



# Colorado Heights University

## 2012 Course Catalog

***CHU Mission:***

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

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# Mission and Vision

## Mission

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

## Vision

The vision of the university is founded on the following five 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.
- **E-Learning** – Offer an online e-learning platform for programs to be offered for distance education for institutional growth.
- **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.

## Board of Members

**Yoshihito Okinaga**  
*Chairman of the Board*

**Etsuko Okinaga**  
*Vice Chair*

**Shohachi Okinaga**  
*Treasurer & Secretary*

**Takashi Yamanaka**

## Board of Trustees

**Yoshihito Okinaga**  
*Chairman of the Board*

**Etsuko Okinaga**  
*Vice Chair*

**Shohachi Okinaga**  
*Treasurer & Secretary*

**Ryuichiro Iwanami**  
*Chair of Executive Committee*

**John Burke**

**Scott Hancock**

**Christine Johnson**

**Allen Kiel**

**Shinji Nakamura**

**Felix Sun**

**Takashi Yamanaka**

## CHU Administration

**Ryuichiro “Drew” Iwanami**  
*Chairman of the Executive Committee*  
*Interim Chief Administrative Officer*

**Barbara Haley**  
*Corporate Secretary*

**Erin Onsager**  
*Chief Financial Officer*

**Lori Sisneros**  
*Executive Director of Student Services*

**Douglas Bjerkaas**  
*Executive Director of Academic Affairs*

**Greg Reid, PhD**  
*Dean of Learning Resources & Technology*

**Jill Kemme**  
*Director of Career Services and Employer Relations*

**Jose Gallegos**  
*Director of Facilities and Maintenance*

**Beba Predic**  
*Director of Financial Aid*

**Debra Powell**  
*Director of Human Resources*

**Jason Johnson**  
*Director of Community Advocacy*

**Daniil Yusufov**  
*Director of Public Safety & Residence Life*

**Jennifer Joly**  
*Registrar*

**Stuart Goodner**  
*Controller*

# Academic Calendar – Semester A Schedule

<b>Spring Semester A</b>	
Registration Begins for Spring Semester A	December 5, 2011
Holiday - University Closed	January 2, 2012
Mandatory New Student Orientation	January 6, 2012
<b>Classes Begin - 1st 8-Week Session</b>	<b>January 9, 2012</b>
Last Day to Add/Drop Classes	January 16, 2012
Intent to Graduate Due	January 16, 2012
Tuition/Payment Plan Due	January 16, 2012
Course Evaluations Administered	February 23 & 24, 2012
End of 8-Week Session	February 29, 2012
Class Break	March 1 - 3, 2012
<b>Classes Begin - 2nd 8-Week Session</b>	<b>March 5, 2012</b>
Course Evaluations Administered	April 20 & 23, 2012
End of 8-Week Session	April 26, 2012
Commencement	April 27, 2012
Class Break	April 27 - May 4, 2012
<b>Summer Semester A</b>	
Registration Begins for Summer Semester A	April 10, 2012
Mandatory New Student Orientation	May 4, 2012
<b>Classes Begin 1st 8-Week Session</b>	<b>May 7, 2012</b>
Last Day to Add/Drop Classes	May 16, 2012
Intent to Graduate Due	May 16, 2012
Tuition/Payment Plan Due	May 16, 2012
Holiday - University Closed	May 28, 2012
Course Evaluations Administered	June 22 & 25, 2012
IETP 8 - Week Session End Date	June 28, 2012
No Classes	June 29, 2012
Degree 8-Week Session End Date	June 30, 2012
<b>Classes Begin 2nd 8-Week Session</b>	<b>July 2, 2012</b>
Holiday - University Closed	July 4, 2012
Registration Begins For Fall Semester A	August 13, 2012
Course Evaluations Administered	August 17 & 20, 2012
IETP 8 - Week Session End Date	August 23, 2012
No Classes	August 24, 2012
Degree 8-Week Session End Date	August 25, 2012
<b>Fall Semester A</b>	
Registration Begins For Fall Semester A	August 6, 2012
Mandatory New Student Orientation	August 31, 2012
Holiday - University Closed	September 3, 2012
<b>Classes Begin 1st 8-Week Session</b>	<b>September 4, 2012</b>
Last Day to Add/Drop Classes	September 12, 2012
Intent to Graduate Due	September 12, 2012
Tuition/Payment Plan Due	September 12, 2012
Course Evaluations Administered	October 19 & 22, 2012
IETP & Degree End of 8-Week Session	October 25, 2012
No Classes	October 26 & 27, 2012
<b>Classes Begin 2nd 8-Week Session</b>	<b>October 29, 2012</b>
Holiday - University Closed	November 22, 23 & 24, 2012
Registration Begins for Spring Semester A	December 3, 2012
Course Evaluations Administered	December 14 & 17, 2012
IETP 8 - Week Session End Date	December 21, 2012
Degree 8-Week Session End Date	December 22, 2012
Commencement	December 19, 2012
Holiday - University Closed	December 24 - Jan 1, 2013

# Academic Calendar – Semester B Schedule

<b>Spring Semester B</b>	
Registration Begins for Spring Semester B	February 13, 2012
Mandatory New Student Orientation	March 2, 2012
<b>Classes Begin 1st 8-Week Session</b>	<b>March 5, 2012</b>
Last Day to Add/Drop Classes	March 14, 2012
Intent to Graduate Due	March 14, 2012
Tuition/Payment Plan Due	March 14, 2012
Course Evaluations Administered	April 20 & 23, 2012
End of 8-Week Session	April 26, 2012
Class Break	April 27 - May 4, 2012
Commencement	April 27, 2012
<b>Classes Begin 2nd 8-Week Session</b>	<b>May 7, 2012</b>
Holiday - University Closed	May 28, 2012
Registration Begins for Summer Semester B	June 11, 2012
Course Evaluations Administered	June 22 & 25, 2012
IETP 8 - Week Session End Date	June 28, 2012
No Classes	June 29, 2012
Degree 8-Week Session End Date	June 30, 2012
<b>Summer Semester B</b>	
Registration Begins for Summer Semester B	June 4, 2012
Mandatory New Student Orientation	June 29, 2012
<b>Classes Begin 1st 8-Week Session</b>	<b>July 2, 2012</b>
Holiday - University Closed	July 4, 2012
Last Day to Add/Drop Classes	July 11, 2012
Intent to Graduate Due	July 11, 2012
Tuition/Payment Plan Due	July 11, 2012
Course Evaluations Administered	August 17 & 20, 2012
IETP 8 - Week Session End Date	August 23, 2012
No Classes	August 24, 2012
Degree 8-Week Session End Date	August 25, 2012
Holiday - University Closed	September 3, 2012
<b>Classes Begin 2nd 8-Week Session</b>	<b>September 4, 2012</b>
Course Evaluations Administered	October 19 & 22, 2012
IETP & Degree End of 8-Week Session	October 25, 2012
No Classes	October 26 & 27, 2012
<b>Fall Semester B</b>	
Registration Begins for Fall Semester B	October 1, 2012
Mandatory New Student Orientation	October 26, 2012
<b>Classes Begin 1st 8-Week Session</b>	<b>October 29, 2012</b>
Last Day to Add/Drop Classes	November 7, 2012
Intent to Graduate Due	November 7, 2012
Tuition/Payment Plan Due	November 7, 2012
Holiday - University Closed	November 22, 23 & 24, 2012
Course Evaluations Administered	December 14 & 17, 2012
IETP 8 - Week Session End Date	December 21, 2012
Degree 8-Week Session End Date	December 22, 2012
Commencement	December 19, 2012
Holiday - University Closed	December 24 - Jan 1, 2013
<b>Classes Begin 2nd 8-Week Session</b>	<b>January 7, 2013</b>
Course Evaluations Administered	February 22 & 25, 2013
IETP & Degree End of 8-Week Session	February 27, 2013

# Admissions Requirements

Applicants to CHU must meet admission requirements. Those who meet the requirements and submit a complete application by the posted deadline at [www.chu.edu](http://www.chu.edu) are guaranteed acceptance.

## Guaranteed Acceptance Requirements

### IETP Programs

- 18 years of age or High School diploma or equivalency

### Bachelor's Degree Programs

Must submit one of the following:

- High School transcript with minimum cumulative GPA of 2.0
- CCHE Index Score of 75 or higher
- GED Certificate
- At least nine (9) College or University credit hours that apply toward a degree with minimum cumulative GPA of 2.0

### Master's Degree Programs

- Bachelor's Degree with minimum cumulative GPA of 2.5

## Application Requirements

Applicants to CHU must meet **application requirements**. Applicants applying to CHU must submit the following:

- **CHU Application** (online or paper)
- **Color Copy of Government-Issued or School-Issued Photo ID** (driver's license, state ID, passport, school-issued photo ID)
- **\$50.00 Non-Refundable Application Fee** (acceptable forms of payment include: admissions voucher, check, money order, wire transfer, credit card)
- **English-Language Proficiency** (This requirement is for degree applicants only and applies to 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

Prospective students applying to a CHU degree program who do not meet the minimum English Language Proficiency scores outlined above can be accepted to CHU but are required to pass the TOEFL-ITP® test at a score of 350 and are required to complete Intensive English classes until they are able to pass the TOEFL-ITP® test at a score of 500. Intensive English classes must be completed prior to taking courses toward the degree plan of study and may not exceed 45 credit hours.

Applicants to an **undergraduate degree program** must submit one of the following:

- **Official High School Diploma Transcripts** - Transcripts must arrive at the CHU office in an envelope sealed by the institution or local/national ministry of education. Documents

in a language other than English must be accompanied by an official English translation.

- **Official College or University Transcripts** - Applicant must have completed 9 semester hours or more of college or university coursework. Transcripts must arrive at CHU office in an envelope sealed by the institution or local/national ministry of education. Documents in a language other than English must be accompanied by an official English translation and evaluation completed by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).
- Transcript evaluation for transfer of credit must indicate request for transfer at application and provide official evaluation prior to second semester at CHU.
- **Official GED Transcript** - Colorado GED recipients may request transcripts at: <http://www.cde.state.co.us/cdeadult/GEDOfficialRecords.htm>.
- **Official ACT or SAT Scores** - Only if submitting a CCHE Index Score of 75 or higher.

Applicants to a **master's degree program** must submit the following:

- **Official Transcripts from degree-bearing Colleges or Universities** - Transcripts must arrive at the CHU office in an envelope sealed by the institution or local/national ministry of education. Documents in a language other than English must be accompanied by an official English translation and evaluation completed by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

## International Applicant Requirements

International applicants must submit additional materials:

- **Color Copy of Passport and Visa**
- **Official Financial Statement with Supporting Documents** Applicant must demonstrate current sufficient funds in US currency to cover the cost of attending CHU for one academic year, including living expenses. All applicants must complete the Financial Statement for International Students form. Students who have a sponsor must also have completed sponsor's statement of financial support with official financial support documents. (Refer to the Financial Statement for International Students form.)
- Transcript evaluations are required for admissions and transfer of credit. Applicants who wish to have transfer of credit at acceptance must have a professional course-by-course transcript evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).
- CHU provides this service for students after acceptance and prior to the second term enrolled. CHU does not guarantee transfer of credit prior to acceptance. Enrollment as a full-time student for one full academic semester is required for a CHU transfer of credit evaluation.

CHU reserves the right to conditionally admit applicants who do not meet admission or application requirements.



# 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 credit does not count toward the CHU grade point average or satisfactory academic progress requirement.

## 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 US 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 .666 to get the equivalent credit hour conversion.

## 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 30 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 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 Student Affairs Office. 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 programs.
- Internships, for credit or otherwise.

# Financial Aid

The Financial Aid Office at CHU is here to assist students with the process of applying for federal student financial aid. Colorado Heights University recognizes that in many instances individuals and their families are not able 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 merit-based scholarships (See *Merit-Based Scholarships 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.
- Student Loans are money that you borrow for school and repay with interest. Even with scholarships, grants, and maybe some savings, many students still need to borrow money to pay for their education.
- **Subsidized Direct Loans**  
These loans are for students attending school at least halftime with demonstrated financial need, where interest is not charged while a student is in school, during the grace period, or in deferment periods.
- **Unsubsidized Direct Loans**  
These loans are non-need based where interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.
- **Direct PLUS Loans**  
These loans are for parents of dependent students and for graduate students where interest is charged during all periods. **To qualify, a parent must apply and pass a credit check.**

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

## Merit-Based Scholarships

(Effective July 1, 2012)

In addition to aid from federal and state governments or private sources, CHU students may qualify for institutional aid. All prospective and current full-time degree students are eligible to receive a merit-based scholarship. Merit-based scholarships are available to full-time degree students and do not have to be repaid.

### Prospective Degree Students

First time applicants must submit the Admission Application and all documents required by the Admissions Office. If an applicant is accepted into CHU's Degree Program, the Financial Aid Office will review the applicant's transcript from the student's previous school(s) to determine eligibility and the amount of scholarship. The minimum cumulative GPA (CGPA) is 3.00 to be eligible for a CHU Scholarship for full-time enrollment. Each individual applicant will be notified of the scholarship offer along with the Admissions Acceptance Letter.

### Current Degree Students

All continuing Degree students are eligible to receive a merit-based scholarship if they meet the following requirements:

- Minimum of full-time enrollment (12 credit hours for undergraduate students or 9 credit hours for graduate students) for the semester for which the scholarship was offered
- Minimum cumulative GPA (CGPA) of 3.50

### Scholarship Eligibility

CGPA	Scholarship Amount	Eligible Students
3.00-3.24	5% of tuition	New degree students only
3.25-3.49	10% of tuition	New degree students only
3.50-3.74	15% of tuition	New and returning degree students
3.75-4.00	20% of tuition	New and returning degree students

Scholarship eligibility for continuing students will be evaluated at the end of each semester. A scholarship offers will be communicated to each individual student no later than the add/drop date and will be valid for one semester.

All scholarship decisions are made by the Financial Aid Office. All amounts are rounded up or down to the nearest dollar. The scholarship offer cannot be appealed, changed, transferred or postponed.

Scholarship funds are limited and not every student who qualifies will receive a scholarship. CHU Scholarships may be reduced based on the student's Cost of Attendance.

How are scholarship decisions made? First come, first serve? Board review based on needs?

### Hardship Grant

Additional financial assistance may be extended to students on an individual basis if the student has endured a hardship which prevents them from paying all or a portion of their tuition. Only current CHU students are eligible. Students must demonstrate financial need in writing to the Business Office. The award of grants is contingent on availability of funds. The Hardship Grant is administered by a joint committee with members from the Student Affairs and Business Offices. The Business Office will post approvals to the student's records.

Funds are one-time awards for the semester and cannot be carried over for the duration of the program completion. Not all students who request a Hardship Grant will be awarded financial assistance. Students may reapply in subsequent semesters, however reapplication does not signify automatic approval. The decision of the committee is final and the offer cannot be appealed, changed, transferred or postponed.

# Tuition, fees, and all other regular and special charges

## Tuition and Fees per Semester January 1, 2012 – June 30, 2012

<b>Intensive English and TOEFL® Preparation (IETP)</b>	
<b>Domestic</b>	
Tuition per Semester:	\$1,610.33
Fees per Semester:	<u>\$177.00</u>
Total:	\$1,787.33
<b>International</b>	
Tuition per Semester:	\$1,610.33
Fees per Semester:	<u>\$207.00</u>
Total:	\$1,817.33
<b>Undergraduate Program</b>	
<b>In-State</b>	
Tuition per Credit Hour:	\$174.00
Fees per Semester:	<u>\$190.00</u>
Cost per Semester for a Full Time Student (12 credit hours):	\$2,278.00
<b>Out-of-State</b>	
Tuition per Credit Hour:	\$399.00
Fees per Semester:	<u>\$190.00</u>
Cost per Semester for a Full Time Student (12 credit hours):	\$4,978.00
<b>International</b>	
Tuition per Credit Hour:	\$399.00
Fees per Semester:	<u>\$220.00</u>
Cost per Semester for a Full Time Student (12 credit hours):	\$5,008.00
<b>Graduate Program</b>	
<b>In-State</b>	
Tuition per Credit Hour:	\$359.00
Fees per Semester:	<u>\$210.00</u>
Cost per Semester for a Full Time Student (9 credit hours):	\$3,441.00
<b>Out-of-State</b>	
Tuition per Credit Hour:	\$535.00
Fees per Semester:	<u>\$210.00</u>
Cost per Semester for a Full Time Student (9 credit hours):	\$5,025.00
<b>International</b>	
Tuition per Credit Hour:	\$535.00
Fees per Semester:	<u>\$240.00</u>
Cost per Semester for a Full Time Student (9 credit hours):	\$5,055.00

## Explanation of Fees January 1, 2012 – June 30, 2012

### Required Fees:

#### Registration Fees

Registration fees are comprised of the Technology Fee, Student Activity Fee, Library Fee, Administrative Processing Fee and, if applicable, the International Student Fee and Book Fee. Registration fees are due each semester prior to registering for classes.

The fees by program are below:

<b>Intensive English and TOEFL® Preparation (IETP) Fees</b>	
Book Fee	\$ 64
Technology Fee	\$ 33
Student Activity Fee	\$ 14
Library Fee	\$ 33
Admin. Processing Fee	<u>\$ 33</u>
<b>Total IETP Student Fees</b>	<b>\$ 177</b>
International Student Fee	<u>\$ 30</u>
<b>Total International Student Fees</b>	<b>\$ 207</b>
<b>Undergraduate Fees</b>	
Technology Fee	\$ 55
Student Activity Fee	\$ 20
Library Fee	\$ 60
Admin. Processing Fee	<u>\$ 55</u>
<b>Total Undergraduate Student Fees</b>	<b>\$ 190</b>
International Student Fee	<u>\$ 30</u>
<b>Total International Student Fees</b>	<b>\$ 220</b>
<b>Graduate Fees</b>	
Technology Fee	\$ 60
Student Activity Fee	\$ 20
Library Fee	\$ 75
Admin. Processing Fee	<u>\$ 55</u>
<b>Total Graduate Student Fees</b>	<b>\$ 210</b>
International Student Fee	<u>\$ 30</u>
<b>Total International Student Fees</b>	<b>\$ 240</b>

## Optional and/or Avoidable Fees:

### Late Registration Fee - \$100

If a student registers for classes and is attending classes, but does not make or schedule, at minimum, their first payment with the Business Office within the first two (2) weeks of the semester, that student will be assessed a \$100 late registration 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.

### Late Payment Fee - \$25

For students on a payment plan, once the initial payment has been made, all subsequent late payments will be assessed a \$25 late fee for payments that are not paid within ten (10) calendar days subsequent to the due date.

### Returned Check Fee - \$50

There is a \$50 charge for checks returned for insufficient funds.

### Parking Permit Fee - \$30

Students who park on campus are required to obtain a parking permit, which is valid for one year from the date of purchase.

### 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.

## Optional Fees for On-Campus Residents

The following rental fees are charged per semester:

PO Box Fee	\$25
TV (Small)	\$25
TV (Medium)	\$45
Fridge (Small)	\$25
Fridge (Medium)	\$35
Fridge (Large)	\$45

## Tuition and Fees per Semester July 1, 2012 – June 30, 2013

Intensive English and TOEFL® Preparation (IETP)	
Tuition per Semester:	\$1,640.00
Fees per Semester:	\$180.00
Total IETP Student Fees:	\$1,820.00
Undergraduate Program	
Tuition per Credit Hour:	\$199.00
Fees per Semester:	\$195.00
Cost per Semester for a Full Time Student (12 credit hours):	\$2,583.00
Graduate Program	
Tuition per Credit Hour:	\$475.00
Fees per Semester:	\$215.00
Cost per Semester for a Full Time Student (9 credit hours):	\$4,490.00

Undergrad Credit Hours	Tuition	Graduate Credit Hours	Tuition
1	\$199.00	1	\$475.00
2	\$398.00	2	\$950.00
3	\$597.00	3	\$1,425.00
4	\$796.00	4	\$1,900.00
5	\$995.00	5	\$2,375.00
6	\$1,194.00	6	\$2,850.00
7	\$1,393.00	7	\$3,325.00
8	\$1,592.00	8	\$3,800.00
9	\$1,791.00	9	\$4,275.00
10	\$1,990.00	10	\$4,750.00
11	\$2,189.00	11	\$5,225.00
12	\$2,388.00	12	\$5,700.00
13	\$2,587.00		
14	\$2,786.00		
15	\$2,985.00		

## Explanation of Fees July 1, 2012 – June 30, 2013

### Required Fees:

#### Registration Fees

Registration fees are comprised of the Technology Fee, Student Activity Fee, Library Fee, Administrative Processing Fee and, if applicable, the International Student Fee and Book Fee. Registration fees are due each semester prior to registering for classes.

The fees by program are below:

<b>Intensive English and TOEFL® Preparation (IETP) Fees</b>		<b>NEW</b>
Book Fee		\$ 64
Technology Fee		\$ 36
Student Activity Fee		\$ 14
Library Fee		\$ 33
Admin. Processing Fee		\$ 33
<b>Total IETP Student Fees</b>		<b>\$ 180</b>
<b>Undergraduate Fees</b>		
Technology Fee		\$ 60
Student Activity Fee		\$ 20
Library Fee		\$ 60
Admin. Processing Fee		\$ 55
<b>Total Undergraduate Student Fees</b>		<b>\$ 195</b>
<b>Graduate Fees</b>		
Technology Fee		\$ 65
Student Activity Fee		\$ 20
Library Fee		\$ 75
Admin. Processing Fee		\$ 55
<b>Total Graduate Student Fees</b>		<b>\$ 215</b>

\* tuition and fees subject to increase on July 1, 2013

## Tuition and Fees Payment/Refund Policy

### Tuition and Fees Payment Procedures

- Students pay the registration fees for a semester prior to registration.\* Tuition and fee 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 within the add/drop period of a semester.

Students are encouraged to familiarize themselves with their tuition bills, as well as their billing and payment dates.

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.

\*Registration fees are comprised of the Book Fee, Technology Fee, Student Activity Fee, Library Fee, Administrative Processing Fee and, if applicable, the International Student fee. Registration fees are due each semester prior to registering for classes.

### Payment Methods

Payments can be made in person, by mail or by phone. Acceptable forms of payment are credit card (all cards? Specific cards), cash, check or money order.

Students should make their check or money order 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). You may pay your bill in person via credit card, cash, check or money order.

**Mailed Payments:** Check payments may be mailed to the address below. Please include the student's 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

A canceled check will serve as receipt of payment. Under no circumstances should cash be mailed.

**Phone Payments:** Payments via credit card may be made over the phone. The card security code will be required for all phone payments.

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 over-payments will be made directly to the student.

### Late Payment Fees

**Late Registration Fee:** If a student registers for classes and is attending classes, but does not make or schedule, at minimum, their first payment with the Business Office within the add/drop period of the semester, that student will be assessed a late registration fee.

**Late Payment Fee:** For students on a payment plan, a late fee will be assessed on any payments past the initial payment that are not paid within ten (10) calendar days subsequent to the due date. (Please see current Tuition and Fees information for current late fee rates.)

**IMPORTANT NOTE:** If payment arrangements have not been made by the end of the add/drop period, 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 sign up for a payment plan and make their first installment payment for their registered semester within the add/drop period of a semester. Students who elect to join any CHU Payment Plan will be required to pay a payment plan enrollment fee.

**Payment in Full:** The registration fee is due prior to registration. Tuition must be paid within the add/drop period of a semester. All first semester international students must pay tuition in full.

**Payment Plans:** The Colorado Heights University Payment Plan is available to all domestic students and returning international students.

- **50-25-25 Payment Plan:** The payment plan schedule requires all fees to be paid prior to registration, 50% of the payment to be made within the add/drop period of a semester, 25% to be paid 30 days after classes have started and the remaining balance of 25% to be paid by the 60th day of class.

Prior to Registration:	100% of fees must be paid
Add/Drop Period:	50% of tuition must be paid
By Day 30:	25% of tuition must be paid
By Day 60:	25% of tuition must be paid

- **Monthly Payment Plan:** The monthly payment plan spreads payments over the course of a semester, requiring that students pay a predetermined amount each month. All fees must be paid prior to course registration.

Prior to Registration:	100% of fees must be paid
Add/Drop Period:	15% of tuition must be paid
By Day 30:	28% of tuition must be paid
By Day 60:	28% of tuition must be paid
By Day 90:	Balance Due

- **Bi-weekly Payment Plan:** The bi-weekly payment plan further spreads payments over the course of a semester, requiring students to pay a predetermined amount each month. All fees must be paid prior to course registration.

Prior to Registration:	100% of fees must be paid
Add/Drop Period:	10% of tuition must be paid
By Day 24:	15% of tuition must be paid
By Day 38:	15% of tuition must be paid
By Day 52:	15% of tuition must be paid
By Day 66:	15% of tuition must be paid
By Day 80:	15% of tuition must be paid
By Day 94:	Balance Due

**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 remove from the payment plan indefinitely 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.

## Withdrawal Refund Policy

If a student officially withdraws:

**Between Day 1 and Day 10** of a semester, any prior paid tuition will be refunded (100%) in full. Fees for that semester will NOT be refunded.

**Between Day 11-30** of a semester, 50% of one semester of tuition will be charged (or kept), and, if applicable, the remaining 50% will be refunded. Fees for that semester will NOT be refunded.

**Between Day 31-60** of a semester, 75% of one semester of tuition will be charged (or kept), and if applicable, the remaining (25%) will be refunded. Fees for that semester will NOT be refunded.

**After Day 60**, 100% of one semester of tuition and fees will be charged (or kept), with no (0%) refund given to the student.

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.

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

## Awards/Scholarships

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

## Financial Aid

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.

## Payment Plan

If a student is on an individualized payment plan, that student will be required to pay 50%, 75%, or 100% of tuition in keeping with the above-outlined refund guidelines. If the student's payments haven't matched those outlined above, the student will be required to pay additional tuition before withdrawing.

## Housing

Students who have signed a housing contract will be obligated to fulfill the terms of that contract regardless of when they withdraw.

## Currency of Refunds

All refunds will be US dollars.

# Programs of Study - Intensive English and TOEFL® Preparation

## Vision Statement

Students who graduate from Colorado Heights University's Intensive English and TOEFL® Preparation program believe they chose the very best university in the world 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.

## Whom the Program Serves

Students in the Intensive English and TOEFL® Preparation program are prepared for college-level studies or an English-speaking work environment.

## 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. Further, each course has a robust integrated project that pushes the language learner to stretch their fluency level. The TOEFL-ITP® test is used as a placement and assessment tool that gives the program external validation for the measurement of student learning. Students are required to complete six progressively advanced courses to earn a certificate.

## 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.

## Course List, Clock Hours and Prerequisites

Course #	Course Title	Lecture Hours	Lab Hours	Total Hours	Credit Hours	Prerequisites	Pre-TOEFL® Listening
IET001	Intensive English 1	75	75	150	7.5	None	27-33 (2)
IET002	Intensive English 2	75	75	150	7.5	IET001	27-33 (2)
IET003	Intensive English 3	75	75	150	7.5	IET002	34-38 (2)
IET004	Intensive English 4	75	75	150	7.5	IET003	34-38 (2)
IET005	Intensive English 5	75	75	150	7.5	IET004	39-42 (2)
IET006	Intensive English 6	75	75	150	7.5	IET005	39-42 (2)
IET007	Intensive English 7	75	75	150	7.5	IET006	43-46 (2)
IET008	Intensive English 8	75	75	150	7.5	IET007	43-46 (2)
IET009	Intensive English 9	75	75	150	7.5	IET008	47-48 (2)
IET010	Intensive English 10	75	75	150	7.5	IET009	47-48 (2)
IET011	Intensive English 11	75	75	150	7.5	IET010	49-50 (2)
IET012	Intensive English 12	75	75	150	7.5	IET011	49-50 (2)
IET013	Intensive English 13	75	75	150	7.5	IET012	50-52 (2)
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 for 6 progressively and successfully taken courses	450	450	900	45			

\*students must complete 6 progressively more advanced courses to earn an IETP Certificate, no students place above IETP013.

Note: Students are placed according to their sectional scores on the Pre-TOEFL® exam; typically the lower score.

The level ranges may vary depending on the version of the test.

## 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 at a time, or two courses per semester. At the end of each semester, every student is required to take an institutional TOEFL-ITP® test to assess level and place into the next set of courses.

## Daily Schedule

The following table illustrates the clock-hour requirements for each course:

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 (Average)	30 hours	30 hours	30 hours	30 hours	30 hours	150 hrs



# Programs of Study - Bachelor of Arts in International Business

## Vision Statement

To become a recognized center of world-class, learner-focused education for domestic and international students that provides them with the knowledge, skills and aptitude to achieve exemplary accomplishments in the global business arena. Colorado Heights University graduates from the BA Program in International Business are sought by domestic and global employers.

## Mission Statement

To create a learning environment for international business students that challenges them to solve organizational problems, manage people and processes to efficiency and effectiveness, epitomize ethical business behavior and have the courage to take business risks for ultimate success. CHU engages professors that bring a wealth of business and academic credentials to the classroom; provides exceptional student services, both online and on campus; and develops and encourages student success outcomes in the faculty and staff. CHU continually assesses student learning and uses student learning results to drive continuous quality improvement.

## Whom the Program Serves

The Colorado Heights University's Bachelor of Arts Program in International Business serves individuals, both domestic and international, who wish to succeed in the global economy.

## Program Description

The BA in International Business program is built upon the objectives of relevance, coherence and acquired skill. Frames of reference are vital to any student's understanding of business. Therefore, the BA in International Business program offers the individual threads of business in a holistic and realistic fashion

as it is actually practiced. In many courses, students learn experientially on site at businesses in the community in addition to classroom lectures and discussion. The men and women who actually do business are a vital and exciting part of the educational experience. International Business is a focus on people. Therefore, an understanding of cultures and languages is required of all international business people. It is expected that students taking the International Business offerings complement these courses with those of other programs, particularly in the areas of culture and language.

## Program Learning Objectives

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

- Manage people and processes.
- Apply business and management principles to the global arena.
- Apply the functional areas of business in an integrated way to solve real-world business problems.
- Identify changes in a specified business environment (functional, legal, regulatory, technical, etc.), describe the impact of these changes on a specific industry and develop plans to accommodate/counteract this impact for a hypothetical or real business.
- Identify a business need, create a business case, secure funding and develop a complete business plan.
- Understand legal and ethical issues, make ethical decisions and contribute to the global community.

## Course List, Clock Hours and Prerequisites

Course #	Course Title	Lecture Hours	Lab Hours	Internship Hours	Total Hours	Credit Hours	Prerequisites
<b>International Business Specialization Courses (36 Credit Hours)</b>							
IBS300	Introduction to International Business	45	0	0	45	3	
IBS303	Business Writing	45	0	0	45	3	ENG102
IBS381	International Finance	45	0	0	45	3	FIN380
IBS389	Import-Export Management	45	0	0	45	3	IBS300, ECO306
IBS390	International Trade	45	0	0	45	3	IBS300, ECO305
IBS391	Special Topics: Knowledge Management	45	0	0	45	3	SCI105, MAT106
IBS400	International Marketing	45	0	0	45	3	MKT350
IBS401	International Field Study I	0	0	135	135	3	Junior Status*

## Course List, Clock Hours and Prerequisites (cont'd)

Course #	Course Title	Lecture Hours	Lab Hours	Internship Hours	Total Hours	Credit Hours	Prerequisites
IBS402	International Field Study II	0	0	135	135	3	IBS401
IBS431	International Business Law	45	0	0	45	3	LAW430
IBS480	International Business Case Study	45	0	0	45	3	IBS491
IBS491	Special Topics: Global Strategy	45	0	0	45	3	Senior Status**
	<b>TOTAL</b>	<b>450</b>	<b>0</b>	<b>270</b>	<b>720</b>	<b>36</b>	
<b>Business Management Core Courses (42 Credit Hours)</b>							
ACC361	Accounting I	45	0	0	45	3	MAT106
ACC362	Accounting II	45	0	0	45	3	ACC361
ECO305	Principles of Microeconomics	45	0	0	45	3	
ECO306	Principles of Macroeconomics	45	0	0	45	3	ECO305
FIN380	Principles of Finance	45	0	0	45	3	MAT106
FIN387	Money & Banking	45	0	0	45	3	FIN380
LAW430	Business Law	45	0	0	45	3	IBS300
MGT311	Principles of Management	45	0	0	45	3	
MGT351	Operations Management	45	0	0	45	3	IBS300, MAT106
MGT410	Human Resources Management	45	0	0	45	3	MGT311
MGT420	Information Systems for Managers	45	0	0	45	3	SCI105
MKT350	Principles of Marketing	45	0	0	45	3	
QNT330	Business Statistics	45	0	0	45	3	MAT106
QNT440	Quantitative Analysis	45	0	0	45	3	QNT330
	<b>TOTAL</b>	<b>630</b>	<b>0</b>	<b>0</b>	<b>630</b>	<b>42</b>	
<b>General Education Core Courses (42 Credit Hours)</b>							
CAR240	Career Readiness	45	0	0	45	3	
ENG102	English Composition	45	0	0	45	3	
ENG201	Intercultural Communications	45	0	0	45	3	
HIS110	World Civilizations	45	0	0	45	3	
HUM101	CHU Seminar: A Life of Learning	90	0	0	90	6	
HUM103	Visual Arts	45	0	0	45	3	
HUM208	Heritage of the World	45	0	0	45	3	
MAT106	Applied Mathematics	45	0	0	45	3	
SCI104	Science: Life Science	45	0	0	45	3	
SCI105	Introduction to Information Technology	30	30	0	60	3	
SCI205	Science & Technology	45	0	0	45	3	
SOC207	Peoples & Cultures of the World	45	0	0	45	3	
SOC309	World Political Economies	45	0	0	45	3	SOC207
	<b>TOTAL</b>	<b>615</b>	<b>30</b>	<b>0</b>	<b>645</b>	<b>42</b>	

\* Junior Status is defined as having earned 60+ credits toward the degree.

\*\* Senior Status is defined as having earned 90+ credits toward the degree.

### English Prerequisites

Depending on a student's preparation for a bachelor's level program in an English-speaking environment, they may be required to take Intensive English courses. The institutional TOEFL® test score determines the required courses.

# Programs of Study - Master of Business Administration in International Business

## 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.

## Whom the Program Serves

The Colorado Heights University's MBA in International Business serves individuals, both domestic and international, who wish to succeed in the global economy.

## Program Description

The MBA in International Business is based on the Core Professional Content of the Accreditation Council for Business Schools and Programs (ACBSP). Though CHU is not accredited by the ACBSP, the program content is aligned to this widely recognized business program accrediting organization to provide external validity to the program's content.

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 MBA with an emphasis in Accounting is designed to prepare students for accounting, tax accounting and financial auditing careers. The emphasis in Corporate Finance prepares students for accounting, corporate finance, money management, banking and financial analysis careers. The emphasis in health care management prepares students for careers in health care finance, accounting, policy, marketing and information management. The emphasis in Environmental Management prepares students for careers in environmental economics, energy policy, sustainable products, services and business practices, as well as sustainable management.

The teaching approach emphasizes conceptual and experiential learning. Complementing the case study method is the practice of action learning in a team context, which together transforms

the learning environment into the real business world context of problem-solving and opportunity management. Internships ensure that students possess work skills upon completing the program. Students synthesize course theory with their own practical experience.

## Program Learning Objectives

As a result of successfully completing the MBA in International Business, 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 Specialization

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 US and abroad. Internships within the Corporate Finance industry ensures 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.

### Healthcare 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 US 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 industry both in the US 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 List, Clock Hours and Prerequisites

Course #	Course Title	Lecture Hours	Internship Hours	Total Hours	Credit Hours	Prerequisites
<b>MBA in International Business</b>						
IBS501	International Management & Leadership	45	0	45	3	
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	ACC361
IBS510	Global Strategic Marketing & Customer Service	45	0	45	3	
IBS590	MBA Capstone	45	0	45	3	24+ 500-Level Credit Hours
<b>Business Internship Courses</b>						
IBS541	Business Internship I	0	135	135	3	9+ 500-Level Credit Hours
IBS542	Business Internship II	0	135	135	3	IBS541
IBS543	Business Internship III	0	135	135	3	IBS542
<b>Emphasis Areas (Choose One)</b>						
<b>Accounting Emphasis (12 Hours)</b>						
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
<b>Corporate Finance Emphasis (12 Hours)</b>						
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
<b>Health Care Management Emphasis (12 Hours)</b>						
IBS529	Health Care Finance and Accounting	45	0	45	3	IBS508
IBS530	Health Care Policies	45	0	45	3	
IBS532	Health Care Marketing	45	0	45	3	
IBS534	Information Management in Health Care	45	0	45	3	IBS508
<b>Environmental Management (12 Hours)</b>						
IBS571	Environmental Economics	45	0	45	3	IBS503
IBS572	Energy Policy	45	0	45	3	
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 bachelor's level program in an English-speaking environment, s/he may be required to take Intensive English courses. The institutional TOEFL® test score determines the required courses.

Undergraduate business prerequisites are as follows:

- ACC361 Accounting I
- ECO305 Principles of Macroeconomics
- FIN380 Principles of Finance

# Academic Policies

## Enrollment Verification Policy

Enrollment verification will be completed during the add/drop period of each session. A student must attend a minimum of one class per course during the add/drop period to have enrollment verified. Students that are enrolled but not verified as attending are administratively withdrawn from classes and subject to the University Withdrawal Refund Policy.

## Withdrawal Policy

### Withdrawing from All Courses

Students who wish to withdraw from all enrolled courses after the add/drop period ends are considered a complete withdrawal from the semester and/or University.

### To officially withdraw, students must:

Complete the University Withdrawal Form including all required signatures. Return the completed form to the Registrar's Office.

When a student officially withdraws from all courses in any given semester, any refund of tuition will be governed by the University Withdrawal Refund Policy. Students who withdraw from the University who 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.

### Dropping/Withdrawing from an Individual Course

Courses can be dropped prior to the add/drop date for each semester. Courses are not allowed to be "dropped" once the add/drop period ends, and will be considered as "withdrawn." Students must review their class schedule to verify that courses have been removed from their schedule during the add/drop period. Students who are required to maintain full-time status with the University are not granted permission to withdraw below the full-time enrollment requirement. Tuition and fees refunds are subject to the University Withdrawal Refund Policy.

### Administrative Withdrawal

CHU reserves the right to administratively withdraw students when:

- course prerequisite requirements are not met
- student code of conduct is violated
- enrollment cannot be verified

Administrative withdraws are reviewed on an individual basis; and if applicable, a refund is applied.

### Financial Aid Implications

Students who received Federal Title IV financial aid and withdraw from the university 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 Supplemental Educational Opportunity Grant (FSEOG), 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 Policy

CHU requires students to maintain continuous enrollment by attempting 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 student. Students not registered for a semester by the add/drop date and not on break semester will be dismissed. A student dismissed for continuous enrollment who wishes to resume study at CHU within the next three semesters is subject to the Re-Entry Policy.

## Break Semester Policy

Students are permitted to take off one semester per academic year as their break semester. International students beyond their first academic year and domestic students beyond their first semester can choose spring, summer, or fall semester as their break semester. Students returning from break semester must be registered in the next term by the add/drop date, or they are dismissed for not meeting continuous enrollment.

## Re-entry Policy

Re-entry allows students who have not been continuously enrolled but wish to enroll in a future semester the opportunity to reenter without following the formal admissions process.

### Re-entry for Domestic Students

Students who withdraw from the term and/or University are allowed to reenter 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.

F-1 students are expected to maintain continuous enrollment except during recognized school holidays and a semester break. Students who fail to enroll in classes by the next semester start date have their SEVIS record automatically terminated even if he/she 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.

## Grading system

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

Letter Grade	Percent	Scale
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

## 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: (hours of lecture/15) + (hours of lab/30) + (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).

## Satisfactory Academic Progress (SAP) Policy

CHU's Satisfactory Academic Progress standards have been established to ensure the quality of educational programs offered and to ensure the responsible disbursement and administration of Federal Title IV Financial Aid. Standards of Satisfactory Academic Progress are applied to all students enrolled in CHU's Intensive English and TOEFL® Preparation program, Bachelor of Arts (BA), and Master of Business Administration (MBA) programs.

Only students who are making Satisfactory Academic Progress (SAP) as defined by this policy are considered to be in good standing and eligible to receive Federal Financial Aid.

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

Program	Semester Credits Needed to Graduate	Minimum CGPA
IETP	45	2.0
BA	120	2.0
MBA	39	3.0

Semester credit hours are considered earned semester credit hours when students earn a minimum grade of D- in a class. 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-semester credit class and earns an "F" grade at the end of the semester, attempted 3 credit hours but earned 0 credit hours.

## Grade Scale

The table below explains CHU's grading system.

Letter Grade	Percent	Scale
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

Grades of F, Withdraw or Incomplete (Incomplete grades are not an option) are not included in Credits Earned but are included in Credits Attempted and are included in the maximum time frame and credits attempted for degree completion.

CHU does not use non-punitive Grades (Pass and Fail grades are not an option).

Repeat Courses are counted as part of the credits attempted. The best of the repeated course grades are counted in the cumulative GPA and earned semester credits will appear on the transcript.

Remedial and/or Intensive English Courses are included in the credits attempted, credits earned, and maximum time frame and attempted credits for degree completion.

Transfer Credits are included in Credits Attempted and Credits Earned but are not counted in cumulative GPA.

## 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.

## Maximum Timeframe and Attempted Credit Hours

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

Program	Credit Hours Needed to Graduate	Maximum Attempted Credit Hours	Minimum CGPA
Intensive English	45	67.5	2.0
BA	120	180	2.0
MBA (single emphasis)	39	58.5	3.0

## Measuring Academic Progress

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

The following outlines required academic progress to ensure students are meeting the qualitative and quantitative standards.

### Satisfactory Academic Progress Calculations:

Cumulative completion rate calculation: Cumulative earned credits divided by cumulative attempted credits. Example: If a student attempts 16 credit hours and earns 11 credit hours. The completion rate calculation is  $11/16 = 68\%$ . Cumulative GPA is the average GPA of all classes attempted.

Program/Degree	Review Period	Cumulative Grade Point Average Required	Minimum % Successfully Completed
IETP	End of 1st 8 Weeks in 1st Semester	1.0	50%
IETP	End of 2nd 8 weeks in 1st Semester	1.0	50%
IEPT	End of 1st 8 weeks in 2nd Semester	1.67	67%
IEPT	End of 2nd 8 weeks in 2nd Semester	2.0	67%
BA	End of Semester	2.0	67%
MBA	End of Semester	3.0	67%

## Notifying Students Who Have Failed to Maintain Satisfactory Academic Progress

Students not meeting minimum academic requirements are placed on academic warning status. Students placed on academic warning are notified by both email and mail. Students on warning status may register for no more than:

- 7.5 credit hours per semester 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 warning status must repeat failed courses (if offered) to increase their CGPA.

Students on warning status are required to review the standards of satisfactory academic progress to understand the risks of probation and dismissal and must meet with their academic advisor every 4 weeks. Financial Aid is available to students in warning status for one term/payment period without an appeal.

## Academic Probation for Failure to Maintain Satisfactory Academic Progress

Students on warning status who do not meet satisfactory academic progress are placed on academic probation. Students on academic probation are notified by email and mail. Students on academic probation are required to review the standards of academic progress to understand the risks of dismissal and must meet with their academic advisor every 4 weeks. Financial Aid is not available to students on probation status unless an appeal is granted for mitigating circumstances. Students who successfully met the criteria of an academic plan may eligible for an extended probation period.

## Dismissal for Failure to Maintain Satisfactory Academic Progress

If, at the end of the probationary semester, students fail to attain satisfactory academic progress, the student is dismissed. Dismissed students are notified by email and mail.

## Student Academic Appeals

Students may request a financial aid appeal if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.). If a student disagrees with the application of these satisfactory progress standards, they must first discuss the problem with his/her advisor. If still dissatisfied, the student may appeal following the Student Grievance and Appeal Policy.

## Reestablishing Satisfactory Academic Progress

Once a student has met the minimum cumulative GPA, earned and attempted completion rate, the student is removed from warning or probation status.

## Graduation Requirements

To graduate students must:

- have earned a minimum of a 2.0 CGPA for the Intensive English and TOEFL® Preparation certificate program with minimum individual course grades of D-
- 2.0 CGPA for the BA degree program with a minimum individual course grades of D-

- 3.0 for MBA degree program with minimum individual course grades of C.
- have successfully completed all credit hours within the maximum allowable time frame in which to complete the program.
- have successfully completed all program and/or degree requirements.
- be enrolled at the time of completion of graduation requirements.
- apply to graduate as a degree student.

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.

## Definitions

**Attempted Semester Credit Hour(s)** All credits for which a student is enrolled after the drop/add deadline has passed.

**Earned Semester Credit Hour(s)** Semester credit hours are considered earned semester credit hours when students earn a minimum grade of D- in a class.

**Cumulative Grade Point Average** 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.

**Drop/Add Deadline** The last day, as defined by the academic calendar, that a student may drop or add a class.

**Semester Credit Hour(s)** The unit of measurement used to show the amount of study time. CHU defines 1 semester credit using the following standard:

1 semester credit =	15 hours of classroom instruction
	or 30 hours of lab experience
	or 45 hours of internship/externship experience

**Academic Warning** A status assigned to a student who is failing to make satisfactory academic progress. This status may be used for one semester/payment period and only if student met satisfactory academic progress previously. This status cannot be used for two consecutive terms/payment periods.

**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.

**Appeal** A process by which a student who is not meeting SAP standards petitions the school through the appeal process for reconsideration of his/her eligibility of federal student financial aid funds.

# 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 professors. Students are expected to abide by the University policies, rules, procedures, or regulations as well as all federal, state or 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.

## Statement of Charges

Any University community member (professors, administrators, campus security, and other students) can report Code of Conduct violations to the Executive Director of Student 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.

## Disciplinary Action

Disciplinary action begins with the Student Affairs office and involves other appropriate University administrators. The student(s) charged is notified by the Student Affairs office within two business days of the charges. The student(s) charged is required to submit a written response to the charges within two business days. The Student Affairs office and other appropriate CHU administrators (including local law enforcement when appropriate) determine if further action is required. Disciplinary actions imposed by the University administration can be appealed by the student following the University grievance and appeal policy.



# 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.

The penalties for cheating or plagiarism are as follows:

- On Offense #1, the student is required to rewrite the assignment, and the final grade on that assignment is reduced by one letter grade.
- On Offense #2, the student is required to rewrite the assignment, and the final grade on that assignment is reduced by two letter grades
- On Offense #3, the student is dismissed from the specific course in which Offense #3 took place.
- On Offense #4, the student is dismissed from the University.

Students have the right to appeal a violation of cheating or plagiarism by using the Student Appeal process outlined in the CHU Catalog.

*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.*

# Student Services

Colorado Heights University is dedicated to providing student services related to advising in the areas below. If you need support in your time at Colorado Heights University, please stop by.

## 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 Administration building, Library and Dorms.

## Career advising

CHU provides all degree seeking students with career-related advising to assist students in internship and job placement. CHU does not guarantee job placement but does provide students with the tools and resources to be successful in obtaining employment in their field of study.

## 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 Student Affairs staff any time 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. CHU utilizes the student information system's degree audit function to assist students with degree academic advising. Students meeting the standards of satisfactory progress 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.

# 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. An officer must be a degree-seeking student at CHU, have a cumulative GPA of 2.0, and be in good standing with CHU.
- Obtain a CHU professor 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.

## Student Policies

### Alcohol and Drug 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.

### Vaccination Policy

Colorado Heights University's immunization policy protects the campus community from illness and diseases 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.

### 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 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. Please 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.

### 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 are 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 Student Affairs Office. An appropriate request form and documentation are required.

### Sexual Harassment Policy

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 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 actions.

Resources for students related to available counseling and support for victims is located on our CHU Community Resource Bulletin Board.

## Tobacco-Use Policy

Colorado Heights University is committed to providing a healthy, comfortable and productive environment for students, faculty, staff, clients, contractors and visitors.

The University has designated three discrete outdoor areas where tobacco use is permitted. In all other areas of the campus, 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.

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. The institution or business affiliated with the violator may be held financially responsible for the penalty.

## Notification to Students of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

- 1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.** A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the school to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
- 3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer

or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Directory Information

FERPA provides that Directory Information may be released without the student's consent. Colorado Heights University considers the following student information as Directory Information:

Name, local and permanent addresses, local and permanent telephone numbers, e-mail address, date of birth, major field of study, dates of attendance, enrollment status, expected date of graduation, degrees and awards received, previous institution(s) attended, and participation in officially registered activity and sports

Students have the right to withhold the release of Directory Information and can do so by filling out a non-disclosure form. This form is available in the Student Affairs office.

## 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 Student Affairs 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 Complain/Appeal form** available in the Student Affairs Office. The party or parties identified in the complaint are notified and are instructed to submit a written response to the Student Affairs Office. The Student Affairs 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

# 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:

ACC	Accounting
CAR	Career Readiness
ECO	Economics
ENG	English and Communications
FIN	Finance
HIS	History
HUM	Humanities
IBS	International Business
IET	Intensive English & TOEFL® Prep
LAW	Law and Legal Studies
MAT	Mathematics
MGT	Management
MKT	Marketing
QNT	Quantitative Studies
SCI	Science & Technology
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

### ACC361 3 Credit Hours Accounting I

The course is an introduction to basic accounting principles and procedures for sole proprietorship, partnerships, and corporations. Computer technology will be used to the fullest to enhance course outcomes. Given the nature of the school and its students, there will be a special international focus.

*Prerequisite: MAT106 Applied Mathematics*

### ACC362 3 Credit Hours Accounting II

This course is a continuation of ACC361 Accounting I. The course completes the basic accounting skills and continues with managerial accounting. Students will demonstrate their ability to read and understand financial statements of a business.

*Prerequisite: ACC361 Accounting I*

### CAR240 3 Credit Hours Career Readiness

This course focuses on helping students develop an ongoing, flexible portfolio of information about themselves and work in order to prepare them for satisfying and productive lives in an ever-changing world. The exercises and writing activities encourage students to take a proactive role in creating their futures, motivating them to become personally responsible for their life and to become an active participant in its process.

*Prerequisites: ENG102 English Composition*

### ECO305 3 Credit Hours Principles of Microeconomics

This course teaches students the practical application of price determination in a market system composed of households and firms, resource allocation and efficiency of various market structures, and the effects of government intervention. Computer technology will be utilized to both predict and explain.

*Prerequisite: None*

### ECO306 3 Credit Hours Principles of Macroeconomics

A practical and relevant approach is taken to examining the effects of the following on doing business in the macro-economy of a given nation: inflation, unemployment, changes in national income, and effects of the stabilization measures often relied upon by governments. Computer technology will be utilized to both predict and explain outcomes of differing policy scenarios.

*Prerequisite: ECO305 Principles of Microeconomics*

### ENG102 3 Credit Hours English Composition

A college freshman-level composition for academic writing. Includes a variety of aspects of the writing process, especially organizational structures appropriate for a general college curriculum.

*Prerequisites: None*

**ENG201** **3 Credit Hours**  
**Intercultural Communications**

This course explores the idea of intercultural communication as a social exchange process, the influence of cultural, ethnic, regional, national, and social class backgrounds on communication behavior and their social, personal, and international consequences.

*Prerequisite: None*

**FIN380** **3 Credit Hours**  
**Principles of Finance**

This course serves as an introduction to financial management. Financial management is concerned with value and, when applied to firms, studies financial decision making and its impact on the value of the firm. Virtually all management decisions have financial implications, and the impact of these decisions on the value of the firm is the basis by which management is judged. Superior management produces superior financial decisions that lead to growth and increased valuation of the firm. This course considers 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. The course emphasizes analytical tools and their use in solving financial problems.

*Prerequisites: MAT106*

**FIN387** **3 Credit Hours**  
**Money & Banking**

Impact on business planning due to changes in macroeconomics brought about through actions of central banks is understood using a project orientation in order to simulate real world business decisions.

*Prerequisite: FIN380 Principles of Finance*

**HIS110** **3 Credit Hours**  
**World Civilizations**

This course surveys civilizations from the early developments in Mesopotamia, India, Egypt, China, Mexico, and Peru to modern civilizations of the world and explores multicultural perspectives.

*Prerequisite: None*

**HUM101** **6 Credit Hours**  
**CHU Seminar: A Life of Learning**

This course prepares students "to compose a response to their reading within the conventions of the highly conventional language of the university classroom" (Bartholomae & Petrovsky). This course is intended for beginning college students, who are expected "to develop their own ideas and theories on a subject" and "to report what they have learned to others."

This is a basic reading and writing course. However, at the same time this course could be understood as an exploration of emerging adulthood, that is, and exploration of change, transitions, and transformations, both at an individual and at a historical level, and from the perspectives of both literature and philosophy.

The basic guiding question for this course is: What it means to become an adult critical thinker in the United States in the 21st century and how such a goal can be accomplished?

This course will be taught as a seminar, that is, for the most part the discussion will be focused on what the students have written.

**HUM103** **3 Credit Hours**  
**Visual Arts**

This course is an introduction to understanding and appreciating visual arts (painting, sculpture, architecture, photography and film) from all time periods and all parts of the world.

*Prerequisite: None*

**HUM208** **3 Credit Hours**  
**Heritage of the World**

Surveys literature, folklore, arts, architecture, rituals, philosophies, and religions of the world and explores multicultural perspectives. We will study the principal philosophical and religious ideas of those traditions that shaped our world.

*Prerequisite: None*

**IBS300** **3 Credit Hours**  
**Introduction to International Business**

The course introduces the practice of international business. Concentration is placed on terminology and the functioning of international business using real world settings and their holistic nature as a guide for understanding. Functional areas of international management, marketing, accounting, and finance will be seen, heard, and understood as part of the total fabric of business. Videotapes of the on-site intensive experience will be used in the classroom as well as computer technology to reinforce course outcomes.

*Prerequisite: None*

**IBS303** **3 Credit Hours**  
**Business Writing**

This course prepares students for writing in the American business world and explores a variety of business-related, electronic and non-electronic formats such as email, memoranda of agreement, letters, resumes and job application letters, proposals, and reports. The course emphasizes reader-centered writing, i.e., the importance of audience and purpose for writing. All communication should conform to the rules of Standard American English.

*Prerequisite: ENG102 English Composition*

**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, among other issues are discussed and analyzed.

*Prerequisite: FIN380 Principles of Finance*

**IBS389** **3 Credit Hours**  
**Import-Export Management**

Techniques and procedures involved in successfully carrying out export and import transactions are covered in this class. Topics include the “language of international trade,” INCO terms, payment terms, trade barriers, export licensing, pricing, export packaging, order handling, insurance, import and export documentation, international collections, and international transportation.

*Prerequisites: IBS300 Introduction to International Business; ECO306 Principles of Macroeconomics*

**IBS390** **3 Credit Hours**  
**International Trade**

This course focuses on the principle of comparative advantage to explain gains from specializations and free trade. Additionally, various trade models, commercial policies and protectionism, global and regional trade organizations are discussed and analyzed.

*Prerequisites: IBS300 Introduction to International Business, ECO306 Principles of Macroeconomics*

**IBS400** **3 Credit Hours**  
**International Marketing**

Managing the marketing mix of product, promotion, pricing and distribution across national borders is the basis of this course. As always, computer technology will be used to the fullest in support of practical and relevant course outcomes.

*Prerequisite: MKT350*

**IBS401** **3 Credit Hours**  
**International Field Study I**

This course is focused on giving the student practical experience in the world of business today. The student will have one of two choices for the successful completion of the objectives of this course: 1) an internship of 405 work hours in which the student not only completes the duties (s)he has been assigned, but also a research project for the employer, or 2) an entrepreneurial project in which the student creates a business plan for a new business. Either choice involves a learning contract and specified deliverables.

*Prerequisite: Junior Status*

**IBS402** **3 Credit Hours**  
**International Field Study II**

This course, a continuation of IBS401, is focused on giving the student practical experience in the world of business today. The student will have one of two choices for the successful completion of the objectives of this course: 1) an internship of 405 work hours in which the student not only completes the duties (s)he has been assigned, but also a research project for the employer, or 2) an entrepreneurial project in which the student creates a business plan for a new business. Either choice involves a learning contract and specified deliverables.

*Prerequisite: IBS401 International Field Study I*

**IBS431** **3 Credit Hours**  
**International Business Law**

This course provides students the necessary 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: LAW430 Business Law*

**IBS480** **3 Credit Hours**  
**International Business Case Study**

The form of business education made famous at Harvard University. Through the case study method, students engage in real world business problems and their solutions. The course lectures focus on business problem solving. Modern concepts of Quality, Teams, and Systems are explored as alternatives to the traditional management structure in search of solutions in this capstone course for international business students.

*Prerequisite: IBS491 Special Topics: Global Strategy*

**IBS491** **3 Credit Hours**  
**Special Topics: Global Strategy**

This course synthesizes students’ studies in the various functional areas of business and asks them to apply their knowledge to real life situations. Both new and old theories of strategic thought are presented and discussed as well as the seminal works in international business strategy.

*Prerequisite: Senior Status*

**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: ACC361 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 (ACC361) 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 Account 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, professor 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 US 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 vest 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. Course 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. Course 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. Course 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. Course 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, 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 and 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.*

**LAW430** **3 Credit Hours**  
**Business Law**

This course focuses on the foundational elements of business law in case study format. The legal environment of business and e-commerce are explored, along with the following topics: torts, intellectual property, contracts, negotiable instruments, credit and secured transactions, employment law, and business ethics. The impact of government regulation on private business is also explored.

*Prerequisite: IBS300 Introduction to International Business*

**MAT106** **3 Credit Hours**  
**Applied Mathematics**

Introduction to an understanding of problem solving techniques in finite mathematics, the uses and role of mathematics in the high tech world, and the structure of mathematics. Topic areas covered in the course include: basic algebra review, number system, functions, system of linear equation and matrices, linear inequalities, probability, descriptive statistics and probability distribution, mathematics of finance, and games.

*Prerequisite: None*

**MGT311** **3 Credit Hours**  
**Principles of Management**

This course focuses on the concepts and techniques of management and their application in private and public sector organizations. Topics include planning, organizing, leading, and controlling.

*Prerequisite: None*

**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: IBS300 Introduction to International Business, MAT106 Applied Mathematics*

**MGT410** **3 Credit Hours**  
**Human Resources Management**

Emphasis is placed on the practice of managing the Human Resources Department with special recognition of the differing legal requirements from nation to nation. The importance and application of computer technology in the Human Resources office will be stressed.

*Prerequisite: MGT311 Principles of Management*

**MGT420** **3 Credit Hours**  
**Information Systems for Managers**

A review of both business information and the systems used to organize and store data. With emphasis on the practical and relevant, students learn how a manager accesses and shares common business information using modern computer networks.

*Prerequisite: SCI105 Introduction to Information Technology*

**MKT350** **3 Credit Hours**  
**Principles of Marketing**

The purpose of this course is to introduce marketing principles and concepts, additionally (1) developing English competency in reading, writing, and comprehension; (2) development of research skills (library and online search skills and/or fieldwork-interview skills); and (3) critical thinking skills. Theory and practical application will both be addressed, concentrating on the development of a working knowledge of the following: knowledge of marketing concepts and its successful implementation in a corporate setting; the ability to apply marketing theory to actual situations; an understanding of the evaluation and selection of consumer and organizational target markets; the importance of marketing research; and developing and organizing information to be used to develop a marketing plan.

*Prerequisite: None*

**QNT330** **3 Credit Hours**  
**Business Statistics**

Students will be drilled in the relevant business application of fundamental statistical distributions, statistical inference, hypothesis testing, and regression analysis. Computer technology will be used to the fullest to enhance course outcomes.

*Prerequisite: MAT106 Applied Mathematics*

**QNT440** **3 Credit Hours**  
**Quantitative Analysis**

This course is designed to provide an orientation toward the computer quantitative analysis of common business applications. Spreadsheet and database management are topics covered at the outset.

*Prerequisite: QNT330 Business Statistics*

**SCI104** **3 Credit Hours**  
**Science: Life Science**

This course surveys the relationship between humans and the environment and emphasizes ecology, natural resource conservation, and the inter-relatedness of an ever expanding human population.

*Prerequisite: None*

**SCI105** **3 Credit Hours**  
**Introduction to Information Technology**

This class provides the basic skills necessary to function using computers and networks including the Internet. Students learn about operating system functions, Internet usage, and technical advances the rapid change in the fast-paced computer world. This course contains a lab component.

*Prerequisite: None*

**SCI205** **3 Credit Hours**  
**Science and Technology**

This course provides students with an understanding of how technology and science are integrated. It exposes students to a cross section of disciplines and allows them to research technological advancements as well as career opportunities in various technical fields. It also provides an overview of networks, telecommunications and computerized document management systems which are prevalent and fundamental to all modern industries.

*Prerequisite: None*

**SOC207** **3 Credit Hours**  
**Peoples and Cultures of the World**

This course explores the social, cultural, and political economic patterns, ideas and values, and aesthetic achievements of people of the present world: North, Central, and South America, Africa, Europe, the Middle East, Asia, Australia, and the Pacific.

*Prerequisite: None*

**SOC309** **3 Credit Hours**  
**World Political Economies**

This course surveys political economic systems of major nations of the world and how they are related to issues of power, wealth and poverty, market operations, and world views. The market mechanism, socialism, and the shift towards capitalism are discussed and analyzed.

*Prerequisite: SOC207 Peoples and Cultures of the World*

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