registrar.
A formal complaint must include:

- A clear description of the concern
- Relevant dates, individuals involved, and documentation
- The outcome or resolution sought

The Registrar logs and assigns the complaint to the appropriate academic/administrative department complaint for review.

3. Administrative Review and Investigation
The assigned reviewer evaluates the documentation, gathers information, and interviews relevant parties. Any faculty member or administrator named in a complaint is given an opportunity to provide a written response.

4. Written Determination and Timeline
CalMU issues a written response to the complaint within eight weeks. The determination includes:

- Findings and conclusions
- The University's decision
- Any corrective actions
- The student's right to appeal

5. Appeal Procedure
Students may appeal to the Vice President of Academics, or President within 10 business days. The appeal decision is final.

External Complaint Options
Students may contact the following agencies before, during and/or after pursuing internal procedures:

California Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
www.bppe.ca.gov

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
www.deac.org

Record Retention

CalMU retains all complaint records for a minimum of five years from the date the complaint is filed or through the completion of the next accreditation evaluation cycle, whichever period is longer. CalMU maintains complaint files in secure, access-controlled digital repositories within the university's document management system. Physical documents (if any) are retained in locked

administrative offices. Access to confidential complaint records is limited to authorized personnel, including Student Services, Compliance, the Registrar, and relevant members of Academic Affairs.

Student Identity Verification Policy

Identity Verification at Admission and Onboarding

Prior to official enrollment and issuance of institutional access credentials, CalMU verifies each applicant's identity through submission and review of a government-issued photo ID and corroborating enrollment documentation.

- Applicants submit a copy of a valid government-issued photo ID (e.g., driver's license, state ID, passport, or other acceptable identification) which they upload to the JotForm.
- International F1 Visa students upload their VISA, once received, on a separate JotForm.
- Admissions staff confirm that identifying information on the ID matches the student's admission file and enrollment records.
- If information is incomplete or inconsistent, CalMU may request additional documentation or verification steps prior to enrollment.
- Identity verification documentation described above are maintained in the student's admissions record in accordance with institutional record retention practices.

Verification Methods Used After Enrollment

After enrollment, CalMU verifies student identity through secure authentication mechanisms and course participation controls.

- Secure logins: students are issued unique credentials for access to institutional systems, including the learning management system (LMS) and student portal.
- Official communication channels: the institution uses designated institutional communication methods (e.g., LMS messaging and institutional email) for academic and administrative correspondence.
- Assessment integrity controls: when required by a course or program, CalMU uses AI proctored testing called Honorlock, secure assessment settings, or identity verification tools to validate the test taker's identity.

Procedures for Ongoing Identity Verification

CalMU confirms student identity throughout a student's studies by combining authenticated access, instructional oversight, and assessment-specific verification practices.

- Ongoing authenticated participation: students access coursework and submit academic work through authenticated institutional systems using their unique credentials.
- Faculty oversight: instructors monitor student participation and performance patterns through LMS activity and coursework submissions and may initiate follow-up when identity concerns arise.
- Identity confirmation during assessments: for exams, major assessments, or other high-stakes evaluations, CalMU uses Honorlock for identification verification.
- Re-verification procedures: when there is a reasonable concern regarding identity, CalMU may require the student to complete additional verification before continuing in coursework, registering for a course, or completing assessments.

Student Change of Address/State Residency Notification Policy

California Miramar University requires students to keep their contact information current at all times, including their current address. If a student moves to a new state that differs from the

current address on file with the University, the student must notify the office of the Registrar within 14 calendar days of the change. Notification must be submitted in writing using the University's designated update process. California Miramar University is required to adhere to the higher education licensure, approval, or authorization requirements applicable to each individual State. If a student moves to a state where the University is not currently authorized to offer educational programs, this may jeopardize the student's ability to continue enrollment.

Drug & 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.

Tuition Information

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 are 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.
Effective January 1, 2027 (Spring I session), tuition for new students is increased by 5%. Active students who attended before 1/1/2027 continue to pay their current tuition rates. Technology fees increase effective January 1, 2027 for all students, including active students who attended before 1/1/2027.

Certificate Programs

- **Current: $585.00 per semester credit hour**
- **Effective 1/1/2027: $614.00 per semester credit hour**
- **Current: $1,755 per course** (3 Semester Credit Hours)
- **Effective 1/1/2027: $1,842 per course (3 Semester Credit Hours)**
- Current: Estimated Total Tuition: $10,530.00
- Effective 1/1/2027: Estimated Total Tuition: $11,052.00
- Current: Estimated Total Tuition Estimate, E-Books & Fees $11,180.00 (with no transfer credit)
- Effective 1/1/2027: Estimated Total Tuition Estimate, E-Books & Fees $11,752.00 (with no transfer credit)
- Current Resource Information Technology Fee (annual): $350
- Effective 1/1/2027 Resource Information Technology Fee (annual): $400

Undergraduate Degrees

- **Current: $585.00 per semester credit hour**
- **Effective 1/1/2027: $614.00 per semester credit hour**
- **Current: $1,755.00 per course** (3 Semester Credit Hours)
- **Effective 1/1/2027: $1,842.00 per course (3 Semester Credit Hours)**

Associate of Science Degree Programs

(60 semester credit hours)
Maximum Transfer Credits: 45 semester credit hours

- Current: Estimated Total Tuition: $35,100.00 (with no transfer credit)
- Effective 1/1/2027: Estimated Total Tuition: $36,840.00 (with no transfer credit)
- Current: Estimated Total Tuition, E-Books & Fees $37,100.00 (with no transfer credit)
- Effective 1/1/2027: Estimated Total Tuition, E-Books & Fees $39,040.00 (with no transfer credit)
- Current Resource Information Technology Fee (annual): $500
- Effective 1/1/2027 Resource Information Technology Fee (annual): $600

Bachelor of Science Degree Programs

(120 semester credit hours)
Maximum Transfer Credits: 90 semester credit hours

- **Current: Estimated Total Tuition: $70,200.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition: $73,680.00 (with no transfer credit)**
- **Current: Estimated Total Tuition E-Books & Fees $74,200.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition E-Books & Fees $78,080.00 (with no transfer credit)**
- **Current Resource Information Technology Fee (annual): $500**
- **Effective 1/1/2027 Resource Information Technology Fee (annual): $600**

Master's Degree Program

- **Current: $841.00 per semester credit hour**
- **Effective 1/1/2027: $883.00 per semester credit hour**
- **Current: $2,523.00 per course** (3 Semester Credit Hours)
- **Effective 1/1/2027: $2,649.00 per course (3 Semester Credit Hours)**
- **Current Resource Information Technology Fee (annual) (Master's programs): $500**
- **Effective 1/1/2027 Resource Information Technology Fee (annual) (Master's programs): $600**

Master of Business Administration
(39 semester credit hours)
Maximum Transfer Credits: 6 semester credit hours

- **Current: Estimated Total Tuition: $32,799.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition: $34,437.00 (with no transfer credit)**
- **Current: Estimated Total Tuition Books & Fees: $34,449.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition Books & Fees: $36,287.00 (with no transfer credit)**

Master of Business Administration Data Analytics
(39 semester credit hours)
Maximum Transfer Credits: 6 semester credit hours

- **Current: Estimated Total Tuition: $32,799.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition: $34,437.00 (with no transfer credit)**
- **Current: Estimated Total Tuition Books & Fees: $34,449.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition Books & Fees: $36,287.00 (with no transfer credit)**

Master of Science in Artificial Intelligence
(39 semester credit hours)
Maximum Transfer Credits: 6 semester credit hours

- **Current: Estimated Total Tuition: $32,799.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition: $34,437.00 (with no transfer credit)**
- **Current: Estimated Total Tuition Books & Fees: $34,449.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition Books & Fees: $36,287.00 (with no transfer credit)**

Master of Science in Computer Information Systems
(39 semester credit hours)
Maximum Transfer Credits: 6 semester credit hours

- **Current: Estimated Total Tuition: $32,799.00** (with no transfer credit)

- **Effective 1/1/2027: Estimated Total Tuition: $34,437.00 (with no transfer credit)**
- **Current: Estimated Total Tuition Books & Fees: $34,449.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition Books & Fees: $36,287.00 (with no transfer credit)**

Doctorate Degree Program

- Current: $884.00 per credit hour
- Effective 1/1/2027: $884.00 per credit hour
- Current: $2,652.00 per course (3 Semester Credit Hours)
- Effective 1/1/2027: $2,652.00 per course (3 Semester Credit Hours)
- **THE UNIVERSITY IS NOT CURRENTLY ACCEPTING ENROLLMENTS IN THIS PROGRAM**

Doctor of Business Administration
(61 semester credit hours)
Maximum Transfer Credits: 9 semester credit hours

- **Current: Estimated Total Tuition: $53,924.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition: $53,924.00 (with no transfer credit)**
- **Current: Estimated Total Tuition E-Books & Fees: $56,944.00** (with no transfer credit)
- **Effective 1/1/2027: Estimated Total Tuition E-Books & Fees: $57,044.00 (with no transfer credit)**
- **Current Resource Information Technology Fee (annual) (DBA): $500**
- **Effective 1/1/2027 Resource Information Technology Fee (annual) (DBA): $600**

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

Administrative Fees

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 Student's Right to Cancel: New students have the right to cancel their program of instruction, without any penalty or obligations, through the attendance of their first class session or the 14th calendar day after enrollment, whichever is later. Cancellation notification may be conveyed to the institution in any written manner, including email to registrar@calmu.edu, physical mail to CMU, 3550 Camino Del Rio, N. Suite 208, San Diego, CA 92108, or by submitting the Withdrawal Form available on the Moodle Platform. Refunds are provided within 30 days of cancellation or withdrawal.

Fee Type	Purpose of Institutional Refundable Fees during The Cancellation Period	Fee Amount
*Certificate Resource Information Technology Fee (**annual**)	Funds a variety of services such as CalMU'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.	Current: $350 **Effective 1/1/2027: $400**
*Undergraduate Resource Information Technology Fee (**annual**)	Funds a variety of services such as CalMU'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.	Current: $500 **Effective 1/1/2027: $600**
*Master's Resources Information Fee (**annual**)	Funds a variety of services such as CalMU'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.	Current: $500 **Effective 1/1/2027: $600**
*Doctoral Resource Information Technology Fee (**annual**)	Funds a variety of services such as CalMU'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.	Current: $500 **Effective 1/1/2027: $600**
*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.**	Current: $600 **Effective 1/1/2027: $600**
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)	Current: $45

		Effective 1/1/2027: $0
Credit Card Fee	Fee for paying utilizing a credit card. (Students may pay via ACH and avoid any fees)	3% of payment
Degree Program Change	For changing degree programs or area of concentration pay this fee	Current: $125 **Effective 1/1/2027: $0**
Course Change Fee	Fee for changing a course or courses in a session after the first seven days of each session	Current: $125 **Effective 1/1/2027: $0**
Postage Fee	For shipping letter or small package via USPS	Current: $25 **Effective 1/1/2027: $25**
Student ID Replacement	For requesting a new or additional Student ID with picture	Current: $40 **Effective 1/1/2027: $0**
Diploma (re-order)	For reordering a diploma (additional postage and rush fees may apply)	Current: $75 **Effective 1/1/2027: $0**
Graduation Processing	For verifying student records prior to graduation	Current: $75 **Effective 1/1/2027: $0**
Notarized Letter	For requesting a notarized degree verification	Current: $45 **Effective 1/1/2027: $0**
Unofficial Transcript	For requesting Unofficial transcripts (all students receive free unofficial transcripts at no cost through the student portal)	Current: $0 **Effective 1/1/2027: $0**
Official Transcript	For requesting additional official transcripts (all students receive one official transcript at graduation at no cost)	Current: $15 **Effective 1/1/2027: $0**
Domestic Oversight Postage	For shipping requests via USPS (large packages incur increased costs)	Current: $95 **Effective 1/1/2027: $0**
Returned Check/Declined Credit Card	For receiving a returned check or declined credit card notification	Current: $35 **Effective 1/1/2027: $0**
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 $200 fee will be applied if full payment is not made by the due date. Effective January 1, 2027, the second late fee is eliminated. **Late fees are non-reversible.**	Varies
Installment Plan Service Fee	Effective January 1, 2027, the Installment Plan Service Fee is eliminated.	Current: $75 **Effective 1/1/2027: $0**
DBA Competency Exams	**For DBA Students Only**: for taking the 8200A Research Methods ($300), 8200B Applied Statistics ($400), and 8200C Strategic Management ($400) exams	Current: $1,100 **Effective 1/1/2027: $1,100**
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)	Current: $15 Undergraduate **Effective 1/1/2027: $15 Undergraduate** Current: $75 Graduate **Effective 1/1/2027: $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.	Current: $400 **Effective 1/1/2027: $400**
International Postage	For shipping via DHL, FedEx, or USPS	Current: $95 **Effective 1/1/2027: $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.	Current: $10 **Effective 1/1/2027: $0**
Airport Pickup Fee	Fee to pick up students from the airport.	Current: $200 **Effective 1/1/2027: $200**

Returned Check & Declined Card Fee

Students are responsible for all fees relating to checks returned from the bank due to non-payment. Effective January 1, 2027, the University no longer charges a fee for a 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.

Title IV Student Loan Full-Time Requirement

CalMU 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.** CalMU 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 CalMU 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 Credit Hours per sixteen-week semester to qualify for full-time financial aid.

- **Undergraduate students** must take a minimum of 12 Semester Credit Hours 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 Credit Hours 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 6 Semester Credit Hours per their sixteen-week semester to qualify for full-time financial aid. For example: Graduate students taking one course of 3 semester credit hours for two consecutive sessions meet the 6 Semester Credit Hours 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.)

Refund Policies

New students have the right to cancel their program of instruction, without any penalty or obligations, through the attendance of their first class session or the 14th calendar day after enrollment, whichever is later. For withdrawal after the cancellation period, the University will calculate refunds as set forth in the table below. Cancellation/Withdrawal notification may be conveyed to the institution in any written manner, including email to registrar@calmu.edu, physical mail to CMU, 3550 Camino Del Rio, N. Suite 208, San Diego, CA 92108, or by submitting the Withdrawal Form available on the Moodle Platform. Refunds are provided within 30 days of cancellation or withdrawal.

For dismissals, the date of dismissal is used for refund calculations. Students who received Federal Student Aid and/or Veteran's Assistance funding during the withdrawal term are subject to their respective refund policy requirements and are then entitled to a refund of money paid personally in accordance with the regular refund policy. If a Financial Aid student withdraws before completing 60% of a course, a prorated 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. For calculating refunds, a "day" shall be defined as one of seven days contained in a calendar week.

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

Days 1-56	Refund Amount
(Days 1-14) **New Students** THE CANCELLATION PERIOD	100% Tuition and 100% of applicable Institutional fees
(Days 1-14) **Continuing Students**	100% Tuition **minus** applicable Institutional 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

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 (if applicable)	Participating Extracurricular Athletic Students Only: Funds all aspects and costs of expenses for the development, and maintenance of the University's extracurricular athletic programs.
*Fees are non-refundable after THE CANCELLATION PERIOD	

Sample Refund Calculation

Undergraduate Program* Sample Refund Calculations (For Active Students Who Attended Before 1/1/2027)

For active students who attended before 1/1/2027, if a student withdraws on day 3 of their first session, after having paid all tuition and the 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 3 Semester credit hour Course	$1,755.00
Fees Paid by Student: Resource Information Technology Fee	$500.00
Athletic Development Fee, if applicable Refundable during THE CANCELLATION PERIOD	$600.00
Total Paid by Student with Athletic Fee	$2,855.00
Total Paid by Student without Athletic Fee	$2,255.00
Total Refund for Athletic Student	$2,855.00
Total Refund for Non-Athletic Student	$2,255.00

For active students who attended before 1/1/2027, if a student withdraws on day 17 of the session, after having paid all tuition and the Technology Fee, he/she would be owed the following refund Pro Rata Refund:

Tuition Paid by Student per Single 3 Semester credit hour Course	$1,755.00
Fees Paid by Student: Resource Information Technology Fee (Non-Refundable)	$ 500.00
Athletic Development Fee, if applicable (Non-Refundable)	$ 600.00
Total Paid by Student	$2,255.00
Daily Tuition Rate ($1755 / 56 days)	$ 31.34
Daily Tuition Rate ($31.34) x 17 Days Attended = Tuition Earned by CalMU	$ 532.78
Tuition Refund Owed ($1,755 - $532.78)	$1,222.22
Total Refund Owed to Student	**$ 1,222.22**

* Students are provided a sample specific to their program in their Enrollment Agreement.

Undergraduate Program* Sample Refund Calculations (For New Students Starting January 1, 2027)

For new students starting January 1, 2027, if a student withdraws on day 3 of their first session, after having paid all tuition and the 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 3 Semester credit hour Course	$1,842.00
Fees Paid by Student: Resource Information Technology Fee	$600.00
Athletic Development Fee, if applicable Refundable during THE CANCELLATION PERIOD	$600.00
Total Paid by Student with Athletic Fee	$3,042.00
Total Paid by Student without Athletic Fee	$2,442.00
Total Refund for Athletic Student	$3,042.00
Total Refund for Non-Athletic Student	$2,442.00

For new students starting January 1, 2027, if a student withdraws on day 17 of the session, after having paid all tuition and the Technology Fee, he/she would be owed the following refund Pro Rata Refund:

Tuition Paid by Student per Single 3 Semester credit hour Course	$1,842.00
Fees Paid by Student: Resource Information Technology Fee (Non-Refundable)	$ 600.00
Athletic Development Fee, if applicable (Non-Refundable)	$ 600.00
Total Paid by Student	$2,442.00
Daily Tuition Rate ($1,842 / 56 days)	$ 32.89
Daily Tuition Rate ($32.89) x 17 Days Attended = Tuition Earned by CalMU	$ 559.13
Tuition Refund Owed ($1,842 - $559.13)	$1,282.87
Total Refund Owed to Student	**$ 1,282.87**

Withdrawals and Dismissal Determination

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.
- 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.

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 osar.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 *CalMU* 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, West 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 North Market Blvd., Suite 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

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 Credit Hours for an undergraduate student;
- at least 6 Semester Credit Hours 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.

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 Unlearned 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:

- 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 30 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 30 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 30 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:
        - 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 CalMU 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 Requirements for Financial Aid – Undergraduate Studies

Credit Hours	Enrollment Status	Cal Grant
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.

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.

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.

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

Days 1-56	Refund Amount
(Days 1-14) New Students THE CANCELLATION PERIOD	100% Tuition and 100% of applicable Institutional fees
(Days 1-14) Continuing Students	100% Tuition minus applicable Institutional 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

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

Undergraduate applicants must submit the following:

1. Evidence of prior postsecondary academic experience listed on the application (if any) through official transcripts from all accredited colleges and universities previously attended, or evidence of graduation from an accredited high school in the United States or a high school equivalency diploma (GED) with a cumulative grade point average of 2.0 or higher. If CMU has reason to believe that a high school diploma presented for admission is not valid or did not originate from an entity that provides secondary education, the University will not accept the credential for admission until the applicant establishes its absolute validity.
    a. 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 state recognizes the secondary school as a provider of secondary school education.
    b. Transfer students from any other accredited college, university, or other postsecondary institution are not required to provide evidence of high school completion or GED as defined above.

2. 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 must provide documentation of equivalent qualification to requirement 1 above.

3. 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.

4. A copy of a valid government-issued photo identification (e.g., driver's license, state ID, or passport). International students on F-1 visas must also submit a copy of their visa documentation upon receipt.

Copies of the materials listed above will be accepted for admissions purposes, however for postsecondary education **official transcripts must be on file prior to the end of the initial session unless a student has been granted a conditional acceptance as defined above.** Official TOEFL scores are required within 14 days of the start of the initial session.

Master's Degree Programs

Master's degree applicants must submit the following:

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 the Master of Science in Artificial Intelligence which requires a 3.0 or better). Copies **of official academic transcripts will be accepted during initial evaluation for admissions.**

    a. Transfer students with master's-level transfer credit from another accredited college, university, or other post-secondary institutions must still provide evidence bachelor's degree completion as defined above.

2. 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.

3. 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.

4. A copy of a valid government-issued photo identification (e.g., driver's license, state ID, or passport). International students on F-1 visas must also submit a copy of their visa documentation upon receipt.

Copies of the materials listed above will be accepted for admissions purposes; however **official transcripts must be on file prior to the end of the initial session unless a student has been granted a conditional acceptance as defined above.** Official TOEFL scores are required within 14 days of the start of the initial session.

Optional documents for admission to the Master's Degree 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 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.

Admissions Exceptions

Undergraduate Programs Only

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:
    a. Evidence of professional achievements or certifications.
    b. Letters of recommendation from employers or mentors.
    c. 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.

Appeal Of Admission Denial – Master's Degree Programs

Students receiving a letter of denial 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 GPA of 2.8 or above in order for the appeal to be considered by 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.**

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, CalMU's TOEFL code is 7457.

13. Academic performance at CalMU may reveal the necessity for further English language study by a student. CalMU 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 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.

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 GPA of 2.8 or above in order for the appeal to be considered 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 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 CalMU'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.). CalMU 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 Credit Hours 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.

Transfer Credit – DPA Waiver for Students with No Transfer Credit

Students entering the university with zero transfer credits are not required to complete a Degree Progress Audit (DPA). Their progress will instead be monitored through the standard degree audit process. At admission, the Admissions Manager will confirm if a student has no transfer credits and flag the record accordingly. If transfer credits are later submitted, a DPA will be required at that time.

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 their detailed evidence and reasons why their appeal should be granted. For the purposes of admission, unofficial transcripts may be evaluated for transfer credits. However, official transcripts must be on file before final awarding of the transfer credit 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 CalMU. CalMU 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.

Transfer Credit Adjustment: Credit awarded from unofficial transcripts is conditional. If you sign this Enrollment Agreement and have submitted only unofficial transcripts, the University may

adjust or revoke any transfer credit awarded if the official transcripts do not verify the information on which that credit was based. Students will be notified of any discrepancies by the Registrar and will have a right to appeal the decision in writing following the University's Policies.

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 CalMU 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

CalMU offers a limited selection of general education courses. To ensure students receive a well-rounded education, CalMU 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 CalMU'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 & 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. CalMU 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 CalMU.

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

English Language Requirement

For CalMU, 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 Program

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).

CalMU 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 CalMU's International Admission Office for details on how they might proceed with their studies at California Miramar University.

CalMU 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. CalMU 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 CalMU**. 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 CalMU 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, CalMU'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.

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. CalMU 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. CalMU 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 CalMU 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) and Optional Practical Training (OPT)
California Miramar University does not offer Curricular Practical Training (CPT) at this time. Eligible F-1 students may independently apply for Optional Practical Training (OPT) through the standard process administered by U.S. Citizenship and Immigration Services (USCIS), with the

required School Official recommendation issued by the University's Designated School Official. Students interested in OPT should contact the Designated School Official to discuss eligibility and application timing.

The Enrollment Period

All 100% online students at CalMU may enroll in any available course 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.

Hybrid Learning

San Diego and San Jose 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. Domestic hybrid students attend one on-campus class per session, in Week 4 of each eight-week session, and complete the remainder of their coursework online. International students on F-1 visas attend class in person for all eight weeks of each hybrid course. U.S. Military and Veteran students receiving the VA Monthly Housing Allowance (MHA) should refer to the specific requirements of that program outlined later in this catalog. Hybrid courses and programs cover the same curriculum as the Online and Distance Education/Independent learning methods, and courses enroll year-round on a space available basis.

Methods of Obtaining Credit

All students at California Miramar University have the opportunity to obtain academic credits via any of the following: completing courses, 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 3 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 CalMU

The transferability of credits you earn at California Miramar University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in all of the degree, diploma and certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or

certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Miramar University to determine if your credits, 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 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. 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 CalMU. Transcripts are used to provide evidence of a significant improvement in the student's academic performance.
5. All readmission appeals must be typed. Handwritten appeals will not be reviewed.

The student will be notified of the Academic Affairs Committee's decision via email from the University Registrar. All decisions made by 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 CalMU 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 the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 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 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.

Federal Supplemental Educational Opportunity Grant (FSEOG)

To receive a Federal Supplemental Educational Opportunity Grant (FSEOG) for an academic year, an undergraduate student must have financial need. The undergraduate student must not have previously earned a bachelor’s or first professional degree. Students with the lowest Student Aid Index and also eligible for the Pell Grant for the award year have primary consideration for the FSEOG.

Based on the annual FSEOG funds allocated, the Financial Aid Office awards equal amounts to Pell Grant eligible students with the lowest Student Aid Index. Funding is based on a first-come first-serve consideration, as not all eligible students will receive the FSEOG due to limited funding from the federal government. If after awarding the FSEOG funds to all Pell Grant students and there are FSEOG funds remaining, the Financial Aid Office can award those funds to additional eligible students with the lowest SAI, even students not eligible for the Pell Grant.

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 according to the Joint Services Transcript (JST) and schooling based on the equivalent requirements and procedures followed by the American Council on Education www.acenet.edu/Pages/default.aspx. Also, CalMU awards credit for satisfactory completion of CLEP©, and other comparable general education examinations toward undergraduate degree programs. CalMU 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.

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
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

Academics and Student Services

Each CalMU 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 CalMU'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 CalMU'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 equipped with internet access, a large screen TV, a whiteboard and PC. 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.

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:
  - Quizzes
  - Exam
  - Case Study
  - Final Paper
  - Group Assignment
  - 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.

Any exception to this policy is subject to an evaluation and the administration's discretion. 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.

Please note: CalMU anticipates transitioning to a new LMS platform, Populi. Additional details, training resources, and tutorials will be provided to students in advance of this transition. Until that time, all courses will continue to operate on Moodle as described above.

Minimum Technology Requirements

Specification	Minimum	Recommended (Standard)	High-End / Power User
Processor	Intel Core i5 or AMD Ryzen 5	Intel Core Ultra 5 or AMD Ryzen 7	Intel Core Ultra 7 or AMD Ryzen AI 7 / Ryzen 9
Memory (RAM)	16 GB	24 GB	32 GB
Storage	512 GB NVMe SSD	1 TB NVMe SSD	1–2 TB NVMe SSD
Display	15.6" Full HD (1920×1080)	15.6" Full HD IPS	14–16" QHD or 4K IPS/OLED
Graphics	Integrated	Integrated	Dedicated GPU (if required)
Operating System	Windows 11 Pro	Windows 11 Pro	Windows 11 Pro
Wireless	Wi-Fi 6	Wi-Fi 6/6E	Wi-Fi 6E / Wi-Fi 7
Webcam	720p HD	1080p HD	1080p HD or better
Ports	USB-A, USB-C, HDMI	USB-A, USB-C, HDMI	Thunderbolt 4 / USB4, HDMI
Expected Lifecycle	3–4 Years	4–5 Years	5+ Years

To ensure the best learning experience, students should have access to reliable hardware, software, and internet connectivity capable of supporting online coursework, video conferencing, and the university's learning systems.

Computer

- Recommended: Windows or Mac laptop/desktop computer
- Physical keyboard and mouse or trackpad
- Webcam and microphone

Tablets

- iPad or Android tablet (10" screen or larger) with an external keyboard may be used for some coursework

Not Recommended

- Smartphones should not be relied upon as a primary device for coursework, assignments, exams, or online classes

Operating System

- Windows: Windows 11 (recommended); Windows 10 (supported until Microsoft end-of-support)
- macOS: macOS 13 (Ventura) or newer
- Mobile: iPadOS 16+, iOS 16+, Android 13+

Display

- Minimum: 1366 x 768 resolution
- Recommended: 1920 x 1080 (Full HD) or higher

Internet Connection

- Required: A reliable broadband internet connection
- Minimum: 10 Mbps download / 5 Mbps upload
- Recommended: 50 Mbps download / 10 Mbps upload
- Fiber, cable, or high-quality 5G home internet are recommended

Audio & Video

- Required: Webcam (720p minimum; 1080p recommended)
- Speakers or headphones
- Microphone or headset
- These are required for virtual classes, advising, and student support services

Supported Web Browsers

- Google Chrome (recommended)
- Microsoft Edge
- Mozilla Firefox
- Apple Safari (macOS only)
- JavaScript and cookies must be enabled
- Pop-up blockers may need to be disabled for certain learning activities

Required Software

- Microsoft 365 (provided by the University, if applicable)
- PDF Reader
- Zoom (latest version)
- Microsoft Teams (if required)
- Current antivirus/security software
- Ability to open Microsoft Word, Excel, and PowerPoint files

Learning Management System

- Populi Student Portal
- Populi Learning Management System (LMS)
- University Email (Microsoft 365)
- Students should regularly monitor university email and announcements for course updates and institutional communications

Hardware Recommendations

- Recommended: Intel Core i5 / AMD Ryzen 5 (or Apple M-series equivalent) or better
- 8 GB RAM minimum
- 16 GB RAM recommended
- 256 GB SSD minimum
- 512 GB SSD recommended

Grading Policy

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**	59.9 points and below

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	Withdraw Fail
B-	2.67	I	Incomplete
C+	2.33	W	Withdrawal
C	2.00	T	Transfers
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
3.50-3.69	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.

Incomplete Grades (I)

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

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.

Required Grade Point Average

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.

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.
- 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 Credit Hours 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.

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 Vice President of Academics and the student. No other assignments will be considered for grade challenge after Sunday of week seven.

- **Grade Challenge Form (GCF)**
  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 Academic Affairs Committee. The student may be asked to meet with the Academic Affairs Committee. A final decision of the Academic Affairs Committee will be made within 14 days of the receipt of the GCF. **All decisions of 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 CalMU 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 CalMU'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 3 semester credit hours except for the doctoral dissertation courses which are assigned four Semester Credit Hours.

COURSE NUMBERING DEFINITIONS

All courses at CalMU 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

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.

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 Policy

The purpose of this leave of absence (LOA) at CalMU 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 CalMU 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.
- 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 Leaves 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 CalMU 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 CalMU. If students have transferred in from another U.S. university, 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 CalMU 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 and Additional Credential

When a student changes academic programs, credits from the prior program remain part of the attempted and earned credit totals on the official transcript. Any prior-program courses not required by the new program will count as excess credits beyond the new program's required totals. If the student falls below the minimum SAP requirements, they may appeal on the basis of

the program change and request that only credits applicable to the new program be used to calculate 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 Pursuing 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 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.

Academic Dishonesty

California Miramar University (CalMU) expects all students to uphold the highest standards of academic integrity. This policy applies to all forms of academic work, including assignments, examinations, research papers, and any other activities for which academic credit is awarded.

Artificial Intelligence Usage Policy

CalMU permits students to use artificial intelligence (AI) tools, such as ChatGPT, to generate ideas, conduct research, and brainstorm. However, students should be aware that AI-generated content

may be inaccurate, incomplete, or otherwise unreliable. Students must fact-check all AI outputs against reliable sources, as current AI models may confidently present factual errors.

Appropriate Uses of AI

- Using spell check, grammar check, and synonym identification tools (e.g., Grammarly, Microsoft Word)
- Using AI recommendations to rephrase sentences or reorganize paragraphs the student has drafted
- Using AI recommendations to refine outlines the student has drafted
- Paraphrasing AI-generated ideas in the student's own words and supporting them with properly cited sources

Inappropriate Uses of AI

- Submitting AI-generated sentences or paragraphs without citation
- Using AI to write any portion of an assignment draft
- Using AI tools to complete assignments, write papers, or answer examination questions
- Copying and pasting AI-generated responses without modification or critical analysis

CalMU does not accept AI-generated work as a student's own submission. Students who include AI-generated material must cite it as they would any other reference material. Faculty and administration will take disciplinary action against students who repeatedly misuse AI, as outlined in the sanctions section of this policy.

Detection and Reporting Process

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

Academic Dishonesty

Academic dishonesty refers to the intentional misuse of data, writings, or intellectual property produced by others without appropriate recognition. This includes submitting any assignments, quizzes, or examinations that represent another person's work as one's own. Academic dishonesty includes cheating, deception, fabrication, impersonation, abuse of confidentiality, aiding and abetting dishonesty, improper research practices, and plagiarism.

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 must take care to distinguish their own ideas and language from information acquired from other sources, including published primary and secondary materials, electronic media, and unpublished materials.

Self-Plagiarism

Self-plagiarism occurs when a student resubmits prior academic work without the permission of the course instructor. This includes both draft and final versions of papers, assignments, or

projects. Students who wish to build upon or reuse portions of their prior work must obtain explicit permission from the instructor. For guidance on proper citation practices, students should consult the American Psychological Association Publication Manual.

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. 17, or by email at sfoster@calmu.edu.

Sanctions for Academic Dishonesty and Student Misconduct

A sanction is a disciplinary action that may be issued by faculty or the University in response to 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
- A reduced or failing grade in the course
- Written warning
- Suspension from the University
- Removal from the program
- Administrative withdrawal, dismissal 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.

Appeals Process

If a student believes they have been unfairly flagged for AI misuse, the student should first respond to the faculty member's notification and provide an explanation of their work (including drafts, revision history, notes, sources, and/or citations) during the initial review stage. Faculty will evaluate whether the student meaningfully engaged with any AI-generated content, fact-checked information, and demonstrated independent critical thinking.

If the student disagrees with the decision after the faculty review, the student may submit a formal appeal through the University's official JotForm appeal process within 30 calendar days of the decision being appealed. The Registrar will acknowledge receipt within five business days. The Appeals Review Committee (Registrar and Vice President of Academics) will meet within 15 business days to review the submitted materials and will issue a written decision within 10 business days after the meeting. Appeal records are maintained for a minimum of five years to support transparency and compliance.

Satisfactory Academic Progress and Financial Aid Satisfactory Academic Progress

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 to take the minimum number of Semester Credit Hours per a sixteen-week student semester outlined below:

- Undergraduate students must take a minimum of 12 Semester Credit Hours 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.

- **Graduate students** must take a minimum of 6 credit hours per sixteen-week semester to qualify for full-time financial aid. 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 one 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. 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 for early review at the end of every session for all students (see Letter of Concern Status below). Status is then calculated for consideration of SAP and FA/VA-SAP status changes 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 for SAP and/or FA/VA-SAP. 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 after an eight-week session, but prior to the full sixteen-week student semester. The student must speak with the Registrar or the Vice President of Academics 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 Vice President of Academics 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 Credit Hours 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 (see below) and who was approved for an appeal citing mitigating circumstances is placed on a Probation Status by the University, OR a student who was previously on Academic Warning Status and has shown significant improvement, but has not obtained the required CGPA or progress to completion. The student will need to submit an Individual Academic Support Plan (IASP) developed in association with the Vice President of Academics and 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 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 program level (i.e. undergraduate, graduate) in a final effort to remain on Title IV and/or V.A. Education Benefits and raise their CGPA and/or progress to completion 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 Vice President of Academics, 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 SUSPENSION PROBATION STATUS EXEMPTIONS ARE NOT ALLOWED UNDER FEDERAL LAW AND CMU POLICY.**

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 program 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

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 program 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 at least 67% of all attempted credits on an ongoing basis. 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.

Treatment of Specific Grades

Incomplete Grades (I)
Incomplete grades are included in both the qualitative and quantitative measurements and are treated as failing F grades.

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.

Proctored Mid-Term and Final Examinations

HONORLOCK AI PROCTORING POLICY ANDCTORING POLICY AND PROCEDURES

To ensure security and integrity of CalMU'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.

California Miramar University has implemented the **Honorlock** AI-powered proctoring system to enhance exam flexibility and integrity. Integrated into the Moodle platform, **Honorlock** allows students to take exams 24/7 during scheduled exam weeks without the need for pre-arranged proctoring slots or Zoom sessions.

Students must use their university-issued email and a government-issued photo ID or the CalMU Student ID for all exam-related communications and follow the provided setup instructions, including installing the **Honorlock** Chrome extension and completing identity verification. Technical support is available through **Honorlock's** Help Center and 24/7 live assistance. On-campus setup support is also offered for students needing help with installation or configuration. This policy ensures a secure, accessible, and student-friendly examination environment aligned with university standards

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:
    - Quizzes
    - Exam
    - Case Study
    - Final Paper
    - Group Assignment
    - 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 will be considered for dismissal from the course, and possibly, the University.** Any exception to this policy is subject to an evaluation and the administration's discretion. **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.

Hybrid Attendance Requirements (Combo or In-Person Students)
Domestic students enrolled in Hybrid courses are required to attend **one on-campus class per session**, which occurs in **Week 4** of each eight-week session. Attendance for all other weeks is met by completing required online assignments in accordance with the University's Online Attendance Policy. **Failure to submit any required academic work during a given week will result in an unexcused absence for that week.**

This policy allows a maximum of **two unexcused absences** per session. Any student who is not actively participating throughout the session or who exceeds two unexcused absences will be **dismissed from the course, and possibly the University**. Exceptions may be granted at the discretion of University administration.

APPEAL PROCEDURE FOR MISSED WEEK 4 ATTENDANCE
https://form.jotform.com/261896226366064. Alternative attendance dates are granted at the sole discretion of the Vice President of Academics. **Students who do not attend the Week 4 on-campus class or an approved alternative date will be reclassified from Hybrid to Online for the session in which they did not attend.**

Any student, who is not actively participating throughout the session will be dismissed from the course, and possibly, the University. Any exception to this policy is subject to an evaluation and the administration's discretion.

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 and Absence Notification
If an F-1 student cannot attend a scheduled weekly in-person session 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 and the Registrar's office at registrar@calmu.edu 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 accommodation process applies to F-1 students' weekly in-person sessions. Domestic hybrid students and students receiving Veterans Affairs (VA) benefits who cannot attend the required Week 4 on-campus class must instead submit an appeal to the Vice President of Academics using the JotForm process described in the Hybrid Attendance Requirements and VA Attendance Verification sections of this catalog. Alternative attendance dates are granted at the sole discretion of the Vice President of Academics.

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.

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.
- CalMU-issued email accounts are the official and primary means of communication. All students, faculty, and staff are expected to use their CalMU email addresses for University-related correspondence.
- Any member of the CalMU community who engages in **hostile, discourteous, or unprofessional communication** (verbal or written) will 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. **Those students who do not maintain appropriate attendance and SAP statuses will be reported to the Department of Homeland Security (DHS)**.

Veteran Students Using Education Benefits Who Are Eligible for the Monthly Housing Allowance (MHA)

Undergraduate:
The full time rate of pursuit for undergraduate students receiving Monthly Housing Allowance (MHA) from the Department of Veterans Affairs is six Semester Credit Hours per eight-week session. Students who enroll in fewer credit hours receive a reduced MHA based on their rate of pursuit. Undergraduate students must take at least one hybrid class per session to be certified as a hybrid student for purposes of their VA education benefit

Graduate:
The full-time rate of pursuit for graduate students receiving MHA is three Semester Credit Hours per eight-week session. Students who enroll in fewer credit hours receive a reduced MHA based on their rate of pursuit. Graduate students must take at least one hybrid class per session to be certified as a hybrid student for purposes of their VA education benefit.

Additional Requirements for VA Students (Attendance Verification)

Students receiving VA educational benefits are subject to all Hybrid attendance requirements above **and** the following federal reporting procedures:

- Attendance verification will occur once per session.
- During Week 1, instructors will receive an attendance roster identifying students receiving VA benefits.
- Each week, instructors will verify attendance or participation either online or on-ground for these students and submit the data using the designated attendance form.
- VA students must attend class on-ground in **Week 4** to maintain compliance with federal standards. Attendance at the in-person class is mandatory to retain hybrid certification and remain in compliance with VA certifying policy. Students who are unable to attend must submit an appeal to the Vice President of Academics by completing a JotForm available at https://form.jotform.com/261896226366064. Alternative attendance dates are granted at the sole discretion of the Vice President of Academics.

- VA students must attend a minimum of **120 classroom minutes** in order to have their on-ground attendance counted.
- **Attendance for all other weeks will follow the Online Attendance Policy where students 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:
        - Quizzes
        - Exam
        - Case Study
        - Final Paper
        - Group Assignment
        - Other Activities Listed in the Course Room
- This hybrid attendance requirement reflects the VA's own standard for hybrid certification, not an institutional policy set by CalMU. The University does not have authority to grant exceptions or waivers to this VA standard.
- The **VA Certifying Official** will report verified attendance to the Department of Veterans Affairs as required.
- If a student does not meet attendance requirements, their current VA certification for the session in which they did not attend any on-ground class will be switched to an online status.

Policy for Students Receiving VA Educational Benefits (38 U.S.C. §3679(e))

California Miramar University 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, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the U.S. Department of Veterans Affairs under Chapter 31 or Chapter 33 of Title 38, United States Code.

A "covered individual" is any individual who is entitled to educational assistance under Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (Post-9/11 GI Bill®) of Title 38, United States Code.

This policy applies during the period beginning on the date a covered individual provides CalMU with a certificate of eligibility for entitlement to educational assistance and ending on the earlier of: (1) the date on which payment from VA is made to the institution; or (2) 90 days after the date CalMU certified the covered individual's enrollment to the VA. During this period, CalMU will permit the covered individual to attend or participate in the course of education and will not assess late fees, deny access to any facilities or services, or require additional borrowing on the basis of delayed VA payment.

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 CalMU course of education during the period beginning on the date the individual provides CalMU 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".

• CalMU 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,* CalMU 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

CalMU 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.

CalMU 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.

- CalMU will provide *Covered Individuals* the requirements for graduation and a graduation timeline.
- CalMU will agree to obtain approval of their respective accrediting agency for each new course or program.
- CalMU 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 CalMU.

Religious Observance Accommodation Policy

CalMU 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.

CalMU 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 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.

Enrollment Termination

Enrollment at CalMU 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. CalMU may terminate a student's enrollment for any Academic issue listed earlier in this section of the catalog. In addition, CalMU 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.

Confidentiality and Privacy Policy

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, and by the State of California Education Code, it is the University's 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; and 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 ensure 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 of conferral; the courses and units attempted and completed; and the grades earned by the student in each of those courses.

Retention of Student Records

Under California Code of Regulations, Title 3, Division 10, Private Postsecondary Education, California Miramar University maintains 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 of conferral; the courses and units attempted and completed; and the grades earned by the student in each of those courses. CalMU maintains all student and financial records separately onsite in locked fireproof cabinets for five years. CalMU permanently maintains transcripts electronically.

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 Revision to the 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.

Couse Auditing Policy

First time CalMU 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 notified the University of their intent to be removed from the course(s) or CalMU 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 CalMU. 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.

CalMU has integrated an Employer Information Form during the admissions process. You will be required to supply this information to the University at that time. CalMU 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. CalMU will send a reminder to you each semester to update your employment information, if any changes have been made.

Near or 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 a Post-Graduate Employment Verification Form to collect specific information about whether you are job-seeking and desire career support, employment status, 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. We ask for this information so we can report accurate employment outcomes to our accreditors and strengthen the career support we offer graduates. Thank you for helping us continue improving outcomes for future students.

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 credit hour 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.

Program Learning Outcomes

Graduates of the Cyber Security 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

The Artificial Intelligence Certificate includes courses that overlap with CalMU's undergraduate degree programs. Only those exact courses previously completed at CalMU may be transferred.

For complete Satisfactory Academic Progress (SAP) transfer requirements, see the catalog table of contents for the relevant page number.

SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time 150% of Completion time) In Months
Artificial Intelligence Certificate	**18 credit hours**	**9 Months**

Certificate in Artificial Intelligence Courses (All Required) 18 Semester Credit Hours)

Course	Title	Semester 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

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, and quantitative methods. It provides an overview of managerial functions and responsibilities, leadership practices, and business management. (3 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

Cybersecurity 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 credit hour 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.

Program Learning Outcomes

Graduates of the Cyber Security 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

The Cyber Security Certificate includes courses that overlap with CalMU's undergraduate degree programs. Only those exact courses previously completed at CalMU may be transferred.
For complete Satisfactory Academic Progress (SAP) transfer requirements, see the catalog table of contents for the relevant page number.

SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
Cyber Security Certificate	**18 credits**	**9 months**

Certificate in Cyber Security Courses (All Required – 18 Semester Credit Hours)

All courses must be taken in the sequence listed below.

Course	Title	Semester Credit Hours
IT 3001	Business Concepts and Information Technology	3
IT 3002	Computer Network 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

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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.

Program Learning Outcomes

Graduates of the ASBA program should be able to:

ASBA PLO #1: Apply foundational business concepts across functional areas to solve structured business problems.
ASBA PLO #2: Produce clear and professional written and oral communications appropriate for business contexts.
ASBA PLO #3: Use quantitative methods and basic statistical tools to interpret data for business decision-making.
ASBA PLO #4: Evaluate information from electronic and scholarly sources to support business-related conclusions.
ASBA PLO #5: Analyze how social, cultural, ethical, environmental, and legal factors influence business practices.

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 Credit Hours	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

Potential Occupations	Standard Occupational Classification Code
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

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
- Information Technology

Required Curriculum

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

ASBA General Education Courses (All Required) – 24 Semester Credits

Course	Title	Semester 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	Title	Semester 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

Concentration Courses 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

Course	Title	Semester 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./Sports Management Concentration

Course	Title	Semester 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 Concentration

Course	Title	Semester 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

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.

Course	Title	Semester Credit Hours
ELECTIVE 1	ELECTIVE 1	3
ELECTIVE 2	ELECTIVE 2	3
ELECTIVE 3	ELECTIVE 3	3
ART 1010	Art History	3

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

Concentrations

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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

Elective Courses (9 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.
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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

Associate of Science in Business and Technology

Overview

The Associate of Science in Business and Technology (A.S.B.T.) degree program is designed to provide students with foundational knowledge in both business principles and technological applications. The program emphasizes practical skills that support entry-level employment or continued education.

Program Learning Outcomes

Graduates of the ASBT program should be able to:

A.S.B.T. PLO #1: Apply business principles and technology tools to solve operational problems in organizational settings.
A.S.B.T. PLO #2: Produce clear, professional written and oral communications in business and technology environments.
A.S.B.T. PLO #3: Use quantitative methods and data analysis tools to support business and technology decision-making.
A.S.B.T. PLO #4: Evaluate digital tools and information resources for effectiveness in business and technology applications.
A.S.B.T. PLO #5: Analyze how technological, social, ethical, legal, and environmental factors influence business operations.

Graduation Requirements

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

Maximum Transfer Credit

45 credit hours

Table Showing SAP Maximum Time Frames

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

Potential Occupational List

Potential Occupations and Classification Code	Potential Occupations and Classification Code
Computer Systems Analyst 15-1211	Contract Administrator 43-9190
Management Information Systems Director 11-3020	Production/Operation 13-1190
AI Analyst 15-2031.00	Operations Research Analysts 15-2030
Computer Programmer 15-1251	Production Planner 13-1190

Potential Occupations and Classification Code	Potential Occupations and Classification Code
Account Manager, Advertiser 41-1012	Database & Network Administrators and Architects 15-1240
AI Scientists 15-2050	Administrative Analyst 13-1110
Administration 43-0000	
Job Analyst 13-1110	

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.

- Artificial Intelligence
- Cyber Security

Required Curriculum

Component	Credit Hours
General Education Courses	24
Business Core Courses	15
Concentration Courses	12
Elective Courses	9
Total Associate of Science in Business and Technology	**60**

A.S.B.T. General Education Courses (All Required) – 24 Semester Credit Hours

Course	Title	Semester 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.T./Business Core Courses (All Required) – 15 Semester Credit Hours		
Course	**Title**	**Semester Credit Hours**
BUS 1010	Business Communication	3
BUS 1015	Computer Essentials: Digital & Virtual Environment	3
MKT 1201	Principles of Marketing	3

ACC 1202	Principles of Accounting I (Pre req – MTH 1150 – Algebra or equivalent)	3
BUS 3151	Business Statistics	3

A.S.B.T 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.T./Artificial Intelligence

Course	Title	Semester 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

A.S.B.T./Cyber Security

Course	Title	Semester 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 (Prereq IT 3003 – Cyber Security 1)	3

A.S.B.T. / ELECTIVE COURSES (Students Choose 9 Semester Credit Hours for ASBA Concentration)

Course	Title	Semester Credit Hours
ELECTIVE 1	ELECTIVE 1	3
ELECTIVE 2	ELECTIVE 2	3
ELECTIVE 3	ELECTIVE 3	3
ART 1010	Art History	3
MKT 4005	Principles of E-Marketing (Prerequisites: MKT 1201 or equivalent)	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 Semester Credit Hours)
Repeatable in BUS 2002 (1 semester credit) pass/fail

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 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 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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.T./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. (3 Semester 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. (3 Semester 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. (3 Semester 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. (3 Semester Credit Hours)

A.S.B.A./ CYBER SECURITY 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)
Prerequisite (IT 3003) Cyber Security 1 - basics of cyber security.

Elective Courses (9 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.

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 Semester 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 Semester Credit Hours)

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.

Program Learning Outcomes

Graduates of the BSBA program should be able to:

BSBA PLO #1: Apply business concepts and analytical tools across functional areas to address organizational challenges.
BSBA PLO #2: Analyze complex business problems by integrating knowledge from management, finance, marketing, and operations.
BSBA PLO #3: Evaluate data using quantitative methods and statistical tools to support business decisions.
BSBA PLO #4: Integrate information from electronic and scholarly sources to develop and communicate well-supported business conclusions.
BSBA PLO #5: Assess the impact of ethical, legal, social, cultural, and environmental factors on business decisions in a global context.

Graduation Requirements

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

Maximum Transfer Credit

90 credit hours

Table Showing SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
BSBA	**120 credits**	**90 months**

Potential Occupational List

Potential Occupations	Standard Occupational Classification Code
Cost Estimators	13-1051
Management Analysts	13-1111

Potential Occupations	Standard Occupational Classification Code
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

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
- Information Technology
- Artificial Intelligence
- Cyber Security

Required Curriculum

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

BSBA General Education Courses (All Required) – 36 Semester Credit Hours

Course No.	Title	Semester 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
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	Semester 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	Semester Credit Hours
MGT 3626	Supply Chain Management	3
MGT 3826	Managerial Decision Making and Strategy	3
MGT 4126	Project Management	3

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

BSBA/Sports Management Concentration

Course No.	Title	Semester 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

BSBA/Information Technology

Course No.	Title	Semester 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

BSBA/Artificial Intelligence

Course No.	Title	Semester 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

BSBA./Cyber Security

Course No.	Title	Semester 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 options.

Course No.	Title	Semester 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

**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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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./ 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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.

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

Bachelor of Science in Business and Technology

Overview

The Bachelor of Science in Business and Technology (B.S.B.T.) prepares students for the digital economy and meet industry demands for tech-savvy business professionals. It equips students with practical skills like Information technology (IT), cyber security, and Artificial intelligence(AI), enabling them to adapt to technological advancements and address complex Date Adopted: 01.01.2016 Date Revised: (Handbook 31st Edition) 04.01.2022 Page 6 of 10 business challenges. This approach aligns with academic standards, enhances career readiness, and positions the program competitively in the educational market. Additionally, it opens opportunities for industry partnerships, ensuring students gain real-world experience and are prepared for emerging roles in technology-driven business environments.

Program Learning Outcomes

Graduates of the BSBT program should be able to:

BSBT PLO #1: Apply business principles and technology tools to design solutions for complex organizational challenges.

BSBT PLO #2: Analyze business problems by integrating data, information systems, and organizational processes.
BSBT PLO #3: Evaluate data using quantitative methods and technology applications to support business decision-making.
BSBT PLO #4: Integrate digital technologies and information resources to communicate business and technology solutions.
BSBT PLO #5: Assess the impact of technological, ethical, legal, and societal factors on business decisions in a global environment.

Graduation Requirements

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

Maximum Transfer Credit

90 credit hours

Table Showing SAP Maximum Time Frames

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

Potential Occupational List

Potential Occupations and Occupation Classification Code	Standard Occupational Classification Code
Computer Systems Analyst 15-1211	Contract Administrator 43-9190
Management Information Systems Director 11-3020	Production/Operation 13-1190
AI Analyst 15-2031.00	Operations Research Analysts 15-2030
Computer Programmer 15-1251	Production Planner 13-1190
Account Manager, Advertiser 41-1012	Database & Network Administrators and Architects 15-1240
AI Scientists 15-2050	Administrative Analyst 13-1110
Administration 43-0000	Contract Administrator 43-9190
Job Analyst 13-1110	
Production/Operation 13-1190	
Management Information Systems Director 11-3020	

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.

- Artificial Intelligence
- Cyber Security
-

Required Curriculum

Component	Semester Credit Hours
General Education Courses	36
General Elective Courses	15
Business Core Courses	54
Concentration Courses	15
Total Bachelor of Science in Business and Technology	**120**

B.S.B.T. General Education Courses (All Required) – 36 Semester Credit Hours

Course No.	Title	Semester 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
LIT 3010	American Literature	3
PHL 3010	Critical Thinking	3
BIO 1020	Environmental Science	3

B.S.B.T. Business Core Courses (All Required) – 54 Semester Credit Hours

Course No.	Title	Semester 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
IT 3001	Business Concepts and IT	3
ACC 2302	Principles of Accounting II	3

MIS 2351	Management Information Systems	3
IT 3002	Computer Network Fundamentals	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
AI 4000	Programming Fundamentals	3
BUS 4751	Business Ethics	3
MGT 4851	Operations Management	3

B.S.B.T. 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.T./Artificial Intelligence

Course No.	Title	Semester 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

**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 Semester Credit Hours). Repeatable in BUS 4002 (1 semester credit) pass/fail

B.S.B.T./Cyber Security

Course No.	Title	Semester Credit Hours
IT 3005	Business IT Capstone	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

**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 Semester Credit Hours). Repeatable in BUS 4002 (1 semester credit) pass/fail

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 options.

Course No.	Title	Semester 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
MKT 4005	Principles of E-Marketing (Prerequisites: MKT 1201 or equivalent)	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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)
(3 Semester 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 Semester 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 Semester Credit Hours)

Concentration Courses
B.S.B.T./ 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. (3 Semester 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. (3 Semester 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. (3 Semester 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. (3 Semester Credit Hours)

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. (3 Semester Credit Hours)

B.S.B.T./ CYBER SECURITY CONCENTRATION
AI 3005 Business IT Applied Capstone
The Business IT Capstone course enables students to apply their Cyber Security knowledge to real-world projects, solving specific business challenges through the development and implementation of Cyber Security solutions. This course emphasizes hands-on experience, critical thinking, and problem-solving skills. Students will collaborate on projects, analyze data, and present their Cyber Security-driven solutions to stakeholders. (3 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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.

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 Semester Credit Hours)

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.

Program Learning Outcomes

Graduates of this MBA program should be able to:

MBA PLO #1: Formulate strategic solutions to complex organizational challenges using integrated business knowledge.
MBA PLO #2: Evaluate business problems and opportunities using critical analysis of data, research, and theoretical frameworks.
MBA PLO #3: Design leadership strategies to drive organizational performance, innovation, and change.
MBA PLO #4: Synthesize information from scholarly research, data sources, and professional practice to support business decisions.
MBA PLO #5: Assess the impact of ethical, legal, global, and technological factors on strategic business decisions.

Graduation Requirements

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

Maximum Transfer Credit

6 credit hours

Table Showing SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
MBA	**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
Business Administration	**Healthcare Management**	

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Materials Management 11-3000	Medical Practice Manager 11-9111	
Business Analyst 13-1110	Health Informatics Manager 11-9111	
Methods Analyst 13-1110	Hospital Administrator 11-9111	
Buyer 13-1020	Practice Manager 11-9110	
Personnel Analyst 13-2052	Operations Manager 11-1021	
Claims Representative 43-1041	Policy Researcher 13-1160	
Product/Brand Manager 11-2000	Health Administrator 11-9111	
Production/Operation 13-1190	Computer Systems Analyst 15-1211	
Cost Analyst 13-2030	Management Information Systems Director 11-3020	
Production Planner 13-1190	Computer Software Engineer 12-1256	
Public Administration 13-1190	Computer Programmer 15-1251	
Employment Interviewer 43-4061	Information Systems 15-1220	
Public Relations Representative 13-1190		
Purchasing Agent 13-1020		
Financial Planning 13-2090		
Systems Analyst 15-1211		
Human Resources Management 11-3121		
Training Specialist 43-4160		
Credit Analyst 13-2010		

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
- Finance
- Health Care Management
- 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 CalMU. 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. CalMU'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

Required Curriculum

Component	Semester Credit Hours
Core Courses	27
Concentration Courses	12
Total Master of Business Administration	**39**

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	Semester 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	Semester 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 credit hour course counts toward the 39 semester credit hours required for graduation. The repeatable BUS 6002 Career Practical Training Extension courses do not count toward the 39 semester credit hours required for graduation.

MBA/Business Administration

Course No.	Title	Semester 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

MBA/Finance

Course No.	Title	Semester 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

MBA/Health Care Management

Course No.	Title	Semester 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

MBA/Strategic Leadership and Management in Global Business

Course No.	Title	Semester 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

MBA/Artificial Intelligence

Course No.	Title	Semester 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

MBA/Elective Courses

Course No.	Title	Semester Credit Hours

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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.
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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester Credit Hours)

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 Semester Credit Hours)

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.

MBA ELECTIVE COURSES

****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 credit hours required for graduation. ****Prerequisite:** BUS 6190 (1 credit hour) Repeatable

Master of Business Administration – Data Analytics

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.

Program Learning Outcomes

Graduates of this MBA Data Analytics program should be able to:

MBA DA PLO #1: Formulate data-driven strategies to address complex business challenges using analytical and computational methods.
MBA DA PLO #2: Design analytical models using statistical, optimization, and machine learning techniques to support business decision-making.
MBA DA PLO #3: Evaluate complex datasets using data science and quantitative methods to generate actionable business insights.
MBA DA PLO #4: Synthesize data, research findings, and business knowledge to support strategic and operational decisions.
MBA DA PLO #5: Assess the ethical, legal, and organizational implications of data analytics, artificial intelligence, and technology-driven decisions.

Graduation Requirements

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

Maximum Transfer Credit

6 credit hours

Table Showing SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
MBA – Data Analytics	**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 Analytics	Account Manager, Advertiser 41-1012	Contract Administrator 43-9190
Computer Systems Analyst 15-1211	Data Scientists 15-2050	Production/Operation 13-1190
Management Information Systems Director 11-3020	Administration 43-0000	Operations Research Analysts 15-2030

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 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

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 CalMU. 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.

Required Curriculum

Component	Semester Credit Hours
Core Courses	27
Concentration Courses	12
Total Master of Business Administration	**39**

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	Semester Credit Hours
ACC 1202	Principles of Accounting I	3
ECO 2501	Principles of Microeconomics	3
FIN 4310	Financial Management	3
BUS 3151	Business Statistics	3

Core Courses (All Required)

Course No.	Title	Semester 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 *Prerequisite MIS 6110	3
CMP 5007	Data Science and Analytics	3
AI 5012	Machine Learning *Prerequisite CMP 5001	3

The BUS 6001 Career Practical Training 3 semester credit hour course counts toward the 39 semester credit hours required for graduation. The repeatable BUS 6002 Career Practical Training Extension courses do not count toward the 39 semester credit hours 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

FIN 6165 Managerial Finance and Financial Technologies

(3 Semester 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 Semester 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 Semester 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.

Pr*erequisites: 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 Semester 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 Semester Credit Hours)
******Perquisite: CMP 5001 Introduction to Programming with Python***

MBA Elective Courses
****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 credit hours required for graduation. ****Prerequisite:** BUS 6190 (1 credit hour) Repeatable

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: Design intelligent systems using artificial intelligence techniques to address complex real-world problems.
MSAI PLO #2: Develop machine learning, deep learning, and data-driven models to analyze and solve complex computational problems.
MSAI PLO #3: Evaluate AI models and algorithms using appropriate statistical, computational, and performance metrics.
MSAI PLO #4: Synthesize knowledge from data science, programming, and AI domains to create innovative solutions and applications.
MSAI PLO #5: Assess the ethical, legal, and societal implications of artificial intelligence systems and applications.

Graduation Requirements

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

Maximum Transfer Credit

6 credit hours

Table Showing SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
MSAI	**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

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
AI Analyst 15-2031.00	Job Analyst 13-1110	Production Planner 13-1190
Computer Programmer 15-1251		Database & Network Administrators and Architects 15-1240

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

- 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

Required Curriculum

Component	Semester Credit Hours
Core Courses	33
Elective Courses	6
Total Master of Computer Information Systems	**39**

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	Semester 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	Semester 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

Course No.	Title	Semester Credit Hours
FIN 6001	Security Markets and Investments	3
AI 5021	AI for Finance *Prerequisites FIN 6001, AI 5012, AI 5015	3

AI/Operations

Course No.	Title	Semester Credit Hours
MGT 6170	Operations Management	3
AI 5022	AI for Operations *Prerequisite MGT 6170, AI 5012, AI 5015	3

AI/Marketing

Course No.	Title	Semester Credit Hours
MKT 6120	Marketing Management	3

AI 5023	AI for Operations *Prerequisite MKT 6120, AI 5012, AI 5015	3

Elective Courses (2 Courses) – 6 Semester Credit Hours

Course No.	Title	Semester Credit Hours

Prerequisite Courses (3 Courses)

Course No.	Title	Semester 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	Semester 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		

AI/Finance

Course No.	Title	Semester Credit Hours
FIN 6001	Security Markets and Investments	3
AI 5021	AI for Finance *Prerequisites FIN 6001, AI 5012, AI 5015	3

AI/Operations

Course No.	Title	Semester Credit Hours
MGT 6170	Operations Management	3

AI 5022	AI for Operations *Prerequisite MGT 6170, AI 5012, AI 5015	3

AI/Marketing

Course No.	Title	Semester Credit Hours
MKT 6120	Marketing Management	3
AI 5023	AI for Marketing *Prerequisite MKT 6120, AI 5012, AI 5015	3

Elective Courses (2 Courses) – 6 Semester Credit Hours

Course No.	Title	Semester Credit Hours

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 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 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 Semester 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 realization 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 Credit Hours)
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 Semester 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 Semester Credit Hours)

***AI 5021 AI for Finance**
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

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 Semester 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 Semester Credit Hours)
*Prerequisite MGT 6170, AI 5012, AI 5015

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 Semester Credit Hours)

AI 5023 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 behavior.
*Prerequisite MKT 6120, AI 5012, AI 5015

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 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 credit hours required for graduation. **Prerequisite: AI 6190 (1 credit hour) Repeatable

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: Design information systems and technology solutions to address complex organizational and operational requirements.
MSCIS PLO #2: Evaluate information system architectures, processes, and technologies to improve organizational performance.
MSCIS PLO #3: Formulate technology strategies and project plans to support organizational goals and digital transformation.
MSCIS PLO #4: Integrate data management, networking, and software development concepts to support enterprise information systems.
MSCIS PLO #5: Assess the security, ethical, and governance implications of information systems in organizational contexts.

Graduation Requirements

39 credit hours completed / Minimum overall G.P.A. of 3.0 or higher / Capstone Project

Maximum Transfer Credit

6 Semester Credit Hours
For full Satisfactory Academic Progress (SAP) transfer requirements, see Table of Contents.

SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
Master's Degree	39 Semester Credit Hours	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	

AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE	AREAS OF CONCENTRATION OR Potential Occupations SOC CODE
Computing Services Director 11-3020	Information Systems Supervisor (IS Supervisor) 11-3020	MIS Director (Management Information Systems Director) 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	

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 CalMU. 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. CalMU'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

Prerequisite Courses (3 Courses)

Course	Title	Semester Credit Hours
CIS 3700	Introduction to JAVA	3
BUS 1015	Computer Essentials	3
BUS 3151	Business Statistics	3

Core Courses (All Required) – 33 Semester Credit Hours

Course	Title	Semester Credit Hours
CIS 6700	JAVA Programming	3
TEC 6951	Strategic Management of Technology and 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	Title	Semester Credit Hours
CIS 5042	Data Warehousing and Mining *Prerequisite CIS 5610	3
CIS 5062	Information Systems Security	3
CIS 5081	Systems Analysis and Design	3
CMP 5007	Data Science and Analytics	3

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 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 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 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 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 credit hours required for graduation. **Prerequisite: CIS 6190 (1 credit hour) Repeatable.

Doctor of Business Administration (Not Enrolling)

Introduction

CURRENTLY NOT ACCEPTING ENROLLMENTS IN THIS PROGRAM.

The Doctor of Business Administration (DBA) degree at California Miramar University (CalMU) 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 Outcomes

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.

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.

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

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 CalMU DBA Handbook.

Graduation Requirements

The Doctor of Business Administration (DBA) degree requires 61 graduate Semester Credit Hours 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 Vice President of Academics.

STUDY LOADS

Doctoral students enroll for six (6) units per semester including summer semester and remain in continuous enrollment until the degree is awarded.

DOCTORAL PROGRAM EXAMINATIONS

- DBA Competency Examinations:

- CalMU'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 CalMU may be appropriate for a doctoral dissertation, but not at this university. 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

Table Showing SAP Maximum Time Frames

Program	Semester Credit Hours	SAP Maximum Program Time (150% of Completion time) In Months
Doctorate Degree Program	61 credits	90 months

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 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 CalMU 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 CalMU. The following is a list of the 3 semester credit hour foundation courses that may be required:

DBA Program Prerequisite Courses (If Necessary)

Course No.	Title	Semester Credit Hours
ACC 6140	Managerial Accounting	3
MGT 6170	Operations Management	3
FIN 6160	Managerial Finance	3
MKT 6120	Marketing Management	3

Required Curriculum

Component	Semester Credit Hours
Core Courses	30
Concentration Courses	18
Dissertation Courses	13
Total Doctor of Business Administration	**61**

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	Semester 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**

DBA Dissertation Courses

Course No.	Title	Semester Credit Hours
BUS 8200A,B,C	DBA Competency Exams (a fee is assessed for these exams. See Fees)	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 BUS 8210, all core and specialized courses)	4
**BUS 8221A-B	Dissertation Process (prerequisite BUS 8220) Extension (If necessary) - Repeatable	3
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**

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.
The Competency Exam BUS 8200A must be passed parallel with the BUS 8220 course. The BUS 8200B and 8200C Competency Exams must be passed prior to taking the BUS 8230 course.

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 credit hour course counts toward the 61 semester credit hours required for graduation. The repeatable BUS 7002 Career Practical Training Extension courses do not count toward the 61 semester credit hours required for graduation.

DBA/International Business Administration (6 Courses Required – 18 Semester Credit Hours)

Course No.	Title	Semester 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

DBA/Marketing (6 Courses Required – 18 Semester Credit Hours)

Course No.	Title	Semester 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
MKT 7350	Marketing Communications and Experiential Marketing (prerequisite BUS 7100)	3
MKT 7360	Pricing Theory and Practice (prerequisite BUS 7100)	3

DBA/Strategic Management (6 Courses Required – 18 Semester Credit Hours)

Course No.	Title	Semester 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

DBA/Finance (6 Courses Required – 18 Semester Credit Hours)

Course No.	Title	Semester 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

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 CalMU

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 University Executive Committee, have nine (9) semester credit hours transferred into their program. Students desiring to transfer such credits must make a formal request which includes:

- A list of the CalMU 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 CalMU program as described in the current catalog.

Course Descriptions

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 Semester 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 Semester 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 Semester 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 Semester 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 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

DISSERTATION COURSES
BUS 8200A, BUS 8200B, and BUS 8200C DBA 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 Have 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)

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 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester Credit Hours)

This one semester credit hour 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 credit hours 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 Semester 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 Semester Credit Hours)

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 Semester 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 Semester 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 Semester 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 Semester Credit Hours)

DBA ELECTIVE COURSES

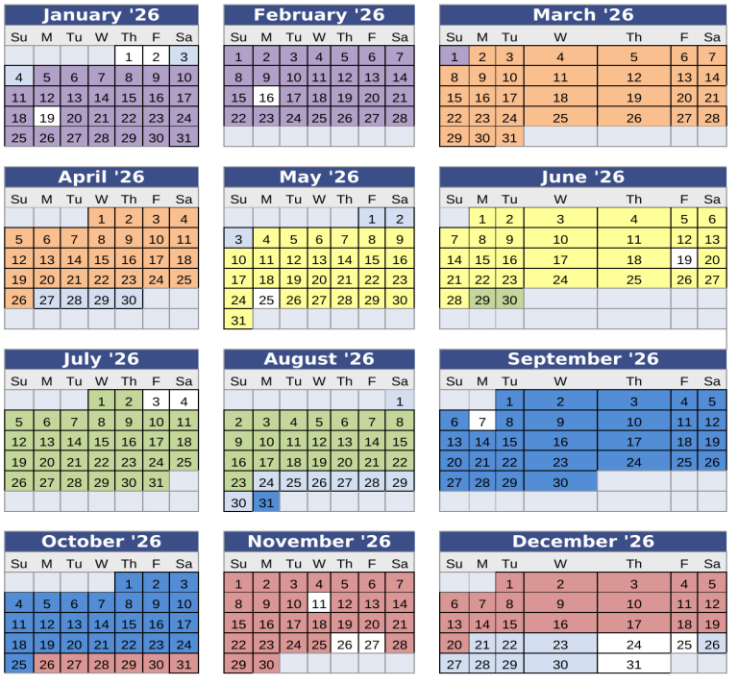
**BUS 8221A-B Dissertation Process Extension – (If Necessary) Pass/Fail
This course is a three semester credit hour extension of the BUS 8220 course that allows students to complete their research prospectus and DBA proposal and gives them additional time to complete the requirements. The course is pass/fail 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 credit hours required for graduation. (3 Semester Credit Hours) Repeatable

**BUS 8231A-B Dissertation Completion and Defense Preparation Extension – (If Necessary) Pass/Fail
This course allows for a three semester credit hour 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 credit hours required for graduation.
(3 Semester Credit Hours) Repeatable **__Prerequisite:__ BUS 8210, BUS 8220 and BUS 8230 (3 Semester Credit Hours) Repeatable

2026 Academic Calendar

2026



Notes

2026 Sessions	
Spring 2026	
	Spring 2026 Session 1 (01/05 - 03/01)
	Spring 2026 Session 2 (03/02 - 04/26)

Summer 2026	
	Summer 2026 Session 1 (05/04 - 06/28)
	Summer 2026 Session 2 (06/29 - 08/23)

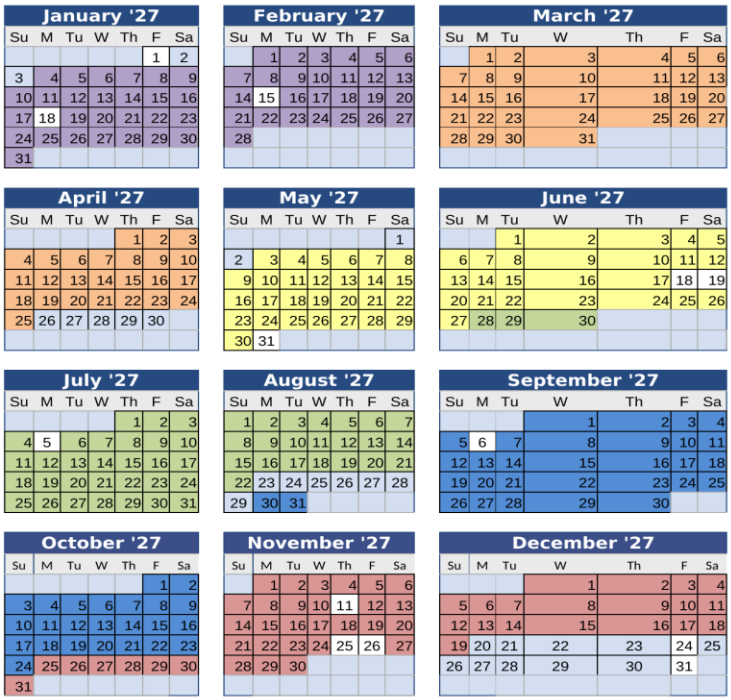
Fall 2026	
	Fall 2026 Session 1 (08/31 - 10/25)
	Fall 2026 Session 2 (10/26 - 12/20)
	NO Class in Session / Holidays
	Non-Session Days

2026 Holidays & Observance Days
January 1st and 2nd - New Year's
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. 06/15/2026

2027 Academic Calendar

2027



Notes

2027 Sessions
Spring 2027
Spring 2027 Session 1 (01/04 - 02/28)
Spring 2027 Session 2 (03/01 - 04/25)
Summer 2027
Summer 2027 Session 1 (05/03 - 06/27)
Summer 2027 Session 2 (06/28 - 08/22)
Fall 2027
Fall 2027 Session 1 (08/30 - 10/24)
Fall 2027 Session 2 (10/25 - 12/19)
NO Class in Session / Holidays
Non-Session Days

2027 Holidays & Observance Days
January 1st - New Year's Day
January 18th - Martin Luther King Day
February 15th - Presidents' Day
May 31st - Memorial Day
June 19th - Juneteenth (Observed on June 18th)
July 4th - Independence Day (Observed on July 5th)
November 11th - Veterans Day
November 25th and 26th - Thanksgiving
December 24th and 27th- Christmas
January 1st - New Year's Day (Observered on December 31st)

Rev. 06/15/2026

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