



ACADEMIC CATALOG

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ABOUT AUSTIN UNIVERSITY

About Austin University

Austin University is a non-profit institution approved to operate by the Bureau for Private Postsecondary Education.

At Austin University, we offer the building blocks to success through high-level, relevant programs on campus and via a flexible online and hybrid format at affordable tuition, because the core of Austin University is our students—no matter where they are from, who they are or what they believe in. And among all the differences, our students will learn how to set and work towards common goals, to become leaders, to succeed in academia and to create a better life, culture and world.

They will learn that in real life, every day they learn and that learning is a concept of an ongoing process; we will make sure that they adopt that, so they can make a real difference.

Mission Statement

The mission of Austin University (AU) is to provide quality education opportunities to all who wish to realize their full potential. AU was founded on the belief that education at a minimal cost is a basic right for all, and a key ingredient in the promotion of global economic development and world peace.

Educational Objectives

To achieve its purpose, Austin University strives for the following objectives:

- To encourage critical and creative thinking and analytical and quantitative reasoning to face practical issues and complex challenges;
- To improve the communication in a variety of domains, including writing, speaking, listening and reading, while respecting the impact of technology on effective communication;
- To actively use the knowledge of diverse and multicultural competencies to achieve equality and social justice locally and internationally;
- To create higher educational and training opportunities that are flexible and accessible and meet current and future technology and career demands;
- To attain the services of faculty members that have demonstrated expertise both professionally and academically;
- To create a value for life-long learning and education.

To achieve our mission, AUSTIN UNIVERSITY will:

- create the highest quality, most-affordable education possible;
- use evaluation systems that measure student achievement based on clearly articulated standards and policies
- create educational environments based on different learning styles;

Vision

It is our vision to open the gates of higher education to qualified students regardless of their circumstances or where they live by offering world-class academic programs on campus, online, and hybrid by making this opportunity affordable.

To accomplish this, we will

- Promote an engaging and intellectually stimulating learning environment
- Encourage change and innovation
- Act with integrity, openness and value diversity.

Core Values

- Integrity & Accountability
- Passion
- Responsibility
- Respect
- Imagination
- Tolerance
- Transparency

Diversity and Non-Discrimination

Austin University is strongly committed to achieve the academic success and the general development of a diverse and international student body. Austin University 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 the University'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

- Austin University is a non-profit institution approved to operate by the 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 Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by 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 Web site (www.bppe.ca.gov).
- Austin University is a 501c (3) not-for-profit institution with recognized tax-exemption status under the laws of the United States Internal Revenue Service (IRS), as well as, the California State Department of the Attorney General, which oversees the tax-exempt status of charitable organizations.
- Austin University 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.).
- Austin University 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. Austin University does not offer English as a Second Language.
- Austin University is an online, hybrid 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.
- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue 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.

- Austin University 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.
- Austin University 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.
- Austin University does not offer state or federal financial aid programs.
- If 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.
- Austin University does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- Austin University is not accredited at the present time. Austin University's 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.
- Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.
- Austin University 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, Board of Directors appoints the Chief Academic Officer responsible to monitor new policies and procedures.
- Addendums, if required, will be published on an annual basis.
- An archive of academic catalogs and addendums are available on the University's website. Students can also request an electronic copy by emailing students@austin.universty

Notice to Prospective Degree Program Students

This institution is approved by the 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 accredited 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.

Institutional Representative Initial:

Date:

Student Initial:

Date:

ADMISSIONS POLICIES

General Admission Policy

Austin University offers Master Degree in Business Administration, the program is designed to meet the needs of adult learners and has its specific admission standards and it is the responsibility of the applicant to meet them.

While the University admits students from all over the world, both from English-speaking and from non-English-speaking countries, all instruction is in English.

Accordingly, all applicants are required to have a sufficient level of English proficiency to be able to successfully complete the program. The University does not currently accept ability-to-benefit students.

The MBA program is designed for self-motivated learners. Therefore, admission to the Austin University is based on a professional assessment of each applicant's potential for successful completion of the program.

The admission of an applicant is based upon the information provided in the application form. If the University determines that false information or omitted significant and/or material information was provided, the University reserves the right either to revoke the applicant's admission or to suspend the student from the courses. The University also reserves the right to take additional steps it regards as appropriate.

Enrollment and Registration

Students are enrolled in the University and in their selected program once they have been admitted to the University and have registered in an appropriate manner.

Once admitted to the University, each student will sign and submit an enrollment agreement to the University, after which the relevant University official will sign the agreement on behalf of the University.

Degrees Offered

- Master of Business Administration (MBA)

Notice Concerning Transferability of Credits

The transferability of credits you earn at Austin University depends completely on the institution to which you may seek to transfer. Acceptance of the degree you earn in the MBA program is also depends completely on the institution to which you may seek to transfer.

If the credits earned at Austin University 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 Austin University will match your educational goals. This may include getting in contact with the institution to which you may seek to transfer after attending Austin University to ensure that your credits will transfer.

- Austin University will accept a maximum of 20% of graduate semester units or the equivalent in other units received from another institution may be transferred for credit toward a Master's 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 graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection (1)(A).

Challenge Exams

Austin University 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.

Applicants with Credentials from non-English Speaking Countries

The applicant must send his or her original transcript (or a notarized copy of the original transcript) to the University Admissions Office for evaluation. Transcripts for comparable high school degree equivalent or university-level courses that are not in another language than English must be sent to the University together with an official translation.

Review of Documentation

Any document sent by an applicant in support of his or 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); International Education Research Foundation (IERF www.ierf.org); and American Association of Collegiate Registrars and Admission Officers (AACRAO www.aacrao.org), but the University may also accept evaluations from other credible sources.

Graduate Program Admission

- Master of Business Administration (MBA)

MBA Degree Program

- The Master of Business Administration is offered to students completing advanced studies that have already been granted an undergraduate degree at the baccalaureate level from an accredited or approved college.
- Applicants with an undergraduate degree from a University outside the United States must have their undergraduate transcripts evaluated by an independent National Association of Credential Evaluation Services (NACES) approved agency. The evaluation findings will be acceptable as satisfaction of the degree requirement, when indicating that an applicant's degree is the equivalent of one received from a regionally accredited or approved college in the United States.

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 the ATMU MBA program. The test costs \$49, and can be completed online and/or at home for the convenience of test-takers.
6. A letter from the university issuing the Bachelor degree indicating that the language of study of the program was the English Language

Note:

Austin University doesn’t provide English language services, including instruction such as ESL.

ACADEMIC POLICIES

Academic Progress Policy

Grading and Evaluation Procedures

The University 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. Students are graded according to their individual performance in the course.

All of the grading criteria listed are subject to the specific course syllabus. Criteria for awarding grades as described in the courses 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 and exams

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

This course final grade will be based on 3 credit as follows:

Description	Points
Attendance, Participation and Quizzes	15
Case study and homework assignments	15
Individual and team projects	10
Mid-Term Project	25
Final Project	35

Late Work Policy

Please 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 the instructors' approval.

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 Austin University learning portal.

The "standard" time for providing feedback for course activities is 5 business days. But instructor 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 timeframe if the schedule requires such an adjustment.

Instructors will tell students the "how" of the process by which feedback is provided.

Will he/she be sending back a copy of their paper with embedded comments? Or will he/she be providing more of a holistic grade and comment in an email?

Letter Grade Assignment

The University 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
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Passed
D+	67-69%	Failed
D	60-66%	Failed
F	0-59%	Failed
W		Withdrawal: Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal.

I		Incomplete: Work incomplete, due to circumstances beyond the student's control, but of passing quality. If the work is not completed within a year, the grade of incomplete converts to failure (F) one year after issuance.

The University considers a grade of C- as the minimum passing grade for the MBA program. Any student not achieving this minimum grade will have to repeat the course in order to complete the program. Pass (P) indicates completion of the course duties with academic work equal to C-grade.

Course Repeat

- Fail (F) indicates completion of the course duties with academic work with a grade below C-grade.
- An Incomplete 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 Director of Education within four weeks of the following semester. Failure in doing this will result in a grade of 0.0 for the course.
- A grade of IP may be awarded for thesis, practicum or internship at the end of a semester or other instructional period when the student has made a progress but has not yet completed all work. Practicum and internships need to be completed within the first two semesters. Once the student has completed all work, the instructor must make a change of grade to the Director of Education. If the work is not completed within the permitted time, the IP will be changed to IN or a 0.0.
- 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).

Grade Point Average (GPA)

- All course credits in which a letter grade is received will be add up to result in the student's Grade Point Average, with the exception of a W grade, and Pass/Fail grades.
- 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 times the number of course units.

Standards of Academic Achievement

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

Maximum Degree Program Duration

The university understands that many students are working adults attending the University part-time. Thus, most students' academic programs will exceed the normal duration for full-time students. However, we encourage students to complete their studies as fast as possible. The maximum time to complete any degree program is one-and a half times 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.

Grade Reports

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

Grade Appeal Procedure

1. The University 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 his or 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 Director of Education and then send the corrected grade to the Student Services for rectification of the student's academic results. If the discussion between the student and the instructor does 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 his or her instructor. The completed Grade Appeal Form with the instructor comments on the request must be submitted by the student to Student Services 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 was 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 Director of Education 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.

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 he or 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 he or she will be put on Academic Probation.
4. A student that is under Academic Probation and in the consecutive evaluation point he or 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 he or she will be dismissed from the University.

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

Attendance

Successful course completion in an Austin University course depends on routinely following the instruction and guidelines provided in the course syllabus. The students responsibility is to check and become familiar with the course syllabus and requirements at the beginning of each course

The Attendance of 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 Classes Onsite: Students are required to follow the attendance policy established by Austin University. The AU attendance policy (provided below) states that to earn academic credit in a particular course, students must:

- a. be officially enrolled in a course within the first 14 days of the semester, and
- b. attend at least 75 percent of all class sessions for that course.

Students Attending Hybrid Classes: Students registered in hybrid courses must attend at least 25% of the total duration of each course in class meetings to be listed in the AU Schedule of Classes.

- Students who do not fulfill these requirements will receive a grade of "F" in the course.

AU Attendance Policy

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 Austin University, specific 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 percent of all class sessions for that course. Students who do not fulfill these requirements will receive a grade of "F" in the course.

Any University-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 Moodle 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 the University and balancing their studies with their non-University 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.

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 Student Services at students@austin.university The request must indicate:

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

If the student has not received a response from Student Service within three days of his request, another inquiry should be made by the student to Student Services.

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 Student Services at atstudents@austisn.university and must include:

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

If the student has not received a response from Student Service within three days of the original request, another inquiry should be made by the student to Student Services. 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

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 an 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 attempted credits when monitoring academic progress

Withdrawal from the University and Institutional Refund Calculation

A student may withdraw from Austin University at any time for any reason. Students who wish to withdraw from the University must send an email indicating their name and Student ID to Student Services requesting to withdraw. Students submitting a request to withdraw are also asked to state their reason for withdrawing from the University in the email to Student Services at students@austin.university

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 Austin University, online and hybrid 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. Austin University reserves the right to withdraw a student if, at any time, the student fails to meet the policies as outlined in the Academic Catalog.

Upon a student’s withdrawal, the University performs a calculation to determine unearned tuition and return of corresponding funds. Student 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, and based on the last day of attendance.

The refund granted will have a further deduction for a registration or administration fee, not to exceed \$250.00, 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).

Student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

A. 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 either by cash, guaranteed student loans, or personal loans, and

B. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party, are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

2.1. California students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

2.1.1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.

2.1.2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer;

2.1.3. Your total charges are paid by a third party, and you have a separate agreement to repay the third party.

2.2. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

2.2.1. You are not a California resident, or are not enrolled in a residency program, or;

2.2.2. Your total charges are paid by a third party, such as an employer, government program or; other payer, and you have no separate agreement to repay the third party.

2.3. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

2.4. You may be eligible for STRF benefits, if you are a California resident or are enrolled in a residency program, prepaid tuition, have paid the STRF assessment, and have suffered an economic loss as a result of any of the following:

2.4.1. The school closed before the course of instruction was completed.

2.4.2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

2.4.3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

2.4.4. There was a material failure to comply with the CPPEA Act of 2009, or with the rules and regulations administered by the BPPE, within 30 days before the school closed. If the material failure began earlier than 30 days prior to closure, this period may go beyond the 30-days.

Leave of Absence

The University 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. The University reserves the right to request supporting documentation from relevant authorities.

A request for a leave of absence must be made in writing, and be e-mailed to Student Services at students@austin.university 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, and 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 the University. 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. Student Affairs 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. The University'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 Director of Education. The Director 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

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

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

Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

Academic Freedom

The primary objective of the University is to provide quality education to our students. The University 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.

Academic Integrity

True learning can take place only when students do their own work honestly without copying from other students or other sources. Austin University 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 constituted 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 instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. 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 Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.
6. Student may appeal any actions taken on charges of academic dishonesty to the "Academic Appeals Board."
7. The Academic Appeals Board shall consist of faculty 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 President of Austin University; whose decision is final.

Austin University Policies:

You can read all Austin University libraries on our website at www.austin.university

STUDENT SERVICES

Student Identification Card

For online and hybrid students:

Every student will be provided with electronic identification that will be required to access course material. Students without electronic credentials will not be permitted to access any of the University's resources.

For on campus students:

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without ID card will not be permitted to access any of the institute's resources.

Learning Resources

Learning resources provided through Austin University 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 Austin University Library and Information Resources Network by visiting the following link (<https://www.lirn.net/>) and log in using their unique ID and Password.

Counseling

Austin University offers counseling through administrative staff and faculty. Academic counseling falls in the purview of the Academic Dean, faculty and academic staff. Personal Counseling and mentoring such as trauma, personal, sexual harassment fall in the purview of the Director of Student Services.

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.

Services Not Provided by the University

Austin University does not provide, or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the Austin

University's Schedule of Fees and Charges. In addition, the Austin University 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.

Academic Counseling

Students at Austin University 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.

Graduate Placement

Austin University does not guarantee employment to any student upon graduation. Austin University does provide 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, Austin University 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. Placement assistance is available to all graduates of the institution. 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.

GENERAL INFORMATION

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.

License and Credentials

Austin University'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 with Austin University.

Student Records Retention policy

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof 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 make an electronic backup off-site.

Austin University 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.

Transcripts of Records

Austin University 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 Harrasment Policy

1. The University definition of Sexual Misconduct is to be instances of Sexual Harassment and Sexual Violence.

1.1 Sexual Harassment

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 behaviour.

The University 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.

1.2 Sexual Violence

The University 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.

2. Scope

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

the University's Employees
the University's Students
individuals not employed by the University that undertake official duties for the University

3. Supervisors and Managers

The University expects that Supervisors/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.

The University expects Supervisors/Managers to manage 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 behaviour in this regard themselves
- ensuring that Employees and Students are aware of the University'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.

4. Breach of Policy

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

5. Procedures seeking Support

Someone who has experienced Sexual Misconduct can seek support from a range of people across campus and external to the University.

6. Disclosures and Reports

6.1 Disclosures

An Employee or Student wants the University to investigate what happened can make a Disclosure and/or a Report to the University.

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 the University 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 Report are separate decisions. They are both confidential processes but there may be limits to confidentiality, particularly where the University 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, the University 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, the University may make a report.

6.2 Making a Report

Anyone directly subjected to Sexual Misconduct, including an individual who is not a member of the University Community, can make a Report against a member of the University 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.

Anyone directly subjected to Sexual Misconduct, including an individual who is not a member of the University Community, can make a Report against a member of the University Community.

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

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

If the University commences an investigation and an external process is also being pursued, the University may continue or suspend its investigation (after consultation with the Complainant).

A Report to the University 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, the University may have to notify third parties, such as the police. If such action is taken, the University will notify the Complainant and will ensure that appropriate support services are made available to that individual.

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.

The University 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, the University 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 the University 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.

7. Conflict of Interest

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.

8. Investigating reports - complaint and discipline procedures

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 the University 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 utilise 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).

Where the University 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 standard of proof, no further action will be taken.

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

9. Investigation

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 Dean (Education) 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.

10. Appealing University decisions

A complainant who is unhappy with a University decision under the complaint/grievance procedures should refer to the relevant appeal steps in University Policy on: Student Complaint Resolution (Students), or the relevant Enterprise Agreement (Employees).

A respondent who is unhappy with a University 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

Austin University 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 requestor 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.

Annual Notification

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.

Disclosure of Education Records

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 Austin University 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 Austin University or under

the University's control may be inspected or monitored by University personnel at any time and for any purpose.

Disciplinary action may be taken when a violation of this policy occurs. Austin University's complete information technology policy is distributed to all new students, and a copy may be obtained at www.austin.university.

Safe Workplace and Campus Policies

Austin University strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees.

Nondiscrimination and Equal Opportunity Policy

Austin University 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 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.

Commit to Integrity

As a student in this course and at Austin University 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

Learning Method

Programs may be offered on campus, online or hybrid. At Austin University, you can choose a delivery method that accommodates your goals and your learning style.

On Campus Classes

On Campus classes take place in our classroom located at 5000 Executive Pkwy, San Ramon, California. Students in all classes at Austin University, including face-to-face classes, are expected to use technology appropriate to the course content and as needed to access web-based course materials. Face-to-face classes typically require access to computer equipment (either at home or in college labs provided for student use) and computing skills utilizing standard office, business and web browsing applications.

Hybrid Courses

Combine face-to-face classroom instruction and the convenience of online web-based learning, resulting in a reduction of the amount of time spent in the face-to-face classroom and a significant increase of time spent studying online materials. Students registered in hybrid courses must attend at least 25% of the total duration of each course in class meetings to be listed in the AU Schedule of Classes.

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.

Austin University 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– Skills for Online Learning – 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.

Austin University 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.

The benefits of using AU 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.

The Term Schedule

- Austin University operates on a trimester system. There are four enrollment periods throughout the year – Fall, Winter, Spring, and Summer, in which student can earn up to 12 units during a 15-week period. Term schedules contain the requisite credit hours and attendance requirements for online courses necessary for students to earn semester units.
- Weekly study units will be made available to students at the beginning of the enrollment period. Students always have access to the completed units. Beyond that, however, students can decide when to complete their work and there is no specific time that the student must be logged on and study, other than the final examination.

The Study Process and Student Responsibilities

- In all learning takes place either in class, online, or hybrid, 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 is comprised 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

- **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.

- **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:

- a. Exemplary (15 points) – Participates regularly and actively, uses specific examples to support response and invite further discussion, and demonstrates a thorough understanding and reflection regarding the question or concept being presented.
- b. Accomplished (12 points) – Participates regularly and actively, uses specific examples to support response, and demonstrates a thorough understanding regarding the question or concept being presented.
- c. 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.
- d. 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.
- e. 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.
- f. No Participation (0 points)

- **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.

- **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 ("F") for the course.

- **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 assessor 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: "University 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.

Mid Term Project: 25%

The main framework criteria for grading the mid term project are:

- **Connection to readings:**

The student should demonstrate ability for synthesis and reflection on the selected parts of the readings related to the topic. Student should be able to show a connection between what is learned from readings and the assignment. Further the analysis and an insight

resulting from what student has learned from reading should be demonstrated, including references to the readings other than the student book.

- **Connection to class discussions and course objectives:**

The student should display the ability to synthesize, analyze, and evaluate the assignment ideas or issues from the discussion in class as they relate to this topic. The assignment paper presented should reflect this ability.

- **Self-disclosure and Connection to outside experiences:**

The student should demonstrate that she/he is trying to understand the different concepts by examining in an open way such as: connecting the student's own experiences in the past in relation to the assignment; illustrating the different arguments; showing in an open, assertive way the ability to show self-knowledge; discussing both growth and frustrations as they relate to learning in class. The use of self-assessment of self and seeking answers to questions should be explicitly clear in the assignment paper that the student presents. The synthesis of experiences related to the different topics while making a clear connection between what is learned and their experience on the topic should be explicit in the assignment.

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual assignment. The instructor has the choice of making the assignment individual or group but the grading **MUST** be done on individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In case of group assignment, the group must add a statement of responsibility at the beginning of the assignment stating which parts of the assignment paper presented each student did. Every student must present her/his work in class, which is followed by an oral examination about the assignment by the instructor

Final project: 35 marks

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 on his 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 individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In case of 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 and Services

In support of our students and their academic pursuits, Austin University 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 Austin University 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 Austin University Library and Resource Center, including LIRN or open educational resources, please contact Student Services at students@austin.university

Computing and 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 on the Virtual Learning Environment. The University 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, Austin University 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.

Contact Information for Students

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 contact students@austin.university and include:

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

The primary form of official communication from Austin University is through e-mail. Students are required to maintain active e-mail addresses and inform the University 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 e-mail from the university.

Electronic communication

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
- Mozilla Firefox
- Netscape Navigator

Our in-class, online and hybrid 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.

❖ 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

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

- Call our IT Support Team at 925-830-8916
- Email our IT support Team at: students@austin.university
- Visit AULMS Student Online Support Portal at: www.edu.austin.university
- Review AULMS Student Tutorials
- Visit AULMS Student FAQ's Web Page

Austin University strives to prevent the spread of computer viruses by employing the latest virus detection software on all university-owned computer systems; however, Austin University makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Austin University 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 Austin University staff members, Members, students or affiliates. Austin University 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

The main Austin University campus is located at Bishop Ranch 8, 5000 Executive Parkway, San Ramon, CA 94583. The administrative staff office is located a block and a half west of the 680 freeway on the second floor of the building with a front and back entrance. The area of the office is approximately 1,250 sq. ft. This space is divided into a reception area, administrative offices, and classrooms. Restrooms are available on the same floor.

The facility has adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available behind the building in the parking structure.

Office Hours

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. Austin University observes most major holidays and closes for a winter break between Christmas and New Year's Day.

Student Login Username and Password

Each student is assigned a designated username and password to log into the Austin University Online Platform and courses. Registered Austin University students with technical issues, please contact Technical Support at students@austin.university 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.

PROGRAM DESCRIPTIONS

MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration Degree program prepares students with the necessary skills and knowledge to understand, manage or create financial, business and leadership careers at the upper level of management. This program also provides the tools for business and leadership professionals to develop knowledge, attitudes and skill sets that will equip them to perform effectively, ethically and creatively in the corporate or entrepreneurial environment. The General Master of Business Administration degree requires completion of ten core courses for thirty (30) credits and a specialization thesis for six (6) credits with a total of thirty six (36) credits for the full MBA program.

Program Objectives

- Students will demonstrate an understanding of business knowledge (principles, concepts, theories, perspectives) and skills (procedures, methods, strategies, approaches) for each business function/discipline, and of the interrelationships among business functions/disciplines.
- Students will demonstrate the capacity to assess business environments and opportunities, and to align business activities in developing and implementing organizational strategy and change in complex and uncertain conditions.
- Students will demonstrate the capacity to identify problems, define objectives, gather and analyze information, evaluate risks and alternatives, make decisions that are ethical and responsible, and to communicate clear, defensible ideas and plans.
- Students will demonstrate the capacity to acquire and manage organizations' financial capital, human capital, assets, information, and technology.
- Students will demonstrate the capacity to work effectively and communicate with others as a colleague and as a manager.
- Students will demonstrate the capacity to collaborate and communicate effectively with others.
- Students will demonstrate the capacity to manage, influence, and lead others, and facilitate their development.
- Students will demonstrate the capacity to perceive commonalities and differences in others' values, styles, and perspectives, and how culture affects those commonalities and differences.
- Students will demonstrate the capacity for continual self-managed learning for professional and career development.

MBA - Degree Plan

Course Number	Course Name	Credits
MBA 501	Business Communications	3
MBA 502	Accounting and Finance for Decision Making	3
MBA 503	Ethics and Corporate Governance	3
MBA 504	Organizational Behavior and Leadership	3
MBA 505	Project Management	3
MBA 506	Strategic Marketing Management	3
MBA 507	Managerial Economics	3
MBA 508	Entrepreneurship Management	3
MBA 509	International Business & Global Strategy Management	3
MBA 510	Strategic Management	3
MBA 525	Thesis	6

Total Credits Required for the Master of Business Administration Degree (MBA): 36 Credits

MBA Courses Description

MBA 501

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.

MBA 502

Accounting and Finance For Decision Making

3 credit hours

Prerequisite: None

Accounting and Finance is the language of business, to be effective, everyone needs to be financially literate and able to interpret figures and understand what lies behind it. This course focuses on understanding how economic events like corporate investments; financing transactions and operating activities are recorded in the three main financial statements (i.e., the income statement, balance sheet, and statement of cash flows). Also, how to develop the technical skills

needed to analyze corporate financial statements and disclosures for use in financial analysis. An essential part of the course is Understanding and analyzing actual annual reports, periodic public filing of financial statements by firms with the Securities Exchange Commission (SEC) in forms such as 10-K (annual statements), other corporate disclosures, and analysts' reports. We will analyze actual corporate financial statements almost every class.

MBA 503

Ethics and Corporate Governance

3 credit hours

Prerequisite: None

Corporate governance and ethical practices is the control of management in the best interests of the company, including accountability to shareholders who elect directors and auditors. How a company is governed influences rights and relationships among organizational stakeholders, and ultimately how an organization is managed, and whether it succeeds or fails. Corporate Governance gives corporate board members, officers, directors, and other stakeholders the full spectrum of knowledge they need to implement and sustain superior governance

This course outlines different regulatory processes and ethical practices essential to an understanding of the principles of corporate governance and ethics in the contemporary business environment, the course teaches the fundamentals of ethics and corporate governance from a variety of angles – the board of directors, management, shareholders, the media, proxy advisors, regulators and other stakeholders – and focuses on assessing the effectiveness and execution of governance roles and responsibilities.

MBA 504

Organizational Behavior and Leadership

3 credit hours

Prerequisite: None

This course will expose students to the systems approach to Organizational Behavior (OB) as a whole. Its structure emphasizes on the scope of theory, research and practice on OB, organizational culture and ethics, international OB, individual behavior, social perception and attributions, motivation, job performance and rewards, behavior modification and self-management, individual and group decision making, group dynamics, teams and teamwork; and managing conflict and negotiation, work design, culture and change. 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.

MBA 505***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.

MBA 506***Strategic Marketing Management***

3 credit hours

Prerequisite: None

This course educates students to better understand unambiguous logics behind marketing strategy which ultimately can increase the profit of organizations. Strategic Marketing Management sketches the proper philosophy and practical procedures that tackle the challenges corporations are facing in such competitive market. The impact of an effective strategy is to reduce or resolve issues that corporations are facing.

Strategic decisions come from competent decision makers. Diagnosing and forecasting needed changes and implementing them effectively, contributes significantly to overall success of a company. Strategic Marketing Management is an important part of the core principles that brings much success to an organization. Students through this course will notice and discover the winning formulas for the market, learn how to use analyses to find preeminent solutions that can fulfill the unmet needs of the organization.

MBA 507***Managerial Economics***

3 credit hours

Prerequisite: None

Managerial Economics is the application of Economics concepts and theories to the managerial decisions in the Private, Public and Not for profit Organizations. This course will focus on a problem-solving approach to improve company’s profitability and managerial decision making by assisting managers in efficiently allocating the scarce resources, planning and executing the corporate strategy. The course will cover also Demand, supply analysis and estimation, production and cost analysis under different market conditions, forecasting and decision making under uncertainty.

MBA 508***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.

MBA 509***International Business& Global Strategy Management***

3 credit hours

Prerequisite: None

Globalization is a necessity and not a luxury. It is a force based on the customer demands for a large number of products and services, especially for vital and critical ones. Global operations have direct or indirect impact on domestic practices, performance and even job market. The needs of customers worldwide for various products and services next to unevenness of products and services quality around the globe are continuously forcing the businesses to make changes. These dissimilarities in their operations and inventions create a gap and make it more difficult to satisfy the customers. Multinational corporations play a vital role in changing the situation and creating a more dynamic global market. Our MBA students need to become sound educated in order to comprehend the vital function of international business operation. Our students also need to learn why and how senior management of corporations especially the multinational corporations (MNEs), make their important decisions based on a global strategy. A dynamic strategy and tactical blueprint will certainly strengthen the outcome of their businesses. This class is complementing the remaining MBA courses and broaden their understanding of this degree program.

MBA 510***Strategic Management***

3 credit hours

Prerequisite: None

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 capstone 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.

MBA 525

Thesis

6 credit hours

Prerequisite: All 10 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 in his/her 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 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.

This class will be conducted primarily in an independent study format with the student working closely with an academic advisor throughout the 3-5 months of course duration. (The specific length of the Thesis course will depend on the student and the nature/type/scope of his/her research project.)

The student will prepare a thesis proposal for review and approval by his/her academic advisor and thesis committee. After this thesis proposal is approved, the student will then conduct his/her research and prepare the final thesis paper. The student's final thesis paper will then be reviewed by his/her academic advisor and thesis committee.

The thesis proposal should be between 8 and 12 pages in length (double-spaced using Times New Roman 12 font.)

The final thesis paper must be at least 100 pages in length (double-spaced using Time New Roman 12 font.)

Notice to Prospective Degree Program Students

This institution is approved by the 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 accredited 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.

Institutional Representative Initial:

Date:

Student Initial:

Date:

***This is a placeholder and the date shall be the date upon which the institution formally receives a provisional approval to operate.**

SCHEDULE OF CHARGES

Tuition

Below are the Tuition and Fees schedules, approved by the Board of Directors, for the stated academic years 2017-2018. The University reserves the right to update the tuition and fee schedule at any time upon final approval of the Board.

Program	Type	Approximate Duration	Total Tuition
MBA (with Thesis)	With Concentration for Executives	18 Month	\$48,000
MBA (without Thesis)	General without concentration	12 Month	\$42,000

Application Fees

A non-refundable \$250 application fee is required in order to consider student's application complete. 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 "Austin University" along with your supplemental materials. Please make sure your name appears on the check

Policy For University Grants & Scholarships

Austin University recognizes circumstances in which applicants and/or students may not be able to pay the required fee amount, such as,

1. Insufficient method: no payment method is established in the applicant/student's country of residence or the applicant/student does not have the requisite means to access the available payment methods, e.g. a credit card.
2. Financial hardship: applicant/student does not have the financial means to pay the fee(s).

In either circumstance, the applicant/student must contact Austin University and explain why he or she cannot pay the fee. Austin University may correspond with the applicant/student further to clarify his or her circumstances and may request 'proof of circumstance'. Proof of circumstance may include:

- a. 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 Austin University. The declaration must be notarized;
- b. Standardized form signed by the applicant/student;
- c. Financial statements;
- d. Other documentation to the satisfaction of Austin University.

In some cases, Austin University may be able to provide scholarship opportunities to students. If these opportunities are available, Austin University will provide students with the information needed to apply and receive consideration for any available scholarships.

ADMINISTRATION AND GOVERNING BOARD

Administrative Staff

Chief Executive Officer	Amer El-Ahraf, Ph.D.
Chief Academic Officer	Peter Alexander, Ph.D
Chief Operating Officer	Ehab Saad, MBA, CMA, CFM

Governing Board

The Austin University is governed by its Board of Directors.

Rosa Contreras	President of the Board of Directors
Mahmood Azhar	Vice President of the Board of Directors
Loay Morsy	Board Treasurer

Advisory Council

The Advisory Council provides Austin University with non-binding strategic advice to the institution.

Ashraf Moustafa, Ph.D	CEO, Energevity
Rohit Khanna, MBA	SVP, SecureAuth Corporation
Ester Conrad, Ph.D	Professor, Stanford University
Luz Herrera, J.D.	Professor, University of Texas
Peter Alexander, Ph.D	Professor, UC Berkeley

Austin University Faculty

Luz Herrera

J.D. Harvard Law School
A.B. Stanford University

An attorney and a community innovator, Professor Herrera recently launched the Small Business Law Center at TJSU. Before entering academia, she ran a solo law practice in Compton, California. She is also the co-founder and board president of Community Lawyers, Inc., a non-profit organization that provides low and moderate-income people access to affordable legal services and develops innovative opportunities for attorneys and law students in underserved communities. CLI facilitates the provision of affordable legal services to underserved communities through community legal education and self-help legal clinics staffed by a network of volunteer attorneys and non-attorney volunteers that support their efforts.

Professor Herrera is pioneering a model to support public spirited, entrepreneurial lawyers in their efforts to launch successful law practices that assist clients and seek to strengthen communities. Her efforts are informed by her service with other organizations that have a pulse on legal service delivery in California and across the United States. She currently serves on the American Bar Association's Delivery of Legal Services Committee, the board of California Rural Legal Assistance and the Sargent Shriver Civil Counsel Act Implementation Committee.

Peter Alexander

Ph.D. Trident University International
M.B.A. California State University

Professor Peter Alexander has over 25 years of successful marketing and sales management experience in a variety of industries. Since 1995 he has specialized in Internet marketing strategy and is adept at using a company's Internet presence to drive sales leads, create loyal customer relationships and build effective B2B and direct-to-consumer marketing campaigns.

He has co-authored the books Internet Marketing Tips For Busy Executives and Money Isn't All That Matters, written several articles in national publications including Technology Business, InformationWeek, Marketing News, Human Resources Executive, and Sales & Marketing Excellence, and published the research dissertation Electronic Word of Mouth Communication: Factors that Influence the Forwarding of E-mail Messages which earned him a Ph.D. in Business Administration from Touro University International. Previously, he earned his B.S. and M.B.A. degrees in Marketing Management from the California State University system

Ehab Saad

MBA Cairo University
CMA, CFM Institute of Management Accountant, NJ

Dr. Ehab has been teaching Accounting, Finance, Auditing...and many other business courses for more than twenty-five years in different reputable AACSB Accredited Business Schools around the world. He also taught hundreds of candidates for CPA, CMA, CIA, CFA, CFE exam preparation courses and many of them passed the exams and got the designation.

Dr. Ehab teaches as a practitioner, not as an academic person. He has been in the Accounting, Auditing, and Finance fields since 1991. He started as an auditor with Arthur Anderson, then moved between the Big 4 Audit firms in the world (E&Y, PWC, KPMG, and Deloitte) until reached to an Audit Manager and Senior Financial Consultant positions, managing an audit team of more than 50 auditors performing audit and providing financial consultations to multinational companies as well as government and not for profit organizations in different parts of the world.

Dr. Ehab's education background is Bachelor Degree-Major Accounting (BS); Master of Science in Accounting (MSc); Ph.D. in Accounting and Post Doctorate Degree in Finance. In addition, He holds the following professional designations: Certified Management Accountant (CMA), and Certified Financial Manager (CFM). He is a member of the Institute of Management Accountants (IMA), Institute of Internal Auditors (IIA), Association of Certified Fraud Examiners (ACFE), and many other professional Institutes.

Dr. Ehab has 2 publications in Accounting and Finance published in "A" Ranked international Journals.

"Assessing probabilities of financial distress of banks in UAE", International Journal of Managerial Finance.7 No. 3, 2011.

"Analysis of Financial Crisis in UAE financial Markets", International Research Journal of Finance & Economics – IRJFE, issue 83,2012.

Arlene Goodman

D.B.A. Argosy University, Sarasota, Fl., 2012

Dual majors: Accounting and International Business

Dissertation Topic: Impact of IFRS and Audit Risk

M.S. Degree in Accounting from C.W. Post College, 1982

B.B.A. Degree in Management and Finance from Hofstra University, 1972

Continually integrate real-world applications to academic theory by giving work related applications to theory

Utilize multiple assessment tools, which ensure that course material has been adequately addressed, and also allow students to demonstrate their knowledge and earn their grades in the course

Researched and instituted new accounting electives for the students to give them a more comprehensive accounting education

Teach in a blended environment

Present to Corporate Partners on matters relating to Accounting and International Business

Review new textbooks for use

Teach students about the upcoming convergence with International Financial Reporting Standards

R. Todd Kane

Masters of Education (MEd) – Concentration in Organizational Leadership. *Conferred November 23, 2013.*

Masters of Business Administration. *Conferred November 23, 2013*

More than 20 years of progressive leadership, human resources, and management experience.

Past President and CEO of national human resources, outsourcing, and recruitment firm with more than 25 offices nationally and more than 25 million dollars in annual sales.

Past Vice President of national, publicly traded onsite rehabilitation and human resources firm with more than 115 offices nationally and more than 250 million dollars in annual sales.

Past Regional Vice President of large, publicly traded staffing and human capital firm.

Extensive start up and entrepreneurial experience starting more than 75 office locations nationally.

In depth business development, marketing, and entrepreneurship experience.

Oversight of more than one hundred million dollars of mergers and acquisitions over a 20 year period.

Direct supervision of hundreds of employees nationally.

Past Manager of Career Services for major state university.

Shi “Stan” Lan

Doctor of Philosophy (Educational Leadership and Human Resource Studies), College of Applied Human Sciences. Colorado State University, Fort Collins, CO 80523. Summer 2004.

Master of Science in Electrical Engineering. Northern Illinois University, DeKalb, IL 60115. Spring 1992.

Master of Science in Education. Leadership and Educational Policy Studies, Northern Illinois University, DeKalb, IL 60115. Spring 1988.

B.S. Engineering (1982). University of Technology, Shanghai, China. Autumn 1982.

After transitioning to full professorship from major academic leadership positions, continue to assume responsibilities as core faculty member supporting assessment and accreditation, to serve as the lead person on institutional research reviews, and the as the point-person for assessment

data analysis, in addition to teaching undergraduate and graduate courses in engineering, technology, and analytical methods.

Norman R. Meonske

Professor Norman Meonske started his career at Kent State University as an Assistant Professor in 1972 after completing his doctoral program in accounting at The University of Missouri and joined the NAA when he was a graduate student. Dr. Meonske's 45-year record of affiliation with Kent State University exemplifies his achievements of excellence in service, teaching and research. His teaching experience includes Wichita State University, University of Missouri, Western Illinois University, University of Akron, Cleveland State University, DeVry University, Keller Graduate School of Management, Becker CPA Review and Northeastern University.

Dr. Meonske is perhaps best known for the highly successful Ohio Council IMA (Institute of Management Accounts) conference held at Kent State University each year. He started this annual conference 43 years ago. Since then, he has shepherded the conference into one of the best of its kind in the nation, consistently presenting leading authorities from the IMA, Financial Accounting Board, Securities and Exchange Commission, academia, American Institute of Public Accountants, Public Companies Accounting Oversight Board, and corporate America. His speakers include a Who's Who of the accounting profession that included many IMA National presidents, FASB Board Member Dennis Beresford (more than 20 time), nearly every SEC Chief Accountant since Clarence Sampson, a host of FASB and PCAOB board members, legendary football coach Lou Holtz and many book authors.

David L. Overbye

B.S. - Electrical Engineering, University of Wisconsin - Madison, December 1980

M.S. - Electrical and Computer Engineering, University of Wisconsin - Milwaukee, December 1983

M.B.A. - University of Wisconsin-Milwaukee, August, 1988.

Ph.D. – Electrical and Computer Engineering, University of Illinois – Chicago, December 2004.

An accomplished business and academic leader who has held increasingly responsible positions in engineering, accounting, finance, and academic administration. Special competencies in engineering education, accreditation, management of multi-site, multi-level, accredited educational institutions, and leadership in highly ambiguous and complex organizational environments. Strong technical and management skills built on the foundation of a Ph.D. in Electrical and Computer Engineering and an MBA in finance.

Charmaine Rose

Doctor of Philosophy (Ph.D.) Capella University, Minneapolis, MN2008

Masters of Business Administration (MBA) Florida Metropolitan University, Tampa, FL 2002

Bachelor of Science (BS) Florida Metropolitan University, Tampa, FL 2000

Dr. Charmaine Rose brings not only 20 years of experience in Human Resource Management and Operations Management and a surplus of education. In 2000 she received her BS Market and Management, Masters in Human Resource 2002 and Ph.D. in Organization and Management in 2008, Graduate Certificate in Marketing and Post Graduate Certificate in Marketing, EQ 2.0 and 360 Assessor and Coach Certified and SHRM-CP.

Since receiving her Ph.D. she has worked with several small businesses to build and maintain affordable websites, Marketing and Branding through Social Media, operational policy, and procedures, risk management, efficiency, accountability, and leadership. She has provided workshops in a variety of subject to local companies on a continual basis. She works with individuals to assist them in attaining jobs, by writing resumes, cover letters and mentors Doctoral and MBA students. She spent four years as the VP of Marketing for the Society of Emotional Intelligence which she is an active Member. She always keeps abreast of new trends in both Marketing, EQ and Human Resource through associations and webinars, conferences and training workshops and currently looking to gain SPHR certification.

Melanie Shaw

Doctor of Philosophy in Education – Curriculum and Teaching NorthcentralUniversity, Prescott Valley, AZ

Master of Education – Education Administration Grand Canyon University, Phoenix, AZ

Master of Science – School Counseling University of West Alabama, Livingston, AL

Bachelor of Science – Liberal Studies and Music Excelsior College, Albany, NY

Online Teaching Certificate NorthcentralUniversity, Prescott Valley, AZ

Sloan-C Certificate in Online Teaching and Learning Colorado State University – Global, Greenwood Village, CO

Nabil Rageh

BS, with distinction and honor (industrial engineering) Cairo University, Egypt
MS, PhD, (operations research) University of California, Berkeley

Dr. Nabil S. Rageh has a BS degree in industrial/mechanical engineering from Cairo University, Egypt, with distinction and honor, and PhD and MS degrees in operations research from the University of California, Berkeley. His research interests include process improvement, total quality management, and materials management. Dr. Rageh was named dean of Golden Gate University's

School of Operations Management in 1986 and was later promoted to the position of dean of the School of Management in 1988. After a five year leave, Dr. Rageh returned to GGU in 1994 to head the Operations Management Department, and was named director of Doctor of Business Administration Program in 1996. While on leave from academics, Dr. Rageh joined NASCO Group International in 1989 in the position of corporate vice president. In 1982, he was named senior vice president of BETA Company, Saudi Arabia (an engineering and construction firm), with overall responsibilities for the operations, finance, and administration divisions. During the period 1966-1982, he held several progressive managerial positions, leading to a vice presidential assignment in operations and materials management, with Cutter Laboratories (now Bayer), Berkeley, CA, a biological products manufacturing firm.

MARIE A. SMITH

MBA., Organizational Management - New York Institute of Technology (NYIT)

MA (Coursework to Thesis) – History, Florida International University (FIU)

BA - Women's Studies, Minor: History; Undergraduate Certificate- African New World Studies, Florida International University (FIU)

TEFL/ESOL/ESL- 170 Hour Certificate; International TEFL Academy (ITA)

Diploma, Management Studies - Jamaican Institute of Management

Business Administration – Marketing; Diploma & Certificates: General Business Studies - University of Technology (Formerly College of Arts Science & Technology), Jamaica W.I.

Other Certificates: Professional Ethics; Property & Casualty- AINS & AIS

Marie holds an MBA in Organizational Management from New York Institute of Technology (NYIT) and an MA in History from Florida International University (FIU). She brings over 10 years online collegiate level teaching experience; currently designing the curriculum and teaching various business courses with Barclay College's online Business School as well as online History courses in the General Education Department. For the last 4.5 years Marie also serves as an online Academic Coach/Assistant Instructor to both Graduate and Undergraduate degree seeking students, working with core faculty to monitor student engagement, facilitate course content, grade all weekly assignments, and provide comprehensive feedback as well as online student support. She has worked in this capacity with core faculty from various Universities including University of Arkansas at Little Rock (UALR), Louisiana State University (LSU -Baton Rouge, Alexandria, & Shreveport campuses), University of Texas Tyler (UT Tyler), University of Delaware (UDEL). Courses include: International Management, Managing Change in Organizational Systems, Introduction to Business, Organizational Behavior and Management, Decision Making in Operations Management,

Introduction to Entrepreneurship, Organizational Behavior Theory and Practice, Strategic Human Resources Management, Small Business & Family Enterprise, and Managerial and Leadership Communication.

ACADEMIC CALENDER

The Administrative Office is closed for two weeks during the Winter Break each year and also for all recognized United States (U.S.) Federal Government holidays.

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)

The University operates year round and the academic calendar is divided into three terms which are approximately 4 months long. A new term starts each August, January, and April. The following is the schedule for the 2016-2017 school year.

2018 – 2019 Academic Year

Academic Period	Registration Open	Start Date	Last Day to Register/Add	Payment Due	End Date	Grades Due
Fall Trimester	Jul 10	Sep.05	Sep 15	Sep 22	Dec 22	Jan 08
Winter Trimester	Dec 04	Jan 02	Jan 12	Jan 19	Feb 23	Mar 05
Spring Trimester	Jan 15	Mar 05	Mar 12	Mar 19	Jun 29	Jul 09
Summer Trimester	May 14	Jul 09	Jul 16	Jul 23	Aug 31	Sep 10

Statement for monitoring compliance with BPPE changing policies and procedures:

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, Board of Directors appoints the Chief Academic Officer responsible to monitor new policies and procedures.