



**CALIFORNIA UNIVERSITY**

**SCHOOL OF BUSINESS LAW  
AND TECHNOLOGY**

**2021-2022**

**Academic Catalog**



**CALIFORNIA UNIVERSITY**  
**SCHOOL OF BUSINESS LAW  
AND TECHNOLOGY**

**2022**

**Academic Catalog**

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Business Law and Technology  
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## Table of Contents

CALIFORNIA UNIVERSITY, SCHOOL OF BUSINESS LAW AND TECHNOLOGY (CUSBLT) .....	4
MISSION STATEMENT .....	4
INSTITUTIONAL LEARNING OUTCOMES .....	4
DIVERSITY AND NON-DISCRIMINATION POLICY .....	5
AUTHORIZATION DISCLOSURE STATEMENTS .....	5
NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS .....	7
NOTICE REGARDING TRANSFERABILITY OF CREDITS .....	7
CREDIT TRANSFER RULES OF THE STATE OF CALIFORNIA .....	8
CHALLENGE EXAMS .....	8
ABILITY-TO-BENEFIT (ATB) STUDENTS .....	8
APPLICANTS WITH DEGREES OR CREDENTIALS FROM NON-ENGLISH SPEAKING COUNTRIES .....	8
PROGRAM ADMISSION REQUIREMENTS & PROCESS .....	9
INTERNATIONAL APPLICANTS .....	10
GRADING AND EVALUATION POLICIES .....	10
ATTENDANCE .....	15
COURSE DROPS AND WITHDRAWALS .....	16
STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) .....	19
LEAVE OF ABSENCE POLICY .....	20
STUDENT GRIEVANCE PROCEDURE .....	21
ACADEMIC DISHONESTY .....	21
STUDENT SERVICES .....	23
TAX DEDUCTIONS FOR EDUCATIONAL EXPENSES .....	24
LICENSING AND CREDENTIALING .....	24
STUDENT RECORDS RETENTION POLICY .....	25
ACADEMIC TRANSCRIPTS .....	25
SEXUAL HARASSMENT POLICY .....	25
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	30
INFORMATION TECHNOLOGY POLICY .....	31
NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY .....	31
PROGRAM DELIVERY .....	32
ACADEMIC CALENDAR FOR 2021-2022 .....	33
THE STUDY PROCESS AND STUDENT RESPONSIBILITIES .....	34
LIBRARY RESOURCES & SERVICES .....	38
COMPUTING & NETWORKING RESOURCES .....	38
COURSE FORUM ACCESS .....	38
STUDENT CONTACT INFORMATION .....	39
OFFICIAL COMMUNICATIONS FROM CUSBLT .....	39
STUDENT-REQUIRED COMPUTER RESOURCES TO ACCESS LMS .....	39
TECHNICAL SUPPORT FOR Moodle .....	40
FACILITIES & EQUIPMENT .....	40
BUSINESS HOURS .....	41
STUDENT LOGIN USERNAME AND PASSWORD .....	41
DESCRIPTION OF EACH EDUCATIONAL PROGRAM .....	42
TUITION, FEES, AND OTHER CHARGES .....	54
ADMINISTRATION .....	57
GOVERNING BOARD .....	59
FACULTY .....	60

# **CALIFORNIA UNIVERSITY, SCHOOL OF BUSINESS LAW AND TECHNOLOGY (CUSBLT)**

CUSBLT was formed to provide high quality and affordable business management programs at the Master degree levels and arm students with the necessary skills and knowledge to succeed in their professional careers. The Institute's U.S. branch and campus is located at 2010 Crow Canyon Place in San Ramon, California.

## **MISSION STATEMENT**

To revolutionize the education experience by providing specialized degrees, executive education and courses focusing on innovation, practical application and high-impact knowledge. To embrace new knowledge and nurture students with the ability to cope with complex challenges of our modern world.

## **INSTITUTIONAL LEARNING OUTCOMES**

Students completing their degree program at CUSBLT will demonstrate Institutional Learning Outcomes incorporating the breadth and depth of learning experiences and acquired competencies applicable to successful students in their Master degree programs. The CUSBLT Institutional Learning Outcomes are the attainment of learning experiences of educated professionals in the areas of core competencies which are adopted by the institution.

- a.) CUSBLT students will be able to demonstrate evidence of high competence levels of verbal, non-verbal, and written communication of ideas, perspectives and values in the workplace as well as academic and social settings.
- b.) CUSBLT students will be able to think critically, analyze and resolve problems through gathering information, reasoning, evaluating alternatives, and reaching creative and appropriate solutions.
- c.) CUSBLT students will be able to demonstrate professional and ethical behavior with recognition of the diverse and multicultural communities in which we live.
- d.) CUSBLT students will be able to demonstrate leadership skills appropriate to the work, personal and professional environments.
- e.) CUSBLT students will be able to demonstrate evidence of technology and information literacy to make evidence-based decisions as it relates to the fields of business and management.
- f.) CUSBLT students will be able to use mathematical concepts and models (such as formulas, graphs, and tables) to solve real live business problems.

## DIVERSITY AND NON-DISCRIMINATION POLICY

CUSBLT is strongly committed to achieve the academic success and the general development of a diverse and international student body. CUSBLT works to promote a learning environment promoting inclusiveness, where we value awareness and understanding of each other's differences and similarities, and aim to treat all with dignity and respect. Multiculturalism reflects our commitment to advance CUSBLT's mission to be an inclusive community by making its academic programs, educational services, and employment opportunities available to all qualified persons.

## AUTHORIZATION DISCLOSURE STATEMENTS

- CUSBLT College is a corporation established and is doing business in the State of California under the name "CUSBLT" and has applied for a license to operate from the California Bureau for Private Postsecondary Education.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the California Bureau for Private Postsecondary Education:

Mailing Address:

1717 North Market Blvd., Suite 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

Website address:

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s :

(888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or fax (916) 263-1897

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- CUSBLT is a for-profit organization established and doing business in the State of California as "CUSBLT."
- CUSBLT does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.

Sec. 1101 et seq.).

- CUSBLT students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English only. CUSBLT does not offer English as a Second Language.
- CUSBLT is an online and in-class institution. Online and in class meetings, attendance requirements, and scheduling will be made available to students upon enrollment and completion of the matriculation process.
- CUSBLT is a private institution that has applied to be approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval (if granted) means that CUSBLT is compliant with State standards as set forth in the CEC and 5, CCR. CUSBLT does not imply that BPPE endorses its programs, or that BPPE approval means CUSBLT exceeds minimum state standards.
- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) participates in Student and Exchange Visitor Program (SEVP) and is not authorized to issue an I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- CUSBLT does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- CUSBLT has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- CUSBLT does not offer state or federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the amount not paid from federal student financial aid program funds.
- CUSBLT does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- CUSBLT or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education (USDE).
- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- Licensure is not required to obtain a position after graduation from CUSBLT's programs.

- Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.
- CUSBLT's Academic Catalog is reviewed on an annual basis by a committee of advisory council members, administrative staff, and faculty. In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, the Board of Directors appoints the Chief Academic Officer to be responsible for monitoring new policies and procedures. Addendums, if required, will be published on an annual basis. An archive of academic catalogs and addendums are available on CUSBLT's website. Students can also request an electronic copy by emailing the Chief Academic Officer.

## **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is in the process of obtaining full institutional approval by the California Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
  - Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval\*), and full accreditation by (date five years from date of provisional approval\*).
- If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
  - Provide a teach-out to finish the educational program or provide a refund.
- An institution that fails to comply with accreditation requirements by the required dates, shall have its approval to offer degree programs automatically suspended.

## **NOTICE REGARDING TRANSFERABILITY OF CREDITS**

The transferability of credits you earn at CUSBLT depends completely on the institution to which you may seek to transfer. Acceptance of the degree you earn in the MCS and MBA programs also depends completely on the institution to which you may seek to transfer. If the credits earned at CUSBLT are not accepted at the institution to which you seek to transfer, you might be required to repeat some or all of your courses at that institution. For this reason, you should make certain that your attendance at CUSBLT will match your educational goals. This may include getting in contact with the institution to which you may seek to transfer after attending CUSBLT to ensure that your credits will transfer.

CUSBLT has not entered into an articulation or transfer agreement with any other college or university.

CUSBLT will accept a maximum of 20% of semester units/credit hours or the equivalent in other units received from another institution may be transferred for credit toward the MBA/MCS degree. The units earned at institutions must be approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning where the units were earned offers the same degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

## **CREDIT TRANSFER RULES OF THE STATE OF CALIFORNIA**

A maximum of 20% of semester units/credit hours or the equivalent in other units awarded by another institution may be transferred for credit toward the MBA/MCS degree.

## **CHALLENGE EXAMS**

CUSBLT provides challenge examinations for students, previously passing higher level courses. Competency in each subject matter will be determined by the challenge exam and review of transcript by a qualified academic official.

## **ABILITY-TO-BENEFIT (ATB) STUDENTS**

CUSBLT does not accept credits earned by Ability-to-Benefit students.

## **APPLICANTS WITH DEGREES OR CREDENTIALS FROM NON-ENGLISH SPEAKING COUNTRIES**

If an applicant has a degree or educational credentials from a non-English-speaking country, the applicant must send her original transcript (or a notarized copy of the original transcript) to the CUSBLT Admissions Office for evaluation. Transcripts for comparable high school degree equivalent or college/university-level courses that are in a language other than English must be sent to CUSBLT together with an official translation.

Any document sent by an applicant in support of her application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Three credible providers of credential evaluations are World Education Services (WES [www.wes.org](http://www.wes.org)); International Education Research Foundation (IERF [www.ietf.org](http://www.ietf.org)); and American Association of Collegiate Registrars and Admission Officers (AACRAO [www.aacrao.org](http://www.aacrao.org)), but the University may also accept evaluations from other credible sources.



## **PROGRAM ADMISSION REQUIREMENTS & PROCESS**

CUSBLT offers two degree programs:

- *Master of Business Administration (MBA)*
- *Master of Computer Science (MCS)*

### **APPLYING FOR THE MASTER OF COMPUTER SCIENCE (MCS) OR THE MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM**

Applicants interested in applying for admission to the Master of Computer Science (MCS) or the Master of Business Administration (MBA) program must follow this four-step process:

#### **STEP 1: REQUIRED MATERIALS FROM APPLICANT**

- Complete the CUSBLT Application for Admission
- Provide an official (original) transcript of their bachelor's degree in any field of study
- (For international applicants): Provide Proof of English language proficiency
- Provide payment of the \$100 application fee

#### **STEP 2: INTERVIEW WITH CUSBLT ADMISSIONS**

Once all the required documents have been received by CUSBLT's admission department, she will be contacted via email to arrange an admissions interview. This interview will be conducted via telephone, video, or in-person, depending on the applicant's location.

#### **STEP 3: DECISION ON APPLICANT ADMISSION**

The CUSBLT Director of Admissions will email the applicant with the decision whether they are accepted or not accepted to a CUSBLT program. If an offer of admission is made, the Director of Admissions will then schedule a meeting for the applicant to carefully review and complete the Enrollment Agreement with the Director of Admissions and ask any questions that she may have.

#### **STEP 4: SIGNING OF ENROLLMENT AGREEMENT**

Once the applicant signs the CUSBLT Enrollment Agreement and makes the payment of the first enrollment period (semester of study), the applicant becomes an official student of CUSBLT.

## INTERNATIONAL APPLICANTS

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.
2. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
  - ESL Language Use: Score of 85
  - ESL Listening: Score of 80
  - ESL Reading: Score of 85
  - ESL Sentence Meaning: Score of 90
  - ESL Writeplacer: Score of 4
  - Comprehensive Score for all exams of 350
3. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
4. A transcript indicating completion of at least 30 semester credit hours with an average grade of “B” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign
5. A passing score of 70 on the Duolingo English Test: Passing the Duolingo English Test fully qualifies the applicant for CUSBLT programs. The test costs \$49, and can be completed online and/or at home for the convenience of test-takers.
6. A letter from the college or university issuing the bachelor’s degree indicating that the language of study of the program was the English Language

*Note: CUSBLT does not provide English language services, including instruction such as ESL.*

## GRADING AND EVALUATION POLICIES

CUSBLT awards letter grades in recognition of academic performance in each course. Grades are based upon formative and summative assessments as described in the study process below. The course instructor’s academic judgment as to whether the student has demonstrated a specified level of performance based on objective and subjective evaluations is the main and final reference for evaluation of the student’s work. Students are graded according to their individual performance in the course, even if some of the course work is done in groups.

### **a.) Grading Criteria**

All of the grading criteria listed are subject to the specific course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and peer assessments
- Sufficient participation in the discussion forums (according to the requirements laid out in the course syllabus) and the quality of the postings
- Performance on quizzes, exams and course projects

Each course is based on a total of 100 maximum points.

### **b.) Late Work Policy**

Students must be sure to always meet the deadlines. There will be no makeup assignments or quizzes, or late work accepted unless there is a serious or compelling reason and contingent on the instructors' approval.

### **c.) Timely Feedback**

Instructors will always let students know when they will receive feedback about their assignments. Instructors will do this by posting a note on the CUSBLT learning portal.

The "standard" time for providing feedback for course activities is 5 business days, instructors should be sure to be explicit and reaffirm this with students. Posting a note about the expected feedback schedule is also a good opportunity to change this time-frame if the schedule requires such an adjustment.

Instructors will tell students the "how" of the process by which feedback is provided. (i.e., will the instructor be sending back a copy of their assignment or paper with embedded comments? Or will the instructor be providing more of a holistic grade and comment in an email?)

### **d.) Letter Grade Assignment**

CUSBLT awards letter grades in recognition of academic achievements in each course. Grades are based upon formative and summative assessments as described in the study process below and the course instructor's academic judgment if the student has demonstrated a specified level of performance based on objective and subjective evaluations. Students are graded according to their individual activities in the course.

## Letter Grade Percentage Performance

GRADE (FOR ROS- TER)	GRADE POINTS PER UNIT	RECOMMENDED PERCENTAGE BREAKDOWN	DESCRIPTION
A+ A A-	4.0 4.0 3.7	95–100% 91.01–94.99% 87.01–91%	Excellent: The grade of "A+", when awarded at the instructor's discretion, represents extraordinary achievement, but does not receive grade point credit beyond that received for the grade of A.
B+ B B-	3.3 3.0 2.7	84.01–87% 80.01–84% 77.01–80%	Good
C+ C C-	2.3 2.0 1.7	73.01–77% 69.01–73% 65–69%	Fair: Each course in a certificate program must be completed with a grade of C or better, although some programs have higher requirements.
D+ D	1.3 1.0	60–64.99%	Barely passed
D- or F	0.0	< 63%	Failed
I			Work incomplete, due to circumstances beyond the student's control, but of passing quality. Work must be completed within 30 days from the last date the course ends. If the student does not submit the required work to the instructor within 30 days after the course ends, the grade of incomplete converts to failure (F).
W			Withdrawal: Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal.

- Incomplete: Work in complete, due to circumstances beyond the student's control, but of passing quality. If the work is not completed within four weeks following the completion of the term, the grade of incomplete converts to failure (F).
- CUSBLT considers a grade of C for the MBA program. A grade of D- or F indicates a failing grade for a course.
- If the student receives a grade of D- or F for any course, this failed course must be repeated in order for the student to graduate.
- Only the grade of the repeated course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses

grades will appear on the student's official transcript.

- A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

- An MBA student whose cumulative grade point average drops below 3.0 after a module will be placed on academic probation for the following module. If the student does not raise her cumulative grade point average to a 3.0 or higher after the next module, she will be subject to academic dismissal.

- An Incomplete grade (I) may be awarded upon the recommendation of the instructor when the student has completed 80% of the coursework but cannot finish the remainder due to illness or some other serious reason. The student must complete the work and the instructor has to submit a change of grade to the Chief Academic Officer within four weeks of the following semester. Failure in doing this will result in a grade of "F" for the course.

- Withdrawal (W): Withdrawal from a course after the add/drop period will appear on the student's official transcript and is included in attempted credits when monitoring satisfactory academic progress, but not included in the calculation of the grade point average (GPA).

#### **e.) Grade Point Average (GPA)**

- All course credits in which a letter grade is received will be used to calculate the student's Grade Point Average (GPA).

- The grade-point average (GPA) is determined by dividing the number of grade points achieved by the number of units attempted. The total grade points achieved for a course equals the number of grade points assigned multiplied by the number of course units.

#### **f.) Standards of Academic Achievement**

A student must earn the minimum standards of academic achievement and successful course completion while being enrolled at CUSBLT. The student's progress will be evaluated at different time intervals to determine satisfactory academic progress (SAP). CUSBLT forbids students to remain enrolled who are not meeting the standards of satisfactory progress.

#### **g.) Maximum Degree Program Duration**

CUSBLT understands that many students are working adults attending the institution part time. Thus, most students' academic programs will exceed the normal duration for full-time students. However, CUSBLT encourages students to complete their studies as fast as possible.

The maximum time to complete any degree program is one and a half times (150%) the program length, unless exceptional circumstances such as illness exist. The normal length of each academic program is indicated in the curriculum description for the academic programs in this catalog.

## **h.) Grade Reports**

At the end of each semester of study, the student receives a communication that provides detail on grades achieved. Refer to the Academic Calendar for date of final exams and posting of grades.

## **i.) Grade Appeal Procedure**

1. CUSBLT permits students to appeal their final letter grade of any course, if they feel it is unfair or unjustified. As the initial step in the Grade Appeal Procedure, the student must seek a discussion with her course instructor. This must be done within a week of the grade posting. This discussion is intended to provide the instructor an opportunity to explain the reason for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the instructor resolves the appeal.

2. If the Instructor accepts the appeal, he or she must inform the Chief Academic Officer (CAO) and then send the CAO the corrected grade for rectification of the student's academic results. If the discussion between the student and the instructor did not resolve the issue within 3 weeks of the grade posting and if the student still believes that an unfair grade was awarded, the student must request a Grade Appeal Form from her instructor. The completed Grade Appeal Form with the instructor comments on the request must be submitted by the student to Chief Academic Officer no later than a month after the grade posting or it will not be accepted and the grade will stay as originally recorded.

3. Grade appeals will be investigated by an Academic Affairs Committee, which may come to the decision that the given grade should stand, or that the grade received is unfair or unjust, in this case the Committee will determine the appropriate mechanism for awarding the final grade. Students submitting a Grade Appeal Form will be informed in writing of the Committee's decision on their appeal in a timely fashion. Decisions reached by the Committee are final and binding. A documentation of the final decision and all related materials will become part of the student's official academic record.

Students appealing a grade should note the following:

- For a change in grade to be recommended, a student must prove that the grade originally given was unjust or unfair.
- The Chief Academic Officer looking into the appeal will not place his or her judgment over the Instructor except in clear and solid cases. The burden of proof in challenging a grade is the responsibility of the student.

## j.) Satisfactory Academic Progress

1. Students' academic progress will be evaluated at the end of every term, starting in the third term of their studies. For each evaluation point, a minimum standard of satisfactory academic progress ("the Academic Standards") is defined in each of the following three parameters:

- Cumulative Grade Point Average (CGPA)
- Credits earned
- Completion rate (i.e. credits earned divided by credits attempted)

2. Students must meet or exceed the Academic Standards in all of the three parameters listed above in order to stay enrolled as a regular student. A student will be put on Academic Warning at the first evaluation point in which he or she doesn't meet or exceed the Academic Standards.

3. A student that is under Academic Warning and in the consecutive evaluation point she meets or exceeds the Academic Standards will be returned to a status of regular student. If the student under Academic Warning doesn't meet or exceed the Standards in the consecutive evaluation point, she will be put on Academic Probation.

4. A student that is under Academic Probation and in the consecutive evaluation point she meets or exceeds the Academic Standards will be returned to a status of regular student. If the student under Academic Probation doesn't meet or exceed the Academic Standards in the consecutive evaluation point, she will be dismissed from the institution.

5. If at any evaluation point it can be determined by CUSBLT that it is mathematically not possible for a student to meet the Academic Standards, he or she will be dismissed from the institution.

6. CUSBLT reserves the right to place a student on Academic Warning or on Academic Probation and the right to remove a student from Academic Warning or on Academic Probation based on her academic development, notwithstanding the Academic Standards. Student Services will send emails to students notifying them that they failed to meet the Academic Standards within 30 days of every evaluation point.

7. Students on academic or disciplinary probation will not be allowed to graduate.

## ATTENDANCE

Successful course completion in a CUSBLT course depends on routinely following the instruction and guidelines provided in the course syllabus. The student's responsibility is to check and become familiar with the course syllabus and requirements at the beginning of each course

Attendance for Online Classes: Attendance is measured and recorded by posting responses to weekly discussion questions, log on time, participation in the peer assessment process, timely submission of assignments, and to take periodic quizzes.

Students attending online classes will be considered in attendance when they adhere to the online attendance rules.

**Students Attending Online Classes:** Students registered in online courses must attend at least 25% of the total duration of each course in class meetings to be listed in the CUSBLT schedule of classes. Students who do not fulfill these requirements will receive a grade of "F" in the course.

Regular and punctual class attendance is an important form of student participation, facilitating clear delivery of course material, discussion of key ideas, and development of cooperative relationships between students and faculty that results in immediate academic results and longer-term success in personal and career development.

At CUSBLT, class attendance requirements are established within the individual academic courses. To earn academic credit in a particular course, a student must be officially enrolled in that course within the first 14 days of the semester and must attend at least 75% of all class sessions for that course. Students who do not fulfill these requirements will receive a grade of "F" in the course.

Any CUSBLT-related activity necessitating an absence from class counts as an absence when determining if the student has attended the required number of class sessions. However, if prior arrangements are made, the student may be allowed to complete his/her assignments or exams missed, or the faculty member may provide appropriate substitutes. Likewise, students are usually allowed to make up class work and/or tests missed due to serious illness, accident, or death in the family. In these cases, the instructor should be informed in a timely manner.

Faculty members are responsible for:

- Informing the students about the attendance requirements in the course syllabus, and
- Notifying the students either through posted attendance records (such as on the university's LMS) or direct correspondence before the limit for grade action is reached.

Faculty members have the authority to establish alternative class-specific attendance expectations and requirements for punctual arrival in class as long as the policy is stated in the course syllabus.

Students have to attend all scheduled class meetings and are financially responsible for all classes on their schedule at the end of the Add/Drop period.

## **COURSE DROPS AND WITHDRAWALS**

Each program is made up of a number of different courses. Students are responsible for managing their time at CUSBLT and balancing their studies with their non-CUSBLT commitments. There is, however, some flexibility to enable students to manage their workload. There may be circumstances and occasions when it is necessary for students to change their University activities by dropping a course or withdrawing from a course. Should students need to do so, they must follow the correct procedures and



should understand the implications that are explained in this section.

### **a.) Course Drop**

A student may drop a course during the first 7 days of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA). Note: Please refer to the Academic Calendar in order to be sure of the last date for a course drop.

A course drop applies to one course at a time and does not assume withdrawal from the University. Students are responsible for requesting a course drop by sending an e-mail to the Chief Academic Officer. The request must indicate:

- Student's full name (first and last)
- Student ID
- Course name and number

### **b.) Course Withdrawal**

Course withdrawal refers to students formally withdrawing from the course roster after the add/drop period has passed. A withdrawal relates to only one course at a time and does not assume withdrawal from the University. A course withdrawal is different from a course drop in that the course will appear on the student's official transcript and will be included in attempted credits when academic progress is monitored. Students should note the following:

Course withdrawal requests must be sent by e-mail to the CAO and must include:

- Student's full name (first and last)
- Student ID
- Course name and number

The following consequences apply to a student who withdraws from a course:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempted credits when monitoring academic progress

### **c.) Administrative Withdrawal**

Students who have not participated in a course, or who may have had minimal participation but show no credit for any graded assessments, and have not requested a course drop or course withdrawal will be subject to Administrative Withdrawal. The following consequences apply to a student who is administratively withdrawn from a course:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempt-

ed credits when monitoring academic progress

#### **d.) Withdrawal from CUSBLT and Institutional Refund Calculation**

A student may withdraw from CUSBLT at any time for any reason. Students who wish to withdraw from CUSBLT must send an email indicating their name and Student ID to the Chief Academic Officer requesting to withdraw. Students submitting a request to withdraw are also asked to state their reason for withdrawing from CUSBLT in the email to the CAO.

Students who have withdrawn but wish to return to study in the future will be required to re-apply for admission and to pay the current Application Processing Fee.

A withdrawal is considered to have occurred on the earlier of (a) the date the student officially notifies the campus of his or her intent to withdraw, or (b) the point at which the student fails to meet the published academic policies outlined in the Academic Catalog ("Date of Determination").

Notice of withdrawal may be given by mail, hand delivery, fax or email. The notice of withdrawal, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

For CUSBLT online and campus-based students, notice of cancellation should be given by email. The written notice of withdrawal need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement.

CUSBLT reserves the right to withdraw a student if, at any time, the student fails to meet the policies as outlined in the Academic Catalog.

#### **e.) Determination of Refund**

Upon a student's withdrawal, CUSBLT will perform a calculation to determine unearned tuition and return of corresponding funds. Students can obtain a full refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later. Any student may withdraw from the school at any time, after classes start, and receive a pro rata refund calculated based on the remaining scheduled days in the current payment period in the program, based on the last day of attendance.

The refund granted will have a further deduction for a registration or administration fee, not to exceed \$200.00, and the final refund amount will be paid or credited to the student within 45 days of withdrawal. For the purpose of determining the final amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount for refund equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the remaining number of days scheduled to attend, prior to withdrawal.

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste.225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste.225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there

was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## LEAVE OF ABSENCE POLICY

CUSBLT may grant, on a limited basis, a leave of absence to students, when the student is experiencing extenuating circumstances that prevent attendance and/or challenge academic success. These circumstances may include: medical emergencies, family emergencies and other exceptional personal circumstances. CUSBLT reserves the right to request supporting documentation from relevant authorities.

A request for a leave of absence must be made in writing, and must be e-mailed to the Chief Academic Officer including:

- Student's full name (First and last name)
- Student ID
- Program name and registered courses
- Reason for the request
- Date of requested leave and the date of return

A leave of absence may only be from the first day of the following term, students cannot return from a leave of absence in the middle of a term. A leave of absence cannot exceed 180 days within a twelve-month period, beginning on the first day of the student's initial leave of absence. Students who fail to return to class by the end of their

leave of absence will be withdrawn from CUSBLT. Students granted a leave of absence when on academic probation will return to their studies with the same status.

The time granted for a student's leave of absence will not count against the total time allowed for the program completion. The Chief Academic Officer will decide whether or not to grant the student's request for a leave of absence after investigating the request, the supporting documents and the student's academic history. CUSBLT's decision to grant or refuse a request for a leave of absence will be final and binding.

## **STUDENT GRIEVANCE PROCEDURE**

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the director of that department. The director of that department will then rule upon the grievance. If the student is not satisfied, a written appeal may be filed with the Chief Academic Officer. The CAO is responsible for maintaining the complaint records and informing the student of the resolution.

Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education:

Mailing Address:

1717 N. Market Blvd., Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website address:

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s :

(888) 370-7589 or by fax (916) 263-1897.

(916) 574-8900 or fax (916) 263-1897

## **ACADEMIC DISHONESTY**

The primary objective of CUSBLT is to provide quality education to our students. CUSBLT is committed to the free pursuit and dissemination of knowledge. Faculty members are encouraged to explore, discuss, and create thoughtful teaching and learning experiences that examine differing perspectives. As professionals, they should be honest, responsible, and respectful of others and their opinions. Faculty are expected to support the University's objectives and to differentiate between their own viewpoints and those of others, including professionally accepted views in a discipline.

Faculty should present data and information fairly and objectively. True learning can take place only when students do their own work honestly without copying from other students or other sources. CUSBLT enforces the highest standards of academic

integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce and society. It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the appropriate academic official.

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.

2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.

3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected.

4. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constitute academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructor will file an incident report with the Chief Academic Officer. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.

5. The CAO shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.

6. Students may appeal any actions taken on charges of academic dishonesty to the Academic Appeals Board.

7. The Academic Appeals Board shall consist of 2-3 faculty members and at least one student.

8. Individuals may not participate as members of the Academic Appeals Board if they are participants in an appeal.

9. The decision of the Academic Appeals Board will be forwarded to the CUSBLT President whose decision is final.

## STUDENT SERVICES

### **a.) Student Identification Card (ID)**

Every student will be provided with electronic identification (ID card) that will be required to access course material. Students without electronic credentials will not be permitted to access any of CUSBLT's resources.

### **b.) For on-campus students**

Every student will be provided with an ID card that is supposed to be worn at all times while on campus. Students without ID cards will not be permitted to access any of CUSBLT's facilities or resources.

### **c.) Learning Resources**

Learning Resources provided through CUSBLT's Library and Information Resources Network (<https://www.lirn.net/>) enable its students and faculty to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Instructor/student communications, teachers and students can use CUSBLT's Library and Information Resources Network by visiting the following link (<https://www.lirn.net/>) and log in using their unique ID and Password.

### **d.) Counseling**

Students at CUSBLT are given the opportunity to gain skills in academics, career planning and job placement. Academic counseling is available as needed through the department head. In some cases, the student may be referred to the Department of Student Services. These services are provided on a continuing basis, at no additional charge. Personal Counseling and mentoring such as trauma, personal, sexual harassment fall in the purview of the Director of Student Services.

### **e.) Student Interaction and Study Groups**

Group study will be incorporated when feasible. Students coming together, sharing ideas, and preparing is a delightful part of the college environment be it direct or virtual. Group study is a helpful way to re-enforce the personal first time study and expand the range of learning. Interaction will be the essence of the instructor's facilitative tasks.

## **f.) Services Not Provided by CUSBLT**

CUSBLT does not have any dormitory facilities and does not provide any student housing, and does not assist the student in locating housing. There are many types of available apartments located in the greater San Ramon, California region for rent. According to rentcafe.com, the average rent for an apartment in San Ramon, California is \$2,454. The average rent for a studio apartment is \$2,064 a month while a one-bedroom apartment rents for an average of \$2,194 a month.

CUSBLT neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

## **h.) Graduate Placement**

CUSBLT does not guarantee employment to any student upon graduation. CUSBLT provides all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques.

Placement assistance is available to all graduates of the institution. Additionally, CUSBLT is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Our Student Services will assist students with their job search. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

## **TAX DEDUCTIONS FOR EDUCATIONAL EXPENSES**

Students may be able to deduct qualified education expenses paid during the year. U.S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses such as books, registration fees, and expenses needed to maintain or improve student's skills in current professions, or to meet job requirements of an employer or minimum professional requirements to retain student's job status, employment, or rate of pay. Students are encouraged to check their status with an enrolled tax agent or the toll-free number listed for the I.R.S. Treasury Office in the student's tax area.

## **LICENSING AND CREDENTIALING**

CUSBLT's degree programs and coursework do not meet any particular local, state or national licensing or credentialing requirements. It is the responsibility of the future students interested in obtaining licensure or a credential to check with the state agencies, school districts, professional associations and government agencies before enrolling at CUSBLT.



## STUDENT RECORDS RETENTION POLICY

The records for students, including a transcript of academic progress shall be kept in files maintained in locked cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. Student Services will maintain an electronic backup off-site.

*CUSBLT is required to maintain student records for a minimum of 5 years while student transcripts will be maintained indefinitely and made immediately available during normal business hours and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:*

- The names and addresses, both local and home, of each of its students;  
The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

## ACADEMIC TRANSCRIPTS

CUSBLT will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition, students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

## SEXUAL HARASSMENT POLICY

CUSBLT's definition of Sexual Misconduct is to be instances of Sexual Harassment and Sexual Violence. Sexual Harassment is defined in legislation as conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behavior.

CUSBLT understands that Sexual Harassment includes, but is not limited to:

- leering or staring
- obscene sexual communications in any media including social networking

- persistent following or stalking
- persistent unwelcome invitations, telephone calls or emails
- sending of sexually explicit emails or text messages
- sexually suggestive words, gestures or sounds
- unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material use of University computer systems for the retention and distribution of sexually explicit material

unwelcome behavior or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual

- unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.

CUSBLT understands Sexual Violence to be instances of:

- Sexual Assault
- aggravated sexual assault (sexual assault with a weapon)
- attempted rape
- indecent assault
- penetration by objects and forced sexual activity that did not end in penetration
- rape (sexual penetration without consent).
- Sexual Threat is an act of a sexual nature carried out against an individual's will through the use of physical force, intimidation or coercion made face-to-face.

The scope of this policy extends to all members of the CUSBLT community, including but not limited to:

- CUSBLT employees
- CUSBLT students
- individuals not employed by CUSBLT that undertake official duties for CUSBLT

CUSBLT expects that supervisors and managers take appropriate action using the procedures associated with this policy when they become aware of instances of possible sexual misconduct, even without a complaint being lodged.

CUSBLT expects supervisors and managers to address sexual misconduct appropriately and contribute to maintaining a campus culture of inclusivity and respect, and to uphold the rights of employees and students to fair treatment by:

- making sure employees and students are familiar with this policy modelling exemplary behavior in this regard themselves
- ensuring that employees and students are aware of CUSBLT's Code of Ethics and Code of Conduct
- making known names and locations of employees, who are able to provide preliminary advice and assistance
- taking early action when they become aware of instances of possible sexual misconduct, even without a complaint being lodged & following up promptly when a sexual misconduct matter is raised.

Failure to comply with this policy by a member of the CUSBLT community may be considered a breach of the Code of Ethics and Code of Conduct and may result in disciplinary action.

Anyone who has experienced Sexual Misconduct can seek support from a range of people across campus and external to CUSBLT.

An employee or student who wishes CUSBLT to investigate what happened can make a Disclosure and/or a Report the incident(s) to CUSBLT.

Making a Disclosure starts a process of information and support provision, which can include assistance with making a Report, but does not start an investigation.

Making a Report does start an investigation (assuming CUSBLT has the authority to investigate) and can include a referral to the Disclosure Officer(s) for information and support provision as part of the process.

The decision to make a Disclosure and the decision to make a Report are separate decisions. They are both confidential processes but there may be limits to confidentiality, particularly where CUSBLT is required to disclose information to external agencies or investigate.

Disclosures are made to the Disclosure Officer. Appointments can be made by phone or by email.

No information about the sexual misconduct is required in the email; just a statement that the individual wishes to make a Disclosure, their full name, and their student/employee ID.

To the greatest extent possible, CUSBLT will respect an individual's choice to not make a Report and will keep the Disclosure confidential. In exceptional circumstances, where required by law or where there is a risk of significant harm to that individual's health and safety or another individual's health or safety, and at the sole discretion of the Disclosure Officer, CUSBLT may make a report.

Anyone directly subjected to sexual misconduct, including an individual who is not a member of the CUSBLT community, can make a Report against a member of the CUSBLT community. Reports can be made by:

- emailing the Complaint Resolution Unit
- submitting a Report online (through the Complaint Submission Form)
- making an anonymous Report (noting action may be limited)
- making an appointment with the Complaint Resolution Unit to make a report in individual by mail.

An individual who is subjected to Sexual Misconduct and makes a Report is called the Complainant.

An individual can submit a Report to CUSBLT and pursue other processes external to CUSBLT, including reporting to the police.

If CUSBLT commences an investigation and an external process is also being pursued, CUSBLT may continue or suspend its investigation (after consultation with the Com-

plainant).

A Report to CUSBLT does not normally result in a report to the police, although in exceptional circumstances, where required by law or where there is a risk of significant harm to anyone's health or safety, CUSBLT may have to notify third parties, such as the police. If such action is taken, CUSBLT will notify the Complainant and will ensure that appropriate support services are made available to that individual.

CUSBLT Human Resources will be notified of any Report in which an Employee is either the complainant or respondent. Reports involving only employees will be managed by Human Resources, including any investigation or disciplinary process. Reports involving both an employee and a student will be managed by both Human Resources and the Complaint Resolution Unit.

Anonymous Reports or Reports of Sexual Misconduct made by a third party (someone other than the individual who was directly subjected to the Sexual Misconduct) can also be submitted to the Complaint Resolution Unit.

CUSBLT may be unable to proceed with an Investigation involving anonymous or third-party allegations due to a lack of evidence from the individual who was directly subjected to the sexual misconduct, or where proceeding would not allow for procedural fairness.

The Complaint Resolution Unit may take other steps, including an approach via the third party to see if the individual affected would consider making a Report.

Where other sufficient evidence exists and where procedural fairness could be met, CUSBLT may decide to proceed with an investigation. In such cases, the individual who was directly subjected to the sexual misconduct has the right to be advised of the investigation and not participate.

If CUSBLT is unable to proceed with an investigation involving anonymous or third-party allegations, the Report will be retained by the Complaint Resolution Unit. It will be kept strictly confidential, and access to it will be limited.

A perception of a conflict of interest may be seen to exist where it would be likely that an individual might reasonably fear that a more senior staff member managing a Report might be influenced by factors other than employment management considerations.

The same reasoning applies to an employee with teaching or academic supervision responsibilities where factors other than proper academic management considerations might also create a perception of bias in the mind of a student. While a conflict of interest must always be acknowledged, depending on the circumstances, it may not always be necessary to act upon such a conflict.

However, if there is any doubt, advice must be sought from Human Resources (employees) or the Complaint Resolution Unit.

A Report may be investigated as a complaint and/or a discipline process. At any point in considering a Report where it is determined that there is sufficient evidence, or where the matter is serious.

Where a Report indicates a matter that can be resolved informally or where there is insufficient evidence for referral to a discipline process, the Report will be considered under CUSBLT Policy on Student Complaint Resolution, or under the grievance procedures in the relevant Enterprise Agreement.

These complaint/grievance processes allow for informal resolution of matters and an investigation of a complaint matter where needed.

Care should be taken not to pre-judge either party or to dismiss a matter as trivial. A range of strategies can be used in resolving the complaint whilst ensuring that principles of procedural fairness are observed.

For the purposes of these procedures, an employee responding to a complaint or allegation(s) of sexual misconduct is referred to as employee respondent and a Student responding to a complaint or allegation(s) of sexual misconduct is referred to as student respondent.

During either the informal or formal steps, a complaint investigation can meet the requirements of the initial inquiry stage of a discipline process. If disciplinary action is required, the matter should be referred to Employee Relations in the case of an employee, or to the Complaint Resolution Unit in the case of a student, so that the matter can be dealt with under the appropriate regulations.

However, even if the matter can be resolved at a local level, it may be important to utilize support from other areas of expertise in order to manage the situation effectively and also for reporting purposes.

Where no matters are substantiated or identified as requiring consideration under the relevant discipline procedures, a complaint will be found not justified and closed. This decision can be appealed (procedures clause 12).

When CUSBLT determines that a matter(s) arising from a Report may require disciplinary action, it should be referred to:

- Employee Relations within Human Resources for investigation as a possible misconduct or serious misconduct by an employee under the relevant Enterprise Agreement.
- The Complaint Resolution Unit for investigation of possible misconduct by a student

This decision can be made on receipt of a report or during the complaint resolution process.

Where an initial inquiry determines that an allegation does not meet the required stan-

dard of proof, no further action will be taken.

Where an initial inquiry determines that an allegation is of sufficient substance, CUSBLT will investigate under the relevant discipline procedure.

All parties to an investigation will be afforded procedural fairness and have the right to have a support individual with them.

The Complaint Resolution Unit will investigate, or cause to be investigated, an allegation of Sexual Misconduct. Where the respondent is an employee, this will be referred to Employee Relations. Where the respondent is a student, the investigation will be undertaken by the Complaints Resolution Unit. Both areas responsible for an investigation may appoint an external investigator.

The Human Resource will consider and determine the suspension of an employee respondent during an investigation or termination. These decisions will be made in accordance with the relevant Enterprise Agreement.

The Chief Academic Officer will consider if a student respondent should be suspended during an investigation and any determination of exclusion or expulsion will be made in accordance with the regulations for student conduct and discipline.

A complainant who is unhappy with a CUSBLT decision under the complaint/grievance procedures should refer to the relevant appeal steps in CUSBLT Policy on Student Complaint.

Resolution (students), or the relevant Enterprise Agreement (employees).

A respondent who is dissatisfied with a CUSBLT decision regarding an allegation of sexual misconduct should refer to the appeal process in Regulations for student conduct and discipline (students) or the relevant Enterprise Agreement (employees).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

CUSBLT recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Subject to FERPA limitations and in accordance with FERPA requirements, a student (or dependent student's parent/s) shall have the right to inspect and review the student's education records. Records may be inspected and reviewed upon written request to the Registrar. Requests must state as precisely as possible the education record or records the student (or eligible parent) wishes to inspect.

The Registrar will make the needed arrangements for access and notify the requester of the time and place where the records may be inspected. Access will be given within 45 days or less from the receipt of the request. When a record contains information about more than one student, the requestor may inspect and review only the records which relate to the student in question.

Students shall receive a copy of the Notification of Rights under FERPA upon enrollment and thereafter by December 31st of each calendar year they are enrolled. Students shall also be notified of their FERPA rights by annual publication in the campus catalog.

The campus shall disclose information from a student's education record only with the written consent of the student, except in instances in which the execution of the duties of the University requires access to student records, or to authorized agencies.

## **INFORMATION TECHNOLOGY POLICY**

The use of any computer software or information technology equipment by students shall be in compliance with all laws and CUSBLT policies. Students may not violate any intellectual property rights and may not compromise, tamper with, or utilize the software or equipment for inappropriate or unauthorized purposes. All such property belonging to CUSBLT or under CUSBLT's control may be inspected or monitored by CUSBLT personnel at any time and for any purpose.

Disciplinary action may be taken when a violation of this policy occurs. CUSBLT's Information Technology policy is distributed to all new students, and a copy may be obtained by emailing the Chief Academic Officer.

## **NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

CUSBLT is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment regardless of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation, or any other basis protected by applicable federal, state, or local law, ordinance, or regulation.

## **STUDENTS WITH DISABILITIES**

It is the applicant's or student's responsibility to make his/her disability known during the enrollment process and to present certified documentation of the disability. A student who chooses to make his/her disability known and seeks accommodation should contact the Academic Affairs Department immediately upon recognizing the need for an accommodation. An academic affair official or designee will discuss the recommended accommodations with the student to determine a reasonable means for delivering a specific accommodation. Documentation of recommended accommodations from a physician or other healthcare professional will be required prior to provision of the accommodation.

## **COMMITMENT TO INTEGRITY AND PROFESSIONALISM**

As a student in this course and enrolled at CUSBLT, you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in the behavior in and out of the classroom.

## PROGRAM DELIVERY

Students have only one option to take coursework in CUSBLT for the Master of Computer Science (MCS) and Master of Business Administration (MBA) programs:

- 100% of courses to be taken on-line.

### **a.) Online Courses**

Use the Internet and our Learning Management System to deliver course materials and to facilitate student-instructor, student-content, and student-to-student interaction. To participate in online courses, the student should have a good understanding of computer hardware and software applications and the Internet.

CUSBLT offers a learning experience that combines peer-based and collaborative learning with information technologies and the Internet. Taken together, this creates an affordable opportunity for universal access to quality higher education with an innovative pedagogical model. Peer-based learning is a collaborative approach that encourages deep reflection by engaging students from diverse perspectives in an encouraging learning environment. The theory behind this pedagogical model is that studying within communities is more motivating and challenging than reading alone or listening to online lectures. The peer learning methodology, with instructor facilitation, stimulates students and offers them a powerful platform to learn from one another.

Students use the school's cloud-based course management system and technology platform to access the school's course material, and to collaborate and communicate online with fellow students and faculty members. Students participate in online discussions in the school's Virtual Classroom, and have access to an electronic library (<https://www.lirn.net/>).

Faculty members are available to all students for course-specific questions, discussions, reviews, and grading through the school's online web-based Moodle LMS platform.

Course requirements include watching audio/visual lectures; reading assigned course text selections; completing assignments and activities; responding to discussion threads; and taking quizzes, midterms and final examinations.

Recognizing that many students may not have studied online before, an orientation is provided for all students which familiarizes students with the technology platform and educational objectives of the program. All students must complete the orientation in order to advance to further studies.

The curriculum itself is supported by respected scholars who participate in class discussions and oversee the assessment process. They also develop ongoing procedures for curriculum development and evaluation.



CUSBLT is committed to bringing you a high-quality educational experience that is convenient, flexible, and affordable. There is no question that people who previously would not have considered online learning are finding that it adapts to their needs. They are surprised how convenient and flexible the degree programs are Part-time or full-time. Take classes every semester or take a break when other demands require too much time. Study in the morning, over lunch, in the evening, late at night. It's entirely up to you.

## **b.) MOODLE LEARNING MANAGEMENT SYSTEM (LMS)**

There are many benefits of using CUSBLT's user-friendly interactive study platform (Moodle LMS). Moodle benefits the students with a learning environment which is fun, innovative and creative, and filled with purpose, to enhance our student's knowledge and help them in taking-up as well as completing assignments on-the-go. Some of the features that you will see at our LMS platform:

- Downloading files
- Reviewing the course notes
- Submitting the Assignments
- Keeping track of the grades
- Joining discussion forums
- Linking to online readings
- Moodle Instant Messages
- Online quizzes, and exams
- Gamification of study material and problems
- Wiki

The features mentioned above help a hesitant student to post queries, search for information over a certain topic, read daily posts and comments, take-up an online quiz, exam, and lastly play a game related to application based problems to help them reduce stress, release worries and build a sea of knowledge.

## **ACADEMIC CALENDAR FOR 2021-2022**

CUSBLT operates on a tri-semester system: three 15-week semesters are offered each year.

### **SPRING 2022 SEMESTER SCHEDULE**

Monday, January 10, 2022 to Friday, April 29, 2022

No class:

Monday, January 17 (Martin Luther King Jr. Day Holiday)

Monday, February 21 (President's Day Holiday)

## SUMMER 2022 SEMESTER SCHEDULE

Monday, May 2, 2022 to Friday, August 19, 2022

No class:

Monday, May 30 (Memorial Day)

Monday, July 4 (Independence Day)

## FALL 2022 SEMESTER SCHEDULE

Monday, September 19, 2021 to Friday, January 6, 2022

No class:

Thursday, November 11 (Veteran's Day)

Thursday, November 24 & Friday, November 25 (Thanksgiving Holiday)

## THE STUDY PROCESS AND STUDENT RESPONSIBILITIES

Whether learning takes place either in class or online, students registered in the same period will be divided into the same cohort and receive similar schedules throughout the program. Students will be expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by instructors and other students. It is especially important that students get in the habit of seeking clarification from their fellow students on topics and issues they find difficult.

Each learning unit consists of several elements, including assignments, quizzes and discussion questions. Students must read the syllabus and should fully understand the components and requirements of every course.

### Components of the Study Process

#### a.) Course Project

- All courses will have one course project to be evaluated based on the accepted methods at the Masters' degree level. The course project topic is given by the teacher.
- The course also includes a course project report to be submitted at the end of each course as a measure of summative assessment to gauge a student's successful attainment of the course learning outcomes.
- The course project report is structured to assess a student's ability to understand the theories and concepts learned in the courses as applied to practical issues. Depending on the topic or issues involved in the course, students may need to conduct research and collect data for the successful completion of their course project paper. The course

project report is seen as an integrated part of the course and can be assessed through an oral or written exam.

- The course project report can be done individually or in a small group of no more than four (4) students.
- The course project and course project report will be graded by the teacher and/or a tutor assigned to the teacher. In addition to the grade, feedback and comments will be provided to the student as part of the grading and assessment procedure.

### **b.) Reading Assignments**

The reading assignments will be text-based, freely available electronic resources such as open textbooks, articles, tutorials and links to open courseware, all with the proper licensing agreements allowing use of the materials. In some cases, there will be optional links to animations, simulations and audio and video lectures that are recommended should your network connection allow access.

### **c.) Participation**

A primary goal is to provide students with a learning experience that will assist them in achieving their aspirations for both higher-education and a subsequent career. To realize this goal, students must take a professional approach to their studies by being present, active and involved. Research has shown that student engagement is directly related to course success. Students who actively participate in both the required and voluntary learning activities and assignments are more likely to succeed.

Attendance and active participation in each class is required, Course Participation & Attendance represent 15% of the final Grade. A detailed rubric will follow this scale:

1. Exemplary (15 points) – Participates regularly and actively, uses specific examples to support responses and invite further discussion, and demonstrates a thorough understanding and reflection regarding the question or concept being presented.
2. Accomplished (12 points) – Participates regularly and actively, uses specific examples to support responses, and demonstrates a thorough understanding regarding the question or concept being presented.
3. Competent (9 points) – Participates regularly but not as active in contributing, uses specific examples to support response, and communicates ideas, opinions, and conclusions with clarity.
4. Developing (6 points) – Does not participate regularly or actively, communicates ideas but does not provide examples to support response, and at times may not demonstrate an understanding of the question or concept being presented.
5. Limited (3 point) – Does not participate regularly or actively, has difficulty communicating ideas clearly, and does not demonstrate an understanding of the question or concept being presented.
6. No Participation (0 points)

#### **d.) Mode of delivery**

Modes of instructional delivery include lectures, workshops, mentoring, action learning sets, assignments, and projects.

#### **The Class Forum**

Studying takes place in small groups or classes of approximately twenty students. These classes study asynchronously, but the peer-to-peer model provides the learning week with “real time” attributes. The majority of the peer and collaborative learning will occur at this level. In this forum, the students can discuss the course material with their classmates. The forum is exclusively for use by students for the particular class.

#### **The Course Forum**

In addition to the Class Forum, there is a larger, open Course Forum where all students and Instructors in all groups of the course will participate in discussion of questions and issues related to the course. Participation in the Classroom Forum and Course Forum is voluntary but highly recommended.

#### **The Discussion Forum**

Participation in the Discussion Forum is an integral part of the student’s learning experience and grade.

The minimum expectation for student involvement in the Discussion Forum is outlined below:

- Post an initial response to the ‘Discussion Question’ every week. Postings and responses should be well thought out and researched and must consist of the student’s own words or otherwise be appropriately cited with the relevant sources.
- Post a minimum of three comments per week in the discussion threads in the Discussion Forum (e.g., providing constructive feedback to another student’s posting and developing the discussion).
- **It is expected that students will participate in at least six out of the eight discussion forums in a given term, subject to the course syllabus. Failure to do so may result in a failing grade (D- or F) for the course.**

#### **e.) Assignments and Assessment**

Students should submit their assignments as described in the Learning Guide and Course Syllabus unless requested otherwise. If the student needs to extend the due date, he/she should get permission from the instructor before the official due date.

Assignments will generally be assessed by a number of the student’s peers who will respond to a specific set of instructions regarding how, and according to what criteria, to perform the assessment. The grade for the assignment will be based on the average of the grades awarded by the peer assessors. Each student will be required to fulfill their peer assessor responsibilities fairly, non-competitively and professionally; peer as-

essor responsibilities are considered part of the University Code of Conduct; failure to fulfill responsibilities may affect the student's own grade or result in disciplinary action (see: "CUSBLT Policies" section). A component of each student's overall grade for the course will be based on his/her performance as an assessor. Where relevant, solutions to the weekly assignment will be posted during the subsequent weekly unit.

For any trouble while trying to submit an online assignment let your instructor know immediately. All discussion assignments must be completed by the due date; late submission will affect the student's grade.

#### **f.) Final project**

The main framework criteria for grading the final project paper are:

- Title & Idea: How innovative and creative is the idea and title.
- Communication: Understanding and definition of the problem in the student's own words.
- Analysis: Comparing the available solutions.
- Problem Solving: Selecting a solution and augmenting for it.
- Evaluation: Identifying the possible downside of the chosen solution.
- Synthesis: Suggesting ways to develop the chosen solution with information and ideas not in the case or the problem.
- Reflection: Reflecting of the students' own thinking process after finishing the project.

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual final project. The instructor has the choice of making the final project individual or group, but the grading **MUST** be done on an individual basis. Students in the group should multiply the number of words/pages expected in case of individual work. In case of a group final project, the group must add a statement of responsibility at the beginning of the final project stating which parts of the project paper presented each student did. Every student must present her/his work in class, which is followed by an oral examination about the project by the instructor.

## **LIBRARY RESOURCES & SERVICES**

In support of our students and their academic pursuits, CUSBLT has joined the Library and Information Resource Network (LIRN) (<https://www.lirn.net/>). LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All CUSBLT faculty and active students can use these resources free of charge. Students are also provided recommended open sources including textbooks and course materials. For questions or suggestions regarding the CUSBLT Library and Resource Center, including LIRN or open educational resources, please email the Director of Student Services.

## **COMPUTING & NETWORKING RESOURCES**

Although all learning resources, the Virtual Learning Environment, and Course and Class Forums are not open to public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Virtual Learning Environment. CUSBLT may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, and other administrative purposes, or for the purpose of enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints. In addition, CUSBLT recognizes the need to provide limited access to the Course Forum and to other learning resources to persons other than students, alumni, faculty, and staff.

## **COURSE FORUM ACCESS**

For regulatory, accreditation, and other administrative purposes, the Course Forum may be accessed and observed by persons other than students, faculty, and staff. Access to the course forum will be authorized only after the review of such a request and the determination that access is necessary and appropriate, does not infringe on the activities of students and faculty, and does not threaten the academic integrity of the course forum. Although the course forum is not open to public access, it is neither a private nor confidential domain; neither students nor faculty should assume privacy within the course forum.

## **STUDENT CONTACT INFORMATION**

Students are responsible for keeping their contact information accurate and current. Students' contact information is the information they submitted upon initiating the application process. Students wishing to update any of their contact information should email the CUSBLT Registrar and include:

- Student's full name (First and last name)
- Student ID

## **OFFICIAL COMMUNICATIONS FROM CUSBLT**

The primary form of official communication from CUSBLT is through email. Students are required to maintain active e-mail addresses and inform CUSBLT of any change of address according to the process described above. To ensure receipt of important communications, students should make sure that spam filters are set to receive email from CUSBLT.

Electronic communication is the preferred communication media for students, faculty and staff. In order to take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. In order to navigate the internet, it is recommended that the latest version of one of the following browsers be used:

- Microsoft Internet Explorer
- Google Chrome

- Safari

## STUDENT-REQUIRED COMPUTER RESOURCES TO ACCESS LMS

Our in-class and online curriculums are delivered via a learning management system powered by Moodle. There is technical assistance available for our enrolled students. Students may access their courses at their own convenience. Our online and hybrid courses provide the same educational components as our in-class programs.

### Recommended Minimum System Requirements:

#### Windows

- PC Processor: 1.5 GHz Pentium or higher
- Windows Operating System: Windows 7 or higher
- System Memory (RAM): 1GB or higher
- Display: 800×600 or higher, 16-bit color or higher
- Video Memory: 128MB of video RAM or higher
- Sound: 16-bit sound card or higher
- Microsoft Word, Microsoft Excel, or Microsoft Office.
- AULMS access code required for all assignments, which will be used to complete all assignments, quizzes and exams.
- Windows Media Player.
- ADOBE READER 9.3 OR HIGHER. YOU MUST USE ADOBE READER.

*This free software is required to listen to the multimedia lectures. OTHER PDF VIEWERS ARE NOT COMPATIBLE.*

You can download it at [www.adobe.com](http://www.adobe.com).

#### Macintosh

- Processor: G3 500MHz or faster processor (or above)
- Operating System: OS 10.3 (or above)
- Memory: 512MB of RAM (or above)
- Screen Resolution: 1024 x 768 (or above)
- Mozilla Firefox 1.5 or Safari 1.2.2 browser supported for Mac OS X 10.3 or higher
- Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 (or higher)
- QuickTime Player.

In addition, students need equipment such as a microphone, printer, flash drive, and webcam for all Online and Hybrid courses. Please check with your instructor prior to the beginning of the course or to make sure you have the required equipment.

### TECHNICAL SUPPORT FOR Moodle

If you need technical support at any time during the course or to report a problem with the university's Moodle, you can:

- Call our IT Support Team at
- Email our IT Support Team at [IT-Support@californiauniversity.edu](mailto:IT-Support@californiauniversity.edu)

- Visit Contech LMS Student Online Support Portal at:

CUSBLT strives to prevent the spread of computer viruses by employing the latest virus detection software on all CUSBLT computer systems. However, CUSBLT makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. CUSBLT will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by CUSBLT staff members, students or affiliates. CUSBLT strongly recommends and urges all faculty and students to seek out and install adequate virus detection software and to routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

## **FACILITIES & EQUIPMENT**

CUSBLT's campus is located at 2010 Crow Canyon Pl, San Ramon, California 94583.

CUSBLT plans to purchase the following equipment for usage during the first year of the educational programs:

- 4 LCD projectors
- 4 Boards
- LIRN online library and librarian services
- Cloud Server
- High speed fiber optic internet
- Wi-Fi access to internet everywhere on campus
- 8 Computers/Laptops

## **BUSINESS HOURS**

CUSBLT's campus is located at 2010 Crow Canyon Pl, San Ramon, California 94583.

*Business office hours are Monday through Friday from 8:00 AM to 5:00 PM Pacific Standard Time. Class sessions vary and are described in the course information section that accompanies each program.*

CUSBLT will be closed for the following observed holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)
- Christmas Day



## STUDENT LOGIN USERNAME AND PASSWORD

Each student is assigned a designated username and password to log into the CUSBLT Online Platform and courses. Registered CUSBLT students with technical issues, please call or contact CUSBLT Technical Support for assistance if any login problems occur.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

## DESCRIPTION OF EACH EDUCATIONAL PROGRAM

### PROGRAM (1): MASTER OF COMPUTER SCIENCE (MCS)

#### A.) PROGRAM OVERVIEW

The Graduate Program in Computer Science prepares students to think, plan and develop business solutions by utilizing strong analytical problem-solving skills, team-oriented approaches, and strategic planning.

A comprehensive program course is offered which enables students to earn the master's degree of Computer Science.

This program incorporates training and practical experience, in the form of case projects, presentations as well as individual projects.

#### B.) PROGRAM STRUCTURE

- *The Masters of Computer Science program consists of 36 credit hours*
- *There are ten 3-credit hour core courses in the program.*
- *After completing all courses, the student must complete a 6-credit thesis.*
- *Length of program: 12 months*
- *100% of courses to be taken online*

#### C.) INSTRUCTIONAL DELIVERY OPTIONS AVAILABLE TO STUDENTS

The MCS program is 100% online.

*NOTE: All courses will only be offered online.*

## D.) PROGRAM COURSES BY YEAR AND SEMESTER

### *Semester One (15 weeks)*

Course Name	Course Code	Credit Hours
Computer Networks	MCS 505	3
Data Analysis	MCS 510	3
Data Systems	MCS 515	3
Machine Learning Fundamentals	MCS 520	3
	Total Credit Hours	12

### *Semester Two (15 weeks)*

Course Name	Course Code	Credit Hours
Parallel Systems	MCS 525	3
Python Fundamentals	MCS 530	3
Software Systems	MCS 535	3
Data Algorithms	MCS 540	3
	Total Credit Hours	12

### *Semester Three (15 weeks)*

Course Name	Course Code	Credit Hours
Artificial Intelligence	MCS 545	3
Cybersecurity	MCS 550	3
Thesis in Data Science	MCS 555	6
	Total Credit Hours	12

## E. PROGRAM LEARNING OUTCOMES

- Students will possess a broad mastery of in-depth knowledge of computer science, across theory, software, systems, and applications.
- Apply the principles and techniques of software engineering, so as to make sound judgements during systems and software design and development.
- Use software development tools, software systems, and modern computing platforms.
- Apply empirical and mathematical research methods, techniques, and problem-solving approaches for developing software.

- Analyze complex real-world problems and devise efficient software-based solutions.

## F. MEASUREMENT OF LEARNING OUTCOMES

The learning outcomes of the courses of this program are measured at the coursework phase through:

- Students' learning will be assessed based on their active participation in the courses. Student's attendance will be monitored regularly along the course of their program and will have 15% of their grade as an active participation in all courses. Regular participation in each course is necessary to ensure that students will achieve the course learning outcomes.
- All courses will have assignments, which will be posted by the instructor at the start of each course. All assignments will be done individually and require mandatory submission.
- There will be a final exam at the end of each course for the summative assessment of the course learning outcomes.
- The course project papers are meant to be completed individual student

*Attendance and Participation 15%*

*Assignments 20%*

*Project Paper 25%*

*Final Exam 40%*

### Final Grading Scale

Grade A+	95% and Above
Grade A	91.01% to 94.99%
Grade A-	87.01% to 91%
Grade B+	84.01% to 87%
Grade B	80.01% to 84%
Grade B-	77.01% to 80%
Grade C+	73.01% to 77%
Grade C	69.01% to 73%
Grade C-	65% to 69%
Grade D	60%-64.99%
Grade F (Fail)	0% to 59.99%

## GPA SCALE

Grade	GPA POINTS
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.3
F	0.0

### G. GRADUATION FROM THE MCS PROGRAM

Students must meet the following requirements for their Master in Computer Science degree:

- Successful completion of 36 credit hours of program coursework
- A cumulative grade point average of 3.0
- A grade of "D" or higher for all courses in the program
- A grade of F is not considered a passing grade for any course
- Students will need to repeat the course to complete mandatory credit requirements of the program if they have attained grade D or lower in any course
- Only the grade of the repeated course will be used to calculate the student's cumulative grade point average for graduation.
- Students will not be allowed to repeat any course more than two times. If a student fails a course three times, he/she will be dismissed from the program.
- A cumulative GPA of at least 2.5 must be maintained throughout the program. Students will be placed on academic probation if their cumulative GPA drops below 2.5 GPA at any point of the program. Students will be required to raise their cumulative GPA to 2.5 or higher in the next course, failure to do so will result in the academic dismissal.

### H. REPEATING COURSES AND SATISFACTORY ACADEMIC PROGRESS

A grade of D- or lower is not considered a passing grade for any course.

A grade of C- or lower is not considered a passing grade for the three Thesis Project

courses.

If the student receives a failing grade, the course must be repeated in order for the student to graduate.

Only the grade of the repeated (core or general education) course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student's official transcript.

A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

A student whose cumulative grade point average drops below 2.0 after a module will be placed on academic probation for the following module. If a student does not raise his/her cumulative grade point average to a 2.0 or higher after the next module, he/she will be subject to academic dismissal.

## **I. GRADUATION PROCEDURE**

All students desiring to graduate must file a "Graduation Application" with the Registrar's Office by the deadline established each semester.

The Registrar's Office obtains approval of the Graduation Application from each student's dean.

Students who are not approved to graduate in the semester stated on the Graduation Application must file another Application in a subsequent semester.

The Registrar's Office issues diplomas and posts degrees on transcripts only when the registrar and the dean have certified that all graduation requirements have been met and after payment of graduation fee and all university financial obligations.

Students on academic or disciplinary probation will not be allowed to graduate.

## **J. MCS COURSE DESCRIPTIONS**

### MCS505 - Computer Networks

*3 credit hours*

This course takes a structured approach to explaining how networks work from the inside out. It starts with an explanation of the physical layer of networking, computer hardware and transmission systems; then works his way up to network applications. This course's in-depth application coverage includes email; the domain name system; the World Wide Web (both client- and server-side); and multimedia (including voice over IP, Internet radio video on demand, video conferencing, and streaming media. Finally this course includes a section devoted exclusively to network security.

### MCS510 - Data Analysis

*3 credit hours*

This course teaches students everything they need to get started for the fast-growing field of data analysis using Python. It links each new concept with easy-to-apply, relevant examples from modern data analysis.

This guide helps today's newcomers learn both Python and its popular Pandas data science toolset in the context of tasks they'll really want to perform. Following the proven Software Carpentry approach to teaching programming, this course introduces each concept with a simple motivating example, slowly offering deeper insights and expanding your ability to handle concrete tasks.

### MCS515 - Data Systems

*3 credit hours*

This course introduces the fundamental concepts necessary for designing, using, and implementing database systems and database applications. Our presentation stresses the fundamentals of database modeling and design, the languages and models provided by the database management systems, and database system implementation techniques. The goal is to provide an in-depth and up-to-date presentation of the most important aspects of database systems and applications, and related technologies. It is assumed that readers are familiar with elementary programming and data-structuring concepts and that they have had some exposure to the basics of computer organization.

### MCS520 - Machine Learning Fundamentals

*3 credit hours*

This course introduces readers to the area of machine learning in an extremely easy to understand manner. Through numerous worked-out problems, diagrams and notes, the text makes this challenging subject easy to assimilate. The course starts with a simple introduction to the concepts of machine learning and expands it by delving into the details of different learning algorithms by using sample caselets. The topics have been designed so that students will earn industry-readiness by just following the course.

### MCS525 - Parallel Systems

*3 credit hours*

This course provides a basic, in-depth look at techniques for the design and analysis of parallel algorithms and programming them on commercially available parallel platforms. The book discusses principles of parallel algorithms design and different parallel programming models with extensive coverage of MPI, POSIX threads, and OpenMP. It provides a broad and balanced coverage of various core topics such as sorting, graph algorithms, discrete optimization techniques, data mining algorithms, and a number of other algorithms used in numerical and scientific computing applications. Finally, the student will be introduced to big-data frameworks.

### MCS530 - Python Fundamentals

*3 credit hours*

This book teaches the python programming language with an extra touch of programming theory such as the difference between procedural programming and functional programming. After going through the standards objects of the language, this course will go through all the main libraries including the file I/O library. The course includes some advanced programming notions, such as the usage of Regex and Parsing.

equipping all these notions, the student will be comfortable with the Python. Finally, this course will focus on Python3.

#### MCS535 - Software Systems

##### *3 credit hours*

This course is designed to help the student understand the software layers found on modern computer systems and how they interact with each other. The first part will focus on software layers that form a single computer. For this part is focused on UNIX and Linux systems. After this part the student will have access to a Linux system. The student is encouraged to deploy the Linux systems on its own machine. Otherwise, the systems will be deployed in a virtual machine. In the second part, the student will be introduced to cloud infrastructures, the different services offered, such as SaaS, PaaS, and IaaS and the different technologies used: virtualization technologies (para-virtualization, full virtualization), containers, kubernetes. In the final part the student will be introduced to IoT (Internet of Things) systems.

#### MCS540 - Data Algorithms

##### *3 credit hours*

In this course, students will learn about memory and Unicode, modularity and abstraction, binary search, data structures, and recursion. Students will also learn about how to convert to binary and hexadecimal, the top systems that computers use when storing values or representing a color. Then, students will learn how to optimize algorithms to cut down on runtime using a framework called time complexity.

#### MCS545 - Artificial Intelligence

##### *3 credit hours*

In this course, students will learn about what is AI, explore neural networks, understand deep learning frameworks, implement various machine learning algorithms using Deep Networks. Students will also explore how different layers in neural networks does data abstraction and feature extraction using Deep Learning.

#### MCS550 - Cybersecurity

##### *3 credit hours*

This course is designed to provide students with an overview of various technical and managerial issues associated with cybersecurity. The topics that are covered in this course include cybersecurity programs, risk assessment and management, IT security controls and technologies, IT auditing, security standards and laws, cyber insurance, and other cyber related risk mitigation strategies.

#### MCS555 - Thesis in Data Science

##### *6 credit hours*

The purpose of the Thesis in Data Science is for the students to apply theoretical knowledge acquired during the M.Sc. in C.S. program to a project involving actual data in a realistic environment. During the project, students engage in the entire process of solving a real-world data science project, from collecting and processing actual data to applying suitable and appropriate analytic methods to the problem. Both the problem statements for the project assignments and the datasets originate from real-world domains similar to those that students might typically encounter within industry, government, non-governmental organizations (NGOs), or academic research.

## PROGRAM (2): MASTERS OF BUSINESS ADMINISTRATION (MBA)

California University, School of Business Law and Technology (CUSBLT)'s Master of Business Administration (MBA) is a graduate degree program intended to address student competencies of excellence locally and internationally, to provide a broadly educated student, through the provision of knowledge creation, research skills and competencies based on scientific process and findings.

The CUSBLT MBA program offers the students the opportunity to acquire a specialization in various areas of concentration through the thesis which follows their coursework in the 10 core courses offered in this program.

This MBA program is designed to prepare students for leadership positions in business, industry, and government by developing their understanding of complex strategies, tactics and their execution. Students' skills, attitudes, sense of professionalism and leadership are enhanced along the course of their studies in this program. Classes are structured to enrich analytical skills and problem-solving skills to evaluate and make decisions in a creative and critical way, through experience and research evidence.

Students with any undergraduate major can be successful in the MBA curriculum; however, to properly prepare for MBA core classes, students are advised to possess some work experience that is related to the field of study of business administration.

### PROGRAM STRUCTURE

*The MBA program consists of 36 credit hours*

There are ten 3-credit hour core (required) courses in the program

After completing all core courses, the student can choose to completed one of two tracks

Length of program: 12-24 months depending on full-time or part-time study

All courses in the MBA program are 100% online.

### MBA PROGRAM COURSES

Course Code	Course Name	Classification	Credit Hours
MBA 510	Business Communication	Core	3
MBA 515	Business Finance	Core	3
MBA 520	Agile Leadership	Core	3



MBA 525	Marketing & Sales Management	Core	3
MBA 530	Project Management	Core	3
MBA 535	Information Systems Management	Core	3
MBA 540	Quantitative Analysis for Managers	Core	3
MBA 545	Global Business Strategy	Core	3
MBA 550	Entrepreneurship Management	Core	3
MBA 560	Business Strategy	Core	3
MBA 600	Thesis	General Track	6
MBA 605	Business Law	Business Law Track	3
MBA 610	Business Ethics and Social Responsibility	Business Law Track	3

## MBA PROGRAM LEARNING OUTCOMES

At the end of this program students will be able to:

1. Ethics: Recognize and evaluate ethical, legal, and regulatory dimensions of business decisions.
2. Communication: Demonstrate professional verbal and written communication skills
3. Critical Thinking: Develop, apply and demonstrate strong analytical skills in business analysis, data management and diagnostic problem-solving skills in order to support management decision-making
4. Strategic Thinking: Formulate a comprehensive strategic business plan for any type of enterprise through the application of multidisciplinary knowledge and organizational leadership to aid planning and control in a changing environment.
5. Global Awareness: Demonstrate an in-depth understanding of how global competitive environments are changing business practice. Analyze complex global economic and business issues and generate feasible and profitable plans for firms operating in global business environments.

## COURSE DESCRIPTIONS

### MBA510 – BUSINESS COMMUNICATION

*3 credit hours*

Prerequisite: None

This course is designed to improve students' practical business communication skills. It introduces students to the implications and consequences of good and poor communication and offers valuable ways to optimize interpersonal interactions. This course will develop the student's ability to use clear, concise and unambiguous communication styles. This course also introduces students to a variety of different writing challenges including minutes, technical writing, web page design and sales and promotional material generation.

### MBA515 – BUSINESS FINANCE

*3 credit hours*

Prerequisite: None

This course provides an advanced study of corporate/business finance and addresses five major areas: the corporation and financial statements; time, money, and interest rates; valuing projects and firms; risk and return, and capital structure.

### MBA520 - AGILE LEADERSHIP

*3 credit hours*

Prerequisite: None

This course will expose students to the basic definition of a board of directors and to distinguish between different types of boards and understand what the role, functions and responsibilities of the board in a company entails. This course also helps the student to determine how the board can assist the management with strategic planning to distinguish the difference between the daily management of a business and the strategic responsibilities of the board. This course guides the student to understand how coaching can be used to develop his/her team and to develop the coaching skills that help improve individual performance and to demonstrate the behaviours and practices of an effective coach.

### MBA525 - MARKETING AND SALES MANAGEMENT

*3 credit hours*

Prerequisite: None

This course focuses on formatting and implementing marketing management strategies and policies, a task undertaken in most companies at the strategic business unit level. Course topics covered include corporate business strategies, marketing management process, SWOT analysis, consumer behaviour, developing strategic marketing programme, e-marketing and marketing communications.

### MBA530 – PROJECT MANAGEMENT

*3 credit hours*

Prerequisite: None

This course introduces the student to characteristics, problems, techniques, and methods of project management and also of decision-making in organizations using the Program Evaluation and Review Techniques ("PERT") method, software computer models and practices will be used to solve practical problems in an organization.

### MBA535 – INFORMATION SYSTEM MANAGEMENT

*3 credit hours*

Prerequisite: None

This course provides students with a practical look at the evaluation of IT in business. Students will study more than 80 cases to see how real companies have used IT in the past, the present and how they use IT in the future. Examples include blogs, instant messaging, and social networking services.

### MBA540 – QUANTITATIVE ANALYSIS FOR MANAGERS

*3 credit hours*

Prerequisite: None

The purpose of the course is to provide a thorough knowledge in the utilization of statistical and computing tools for analyzing business data at a managerial level for competent and proficient business decision making. This course presents current statistical and quantitative tools and techniques that can lead to better decisions by managers and entrepreneurs. The topics focus on decision making under uncertainty, forecasting, multiple regression methodologies, linear programming, and advanced statistical analysis. The course relies heavily on the use of statistical software for data analysis.

### MBA545 - GLOBAL BUSINESS STRATEGY

*3 credit hours*

Prerequisite: None

This course discusses the overall global environment (macro level) impacting on businesses and the strategies used by companies around the world operating in a dynamic, rapidly changing highly competitive environment. Course topics include industry analysis, strategy formulation, and strategy implementation.

### MBA550 - ENTREPRENEURSHIP MANAGEMENT

*3 credit hours*

Prerequisite: None

Establishing new businesses, capturing new markets, and enhancing organizational effectiveness can happen only by improving productivity and innovation. New technologies, new discoveries, competition, and globalization force both entrepreneurs and existing firms to foster innovation and agility. Entrepreneurship Management has three different aspects: The process of entrepreneurship, the finance of entrepreneurship, and the context of entrepreneurship.

This course examines the theory and practice of promoting and managing innovation in start-ups and existing firms. It explores successful frameworks, strategies, funding techniques, business models, risks, and barriers for introducing break-through products and services. Topics include business model innovation, design-driven innovation, leadership, strategy, information technology, knowledge management, process improvement, performance measurement, and change management.

### MBA560 – BUSINESS STRATEGY

*3 credit hours*

Prerequisite: All nine (9) standard core courses

This course examines strategic management in the field of business administration in terms of contents, process and context and provides the foundation for the student's thesis project and paper. The course addresses issues of internal and external environment analysis and associates them with the notion of competitive advantage. The course defines strategy at three levels (corporate, business and functional) and is thoroughly discussed at the business and functional level. The roles and responsibilities of managers involved in the decision-making process are also examined.

### MBA600 – THESIS

*5 credit hours*

Prerequisite: All ten (10) standard core courses

The thesis is a project that marks the end of the student's MBA program. In this course, the student will demonstrate that he/she is knowledgeable about the information

learned core and elective courses in the MBA program. The purpose of this course is for the student to demonstrate his/her ability to conduct research on a specific business/management topic/problem, to think critically about a topic, to knowledgeably discuss the information in-depth, and to present the results in a well written and articulate paper. This course allows the student to explore or expand upon a topic/subject that is most relevant to a specialty area he/she wishes to pursue professionally.

### **MBA605 – BUSINESS ETHICS AND SOCIAL RESPONSIBILITY**

#### ***3 credit hours***

This course covers the study of ethical problems in business, as well as the foundations for decisions involving ethical issues. Topics included in this course are ethical concepts, personal integrity, individual conscience, and company loyalty and responsibility conflicts as they impact on the decision process in the functional areas of business.

### **MBA610 – BUSINESS LAW**

#### ***3 credit hours***

The course is an introduction to the relationship of law and business. It will focus on specific principles of commercial law in certain subject areas. Topics in this course include contracts, sales, agencies, the Uniform Commercial code, harassment and unemployment laws, and other current legal issues.

## **ASSESSMENT OF PROGRAM AND COURSE LEARNING OUTCOMES**

The learning outcomes of the courses that form this program are measured through:

Students' learning will be assessed regularly along the course of their studying by assigning 40% of their grade to their active participation in all course lectures, forums, and group exercises. This acts as a measure of formative assessment to ensure that students will achieve the course learning outcomes.

All courses will have one mid term project paper to be evaluated based on the accepted methods at the Master's degree level. The assignment topic is decided by the teacher.

The course also includes one final project paper to be submitted at the end of each course as a measure of summative assessment to gauge a student's successful attainment of the course learning outcomes.

The course project paper is structured to assess a student's ability to understand the theories and concepts learned in the courses as applied to practical business issues. Depending on the topic or issues involved in the course, students may need to conduct research and collect data for the successful completion of their course project paper. The course project paper is seen as an integrated part of the course and can be assessed through an oral or written exam.

The course project paper can be done individually or in a small group of no more than four (4) students.

The two project papers will be graded by the teacher and/or a tutor assigned to the teacher. In addition to the grade, feedback and comments will be provided to the student as part of the grading and assessment procedure.

The student's final grade for a course will be determined based on:

*Online/ Class attendance and participation – 15%*

*Online Forums - 15%*

*Online Individual and team projects – 10%*

*Mid Term Project Paper – 25%*

*Final Project Paper & Oral Exam– 35%*

The learning outcomes of the MBA program are measured through the 6-credit hour Thesis course for the different specialization areas. The student will be allowed to write the Thesis in the MBA program after successfully passing all ten (10) core courses.

The final Thesis is a measure of summative assessment to gauge the student's successful attainment of the learning outcomes of his/her specialization area of the MBA program.

The Thesis examines the students' ability to apply the foundations of strategic management in the field of business administration in terms of contents, process and context. As the final thesis course for the MBA program with specialization in different areas, the student will be required to conduct an independent research project in the field of business administration. The research topic and project plan will need to be reviewed and approved by the student's supervisor.

The student will then write a Thesis which demonstrates mastery of knowledge and skills learned in the MBA program with the particular specialization.

The Thesis will need to be a minimum of 200 pages, double-spaced, Times New Roman font 12 and should follow the generally accepted academic standards of a "Thesis" as outlined in the course syllabus for the "Thesis".

## **GRADUATION REQUIREMENTS & PROCEDURES**

Students must meet the following requirements for their MBA degree:

- *Successful completion of 36 credit hours of program coursework*
- *Minimum overall cumulative grade point average of 3.0*
- *A grade of C or higher for all courses in the program*
- *A grade of C- or lower is not considered a passing grade for any course.*

If the student receives a grade of C- or lower for any course, this failed course must be repeated in order for the student to graduate.

Only the grade of the repeated course will be used to calculate the student's cumulative grade point average for graduation.

A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

A student whose cumulative grade point average drops below 3.0 after a course will be placed on academic probation for the following course. If a student does not raise his/her cumulative grade point average to a 3.0 or higher after the next course, he/she will be subject to academic dismissal.

## **TUITION, FEES, AND OTHER CHARGES**

### **A.) Application Fee**

A non-refundable \$100 application fee is required in order to consider a student's application complete. It must accompany the Application for Admission submitted by the prospective student.

### **B.) Program Tuition**

The following is the tuition for each program offered by the CUSBLT as approved by the Board of Directors for the academic years 2021 and 2022. CUSBLT reserves the right to update the tuition and fee schedule at any time upon approval of the Board of Directors.

#### **MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM TUITION**

*Non-Refundable Application Fee: \$100*

*Cost per credit hour: \$300*

*# of credits in program: 36*

*Total tuition for program: \$10,800*

*Total cost for program with non-refundable application fee: \$10,900*

*Duration of program for full-time students: 12 months*

*Duration of program for part-time students: 24 months*

*SEMESTER # of credits taken Cost*

*FIRST SEMESTER (12 credit hours)= \$3,600*

*SECOND SEMESTER (12 credit hours)= \$3,600*

*THIRD SEMESTER (12 credit hours)= \$3,600*

*TOTAL FOR MBA PROGRAM 60 \$10,900\**

*\*includes the \$100 non-refundable application fee*

#### **TUITION COST INCLUDES THE FOLLOWING**

- Access to Learning Management system – this does not include books and other

reference materials.

- One (1) Examination per course. As students are given 3 chances to pass each course, extra exams are charged extra\* per course per instance. If the student does not pass the course after a 3rd attempt, the course has to be redone, and new exams can be granted.
- Printing for one degree/diploma certificate and one transcript when the course has been passed. (Excluding sending originals. Any fee for forwarding will be invoiced separately).

## **PAYMENT**

Payment is due for the student's current period of attendance (for the first or next term of program enrollment) before the first day of classes of the term.

Students may submit payment using one of the following options:

- Credit Card: Preferred method of payment. Available through the online application.
- Check or Money Order: Mail a check or money order made payable to "Contemporary Technology University" along with your supplemental materials. Please make sure your name appears on the check

## **LATE TUITION FEES PAYMENT**

If a student is late more than one month (30 days) in paying the required tuition, CUSBLT reserves the right to apply late fees and/or un-enroll the student from the term, course or year. If the student is over 3 months (90 days) late in payment, CUSBLT reserves the right to administratively withdraw the student from the institution.

## **EXTRA CHARGES**

- Printing of extra certificates: \$25 without mailing/shipping and \$30 mailing/ shipping
- Extra Exams: \$200 per exam
- Extra Grading of assignments: \$50 per grading assignment
- Extra transcript of records: \$15
- Fee for issuing and mailing one extra transcript to locations outside of the US: \$50

## **CUSBLT SCHOLARSHIPS**

CUSBLT recognizes circumstances in which applicants and/or students may not be able to pay the full program tuition due to financial hardship. If the applicant does not have the financial means to pay the full program tuition, he/she may contact CUSBLT and provide a detailed written explanation/justification to clarify his/her circumstances.

CUSBLT may request 'proof of circumstance'. Proof of circumstance may include:

1. A signed declaration testifying to the applicant/student's inability to pay the requested fee, signed by either the applicant/student and/or local authority designated by Contemporary Technology University. The declaration must be notarized;
2. Standardized form signed by the applicant/student;
3. Financial statements;
4. Other documentation to the satisfaction of Contemporary Technology University.

In some cases, CUSBLT may be able to provide scholarship opportunities to students. If these opportunities are available, CUSBLT will notify the applicant of the necessary information and application materials to apply for a CUSBLT scholarship.



## ADMINISTRATION

### **Chief Executive Officer:**

#### **Prof. SO Man Kit (Albert)**

Prof. SO Man Kit (Albert) has earned various academic degrees and accomplishments. He has a Ph.D. from Canterbury University, as well as a Bachelors of Law from the University of London. Prof. SO Man Kit has over 7 years of lecturing experience in academia. He is also a mediator with over 10 years of experience.



### **Chief Academic Officer and Registrar:**

#### **Dr. Sandra Norderhaug**

Dr. Norderhaug is an expert in education management, certification, licensing, accreditation, and instructional design with over 20 years of experience spanning across industry and higher education sectors. She holds an MD, an MBA, and a Ph.D. (major: curriculum design). Dr. Norderhaug has multicultural experience working and living in 5 different countries and managing diverse student populations from 18 nationalities. Dr. Norderhaug has served as Chief Academic Officer for several colleges and universities and taught courses in the field of business and management.



### **Chief Financial Officer:**

#### **Au Pak Lun Patrick**

Patrick Au, a Chartered Accountant, Chartered Secretary, and Chartered Governance professional in the United Kingdom and Hong Kong, is the Vice President of GreenPro Capital Corp. (NASDAQ: GRNQ). GreenPro is a US Nasdaq listed company with a diversified business portfolio comprising finance, technology, STOs, health and wellness, and fine art. Patrick also has over 10 years of extensive experience in corporate structuring planning, family office, offshore fund & trust solutions, finance & accounting with a special focus on wealth planning for high net-worth and cross-border clients.



**Chief Operating Officer:**

**Yuen Hon Pui (Nelson)**

Yuen Hon Pui (Nelson) has more than 5 years of experience in financial roles. He has a bachelor's of accountancy and management information systems from the City University of Hong Kong.



**Director of Student Admissions:**

**NG Siu Chui**

Ng Siu Chui is an accredited general and family mediator for the Hong Kong Mediation and Arbitration Centre. She is also a practicing member of the Law Society of One Belt One Road.



**Director of Student Services:**

**NG Tsz Yin (Natalie)**

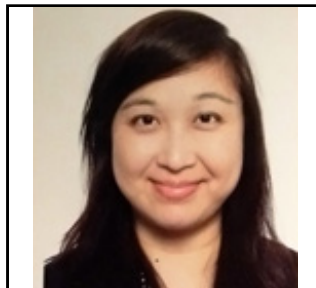
Natalie is a strong advocate for using mindfulness to promote psychological well-being in children. She is experienced in providing psychological services to individuals, families, and corporations. She has provided counseling services for different populations over the past 10 years. She has accumulated a rich experience in Autism Spectrum Disorder, parenting, depression, anxiety, insomnia, as well as dementia. Her areas of speciality include family relationship, personal growth, stress management, and emotional well-being.



### **Human Resources Manager:**

#### **LEE Pik Kei (Maggie)**

Lee Pik Kei (Maggie) has a Master of Science in Global Supply Chain Management from the Hong Kong Polytechnic University. She also has a Bachelor of Arts With Honors in Global Business and Logistics Management from the University of Huddersfield. She has over 14 years of experience working in a variety of roles within supply chain management and logistics planning.



### **Librarian:**

#### **Shalini Ramachandran**

Shalini Ramachandran has worked in academic research libraries for 7 years. She has an MLIS from the University of Wisconsin-Madison and a Ph.D. in English from Purdue University.



## **GOVERNING BOARD**

### **Chairman of the Board:**

SO Man Kit

### **Secretary of the Board:**

NG Siu Chui

### **Board Members:**

Carina Chen

Yuen Hon Pui

Au Pak Lun (Patrick)

## FACULTY

All CUSBLT faculty members are fully qualified to teach their assigned courses. Every Heyang University faculty member has at least a master's degree in their subject field. All "core" faculty (teaching Business Administration courses) will also have at least two years practical work experience in their subject field (i.e., accounting, human resources, etc.)

### **Mohammed Nadeem**

*Computer Networks MCS505*  
*Data Analysis MCS510*  
*Database Systems MCS515*



Mohammed Nadeem is a Fulbright Scholar, a Distinguished Professor of Marketing, an international speaker for executive education and marketing programs. Professor Nadeem believes in an entrepreneurial mindset and preparing leaders to make a positive difference for business and society. Dr. Nadeem's research has won several awards including the Distinguished Teaching Award, Distinguished Scholarship Award, Professoriate Award, and Best Research Paper Awards.

Dr. Nadeem holds a Ph.D. (Business-Marketing) from UIU, Cincinnati, Ohio, and PDP (Marketing) from Harvard University and coursework from Stanford University. He is currently associated with the University of San Francisco and lives with his family in Silicon Valley, California.

### **Doris Daniel Brima**

*Business Communication MBA510*  
*Business Finance MBA515*  
*Project Management MBA530*  
*Information Systems Management MBA535*



Doris Daniel Brima is a Director of Organizational Assets at Downtown Modesto Partnership, where she leads all aspects of financial, programs, and policy management. She graduated from Northcentral University, with a master's degree in business in 2017. Her master's degree was obtained through a distance learning online platform. After graduating she accepted a position with Bright Development as a Corporate Administrator. Doris has been working in the non-profit industry for 10+ years and has implemented numerous financial models to benefit the organizations. She has launched a new

non-profit digital program aimed at providing COVID-related relief to small local business owners using both donor dollars as well as CARES Act Funds.

**Elad Hakim**

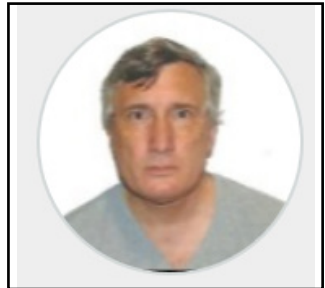
*Business Law MBA605*



Elad Hakim is an attorney who has been practicing since 2001. Mr. Hakim focuses his practice on civil and commercial litigation, including claims for breach of contract, business torts, and real estate disputes. Mr. Hakim also has extensive teaching experience and has taught online since 2001. Mr. Hakim is also a published author and has been interviewed on various syndicated radio programs throughout the country.

**George Guay**

*Thesis MBA600*  
*Business Ethics and Social Responsibility MBA610*



For over the past thirty years, I have taught full- and part-time at 25 colleges (12, on-line) on over 100 topics, primarily involving legal and criminal justice topics. I've written a college text on Torts, released in 2009, with a revision released in 2013. Finally, I have written a textbook on Law Office Technology, that was released in July 2013. Having earned my J.D. from Western New England College School of Law, I am also a member of the Massachusetts bar. I graduated from the University of Vermont with a B.A. in English and Psychology and have an M.Ed. in Instructional Technology, and an M.A. in English from Bridgewater State University. I will have begun work on a Ph.D. in the Writing and Rhetoric program at George Mason to study the rhetoric of ghost bikes.

### **Minisha Carter**

*Agile Leadership MBA520*  
*Marketing and Sales Management MBA525*  
*Entrepreneur Management MBA550*  
*Business Ethics and Social Responsibility MBA610*



Minisha Carter is an instructor of Business at California University, School of Business Law and Technology. She received her Master's degree in Business Management and her Bachelor's degree in Business Management and Marketing both from the University of Phoenix. She is also a cosmetologist of 20 years, who has owned her own salon for the past 12 years. Living on the Gulf Coast, she enjoys spending her downtime relaxing on the beaches with her family. Her focus is to share her experience and education in business with future scholars in hopes that it aids in a successful career.

### **Sam Bartlett**

*Machine Learning Fundamentals MCS520*  
*Software Systems MCS535*



Sam Bartlett is a professor of Information Technology at California University, School of Business Law and Technology. His research focuses on Human-Computer Interaction in educational settings and has published several papers. He completed his master's degree in Computer Science at the Georgia Institute of Technology. In addition, Sam has worked in the field of Information Technology for twenty years and has taught college classes for a decade.

### **Hon. Eric Andrew Cinotti, MPA, JD**

Eric is originally from Northern New Jersey and has been a North Carolina resident since 2017. He has an AAS in Criminal Justice, BA in Sociology/Criminology, Master of Public Administration and a Juris Doctorate with



a concentration on the US Constitution and Eric also completed the United Nations course on Human Rights, specifically dealing with tribal and religious groups that mediation is appropriate. Eric served as a University Professor for many years in New Jersey and most recently has been selected and hired to serve as a Law Professor and Eric is also a Certified Continuing Legal Education Instructor for lawyers requiring continuing legal education to maintain their credentials. Eric is a Board Certified Mediator where he helps formulate a resolutions to many complex legal disputes in various areas. While in New Jersey Eric was appointed and sworn into the NJ Superior Court as a Mediator and he was also appointed sworn as a City Mediator until he relocated to North Carolina. Also, while in NJ Eric served as the Chairman of the Juvenile Conference Committee where he conducted official legal hearings for juvenile delinquency matters. He would hear the case discuss all the evidence, take testimony and render a decision that would be affirmed by the senior resident Judge. Eric also has experience in complex legal research utilizing databases such as West Law, Lexis/ Nexis and Fast Case, eDiscovery Document Review, litigation preparation and legal writing and extensive experience in administrative law, process and procedure. Eric currently has access to a Fast Case which is a complex legal database utilized to cite laws, statutes and case law that can later be used in hearings and other legal proceedings. In 2018 Eric was appointed by the Brunswick County Commissioner's to serve as a Council Member of the Brunswick County Juvenile Crime Prevention Council where he was part of overseeing juvenile crime prevention services for the county. Eric also was appointed and served on the Brunswick County Fire Oversight Committee where he took part in overseeing spending of public dollars used in the county to support the fire departments in the county when they needed to purchase new equipment. Eric has served in both the US Navy & the Army National Guard where he has deployed in support of Middle East Contingency Operations to include, but not limited to, Anti-Terrorism missions as United States. Eric is now a Colonel & Commanding Officer of his military reserve organization/unit – 115th Military & Veteran Support Command of the U.S. Vol Army which is Headquartered in Southeastern, NC. COL. Eric Andrew Cinotti, MPA, JD leads and works tirelessly to support military and veterans with any matters they may have whether it be needing to speak with his Chaplain, requiring legal assistance from his Judge Advocate General (JAG), or vocational services through the vast community support and connections Eric as tirelessly worked to formulate positive relationships; it should also be noted that Eric has entered the unit into articulation agreements with a few universities to offer college credit for all the training that the unit conducts and the unit openly accepts interns with no obligation other than to learn and earn their intern credits. Eric is immensely proud of his unit they preform many community service projects assigned to them each drill weekend monthly and the unit trains in all aspects of Emergency Management to Emergency Response including nationally certified medical professionals. Eric spent quite some time coming up with how to organize, create and manage this military/veteran program. The main mission is to combat veteran suicide and Eric is quite proud of the success rate with documented results. The unit has just been asked to conduct PTSD group therapy on weekly basis and if that is successful the goal is to facilitate a Family and Marriage Weekly Group both of which will be facilitated by his Chaplain who is trained and certified to handle these types of issues. Eric is extremely charismatic and always mission driven. The unit is also ready to and trained to deploy during any natural or man-made disaster when called. Furthermore, Eric is extremely excited that the unit is actively working with agencies and

organizations to stand up an Urban Search & Rescue Team (USAR) which is intended to respond anywhere in the United States and internationally. Lastly, Eric serves as a volunteer firefighter / EMS in his local community. Most recent this October, Eric was appointed as an Appellate Administrative Law Judge where he will hear administrative cases and render new decisions or affirming prior administrative decisions.

### **Robert E. Miller**

*Agile Leadership MBA520*  
*Business Law MBA605*

Robert E. Miller is a graduate of Georgetown University in Washington, DC where he majored in Sociology and minored in Government. He graduated in 1975. From there, Professor Miller attended the evening division of The New England Law School f/k/a New England School of Law in Boston, MA. He graduated in 1980 with a JD Degree Cum Laude. In 1981, Professor Miller graduated from Boston University School of Law in Boston, MA. There he received his Masters of Law (LLM) in Taxation. Professor Miller became a certified mediator while practicing law in Orlando, FL.

### **Daniel Young**

*Data Algorithms MCS540*  
*Cybersecurity MCS550*  
*Thesis in Data Science MCS555*

Daniel Young has a Master in Cybersecurity from the University of Maryland University College. He also has a Bachelor in International Studies from the University of South Florida. He has been a certified Ethical Hacker since 2017. He has over 9 years of experience in network and security. Daniel Young is also an active member of the United States Navy.

### **Dr. Alex Yousefi**

*Computer Networks MCS505*  
*Data Analysis MCS510*  
*Data Systems MCS515*  
*Machine Learning Fundamentals MCS520*  
*Parallel Systems MCS525*  
*Python Fundamentals MCS530*

Dr. Alex Yousefi has a Ph.D. in Business Administration from North Central University. He has a Master's of Science in Management from Wilmington University and a Bachelors of Science in Computer Information Systems from Strayer University. Dr. Alex Yousefi has almost 20 years of teaching experience at universities across the country.



## **Dr. Terry House**

*Software Systems MCS535*

*Data Algorithms MCS540*

*Artificial Intelligence MCS545*

*Cybersecurity MCS550*

*Thesis in Data Science MCS555*

Dr. Terry House has 19+ years of teaching experience as a tenured full professor, with 20+ years of active duty with the US ARMY, leveraging extensive subject matter expertise in Computer Sciences, Information Technology, Computer Architecture, and Cybersecurity. Applies a hands-on approach to build and deliver impactful programs and courses designed to develop and refine practical skills and generate competent and job-ready graduates.