COLORADO HEIGHTS UNIVERSITY
Course Catalog
(effective through June 30, 2016)
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.

Dr. Tracey Trenham
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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.
- **E-Learning** – Offer an online e-learning platform for programs to be offered for distance education for institutional growth
- **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.
- **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.

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

Jon Wilkerson
Assistant Dean of Degree Programs

Beba Predic
Director of Financial Aid

Daniil Yusufov
Director of Public Safety and Residence Life

Don Guckenberger
Director of Marketing

Jennifer Manhoff
Director of Career Development

Jose Gallegos
Director of Facilities and Maintenance

Katie Jo (Sewell) Larson
Director of Student Life

Maria Ochoa
Director of Residence Life

Mavdzhuda “Majik” Abidzhanova
Director of Special Project

Mayer Salfiti
Director of Information Technology

Rose Martinez
Associate Director of Admissions

Title IX Coordinators

Debra Powell
303.937.4274 (o), dpowell@chu.edu, Admin Building Room 320

Katie Jo (Sewell) Larson
303.937.4029 (o), 303.587.8417 (m), klarson@chu.edu, CHU Library Room 202

CHU Executives

Fred Van Liew
President

Brian Cicero
Vice President, Enrollment Management & Student Affairs

David Boyll
Vice President, Finance & Administration

Debra Powell
Executive Director of Human Resources

Dr. Tracey Trenam, PhD
Dean of Academic Affairs & Library
Admissions Requirements

Intensive English Programs

- 18 years of age or high school diploma or equivalency
- Colorado Heights University Application Form online: Paper format is allowed only under special permission from admissions officers.
- Color copy of government-issued or school-issued photo ID: Acceptable forms of ID include driver’s license, state ID, passport, or school-issued photo ID.
- $50.00 non-refundable application fee: Acceptable forms of payment include admissions voucher, check, money order, wire transfer, or credit card.
- Additional Information Form
- Admissions Interview: Discuss fit with CHU’s culture and mission, discuss commitment to attend, succeed and pursue graduation, and identify and address potential obstacles that could prevent or impede success in the chosen program. Admissions officers reserve the right to deny recommendation for acceptance based on discussion of above elements.

International Student Additional Requirements

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

Bachelor’s Degree Programs

Applicants must submit one of the following:

a. *Official high school transcripts* showing completion of high school with a minimum cumulative GPA of 2.0
b. Official GED transcript or diploma: GED recipients must have official transcripts sent directly to CHU from the appropriate state agency in an envelope sealed by the agency.
c. Official ACT or SAT scores: Only if submitting a CCHE Index Score of 75 or higher if CGPA is below 2.0.
d. *Official college or university transcripts*: Applicant must have completed at least nine semester hours of college or university coursework with a cumulative GPA of 2.0 or higher.

*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.

*College degree or high school diploma attained outside of the USA:* See International Student Additional Requirements.

- CHU Application Form online: Paper format is allowed only under special permission from admissions officers.
- Color copy of government-issued or school-issued photo ID: Acceptable forms of ID include driver’s license, state ID, passport, or school-issued photo ID.
- $50.00 non-refundable application fee: Acceptable forms of payment include admissions voucher, check, money order, wire transfer, or credit card.
- Additional Information Form

Master’s Degree Programs

- *Official bachelor’s degree transcripts* or more advanced degree transcripts with minimum cumulative GPA of 2.50
- CHU Application Form online: Paper format is allowed only under special permission from admissions officers.
- Color copy of government-issued or school-issued photo ID: Acceptable forms of ID include driver’s license, state ID, passport, or school-issued photo ID.
- $50.00 non-refundable application fee: Acceptable forms of payment include admissions voucher, check, money order, wire transfer, or credit card.
- Additional Information Form
- Résumé
- Two reference letters: Reference forms must be completed by professional references (former educator, former employer, etc.) and must be submitted either in English or accompanied by English translation.

English-language proficiency:

- Minimum TOEFL® score of 500 paper-based, 173 computer-based, or 61 Internet-based
- Minimum IELTS® band score of 6.0 or higher with no individual score below 5
- CHU administered TOEFL®-ITP test with a score of 500

Bachelor degree program applicants who do not meet the minimum English language proficiency scores outlined might qualify for conditional acceptance. See next page under Conditional Acceptance section.

International Student Additional Requirements

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

Transcript submission and evaluation:

- Transcripts for degrees attached in the USA must be mailed directly to CHU in a sealed envelope. Transcript evaluations for degrees obtained outside of the USA must be completed by a member of the Association of International Credentials Evaluators (AICE) listed at www.aice-eval.org or the National Association of Credential Evaluation Services (NACES) listed at www.naces.org and mailed to CHU in a sealed envelope directly from the evaluation agency.

Résumé

- Two reference letters: Reference forms must be completed by professional references (former educator, former employer, etc.) and must be submitted either in English or accompanied by English translation.
• **Admissions Interview:** Discuss fit with CHU’s culture and mission, discuss commitment to attend, succeed and pursue graduation, and identify and address potential obstacles that could prevent or impede success in the chosen program. Admissions officers reserve the right to deny recommendation for acceptance based on discussion of above elements.

*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.

*College degree attained outside of the USA:* See International Student Additional Requirements.

**International Student Additional Requirements:**

• **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:
  a. Minimum TOEFL® score of 550 paper-based, 213 computer-based, or 79 Internet-based
  b. Minimum IELTS® band score of 7.0 or higher with no individual score below 6
  c. CHU administered TOEFL®-ITP test with a score of 550

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

• **Financial Statement Form**

• **Transcript submission and evaluation:** Transcripts for degrees attained in the USA must be mailed directly to CHU in a sealed envelope. Transcript evaluations for degrees attained outside of the USA must be completed by a member of the Association of International Credentials Evaluators (AICE) listed at www.aice-eval.org or the National Association of Credential Evaluation Services (NACES) listed at www.naces.org and mailed to CHU in a sealed envelope directly from the evaluation agency.

**Conditional Acceptance:**

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></td>
<td>Bachelor's</td>
<td>MBA</td>
</tr>
<tr>
<td>TOEFL®-Paper</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL®-ITP</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL®-CBT</td>
<td>173</td>
<td>213</td>
</tr>
<tr>
<td>TOEFL®-Internet</td>
<td>61</td>
<td>79</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0</td>
<td>7.0</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 conversion.
- Courses approved for transfer must be equivalent to 3 U.S. semester credit hours.

Undergraduate Transfer Credit
CHU considers transfer credit for courses that closely align with the courses in the CHU undergraduate and certificate programs without jeopardizing the integrity of the program. The residency requirement for CHU undergraduate degree programs is 45 hours. Only courses with an earned grade of C or better are considered for transfer credit.

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

International Transfer Credit
CHU accepts international academic credit towards its degree programs for relevant coursework at accredited institutions or their foreign equivalent. CHU follows NAFSA’s “A Guide To Educational Systems Around the World,” edited by Shelley Feagles or “AACRAO EDGE.” International students are required to order official transcripts and translations as required by the 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
- English as a Second Language courses

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.
## CHU Scholarships & Grants

**General Requirements:**
- The applicant must meet all requirements and deadlines to be eligible for consideration
- The applicant must be in good standing with the business office, public safety and academics.
- The applicant must fully comply with the Student Code of Conduct.
- All scholarships decisions are final and cannot be appealed.

### Merit-Based Scholarship

**Award Amount:** 5% to 20% tuition discount per semester  
**Eligible:** Available to full-time degree students

**Requirements:**
- Full-time enrollment
- Minimum 3.50 CGPA for current and 3.00 CGPA for incoming students  
- Available every semester
- Awards are automatically applied to student accounts.
- No application necessary

**Contact:**  
Financial Aid Office  
Administration Bldg., Room 213  
Phone: 303.937.4202;  
Email: finaid@chu.edu

<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>

### CHU Leadership Development Scholarship

**Award Amount:** up to $300.00 per semester  
**Eligible:** Available to full-time degree students

**Requirements:**
- Full-time enrollment  
- Criteria: Combination of CGPA, Leadership training participation, and community service  
- Available every semester

**Contact:**  
Student Life Office  
Library, Room 207  
Phone: 303.937.4029  
Email: studentlife@chu.edu

### IMPACT Scholarship

**Award Amount:** up to $500.00 twice a year  
**Eligible:** Available to full-time certificate and degree students

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

**Contact:**  
Administration Office  
Administration Bldg., Room 203  
Phone: 303.937.4073;  
Email: impact@chu.edu

### Jason D. Johnson Memorial Scholarship

**Award Amount:** up to $1000.00 per year  
**Eligible:** Available to full-time current or incoming degree students

**Requirements:**
- Submission of essay telling us why you deserve JDJ memorial scholarship  
- Recommendation Letters from 3 individuals  
- Proven volunteer record  
- Willing to speak to donors to expand scholarship

**Contact:**  
Financial Aid Office  
Administration Bldg., Room 213  
Phone: 303.937.4202  
Email: finaid@chu.edu

### Hardship Grant

**Award Amount:** based on limited availability  
**Eligible:** All full-time continuing students

**Requirements:**
- Student must have completed one year of enrollment  
- Submit a letter request that describes financial hardship  
- Submit bank statement for the 3 most recent months  
- Full text of the policy here

**Contact:**  
Business Office  
Administration Bldg., Room 215  
Phone: 303.937.4531  
Email: businessoffice@chu.edu
Programs of Study (IETP)

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. The program stresses the importance of academic English for university preparation. Students gain the knowledge, skills and abilities to listen with comprehension, speak articulately, read challenging text and write accurately.

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

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

Program Description
The Intensive English and TOEFL® Preparation program is focused on how students learn language in a total immersion environment.

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>
</tr>
</thead>
<tbody>
<tr>
<td>IET001</td>
<td>Intensive English 1</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>None</td>
<td>27-33 (2)</td>
</tr>
<tr>
<td>IET002</td>
<td>Intensive English 2</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET001</td>
<td>34-38 (2)</td>
</tr>
<tr>
<td>IET003</td>
<td>Intensive English 3</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET002</td>
<td>34-38 (2)</td>
</tr>
<tr>
<td>IET004</td>
<td>Intensive English 4</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET003</td>
<td>34-38 (2)</td>
</tr>
<tr>
<td>IET005</td>
<td>Intensive English 5</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET004</td>
<td>39-42 (2)</td>
</tr>
<tr>
<td>IET006</td>
<td>Intensive English 6</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET005</td>
<td>39-42 (2)</td>
</tr>
<tr>
<td>IET007</td>
<td>Intensive English 7</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET006</td>
<td>43-46 (2)</td>
</tr>
<tr>
<td>IET008</td>
<td>Intensive English 8</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET007</td>
<td>43-46 (2)</td>
</tr>
<tr>
<td>IET009</td>
<td>Intensive English 9</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET008</td>
<td>47-48 (2)</td>
</tr>
<tr>
<td>IET010</td>
<td>Intensive English 10</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET009</td>
<td>47-48 (2)</td>
</tr>
<tr>
<td>IET011</td>
<td>Intensive English 11</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
<td>IET010</td>
<td>49-50 (2)</td>
</tr>
<tr>
<td>IET012</td>
<td>Intensive English 12</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>7.5</td>
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<td>49-50 (2)</td>
</tr>
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<td>IET013</td>
<td>Intensive English 13</td>
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<td>75</td>
<td>150</td>
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<td>IET012</td>
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Daily Schedule - The following table illustrates the clock-hour requirements for each course.

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<th>Typical Session</th>
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<th>Tuesday</th>
<th>Wednesday</th>
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<td>Lab</td>
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<td>1.5 hrs</td>
<td>1.5 hrs</td>
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</tr>
<tr>
<td>8-Week Total (Average)</td>
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<td>30 hours</td>
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Total Immersion English and TOEFL® Preparation

Vision Statement

Students who graduate from Colorado Heights University’s Total Immersion 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 Total Immersion English and TOEFL® Preparation program provides students with a certificate program of national and international distinction, an exciting and engaging curriculum, an inspirational and international faculty, and the highest quality customer service. The program stresses the importance of academic English for university preparation. Students gain the knowledge, skills and abilities to listen with comprehension, speak articulately, read challenging text and write accurately.

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

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

Program Description

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

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

Program Learning Objectives

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

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

Certificate

To earn 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 future level placement into the next set of courses.

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

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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</table>

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

<table>
<thead>
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<th>Typical Session</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Total</th>
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<tbody>
<tr>
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<td>1.5 hrs</td>
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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>30 hours</td>
<td>150 hrs</td>
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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, employ ethical business behavior and have the courage to take business risks for ultimate success. CHU engages professors to bring a wealth of business and academic credentials to the classroom; provides exceptional student services, both online and on campus; and encourages faculty and staff to foster student success. CHU continually assesses the student learning and uses student outcomes 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 program combines a robust liberal arts core education with a broad set of functional business courses to provide students with both the hard and soft skills they will need to navigate the dynamic globalized and technically empowered economy of the 21st Century.

We aspire to help students become pro-active and entrepreneurial, seeking problems to solve and initiatives to launch. The general education core focuses on such important skills as communication, critical reasoning, quantitative skills, multicultural competence, and teamwork; while the business curriculum provides training in functional areas such as accounting, finance, and marketing. Special emphasis is given to data analysis and the transformation of business through technological advances. Classrooms are small and collaborative, with business experts bringing real world situations and experiences to students.

Program Learning Objectives
As a result of successfully completing the Bachelor of Arts in International Business, students should be able to:

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

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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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
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<th>Prerequisites</th>
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International Business Specialization Courses (36 Credit Hours)

Business Management Core Courses (42 Credit Hours)

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General Education Core Courses (42 Credit Hours)

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</tr>
<tr>
<td>SOC207</td>
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<td>45</td>
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<td>45</td>
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</tr>
<tr>
<td>SOC309</td>
<td>World Political Economies</td>
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<td>SOC207</td>
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<tr>
<td>CHUCS 101</td>
<td>The Road to Success</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no pre req</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>615</td>
<td>30</td>
<td>0</td>
<td>645</td>
<td>42</td>
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</tr>
</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 leverages the knowledge and experience of students with our faculty of business experts in a collaborative and collegial environment to create an exciting and effective classroom experience. The focus is on being a leader in the challenging multicultural and data driven business environment. Students are given real world challenges to help develop their managerial and decision making skills. We value risk-taking and initiative, and help students develop sharp analytical minds as well as good judgment.

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 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.

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 healthcare 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.
### MBA in International Business

<table>
<thead>
<tr>
<th>Course #</th>
<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>IBS501</td>
<td>International Management &amp; Leadership</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
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</tr>
<tr>
<td>IBS502</td>
<td>International Financial Management</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>FIN380</td>
</tr>
<tr>
<td>IBS503</td>
<td>Applied International Business Economics</td>
<td>45</td>
<td>0</td>
<td>45</td>
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<td>ACC361</td>
</tr>
<tr>
<td>IBS508</td>
<td>Foundations of Accounting</td>
<td>45</td>
<td>0</td>
<td>45</td>
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<tr>
<td>IBS510</td>
<td>Global Strategic Marketing &amp; Customer Service</td>
<td>45</td>
<td>0</td>
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<td>IBS508</td>
</tr>
<tr>
<td>IBS590</td>
<td>MBA Capstone</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>FIN380, ECO305</td>
</tr>
<tr>
<td>CHUCS 101</td>
<td>The Road to Success</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

### Business Internship Courses

<table>
<thead>
<tr>
<th>Course #</th>
<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>IBS541</td>
<td>Business Internship I</td>
<td>0</td>
<td>135</td>
<td>135</td>
<td>3</td>
<td>9+ 500-Level Cr Hrs</td>
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<tr>
<td>IBS542</td>
<td>Business Internship II</td>
<td>0</td>
<td>135</td>
<td>135</td>
<td>3</td>
<td>IBS541</td>
</tr>
<tr>
<td>IBS543</td>
<td>Business Internship III</td>
<td>0</td>
<td>135</td>
<td>135</td>
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### Emphasis Areas (Choose One)

#### Accounting Emphasis (12 Hours)

<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>
</thead>
<tbody>
<tr>
<td>IBS512</td>
<td>Intermediate Accounting</td>
<td>45</td>
<td>0</td>
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<td>3</td>
<td>IBS508</td>
</tr>
<tr>
<td>IBS524</td>
<td>Intermediate Accounting II</td>
<td>45</td>
<td>0</td>
<td>45</td>
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<td>IBS512</td>
</tr>
<tr>
<td>IBS526</td>
<td>Tax Accounting</td>
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<td>0</td>
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<tr>
<td>IBS528</td>
<td>Financial Auditing</td>
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#### Corporate Finance Emphasis (12 Hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
<th>Total Hours</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>IBS512</td>
<td>Intermediate Accounting</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS508</td>
</tr>
<tr>
<td>IBS551</td>
<td>Corporate Finance</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS502, IBS512</td>
</tr>
<tr>
<td>IBS552</td>
<td>Money &amp; Banking</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>FIN380, ECO305</td>
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<tr>
<td>IBS555</td>
<td>Financial Analysis &amp; Decision Making</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS502, IBS512</td>
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#### Health Care Management Emphasis (12 Hours)

<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>
</thead>
<tbody>
<tr>
<td>IBS529</td>
<td>Health Care Finance and Accounting</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS508</td>
</tr>
<tr>
<td>IBS530</td>
<td>Health Care Policies</td>
<td>45</td>
<td>0</td>
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<tr>
<td>IBS532</td>
<td>Health Care Marketing</td>
<td>45</td>
<td>0</td>
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<tr>
<td>IBS534</td>
<td>Information Management in Health Care</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS508</td>
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#### Environmental Management (12 Hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Internship Hours</th>
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<th>Prerequisites</th>
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<tbody>
<tr>
<td>IBS571</td>
<td>Environmental Economics</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS503</td>
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<tr>
<td>IBS572</td>
<td>Energy Policy</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>no pre req</td>
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<tr>
<td>IBS573</td>
<td>Sustainable Products, Services &amp; Business Practices</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS541</td>
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<tr>
<td>IBS574</td>
<td>Leadership for Sustainable Management</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3</td>
<td>IBS541</td>
</tr>
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</table>

**TOTAL** 450 405 855 39

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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

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, 2015 (continuously enrolled students = students who do not withdraw = active students)

Intensive English Programs

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>IETP</th>
<th>TIETP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$5,085</td>
<td>$5,085</td>
</tr>
<tr>
<td>Fees ($230/semester):</td>
<td>$690</td>
<td>$1,230</td>
</tr>
<tr>
<td>Cost per Program:</td>
<td>$5,775</td>
<td>$2,400</td>
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Fees

<table>
<thead>
<tr>
<th></th>
<th>IETP</th>
<th>TIETP</th>
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</thead>
<tbody>
<tr>
<td>Book Fee</td>
<td>$114</td>
<td>$225</td>
</tr>
<tr>
<td>Information Resource Fee</td>
<td>$69</td>
<td>$132</td>
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<tr>
<td>Student Activity Fee</td>
<td>$14</td>
<td>$25</td>
</tr>
<tr>
<td>Admin. Processing Fee</td>
<td>$33</td>
<td>$54</td>
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<tr>
<td>Total IETP Student Fees</td>
<td>$230</td>
<td>$479</td>
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Degree Programs

<table>
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<tr>
<th>BA International Business</th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Tuition per Credit Hour:</td>
<td>$250.00</td>
<td>$590.00</td>
</tr>
<tr>
<td>Fees per Semester:*</td>
<td>$273.00</td>
<td>$295.00</td>
</tr>
<tr>
<td>Full Time, 12 cr. hrs, Cost:</td>
<td>$3,273.00</td>
<td>$5,605.00</td>
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Fees

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Information Resource Fee</td>
<td>$150</td>
<td>$152</td>
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<tr>
<td>Student Activity Fee</td>
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<td>$25</td>
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<tr>
<td>Admin. Processing Fee</td>
<td>$97</td>
<td>$81</td>
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<tr>
<td>Total Fees</td>
<td>$273</td>
<td>$295</td>
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</table>

Credit Hour Calculator

<table>
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<th>Credit Hours</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$250.00</td>
<td>$590.00</td>
</tr>
<tr>
<td>3*</td>
<td>$750.00</td>
<td>$1,770.00</td>
</tr>
<tr>
<td>9**</td>
<td>$2,250.00</td>
<td>$5,310.00</td>
</tr>
<tr>
<td>12**</td>
<td>$3,000.00</td>
<td>$7,080.00</td>
</tr>
<tr>
<td>15*** graduate in 4 years</td>
<td>$3,750.00</td>
<td></td>
</tr>
</tbody>
</table>

* Typical Course Size ** Full-time Student *
** Course load needed to finish undergraduate program in 4 years

Explanation of Fees and Other Charges

Required Fees:
Registration fees are comprised of the Student Activity Fee, Information Resource 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 or schedule, at minimum, their first tuition payment with the Business Office within the add/drop period of the semester, that student will be assessed a $100 late registration fee.

Late Tuition Fee ($100) If a student registers for classes and is

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
• Housing for each semester must be paid in full at the time of registration

Students are encouraged to familiarize themselves with their tuition bils, as well as the options to pay. 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 not 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 as described under the 50-50 Payment Plan option in the Catalog.

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. All fees must be paid prior to Registration.

50-50 Payment Plan
- Prior to Registration: 100% of fees
- Add/Drop Period: 50% of tuition
- English, Friday of week 4 50% of tuition
- Degree, Friday of week 7 50% of tuition

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.

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.

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
Enrollment verification will be completed within the first ten days of each session. A student must attend a minimum of two classes during the enrollment verification period to have enrollment verified. Students that are enrolled but not verified as attending are administratively withdrawn from classes and subject to the University Withdrawal Refund Policy.

Withdrawal Policy

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 after the add/drop deadline and are enrolled in classes will receive a “W” on their transcript for all enrolled courses. The grade of “W” is not calculated into a student’s GPA but the credits attempted will still count toward completion rate for satisfactory academic progress.

Individual Course Drop/Withdrawal
Courses can be dropped prior to the add/drop date for each semester. Students must review their class schedule to verify that courses have been removed from their schedule during the add/drop period. Courses dropped after the add/drop deadline and prior to the withdrawal deadline are considered “withdrawn” and a grade “W” is assigned to the dropped class(s). Courses may not be dropped after the withdrawal deadline. 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
- Registration is not completed
- CHU policy is violated
- Student attendance is less than 60%

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 administratively withdrawn. A student withdrawn for continuous enrollment who wishes to resume study at CHU within the next three semesters is subject to the Re-Entry Policy.

Degree students are permitted to take off one semester per academic year as their break semester. International students beyond their first academic year and domestic students beyond their first semester can choose spring, summer, or fall semester as their break semester. Students must declare a break semester by the last day of the previous semester. Students returning from break semester must be registered in the next term by the add/drop date, or they are withdrawn for not meeting continuous enrollment. F-1 students who take a break semester are not eligible for I-20 extensions due to the break. Students may be required to take additional credits in order to meet the program end date deadline printed on the I-20.

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

Re-entry Policy
Re-entry allows students who have not been continuously enrolled but wish to enroll in a future semester the opportunity to re-enter without following the formal admissions process. In order to be eligible for re-entry, a student must have a CUM GPA that meets with the SAP requirements (see chart on page 21). Students who have been permanently dismissed will not be allowed to re-enter.

Re-entry for Domestic (U.S.) Students
Students who withdraw from the term and/or University are allowed to 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 (degree students only). 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.

Re-entry for International Students on J-1 Visa
A student who withdraws from the term and/or fails to enroll at the next semester start date requires a new J-1 for re-entry.

F-1 students are expected to maintain continuous enrollment except during recognized school holidays and a semester break (degree students only). 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 J-1 for re-entry. Students may also be required to apply for a new visa.
Grading Policy

Grading System
The following table explains Colorado Heights University’s grading system.

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

Incomplete Grades
Due to illness or unusual circumstances outside a student’s control, a final course grade of Incomplete (“I”) may be approved by a professor if student submits a signed formal request for Incomplete before the last day of class. If approved, the Registrar will assign and “I” grade and the professor will continue to work with the student throughout the next semester. The form for students to request the extension is available from the Registrar. Students have until the end of the following semester, after the term for which an “I” grade was assigned, to make up coursework. On the same timetable, the professor will submit a revised grade to the Registrar, who will update the student’s record. If a student does not complete the incomplete work, the “I” grade becomes an “F” grade.

Withdrawn Grades
A final course grade of Withdrawn (“W”) is not included in CGPA computations but does affect completion rate.

Grade Appeals
A final course grade can be appealed 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 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.naceweb.org/connections/advocacy/internship_position_paper/Finding an Appropriate Internship Site

On or before the add/drop date in which an internship course begins, students must obtain signed internship course professor approval and Director of Career Services approval, using the Colorado Heights University Internship Course/CPT Agreement form (available CHU website). Approval is based on student having secured a position with an organization that meets internship criteria as reported by NACE and successful completion of prerequisite CHUCS101 online course.

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

CHU Career Services (CHUCS)
CHUCS operates on the belief that the terminal goal of an education is 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 semester. 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.

Measuring Academic Progress

Students’ academic progress is measured at the end of each semester or sooner to ensure that we measure quantitative (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</td>
<td>67%</td>
</tr>
<tr>
<td>TIETP</td>
<td>End of 1st Semester</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>

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.

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 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.

Dismissal from University

Students on academic warning who do not subsequently meet satisfactory academic progress standards are dismissed from the university. Dismissed students are notified by email and ground mail.

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 supersede 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 longer 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.

Re-establishing 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 meeting satisfactory academic progress standards.

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 IETP certificate program with minimum individual course grades of D-
- Have earned a minimum of a 2.0 CGPA for the TIETP certificate program with minimum individual course grades of D-
- Have earned a minimum of a 2.0 CGPA for the TIETP 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 CGPA 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.

### Graduation Honors

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

- **Cum Laude:** 3.5 – 3.6 Cumulative GPA
- **Magna Cum Laude:** 3.61 – 3.79 Cumulative GPA
- **Summa Cum Laude:** 3.80 – 4.0 Cumulative GPA

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

### 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:
  1. The credit hours for each course on the student’s transcript are multiplied by the grade points achieved in that particular course.
  2. The sum for all courses is totaled.
  3. 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 Services

Advising
Colorado Heights University is dedicated to providing student services related to advising in the areas below. Students that need support during their time at Colorado Heights University should ask 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.

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.

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.

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. Empty containers of alcohol may be considered evidence of prior consumption. Common alcohol containers are not allowed on campus including beer kegs, taps, beer bongs, and other devices designed for mass consumption. Intoxication to the point of endangering one’s own health or safety, or interfering with the academic pursuits of others, regardless of age, is prohibited on campus. Manufacturing, providing, or distribution of alcoholic beverages 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.

Drug Abuse

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

**Possession and/or Use of Illegal Drugs**
The possession, use, manufacture, sale, and distribution of Federally Illegal Drugs is prohibited on campus.

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

Being under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance to the point of endangering one’s own health or safety, regardless of age, or interfering with the academic pursuits of others is prohibited.

Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their effective consent is prohibited.

Drug paraphernalia can be considered evidence of use and is prohibited on campus.

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

**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 misconduct, stalking, dating violence, and sexual harassment of any form - verbal, physical and visual - of students and members of the community is unacceptable conduct and is not tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. CHU adheres to the Student Code of Conduct policy related to violations and disciplinary action.

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

Sexual misconduct is defined as any sexual contact that is absent of or without consent by all parties.

Dating violence is an act of violence practiced by at least one partner of a dating couple.

Stalking is repeated unwanted attention from a group or individual that causes the victim to fear for their safety.

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

*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.

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.

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 Media Millennium Copyright Act, 17 U.S.C 512 (3) to remove or disable access to any activity in violation.

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

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

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

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

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

Secure a minimum of five members. Four of the members should be eligible to serve in the officer roles of President, Vice-President, Secretary, and Treasurer. At least one officer must be a degree-seeking student at CHU. All officers must have a cumulative GPA of 2.0, and be in good standing with CHU.

Obtain a CHU 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.

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

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:

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 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.

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 amend a record must submit a written request to the Registrar 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.

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The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

All student records at CHU are not available for inspection or copying by any auditor, or collection agent or a student volunteering to assist another auditor, or collection agent. All requests for copying or inspecting must be made in writing to the Registrar of CHU.

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 Academics Office.
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>Prefix</th>
<th>Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<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>
</tr>
<tr>
<td>IET</td>
<td>Intensive English &amp; TOEFL Prep</td>
</tr>
<tr>
<td>LAW</td>
<td>Law and Legal Studies</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MGT</td>
<td>Management</td>
</tr>
<tr>
<td>MKT</td>
<td>Marketing</td>
</tr>
<tr>
<td>QNT</td>
<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:

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Level of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-299</td>
<td>Freshmen and Sophomores</td>
</tr>
<tr>
<td>300-499</td>
<td>Juniors and Seniors</td>
</tr>
<tr>
<td>500+</td>
<td>Graduate students</td>
</tr>
</tbody>
</table>

Course Descriptions

AAA001 Learning Skills  0 credit hours
This course focuses reviews the major study skills everyone needs to succeed in college, including developing good study habits that maximize learning, capitalizing on personal learning styles, reading textbooks, taking good notes and organizing study projects, doing research, judging sources and practicing scholarly ethics, and how to manage time and avoid procrastination. The course also features opportunities to learn basic computer applications and to attend CHU Career Services events.
Prerequisites: None

ACC121 Accounting Principles I  4 Credit Hours
Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.
Prerequisites: None

ACC122 Accounting Principles II  4 Credit Hours
Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.
Prerequisites: ACC121 Accounting Principles I

AST101 Astronomy I with Lab  4 Credit Hours
Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.
Prerequisite: MAT121 Algebra

BUS115 Introduction to Business  3 Credit Hours
Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.
Prerequisites: None

BUS117 Business Writing  3 Credit Hours
Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.
Prerequisites: None, ENG121 English Composition I strongly recommended

BUS216 Legal Environment of Business  3 Credit Hours
Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.
Prerequisites: None, POS111 American Government strongly recommended

BUS226 Business Statistics  3 Credit Hours
Focuses on statistical study, descriptive statistics, probability, binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.
Prerequisites: None, MAT121 Algebra recommended

CHUCS101 The Road to Success  0 Credit Hours
CHUCS 101 helps students investigate career goals and create the tools necessary for internship and job searching. The course initiates self-discovery exercises, including skills, STRONG Interest Inventory and developing career goals. The course provides the tools necessary for carrying out a job search such as a resume, cover letter, LinkedIn profile and how to search for jobs in
This course combines the basic theories of communication

Prerequisite: None

CHUCS 111
Workplace Preparedness

CHUCS 111 focuses on skills for success in the workplace. This course covers personal presentation in professional environments, personal branding for professional success and professional presentations for interview environments.

Workplace Preparedness is part of a learning community among select credit-bearing business courses. In the learning community, instructors will work with the instructor of CHUCS 111 to develop opportunities for students to apply what they learn in this course to the business content knowledge they are acquiring in the business courses.

COREQUISITE: Any 3-credit Business course, with the permission of the instructor

CIS001
Computer Applications

This is a technology elective course that emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized.

Prerequisites: None

CIS360
Business Problem Solving

Covers data-based problem solving in the business environment with spreadsheets, databases and Web applications. Students will learn to take a holistic approach to business problems, beginning with properly written problem statements that encourage critical thinking.

Prerequisites: None

CIS370
Data Analysis Case Studies

This course teaches students how to use computer applications to understand, model, and come up with solutions to data-based challenges and business opportunities. The course emphasizes the use of higher-level application functionality, and the design, creation, and use of effective software-based tools.

Prerequisites: BUS226

CIS420
Information Systems For Entrepreneurs

This is a technology course that reviews both business information and the systems used to organize and store data in an entrepreneurial environment. It provides students with an introduction to the fundamental terminology of the hardware, software and the people involved with computer-based information systems that help entrepreneurs organize and store information. The course includes hands on computer lab time to introduce students to word processing, graphics, database, spreadsheet, business presentation and internet.

Prerequisites: None

COM115
Public Speaking

This course combines the basic theories of communication

Prerequisites: None

ECO201
Principles of Microeconomics

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

Prerequisite: None, MAT121 College Algebra recommended

ECO202
Principles of Microeconomics

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

Prerequisite: None, MAT121 College Algebra recommended

ENG121
English Composition

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

Prerequisites: None

ENG122
English Composition II

English Composition II expands and refines the objectives of English Composition I. The course emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

Prerequisite: ENG121

FIN380
Principles of Finance

This course serves as an introduction to financial management. By considering specific financial decisions, such as selecting among alternative investments (i.e., capital budgeting), the sources of the firm's finances (i.e., the optimal capital structure), the management of current assets and liabilities (i.e., working capital), and the tools of financial analysis, this course seeks to better understand analytical tools and their use in solving financial problems.

Prerequisite: MAT121, ECO201

GEY111
Physical Geology

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience

Prerequisite: MAT121 College Algebra
HIS236  3 Credit Hours
US History Since 1945
This course focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.
Prerequisites: None (ENG122 recommended)

HIS247  3 Credit Hours
Contemporary World History
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nations-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.
Prerequisites: ENG122

HUM115  3 Credit Hours
World Mythology
Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth.
Prerequisites: ENG122

IBS300  3 Credit Hours
Introduction to International Business
The course introduces the practice of international business. Emphasis is placed on terminology and the functioning of international business using real world settings as a guide for understanding. Students will examine functional areas of international management, marketing, accounting, and finance.
Prerequisite: None

IBS381  3 Credit Hours
International Finance
This course is concerned with the balance of payments, foreign exchange markets and exchange rate determination in an open economy; balance of payments adjustment policies under fixed exchange rates, exchange rate adjustment, the monetary approach to the balance of payments, exchange control, and the international monetary system. These issues among others are discussed and analyzed throughout the course.
Prerequisites: FIN380 Principles of Finance

IBS385  3 Credit Hours
Project Management
This course introduces the process of project management and the important task of managing big projects in many parts. Students study how to gain stakeholder support, the important project management tools that enable planning and evaluating a project, and behavioral skills that will win support and overcome obstacles.
Prerequisite: MGT 351

IBS395  3 Credit Hours
International Entrepreneurship
This course explores the allure of international entrepreneurship and examines the challenges of starting and owning a business. The course examines entrepreneurship through a four-step process that outlines both the excitement and the challenges of launching one's own business. Students will engage with real-world business problems and research and build their own business plan.
Prerequisites: Senior Status

IBS400  3 Credit Hours
International Marketing
This course introduces students to the concepts and disciplines of international marketing. Topics covered in the class include: political, legal and financial considerations in import and export management; social, cultural and historical influences in international trade agreements; problem-solving sales and communication practices across the globe and current international marketing issues.
Prerequisite: None (IBS300 recommended)

IBS401  3 Credit Hours
Field Study I: Internship
This course is focused on giving the student practical experience in the world of business today. For the successful completion of the objectives of this course, the student will fulfill the required number of contact hours on the job under the supervision of the employer.
Prerequisite: CHUCS101 and Junior/Senior Status

IBS402  3 Credit Hours
Field Study II: Internship
This course is focused on giving the student practical experience in the world of business today. For the successful completion of the objectives of this course, the student will fulfill the required number of contact hours on the job under the supervision of the employer.
Prerequisite: IBS401 , Students may not take IBS401 and IBS402 at the same time

IBS431  3 Credit Hours
International Business Law
This course provides students with the necessary legal knowledge they need to successfully carry out international business transactions. The legal aspects of international business transactions are discussed and analyzed. Topics include dispute settlement, multinational enterprise operations, contract law, patent, copyrights, trademark protection, taxation, financing, foreign investment, banking, and insurance.
Prerequisite: IBS300

IBS450  3 Credit Hours
International Business Capstone
This subject aims to develop and extend students’ international business skills and in-depth knowledge associated with developing and managing practical business projects. The projects provide students with opportunities to apply the knowledge and skills developed before and during their final year of undergraduate study. The nature of research projects varies from semester to semester; however, projects are intended to help students consolidate and integrate knowledge that has been learnt during the international business major, as well as to develop practical experience in conceptualizing, managing and delivering applied research projects. Among the transferable skills that students are asked to demonstrate are information literacy, business evaluation, project management, team work, and reflective practice.
Prerequisite: 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

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 more accurate decision making efforts.
Prerequisite: ECO305

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

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

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

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

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

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

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
Health Care Marketing
In this course, a holistic approach to marketing management is assumed. Students are provided with a comprehensive set of tools and techniques to attain an overview of health care marketing. Case studies from a wide array of health care providers, health systems, HMOs and physician-hospital organizations, are used to enhance learning. This course covers market research, strategy, and the strategic marketing process.
Prerequisites: None

IBS534  3 Credit Hours
Information Management in Health Care
This course helps future health care managers understand the principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in the health care organization setting. Technical detail on computer hardware, software, networks, and telecommunications is included in the course to enable a better understanding of technology's role in health care. Written from a management perspective, this course emphasizes the intelligent use of information for strategic planning, decision support, program management, high-quality patient care, and continuous quality improvement.
Prerequisite: IBS508

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

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, IBS512

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, IBS503

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, IBS512

IBS571  3 Credit Hours
Environmental Economics
Environmental Economics is an introduction to the basic principles of environmental economics. It is an evolving approach to economics that explains markets in an inter-related manner more than traditional economics. It parallels ecology in that it sees elements of the economy as part of an eco-system rather than isolated components. This course has two primary objectives: to provide an understanding of the central elements of the macroeconomic model and how these elements relate to managerial decision making, and provide an overview of the field of ecological economics and how this field views and illuminates the issues of sustainability.
Prerequisite: IBS503

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

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 strategies, and the leadership processes needed to support them.

**Prerequisite:** IBS541

### IBS590 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 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 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:** or placement

### IET003 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 or placement

### IET004 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 or placement

### IET005 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 or placement

### IET006 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 or placement

### IET007 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 or placement

### IET008 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 or placement

### IET009 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 or placement

### IET010 Intensive English 2

7.5 Credit Hours

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 or placement
This course integrates the five skill areas (listening, speaking, reading, writing, 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 or placement

**IET012**
**Intensive English 12**
This course focuses on writing a process essay and selected business communication skills, such as summarizing and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET012 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: IET013 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: IET014 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: IET015 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 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 placement.

**IET018**
**Intensive English 18**
This course focuses on the effective argumentative essay and selected business communication skills, such as such as identifying project problems, creating a strategy to improve communication/ coordination of tasks/safety/morale, and writing/presenting a report. The lab component focuses on reinforcing topics in the lecture and preparing students to achieve a TOEFL® score required for college-level work. This course contains a lab component.

Prerequisite: IET017 or placement.

**MAT121**
**College Algebra**
The course explores topics including intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

Prerequisite: None

**MAT125**
**Survey of Calculus**
This course includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

Prerequisite: MAT121

**MGT311**
**Principles of Management**
This course describes the history and philosophical origins of management and compares and contrasts different cultural management styles in the contemporary market place. This course will explore innate and learned values and traits of positive and successful management styles while emphasizing the most effective planning, leading, communicating, organizing and strategies in an ever-changing market place.

Prerequisite: None
MGT312  3 Credit Hours
Intercultural Management
Course focuses on leadership and management in a cross-cultural context. Course examines the meaning of culture, personally, in groups and within organizations, and compares management and communications processes. Students will evaluate how attitudes and actions are interpreted through a cultural lens, and investigate the political, legal, economic and technological processes that affect decision making and management in the intercultural environment.
Prerequisite: None, IBS300 Intro to International Business is recommended

MGT351  3 Credit Hours
Operations Management
This course discusses the fundamental principles of operation in both private and public sector organizations. Topics include productivity and quality, forecasting, goods and services design, job design, location and layout strategies, capacity planning, inventory management, material requirements planning, supply chain management, and managerial technology.
Prerequisites: FIN380

MGT410  3 Credit Hours
Human Resources Management
This course examines the practice of managing the Human Resources Department with special recognition of the differing legal requirements from nation to nation. Topics to be examined include: the functions of Human Resource Management, policies and procedures, workplace diversity and the role of human resources in a global economy.
Prerequisite: MGT311 Principles of Management

MKT350  3 Credit Hours
Principles of Marketing
This course covers marketing concepts and implementation in a corporate setting; evaluation and selection of consumer and organizational target markets; marketing research; and developing a marketing plan. Students will create a marketing plan based on consumer behavior principles, market segmentation, product life cycle, packaging, branding, pricing, advertising, and sales promotion.
Prerequisite: None

PHI113  3 Credit Hours
Logic
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and, critical thinking. Emphasizes the development of decision-making and problem-solving.
Prerequisite: ENG122

POS111  3 Credit Hours
American Government
Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.
Prerequisite: None (ENG122 recommended)

QNT440  3 Credit Hours
Quantitative Analysis
This course is incorporates applied business research and descriptive statistics; the use and management of information; decision tools and concepts; and quality research. Students will learn how to apply business research to understand statistical significance in the business world, and how to apply that knowledge to create successful business plans and strategies.
Prerequisite: BUS226

SOC309  3 Credit Hours
World Political Economies
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: ECO201
Ana Novas  
Instructor of Intensive English and TOEFL® Preparation  
MA in Spanish, University of Colorado  
BA in Sociology, University of Madrid

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

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

Carl Hamm  
Instructor of Business  
MA in Business Communication, Jones International University  
BA in History and Economics, University of Maryland  
Associates Degree, Thomas Edison State College

Clay Bandy  
Instructor 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  
Instructor 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  
Instructor of Intensive English and TOEFL® Preparation  
MA in Special Education, University of Colorado at Denver  
BA in Elementary and Special Education, Loretta Heights College

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

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

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

Elizabeth Ottaviani  
Instructor of Intensive English and TOEFL® Preparation  
BA in English, University of Illinois  
TESOL, TESL, TEFT Certification of Secondary Education

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

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

Irina Gellan  
Instructor of Business  
MA in Accounting, MSU  
MA in History, Veronezh University  
Associates Degree in Accounting, National American University

Jason Derryberry  
Instructor of Business  
MA in Environmental Education, Goshen College  
BA in English, Spring Arbor University

Jennifer Michelle Reed  
Instructor of Intensive English and TOEFL® Preparation  
MA in Teaching English as a Foreign Language and Intercultural Studies, Columbia International University  
BA in Communications and Biblical Studies, Columbia University

John Glinsman  
Instructor of Intensive English and TOEFL® Preparation  
MA in Theological Studies, Regent College  
BA in Classics, Colorado College

John Linton  
Instructor of Business  
MBA, Johns Hopkins University  
BS in Business Administration, University of Colorado at Boulder

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

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

Joseph Tamayo  
Instructor of Intensive English and TOEFL® Preparation  
BA in Psychology, University of Northern Colorado  
Cambridge CELTA Certification

Juan Dempere  
Instructor of Business  
PhD in Finance, Florida Atlantic University  
MBA, Schiller International University  
BA in Business Administration, Business Universidad de Oriente

Kathy Peterson  
Instructor of Business  
BSW, University of Wyoming

Kebede Gellan  
Instructor 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  
Instructor of Intensive English and TOEFL® Preparation  
MA in Educational Technology, University of Northern Colorado  
BA in Linguistics and Languages, Autonomous University
Kristen Phelps  
Instructor of Business  
MA in Modern and Contemporary Art History, University of Nottingham  
BA in Interdisciplinary Studies, Miami University

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

Martin Sabo  
Instructor 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

Mary Vause  
Instructor of Intensive English and TOEFL® Preparation  
MA in Linguistic and Teaching English to Speakers of Other Languages, Newcastle University  
BA in English, California Polytechnic State University

Matthew Morley  
Instructor of Intensive English and TOEFL® Preparation  
MA in Applied Linguistics, University of South Florida  
BA in Anthropology, University of South Florida

Michael Burke  
Instructor of Intensive English and TOEFL® Preparation  
MA in Linguistically Diverse Education for Adults, UCD  
BA in Sociology, University of Colorado  
TESOL Certification, UCD  
TESOL, TEFL Certification, Institute of Seville Spain

Misty Rose  
Instructor of Intensive English and TOEFL® Preparation  
MA in Teaching English as a Second Language, Grand Canyon University  
BA in English and Early Childhood Education, MSU

Reuben Waterman  
Instructor of Business  
JD, Wayne State University Law School  
BA in English, Yale University

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

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

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

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

Stephen Owusu  
Instructor of Business  
MBA, New Mexico Highlands University  
Bachelor of Education in Accounting, University of Cape Coast

Theresa Suslov  
Instructor of Intensive English and TOEFL® Preparation  
MA in Teach English to Speakers of Other Languages (TESOL), NYU  
BS in Business Administration, Southern Connecticut State University

Therese Frazier  
Instructor 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  
Instructor of Intensive English and TOEFL® Preparation  
BS in Civil Engineering, University of Colorado

Thomas Ebele  
Instructor of Intensive English and TOEFL® Preparation  
PhD in Linguistics, Washington State University  
MFA, Tainan National University of the Arts  
MA in Sociology, Tainan National University of the Arts  
BA in Journalism, University of North Dakota

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

True Nguyen  
Instructor of Business  
MBA, Regis University  
JD, Southern Methodist University  
BS, Louisiana St Univesity

Vicki Befort  
Instructor of Business  
Master's in Education in Business Education, Colorado State University  
BA in Marketing, University of Northern Colorado  
Teacher Certification, Colorado State University

Victoria Mullens  
Instructor of Intensive English and TOEFL® Preparation  
MA in Global Issues, University of Denver  
BA in Teaching English and German as Foreign Languages, Sochi State University

Virginia Vassar Aggrey  
Instructor of Intensive English and TOEFL® Preparation  
BA in Arabic, Georgetown University  
Teaching English as a Foreign Language Certification

Weldu Weldeyesus  
Instructor of Intensive English and TOEFL® Preparation  
PhD in Linguistics, University of Colorado Boulder  
MPhil in General Linguistics, Norwegian University of Science and Technology  
MA in Teaching English as a Foreign Language (TEFL), Addis Ababa University  
BA in Foreign Language and Literature, Addis Ababa University

William Eager  
Instructor of Intensive English and TOEFL® Preparation  
MS in Telecommunications and Video Production, Syracuse University  
BFA in Film, University of Bridgeport  
TEFL Certification in Spanish Language Training
## 2016 Academic Calendar

### Fall Semester 2015
**August 31, 2015 - December 16, 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>August 27-28, 2015</td>
</tr>
<tr>
<td>First Day of Classes ESL &amp; Degree</td>
<td>August 31, 2015</td>
</tr>
<tr>
<td>Last Day to Add/Drop ESL &amp; Degree</td>
<td>September 4, 2015</td>
</tr>
<tr>
<td>School Closed - Labor Day</td>
<td>September 7, 2015</td>
</tr>
<tr>
<td>&quot;W&quot; Deadline ESL</td>
<td>September 25, 2015</td>
</tr>
<tr>
<td>Midterms Degree</td>
<td>October 12 - October 16, 2015</td>
</tr>
<tr>
<td>&quot;W&quot; Deadline Degree</td>
<td>October 16, 2015</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>October 22, 2015</td>
</tr>
<tr>
<td>New Student Orientation ESL</td>
<td>October 26, 2015</td>
</tr>
<tr>
<td>Last Day to Add/Drop ESL</td>
<td>October 30, 2015</td>
</tr>
<tr>
<td>No Classes - Fall Break</td>
<td>November 25-27, 2015</td>
</tr>
<tr>
<td>CHU Closed - Thanksgiving</td>
<td>November 26-27, 2015</td>
</tr>
<tr>
<td>Last Day of Classes Degree</td>
<td>December 16, 2015</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>December 18, 2015</td>
</tr>
<tr>
<td>No Classes - Winter Break</td>
<td>December 21, 2015 - January 8, 2016</td>
</tr>
<tr>
<td>CHU Closed - Winter Break</td>
<td>December 24, 2015 - January 1, 2016</td>
</tr>
</tbody>
</table>

### Spring Semester 2016
**January 11, 2015 - May 2, 2016**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>January 7-8, 2016</td>
</tr>
<tr>
<td>First Day of Classes (Degree &amp; English courses)</td>
<td>January 11, 2016</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>January 15, 2016</td>
</tr>
<tr>
<td>School Closed - MLK Day</td>
<td>January 18, 2016</td>
</tr>
<tr>
<td>Midterms</td>
<td>February 22-26, 2016</td>
</tr>
<tr>
<td>&quot;W&quot; Deadline</td>
<td>February 26, 2016</td>
</tr>
<tr>
<td>Last day of Classes ESL 8 Week Session*</td>
<td>March 4, 2016</td>
</tr>
<tr>
<td>First Day of Classes (English courses)</td>
<td>March 7, 2016</td>
</tr>
<tr>
<td>No Degree Classes-Spring Break</td>
<td>March 14-18, 2016</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>April 28, 2016 (English)</td>
</tr>
</tbody>
</table>

### Summer Semester 2016
**May 9, 2016 - August 22, 2016**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>May 5-6, 2016</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>May 9, 2016</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>School Closed - Memorial Day</td>
<td>May 30, 2016</td>
</tr>
<tr>
<td>Midterms</td>
<td>June 20-24, 2016</td>
</tr>
<tr>
<td>&quot;W&quot; Deadline</td>
<td>June 24, 2016</td>
</tr>
<tr>
<td>School Closed - Independence Day</td>
<td>July 4, 2016</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>August 22, 2016</td>
</tr>
<tr>
<td>No Classes</td>
<td>August 23-26, 2016</td>
</tr>
</tbody>
</table>

*No IETP Program starts available. Only TIETP and Degree programs available for new starts.*