

Mission Statement

To educate determined individuals from around the globe, enrich their professional and personal lives, and impact society.

Vision Statement

The vision of the university is founded on the following four concepts:

- **True Global Education** – Prepare to create a truly global learning environment, where the academic programs meet both U.S. standards and the diverse needs of students from abroad and from within the U.S.
- **Career Development** – Emphasize corporate relations and career development to reduce the disconnect between universities and corporations, and ensure that Colorado Heights University graduates are best prepared for the job market.
- **Fiscal Responsibility** – Maintain financial accountability and viability through a strong governance system and implementation of transparent policies, and build an environment that will create a sustainable stream of student revenue, while enabling the beginnings of a fundraising program.
- **Affordable Access to Education** – Identify innovative ways to make high quality academic programs more accessible to qualified prospective students around the globe who are in most need.

Accreditation

Colorado Heights University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees, and master's degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA).

ACICS
750 First Street Suite 980
Washington, DC 20002
Phone: 202-336-6780

In addition, CHU is authorized by the Colorado Commission of Higher Education to operate in Colorado as a "private college or university."

Statement of Legal Control

Colorado Heights University, incorporated in Colorado as Teikyo Loretto Heights University, is an independent, nonprofit, educational institution owned by the Board of Members and governed through the Board of Trustees.

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Director of Public Safety & Housing

Title IX Coordinator

Brian Cicero
303.937.4077 (o)
BCicero@chu.edu
Administration Building, Room 203

Admissions Requirements — As of November 29, 2016 Colorado Heights is no longer accepting new applicants.

Intensive English Programs

- **18 years of age or high school diploma or equivalency**
- **Colorado Heights University Application Form**
- **Color copy of a valid government-issued or school-issued photo ID:** Acceptable forms of ID include driver's license, state ID, passport, or school-issued photo ID.
- **\$50.00 non-refundable application fee:** Acceptable forms of payment include cash, check, money order, wire transfer, or credit card.
- **Additional Information Form**

International Student Additional Requirements

- **Color copy of passport and visa** (if applicable)
- **Bank Statement:** Must demonstrate current, liquid and sufficient funds in excess or equivalent to the amount required in U.S. Dollars to cover the cost of attending CHU for one academic year including living expenses.
- **Financial Statement Form**

Bachelor's Degree Programs – As of November 29, 2016 Colorado Heights is no longer accepting new applicants.

Applicants applying to CHU must submit the following:

- **Colorado Heights University Application Form**
- **Color copy of a valid government-issued or school-issued photo ID:** Acceptable forms of ID include driver's license, state ID, passport, or school-issued photo ID.
- **\$50.00 non-refundable application fee:** Acceptable forms of payment cash, check, money order, wire transfer, or credit card.
- **English-Language Proficiency:** This requirement is for applicants who did not complete their secondary education at an institution where English was the primary language (see International Student Additional Requirements)
- **Applicants to an undergraduate degree program must submit one of the following:**
 - ♦ **Domestic Students:**
 - ♦ **Official High School Diploma Transcripts:** For recent high school graduates, official transcripts with final degree conferral date must be received by the beginning of the second semester. Transcripts must arrive at the CHU office in an envelope sealed by the institution or local national ministry of education.
 - *Students who do not have access to an official high school transcript should provide a signed statement that they have obtained a high school diploma, together with the date and place they graduated from high school.*
 - ♦ **Official GED transcripts**
 - **International Students:**
 - ♦ **Official High School Diploma Transcripts:** For recent high school graduates, official transcripts with final degree conferral date must be received by the beginning of the second semester. Transcripts must arrive at the CHU office in an envelope sealed by the institution or local national ministry of education. All transcripts must be in English, or, if transcripts are in a non-English language, an English translation must be provided.
 - ♦ **A signed affidavit:** *Students who do not have access to an official high school transcript should provide a signed statement that they have obtained a high school diploma, together with the date and place they graduated from high school.*
 - ♦ **Official Transcript Evaluation:** Students who do not have access to obtain transcripts in a sealed envelope from the institution or ministry may submit an official transcript evaluation by an agency governed by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) of the U.S. High School equivalency or the college-level courses they have taken. The official evaluation should be sent directly from the evaluator to Colorado Heights University. Depending on the transcript type submitted, the student will need to request either a general or course-by-course report from the evaluator.
 - ♦ **Official GED transcripts**
- **Additional Information Form**
- **Optional Admissions interview:** Discuss fit with CHU's culture and mission, discuss commitment to attend, succeed and pursue graduation, and identify and address potential obstacles that could prevent or impede success in the chosen program. Admissions officers reserve the right to deny recommendation for acceptance based on discussion of above elements.
- **Admissions Essay:** All students are required to write a 200-300 word essay in English, stating how his/her education at Colorado Heights University will help attain his/her career goals.

- **ACCUPLACER® Test:** Colorado Heights University uses the ACCUPLACER® test for incoming students to evaluate their preparedness to undertake college-level coursework in English and/or Mathematics. Students can submit official SAT or ACT scores instead of taking the ACCUPLACER® test.
- **Official College or University Transcripts:** Applicants who wish to have prior college work considered for transfer must submit an official transcript of the college-level courses they have taken. Transcripts should be submitted in an envelope sealed by the institution or local/national ministry of education within the first semester after their arrival at CHU. All transcripts must be in English, or, if transcripts are in not in-English, an English translation must be provided. To receive credits for courses or degrees from institutions outside the U.S., Canada or U.S. territories, students must have academic transcripts evaluated and certified by a NACES or Association of International Credential Evaluators, (AICE) member organization, which will assess a fee. The official evaluation should be sent directly from the evaluator to Colorado Heights University. Depending on the course of study completed, if a student has earned a foreign degree the student will need to request either a general or course-by-course report from the evaluator. Transcribed courses that are accompanied by official college catalogs, course descriptions or syllabi, in English or English translation, are more likely to be considered for transfer than are courses that have no such supporting documentation. All transcripts must be received and evaluations must be received by CHU no later than the end of the first-semester.

International Student Additional Requirements

- **English-Language Proficiency:** This requirement is for applicants who did not complete their secondary education at an institution where English was the primary language.* Degree applicants must complete and submit evidence of English-Language Proficiency by providing evidence of one of the following:
 - Minimum TOEFL® score of 500-paper-based, 178 computer based, or 62 internet based
 - Minimum IELTS® band score of 5.5 or higher with no individual score below 5
 - CHU administered TOEFL-ITP® test with a score of 500.
 - CHU-administered ESL ACCUPLACER® Reading, Language Use, Listening and Sentence Meaning tests with scores of 100 or higher on each test *and* ESL ACCUPLACER® WritePlacer® score of 6.0 or higher. Those who score less than 6.0 may be placed in an ESL or other remedial program. All BA candidates must take the CHU-administered ACCUPLACER® and a math exam, regardless of their scores on other tests, to determine placement in the program.
- **Color copy of passport and visa** (if applicable)
- **Financial Statement Form**
- **Bank Statement:** Must demonstrate current, liquid and sufficient funds in excess of or equivalent to the amount required in U.S. dollars to cover the cost of attending CHU for one academic year including living expenses.

Master's Degree Programs - As of November 29, 2016 Colorado Heights is no longer accepting new applicants.

Applicants applying to CHU must submit the following:

- **Colorado Heights University Application Form**
- **Color copy of a valid government-issued or school-issued photo ID:** Acceptable forms of ID include driver's license, state ID, passport, or school-issued photo ID.
- **\$50.00 non-refundable application fee:** Acceptable forms of payment include cash, check, money order, wire transfer, or credit card.
- **English Language Proficiency:** This requirement applies to applicants who did not complete their secondary education at an institution where English was the primary language (see International Student Additional Requirements)
- **Official College or University Transcripts:** Applicant must have completed a baccalaureate degree or its equivalent, and must submit an official transcript of the college-level courses they have taken. Transcripts should be submitted in an envelope sealed by the institution or local/national ministry of education within the first semester after their arrival at CHU. All transcripts must be in English, or, if transcripts are not in English, an English translation must be provided. To receive credits for courses or degrees from institutions outside the U.S., Canada or U.S. territories, students must have academic transcripts evaluated and certified by a National Association of Credential Evaluation Services member organization, which will assess a fee. The official evaluation should be sent directly from the evaluator to Colorado Heights University. Depending on the program, if a student has earned a foreign degree the student will need to request either a general or course-by-course report from the evaluator.
 - Applicants who wish to have prior graduate-level course work considered for transfer must submit an official transcript of the graduate-level courses they have taken.
 - Students who wish to transfer any prerequisite courses should submit baccalaureate-level or graduate-level transcripts that contain evidence of successful completion of equivalent courses.

Transcribed courses that are accompanied by official college catalogs, course descriptions or syllabi, in English or English translation, are more likely to be considered for transfer than are courses that have no such supporting documentation.

- **Additional Information Form**

- **Admissions Essay:** All students are required to write a 200-300 word essay in English, stating how his/her education at Colorado Heights University will help attain his/her career goals.
- **Optional Admissions Interview:** Discuss fit with CHU's culture and mission, discuss commitment to attend, succeed and pursue graduation, and identify and address potential obstacles that could prevent or impede success in the chosen program. Admissions officers reserve the right to deny recommendation for acceptance based on discussion of the above elements.

International Student Additional Requirements:

- **English-language proficiency:** This requirement is for applicants who did not complete their secondary education at an institution where English was the primary language*. Degree applicants must complete and submit evidence of English-language proficiency by providing evidence of one of the following:
 - Minimum **TOEFL® score** of 550 paper-based, 213 computer-based, or 79 internet-based
 - Minimum **IELTS® band score** of 7.0 or higher with no individual score below 6.0
 - CHU administered **TOEFL®-ITP** test with a score of 550

Students who transfer from an institutions where English was the primary language are required to take the ACCUPLACER® WritePlacer® test. Those who score less than 6.0 may be placed in an ESL or other remedial program.

- **Financial Statement Form**
- **Bank Statement:** Must demonstrate current, liquid and sufficient funds in or equivalent to the amount required in U.S. dollars to cover the cost of attending CHU for one academic year including living expenses.

***If a student's college degree was attained in the U.S.:** Supporting documents for the minimum education requirements that were attained in the U.S. must be issued by the institution where the education was completed and must arrive to CHU in a sealed envelope. **If as students' college degree was attained outside of the U.S.:** See International Student Additional Requirements.

Degree Requirements

Bachelor's degree program or MBA program applicants must meet the minimum English language proficiency scores and are required to pass the ESL ACCUPLACER® tests (or equivalent) at the scores listed in the table below:

Test	Full Acceptance	
	Bachelor's	MBA
TOEFL®-ITP	500	550
TOEFL®-CBT	173	213
TOEFL®-Internet	61	79
IELTS	6	7
ESL ACCUPLACER®: Reading, Language Use, Listening, Sentence Meaning <i>and</i>	100	N/A
WritePlacer®	5	6

Disclaimers

Admission decisions are made without consideration of race, age, gender, religion, national origin, disability or sexual orientation. Admission decisions are based on academic success potential (demonstrated by test scores and/or transcripts) as well as potential to benefit from and contribute to Colorado Heights University offerings. Fulfillment of admission requirements does not guarantee CHU admission; CHU utilizes a comprehensive admission review procedure.

*CHU reserves the right to deny admission to any applicant whose behavior is deemed incompatible with the institutional mission. CHU does not guarantee transfer of credit prior to acceptance. Official Transfer of credits will be completed by the end of the first semester. **Admission decisions may not be appealed.***

Transfer Credit Policy

Colorado Heights University reserves the right to accept or deny transfer credit from any institution. Grades and GPAs do not transfer. Transfer credits do not count toward the CHU grade point average but are included in credits attempted and earned per the Satisfactory Academic Progress policy (i.e., grades and GPAs do not transfer.) An official transcript from each institution for which transfer of credit is being requested must be submitted. Enrollment status is required for a CHU Transfer of Credit Evaluation.

Guidelines for Transfer

Courses are transferable if they meet the following criteria and are applicable to the program plan of study:

- Earned from an accredited college or university recognized by U.S. Department of Education.
- Credit for approved International Baccalaureate (IB) examinations at the higher level with a score of 4 or better. An IB certificate or diploma must be submitted directly to the Office of the Registrar by the International Baccalaureate Organization for evaluation.
- Credit by Advanced Placement (AP) examination with a minimum score of 3 or better.
- Quarter hours are converted to semester hours by multiplying the quarter hours by .67 to get the equivalent credit hour conversion.
- Courses approved for transfer must be equivalent to 3 U.S. semester credit hours.
- All requests for transfer credit, including transcripts and evaluation, must be submitted prior to the completion of the first semester.

Undergraduate Transfer Credit

CHU considers transfer credit for courses that closely align with the courses in the CHU undergraduate and certificate programs without jeopardizing the integrity of the program. The residency requirement for CHU undergraduate degree programs is 35 credit hours. Only courses with an earned grade of C or better are considered for transfer credit.

Graduate Transfer Credit

CHU considers transfer credit for courses that closely align with the courses in the graduate programs without jeopardizing the integrity of the programs. The residency requirement for CHU graduate programs is 27 credit hours. Only courses with an earned grade of B- or better are considered for transfer credit.

International Transfer Credit

CHU accepts international academic credit towards its degree programs for relevant coursework at accredited institutions or their foreign equivalent. CHU follows NAFSA's "A Guide to Educational Systems around the World," edited by Shelley Feagles or "AACRAO EDGE." International students are required to order official transcripts and translations as required by the Academics Office. To receive credits for courses or degrees from institutions outside the U.S., Canada or U.S. territories, the student must have academic transcripts evaluated and certified by a National Association of Credential Evaluation Services or Association of International Credential Evaluators member organization, which will assess a fee. The official evaluation should be sent directly from the evaluator to Colorado Heights University. Student Affairs recommends that students requesting transfer of credit provide a course-by-course equivalency valuation of their transcripts when applying to CHU for the graduate degree programs.

Military Transfer Credit

Credit for military schooling is evaluated upon receipt of Form DD214, Service Separation Certificate or the Sailor/Marine American Council on Edwardian Registry Transcript (SMART). Only work that has received an upper-division baccalaureate recommendation by the American Council on Education (ACE) is awarded credit. This work, however, is transferred and recorded at the lower-division level.

Coursework That Will Not Transfer

The following coursework will not count toward a degree at CHU:

- Courses identified by CHU as remedial, audited, and/or non-credit
- Credits earned for work experience or through a cooperative education program
- Capstone Credits
- Internship Credits

Transferring Colorado Heights Credits to Other Institutions

Colorado Heights University credits are not universally transferrable. Receiving institutions reserve the right to accept or deny another school's credits. Students seeking to transfer credits from Colorado Heights University to other colleges and universities should contact the admission department at those schools to determine if they will accept Colorado Heights University's credits.

Articulation Relationships

Articulation relationships are formal agreements with and between colleges and/or universities to accept credits earned. While other colleges may accept Colorado Heights University's credits on a case by case basis, CHU has four formal articulation agreements with the following institutions:

- National American University
- Metropolitan State University Business Department
- Ettica Dakar (Senegal)
- Royal International Institute (Mongolia)
- Beijing Geely University (China)

Upon request, CHU will provide any student with details regarding active articulation agreements with other schools.

Financial Aid

The Financial Aid Office at CHU helps students with the process of applying for federal student financial aid, and provides guidance, resources and advice from enrollment to graduation and beyond. Colorado Heights University recognizes that in many instances individuals and their families are unable to meet the entire cost of education. CHU is eligible to participate in the Federal Department of Education Title IV Programs and offers a limited amount of institutional scholarships and grants. (See CHU Scholarships & Grants section of catalog).

Federal Department of Education Programs, include:

The Federal Pell Grant Program

This program provides need-based grants to low income undergraduate students. This money does not have to be repaid.

Federal Direct Student Loans

These loans provide money that students borrow for school and repay with interest. Even with scholarships, grants and savings, many students need to borrow additional money to pay for their education.

Subsidized Direct Loans

These loans are for students attending school at least half-time with demonstrated financial need. Interest is not charged while a student is in school and during deferment periods.

Unsubsidized Direct Loans

These loans are non-need based and interest is charged during all periods, even during the time a student is in school and during deferment periods.

Direct PLUS Loans (Federal Parent Loan for Undergraduate Students (PLUS))

These loans are for parents of dependent students and for graduate students and interest is charged during all periods. Parents must apply and pass a credit check to qualify.

Students and parents can visit the Financial Aid Office for additional information.

CHU Scholarships & Grants

CHU is committed to offering affordable educational opportunities to students from around the world. Several scholarships are available to CHU students who excel in the classroom or on the CHU campus.

General Requirements:

- The applicant must meet all requirements and deadlines to be eligible for consideration.
- The applicant must be in good standing with the business office, public safety and academics.
- The applicant must fully comply with the Student Code of Conduct.
- Scholarships will be awarded after review by a committee.
- All scholarship decisions are final and cannot be appealed.
- Students may visit www.chu.edu/scholarships for detailed information regarding application for any CHU scholarship

Merit-Based Scholarship

Award Amount: 15% tuition discount for one calendar year

Eligible: Available to full-time degree students after completion of one semester at CHU

Requirements:

- Minimum 3.50 Cumulative GPA
- 300-500 word essay, in English, on the subject of the importance of service to the community. Essays should be original work; plagiarized essays will disqualify the applicant.
- Recommendation letters from one CHU Instructor (classwork) or college-level instructor, as well as one letter from any other person of authority (a work supervisor, advisor, dean, etc.) or a fellow student.

If, after a semester or session (term), a recipient fails to maintain Satisfactory Academic Progress (SAP) or is otherwise under disciplinary review, the committee will revisit eligibility for the merit scholarship.

Contact:

Academics Office

Administration Building, Room 214

Phone: 303.937.4280

Email: academicaffairs@chu.edu

IMPACT Scholarship

Award Amount: up to \$500.00 twice a year

Eligible: Available to full-time certificate and degree students

Requirements:

- Student must have successfully completed at least one semester
- Submission of written or recorded essay answering "How CHU IMPACTed my life?"
- Recommendation letters from 3 individuals
- Funded by Blue Jeans fund contributions from CHU employees

Contact:

Administration Office

Administration Building, Room 203

Phone: 303.937.4073

Email: impact@chu.edu

Hardship Grant If other resources are not available or are otherwise insufficient, an eligible full-time student may apply for a CHU Hardship Grant based on severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include unexpected changes in the financial condition of the student's source of support, substantial fluctuations in the value of currency or exchange rate, medical bills, or other substantial and unexpected expenses or a loss of financial aid without fault on the part of the student.

Eligibility Criteria

Students are eligible to apply for a Hardship Grant based on severe economic hardship if:

- They have successfully completed two consecutive semesters in their program of study.
- They are currently in good academic standing and are taking a full course load.
- They are in good standing with the Student Code of Conduct.
- They can demonstrate that the Hardship Grant is necessary to avoid severe economic hardship due to unforeseen economic circumstances beyond their control.

Documentation Needed to Apply

To apply for a Hardship Grant, students must provide the following documents to the Financial Aid Office:

- A completed and signed CHU Hardship Grant Application form available from the Financial Aid Office.
- A personal statement describing the unforeseen hardship situation and, when possible, backup documentation; for example, news articles, a letter from home telling of a change in family circumstances or proof of currency devaluation in their home country, etc.
- Copy of the sponsor letter provided at the time of admission and the explanation of their sponsor's changed circumstances, if applicable.
- Copy of their U.S. bank statement for the most recent three months, if they have one.
- Copy of the police report if involved in a car accident. Copies of any related medical bills.
- Copies of their current and previous I-20s, if applicable.
- Copy of their current CHU billing statement.
- Copy of their unofficial transcript.
- A personal statement detailing their plan or expectation for hardship resolution.
- Any other relevant documentation or as requested by the Financial Aid Office.

1. A scholarship committee will make a decision within two business weeks from the date of the application submission and notify the student of the decision in writing.

*Note: If any of the documents or statements is found to be fraudulent or untruthful at any time after the grant is posted to the student's account, the Hardship Grant will be withdrawn and the student held responsible for the outstanding balance. The Hardship Grant is available one time only for the maximum period of one academic year for the duration of the enrollment at CHU. **The grant does not have a cash value.** The grant is applied to a student's outstanding balance in this order: tuition, dorm/room, and books. The amount of the grant will be determined based on the student's need and funds availability. The grant cannot be appealed, changed, transferred or postponed.*

Deadline: Applications for Hardship Grants may be made at any time, but ideally before the start of a session or semester.

Intensive English and TOEFL® Preparation (IETP)

Vision Statement

Students who graduate from Colorado Heights University's Intensive English and TOEFL® Preparation program believe they chose the very best university to learn English as a second language.

Mission Statement

The Intensive English and TOEFL® Preparation program provides students with a certificate program of national and international distinction, an exciting and engaging curriculum, an inspirational and international faculty, and the highest quality customer service. Students gain the knowledge, skills and abilities to listen with comprehension, speak articulately, read challenging text and write accurately.

The goals of the Intensive English and TOEFL® Preparation program are to:

1. Provide outstanding English language instruction to all individuals who seek to improve their language competency.
2. Acculturate students to the United States of America by promoting activities that engage students with the people, environment and social customs around campus.
3. Educate and equip students with the critical thinking skills needed to be successful in institutions of higher learning.

Program Description

The Intensive English and TOEFL® Preparation program is focused on how students learn language in a total immersion environment. The skill areas (listening, speaking, reading, writing and grammar) are integrated into each class through the use of topic areas that provide the context for communication. Each course has a robust integrated project that pushes the language learner to stretch their fluency level. The TOEFL-ITP® test is used as an assessment tool that gives the program external validation for the measurement of student learning.

Note: Students are placed according to their sectional scores (grammar/usage, listening, and reading) derived from the computer-adaptive ACT Compass English as a Second Language test.

Program Learning Objectives

To complete the Intensive English and TOEFL® Preparation program, a student must:

- Complete 6 progressively advanced courses
- Improve their TOEFL-ITP® score
- Improve their fluency in all five skill areas: listening, speaking, reading, writing and grammar
- Demonstrate preparation for college-level work or an English-speaking work environment

Certificate

To earn an Intensive English and TOEFL® Preparation certificate, a student must successfully pass 6 progressively advanced courses for a total of 45 credit hours and have a cumulative grade point average (CGPA) of 2.0 or higher. Students take one course each 8-week session (term.)

IETP Courses - Listed below are courses, hours, and prerequisites.

Course #	Course Title	Lecture Hours	Lab Hours	Total Hours	Credit Hours	Prerequisites
IET001	Intensive English 1	75	75	150	7.5	None
IET002	Intensive English 2	75	75	150	7.5	IET001
IET003	Intensive English 3	75	75	150	7.5	IET002
IET004	Intensive English 4	75	75	150	7.5	IET003
IET005	Intensive English 5	75	75	150	7.5	IET004
IET006	Intensive English 6	75	75	150	7.5	IET005
IET007	Intensive English 7	75	75	150	7.5	IET006
IET008	Intensive English 8	75	75	150	7.5	IET007
IET009	Intensive English 9	75	75	150	7.5	IET008
IET010	Intensive English 10	75	75	150	7.5	IET009
IET011	Intensive English 11	75	75	150	7.5	IET010
IET012	Intensive English 12	75	75	150	7.5	IET011
IET013	Intensive English 13	75	75	150	7.5	IET012
IET014	Intensive English 14	75	75	150	7.5	IET013
IET015	Intensive English 15	75	75	150	7.5	IET014
IET016	Intensive English 16	75	75	150	7.5	IET015
IET017	Intensive English 17	75	75	150	7.5	IET016
IET018	Intensive English 18	75	75	150	7.5	IET017

Daily Schedule - The following table illustrates the time requirements for each course. This includes a 15-minute break per day.

Typical Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Lecture	2.5 hrs.	2.5 hrs.	2.5 hrs.	2.5 hrs.	0 hrs.	10 hrs.
Lab	1.5 hrs.	1.5 hrs.	1.5 hrs.	1.5 hrs.	4 hrs.	10 hrs.
8-Week Total	30 hours	30 hours	30 hours	30 hours	30 hours	150 hrs.

Programs of Study

Total Immersion English and TOEFL® Preparation (TIETP)

Vision Statement

Students who graduate from Colorado Heights University's Total Immersion English and TOEFL® Preparation program believe they chose the very best university to learn English as a second language.

Mission Statement

The Total Immersion English and TOEFL® Preparation program provides students with a certificate program of national and international distinction, an exciting and engaging curriculum, an inspirational and international faculty, and the highest quality customer service. Students gain the knowledge, skills and abilities to listen with comprehension, speak articulately, read challenging text and write accurately.

The goals of the Total Immersion English and TOEFL® Preparation program are to:

1. Provide outstanding English language instruction to all individuals who seek to improve their language competency.
2. Acculturate students to the United States of America by promoting activities that engage students with the people, environment and social customs around campus.
3. Educate and equip students with the critical thinking skills needed to be successful in institutions of higher learning.

Program Description

The Total Immersion English and TOEFL® Preparation program is focused on how students learn language in a total immersion environment. The skill areas (listening, speaking, reading, writing and grammar) are integrated into each class through the use of topic areas that provide the context for communication. Each course has a robust integrated project that pushes the language learner to stretch their fluency level. The TOEFL-ITP® test is used as an assessment tool that gives the program external validation for the measurement of student learning.

Note: Students are placed according to their sectional scores (grammar/usage, listening, and reading) derived from the computer-adaptive ACT Compass English as a Second Language test.

Program Learning Objectives

To complete the Total Immersion English and TOEFL® Preparation program, a student must:

- Complete 2 progressively advanced courses. Improve overall TOEFL-ITP® score
- Improve overall fluency in all five skill areas: listening, speaking, reading, writing and grammar
- Demonstrate preparation for college-level work or an English-speaking work environment

Certificate

To earn a Total Immersion English and TOEFL® Preparation certificate, a student must successfully pass 2 progressively advanced courses for a total of 15 credit hours and have a cumulative grade point average (CGPA) of 2.0 or higher. Students take one course each 8-week session (term). At the end of every two terms, each student is required to take a standardized test to assess level and future level placement into the next set of courses.

TIETP Courses - Listed below are courses, hours, and prerequisites.

Course #	Course Title	Lecture Hours	Lab Hours	Total Hours	Credit Hours	Prerequisites
IET001	Intensive English 1	75	75	150	7.5	None
IET002	Intensive English 2	75	75	150	7.5	IET001
IET003	Intensive English 3	75	75	150	7.5	IET002
IET004	Intensive English 4	75	75	150	7.5	IET003
IET005	Intensive English 5	75	75	150	7.5	IET004
IET006	Intensive English 6	75	75	150	7.5	IET005

IET007	Intensive English 7	75	75	150	7.5	IET006
IET008	Intensive English 8	75	75	150	7.5	IET007
IET009	Intensive English 9	75	75	150	7.5	IET008
IET010	Intensive English 10	75	75	150	7.5	IET009
IET011	Intensive English 11	75	75	150	7.5	IET010
IET012	Intensive English 12	75	75	150	7.5	IET011
IET013	Intensive English 13	75	75	150	7.5	IET012
IET014	Intensive English 14	75	75	150	7.5	IET013
IET015	Intensive English 15	75	75	150	7.5	IET014
IET016	Intensive English 16	75	75	150	7.5	IET015
IET017	Intensive English 17	75	75	150	7.5	IET016
IET018	Intensive English 18	75	75	150	7.5	IET017
TOTAL:		150	150	300	15	

Daily Schedule -

The following table illustrates the time requirements for each course. This includes a 15-minute break per day.

Typical Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Lecture	2.5 hrs.	2.5 hrs.	2.5 hrs.	2.5 hrs.	0 hrs.	10 hrs.
Lab	1.5 hrs.	1.5 hrs.	1.5 hrs.	1.5 hrs.	4 hrs.	10 hrs.
8-Week Total	30 hours	30 hours	30 hours	30 hours	30 hours	150 hrs.

Programs of Study (BA)

Bachelor of Arts in International Business

Vision Statement

Our vision is to give our motivated and diverse students the knowledge, skills, and abilities to contribute extraordinarily to society and the global economy in the 21st century.

Mission Statement

To create a learning environment for international business students that challenges them to solve organizational problems, employ ethical business behavior and take business risks for ultimate success. CHU engages instructors to bring a wealth of business and academic credentials to the classroom; provides exceptional student services; and encourages faculty and staff to foster student success. CHU continually assesses student learning and uses student outcomes to drive continuous quality improvement.

Whom the Program Serves

This program is designed for motivated, perseverant, and hard-working individuals who aspire to make a difference in the world.

Program Description

Our BA in International Business is designed to deliver the skills that will distinguish our students for a lifetime. These include critical thinking and analytical skills, facility with data and numbers, tremendous interpersonal skills, and expertise in communication. To accomplish this, our curriculum delivers the core business competencies common to other programs, but emphasizes those that will have a growing relevance in the 21st century. We use the most effective classroom techniques—whether they are cutting-edge innovations or tried-and-true best practices. We emphasize soft skills as much as hard ones—valuing multicultural competence as much as the ability to analyze a financial statement. As our program is built using an entrepreneurial lens, we aspire to give students the ability to adapt, succeed and be proactive in a world that is in equal measures full of daunting challenges and exciting opportunities. The ACCUPLACER® test is used as a placement and assessment tool that gives the program external validation for the measurement of student learning.

Program Learning Objectives

- Apply relevant business and management tools in a dynamic 21st century global arena
- Integrate the business functional areas to solve real world problems
- Anticipate and adapt to change in the global business environment and take advantage of professional opportunities
- Recognize and practice integrity
- Demonstrate professionalism
- Effectively research, evaluate and analyze written and quantitative information and communicate well

BA Courses

Course #	Course Title	Lecture Hours	Lab Hours	Internship Hours	Credit Hours	Prerequisites
AAA001	Learning Skills	30.00			0	
AAA002	Writing Support Lab		30.00		1	Students may test out of this course with a score of 7 or higher on the ACCUPLACER® WritePlacer® test
ACC121	Accounting Principles I	60.00			4	
ACC122	Accounting Principles II	60.00			4	ACC121
AST101	Astronomy I With Lab	45.00	30.00		4	MAT121 OR MAT123
BUS115	Introduction to Business	45.00			3	
BUS117	Business Writing	45.00			3	ENG121 recommended
BUS216	Legal Environment of Business	45.00			3	POS111 recommended
BUS226	Business Statistics	45.00			3	MAT121 recommended
CHUCS101	Road to Success	45.00			0	Corequisite with IBS401
CHUCS111	Workplace Preparedness	15.00			0	Corequisite with any 3-credit business course
CHUCS311	Career Preparedness	15.00			0	Corequisite with any 3-credit business course
CIS001	Computer Applications		30.00		1	Students may test out of this course by scoring 100% on the ACCUPLACER® Basic Computer Skills test
CIS360 ^d	Analytical Problem Solving with Computer Programming	45.00			3	

Course #	Course Title	Lecture Hours	Lab Hours	Internship Hours	Credit Hours	Prerequisites
CIS370	Data Analysis Case Studies	45.00			3	BUS226
CIS420	Information Systems for Entrepreneurs	45.00			3	
COM115	Public Speaking	45.00			3	
ECO201	Principles of Macroeconomics	45.00			3	MAT121 recommended
ECO202	Principles of Microeconomics	45.00			3	MAT121 recommended
ENG121	English Composition I	45.00			3	
ENG122	English Composition II	45.00			3	ENG121
FIN380	Principles of Finance	45.00			3	ECO201, MAT121 OR MAT 123
GEY111	Physical Geology with Lab	45.00	30.00		4	MAT121 OR MAT123
HIS236 ^b	US History since 1945	45.00			3	ENG122 Elective
HIS247 ^b	Contemporary World History	45.00			3	ENG122
HUM115	World Mythology	45.00			3	ENG122
IBS300	Introduction to International Business	45.00			3	
IBS309	Global Context of Business	45.00			3	Not open to freshmen
IBS381	International Finance	45.00			3	FIN380
IBS385	Project Management	45.00			3	MGT351
IBS389 ^c	Import/Export Management	45.00			3	IBS300; ECO201
IBS395 ^c	International Entrepreneurship	45.00			3	Senior status
IBS400	International Marketing	45.00			3	IBS300 Recommended
IBS401	International Field Study I			135	3	Corequisite with CHUCS101
IBS402 ^d	International Field Study II			135	3	IBS401

Course #	Course Title	Lecture Hours	Lab Hours	Internship Hours	Credit Hours	Prerequisites
IBS431	International Business Law	45.00			3	IBS300
IBS450	International Business Capstone	45.00			3	Senior status
IBS497 ^d	Innovation and Design	30.00			3	
MAT001	Math Lab	30.00			0	Placement by test
MAT121 ^a	College Algebra	60.00			4	Placement by test
MAT123 ^a	Finite Mathematics	60.00			4	Placement by test
MAT125	Survey of Calculus	60.00			4	MAT121 OR MAT123 or placement by test
MGT311	Principles of Management	45.00			3	
MGT312	Intercultural Management	45.00			3	IBS300 recommended
MGT351	Operations Management	45.00			3	FIN380
MGT410	Human Resources Management	45.00			3	MGT311
MKT350	Principles of Marketing	45.00			3	
PHI113	Logic	45.00			3	ENG122
POS111 ^b	American Government	45.00			3	Elective, ENG122 recommended
QNT440	Quantitative Analysis	45.00			3	BUS226
TOTAL CREDIT HOURS IN BA:		125*				

*There are a total of 138 credit hours listed; students may choose from the following electives:

^a Math Electives: Students may choose either MAT121 College Algebra or MAT123 Finite Mathematics.

^b Social Sciences Electives: Students may choose TWO of the following courses: HIS236 U.S. History since 1945; HIS247 Contemporary World History; or POS111 American Government. All students must take at least one history course.

^c Business Lens Electives. Students may select ONE of the following two courses: IS395 International Entrepreneurship, or IBS389 Import-Export Management. These two courses reflect the two different lenses of the BA program.

^d Upper-class Electives. Students must take TWO of the following: IBS497 Innovation and Design; CIS360 Analytical Problem Solving with Computer Programming; or IBS402 International Field Study.

To earn a BA degree, a student must successfully pass a total of 125 credit hours and have a cumulative grade point average (CGPA) of 2.0 or higher. Students take 5-6 courses per semester.

General Education Core Courses (45 credits required) **(Must be taken in the first two years at CHU)**

Labs

AAA002 Writing Support Lab (1 credit)
(Required unless student receives a 7 or higher on the ACCUPLACER® WritePlacer® test)

CIS001 Computer Applications (1 credit)

Written Communication (2 courses, 3 credits each)

ENG121 English Composition I
ENG122 English Composition II

Mathematics (2 courses, 4 credits each)

MAT121 College Algebra MAT123 Finite Mathematics
MAT 125 Survey of Calculus

Arts & Humanities (2 courses, 3 credits each)

HUM115 World Mythology
PHI111 Logic

History (Choose 1 course, 3 credits)

HIS236 U.S. History since 1945
HIS247 Contemporary World History

Social and Behavioral Sciences (2 courses, 3 credits each)

ECO201 Principles of Macroeconomics
ECO202 Principles of Microeconomics

Social Sciences elective (1 course, 3 credits)

Choose from one of the history courses, OR
POS111 American Government

Communications (1 course, 3 credits)

COM115 Public Speaking

Natural and Physical Sciences with Lab (2 courses, 4 credits each)

AST101 Astronomy I with Lab
GEY111 Physical Geology with Lab

Concentration Requirements

Foundational Business Courses (6 courses, 20 credits)

ACC121 Accounting Principles I (4 credits)
ACC122 Accounting Principles II (4 credits)
BUS115 Intro to Business (3 credits)
BUS216 Business Writing (3 credits)
BUS217 Legal Environment of Business (3 credits)
BUS226 Statistics (3 credits)

Upper Class Business Courses (60 credits required)

CIS360 Business Problem Solving (upper class elective, choose 2) (3 credits)
CIS370 Data Analysis (3 credits)
CIS420 Info Systems for Entrepreneurs (3 credits)
FIN380 Principles of Finance (3 credits)
IBS300 Intro to International Business (3 credits)
IBS309 International Finance (3 credits)
IBS385 Project Management (3 credits)
IBS389 Import/Export (Business lens, choose 1) (3 credits)
IBS395 International Entrepreneurship (Business lens, choose 1) (3 credits)
IBS400 International Marketing (3 credits)
IBS401 International Field Study (3 credits)
IBS402 International Field Study (upper class elective, choose 2) (3 credits)
IBS431 International Law (3 credits)

IBS450 International Business	(3 credits)
IBS497 Innovation and Design (upper class elective, choose 2)	(3 credits)
MGT311 Intro to International Business	(3 credits)
MGT312 Intercultural Management	(3 credits)
MGT351 Operations Management	(3 credits)
MGT410 Human Resources Management	(3 credits)
MKT350 Principles of Marketing	(3 credits)
QNT440 Quantitative Analysis	(3 credits)

Programs of Study

Master of Business Administration in International Business (MBA)

Vision Statement

The MBA in International Business program produces executive leaders who are grounded in enduring qualities that focus on creativity and innovation in creating and managing sustainable businesses in the global context.

Mission Statement

The MBA in International Business is designed to prepare students to function, compete and excel in modern business and provide them with an understanding of how to cooperate on a worldwide platform. Unlike theoretically based MBAs, the CHU MBA respects the importance of learning while doing and encourages hands-on field experience by allowing graduate credits to be earned while the student is working. CHU's faculty has field experience that complements their advanced degrees and the curriculum is designed to prepare business leaders with the skills to succeed and prosper in today's competitive marketplace. Students study alongside peers from around the world, which contributes to a broad global perspective. Students gain a foundation in values, leadership, marketing, accounting, finance and other important fundamentals. Graduates have a sound basis of knowledge preparing them to excel in management positions in any type of business organization.

Program Description

The MBA in International Business leverages the knowledge and experience of students with our faculty of business experts in a collaborative and collegial environment to create an exciting and effective classroom experience. The focus is on being a leader in the challenging multicultural and data-driven business environment. Students are given real world challenges to help develop their managerial and decision making skills. CHU values risk taking and initiative, and help students develop sharp analytical minds as well as good judgment.

Whom the Program Serves

We serve American and international students interested in a challenging multicultural education with an entrepreneurial lens. We prepare students with the knowledge to open their own businesses or to make a positive contribution to established firms, and we equip our graduates with the tools to become life-long learners to master the skills of the future.

Program Learning Objectives

As a result of successfully completing the MBA in International Business program, each student demonstrates that they are able to:

- Compete in a business context
- Solve real-world problems
- Respond to critical challenges and paradoxes
- Address managerial issues and business in the global context
- Focus on long-range strategic development

Specializations

The MBA in International Business provides students the opportunity to specialize their studies in one of four emphasis areas: Accounting, Corporate Finance, Health Care Management, and Environmental Management. The internship component is required.

Accounting

The MBA with an emphasis in Accounting is intended to prepare students who are interested in understanding the accounting aspects of business. Internships within the Accounting industry ensure that all students will possess work skills upon completing the program. Students will synthesize course theory with their own practical experience. This relates to an emphasis on career skills.

Corporate Finance

The MBA with an emphasis in Corporate Finance is intended to prepare students for administrative positions within industry both in the U.S. and abroad. Internships within the Corporate Finance industry ensure that all students will possess work skills upon completing the program. Students will synthesize course theory with their own practical experience. This relates to an emphasis on career skills.

Health Care Management

The MBA with an emphasis in Health Care Management is intended to prepare students for administrative positions within the growing Health Care industry both in the U.S. and abroad. Internships within the Health Care industry ensure that all students will possess work skills upon completing the program. Students will synthesize course theory with their own practical experience. This relates to an emphasis on career skills.

Environmental Management

The MBA with an emphasis in Environmental Management is intended to prepare students for administrative positions within the industry both in the U.S. and abroad; however, this emphasis is designed to increase awareness of environmental issues and sustainable business practices. This is an area that is becoming increasingly important for businesses due to the heightened awareness by consumers of environmental conditions and concerns about the globe. Internships within the industry ensure that all students will possess work skills upon completing the program. Students will synthesize course theory with their own practical experience. This relates to an emphasis on career skills.

Course #	Course Title	Lecture Hours	Internship Hours	Total Hours	Credit Hours	Prerequisites
MBA in International Business						
IBS501	International Management & Leadership	45	0	45	3	<i>no prerequisite</i>
IBS502	International Financial Management	45	0	45	3	FIN380
IBS503	Applied International Business Economics	45	0	45	3	ECO305
IBS508	Foundations of Accounting	45	0	45	3	ACC121
IBS510	Global Strategic Marketing & Customer Service	45	0	45	3	<i>no prerequisite</i>
IBS590	MBA Capstone	45	0	45	3	24+ 500-Level Cr Hrs.
CHUCS101	The Road to Success	0	0	0	0	Corequisite IBS541
Business Internship Courses						
IBS541	Business Internship I	0	135	135	3	9+ 500-Level Cr Hrs.; Corequisite with CHUCS101
IBS542	Business Internship II	0	135	135	3	IBS541
IBS543	Business Internship III	0	135	135	3	IBS542
Emphasis Areas (Choose One)						
Accounting Emphasis (12 Hours)						
IBS512	Intermediate Accounting	45	0	45	3	IBS508
IBS524	Intermediate Accounting II	45	0	45	3	IBS512
IBS526	Tax Accounting	45	0	45	3	IBS512
IBS528	Financial Auditing	45	0	45	3	IBS512
Corporate Finance Emphasis (12 Hours)						
IBS512	Intermediate Accounting	45	0	45	3	IBS508
IBS551	Corporate Finance	45	0	45	3	IBS502, IBS512

IBS552	Money & Banking	45	0	45	3	FIN380, ECO305
IBS555	Financial Analysis & Decision Making	45	0	45	3	IBS502, IBS512
Health Care Management Emphasis (12 Hours)						
IBS529	Health Care Finance and Accounting	45	0	45	3	IBS508
IBS530	Health Care Policies	45	0	45	3	<i>no prerequisite</i>
IBS532	Health Care Marketing	45	0	45	3	<i>no prerequisite</i>
IBS534	Information Management in Health Care	45	0	45	3	IBS508
Environmental Management (12 Hours)						
IBS571	Environmental Economics	45	0	45	3	IBS503
IBS572	Energy Policy	45	0	45	3	<i>no prerequisite</i>
IBS573	Sustainable Products, Services & Business Practices	45	0	45	3	IBS541
IBS574	Leadership for Sustainable Management	45	0	45	3	IBS541
	TOTAL	450	405	855	39	

Prerequisites to the MBA in International Business Program

Depending on a student's preparation for a master's level program in an English-speaking environment, the student may be required to take Intensive English courses. The ACCUPLACER® ESL tests determine the required courses.

Undergraduate business prerequisites are as follows:

- **ECO201 Principles of Macroeconomics or ECO202 Principles of Microeconomics**
- **FIN380 Principles of Finance**

Tuition & Fees

Tuition for continuously enrolled students remains at the same rate during the course of their program. Tuition for new students and students who are not continuously enrolled and fees for all students are subject to increase beginning on July 1, 2016 (continuously enrolled students = students who do not withdraw = active students). Tuition and fees are subject to Board approval.

Degree Programs

July 2016 to June 2017	
MBA International Business	
Tuition per Credit Hour	\$649.00
Fees per Semester	\$270.00
Full-Time, 9 cr. Hrs. Cost	\$6,111.00
July 2016 to June 2017	
Graduate Fees	
Information Resources	\$162.00
Admin. Processing Fee	<u>\$108.00</u>
Total Fees	\$270.00
Credit Hour Calculator	Graduate
1	\$649.00
2	\$1298.00
3*	\$1947.00
9**	\$5841.00
12*** (Student graduates in 2 years)	\$7788.00

- * Typical number of credits per course.
- ** Full-time student semester course load.
- *** Course load needed to finish MBA program in 2 years.

Special Note for BA Students:

Students must take at least 15 semester credit hours per semester to complete an undergraduate degree within four years or eight semesters. For financial aid purposes, 12 semester credit hours is the full-time standard for the semester. Students who take less than 15 credits per semester must take summer courses in order to complete a degree in four years. I-20 program extensions will not be granted to students who take less than 15 credits hours per semester. **This may mean that international students who do not take 15 credits or more per semester, or who take an excessive number of breaks, may not be able to complete their degree before their I-20 expires.** Students should work with their advisor to ensure they can complete their program within the allotted timeframe.

July 2016 to June 2017	
BA International Business	
Tuition per Credit Hour	\$340.00
Fees per Semester	\$247.00
Full-Time, 12 cr. Hrs. Cost	\$4,327.00
July 2016 to June 2017	
Undergraduate Fees	
Information Resources	\$150.00
Admin. Processing Fee	<u>\$97.00</u>
Total Fees	\$247.00
Credit Hour Calculator	Undergraduate
1	\$340.00
2	\$680.00
3*	\$1,020.00
12**	\$4,080.00
15*** (Student graduates in 4 years)	\$5,100.00

* Typical number of credits per course.

** Full-time student semester course load.

*** Course load needed to finish undergraduate program in 4 years.

Special Circumstances

- If it is determined that an MBA student needs to take prerequisite BA courses (up to three classes), the student will pay MBA fees and BA tuition for those courses.
- If a BA student is asked to take an MBA class when a BA class is not available, and the class will be counted toward the BA program, the student will pay BA fees and BA tuition rates.
- If an MBA student is asked to take a BA class when an MBA class is not available, and the class will be counted toward the MBA program, the student will pay MBA fees and MBA tuition rates.

Intensive English Programs

Tuition & Fees	IETP	TIETP
Tuition	\$5,457.00	
Fees (\$252/semester)	\$784.00	
Cost per Program	\$6,241.00	\$2,400

Fees	IETP	TIETP
Books	\$150.00	
Information Resources	\$69.00	
Admin. Processing Fee	<u>\$33.00</u>	
Total IETP Student Fees	\$252.00	

Explanation of Fees and Other Charges

Required Fees

Registration fees are comprised of the Student Activity Fee, Information Resources, Administrative Processing Fee and, if applicable, the charge for books. Registration fees are due each semester prior to registering for classes. The Administrative Processing Fee is non-refundable. All other fees are refundable according to the Withdrawal Refund Policy.

Optional and/or Avoidable Fees

Late Registration Fee - \$100: If a continuing a student doesn't pay registration by the end of the first day of classes, that student will be assessed a \$100 late registration fee. The last day to pay registration fees and the late registration fee is the census date.

Late Tuition Fee - \$100: If a student registers for classes and is attending classes, but does not make, at minimum, their first tuition payment with the Business Office within the add/drop period of the semester (by the census date which is the end of the add/drop period), that student will be assessed a \$100 late fee.

Payment Plan Enrollment Fee - \$25: Students who elect to join any CHU Payment Plan will be required to pay the \$25 payment plan enrollment fee with their first tuition payment.

Late Payment Fee - \$25: For students on a payment plan, all late payments (excluding registration fees) will be assessed a \$25 late fee the next business day after a payment is late. Late payment fees will be applied to all late payments except, if applicable, rent. Dorm residents should refer to the housing contract for dorm payment policies. Students have 5 calendar days after the census date to pay late fees, registration fees and tuition (or set up a payment plan) or student will be subject to withdrawal from the university.

Lost I-20 Fee - \$25: There is a \$25 charge for reprinting an I-20.

Returned Check Fee - \$50: There is a \$50 charge for checks returned for insufficient funds.

Parking Permit Fee - \$35 (one semester) or \$75 (one year): Students who park on campus are required to obtain a parking permit. The permit is valid for one semester or one year from the month of purchase (as applicable).

Parking Permit Replacement Fee - \$5: If a student loses or misplaces their parking permit, the cost to replace their permit card is \$5.

ID Replacement Fee - \$20: If a student loses or misplaces their student ID, the cost to replace their ID card is \$20.

Transcript Fee - \$10: Students requesting an official copy of their transcript are required to pay \$10 per transcript and must be in good standing with the Business Office.

Fees for On-Campus Residents

Rent - Paid by semester. F-1 students must pay for the entire first semester up front.

1 occupant:	\$1,700/semester
2 occupants:	\$800/semester

Optional fees charged per semester

Refrigerator (Small)	\$25
Refrigerator (Medium)	\$35
Refrigerator (Large)	\$45

Health Insurance

It is recommended that all students living in campus sponsored housing have health insurance.. A student can obtain insurance from various sources including being a dependent on a parent's health insurance plan, having an employer's health insurance plan, or by having individual insurance through another source. If necessary, Colorado Heights University does have resources with options for health insurance providers. This information is kept in the Student Life Office

Fees Due at Time of Move-in

- Full semester housing (F1 Students only – domestic students pay first month)
- \$200 Security/damage deposit (refundable)
- \$125 Application fee (non-refundable)
- \$25 PO Box fee (due at the start of each semester)

All on-campus resident fees are subject to change without notice.

Tuition and Fees Payment/Refund Policy

Tuition and Fees Payment Procedures

- Students pay registration fees prior to registration each semester. Deadlines are posted in the academic calendar.
- Students complete the registration process.
- Students either pay tuition in full or arrange for a payment plan and pay the first installment of tuition before the census date for the semester.
- Housing for each semester must be paid in full at the time of registration.

Students are encouraged to familiarize themselves with their tuition bills, as well as the options for payment. A deferment will be allowed for that portion of the charges to be paid by loans, grants, and stipend checks. Accounts may later be adjusted and re-billed based on changes in class schedules, housing arrangements and financial aid awards.

Payment Methods

Payments may be made in person, online, by mail, or over the phone. Acceptable forms of payment are credit card (Visa, MasterCard), cash, check, money order or wire transfer. Students should make checks or money orders payable to Colorado Heights University and should include their full name. CHU does not accept post-dated checks. There is a \$50 charge for checks returned for insufficient funds. Payments must be made in U.S. funds.

In-Person Payments: Payments can be made in the Business Office during business hours (please check availability). Students may pay their bills in person via credit card, cash, check or money order.

Mailed Payments: Students may mail payments to the address below. Students must include their full name, student ID number, the semester, and program for which the payment is intended.

**Colorado Heights University
Business Office
3001 South Federal Boulevard
Denver, CO 80236**

Receipt of Payment: A canceled check will serve as receipt of payment. Under no circumstances should cash be mailed. Payment to the account by someone other than the student will be accepted by the University in the name of the student. However, any refund or credit balance due to withdrawal or overpayments will be made directly to the student.

IMPORTANT NOTE: If payment arrangements have not been made on/or before the census date, the student's registration is subject to cancellation. The University reserves the right to deny access to, or use of, University facilities to any student with an outstanding balance. A student who fails to settle any account due to the University will not be considered a student in good standing and will not be allowed to enroll for the following semester. The University reserves the right to restrict the future registration of such a student, to withhold the awarding of a diploma, to withhold transcripts of academic records, to officially withdraw a student and/or to restrict the use of University resources.

Non-Attendance

If a student is registered for a particular semester but elects not to attend, the student must notify the Registrar immediately. Non-attendance does not cancel charges and the student will be held financially accountable for all courses for which he/she is registered.

Internships/Independent Study

The University considers an internship or independent study a course like any other and therefore is subject to tuition and fees. The amount charged will depend on the number of credit hours taken. Internship or independent study payment deadlines are dependent on the date that registration occurs.

Tuition Payment Options

Students must pay tuition and fees in full or as described under the 50-50 Payment Plan or the Monthly Payment Plan options below.

Payment in Full

The registration fee is due prior to registration. Tuition must be paid on/or before the census date.

F-1 students

All first semester international students must pay fees at the time of registration and tuition in full on/or before the term census date.

Payment Plans

The Colorado Heights University Payment Plans are available to all domestic students and returning international students. All fees must be paid prior to registration.

50-50 Payment Plan

Payment is Due	Amount that Must be Paid
Prior to registration	100% of fees
The last day of Add/Drop period (the Census Date)	50% of tuition
English Programs by Friday of week 4	50% of tuition
Degree programs by Friday of week 7	50% of tuition

Monthly Payment Plan

The monthly payment plan spreads payments over the course of the semester, requiring that students pay a predetermined amount each month.

Payment is Due	Amount that Must be Paid
Prior to registration	100% of fees
The last day of Add/Drop period (the Census Date)	25% of tuition
Month 2*	25% of tuition
Month 3*	25% of tuition
Month 4*	Remaining balance

Payment Plan Default

Failure to make a payment by its due date subjects the student to removal from the payment plan and the student's entire account balance due immediately, at the discretion of the Business Office.

The University reserves the right to indefinitely remove payment plan privileges from students who are delinquent in their payments. If payment is not received by the plan due date, the account will be considered in default. If this account remains in default past the end of the semester, it may be referred to a collection agency. All collection costs and fees are to be paid by the student including attorney fees, court costs, and any other related costs. If tuition is not paid in full by the end of a semester, the student will not be allowed to enroll for the following semester.

*The due date each month will be based on the Census Date, and payment will be due the same date each month.

Withdrawal Refund Policy

On/or before census date (Between Day 1 and Day 5) of a term, any prior paid tuition will be refunded (100%) in full. All fees for that semester will be refunded Except the Administrative Processing Fees.

During the second week to the end of the seventh week of classes, 50% of one term of tuition will be charged, and if applicable, the remaining 50% will be refunded. Beginning the eighth week of class no refunds will be made.

No additional withdrawal fee will be assessed. Days are based on calendar days. All students are expected to follow official withdrawal procedures. Non-attendance does not constitute withdrawal.

Students enrolled in a non-degree seeking 8 week TIETP program may receive a 50% refund for withdrawals during the second week to the fourth week of classes. Beginning the fifth week of class no refunds will be made.

A student whose registration is withdrawn for disciplinary reasons is not entitled to a refund of tuition.

Grants/Scholarships

Students who are given CHU grants/scholarships but withdraw from the University will be assessed the full tuition for that semester without the inclusion of the award.

Financial Aid Recipient Responsibility after Withdrawal

If a student applies for and receives funds from the United States Federal Pell Award Program and withdraws during the semester for which they were awarded, an assessment will be made according to government policy of how much the student will owe the school if a return of Title IV funds is required. Students will be responsible for paying the remaining balance on their account.

Housing

Students living in on-campus housing have 48 hours to vacate the dorm facility after official withdrawal or dismissal from the CHU. Students who signed a dorm contract may be held financially responsible for breaking their contract.

Currency of Refunds

All refunds will be paid in U.S. dollars.

Academic Policies

Enrollment Verification Policy

Enrollment verification will be completed within the first week of each term. A term is an 8-week session for IETP and TIETP students and a 16-week semester for BA and MBA students. With the exception of MBA classes that meet once per week, a student must attend a minimum of two classes during the first week of every term to have their enrollment verified. Students who are unable to attend during the first week of class are responsible for contacting their instructors and verifying that they intend to continue with the class. Students that are enrolled but not verified as attending are administratively withdrawn from classes and subject to the University Withdrawal Refund Policy.

F-1 students must be in compliance with SEVIS regulations throughout the semester, and may be dismissed for excessive absences.

Withdrawal Policy

Enrollment Cancellation

Students must contact the Registrar's Office if they need to drop all classes at the University before the first day of class for any term. A cancellation results in removal of all enrollments for the semester. Cancellations are not noted on the permanent record. No tuition or fees are charged, but other charges such as housing are the responsibility of the student.

A student can request a registration cancellation in person, or by emailing the Registrar's Office at registrar@chu.edu. A registration cancellation request should include the following:

- First and last name of the student
- CHU Populi ID
- Term a student wants to cancel
- Reason for cancellation

Complete Official Withdrawal

Students who wish to withdraw from all enrolled courses after the census date are considered a complete withdrawal from the semester and/or University.

- Students must complete the **University Withdrawal Form** including all required signatures
- Once completed, the form must be returned to the Registrar's Office

When a student officially withdraws from all courses in any given term, any refund of tuition will be governed by the University Withdrawal Refund Policy. Students who withdraw from the University after the census date and are enrolled in classes will receive a "W" on their transcript for all enrolled courses. The grade of "W" is not calculated into a student's GPA but the credits attempted will still count toward completion rate for Satisfactory Academic Progress. Students may not withdraw after the end of the seventh week of classes.

If a student wants to cancel a withdrawal request and continue to attend classes, the student must notify the Registrar or Academics Office in writing to revoke the withdrawal request.

Unofficial Withdrawal (Formerly Administrative Withdrawal)

Students who express their intention to withdraw from all classes are contacted for confirmation and officially withdrawn. Unlike an official withdrawal, an unofficial withdrawal is a university-initiated withdrawal of a student from a course and/or a program at the University. Students may be unofficially withdrawn by CHU administrative staff for the following reasons:

- Student Code of Conduct is violated
- Enrollment or attendance in academically-related activities cannot be verified
- Unsuccessful financial aid appeal
- Registration is not completed
- CHU policy is violated

If a student fails all of the classes attempted in a semester because they do not attend their classes, the student is considered unofficially withdrawn, and the midpoint (50%) of the term will be used as the withdrawal date. Administrative withdrawals are reviewed on an individual basis; and if applicable, a refund is applied.

Individual Course Drop/Withdrawal

Students can drop a course with a full tuition refund during the first week of a term. If a student makes a request to drop the course after that time but before the end withdrawal deadline, the student is “withdrawn” from the course and a grade “W” is assigned to the dropped class(es). Students must review their class schedule to verify that they are registered for the correct courses each term. Courses may not be dropped after the withdrawal deadline. Students who are required to maintain full-time status with the University are not given permission to withdraw below the full-time enrollment requirement. Refunds of tuition and fees are subject to the University Withdrawal Refund Policy. Students may not withdraw from individual courses after the end of the seventh week of classes.

Financial Aid Implications of Withdrawals

Students who received Federal Title IV financial aid and withdraw from the University will have the unearned portion of these awards returned to Federal Title IV financial aid programs. Federal Title IV financial aid includes the Federal Pell Grant, the Federal Stafford Loan, and the Federal Parent Loan for Undergraduate Students (PLUS). Colorado Heights University returns any unearned portion of financial aid in accordance with Federal guidelines. Students and parents should note that the requirement to return Federal Title IV funds may result in a balance due to Colorado Heights University subsequent to withdrawal.

Continuous Enrollment and Break Semester Policy

CHU requires degree students to maintain continuous enrollment by attending at least one class per semester during the academic year unless they are required to be full-time to maintain status as an F-1 or financial aid student. Degree students who have not registered for a semester by the census date and have not submitted a request for a break semester will be administratively withdrawn from the University. A student withdrawn for failure to attend or to maintain continuous enrollment, who wishes to resume study at CHU within the next three semesters, is subject to the Re-Entry Policy.

Degree students are permitted to take off one semester per academic year as their break semester. International students beyond their first two semesters and domestic students beyond their first semester can choose spring, summer, or fall semester as their break semester. Students must be in good status with a 2.0 CGPA for the BA program or a 3.0 CGPA for the MBA program; inform the Academics Office or the Registrar that they wish to take a break semester by the last day of the previous semester; and submit the Break Semester Request Form. Students returning from a break semester must be registered in the next term by the census date, or they will be withdrawn from the University for failure to register under the continuous enrollment policy. F-1 students who take a break semester are not eligible for I-20 extensions due to the break. Students may be required to take additional credits each semester in order to meet the program end date deadline printed on the I-20. Per federal regulations students may not enroll in classes during breaks.

Intensive English and TOEFL® Preparation (IETP) students and taking English courses are required to maintain continuous enrollment throughout their enrollment agreement dates or until completion of two semesters in BA level coursework.

Re-entry Policy

Re-entry allows students who have not been continuously enrolled, but wish to enroll in a future semester, have the opportunity to re-enter without following the formal admissions process. In order to be eligible for re-entry, a student must have a CGPA that meets the SAP requirements (see Satisfactory Academic Progress (SAP) Policy). Students who have been permanently dismissed will not be allowed to re-enter.

Re-entry for Domestic (U.S.) Students

Students who withdraw from the term and/or University are allowed to re-enter by completing the University Re-entry Application. Re-entry is allowable for three semesters following the last day of the term where enrollment was verified. Students who do not meet the re-entry requirement and wish to continue their studies at CHU are required to complete a new application for admission.

Re-entry for International Students on F-1 Visa

A student who withdraws from the term and/or fails to enroll at the next semester start date requires a new I-20 for re-entry to the University. F-1 students must maintain continuous enrollment except during recognized school holidays.

Degree students must maintain continuous enrollment during their semester break by submitting a break request form to the Registrar's office. The SEVIS record for a student will be terminated by CHU if the student fails to enroll in classes by the next enrollment period start date, even if the student is outside of the United States.

Students who have their SEVIS record terminated need to provide evidence of good standing with the University to be issued a new I-20 for re-entry. Students may also be required to apply for a new visa.

Terms Associated with the Attendance, Withdrawal, Refund and Continuous Enrollment Policy

Census Date

The date on which the Registrar's Office takes a "snapshot" of student enrollment for reporting or record keeping purposes. The Census Date is last date on which a student can add/drop classes for the upcoming term without financial and academic penalty. At CHU, the census date is the fifth day of classes of the term. For census dates, see Academic calendar.

Enrolled Student

"Enrolled" is the status of a student who has completed the registration requirements for the upcoming term by enrolling into a number of classes.

Enrollment Verification

The process during which the Registrar's Office verifies that student attended each individual class for which student is registered. Enrollment Verification takes place during the first week of enrollment and student must be verified as present at least twice for each class registered.

Enrollment Cancellation

A cancellation results in the removal of all enrollments for the semester. Cancellations are not noted on the permanent record. A student may not cancel enrollment after the first day of classes in any enrollment period.

Financial Aid Earned

The dollar amount that is a result of multiplying percentage of the semester/payment period completed with the amount of Title IV disbursed or the amount that could have been disbursed.

Financial Aid to Be Returned

This describes the dollar amount that is a result of the difference between the amount of Title IV disbursed and the amount of Title IV earned.

Payment Period

This is the enrollment period for which a student received federal financial aid from the Title IV Program. At CHU the payment period is a semester for degree students and two terms for ESL students.

Return of Title IV Funds

Federal law requires the return of any Title IV funds that student or school did not earn.

Term

Term refers to either an 8-week session or 16-week semester. Students in IETP and TIETP attend 8-week sessions, and students in the BA and MBA attend 16-week semesters.

Title IV Program

These are federal student aid programs reauthorized under Title IV of the Higher Education Amendments of 1992. Sources of Title IV Aid funding include the Pell Grant, Federal Direct Student Loans (Stafford), Federal Campus-Based Grants (Federal Supplemental Education Opportunity Grant and the Federal Work Study).

Withdrawal from Colorado Heights University

The process that changes a student's enrollment status after it has been determined that a student is no longer attending classes. Withdrawal can be official or unofficial, and is defined as follows:

- *Official Withdrawal* – to officially withdraw from Colorado Heights University, a student must submit an official withdrawal form.
- *Unofficial Withdrawal* – This term applies if the student does not officially withdraw from classes and stops attending all classes. A pro-rated portion of the federal financial aid received, based on the documented last day of attendance, must be returned to the federal aid programs (Return of Title IV Funds calculation).

Withdrawal Date

The date a student ceases attendance (drops or withdraws) from all registered classes, which is defined as follows:

- *Official Withdrawal Date* is the earliest date recorded that a student signed a withdrawal form or notified administrative staff or faculty of intent to withdraw from classes, OR the first day of class non-attendance for students that did not verify attendance during the enrollment verification.
- *Unofficial Withdrawal Date* is the midpoint of the term for a student who leaves without notifying the school.

Colorado Heights University Grading system

The table below explains Colorado Heights University's grading system.

Letter Grade	Percent	Per Credit Grade Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	00-59	0.0
I	---	---
W	---	---

Incomplete Courses

Due to illness or unusual circumstances outside a student's control, a student may not finish a course. Students must ask their instructor(s) to petition the Dean of Academic Affairs for approval to continue to make up coursework throughout the next term. If approved, the course will remain in progress and the designation of "IP" will be on the student's transcript until a final grade has been received from the instructor. The form for instructors to request the extension is available from the Academics Office. All coursework must be completed by the end of the following term or a grade of "F" will be assigned to the course.

In-progress Grades

Due to illness or unusual circumstances outside a student's control, a student may not finish a course. Students must work with their instructor(s) to petition the Dean of Academic Affairs for approval to continue to make up coursework throughout the next term. If approved, the course will remain in progress and the designation of "IP" will be on the student's transcript until a final grade has been received from the instructor. The form for instructors to request the extension is available from the Academics Office. All coursework must be completed by the end of the following term or a grade of "F" will be assigned to the course. Students should not re-register for a course that has been approved to remain in-progress.

Grades for Withdrawal

A final course grade of Withdrew ("W") is not included in CGPA computations but does affect completion rate.

Grade Changes

Degree students only: A final course grade can be appealed up to one full semester following the issuance of the original final course grade. The form for instructors to use is available from Dean of Academic Affairs and Library or the Registrar. Once made, a final course grade change is binding. If the instructor assigning the original final course grade is unavailable, the Dean of Academic Affairs and Library, in consultation with the appropriate department lead, may change a final course grade.

ESL students: ESL students may appeal a grade for one calendar week after the term ends. The form for instructors to use is available from Dean of Academic Affairs and Library or the Executive Director of International English or the Registrar. Once made, a final course grade change is binding. If the instructor assigning the original final course grade is unavailable, the Executive Director of International English, in consultation the registrar and Dean of Academic Affairs and Library, may change a final course grade.

Definition of the Unit of Credit

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$. A "clock (contact) hour" of lecture includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s).

Colorado Heights University Career Services (CHUCS)

Colorado Heights University Career Services (CHUCS) is committed to enhancing our students' educational and professional career opportunities through career counseling, career tests, self-assessment, reflection, and internships. Students are required to actively participate in their professional development. Career Services offers opportunities for students to engage with professionals and work on their professional development. Career related workshops are advertised through the Career Services database, sent to student e-mail accounts, and posted throughout the school.

All degree students are required to complete CHUCS101 as a corequisite with their first internship. Students will not receive a grade for their internships until they complete and pass CHUCS101.

Internship Courses

Recognizing the importance of learning by doing, CHU provides credit for experiential learning; CHU follows NACE criteria for determining if an experience can reasonably be defined as an internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals. For more information please see: http://www.nacweb.org/connections/advocacy/internship_position_paper/.

On or before the census date in which an internship course begins, students must obtain signed internship course instructor approval and Director of Career Services approval, using the Colorado Heights University Internship Course/CPT Agreement form (available in the CHUCS office). Approval is based on the student having secured a position with an organization that meets internship criteria as reported by NACE and registration in the corequisite CHUCS101 course.

Students may complete no more than one of their internship courses on campus. For all subsequent courses, students must obtain an internship off campus.

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy (SAP) requires all students to meet and maintain specific academic standards. The Financial Aid office is required to do a qualitative and quantitative evaluation of a student's academic record before federal funds are released for disbursement. In addition, a maximum timeframe for the completion of the program is calculated. **Progress is measured after grades are received for each term. A term for students in the IETP and TIETP programs is equivalent to an 8-week session. A term for students in the BA and MBA programs is a 16 week semester.**

To maintain SAP, a student must:

1. Maintain a minimum cumulative grade point average (CGPA) of 2.0 (for BA, TIETP/IETP students) or 3.0 (for MBA students).
2. Complete at least 67 percent of all attempted credit hours
3. Complete a certificate or a degree program in a maximum timeframe of no more than 150 percent of the program's published length

Please note the following information regarding SAP:

- The student's academic record, all transfer credits and all credits attempted while not receiving financial aid are included in SAP review.
- Students who are not meeting SAP requirements will NOT have their financial aid award scheduled until they have received an approved appeal.
- Students enrolled as F-1 students who are not meeting the SAP requirements may have their SEVIS status terminated.
- Students that do not meet SAP requirements will have all financial aid suspended including federal, state or, institutional grants/scholarships.
- Students awarded financial aid in error while not meeting SAP requirements will be responsible for repayment of funds received.

NOTE: F-1 students must be in compliance with SEVIS regulations throughout the semester to remain in status. Students may be dismissed for excessive absences.

Academic Good Standing

A student is deemed to be making satisfactory progress toward the academic goal if the student maintains a cumulative grade point average (CGPA) of 2.0 or higher for certificate or undergraduate degree or 3.0 or higher for a graduate degree. This student is deemed to be in **academic good standing**.

Measuring Academic Progress

Students' academic progress is reviewed at the end of each term to measure qualitative (grade point average), quantitative (number of credits earned) and the maximum time frame for completion of the program of study.

Cumulative completion rate = cumulative earned credits divided by cumulative attempted credits.

Semester credit hours are considered earned semester credit hours when students earn a minimum grade of D- in a class (a minimum grade of C for MBA students). When a student does NOT earn at least the minimum grade, the credit(s) are considered attempted semester credit hours, but NOT earned semester credit hours. For example, a student who enrolls in a 3 credit semester class and earns an "F" grade at the end of the semester, attempted 3 credit hours but earned 0 credit hours.

Satisfactory Academic Progress Warning (SAP Warning)

A student in good standing whose cumulative GPA falls below 2.0 or 3.0 (as applicable) will be on **SAP Warning status** during the next term. A student will be removed from this warning status and returned to good standing if the student achieves a cumulative GPA of at least 2.0 or 3.0 (as applicable) at the end of the term on warning status. Students placed on SAP Warning are notified by email and ground mail. SAP Warning Status may not be appealed by a student. Students on SAP Warning may register for no more than:

- 7.5 credit hours per session for the Intensive English and TOEFL® Preparation program
- 12 credit hours per semester for the BA degree program
- 9 credit hours per semester for the MBA degree program

Students on SAP Warning are required to review SAP standards to understand the risks of dismissal, and must meet with their academic advisor as required by the advisor but no less than once every four weeks. Financial aid is available to students on SAP Warning for one payment period.

Dismissal from University

Students on SAP Warning who do not subsequently meet SAP standards are dismissed from the University. Dismissed students are notified by email and ground mail. Students that exceed maximum timeframe of 150% of the published length of the program are dismissed from the University.

Appeal of Dismissal from University

Using a form available in the Academics Office, students may appeal dismissal status. A dismissal appeal must include documented mitigating circumstances (i.e., death in the immediate family, medical problems and/or extreme personal problems.), stated to have been inhibitory to maintaining satisfactory academic progress standards, and further stated no longer to be inhibitory to maintaining satisfactory academic progress standards. Documentation of these circumstances must be submitted with the appeal.

- All degree students, who have a CGPA below 2.0 and a completion rate below 50%, will be required to submit an academic plan in addition to the SAP appeal. An academic plan must be created with an academic advisor.
- The appeal must be delivered in person, by email or by ground mail. The appeal must be submitted to Academics Office prior to the census date of the next term.
- A student who has filed a financial aid appeal must be prepared to pay the registration fee regardless of the pending appeal.
- A student successfully appealing dismissal status is placed on academic probation and considered to be making satisfactory academic progress. Students on academic probation are notified by email and ground mail. Students on academic probation must meet with their academic advisor every 4 weeks and meet the terms of their academic plan.
- An academic plan, terms of which supersede other academic progress criteria, may be generated for students on academic probation.

Reestablishing Satisfactory Academic Progress

A student can regain eligibility for financial aid by doing these three things and notifying the CHU Financial Aid Office when they have been accomplished:

1. Complete a minimum of full-time enrollment credit hours without the benefit of financial aid.
2. Meet the minimum cumulative GPA requirement; and
3. Complete 100 percent of attempted credit hours.

Note: A student who has lost eligibility may not automatically regain it by paying out-of-pocket for the enrolled classes or sitting out (not attending) for a semester.

A student on academic warning or academic probation who meets the relevant, minimum CGPA earned and attempted completion rate, or meets the criteria of an academic plan, is removed from warning or probation status and is considered to be meeting satisfactory academic progress.

Failure to Reestablish Satisfactory Academic Progress - Students on Academic Probation

Students on academic probation, who fail to meet SAP standards, or fail to meet the requirements of an academic plan, are dismissed from the University.

Terms Associated with the Satisfactory Academic Progress (SAP) Policy

Academic Probation

A status assigned to a student who is failing to make satisfactory academic progress after first having been given an academic warning and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Academic Status/Financial Aid Appeal

A process by which a student who is not meeting satisfactory academic progress petitions the school through the appeal process for reconsideration of his/her eligibility of federal student financial aid funds.

Attempted Credit Hour(s)

Represents all credits for which a student is enrolled after the census date.

Census Date

End of the first five class days in a term, as defined by the academic calendar, that a student may drop or add a class.

Change of Program/Additional Credential

Credits attempted and credits earned for courses not required for program/degree currently enrolled in will not be used in calculating student academic progress.

Conflicting Information

All conflicting information is reviewed for SAP monitoring. Late posted grades or grade changes will not automatically change current SAP status. Students may request that the SAP status be recalculated after they have confirmed with the Registrar that a grade change has been posted to their academic record.

Credit Hour(s)

The unit of measurement used to show the amount of study time. CHU defines 1 credit hour using the following standard:
1 credit = 15 hours of classroom instruction; or 30 hours of lab experience; or 45 hours of internship/externship experience.

Cumulative Grade Point Average (CGPA)

A number between 0.0 and 4.0 that measures a student's overall academic achievement. It is calculated using the following process: The credit hours for each course on the student's transcript are multiplied by the grade points achieved in that particular course. The sum for all courses is totaled. The sum is then divided by the total number of credit hours registered in all semesters.

Earned Credit Hour(s)

For students not in the MBA program, credit hours are considered earned credit hours earned when students earn a minimum grade of D- in a class. For MBA students, credit hours are considered earned credit hours earned when students earn a minimum grade of C in a class.

In-progress Grades

Courses listed as in-progress "IP" do not affect a student's CGPA for SAP, but count as credit hours attempted toward both pace and maximum time frame.

Pace of Completion

Pace of completion is the quantitative measurement of the number of hours completed each semester. Pace of completion is measured at the end of each semester. In order to continue to receive financial assistance, students must complete 67% of the cumulative hours attempted at CHU, including all accepted transfer hours. Grades of A, B, C, D, and P denote satisfactorily completed credit hours.

Repeated and Remedial courses

Repeated and remedial courses are counted in the calculation of pace of completion. Grades of F, W, and I are not satisfactory. Students are allowed to repeat a course and, if passed, have it count toward enrollment for financial aid eligibility once. A student cannot repeat a course more than once and receive financial aid for the repeated course. Each course attempt will count toward a student's pace of completion and all prior attempts with lower grades will count as unsuccessful credit hours attempted.

Pass/Fail Courses

A passing grade will be included in the student's pace of completion and maximum time frame calculations. A grade of F will be included in the student's GPA, pace of completion and maximum time frame calculations.

Required "C" Average after Second Year

Federal regulations require that a student has a "C" average after the second academic year. The student must have a GPA of at least 2.0 or have academic standing consistent with the University's graduation requirements.

Transfer Credits

Transfer credit grades will not count toward a student's cumulative GPA; however, these will count as both attempted and earned hours toward both pace of completion and maximum time frame for SAP.

Satisfactory Academic Progress (SAP) Warning

A status assigned to a student who is failing to make Satisfactory Academic Progress (SAP). This status may be used for one semester and only if student met SAP previously. This status cannot be used for two consecutive semesters. SAP Warning status indicates that student is not meeting required CGPA or pace of completion. Students who have reached the maximum number of credit hours attempted are not eligible for a warning term.

Withdrawal

A withdrawal does not affect a student's cumulative GPA for SAP, but counts as credit hours attempted toward both pace of completion and maximum time frame. A grade for withdrawal (W) is different from a course which is dropped (no grade and no record of attempt.) Students who withdraw prior to the census date will not be penalized for SAP purposes. If a student withdraws after the census date, the credit hours will count toward a student's pace of completion and maximum time frame.

Graduation Requirements

Required Credit Hours and CGPA

To successfully complete an academic program at CHU, students must earn the defined number of semester credit hours by program, and earn a minimum cumulative grade point average (CGPA). The table below explains the minimum graduation requirements.

Program	Semester Credits Needed to Graduate	Minimum CGPA
IETP	45	2.0
TIETP	15	2.0
BA	120/125*	2.0
MBA	39	3.0

*Students enrolled in undergraduate programs as of Fall 2015 and after.

For students not in the MBA program, credit hours are considered earned credit hours when students earn a minimum grade of D- in a class. For students in the MBA program, credit hours are considered earned credit hours when students earn a minimum grade of C in a class. When a student does NOT earn at least the minimum grade, the credit(s) are considered attempted credit hours, but NOT earned credit hours. For example, a student who enrolls in a 3 credit class and earns an "F" grade at the end of the term, attempted 3 credit hours but earned 0 credit hours.

Students are encouraged to meet with their Academic Advisor each semester and use the degree audit system within the student information system to ensure that all graduation requirements are met. Students must be current on all financial obligations in order to receive their final transcript and diploma.

Maximum Timeframe and Attempted Credit Hours

To graduate from CHU, students must earn the defined number of semester credit hours for their program without attempting over 150% of the published number of semester credit hours for their program. If it is determined that a student cannot achieve the published number of earned credit hours to graduate before reaching the 150% maximum, the student is dismissed from the program.

Graduation Honors

Undergraduate students who maintain a high level of scholastic excellence throughout their college career receive the earned degree with honors. Honors are determined by the student's cumulative grade point average and are as follows:

Graduation Honor	Cumulative GPA Required
Cum Laude	3.50 – 3.60
Magna Cum Laude	3.61 – 3.79
Summa Cum Laude	3.80 – 4.00

Honors designations on transcripts are based upon the student's complete academic record at CHU. Only credits earned at CHU are used to determine a student's grade point average. Students whose grade point average qualifies them for graduation with honors the term before they graduate will be recognized at the commencement ceremony.

Full-Time and Half-Time Undergraduate Student Status

Undergraduate Students

The following chart outlines the number of semester hours required to meet full-time and half-time status Fall, Spring, and Summer semesters:

Student Status	Number of Semester Credit Hours
Full-time	12
Three quarter-time	9 to 11
Half-time	6 to 8
Less than half-time	5 or fewer

Students must take an average of 15 credit hours per semester to complete an undergraduate program within four years or eight semesters. For financial aid purposes, 12 credit hours is the full-time standard for the semester. Students who average less than 15 credits per semester must take summer courses in order to complete an undergraduate degree in four years. Extensions of F-1 visa 1-20 records will not be granted to students who average less than 15 credits hours per semester. **This may mean international students who do not average 15 credits or more per semester, or who take an excessive number of breaks, might not be able to complete their degree before their I-20 expires.** Students should work with their advisor to ensure they can complete their program within the allotted timeframe.

The average course load for a CHU undergraduate student is 15-18 credit hours per semester. During Fall and Spring semesters, students with at least a 3.25 CGPA may enroll in up to 21 credit hours. Students must complete at least 12 credit hours at CHU before they can qualify for a course overload in excess of 18 credit hours in a semester.

Graduate Students

The following chart outlines the number of credit hours required to meet full-time and half-time status for Fall, Spring, and Summer semesters:

Student Status	Number of Semester Credit Hours
Full-time	9 or more
Half-time	5 to 8
Less than half-time	4 or fewer

Graduate students may enroll in no more than 15 masters level credit hours per semester.

Institutional Review Board

To oversee rights and welfare of human subjects involved in research, an Institutional Review Board (IRB) exists in accordance with federal guidelines. A human subject is defined as a living individual about whom an investigator (professional or student) conducting research obtains 1) data through intervention or interaction with the individual or 2) identifiable private information. (45 CFR 46.102(f); 21 CFR 50.3(g)). Activities invoking IRB involvement include data collection and interpretation falling outside of pedagogical purposes or course parameters, as well as disclosure of results identifying and/or placing in harm individual human subjects. Additional IRB information and a dedicated form are available from the Dean of Academic Affairs and Library.

Student Services

Advising

Colorado Heights University is dedicated to providing student services related to advising in the areas below. Students that need support during their time at Colorado Heights University should ask for assistance in the Academics or Student Life Office.

Personal advising

CHU recommends a variety of off-campus personal resources to students through information provided at new student orientation and through the community resource bulletin boards located in the Student Life Office.

Academic advising

Academic advising at CHU is an ongoing educational process that connects the student to the University. Advisors represent and interpret University policies and procedures for the student and help the student navigate the academic paths of the institution. Students are encouraged to seek out their advisor or member of the Academics Office staff anytime they have questions or need assistance. It is the responsibility of the student to consult with the advisor prior to registering for courses in the degree program. An advisor will assist the student in scheduling courses to fulfill the requirements of the degree program. Advisors utilize the student information system's degree audit function to assist students with degree academic advising. Students meeting the standards of SAP are only required to meet with the academic advisor each semester prior to registering for classes.

Financial Aid advising

CHU provides financial aid advising to all students that apply and obtain Title IV funding. Students who receive loans are counseled on their repayment obligations and provided with the Department of Education student loan booklet. In addition, documentation that the student completed the online entrance counseling is housed in the student's financial aid file. Upon graduation, students are also required to complete exit counseling and documentation of that is available in the student's financial aid file.

Career Services

The Colorado Heights University Career Services offers a carefully mapped career preparedness program integrated across the curriculum. Students embark on a journey of self-discovery pertaining to skills, aptitudes, work styles, life goals and personal values. They then learn how these can be translated into a career and how to best prepare to be a productive and contributing member of society. Additional support in resume preparation, interview techniques, networking events, job search assistance, and offer negotiations are available to all students and graduates.

Disability Services

Colorado Heights University is committed to supporting and providing access to all individuals with disabilities. CHU prohibits discrimination on the basis of disability and makes reasonable accommodations for qualified individuals with known disabilities as required by applicable law. CHU respects the independence, rights, and dignity of people with disabilities; therefore, identifying oneself and/or requesting accommodations is completely voluntary.

CHU understands the sensitive nature of a student's personal information and other data, including those students with disabilities, and handles such information in a confidential manner. Requests for accommodations should be made in a timely manner (no later than one month prior to classes beginning) to the Academics Office. An appropriate request form and documentation are required.

Student Code of Conduct

Colorado Heights University strives to ensure that its relations with students always reflect the highest ethical standards and conform to all applicable laws and regulations. Students are responsible for acting with honesty and integrity on and off campus. Students are responsible for conducting themselves appropriately in the classroom and other academic settings so they do not interfere with the instruction and learning of others. Students are responsible for maintaining the standards of academic performance established by their instructors. Students are expected to abide by the University policies, rules, procedures, and regulations as well as all federal, state and municipal laws at all times including during all University-sponsored events and activities on and off the campus.

Misconduct Subject to Disciplinary Action

Examples of violations that result in student disciplinary action include, but are not limited to the following:

- Violation of any University policy, rule, procedure, or regulation.
- Violation of federal, state or municipal laws.
- Any conduct that adversely affects the functions of the University and the pursuit of its mission.

Disciplinary Process

Statement of Charges

Any University community member (instructors, administrators, campus security, students) can report Code of Conduct violations to the Director of Student Life by presenting a written summary of the charges. The written summary must include (a) the exact charges being made; (b) the time, date, and location of the incident; and (c) a summary of the evidence being presented. Violations of federal, state or municipal laws that take place on or off campus are referred to local law enforcement.

Incident Process

Incident Review: The University reviews all reports and information received from departments, staff, faculty, officials, students, community members, or police to determine if there is sufficient information to indicate that the Student Code of Conduct has been violated.

Written Notification: The University will notify the student in writing that information has been received which indicates a potential violation of the Code of Conduct. The written notification will provide cursory details of the incident along with the charges. The letter may ask for a written response from the student and that a meeting will be scheduled with the Director of Student Life.

Conduct Meeting: The student will have the opportunity at the meeting to review the written documentation of the incident, present any information relevant to the incident and discuss the situation.

Decision Letter: Each incident involving an alleged violation of the Code of Conduct will be concluded with a letter outlining the decision of “responsible” or “not responsible” for the charges. The letter will also include any sanctions which the University deems appropriate in response to the situation. If a student chooses not to complete the sanctions within the timeline stated in the letter, the University may take further action including dismissal.

Appeal: Any student found responsible for a violation of the Code of Conduct may appeal the disciplinary actions imposed by University Administration by following the University Grievance and Appeal Policy.

Examples of Potential Outcomes and Sanctions

The following are examples of potential outcomes and sanctions stemming from a conduct meeting. The sanctions listed are only examples, and should not be considered an exhaustive list of potential sanctions for policy violations. Each student’s case is investigated individually and the potential educational benefits of sanctions are weighed against the facts of the investigation. For this reason students with similar violations but different circumstances may have different sanctions/outcomes following their conduct meeting.

Not Responsible: This outcome is delivered when a student has been found not responsible for alleged violations.

Written Warning: Written notification indicates behavior was found in violation of the Code of Conduct. This is an official notice that further misconduct may result in more severe sanctions.

Online Alcohol/ Drug Assessment: An online alcohol or drug assessment and educational course may be used for low-level, first-time alcohol or drug violations without extenuating circumstances or where the student does not show indications of significant risk to themselves or others.

Alcohol/Drug/Psychological Health Assessment: This sanction is given for repeat offenses or when there is concern for the safety and well-being of the student and CHU community. CHU officials use the NaBITA Threat Assessment tool to determine whether a student’s behavior has reached “severe” or “extreme” risk level. The tool can be found at www.nabita.org

Community Restitution: Community restitution is used as an educational sanction when a student’s policy violation has negatively impacted the community or in conjunction with criminal charges assessed by law enforcement. Colorado Heights University administrative processes remain separate from any criminal charges a student may face, but the University may assign sanctions that will also satisfy the requirements of the court. Community restitution may be performed on-campus through the Public Safety Office or at an off-campus location.

Restitution for Damages: Restitution will be assessed for theft, vandalism, or other damages to personal property and/or University property.

Behavioral Agreement: A behavioral agreement may be used when a student needs clear guidelines for acceptable behavior. This document outlines expectations for future behavior, and potential consequences if the behavioral guidelines are not followed.

Housing Probation: This sanction indicates that a student is no longer in good standing within the housing system. Further violations may result in more severe sanctions such as removal from the residence halls, University probation, or suspension.

Administrative Housing Removal: This sanction formally suspends the housing contract of the student without refund.

Denial of Access: This sanction prevents a student from entering specified areas for a specified amount of time.

University Probation: This sanction signifies that a student is on disciplinary probation with the University. University probation may be general or strict, and may include certain behavioral stipulations. If a student is involved in another policy violation while on University probation, the next disciplinary action is typically suspension.

Interim Suspension/Interim Housing Removal: This action temporarily removes a student from housing and/or the University pending a conduct meeting or a hearing through the Student Life Office. In this case, the student is responsible for finding alternative housing at his/her expense.

Suspension: This sanction removes a student from the university until given sanctioning requirements are met or for a specified period of time.

Expulsion: The student is required to permanently leave the University. An expulsion keeps the incident on file permanently. Expulsion from the University includes an automatic exclusion from university property.

Exclusion: The student is denied access to all or a portion of University property. When a student is excluded from University property, that student may be permitted onto University property for limited periods and specific activities with the permission of the director of the Office of Public Safety or his/her designee. Should the student enter University property without permission, action may be taken by the police for trespassing.

Restriction or Denial of University Services: The student is restricted from using or is denied specified University services, including participation in University activities.

Delayed Conferral of Degree: This sanction results in a delay of the issuance of a student's diploma for a specified period of time.

Additional Sanctions: Additional sanctions include, but are not limited to, requiring the student to compensate a victim for theft, damage, counseling or other expenses incurred as a result of the incident.

Student Policies

Drug, Tobacco and Alcohol Abuse Policy

Colorado Heights University is dedicated to providing a campus environment free of illegal and/or abusive use of alcohol and/or drugs.

The illegal and/or abusive use of alcohol and drugs is prohibited on University property and as part of University activities. CHU adheres to the Student Code of Conduct policy related to violations and disciplinary actions. Resources for students related to health risks and available treatment options can be found on our CHU Community Resource Bulletin Board.

Alcohol

- Alcohol is not permitted on campus. Empty containers of alcohol may be considered evidence of prior consumption. Common alcohol containers are not allowed on campus including beer kegs, taps, beer bongs, and other devices designed for mass consumption. Intoxication to the point of endangering one's own health or safety, or interfering with the academic pursuits of others, regardless of age, is prohibited on campus.
- Manufacturing, providing, or distribution of alcoholic beverages is prohibited on campus. Alcoholic beverages may not, in any circumstance, be distributed to any person under twenty-one (21) years of age.
- No one under the age of twenty-one (21) may possess, consume or distribute alcoholic beverages.
- CHU sponsored events and contracted events are subject to the rules and regulations set forth by the institution and event contract.

Please see the section on **Statement of Charges** for directions on how to report violations of this policy.

Drug Abuse

The use of illicit drugs has many negative consequences for both individual abusers and the community. CHU is committed to promoting a safe, healthy, and academically oriented community while upholding the law. Any violation of the drug policy is a violation of the Student Code of Conduct and state/federal law.

Possession and/or Use of Illegal Drugs

- The possession, use, manufacture, sale, and distribution of *Federally Illegal Drugs* is prohibited on campus.
- The possession, use, manufacture, sale and distribution of cannabis, edibles, and marijuana is strictly prohibited on campus regardless of whether a student has a medical permit to use or possess it and regardless of Colorado legalization law.

- Being under the influence of any *Federally Illegal Drug*, prescription drug, or other controlled substance to the point of endangering one's own health or safety, regardless of age, or interfering with the academic pursuits of others is prohibited.
- Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their effective consent is prohibited.
- Drug paraphernalia can be considered evidence of use and is prohibited on campus.

Please see the section on **Statement of Charges** for directions on how to report violations of this policy.

Tobacco-Use Policy

The University has designated three discrete outdoor areas where smoking/tobacco use is permitted. In all other areas of campus, smoking/tobacco use is prohibited at all times. This includes but is not limited to the interior of all university-owned buildings, vehicles, dormitories, grounds, sidewalks, parking lots and landscaped areas.

Smoking, for the purposes of this policy, shall include the use of e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems or other such devices that vaporize substances to simulate smoking.

Failure to comply with the CHU smoking policy may result in a penalty of \$25.00 per incident. Additional disciplinary action may be added to the penalty. Violators are responsible for paying the penalty in the business office within 10 calendar days from the issuance of the penalty.

Please see the section on **Statement of Charges** for directions on how to report violations of this policy.

Harassment/Hazing/Abuse

The University forbids any act by any person or group associated with the University which adversely affects the health, safety or dignity of that person and/or their property. Any actual or threatened interference including but not limited to physical or sexual attack, verbal or sexual harassment, intimidation, or personal abuse against any member of the University community is forbidden and subject to disciplinary action.

Acts of harassment include, but are not limited to, unwelcome or repeated contacts in person, by telephone, by letter, by any method of electronic communication (including actions taken on the internet or on social media websites), damaging or vandalizing personal property, offensive acts/gestures, overt threats (whether or not they were acted on), or any conduct that creates or is intended to cause physical or emotional harm to the victim. Harassment is a violation of Student Code of Conduct policy and Colorado law. Students who engage in harassment are subject to University disciplinary action and/or criminal prosecution.

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including one's self is prohibited.

Please see the section on **Statement of Charges** for directions on how to report violations of this policy.

Sexual Harassment Policy and Misconduct

Colorado Heights University is dedicated to providing a campus environment in which the dignity and worth of all members of the community are respected. Sexual misconduct, stalking, dating violence, and sexual harassment of any form - verbal, physical and visual - of students and members of the community is unacceptable conduct and is not tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. CHU adheres to the Student Code of Conduct policy related to violations and disciplinary action.

Sexual harassment includes, but is not limited to, non-consensual verbal or physical conduct related to sex which interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, educational, or social environment. Sexual harassment may also be a violation of an individual's privacy, at the University, on University-owned property or at University sponsored or supervised activities, or at functions of recognized student organizations.

Sexual misconduct is defined as any sexual contact that is absent of or without consent by all parties. Dating violence is an act of violence practiced by at least one partner of a dating couple. Stalking is repeated unwanted attention from a group or individual that causes the victim to fear for their safety.

To reduce the possibility of miscommunication or misunderstanding, the University strongly encourages all persons engaging in sexual activity to obtain verbal consent before any such activity occurs.

Resources for students related to available counseling and support for victims is located on our CHU Community Resource Bulletin Board or in the Student Life Office.

Please see the section on **Statement of Charges** for directions on how to report violations of this policy.

Discriminatory Acts/Bias Motivated Actions

In an attempt to create an inclusive learning community and support the academic and personal pursuits of all individuals regardless of race, religion, sexual orientation, ethnicity, national origin, ancestry, age, gender, or ability, bias motivated actions and crimes are not tolerated. Actions that are motivated by bias include any act, display or communication by which the person intends or threatens to intimidate or harass another person. This includes jokes, pranks, damaging the property of another person, or disrupting normal University activities or a student's focus on academic or other legitimate University pursuits, because of that person's actual or perceived race, color,

religion, ancestry, national origin, physical or mental disability or sexual orientation. CHU adheres to the Student Code of Conduct policy related to violations and disciplinary action.

*Please see the section on **Statement of Charges** for directions on how to report violations of this policy.*

Disruptive Behaviors

Disruptive behaviors are actions or behaviors that disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other persons. Disruptive behaviors, including excessively noisy conduct, are unacceptable on CHU's campus. Any activity that has a negative impact on the academic mission or disrupts the normal operation of the residence halls, school activities, offices, or classrooms will not be tolerated. Disruptive behavior may include: disorderly, indecent, or obscene conduct or expression; hygiene concerns; voyeuristic behavior; emotional outbursts; and/or reckless behavior.

*Please see the section on **Statement of Charges** for directions on how to report violations of this policy.*

Non-Retaliation Policy

Colorado Heights University is committed to operating with integrity in compliance with University policies, rules, and regulations as well as all federal, state and municipal laws. The University expects the highest standards of ethical conduct from the members of its community. CHU expects members of the University community to inform the appropriate parties if they have observed unethical, illegal or suspicious activity. The purpose of this policy is to reiterate the University prohibition on retaliation against those who report or seek guidance on ethical or compliance issues. Reports must be made in good faith. "Good faith" does not mean that an individual has to be right. The individual however, must have an honest belief that the information provided is truthful based on the existing information. Retaliation against any individual who reports, in good faith, possible violations/concerns or who participates in the investigation is prohibited and is a violation of the Code of Conduct. Concerns of retaliation are to be immediately reported.

*Please see the section on **Statement of Charges** for directions on how to report violations of this policy.*

Vaccination Policy

Colorado Heights University's immunization policy protects the campus community from illness and disease and is compliant with Colorado Department of Public Health and Environment's requirements. Certificate of immunization for college students is documented for all active students.

All students are required to complete the Certificate of Immunizations for college students and provide documentation of vaccinations or document personal exemption at the time of enrollment. Failure to comply may prevent a student's ability to register for subsequent semesters. Immunization or personal exemption documents are held in the student's file and student information system. Students by law may request medical, religious and personal exemptions. Students who submit exemptions are subject to exclusion from school and quarantine in the event of an outbreak.

Cheating and Plagiarism

A student who cheats or plagiarizes commits an offense against the entire University community. Cheating, plagiarism or dishonesty in academic work is cause for dismissal from the University. Cheating is defined as an act, or attempted act, or giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examination. Plagiarism is defined as misrepresenting another person's ideas, phrases, or discourses as one's own.

All instances of cheating/plagiarism must be reported by instructors to the Dean of Academic Affairs and Library, who maintains a file thereof. The instructor in question has authority to assess a penalty to a cheating/plagiarizing student up to, and including, assignment of a failing final course grade. The Dean of Academic Affairs and Library may also assess a penalty to a cheating/plagiarizing student. More than two instances of cheating/plagiarism by a student during the time of a student's academic program may result in dismissal from the University.

Students have the right to appeal the finding of a violation of cheating or plagiarism by using the process outlined in the Grievances and Appeals section.

Note: Documentation of each offense is retained in the student's academic file. Plagiarism offenses are tracked over the entire academic career of a student. If a student has plagiarized once in one course and then again in another course, the second offense would be counted as Offense #2. The offense numbers do not restart with each course.

Email Policy

Email is an official means of communication for students at CHU. All official University communication will be sent to each student's assigned CHU email address.

CHU email accounts are available through the IT Department. Students are responsible for reading emails received from CHU in a timely manner. Students can elect to forward their CHU email to their personal email address but CHU is not responsible for mail forwarded from CHU student email accounts.

Computer Lab Use Policy

CHU maintains computing labs for academic, instructional, research and administrative purposes. All persons using the CHU computer labs and equipment must show respect for the lab facility, equipment and other users. Any physical abuse to the computers and/or technology will result in loss of computer lab privileges. All lab users must abide by the following:

- No food or gum allowed.
- Beverages allowed only in non-disposable, spill-proof containers with covers, such as leak-proof water bottles or mugs with spill-proof lids.
- Noise levels must be kept at a reasonable volume.
- Cell phones should be turned off or turned to vibrate/silent setting. Calls should not be initiated or answered. Students should step into the hallway or outside when using a cell phone.
- Saving personal data on the hard drives is not permitted. Lab users must bring their own USB flash drive for saving personal data.

Copyright Policy

Colorado Heights University recognizes U.S. law (17 U.S. Code) relevant to copyright, which grants authors, publishers, and creators control over the copying, distribution, and performance of their original works. Colorado Heights University recognizes the importance of the Fair Use doctrine (17 U.S. Code § 107). All staff, faculty, students and others executing any compensated (or uncompensated) work/service for CHU shall be responsible for acquainting themselves with its provisions so that minimum permissible conduct guidelines are followed.

Description of Copyright

U.S. Copyright Law states that at instant of creation, a work is copyrighted when entered in tangible expression medium for more than a transitory period. The author is provided exclusive rights to execute or authorize: reproduction of copyrighted work; derivative work preparation; public distribution of derivative copies; public performance of copyrighted work; public display of copyrighted work; and/or publicly performed digital audio transmission of copyrighted sound recordings.

Fair Use

The doctrine of "Fair Use" (17 U.S. Code § 107) in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner's permission. Section 107 of the Copyright Act establishes four basic factors to be examined in determining whether a use constitutes a "Fair Use" under the copyright law. These factors are:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole
- The effect of the use in question upon the potential market for or value of the copyrighted work

Willful fair use infringements carry significant statutory damages. Exemptions to fair use are determined on a case-by-case basis. Exemptions allow limited reproduction for criticism, comment, news reporting, research and teaching. No factor is determinative of a person's right to use a copyrighted work without permission. Not for profit, educational use alone is singularly insufficient to make use in question a fair one. CHU assumes no responsibility of any kind for independent decisions faculty, staff or students make that fail to meet terms of the Copyright Act and/or CHU Copyright Policy.

CHU strongly recommends that faculty, staff and students wishing to determine "Fair Use" consult the University's *Checklist for Conducting a Fair Use Analysis before Using Copyrighted Materials* form. This form is available from the Academics Office, and/or by contacting chulibrary@chu.edu.

Digital Millennium Copyright Act

Without first obtaining author permission, any copying, displaying, distributing, performing or exhibiting of copyrighted works retrieved from, or placed on the internet, may be a copyright violation., All members of the CHU community using CHU equipment and internet services are responsible for copyright law compliance. CHU will utilize provisions of the Digital Media Millennium Copyright Act, 17 U.S.C 512 (3) to remove or disable access to any activity in violation.

CHU may also terminate network access privileges to persons who willfully and/or intentionally violate copyright laws. Said policy applies to all users of CHU provided computer networking services.

Software Licensing and Copyright

CHU purchases and provides software for classroom, lab and office use. Titles are licensed solely for CHU-related use. Software can never be copied for personal use or use on machines other than those of original installation. Installing, on a personal computer, any software purchased by CHU is prohibited.

Please see the Dean of Academic Affairs and Library for questions, clarifications and assistance with permissions

Internet Policy

CHU's computer network (both wired and wireless) exists to support the University's educational mission and related administrative functions. The network provides access to information and other resources that are important to all off the University's educational and administrative units. Access to information resources containing confidential information about members of the college community is restricted to authorized personal only.

It is a student's responsibility to use these resources in a manner that complies with all the University's policies and regulations as well as all federal, state, and municipal laws.

1. **General Guidelines:** Access to CHU's IT resources is a privilege granted to members of the University community which carries with it the responsibility to use them for University related activities, exercising common sense and civility.
2. **Individual Responsibility:** Authorization for use of IT facilities is provided to each individual for his or her own use. No person may use an authorization which belongs to someone else. In many cases the University has obtained access to these resources exclusively for the use of members of the University community.
3. **"Hacking"** Persons may not obtain or use – or attempt to obtain or use – passwords, IP Addresses or other network codes that have not been assigned to them as individual or authorized users for their use. Persons may not obtain – or attempt to obtain – unauthorized access to computer accounts, software, files, or any other University IT resources.
4. **Malicious Activity** Persons may not alter or intentionally damage software or data belonging to someone else or interfere with a person's authorized access to IT resources. Users may not intentionally disrupt or damage CHU's computers or networks; including hardware, software, appliances and peripherals, in any way.
5. **Impersonation and Anonymity:** Users of CHU's IT resources may not send electronic messages with the senders identity forged or send anonymous messages unless the recipient has agreed to receive anonymous messages.
6. **Commercial, Political, and Non-University Activities:** Persons may not use CHU's IT resources to sell or solicit sales for any goods, services, or contributions.
7. **State and Federal Laws:** Persons may not use CHU's computing facilities to violate state or federal laws.
8. **Propagation of CHU's Wireless Signal:** Retransmission or propagation of CHU's network connection through the use of switches, hubs, routers or wireless access is **NOT ALLOWED** while on campus. Any of the above devices will be immediately removed from the student's room.
9. **Tampering:** CHU's services, equipment, wiring and/or jacks may not be tampered with or modified. Because of the necessities of wiring for high-speed communication, damaged wires cannot be repaired and instead must be replaced. The student will be charged with the full cost for replacement of damaged wires, averaging \$1,000.
10. **File-Sharing Software:** Installing file-sharing software or using file-sharing is strictly prohibited. Most file-sharing programs install themselves with world-wide sharing enabled by default. So, any system with such software installed can easily be sharing materials with the world without the user(s) of the system being aware of this. Any questions about this software and how to ensure legal use should be directed to CHU's help desk at IT@chu.edu.

Reporting Network Abuses: If a student receives harassing e-mail or witnesses other violations of any campus network policy, the student may report the abuse to the Director of Student Life, the Residence Hall director or the Security Office. If a student fears for his/her public safety as a result of electronic harassment, the student should contact Security immediately.

Copyright Violation Action

A person is flagged for copyright infringement violation by a copyright holder directly or indirectly through a Digital Millennium Copyright Act (DMCA) complaint (such as Cease and Desist e-mail notification). The alleged copyright infringement notice will be forwarded to the alleged infringer. The person will be notified of possible outcomes and of the steps they need to take to restore access to the network.

Student Organizations and Clubs Policy

CHU supports student's personal discovery, learning, and engagement through development of student organizations and clubs as extracurricular activities. Student organizations and clubs promote academic success, personal growth, leadership development, social responsibility, student empowerment, and respect for diversity.

CHU student organizations or clubs are established by meeting the following requirements:

- Secure a minimum of five members. Four of the members should be eligible to serve in the officer roles of President, Vice-President, Secretary, and Treasurer. At least one officer must be a degree-seeking student at CHU. All officers must have a cumulative GPA of 2.0, and be in good standing with CHU.
- Obtain a CHU instructor or staff member advisor. This person is able to come to organization/club meetings and offer advice when needed. The Advisor must complete an Advisor Agreement Form.
- Submit a CHU club/organization membership application to the Student Life Office.
- Create a constitution and elect officers within 60 days of organization or club approval to be eligible for university funding.

Grievances and Appeals

A student who has a complaint (or grievance) against a member of the CHU community or wishes to appeal a decision made by an individual (including grade appeals) must contact the Academics Office within 30 days of the complaint (or grievance). Students are encouraged to mediate the complaint by first contacting the most relevant CHU community member to resolve the complaint. When a complaint cannot be mediated, the student files a formal complaint or appeal using the CHU Student Complaint/Appeal form. The party or parties identified in the complaint are notified and are instructed to submit a written response. The Academics Office, along with other CHU administrators, will review the complaint/appeal and the response(s) and issue a decision and resolution.

If a student believes the decision or resolution is not acceptable, they may forward their concern in writing to ACICS at:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4223

Notification to Students of Rights - FERPA

The *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to a dependent student's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The majority of students at Colorado Heights University are eligible students. Students may refer to the definitions below to determine if their parents would have access to their records or if they are considered "eligible" students.

Eligible students (or parents, as appropriate) have the following rights under FERPA:

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records.
 - Students who wish to review educational records at Colorado Heights University may contact the registrar.
 - The registrar will make arrangements for access to the records and notify the students where and when the records will be available for review.
- Students have the right to request that a school correct records which they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
 - Students who wish to amend educational records must provide a written request to the registrar that clearly identifies the part of the record the student believes to be inaccurate, what the student wishes to change, and why it should be changed. Documentation may be required for some requested changes.
 - If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - To school official with a "legitimate educational interest"
 - To another school in which a student intends to enroll
 - To a parent, provided the student is claimed as a dependent for United States tax purposes (copies of returns required). See further information below.
 - To third parties, provided the info disclosed is due to a "significant threat to the health or safety of the student or other individuals"
 - To a victim of an alleged perpetrator of a crime of violence
 - In connection to sex offenders required to register under state and federal law

- To federal, state, and local authorities or organizations involving an audit or evaluation of compliance with educational programs
- To accrediting organizations
- In connection with financial aid
- To comply with a judicial order or subpoena, state and local authorities
- Officials representing the federal government if they provide proper identification

For additional information, please call 1-800-USA-LEARN (1-800-872-5327) (voice). Students may also contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Directory Information

Colorado Heights University may disclose appropriately designated “directory information” without written consent. Students have the right to withhold the release of directory information and can do so by completing a non-disclosure form. This form is available in the Academics Office.

The primary purpose of directory information is to allow CHU to include information from student education records in certain school publications such as graduation programs, CHU club or activity rosters, and other recognition lists. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or eligible student’s prior written consent.

CHU has designated the following information as directory information:

- name
- e-mail address
- major field of study
- enrollment status
- participation in officially recognized activities
- dates of attendance
- candidacy for degree
- degrees, honors, and awards received

Terms Associated with FERPA

Eligible student: student answers to questions on the FAFSA determine whether students are considered a dependent or independent student. Students are “eligible” if they meet any of the following conditions:

- Older than 18 years of age
- Married
- Enrolled in the MBA program
- On active duty in the U.S. armed forces for purposes other than training or a veteran of the U.S. armed forces
- Provide more than half of the funds for a dependent’s annual support
- Have been declared an emancipated minor or parents are deceased

Legitimate educational interest: is the demonstrated need to know by those officials of an institution who act in the student’s educational interest, including faculty, administrators, clerical and professional employees, and other persons who manage student record information.

School official is a person who is:

- Employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff personnel)
- Elected to the Board of Trustees
- Employed by a company or under contract to the college to perform a special task such as the attorney, auditor, or collection agency
- Who is another student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

CHU Faculty

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Instructor of Human Resources Management

MS in Organizational Leadership & Strategic HR Management, Regis University

BS in Business Management, Metropolitan State University of Denver

Crystal Bolormaa Danzanbaljir

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Christopher McGee

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Courses

Explanation of Course IDs

Prefixes

The prefix in the course ID designates the subject area of the course. The following table illustrates the prefixes currently in use at CHU:

Prefix*	Description
AAA	Basic skills
ACC	Accounting
AST	Astronomy
BUS	Business
CHUCS	Colorado Heights University Career Services
CIS	Computer Info Systems
COM	Communications
ECO	Economics
ENG	English
FIN	Finance
GEY	Geology
HIS	History
HUM	Humanities
IBS	International Business
IET	Intensive English & TOEFL Prep

MAT	Mathematics
MGT	Management
MKT	Marketing
PHI	Philosophy
POS	Political Science
QNT	Quantitative Studies
SOC	Social Sciences

Numbering

The following table illustrates at what level students should take a course with a particular number:

100-299	Freshmen and Sophomores
300-499	Juniors and Seniors
500+	Graduate students

Course Descriptions

AAA002 **1 credit hours**

Writing Support Lab

The Writing Support Lab is designed for students who need assistance with the academic rigors of an undergraduate or graduate degree program. This course targets the students' assigned degree courses per semester, and provides activities and assignments that promote college-level reading, writing, speaking and listening skills for personal and academic functions. These skills include essay development, organization, continued improvement in sentence structure, grammar usage, vocabulary expansion, and active reading and listening strategies to more fully comprehend interpret and apply information from targeted degree course materials.

Prerequisites: None. Students may test out of this course with a score of 7 or higher on the WritePlacer® test

ACC121 **4 Credit Hours**

Accounting Principles I

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

Prerequisites: None

ACC122 **4 Credit Hours**

Accounting Principles II

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

Prerequisite: ACC121 Accounting Principles I

AST101 Astronomy I with Lab **4 Credit Hours**

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

Prerequisite: MAT121 College Algebra OR MAT123 Finite Math

BUS115 **3 Credit Hours**

Introduction to Business

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

Prerequisites: None

BUS117 **3 Credit Hours**

Business Writing

Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

Prerequisites: None, ENG121 English Composition I, strongly recommended

- BUS216** **3 Credit Hours**
Legal Environment of Business
 Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.
Prerequisites: None, POS111 American Government strongly recommended
- BUS226** **3 Credit Hours**
Business Statistics
 Focuses on statistical study, descriptive statistics, probability, binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.
Prerequisites: None, MAT121 recommended
- CHUCS101** **0 Credit Hours**
Road to Success
 CHUCS101 helps students investigate career goals and create the tools necessary for internship and job searching. The course initiates self-discovery exercises, including skills, STRONG Interest Inventory, and developing career goals. The course provides the tools necessary for carrying out a job search such as a resume, cover letter, LinkedIn profile and how to search for jobs in international business.
Corequisite: IBS401 or IBS541
- CHUCS 111** **0 credit hours**
Workplace Preparedness
 CHUCS111 focuses on skills for success in the workplace. This course covers personal presentation in professional environments, personal branding for professional success and professional presentations for interview environments.
 Workplace Preparedness is part of a learning community among select credit-bearing business courses. In the learning community, instructors will work with the instructor of CHUCS111 to develop opportunities for students to apply what they learn in this course to the business content knowledge they are acquiring in the business courses.
Corequisite: Any 3-credit Business course, with the permission of the instructor
- CHUCS311** **0 Credit hours**
Career Preparedness
 CHUCS311 focuses on preparing students for internships and the professional workplace. Deciding on a career path and then developing the professional materials to obtain the first step in that career path are necessary elements for career success. Internships are becoming crucial to successful post-graduation employment.
 Career Preparedness is part of a learning community among select credit-bearing business courses. In the learning community, instructors will work with the instructor of CHUCS311 to develop opportunities for students to apply what they learn in this course to the business content knowledge they are acquiring in the business courses.
- CIS001** **1 Credit Hour**
Computer Applications
 This is a technology elective course that emphasizes solving business problems by integrating data from all of the software applications to facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized.
Prerequisites: None
- CIS360** **3 Credit Hours**
Analytical Problem Solving with Computer Programming This course helps students solve business programs through simple computer programs. It features application of a computer programming language to create simulations to solve problems, and to use computational tools to model and interpret data. Topics include: program flow, control structures, programming fundamentals and integrating modules into solutions.
Prerequisites: None
- CIS370** **3 Credit Hours**
Data Analysis Case Studies
 This course teaches students how to use computer applications to understand, model, and create solutions to data-based challenges and business opportunities. The course emphasizes the use of higher-level application functionality, and the design, creation, and use of effective software-based tools.
Prerequisites: BUS226

- CIS420** **3 Credit Hours**
Information Systems for Entrepreneurs
 This is a technology course that reviews both business information and the systems used to organize and store data in an entrepreneurial environment. It provides students with an introduction to the fundamental terminology of the hardware, software and the people involved with computer-based information systems that help entrepreneurs organize and store information. The course includes hands on computer lab time to introduce students to word processing, graphics, database, spread sheet, business presentation, and the internet.
Prerequisites: None
- COM115 Public Speaking** **3 Credit Hours**
 This course combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.
Prerequisites: None
- ECO201** **3 Credit Hours**
Principles of Macroeconomics
 Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.
Prerequisite: None, MAT121 College Algebra recommended
- ECO202** **3 Credit Hours**
Principles of Microeconomics
 Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.
Prerequisite: None, MAT121 College Algebra recommended
- ENG121** **3 Credit Hours**
English Composition
 This course emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.
Prerequisites: None
- ENG122** **3 Credit Hours**
English Composition II
 English Composition II expands and refines the objectives of English Composition I. The course emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.
Prerequisite: ENG121 English Composition I
- FIN380** **3 Credit Hours**
Principles of Finance
 This course serves as an introduction to financial management. By considering specific financial decisions, such as selecting among alternative investments (i.e., capital budgeting), the sources of the firm's finances (i.e., the optimal capital structure), the management of current assets and liabilities (i.e., working capital), and the tools of financial analysis, this course seeks to better understand analytical tools and their use in solving financial problems.
Prerequisite: MAT121 College Algebra and ECO201 Macroeconomics
- GEY111** **4 Credit Hours**
Physical Geology
 Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience
Prerequisite: MAT121 College Algebra OR MAT123 Finite Math
- HIS236** **3 Credit Hours**
U.S. History Since 1945
 This course focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline
Prerequisites: ENG122, English Composition II recommended
- HIS247** **3 Credit Hours**
Contemporary World History
 This course investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.
Prerequisites: ENG122 Composition II

HUM115 **3 Credit Hours**

World Mythology

This course introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth.

Prerequisites: ENG122 Composition II

IBS300 **3 Credit Hours**

Introduction to International Business

The course introduces the practice of international business. Emphasis is placed on terminology and the functioning of international business using real world settings as a guide for understanding. Students will examine functional areas of international management, marketing, accounting, and finance.

Prerequisite: None

IBS309 **3 credit hours**

Global Context of Business

This course surveys global issues within the political economic system and analyzes the relationships between key actors as they relate to issues of resource scarcity, conflict and cooperation within the global system, development trends, poverty, and power. Competing theoretical lenses will be used to synthesize and evaluate how actors address emerging challenges.

Prerequisites: None. This course is not available to freshmen.

IBS381 **3 credit hours**

International Finance

This course is concerned with the balance of payments, foreign exchange markets and exchange rate determination in an open economy; balance of payments adjustment policies under fixed exchange rates, exchange rate adjustment, the monetary approach to the balance of payments, exchange control, and the international monetary system. These issues among others are discussed and analyzed throughout the course.

Prerequisites: FIN380 Principles of Finance

IBS385 **3 Credit Hours**

Project Management

This course introduces the process of project management and the important task of managing big projects in many parts. Students study how to gain stakeholder support, the important project management tools that enable planning and evaluating a project, and behavioral skills that will win support and overcome obstacles.

Prerequisite: MGT351 Operations Management

IBS389 **3 Credit Hours**

Import-Export Management

Techniques and procedures involved in successfully carrying out export and import transactions are covered in this class. The course lens is both theoretical and practical, and covers government agencies, import/export networks and how to evaluate international opportunities. Students will analyze issues of companies in foreign markets and evaluate the procedures of exporting and importing.

Prerequisites/Co-Requisites: IBS300 Introduction to International Business; ECO201 Principles of Macroeconomics

IBS395 **3 Credit Hours**

International Entrepreneurship

This course explores the allure of international entrepreneurship and examines the challenges of starting and owning a business. The course examines entrepreneurship through a four-step process that outlines both the excitement and the challenges of launching one's own business. Students will engage with real-world business problems and research and build their own business plan.

Prerequisites: Student should be in senior year

IBS400 **3 Credit Hours**

International Marketing

This course introduces students to the concepts and disciplines of international marketing. Topics covered in the class include: political, legal, and financial considerations in import and export management; social, cultural, and historical influences in international trade agreements; problem-solving sales and communication practices across the globe; and current international marketing issues.

Prerequisite: MKT350 Marketing

IBS401 **3 Credit Hours**

Field Study I: Internship

This course is focused on giving the student practical experience in the world of business today. For the successful completion of the objectives of this course, the student will fulfill the required number of contact hours on the job under the supervision of the employer.

Corequisite: CHUCS101 and student should be in junior or senior year.

IBS402 **3 Credit Hours**

Field Study II: Internship

This course is focused on giving the student practical experience in the world of business today. For the successful completion of the objectives of this course, the student will fulfill the required number of contact hours on the job under the supervision of the employer.

Prerequisite: IBS401 Field Study I. Students may not take IBS401 and IBS402 at the same time

IBS431 **3 Credit Hours**

International Business Law

This course provides students with the necessary legal knowledge they need to successfully carry out international business transactions. The legal aspects of international business transactions are discussed and analyzed. Topics include dispute settlement, multinational enterprise operations, contract law, patent, copyrights, trademark protection, taxation, financing, foreign investment, banking, and insurance.

Prerequisite: IBS300 Introduction to International Business

IBS450 **3 Credit Hours**

International Business Capstone

This subject aims to develop and extend students' international business skills and in-depth knowledge associated with developing and managing practical business projects. The projects provide students with opportunities to apply the knowledge and skills developed before and during their final year of undergraduate study. The nature of research projects varies from semester to semester; however, projects are intended to help students consolidate and integrate knowledge that has been learnt during the international business major, as well as to develop practical experience in conceptualizing, managing and delivering applied research projects. Among the transferable skills that students are asked to demonstrate are information literacy, business evaluation, project management, team work, and reflective practice.

Prerequisite: Student should be in senior year

IBS497 **3 Credit Hours**

Innovation and Design

Students will learn design-thinking skills and teamwork approaches to business problems. Students will evaluate the stakeholders and their needs, create visions that drive projects, recognize threats and create innovative solutions.

Prerequisite: None

IBS501 **3 Credit Hours**

International Management and Leadership

This course introduces the study of the dynamics involved in international business management by exploring key issues such as political, legal and labor environments, strategic planning, and organizational design. Emphasis is placed on characteristics of leaders, leadership styles and methods, power, politics and styles of influence, teamwork, and leadership problem solving.

Prerequisite: None

IBS502 **3 Credit Hours**

International Financial Management

This course builds on the principles of investment analysis and financial management from the global perspective.

Prerequisite: FIN380 Principles of Finance

IBS503 **3 Credit Hours**

Applied International Business Economics

This course introduces the fundamentals of microeconomic and macroeconomic principles relevant to the business world. It expounds basic theories and principles governing individual behavior and government policies and actions for practical understanding and application to businesses and professionals. Specifically, it is concerned with the decisions taken by consumers and producers based on their interactions in the market. It explains the rationale of government actions in the economy towards the pursuit of employment, income, external trade and debt objectives. Businesses and professionals will be able to evaluate the impact of these observations in their daily transactions and offer better and accurate decision making efforts.

Prerequisite: ECO305 Principles of Microeconomics

IBS508 **3 Credit Hours**

Foundations of Accounting

This course introduces the study of accounting principles for understanding the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

Prerequisite: ACC121 Accounting I

IBS510 **3 Credit Hours****Global Strategic Marketing and Customer Service**

The market environment today is greatly influenced by many factors such as our customers, competitive firms, advent of new technology and digitalization trends, a growing mix of industry forces, and an increasing trend towards globalization. To continue growing a business a firm must consistently reassess and re-evaluate its strategies and relationships with strategic customers. This course offers an insight into marketing in detail from a strategic point of view within the overall business environment. It proposes to develop managers with sharpened skills for critical analytical thinking and clear communication in marketing at both domestic and international levels. On completion, students will be able to critically evaluate marketing strategies and formulate competitive policies.

Prerequisite: None

IBS512 **3 Credit Hours****Intermediate Accounting**

This course expands topics covered in Accounting I (ACC121) and presents them within a conceptual framework determined by generally accepted accounting principles. Financial accounting functions and theory, and recognition and measurement of assets are covered.

Prerequisite: IBS508 Foundations of Accounting

IBS524 **3 Credit Hours****Intermediate Accounting II**

This course expands topics covered in Intermediate Accounting (IBS512). It will enable students with skills to analyze and interpret both historical and estimated data used by management to conduct daily operations, plan future operations, and develop overall business strategies.

Prerequisite: IBS512 Intermediate Accounting

IBS526 **3 Credit Hours****Tax Accounting**

This course will prepare the student to become adept at tax accounting and provides a unique, innovative, and engaging learning experience for students studying taxation. This course emphasizes tax and non-tax consequences of multiple parties involved in transactions, and the integration of financial and tax accounting topics. The student will gain an understanding of substantive tax law, how to analyze a tax situation, how to recognize tax issues, and how to learn the applicable tax law for a variety of situations.

Prerequisite: IBS512 Intermediate Accounting

IBS528 **3 Credit Hours****Financial Auditing**

This course is designed to help the student understand and use information in the financial auditing process. Critical areas of this course include learning auditing terms and concepts, understanding ethical practices and procedures, and realizing how and when to apply accepted methodologies. Ultimately, the student will gain an understanding of financial auditing, which will allow them to communicate professionally and prepare them to make sound judgments based upon rationale data.

Prerequisite: IBS512 Intermediate Accounting

IBS529 **3 Credit Hours****Health Care Finance and Accounting**

The purpose of this course is to impart to generalist administrators, knowledge of finance and accounting necessary to manage health care organizations. Topics covered include an introduction to financial accounting, cost accounting, budgeting and control, pricing, capital expenditure analysis, and financing.

Prerequisite: IBS508 Foundations of Accounting

IBS530 **3 Credit Hours****Health Care Policies**

This course is designed to give a global perspective of health care policies in today's complex health systems. The course will provide students with a background and summary of domestic and foreign issues as well as an overview of the policies that have been designed to circumvent problems and concerns in the rapidly evolving health care environment.

Prerequisite: None

IBS532 **3 Credit Hours****Health Care Marketing**

In this course, a holistic approach to marketing management is assumed. Students are provided with a comprehensive set of tools and techniques to attain an overview of health care marketing. Case studies from a wide array of health care providers, health systems, HMOs, and physician-hospital organizations, are used to enhance learning. This course covers market research, strategy, and the strategic marketing process.

Prerequisites: None

IBS534 **3 Credit Hours**

Information Management in Health Care

This course helps future health care managers understand the principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in the health care organization setting. Technical detail on computer hardware, software, networks, and telecommunications is included in the course to enable a better understanding of technology's role in health care. Written from a management perspective, this course emphasizes the intelligent use of information for strategic planning, decision support, program management, high quality patient care, and continuous quality improvement.

Prerequisite: IBS508 Foundations of Accounting

IBS541 **3 Credit Hours**

Business Internship I

Participation in an internship gives students the opportunity to apply academic theory to real work situations, earn required college credits, acquire career-related work experience, and enhance personal growth. This experience provides real world business work experience which provides a background for later classroom courses. A minimum of 45 work hours are required for each credit. The technical contents of the courses are made into a contract between the student, instructor of record, and the employer.

Prerequisite: 9 earned credit hours of IBS500-level courses

IBS542 **3 Credit Hours**

Business Internship II

This course is a continuation of IBS541. Participation in an internship gives students the opportunity to apply academic theory to real work situations, earned required college credits, acquire career-related work experience, and enhanced personal growth. This real world business work experience provides a background for later classroom courses.

Prerequisite: IBS541 Business Internship I

IBS543 **3 Credit Hours**

Business Internship III

This course is a continuation of IBS542 Business Internship II.

Prerequisite: IBS542 Business Internship II

IBS551 **3 Credit Hours**

Corporate Finance

This course focuses on financial decision making in the modern corporation. The basic issues include capital budgeting/corporate investment, capital structure, corporate sources of funding, dividend policy and corporate contingent claims, international finance, and financial risk management.

Prerequisites: IBS502 International Financial Management, IBS512 Intermediate Accounting

IBS552 **3 Credit Hours**

Money and Banking

Students are provided with a combination of theory and practical knowledge of finance with a grounded "real" business approach. The course offers a solid understanding of intricate areas of business finance that can be applied in the working world. Financial issues in local businesses and small- to medium-sized companies are the primary focus with a broad overview of the banking system.

Prerequisite: FIN380 Principles of Finance, IBS503 Applied International Business Economics

IBS555 **3 Credit Hours**

Financial Analysis and Decision Making

This course is taught with the premise that students learn financial statement analysis most effectively by performing the analysis on actual companies. Students learn to integrate the concepts from economics, business strategy, accounting, and other business disciplines to not only interpret and analyze, but also to make sound financial decisions.

Prerequisite: IBS502 International Financial Management, IBS512 Intermediate Accounting

IBS571 **3 Credit Hours**

Environmental Economics

Environmental Economics is an introduction to the basic principles of environmental economics. It is an evolving approach to economics that explains markets in an inter-related manner more than traditional economics. It parallels ecology in that it sees elements of the economy as part of an eco-system rather than isolated components. This course has two primary objectives: to provide an understanding of the central elements of the macroeconomic model and how these elements relate to managerial decision making, and provide an overview of the field of ecological economics and how this field views and illuminates the issues of sustainability.

Prerequisite: IBS503 Applied International Business Economics

IBS572 **3 Credit Hours**

Energy Policy

This course provides an overview of energy resources, technologies, and policies designed to ensure clean, stable supplies of energy for the future. The course evaluates the impacts of fossil fuel, renewable energy, and hydrogen technologies and how public policies can be used to influence their development. A focus on the development of U.S. energy policy along with a global perspective on sustainable business practices will be integrated throughout the course.

Prerequisite: None

IBS573 **3 Credit Hours****Sustainable Products, Services and Business Practices**

The evolving principles of sustainable management will be leveraged to explore the creation and development of sustainable products, services, and best business practices. The course merges theory and practice, investigates the linkages between products and services, and examines historic, current, and future examples of sustainable products and services. The course guides students toward understanding sound business practices as well as the use of practical tools of inquiry and application to service their careers in sustainable management.

Prerequisite: IBS541 Business Internship I

IBS574 **3 Credit Hours****Leadership for Sustainable Management**

Environmental sustainability means satisfying today's ecological needs without compromising the ability to meet tomorrow's needs. This course will examine how firms can use sustainable practices, such as pollution prevention and green design, and still be successful in a competitive marketplace. The course will look at the concept of environmental sustainability and the current state of social and political pressures for more sustainable business practices. It will also explore successful sustainable business strategies and the leadership processes needed to support them. Course graduates will process the understanding and experience to integrate environmental and social sustainability with commercial and economic success.

Prerequisite: IBS541 Business Internship I

IBS590 **3 Credit Hours****MBA Capstone**

The MBA Capstone consists of an individualized or small group project related to International Business and the formal presentation of the project either in writing and/or orally to IBS students and faculty. The project may originate in other courses or field study in the concentration, as well as developing expertise in an area beyond the standard expectations of the degree. The Capstone includes a component designed to teach research skills. This project is done under the supervision of a relevant faculty member who must approve the project.

Prerequisite: At least 24 credit hours of IBS500-level courses or instructor's permission

IET001 **7.5 Credit Hours****Intensive English 1**

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 1 focuses on giving and getting personal information, describing family members, and using the correct form of the simple present tense. This course contains a lab component.

Prerequisite: None

IET002 **7.5 Credit Hours****Intensive English 2**

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 2 focuses on learning to get information from the media using the correct form of the present progressive verb tense. This course contains a lab component.

Prerequisite: IET001 Intensive English 1 or placement

IET003 **7.5 Credit Hours****Intensive English 3**

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 3 focuses on locations, maps, and describing past events. Students learn the correct form of the past in the affirmative and negative. This course contains a lab component.

Prerequisite: IET002 Intensive English 2 or placement

IET004 **7.5 Credit Hours****Intensive English 4**

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 4 focuses on providing details and using the correct form of the future tense in the affirmative and the negative. This course contains a lab component.

Prerequisite: IET003 Intensive English 3 or placement

IET005 **7.5 Credit Hours****Intensive English 5**

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 5 focuses on identifying main ideas, discussing preferences, and the ability to give advice and suggestions. This course contains a lab component.

Prerequisite: IET004 Intensive English 4 or placement

IET006 **7.5 Credit Hours**

Intensive English 6

All IETP courses integrate the skill areas of reading, writing, listening, speaking, and grammar. Technology is part of all courses and is a component of each end-of-course project. Each course has a lab segment which reinforces the skills learned in the lecture part of the program. Level 6 focuses on summarizing, persuading, comparatives, superlatives, and possessives. This course contains a lab component.

Prerequisite: IET005 Intensive English 5 or placement

IET007 **7.5 Credit Hours**

Intensive English 7

This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) to build the student's ability to recognize and express a point of view, and be able to support his/her opinion. This course contains a lab component.

Prerequisite: IET006 Intensive English 6 or placement

IET008 **7.5 Credit Hours**

Intensive English 8

This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) to achieve the language skills of predicting on what will be read and supporting those predictions, prioritizing statements, identifying order of details, and discussing concerns and solutions. This course contains a lab component.

Prerequisite: IET007 Intensive English Course 7 or placement

IET009 **7.5 Credit Hours**

Intensive English 9

This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) to build expertise in the areas of inference, factual reporting, and interviewing skills. The course contains a lab component.

Prerequisite: IET008 Intensive English Course 8 or placement.

IET010 **7.5 Credit Hours**

Intensive English 10

This course integrates the five skill areas (listening, speaking, reading, writing, and grammar) to paraphrase, write cause/effect essays, and take notes from a lecture. This course contains a lab component.

Prerequisite: IET009 Intensive English 9 or placement

IET011 **7.5 Credit Hours**

Intensive English 11

This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) in the achievement of scanning for information and summarizing skills. Students will learn how to provide evidence to support answers. This course contains a lab component.

Prerequisite: IET010 Intensive English 10 or placement

IET012 **7.5 Credit Hours**

Intensive English 12

This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) to help the student achieve the ability to organize thoughts, and synthesize material, both oral and written, summarize, and restate given information, and use correct technical cues and transitions. The use of gerunds and infinitives is also emphasized. The course contains a lab component.

Prerequisite: IET011 Intensive English 11 or placement.

IET013 **7.5 Credit Hours**

Intensive English 13

This course begins the sequence of Intensive English for Business. Students learn the basics of academic English used for business purposes. Paragraph structure, presentation skills, summarizing, letter writing, interviewing and note-taking, and writing emails are all covered. The lab focuses on reinforcing the topics in the lecture and preparing students to achieve a TOEFL[®] score required for college-level work. This course contains a lab component.

Prerequisite: IET012 Intensive English 12 or placement.

IET014 **7.5 Credit Hours**

Intensive English 14

This course focuses on writing a process essay and selected business communication skills, such as summarizing and evaluating opinions, providing recommendations, writing and presenting a marketing report, and developing a PowerPoint presentation. The lab focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL[®] score required for college-level work. This course contains a lab component.

Prerequisite: IET013 Intensive English 13 or placement.

IET015 **7.5 Credit Hours**

Intensive English 15

This course focuses on writing a cause/effect essay and selected business communication skills, such as writing policy aimed at conflict resolution/avoidance, evaluating and prioritizing issues, and writing/presenting business solutions/policies for these issues. The lab focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET014 Intensive English 14 or placement.

IET016 **7.5 Credit Hours**

Intensive English 16

This course focuses on writing a comparison/contrast essay and selected business communication skills, such as summarizing options, evaluating, and giving recommendations; interviewing and answering interview questions; writing a blog; and developing/ presenting a business strategy proposal. The lab focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET015 Intensive English 15 or placement

IET017 **7.5 Credit Hours**

Intensive English 17

This course focuses on paraphrasing and summarizing and selected business communication skills, such as giving an effective five-minute presentation and answering questions; evaluating performance and offering suggestions for improvement; negotiating an agreement; and summarizing results of a negotiation in an email. The lab component focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET016 Intensive English 16 or placement.

IET018 **7.5 Credit Hours**

Intensive English 18

This course focuses on the effective argumentative essay and selected business communication skills, such as such as identifying project problems, creating a strategy to improve communication/coordination of tasks/safety/morale, and writing/presenting a report. The lab component focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET017 Intensive English 17 or placement.

MAT001 **0 credit hours**

Math Lab

This course is a self-paced computer-based tutorial that enables students to master math skills necessary to succeed in college-level math or calculus. Placement is by test. All students who do not test into college-level math are required to complete this lab and earn a satisfactory score indicating readiness for college-level math before being permitted to register for another math class.

MAT002 **0 credit hours**

Math Lab

This course is a self-paced computer-based tutorial that enables students to master math skills necessary to succeed in college-level math or calculus. Placement is by test. All students who do not test into college-level math are required to complete this lab and earn a satisfactory score indicating readiness for college-level math before being permitted to register for another math class.

MAT121 **4 Credit Hours**

College Algebra

The course explores topics including intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem, and theory of equations.

Prerequisite: Entrance test required

MAT123 **4 Credit Hours**

Finite Mathematics (Business Math)

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits.

Prerequisite: Entrance test required

MAT125 **4 Credit Hours**

Survey of Calculus

This course includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science, and/or social science majors.

Prerequisite: MAT121 College Algebra and entrance test

MGT311 **3 Credit Hours**
Principles of Management

This course describes the history and philosophical origins of management and compares and contrasts different cultural management styles in the contemporary market place. This course will explore innate and learned values and traits of positive and successful management styles while emphasizing the most effective planning, leading, communicating, organizing, and strategies in an ever-changing market place.

Prerequisite: None

MGT312 **3 Credit Hours**
Intercultural Management

Course focuses on leadership and management in a cross-cultural context. The course examines the meaning of culture, personally, in groups, and within organizations, and compares management and communications processes. Students will evaluate how attitudes and actions are interpreted through a cultural lens, and investigate the political, legal, economic, and technological processes that affect decision making and management in the intercultural environment.

Prerequisite: None, IBS300 Intro to International Business is recommended

MGT351 **3 Credit Hours**
Operations Management

This course discusses the fundamental principles of operation in both private and public sector organizations. Topics include productivity and quality, forecasting, goods and services design, job design, location and layout strategies, capacity planning, inventory management, material requirements planning, supply chain management, and managerial technology.

Prerequisites: FIN380 Principles of Finance

MGT410 **3 Credit Hours**
Human Resources Management

This course examines the practice of managing the Human Resources Department with special recognition of the differing legal requirements from nation to nation. Topics to be examined include: the functions of Human Resource Management, policies and procedures, workplace diversity, and the role of human resources in a global economy.

Prerequisite: MGT311 Principles of Management

MKT350 **3 Credit Hours**
Principles of Marketing

This course covers marketing concepts and implementation in a corporate setting; evaluation and selection of consumer and organizational target markets; marketing research; and developing a marketing plan. Students will create a marketing plan based on consumer behavior principles, market segmentation, product life cycle, packaging, branding, pricing, advertising, and sales promotion.

Prerequisite: None

PHI113 Logic **3 Credit Hours**

This course studies effective thinking using language-oriented logic. The course provides tools and develops skills for creative and critical thinking. It emphasizes the development of decision-making and problem-solving.

Prerequisite: ENG122 English Composition II

POS111 American Government **3 Credit Hours**

This course includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; and civil liberties. Public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government are examined.

Prerequisite: None, ENG122 English Composition II recommended

QNT440 **3 Credit Hours**
Quantitative Analysis

This course is incorporates applied business research and descriptive statistics; the use and management of information; decision tools and concepts; and quality research. Students will learn how to apply business research to understand statistical significance in the business world, and how to apply that knowledge to create successful business plans and strategies.

Prerequisite: BUS226 Business Statistics

Academic Calendar 2016 – 2017

Fall 2016

IETP & TIETP Calendar A Session Schedule:	
New Student Orientation	August 25-August 26, 2016
First Day of Classes - ESL & Degree Programs	August 29, 2016
Census Date and Last Day to Add/Drop - ESL & Degree Programs	September 2, 2016
School Closed-Labor Day	September 5, 2016
“W” Deadline - ESL Program	September 23, 2016
Midterms - Degree Programs	October 10-October 14, 2016
“W” Deadline - Degree Programs	October 14, 2016
Last Day of Classes - ESL Program	October 20, 2016
IETP & TIETP Calendar B Session Schedule:	
New Student Orientation - ESL Program	October 20-October 21, 2016
Grades Due- ESL Program	October 22, 2016
First Day of Classes - ESL Program	October 24, 2016
Census Date and Last Day to Add/Drop - ESL Program October Session	October 28, 2016
CHU Closed – No Classes - ESL & Degree Programs	November 24-November 27, 2016
Last Day of Semester - ESL & Degree Programs	December 16, 2016
Grades Due - ESL & Degree Programs	December 19, 2016
No Classes-Winter Break - ESL & Degree Programs	December 19, 2016-January 6, 2017

Spring 2017

IETP & TIETP Calendar A Session Schedule:	
New Student Orientation	January 5-6, 2017
First Day of Classes - ESL & Degree Programs	January 9, 2017
Census Date and Last Day to Add/Drop - ESL & Degree Programs	January 13, 2017
Midterms – Degree Programs	February 20-24, 2017
“W” Deadline – Degree Programs	February 24, 2017
Last Day of Classes - ESL Program	March 1, 2017
IETP & TIETP Calendar B Session Schedule:	
New Student Orientation	March 2-3, 2017
First Day of Classes - ESL Program	March 6, 2017
Census Date and Last Day to Add/Drop - ESL Program March Session	March 10, 2017
Exam days – Degree Programs	April 24-26, 2017
Last Day of Semester - ESL & Degree Programs	April 26, 2017
Grades Due- ESL & Degree Programs	May 1, 2017
Inter-semester break	April 27 to May 8, 2017

Summer 2017

IETP & TIETP Calendar A Session Schedule:	
New Student Orientation	May 4-5, 2017

First Day of Classes - ESL & Degree Programs	May 8, 2017
Census Date and Last Day to Add/Drop - ESL & Degree Programs	May 12, 2017
School Closed-Memorial Day	May 29, 2017
Midterms – Degree Programs	June 19-23, 2017
“W” Deadline – Degree Programs	June 23, 2017
Last Day of Classes - ESL Program	June 29, 2017
<i>IETP & TIETP Calendar B Session Schedule:</i>	
New Student Orientation	June 29-30, 2017
First Day of Classes ESL Program	July 3, 2017
School Closed-Independence Day	July 4, 2017
Census Date and Last Day to Add/Drop - ESL Program July Session	July 10, 2017
Exam and Make-up Days – Degree programs	August 24-26, 2017
Last Day of Semester – ESL & Degree Programs	August 26, 2017
Grades Due – ESL & Degree Programs	August 29, 2017