A MESSAGE FROM THE DEAN

Dear Prospective Students and Families,

It is my pleasure to preface the Colorado Heights University 2014 Catalog. This document should assist you in navigating the programs, policies and procedures of this great institution.

The professors and staff at Colorado Heights University feel privileged to work with you in fulfillment of your educational goals. As Dean of Academic Affairs and Library, I am charged with ensuring that CHU academic standards remain rigorous, and that programs remain viable. This responsibility I accept with utmost pride.

I am proud to convey that CHU offers outstanding programs in English language learning and in business. Our programs are upheld by dedicated professors who bring field experience into the classroom. Project-based curriculum is incorporated within all programs, and for-credit internship experiences complement classroom learning for degree students.

All CHU offices are open-door and first priority is allotted to student matters. This university takes pride in, and devotes great energy to, maximizing the quality of the student experience.

Welcome to CHU! I encourage you to inquire how this university can assist you in meeting your educational goals.

R. Greg Reid, PhD

R. Greg Reid, PhD
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Mission Statement

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

Vision Statement

The vision of the university is founded on the following 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.

• 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*

Takashi Yamanaka

Board of Trustees

Yoshihito Okinaga  
*Chairman of the Board*

Etsuko Okinaga  
*Vice Chair*

Ryuichiro “Drew” Iwanami  
*Chair of Executive Committee*

John Burke

Scott Hancock

Christine Johnson

Allen Kiel

Shinji Nakamura

Takuji Oda

Yoshio Ono

Felix Sun

Takashi Yamanaka

Dr. Eiji Yano

CHU Administration

Greg Reid  
*Dean of Academic Affairs and Library*

Debra Powell  
*Executive Director of Human Resources*

Pamela Smith  
*Executive Director of Marketing and Admissions*

Andrew Bennett  
*IETP Program Chairperson*

Jon Wilkerson  
*Assistant Dean of Degree Programs*

Jose Gallegos  
*Director of Facilities and Maintenance*

Jason Johnson  
*Director of Community Advocacy*

Rosa Law  
*Director of Retention*

Jennifer Manhoff  
*Director of Career Development*

Elizabeth Pigg  
*Director of Marketing Operations and Domestic Outreach*

Beba Predic  
*Director of Financial Aid*

Mayer Salfiti  
*Director of Information Technology*

Katie Jo Sewell  
*Director of Student Life*

Don Guckenberger  
*Director of Marketing*

Daniil Yusufov  
*Director of Public Safety and Residence Life*
Admissions Requirements

Admissions Interview (all students)
- Discuss and assess fit with CHU’s culture and mission
- Discuss and assess student’s commitment to attend, succeed and pursue graduation
- Identify and address potential obstacles that will prevent or impede success in the chosen program
- Admissions officers reserve the right to deny recommendation for acceptance based on discussion of above elements

Intensive English Programs
- 18 Years of Age or High School Diploma or Equivalency.
- CHU Application online (paper format only allowed under special permission from admissions officers).
- Additional Information Form
- Color Copy of Government-Issued or School-Issued Photo ID - driver’s license, state ID, passport, or school-issued photo ID.
- $50.00 Non-Refundable Application Fee - acceptable forms of payment include: admissions voucher, check, money order, wire transfer, credit card.

International Students have these additional requirements:
- a. Color Copy of Passport and Visa (if applicable)
- b. 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 complete the affidavit of support section on the financial statement. Student must submit official financial support documents for themselves or sponsor. Please refer to the Financial Statement for International Students form.

Bachelor’s Degree Programs
- Applicants must submit one of the following:
  - a. College Degree or High School Diploma Attained in the USA: Supporting Documents for the minimum education requirements that were attained in the US, must be issued by the institution where the education was completed and must arrive to CHU in a sealed envelope.
  - b. College Degree or High School Diploma Attained outside of the USA: Supporting documents for the minimum education requirements that were attained in any country other than the US must provide a professional evaluation of official transcripts, including a GPA. The evaluation must be completed by a member of either the Association of International Credentials Evaluators (AICE) www.aice-eval.org or the National Association of Credential Evaluation Services (NACES) www.naces.org.
- Supporting documents that are acceptable for the minimum education requirements:
  - a. Official High School Diploma Transcripts – minimum cumulative GPA of 2.0 (if needed, the evaluation should be a General report with GPA)
  - b. Official College or University Transcripts - Applicant must have completed 9 semester hours or more of college or university coursework with a cumulative GPA of 2.0 or higher. Transcript evaluation for transfer of credit must indicate request for transfer at application and provide official evaluation prior to second semester at CHU. (If needed, the evaluation should be a Course by Course report with GPA.)
  - c. Official GED Transcript or Diploma - Colorado GED recipients may request transcripts at: http://www.cde.state.co.us/postsecondary/ged_documents. GED recipients from other states must have official transcripts sent directly to CHU from the appropriate state agency in an envelope sealed by the agency.
- d. Official ACT or SAT Scores - Only if submitting a CCHE Index Score of 75 or higher if CGPA is below 2.0.
  - Additional Information Form
  - Color Copy of Government-Issued or School-Issued Photo ID - driver’s license, state ID, passport, or school-issued photo ID.
  - $50.00 Non-Refundable Application Fee - acceptable forms of payment include: admissions voucher, check, money order, wire transfer, credit card.
  - Resume
  - Two (2) Reference letters – reference forms to be completed by professional references (former educator, former employer, etc.) and must be submitted either in English or accompanied by English translation.

International Students have these additional requirements:
- a. 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:
  - i. Minimum TOEFL® score of 500 paper-based, 173 computer-based, or 61 Internet-based
  - ii. Minimum IELTS® band score of 6.0 or higher with no individual score below 5
  - iii. CHU administered TOEFL®-ITP test with a score of 500
- b. Color Copy of Passport and Visa (if applicable)
- c. 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 complete the affidavit of support section on the financial statement. Student must submit official financial support documents for themselves or sponsor. Please refer to the Financial Statement for International Students form.
- d. Transcript Submission and Evaluation - International students must provide official transcripts, mailed directly to CHU in an envelope sealed by the institution. 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).
Master’s Degree Programs

- Bachelor’s Degree or more advanced degree with Minimum Cumulative GPA of 2.50. Applicants must submit one of the following:
  a. College Degree Attained in the USA: Supporting Documents for the minimum education requirements that were attained in the US, must be issued by the institution where the education was completed and must arrive to CHU in a sealed envelope.
  b. College Degree Attained outside of the USA: Supporting documents for the minimum education requirements that were attained in any country other than the US must provide a professional evaluation of official transcripts, including a GPA. The evaluation must be completed by a member of either the Association of International Credentials Evaluators (AICE) www.aice-eval.org or the National Association of Credential Evaluation Services (NACES) www.naces.org. The evaluation should be a Course by Course report with GPA.
  
  - CHU Application online (paper format only allowed under special permission from admissions officers
  - Additional Information Form
  - Color Copy of Government-Issued or School-Issued Photo ID - driver’s license, state ID, passport, or school-issued photo ID.
  - $50.00 Non-Refundable Application Fee - acceptable forms of payment include: admissions voucher, check, money order, wire transfer, credit card.
  - Resume
  - Two (2) Reference letters – reference forms to be completed by professional references (former educator, former employer, etc.) and must be submitted either in English or accompanied by English translation.
  - International Students have these additional requirements:
    a. 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:
      i. Minimum TOEFL® score of 500 paper-based, 173 computer-based, or 61 Internet-based
      ii. Minimum IELTS® band score of 6.0 or higher with no individual score below 5
      iii. CHU administered TOEFL®-ITP test with a score of 500
    b. Color Copy of Passport and Visa (if applicable).
    c. 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 complete the affidavit of support section on the financial statement. Student must submit official financial support documents for themselves or sponsor. Please refer to the Financial Statement for International Students form.
    d. Transcript Submission and Evaluation - International students must provide official transcripts, mailed directly to CHU in an envelope sealed by the institution. 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).

Bachelor’s degree program or MBA program applicants who do not meet the minimum English Language Proficiency scores outlined above can be conditionally accepted to CHU but are required to pass the TOEFL®-ITP test (or equivalent) at the scores listed in the table below:

<table>
<thead>
<tr>
<th>Test</th>
<th>Full Acceptance</th>
<th>Conditional Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL®-Paper</td>
<td>500</td>
<td>400</td>
</tr>
<tr>
<td>TOEFL®-ITP</td>
<td>500</td>
<td>400</td>
</tr>
<tr>
<td>TOEFL®-CBT</td>
<td>173</td>
<td>97</td>
</tr>
<tr>
<td>TOEFL®-Internet</td>
<td>61</td>
<td>32</td>
</tr>
<tr>
<td>IELTS</td>
<td>6</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students conditionally accepted into a degree program must complete English language courses and achieve the required proficiency before enrolling in degree program coursework.

Admission decisions are made without consideration of race, age, gender, religion, national origin, disability or sexual orientation.

Admission decisions are based on academic success potential (demonstrated by test scores and/or transcripts) as well as potential to benefit from and contribute to CHU offerings.

Fulfillment of admission requirements does not guarantee CHU admission; CHU utilizes a comprehensive admission review procedure.

Colorado Heights University reserves the right not to admit any applicant whose behavior is deemed incompatible with institutional mission.

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.

Admission decisions may not be appealed.

Transfer Credit Policy

CHU reserves the right to conditionally admit applicants who do not meet admission or application requirements and 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 but are included in credits attempted and earned per the Satisfactory Academic Progress policy. An official transcript from each institution for which transfer of credit is being requested must be submitted. Enrollment status is required for a CHU Transfer of Credit Evaluation.

Guidelines for Transfer

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

- Earned from an accredited college or university recognized by 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.
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 graduate degree programs is 30 hours. Only courses with an earned grade of C- or better are considered for transfer credit for certain courses.

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 Academic 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
- Internship

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

- Federal Direct Student Loans
  This program are money that you borrow for school and repay with interest. Even with scholarships, grants, and savings, many students need to borrow additional money to pay for their education.

- Subsidized Direct Loans
  These loans are for students attending school at least half-time with demonstrated financial need, where interest is not charged while a student is in school, 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 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
In addition to aid from federal and state governments or private sources, CHU students may qualify for institutional aid.

Scholarship Payment Disbursement
Students must pay registration fees each semester at the time of registration.

Scholarship will be applied to invoice(s) for current and past semesters as follows:
- Tuition
- All fees other than registration
- Dorm
- Misc. (all open invoices)

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 Admissions Office will review the applicant’s transcript from the student’s previous school(s) to determine eligibility. 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 (twelve (12) credit hours for undergraduate students or nine (9) credit hours for graduate students) for the semester for which the scholarship was offered unless the student is in their last semester and full-time enrollment is not required for their degree completion. (There is no maximum credit hour limit for a scholarship award.)
- Minimum cumulative GPA (CGPA) of 3.50

Scholarship Eligibility

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Scholarship Amount</th>
<th>Eligible Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00-3.24</td>
<td>5% of tuition</td>
<td>New degree students only</td>
</tr>
<tr>
<td>3.25-3.49</td>
<td>10% of tuition</td>
<td>New degree students only</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>15% of tuition</td>
<td>New and returning degree students</td>
</tr>
<tr>
<td>3.75-4.00</td>
<td>20% of tuition</td>
<td>New and returning degree students</td>
</tr>
</tbody>
</table>

Scholarship eligibility for continuing students will be evaluated
at the beginning of each semester. A scholarship offer 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. (See Withdrawal Refund Policy.)

**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 Financial Aid 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.

**CHU Leadership Development Scholarship**

**Scholarship Criteria**

Applicants must meet the following criteria to be eligible:

- CHU degree student enrolled during the award period
- Cumulative GPA of 3.0 or higher
- Willingness to participate in leadership development training
- Willingness to provide 15-20 hours of community service as a CHU Student Ambassador for the awarded session (30-40 hours over two sessions)
- Proven leadership qualities on campus: in good standing with Business and Public Safety Offices

**Application Process**

Applicants must complete and submit the following:

- CHU Leadership Development Scholarship Application by application deadline
- Signature from a CHU professor or other community leader addressing leadership role at CHU or within community
- Personal essay addressing these questions: What do you love about CHU? Why do you have a strong desire to provide leadership to fellow students?
- Current resume
- Selected candidate will be required to participate in an interview

**Scholarship Award**

Scholarships are reviewed and awarded three times per year in May, September and January. Students may reapply each award period. Scholarship awards are disbursed to the student’s business account.

- 1 – 10 scholarship awards available each award period
- $300 scholarship award ($150 per session)
- Certificate of Leadership Development Training (upon completion)

**Award Recipients**

Award recipients are required to complete the following:

- Leadership development training during the award semester
- Serve 15-20 hours of community service during each award session as a CHU Student Ambassador and represent CHU at various school-related functions, such as: Student Life events and new student orientations. Student Ambassadors will also host CHU tours and serve as mentors to students.
- Stay in touch with new students and help them feel welcome at CHU
- A volunteer hour worksheet submitted each month to the Director of Student Life

**Marketing Club Scholarship**

Scholarships are reviewed and awarded yearly. Students may reapply each year. Scholarship awards are disbursed to the student’s business account.

- 1 - 5 scholarship awards available every year
- Award Certificate will be presented
- Open to Degree Seeking Students

Applicants must complete and meet the following criteria to be eligible:

- CHU Marketing Club Scholarship Application by application deadline
- Personal essay addressing Marketing Club activities. The essay must address what it meant to the student and how it relates to his/her career
- Minimum 3.0 GPA
- Fulfill a minimum of 15 Marketing Club service hours
- Current Resume
- Willingness to join and participate in a leadership role

**The IMPACT Scholarship**

The IMPACT Scholarship was established in the Fall of 2012 and is funded by the Blue Jean Scholarship Fund. The Blue Jean Scholarship fund was proposed and established by the CHU staff. Faculty and staff participate voluntarily in a payroll deduction program that provides funding for a scholarship to be awarded to a CHU student(s) in return to being able to wear blue jeans on Fridays.

**Scholarship Criteria**

Unlike other scholarships, the IMPACT scholarship eligibility requirements don’t include a minimum GPA or enrollment in a specific program. The main goal of the IMPACT scholarship is to hear students’ stories on how CHU Inspired, Motivated, Purposed, positively Altered, Changed, and Transformed their professional and personal lives.

Student must be enrolled, has completed at least one session, and submitted the following to participate in a selection process:

- A student must answer a question: “How CHU IMPACTed my life?” Student may answer this question in any form including, but not limited to, an essay, a video clip, a Power Point presentation, and a letter. There are no minimum word and/or duration requirements to this answer.
- A completed IMPACT application signed and recommended by 3 people: another CHU student, CHU Faculty, and CHU staff member. Forms are available in the Campus Administration Office located in the administration building, room 203 or by request at impact@chu.edu
- All of the above has to be submitted by the last Friday of January and/or July of every year.

IMPACT Scholarship is awarded twice a year upon the add/drop periods of the September and March sessions.*

*Subject to change without notice.
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. 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.

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. No students place above IETP013.

Program Learning Objectives
To complete the Intensive English and TOEFL® Preparation program, a student must:
• Complete 6 progressively advanced courses
• Improve their TOEFL-ITP® score
• Improve their fluency in all five skill areas: listening, speaking, reading, writing and grammar
• Demonstrate preparation for college-level work or an English-speaking work environment

Certificate
To earn an Intensive English and TOEFL® Preparation certificate, a student must successfully pass 6 progressively advanced courses for a total of 45 credit hours and have a cumulative grade point average (CGPA) of 2.0 or higher. Students take one course at a time, or two courses per semester. At the end of each semester, every student is required to take a standardized test to assess level and place into the next set of courses.

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Total Hours</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Pre-TOEFL® Listening</th>
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TOTAL: 450 450 900 45

Daily Schedule - The following table illustrates the clock-hour requirements for each course.

<table>
<thead>
<tr>
<th>Typical Session</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>Lecture</td>
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<td>2.5 hrs</td>
<td>2.5 hrs</td>
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<td>10 hrs</td>
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<td>1.5 hrs</td>
<td>1.5 hrs</td>
<td>1.5 hrs</td>
<td>4 hrs</td>
<td>10 hrs</td>
</tr>
<tr>
<td>8-Week Total (Average)</td>
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<td>30 hours</td>
<td>30 hours</td>
<td>30 hours</td>
<td>30 hours</td>
<td>150 hrs</td>
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Total Immersion English and TOEFL® Preparation

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

Mission Statement
The Total English Immersion 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 Total English Immersion and TOEFL® Preparation program are prepared for college-level studies or an English speaking work environment.

Program Description
The Total Immersion English and TOEFL® Preparation program is a one-semester program 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 contexts for communication. Further, each course has a robust integrated project that pushes the language learner to stretch his fluency level. The TOEFL® 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 two progressively more advanced courses to earn a certificate.

Note: Placement in a course is based on the section scores and the total score of the Pre-TOEFL test. The lowest section score (Listening Comprehension, Structure & Written Expression, or Reading Comprehension) usually dictates the course in which the student is placed. No students place above IETP017.

Program Learning Objectives
To complete the Total English Immersion and TOEFL® Preparation program, a student must:
- Complete 2 progressively advanced courses.
- Improve their TOEFL-ITP® score.
- Improve their fluency in all five skill areas: listening, speaking, reading, writing and grammar.

Certificate
To earn an Total English Immersion and TOEFL® Preparation certificate, a student must successfully pass 2 progressively advanced courses for a total of 15 credit hours and have a cumulative grade point average (CGPA) of 2.0 or higher. Students take one course at a time, or two courses per semester. At the end of each semester, every student is required to take a standardized test to assess level and place into the next set of courses.

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Total Hours</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
<th>Pre-TOEFL® Listening</th>
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<tr>
<td>IET001</td>
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</table>

Daily Schedule - The following table illustrates the clock-hour requirements for each course.

<table>
<thead>
<tr>
<th>Typical Session</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
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<tr>
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<tr>
<td>8-Week Total (Average)</td>
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<td>30 hours</td>
<td>30 hours</td>
<td>30 hours</td>
<td>150 hrs</td>
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</table>
Programs of Study (BA)

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. All new BA students are required to attend an introduction to CHUCS 101, scheduled during their first session of enrollment.

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.

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.
# Undergraduate Courses

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## International Business Specialization Courses (36 Credit Hours)

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<th>Credit Hours</th>
<th>Prerequisites</th>
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## Business Management Core Courses (42 Credit Hours)

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<tr>
<td>IBS305</td>
<td>Principles of Microeconomics</td>
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<td>0</td>
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<td>IBS491</td>
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</table>

## General Education Core Courses (42 Credit Hours)

<table>
<thead>
<tr>
<th>Acc #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<th>Credit Hours</th>
<th>Prerequisites</th>
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<tbody>
<tr>
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<td>ENGW1</td>
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<td>45</td>
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<td>HIS110</td>
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<td>HUM101</td>
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<tr>
<td>HUM208</td>
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<td>0</td>
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<td>30</td>
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<td>645</td>
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</tbody>
</table>

* Junior Status is defined as having earned 60+ credits toward the degree.
** Senior Status is defined as having earned 90+ credits toward the degree.
Programs of Study (MBA)

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 program 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 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 program, each student demonstrates that they are able to:

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

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

Accounting 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.

Note: All new MBA students are required to attend an introduction to CHUCS 101, scheduled during their first session of enrollment.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
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<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>IBS501</td>
<td>International Management &amp; Leadership</td>
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<td>0</td>
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<tr>
<td>IBS502</td>
<td>International Financial Management</td>
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<td>0</td>
<td>45</td>
<td>3</td>
<td>FIN380</td>
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<tr>
<td>IBS503</td>
<td>Applied International Business Economics</td>
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<td>0</td>
<td>45</td>
<td>3</td>
<td>ECO305</td>
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<tr>
<td>IBS508</td>
<td>Foundations of Accounting</td>
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<td>Global Strategic Marketing &amp; Customer Service</td>
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<td>IBS590</td>
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**MBA in International Business**

**Business Internship Courses**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
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<th>Credit Hours</th>
<th>Prerequisites</th>
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<td>IBS541</td>
<td>Business Internship I</td>
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<td>135</td>
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<td>9+ 500-Level Cr Hrs</td>
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<tr>
<td>IBS542</td>
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<td>IBS543</td>
<td>Business Internship III</td>
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**Emphasis Areas (Choose One)**

**Accounting Emphasis (12 Hours)**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
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<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>IBS512</td>
<td>Intermediate Accounting</td>
<td>45</td>
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<tr>
<td>IBS524</td>
<td>Intermediate Accounting II</td>
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</tr>
<tr>
<td>IBS526</td>
<td>Tax Accounting</td>
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<td>IBS512</td>
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<td>Financial Auditing</td>
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**Corporate Finance Emphasis (12 Hours)**

<table>
<thead>
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<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
<th>Total Hours</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS512</td>
<td>Intermediate Accounting</td>
<td>45</td>
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<td>IBS508</td>
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<tr>
<td>IBS551</td>
<td>Corporate Finance</td>
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<tr>
<td>IBS552</td>
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<td>IBS555</td>
<td>Financial Analysis &amp; Decision Making</td>
<td>45</td>
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**Health Care Management Emphasis (12 Hours)**

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<th>Credit Hours</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>IBS529</td>
<td>Health Care Finance and Accounting</td>
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<tr>
<td>IBS530</td>
<td>Health Care Policies</td>
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<tr>
<td>IBS532</td>
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<td>IBS534</td>
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**Environmental Management (12 Hours)**

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<tbody>
<tr>
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<td>IBS503</td>
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<td>IBS572</td>
<td>Energy Policy</td>
<td>45</td>
<td>0</td>
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<td>IBS573</td>
<td>Sustainable Products, Services &amp; Business Practices</td>
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**TOTAL**

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<td>450</td>
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**Prerequisites to the MBA in International Business Program**

Depending on a student’s preparation for a master’s level program in an English-speaking environment, 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 Microeconomics or ECO306 Principles of Macroeconomics
- FIN380 Principles of Finance
## Tuition & Fees for all programs

*Tuition for continuously enrolled students remains at the same rate during the course of their program. Tuition for new students and students who are not continuously enrolled and fees for all students are subject to increase beginning on July 1, 2014 (continuously enrolled students = students who do not withdraw = active students).*

### Intensive English Program - Tuition & Fees per Semester

<table>
<thead>
<tr>
<th>Intensive English and TOEFL® Preparation (IETP)</th>
<th>July 2013 to June 2014</th>
<th>July 2014 to June 2015</th>
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<tbody>
<tr>
<td><strong>Tuition per Semester:</strong></td>
<td>$1,640.00</td>
<td>$1,640.00</td>
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<tr>
<td><strong>Fees per Semester:</strong></td>
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<tr>
<td><strong>Cost per Semester:</strong></td>
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#### IETP Fees

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<th>July 2014 to June 2015</th>
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<tbody>
<tr>
<td><strong>Book Fee</strong></td>
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<td>$ 114</td>
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<tr>
<td><strong>Technology Fee</strong></td>
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<td>$ 36</td>
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<tr>
<td><strong>Student Activity Fee</strong></td>
<td>$ 14</td>
<td>$ 14</td>
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<tr>
<td><strong>Library Fee</strong></td>
<td>$ 33</td>
<td>$ 33</td>
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<tr>
<td><strong>Admin. Processing Fee</strong></td>
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<tr>
<td><strong>Total IETP Student Fees</strong></td>
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### Degree Programs - Tuition & Fees per Semester

#### BA International Business

<table>
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<th></th>
<th>July 2013 to June 2014</th>
<th>July 2014 to June 2015</th>
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<tbody>
<tr>
<td><strong>Tuition per Credit Hour:</strong></td>
<td>$217.00</td>
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<tr>
<td><strong>Fees per Semester:</strong></td>
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<tr>
<td><strong>Full Time, 12 cr. hrs, Cost:</strong></td>
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#### Undergraduate Fees

<table>
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<th>Through June 30, 2014 only</th>
<th>Starting July 1, 2014</th>
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<tbody>
<tr>
<td><strong>Technology Fee</strong></td>
<td>$ 65</td>
<td>$ 75</td>
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<tr>
<td><strong>Student Activity Fee</strong></td>
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<td>$ 26</td>
</tr>
<tr>
<td><strong>Library Fee</strong></td>
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<td>$ 75</td>
</tr>
<tr>
<td><strong>Admin. Processing Fee</strong></td>
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<td>$ 97</td>
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<tr>
<td><strong>Total Undergraduate Fees</strong></td>
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#### Credit Hour Calculator

<table>
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<th>July 2014 to June 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>$250.00</td>
</tr>
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<td>2</td>
<td>$434.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>3</td>
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<tr>
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#### MBA International Business

<table>
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<tr>
<th></th>
<th>July 2013 to June 2014</th>
<th>July 2014 to June 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition per Credit Hour:</strong></td>
<td>$513.00</td>
<td>$590.00</td>
</tr>
<tr>
<td><strong>Fees per Semester:</strong></td>
<td>$232.00</td>
<td>$295.00</td>
</tr>
<tr>
<td><strong>Full Time, 9 cr. hrs, Cost:</strong></td>
<td>$4,849.00</td>
<td>$5,605.00</td>
</tr>
</tbody>
</table>

#### Graduate Fees

<table>
<thead>
<tr>
<th></th>
<th>Through June 30, 2014 only</th>
<th>Starting July 1, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technology Fee</strong></td>
<td>$ 70</td>
<td>$ 81</td>
</tr>
<tr>
<td><strong>Student Activity Fee</strong></td>
<td>$ 22</td>
<td>$ 25</td>
</tr>
<tr>
<td><strong>Library Fee</strong></td>
<td>$ 81</td>
<td>$ 81</td>
</tr>
<tr>
<td><strong>Admin. Processing Fee</strong></td>
<td>$ 59</td>
<td>$ 96</td>
</tr>
<tr>
<td><strong>Total Graduate Student Fees</strong></td>
<td>$232</td>
<td>$295</td>
</tr>
</tbody>
</table>

#### Credit Hour Calculator

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>July 2013 to June 2014</th>
<th>July 2014 to June 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$513.00</td>
<td>$590.00</td>
</tr>
<tr>
<td>2</td>
<td>$1,026.00</td>
<td>$1,180.00</td>
</tr>
<tr>
<td>3</td>
<td>$1,539.00</td>
<td>$1,770.00</td>
</tr>
<tr>
<td>4</td>
<td>$2,052.00</td>
<td>$2,360.00</td>
</tr>
<tr>
<td>5</td>
<td>$2,565.00</td>
<td>$2,950.00</td>
</tr>
<tr>
<td>6</td>
<td>$3,078.00</td>
<td>$3,540.00</td>
</tr>
<tr>
<td>7</td>
<td>$3,591.00</td>
<td>$4,130.00</td>
</tr>
<tr>
<td>8</td>
<td>$4,104.00</td>
<td>$4,720.00</td>
</tr>
<tr>
<td>9</td>
<td>$4,617.00</td>
<td>$5,310.00</td>
</tr>
<tr>
<td>10</td>
<td>$5,130.00</td>
<td>$5,900.00</td>
</tr>
<tr>
<td>11</td>
<td>$5,643.00</td>
<td>$6,490.00</td>
</tr>
<tr>
<td>12</td>
<td>$6,156.00</td>
<td>$7,080.00</td>
</tr>
</tbody>
</table>

*Fees for all degree students (both continuously enrolled and new students) will increase on July 1, 2014 (continuously enrolled students = students who do not withdraw = active students).
Explanation of Fees and Other Charges

Explanation of Fees

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

Optional and/or Avoidable Fees:

Late Registration Fee - $100
If a student registers for classes and is attending classes, but does not make their registration fees payment with the Business Office before registering for class, that student will be assessed a $100 late fee.

Late Tuition Fee - $100
If a student registers for classes and is attending classes, but does not make, at minimum, their first tuition payment with the Business Office within the add/drop period of the semester, that student will be assessed a $25 late fee.

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

Late Payment Fee - $25
For students on a payment plan, all late payments (excluding registration fees) will be assessed a $25 late fee the next business day after a payment is late. Late payment fees will be applied to all late payments except, if applicable, rent. Dorm residents should refer to the housing contract for dorm payment policies.

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

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

Parking Permit Fee - $20 (one semester) $50 (one year)
Students who park on campus are required to obtain a parking permit, which is valid for one year or one semester from the month of purchase.

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

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

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

Fees for On-Campus Residents

Optional rental fees charged per semester
- PO Box Fee $25
- TV (Small) $25
- TV (Medium) $45
- Fridge (Small) $25
- Fridge (Medium) $35
- Fridge (Large) $45

Monthly Rent
- 1 occupant: $300
- 2 occupants: $150

Fees Due at Time of Move-in
- First month’s rent
- $200 Security/damage deposit
- $100 Application fee (non-refundable)
- $25 PO Box fee (due at the start of each semester)

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

Tuition and Fees Payment/Refund Policy

Tuition and Fees Payment Procedures
- Students pay registration fees prior to registration each semester - deadlines are posted in the academic calendar
- Students complete the registration process
- Students either pay tuition in full or arrange for a payment plan and pay the first installment of tuition 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.

Payment Methods
Payments can be made in person, online or by mail. Acceptable forms of payment are credit card (Visa, MasterCard), cash, check, money order or wire transfer.

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

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

Payment to the account by someone other than the student will be accepted by the University in the name of the student. However, any refund or credit balance due to withdrawal or overpayments will be made directly to the student.

IMPORTANT NOTE: If payment arrangements have not been made 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 tuition 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.

F-1 students
All first semester international students must pay fees at the
time of registration and tuition in fall by the Add/Drop day of the
semester.

Payment Plans
The Colorado Heights University Payment Plan is available to
all domestic students and returning international students. In all
payment plans, 100% of fees must be paid prior to Registration.

50-25-25 Payment Plan
• 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.
• 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 spreads payments over the course
of a semester, requiring students to pay a predetermined
amount every two weeks.
• Prior to Registration: 100% of fees must be paid

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 payment plan privileges
from students who are delinquent in their payments, indefinitely. 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
During the Add/Drop period (Between Day 1 and Day 5) of a
semester, any prior paid tuition will be refunded (100%) in full. All fees
for that semester will NOT be refunded.
Between Day 6-30 of a semester, 50% of one semester of tuition
will be charged (or kept), and, if applicable, the remaining 50% will be
refunded. All 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. All fees for that semester will NOT be refunded.

After Day 60, 100% of one semester of tuition and all 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 Recipient Responsibility After Withdrawal
If a student applies for and receives funds from the United States
Federal Pell Award Program and withdraws during the semester for
which they were awarded, an assessment will be made according
to government policy of how much the student will owe the school if
a return of Title IV funds is required. Students will be responsible for
paying the remaining balance on their account.

Phone Cards
A print card (good for 50 prints) will be given to each
student at registration per semester.

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 in US dollars.
Academic Policies

Enrollment Verification Policy
Students who do not attend at least twice are administratively withdrawn from class during enrollment verification period. Enrollment verification deadline will be Friday of Week 2.

Withdrawal Policy
Complete Withdrawal
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.

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

When a student officially withdraws from all courses in any given 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 but the credits attempted will still count toward completion rate for satisfactory academic progress.

Individual Course Drop/Withdrawal
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. Refunds of tuition and fees 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
- Unsuccessful financial aid appeal

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 and Break Semester Policy
CHU requires degree students to maintain continuous enrollment by attending at least one class per semester during the academic year unless they are required to be full-time to maintain status as an F-1 student. Degree 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 in the next three semesters is subject to the Re-Entry Policy.

Degree students are permitted to take off one semester per academic year as their break semester. International students beyond their first 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.

Intensive English and TOEFL® Preparation (IETP) students are required to maintain continuous enrollment throughout their enrollment agreement dates.

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

Re-entry for Domestic (U.S.) 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** | **Per Credit Grade Points**
--- | --- | ---
A | 94-100 | 4.0
A- | 90-93 | 3.7
B+ | 87-89 | 3.3
B | 84-86 | 3.0
B- | 80-83 | 2.7
C+ | 77-79 | 2.3
C | 74-76 | 2.0
C- | 70-73 | 1.7
D+ | 67-69 | 1.3
D | 64-66 | 1.0
D- | 60-63 | 0.7
F | 00-59 | 0.0
I | — | —
W | — | —

**Incomplete Grades**

Due to illness or unusual circumstances outside a student’s control, a final course grade of Incomplete (“I”) may be recorded by a professor if, before the last class day, a student submits a signed formal request for extension. A student must request this extension from the professor; the professor must agree to assign an “I” grade and then continue to work with the student on the course. The form for students to request the extension is available from Dean of Academic Affairs and Library; student and professor must both sign the form. Students have until the end of the following eight-week academic term, after the term for which an “I” grade was assigned, to make up coursework. On the same timetable, the professor will assign a revised final course grade after the student submits additional materials, unless the student fails to submit said materials by the end of the following eight-week academic term. In the latter cases the “I” grade becomes an “F” grade.

**Withdrawn Grades**

A final course grade of Withdrawn (“W”) is not included in CGPA computations.

**Grade Changes**

A final course grade can be changed up to one full semester following the issuance of the original final course grade. The form for professors to use is available from Dean of Academic Affairs and Library. Once made, a final course grade change is binding. If the professor assigning the original final course grade is unavailable, the Dean of Academic Affairs and Library, in consultation with the appropriate department chair, may change a final course grade.

**Definition of the Unit of Credit**

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (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).

**Internship Courses**

Recognizing the importance of learning by doing, CHU, within certain degree courses, provides credit for experiential learning.

CHU follows NACE criteria for determining if an experience can reasonably be defined as an internship:

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

http://www.nacaweb.org/connections/advocacy/internship_position_paper/Finding an Appropriate Internship Site

Students registering for their first CHU internship course may utilize the first internship course to locate an appropriate off-campus internship site, for a subsequent internship course(s), according to internship guidelines. BA students may register for a 1-credit hour (maximum) internship, and MBA students may register for a 1.5-credit hour (maximum) internship, for this purpose. Students opting to utilize their first internship course for future internship site search purposes must also, within the same eight-week academic term, complete all lessons within the non-credit, online course CHUCS101: The Road to Success.

On or before the add/drop date in which an internship course begins, students must obtain signed internship course professor approval, using the COLORADO HEIGHTS UNIVERSITY INTERNSHIP COURSE/CPT AGREEMENT form (available CHU website). Said approval is based on student having secured a position with an organization that meets internship criteria as reported by NACE.

**Colorado Heights University Career Services (CHUCS)**

CHUCS operates on the belief that a degree is not the terminal goal of an education, but rather a career in which graduates can thrive and contribute to society. As a result, students are required to actively participate in their professional development. All degree-seeking students are automatically enrolled in CHUCS101: The Road to Success. CHUCS101 consists of modular activities and takes the form of a non-credit, online course housed in Populi. All degree students are required to attend an introduction to CHUCS101 scheduled during their first term of enrollment.

CHUCS in general offers many opportunities for students to engage with professionals and work on their professional development. Students are encouraged to attend one CHUCS-sponsored event per eight-week term. These events are advertised through the career services database, mailed to student e-mail accounts and posted throughout the school.

**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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester Credits Needed to Graduate</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>IETP</td>
<td>45</td>
<td>2.0</td>
</tr>
<tr>
<td>TIETP</td>
<td>15</td>
<td>2.0</td>
</tr>
<tr>
<td>BA</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>MBA</td>
<td>39</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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**

As shown in the grading system table on this page, grades of F, Withdraw or Incomplete 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours Needed to Graduate</th>
<th>Maximum Attempted Credit Hours</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>IETP</td>
<td>45</td>
<td>67.5</td>
<td>2.0</td>
</tr>
</tbody>
</table>

F-1 students conditionally accepted into BA program, and enrolled in ESL courses, are allowed two consecutive academic years to attain 500 TOEFL score. F-1 students conditionally accepted into MBA program, and enrolled in ESL courses, are allowed one academic year to attain 500 TOEFL score.

**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 = 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.

<table>
<thead>
<tr>
<th>Program/ Degree</th>
<th>Review Period</th>
<th>Cumulative Grade Point Average Required</th>
<th>Minimum % Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>IETP</td>
<td>End of 1st Semester</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>IETP</td>
<td>End of 2nd Semester</td>
<td>1.67</td>
<td>67%</td>
</tr>
<tr>
<td>IETP</td>
<td>End of 3rd Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>TIETP</td>
<td>End of 1st 8-week term</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>BA</td>
<td>End of Semester</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>MBA</td>
<td>End of Semester</td>
<td>3.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Failure to Maintain Satisfactory Academic Progress – Academic Warning**

Students not meeting satisfactory academic progress standards are placed on academic warning. Students placed on academic warning are notified by email and ground mail. Academic warning status may not be appealed by a student. Students on academic warning may register for no more than:

- 15 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 academic warning must repeat failed courses (if offered) to increase their CGPA.

Students on academic warning are required to review satisfactory academic progress standards to understand the risks of dismissal, and must meet with their academic advisor every 4 weeks. Financial aid is available to students on academic warning, for one payment period.

**Failure to Maintain Satisfactory Academic Progress – Dismissal from University**

Students on academic warning who do not subsequently meet satisfactory academic progress standards are dismissed from the
Appeal of Dismissal from University

Using a form available in Academics, students may appeal dismissal status. A dismissal appeal must include documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.), stated to have been inhibitory to maintaining satisfactory academic progress standards, and further stated no longer to be inhibitory to maintaining satisfactory academic progress standards. A student successfully appealing dismissal status is placed on academic probation and considered to be making satisfactory academic progress. Students on academic probation are notified by email and ground mail. Students on academic probation must meet with their academic advisor every 4 weeks. An academic plan, terms of which supercede other academic progress criteria, may be generated for students on academic probation. Students on academic probation are eligible for one payment period of financial aid, unless terms of an academic plan allow for a lengthier period of financial aid. A student dissatisfied with the outcome of a dismissal appeal may appeal said outcome following the Student Grievance and Appeal Policy.

Reestablishing Satisfactory Academic Progress

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

Failure to Reestablish Satisfactory Academic Progress - Students on Academic Probation

Students on academic probation who fail to meet satisfactory academic progress standards, or fail to meet the requirements of an academic plan, are permanently dismissed from the university.

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-
• Have earned a minimum of a 2.0 CGPA for the Total Immersion English and TOEFL Preparation certificate program with minimum individual course grades of D-
• 2.0 CGPA for the BA degree program with 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.

Add/Drop Deadline: The last day, as defined by the academic calendar, that a student may drop or add a class. Add/drop period will be between Day 1 and Day 5 of an 8 week session. New students and continuing students must add or drop courses no later than end of Day 5.

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.

Institutional Review Board (IRB)

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

Colorado Heights University strives to ensure that it’s 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, and regulations as well as all federal, state and municipal laws at all times including during all University-sponsored events and activities on and off the campus.

Misconduct Subject to Disciplinary Action

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

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

Statement of Charges

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

Incident Process

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

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

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

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

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

Examples of Potential Outcomes and Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

Interim Suspension/Interim Housing Removal: This action temporarily removes a student from housing and/or the University pending a conduct meeting or a hearing through the Student Life Office. In this case, the student is responsible for finding alternative housing at his/her expense.
Suspension: This sanction removes a student from the university until given sanctioning requirements are met or for a specified period of time.

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

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

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

Delayed Conferral of Degree: The issuance of a student's diploma is delayed for a specified period of time.

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

Cheating and Plagiarism

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

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

Students have the right to appeal 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. Students that need support during their time at Colorado Heights University should ask at the Academics or Student Life Office for assistance.

Personal advising

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

Academic advising

Academic advising at CHU is an ongoing educational process that connects the student to the University. Advisors represent and interpret University policies and procedures for the student and help the student navigate the academic paths of the institution. Students are encouraged to seek out their advisor or member of the Academic 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 academic 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:

- Submit a CHU club/organization membership application to the Student Life Office.
- 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.

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Student Policies

Drug and Alcohol Abuse Policy

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

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

Alcohol

- Alcohol is not permitted on campus (*unless given special approval by designated CHU officials). Empty containers of alcohol may be considered evidence of prior consumption.
- Common alcohol containers are not allowed on campus including beer kegs, taps, beer bongs, and other devices designed for mass consumption.
- Public intoxication, manufacturing, providing, or distribution of alcoholic beverages are prohibited on campus. Alcoholic beverages may not, in any circumstance, be distributed to any person under twenty-one (21) years of age.
- No one under the age of twenty-one may possess, consume or distribute alcoholic beverages.

Please see the section on Statement of Charges for directions on how to report.

CHU sponsored events and contracted events are subject to the rules and regulations set forth by the institution and event contract.

*Individuals seeking approval to possess and/or consume alcohol for special events must go through the CHU Events department.

Student based activities are excluded.

Drug Abuse

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

Possession and/or Use of Illegal Drugs

- The possession, use, manufacture, sale, and distribution of illegal drugs is prohibited on campus.
- The possession, use, manufacture, sale and distribution of marijuana is strictly prohibited on campus regardless of whether a student has a medical permit to use or possess it and regardless of Colorado legalization law.
- Drug paraphernalia can be considered evidence of use and is prohibited on campus.

Please see the section on Statement of Charges for directions on how to report.

Tobacco-Use Policy

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

Please see the section on Statement of Charges for directions on how to report.

Harassment/ Hazing/ Abuse

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

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

Please see the section on Statement of Charges for directions on how to report.

Sexual Harassment Policy and Misconduct

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

- Sexual harassment includes, but is not limited to, non-consensual verbal or physical conduct related to sex which interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, educational, or social environment. Sexual harassment may also be a violation of an individual's privacy, at the University, on University-owned property or at University sponsored or supervised activities, or at functions of recognized student organizations.
- Sexual misconduct is defined as any sexual contact that is absent of or without consent by all parties.

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

Please see the section on Statement of Charges for directions on how to report.

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

In an attempt to create an inclusive learning community and support the academic and personal pursuits of all individuals regardless of race, religion, sexual orientation, ethnicity, national origin, ancestry, age, gender, or ability, bias motivated actions and crimes are not tolerated. Actions that are motivated by bias include any act, display or communication by which the person intends or threatens to intimidate or harass another person, including jokes, pranks, or disrupting normal University activities or a student’s focus on academic or other legitimate University pursuits, or to damage the property of another person, because of that person’s actual or perceived race, color, religion, ancestry, national origin, physical or mental disability or sexual orientation. CHU adheres to the Student Code of Conduct policy related to violations and disciplinary action.

Please see the section on Statement of Charges for directions on how to report.

Disruptive Behaviors

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

Please see the section on Statement of Charges for directions on how to report.

Vaccination Policy

Colorado Heights University’s immunization policy protects the campus community from illness and disease and is compliant with Colorado Department of Public Health and Environment’s requirements. Certificate of immunization for college students is documented for all active students. All students are required to complete the Certificate of Immunizations for college students and provide documentation of vaccinations or document personal exemption at the time of enrollment. Failure to comply may prevent a student’s ability to register for subsequent semesters. Immunization or personal exemption documents are held in the student’s file and student information system. Students by law may request medical, religious and personal exemptions. Students who submit exemptions are subject to exclusion from school and quarantine in the event of an outbreak.

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.

Copyright Policy

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

Description of Copyright

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

Fair Use

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

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

Willful fair use infringements carry significant statutory damages. Exemptions to fair use are determined case-by-case. Exemptions allow limited reproduction for criticism, comment, news reporting, research and teaching (multiple copies can be made for classroom use).

No factor is determinative of a person's right to use a copyrighted work without permission. Not for profit, educational use alone is singularly insufficient to make use in question a fair one. CHU assumes no responsibility of any kind for independent decisions faculty, staff or student make that fail to meet terms of the Copyright Act and/or CHU Copyright Policy.
Digital Millennium Copyright Act
Without first obtaining author permission, any copying, displaying, distributing, performing or exhibiting of copyrighted works retrieved from, or placed on, Internet, may be copyright violation. All members of the CHU community using CHU equipment and Internet services are responsible for copyright law compliance. CHU will utilize provisions of the Digital Millennium Copyright Act, 17 U.S.C 512 (3) to remove or disable access to any activity in violation.
CHU may also terminate network access privileges to persons who willfully and/or intentionally violate copyright laws. Said policy applies to all users of CHU provided computer networking services.

Software Licensing and Copyright
CHU purchases and provides software for classroom, lab and office use. Titles are licensed solely for CHU-related use. Software can never be copied for personal use or use on machines other than those of original installation. Installing, on a personal computer, any software purchased by CHU is prohibited. Please see Dean of Academic Affairs and Library for questions, clarifications and assistance with permissions.

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 Academic Affairs Office. An appropriate request form and documentation are required.

Notification to Students of Rights - 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 Academic 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 Complaint/Appeal form. The party or parties identified in the complaint are notified and are instructed to submit a written response. The Academic 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:

<table>
<thead>
<tr>
<th>ACC</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR</td>
<td>Career Readiness</td>
</tr>
<tr>
<td>ECO</td>
<td>Economics</td>
</tr>
<tr>
<td>ENG</td>
<td>English and Communications</td>
</tr>
<tr>
<td>FIN</td>
<td>Finance</td>
</tr>
<tr>
<td>HIS</td>
<td>History</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>IBS</td>
<td>International Business</td>
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<tr>
<td>IET</td>
<td>Intensive English &amp; TOEFL® Prep</td>
</tr>
<tr>
<td>LAW</td>
<td>Law and Legal Studies</td>
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<tr>
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<td>Mathematics</td>
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<td>Marketing</td>
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<tr>
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<td>Quantitative Studies</td>
</tr>
<tr>
<td>SCI</td>
<td>Science &amp; Technology</td>
</tr>
<tr>
<td>SOC</td>
<td>Social Sciences</td>
</tr>
</tbody>
</table>

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.

Prerequisite: ENG102 English Composition

CHUCS101 0 Credit Hours
The Road to Success

This non-credit course, housed in Populi, is included in the tuition for degree-seeking students. CHUCS101 is not time-bound by an academic calendar. It therefore will not expire while a student is enrolled in a degree program at Colorado Heights University. Students are required to complete all lessons found within CHUCS101 as a prerequisite for internship courses. Within Populi, CHUCS 101 incorporates a suggested timeline found in the lesson titles under the lessons tab. Once a student has successfully completed a lesson, s/he does not need to do the lesson again. Student work is recorded and is housed within an online database.

For degree students beginning study January 2014 and later, completion of CHUCS101 is a program requirement. The final provision thereof is for students to report post-graduation plans and/or employment. If a student fails to report post-graduation plans and/or employment by graduation, the diploma will be withheld. Students may report plans in the CHUCS office or in the CHUCS online database using the ‘Report a Hire’ link.

Prerequisite: None

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,
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN380</td>
<td>3</td>
<td>Principles of Finance</td>
<td>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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>FIN387</td>
<td>3</td>
<td>Money &amp; Banking</td>
<td>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. <strong>Prerequisite:</strong> FIN380 Principles of Finance</td>
</tr>
<tr>
<td>HIS110</td>
<td>3</td>
<td>World Civilizations</td>
<td>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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>HUM101</td>
<td>6</td>
<td>CHU Seminar: A Life of Learning</td>
<td>This course prepares students “to compose a response to their reading within the conventions of the highly conventional language of the university classroom” (Bartholomae &amp; 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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>HUM103</td>
<td>3</td>
<td>Visual Arts</td>
<td>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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>HUM208</td>
<td>3</td>
<td>Heritage of the World</td>
<td>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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>IBS300</td>
<td>3</td>
<td>Introduction to International Business</td>
<td>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. <strong>Prerequisite:</strong> None</td>
</tr>
<tr>
<td>IBS303</td>
<td>3</td>
<td>Business Writing</td>
<td>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. <strong>Prerequisite:</strong> ENG102 English Composition</td>
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<tr>
<td>IBS351</td>
<td>3</td>
<td>Operations Management</td>
<td>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. <strong>Prerequisites:</strong> IBS300 Introduction to International Business, MAT106 Applied Mathematics, cross-listed as MGT351</td>
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</table>
| IBS381      | 3       | 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

IBS391 3 Credit Hours
Special Topics

Various topics in International Business.

Prerequisites: Any 6 (six) GER/ITC courses, or instructor’s permission.

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 Principles of Marketing

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: 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,
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, earn 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 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  
**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  
**Intensive English 11**
This course integrates the five skill areas (reading, writing, listening, speaking, and grammar) in the achievement of scanning for information and summarizing skills. Students will learn how to provide evidence to support answers. This course contains a lab component.

*Prerequisite: IET010 Intensive English 10 or placement*

IET012  
**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  
**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  
**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  
**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  
**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  
**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.*

LAW430  
**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  
**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, cross-listed as IBS351

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
CHU Faculty

Ana Novas  
Professor of Intensive English and TOEFL® Preparation  
MA in Spanish, University of Colorado  
BA in Sociology, University of Madrid

Andrew Bennett  
Chair and Professor of Intensive English and TOEFL® Preparation  
MA TEFL / Language and Cognition, National Tsing Hua University  
BA Political Science, Utah State University

Barbara Wagner  
Professor of Intensive English and TOEFL® Preparation  
MA in K-12 Curriculum and Instruction with Emphasis in ESL, University of Colorado at Denver  
BS in Child Development, Iowa State University

Brian Howard  
Professor of Mathematics and Statistics  
ME in Biomedical Engineering, Colorado State University  
BS in Mathematics, Walla Walla University

Clay Bandy  
Professor of Information Technology and Information Management  
MS in Computer Management Information Systems, Regis University  
BA in Information Systems, Metropolitan State College of Denver

Darcie Sebesta  
Professor of Intensive English and TOEFL® Preparation  
MA in English (TESOL), Colorado State University  
BA in Spanish and History, University of California-Santa Barbara

Deanna Henderson  
Professor of Intensive English and TOEFL® Preparation  
MA in Special Education, University of Colorado at Denver  
BA in Elementary and Special Education, Loretta Heights College

Darcie Sebesta  
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MA in TESL/TEFL, Colorado State University  
BA in History/Spanish, University of California

Desalegn Seyum  
Professor of Environmental Management  
PhD in Environmental Science, Oklahoma State University  
MA in Literature, Addis Ababa University  
BA in Education, Addis Ababa University

Dilbar Khalimova  
Professor of Intensive English and TOEFL® Preparation  
BA in Linguistics (English), Bukhara State University

Elaine Palermo-Mattingly  
Professor of Intensive English and TOEFL® Preparation  
MA in Reading Education, University of Colorado  
BS in Special Education, University of Connecticut

Eulalia Theodore  
Professor of Intensive English and TOEFL® Preparation  
EdS in Multicultural and Multilingual Education, Florida State University  
MS in Multicultural and Multilingual Education, Florida State University  
BA in History, University of Colorado

Francisco Miraval  
Professor of Humanities  
MA in Biblical Archeology and Biblical Studies, Trinity Evangelical Christian University  
Bachelor in Education, Escuela Normal Nacional Superior de San Justo  
Professorship in Philosophy and Education, University of Buenos Aires

Francisco Perez  
Professor of Healthcare Administration  
MS in Health Administration/Operations Research Planning, University of Colorado  
BS in Psychology/Political Science, University of Texas

J. Todd Pigg  
Professor of Intensive English and TOEFL® Preparation  
BA English, University of Texas

Heidi Resetarits  
Professor of Business  
MA in Responsible Management and Sustainable Economic Development, United Nations University for Peace  
BA in Journalism, Colorado State University

John Pojman  
Professor of Business  
MBA, University of Colorado  
MA in Economics, University of Texas  
BA in Economics/Latin American Studies, Grinnell College

Jon Wilkerson  
Chair and Professor of Business  
MBA, University of Colorado at Denver  
MS in International Business, University of Colorado at Denver  
BA in Modern Language and Linguistics, Metropolitan State College of Denver

Kamel Moawwad  
Professor of Intensive English and TOEFL® Preparation  
MA in Linguistics, Yarmouk University  
BA in English Language and Literature, Al-Isra University

Kathy Peterson  
Professor of Business  
BSW, University of Wyoming

Kebede Gellan  
Professor of Law  
PhD in International Law, People’s Friendship University of Russia  
MA in Civil Law, Voronezh State University  
Diploma in English/Economics/Philosophy, Addis Ababa Political Science Institute
Kenia Campbell  
Professor of Intensive English and TOEFL® Preparation  
MA in Educational Technology, University of Northern Colorado  
BA in Linguistics and Languages, Autonomous University  

Manuel Campillo  
Professor of Finance  
PhD in Finance, Florida Atlantic University  
MBA in Business, Schiller International University  
BA in Business Administration, University of Oriente  

Mark Finley  
Writing Tutor  
BS in Secondary English/Physical Education, University of Northern Colorado  

Martin Sabo  
Professor of Business  
EdD in Higher Education Leadership and Policy, Vanderbilt University  
MS in Accounting, University of Colorado at Denver  
MS in Mineral Economics, Colorado School of Mines  
BA in Economics, Colorado State University  

Richard Duke  
Professor of Intensive English and TOEFL® Preparation  
BA in General Studies, Columbia International University  
AAS in Social Science, Emphasis in Psychology, Mount Hood Community College  

Richard Fleck  
Professor of English and Humanities  
PhD in English, University of New Mexico  
MA in English, Colorado State University  
BA in French, Rutgers University  

Richard Mitchell  
Professor of Law  
JD, University of Denver College of Law  
BA in Criminal Justice, Michigan State University  

Robert Bayers  
Professor of Intensive English and TOEFL® Preparation  
MA in TESOL, University of Colorado  
BA in English, University of Colorado  

Robert Costello  
Professor of Intensive English and TOEFL® Preparation  
BA in Modern Language, Metropolitan State College of Denver  

Robert Fischer  
Professor of Intensive English and TOEFL® Preparation  
MA in Theology, La Salle University  
BA in Classic/Education, La Salle University  

Sandeep Shankar  
Professor of Business  
PhD in Biochemistry, University of Delhi  
MS in Biochemistry, University of Delhi  
BS in Chemistry, University of Delhi  

Sobir Khonov  
Professor of Intensive English and TOEFL® Preparation  
BA in Foreign Languages (English), Bukhara State University  

Stacy Tomlinson  
Professor of Intensive English and TOEFL® Preparation  
BA in English; Emphasis in ESL, Colorado State University  

Terri Newman  
Professor of Arts, Humanities, and Communication  
MA in Communication, Regis University  
BA in History and Art History, University of Colorado at Denver  
AA in Art History, Front Range Community College  

Therese Frazier  
Professor of Intensive English and TOEFL® Preparation  
MA in Curriculum and Instruction, Lesley College Graduate School  
BA in Education, Metropolitan State College of Denver  

Thomas Dalton  
Professor of Intensive English and TOEFL® Preparation  
BS in Civil Engineering, University of Colorado  

Tony Chen  
Professor of Business  
BS in Civil Engineering, University of Colorado  

Uday Patel  
Professor of Mathematics  
BS in Business Administration, Indiana University-New Albany  
MBA, University of Arkansas  
MS in Electrical Engineering, University of Arkansas  
BS in Electrical Engineering, University of Arkansas  

Wesely Threlkeld  
Professor of Intensive English and TOEFL® Preparation  
BA in History, Colorado State University  

Colorado Heights University | Course Catalog | Valid through June 30, 2015
### 2014 Academic Calendar

#### Spring Semester 2014

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Event Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spring 8-Week Session</td>
<td>Registration Begins for 2nd Spring Session</td>
<td>December 2, 2013</td>
</tr>
<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>January 2 &amp; 3, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>January 6, 2014</td>
</tr>
<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>January 15, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>February 26, 2014</td>
</tr>
<tr>
<td>2nd Spring 8-Week Session</td>
<td>Registration Begins for 1st Summer Session</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>February 27 &amp; 28, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>March 3, 2014</td>
</tr>
<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>March 12, 2014</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
<td>April 23, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>April 25, 2014</td>
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#### Summer Semester 2014

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Event Description</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1st Summer 8-Week Session</td>
<td>Registration Begins for 2nd Summer Session</td>
<td>April 8, 2014</td>
</tr>
<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>May 1 &amp; 2, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>May 5, 2014</td>
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<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>May 14, 2014</td>
</tr>
<tr>
<td></td>
<td>Holiday – University Closed</td>
<td>May 26, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>June 28, 2014</td>
</tr>
<tr>
<td>2nd Summer 8-Week Session</td>
<td>Registration Begins for 1st Fall Session</td>
<td>June 2, 2014</td>
</tr>
<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>July 2 &amp; 3, 2014</td>
</tr>
<tr>
<td></td>
<td>Holiday – University Closed</td>
<td>July 4, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>July 16, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>August 27, 2014</td>
</tr>
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</table>

#### Fall Semester 2014

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Event Description</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1st Fall 8-Week Session</td>
<td>Registration Begins for 2nd Fall Session</td>
<td>August 4, 2014</td>
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<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>August 28 &amp; 29, 2014</td>
</tr>
<tr>
<td></td>
<td>Holiday – University Closed</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>September 2, 2014</td>
</tr>
<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>September 10, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>October 23, 2014</td>
</tr>
<tr>
<td>2nd Fall 8-Week Session</td>
<td>Registration Begins for 1st Spring Session 2015</td>
<td>September 29, 2014</td>
</tr>
<tr>
<td></td>
<td>Mandatory New Student Orientation</td>
<td>October 23 &amp; 24, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Begins</td>
<td>October 27, 2014</td>
</tr>
<tr>
<td></td>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>October 31, 2014</td>
</tr>
<tr>
<td></td>
<td>Holiday – University Closed</td>
<td>November 27 &amp; 28, 2014</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
<td>December 17, 2014</td>
</tr>
<tr>
<td></td>
<td>Session Ends</td>
<td>December 19, 2014</td>
</tr>
<tr>
<td></td>
<td>Holiday – University Closed</td>
<td>December 20, 2014 - January 1, 2015</td>
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</table>
### 2015 Academic Calendar

#### Spring Semester 2015

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spring 8-Week Session</td>
<td></td>
</tr>
<tr>
<td>Registration Begins</td>
<td>December 8, 2014</td>
</tr>
<tr>
<td>Mandatory New Student Orientation</td>
<td>January 8 &amp; 9, 2015</td>
</tr>
<tr>
<td>Session Begins</td>
<td>January 12, 2015</td>
</tr>
<tr>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>January 16, 2015</td>
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<tr>
<td>Session Ends</td>
<td>March 4, 2015</td>
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#### 2nd Spring 8-Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Registration Begins for 1st Summer Session</td>
<td>February 9, 2015</td>
</tr>
<tr>
<td>Mandatory New Student Orientation</td>
<td>March 5 &amp; 6, 2015</td>
</tr>
<tr>
<td>Session Begins</td>
<td>March 9, 2015</td>
</tr>
<tr>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>March 13, 2015</td>
</tr>
<tr>
<td>Session Ends</td>
<td>April 29, 2015</td>
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<tr>
<td>Commencement</td>
<td>April 29, 2015</td>
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#### Summer Semester 2015

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Summer 8-Week Session</td>
<td></td>
</tr>
<tr>
<td>Registration Begins for 2nd Summer Session - Returning Students ONLY</td>
<td>April 13, 2015</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>May 7 &amp; 8, 2015</td>
</tr>
<tr>
<td>Session Begins</td>
<td>May 11, 2015</td>
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<tr>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>May 15, 2015</td>
</tr>
<tr>
<td>Holiday – University Closed</td>
<td>May 25, 2015</td>
</tr>
<tr>
<td>Session Ends</td>
<td>July 2, 2015</td>
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</table>

<table>
<thead>
<tr>
<th>Session</th>
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<tbody>
<tr>
<td>2nd Summer 8-Week Session - Returning Students ONLY</td>
<td></td>
</tr>
<tr>
<td>Registration Begins for 1st Fall Session</td>
<td>June 8, 2015</td>
</tr>
<tr>
<td>Mandatory New Student Orientation</td>
<td>July 1 &amp; 2, 2015</td>
</tr>
<tr>
<td>Holiday – University Closed</td>
<td>July 4, 2015</td>
</tr>
<tr>
<td>Session Begins - (No IETP starts)</td>
<td>July 6, 2015</td>
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<tr>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>July 10, 2015</td>
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<tr>
<td>Session Ends</td>
<td>August 26, 2015</td>
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#### Fall Semester 2015

<table>
<thead>
<tr>
<th>Session</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st Fall 8-Week Session</td>
<td></td>
</tr>
<tr>
<td>Mandatory New Student Orientation</td>
<td>August 27 &amp; 28 , 2015</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>August 31, 2015</td>
</tr>
<tr>
<td>Deadline to Add/Drop Classes, Notify of Intent to Graduate, Tuition or Payment Plan Due</td>
<td>September 4, 2015</td>
</tr>
<tr>
<td>Holiday – University Closed</td>
<td>September 7, 2015</td>
</tr>
<tr>
<td>Holiday – University Closed</td>
<td>November 25-27, 2015</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>December 16, 2015</td>
</tr>
<tr>
<td>Winter Break - University Closed</td>
<td>December 20 , 2015 - January 8, 2016</td>
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