



**ATHENA UNIVERSITY CATALOG**

**VOLUME TWO**

**2018**

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## LEADERSHIP

**Chancellor** — Dr. Da Yung Wang, Ph.D.

**President** — Mr. Chow Lee

**Chief Academic Officer** — Dr. J. Lee Russell, Ph.D., [jrussell@athenauniversity.org](mailto:jrussell@athenauniversity.org)

**Registrar** — Ms. Lisa Holland, [lisa@athenauniversity.org](mailto:lisa@athenauniversity.org)

**Marketing** — Mr. Andy Hung, [andy@athenauniversity.org](mailto:andy@athenauniversity.org)

All of the above individuals may be contacted by telephone at (800) 806-4711.

**Website** — [www.athenauniversity.org](http://www.athenauniversity.org)

## MISSION

The creation of Athena University is inspired by the characteristic of the Greek heroine Athena as the guardian of wisdom, knowledge, and learning. We are committed to cultivate the next generation leaders through dedicated teaching, globalization, and entrepreneurship. We are the key to turn every student into a respectable professional with social awareness. The core competences of Athena University rely on the bonding among teaching, research, and service of all faculty members. For generations to come, Athena University will prevail through innovation and creativity.

## VISION

We will be the premier independent university of the Pacific Northwest in academic quality, community service, and the development of leaders that change the world.

## VALUES

- **Care**  
We put the good of students first.
- **Academic Excellence**  
We value excellence in learning with great teachers who are active scholars.
- **Diversity**  
We celebrate educational excellence achieved through diversity.
- **Justice**  
We foster a concern for justice and the competence to promote it.
- **Leadership**  
We seek to develop responsible leaders committed to the common good.

## STATEMENT OF PURPOSE AND OBJECTIVES

Athena University will prepare students as leaders in his or her chosen profession.

Athena University will combine expertise from the educational and professional arena in a university environment. The University's main goal is to develop the business communities with graduates that exhibit skills and the ability to make positive contributions to the workplace.

Athena University will develop educational curriculum with emphasis on the development of critical thinking and conceptual skills. The rigor and scholarly emphasis is coupled with the expertise and knowledge of the professional community. The central focus will be the relationship between academic learning and real life practical skills and strategies. The University's programs are designed to respond to the needs of today's world with the flexibility to adjust to these needs as they continue to evolve.

## STATEMENT OF ACCREDITATION

At this time Athena University is not accredited.

## AUTHORIZATION

“Athena University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Athena University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).”

ACADEMIC YEAR 2018

New Year's Day	Monday, January 1, 2018
1 <sup>st</sup> Day of Spring 01 Semester	Tuesday, January 2, 2018
Martin Luther King Day	Monday, January 15, 2018
Chinese New Year vacation begins	Sunday, February 11, 2018
President's Day	Monday, February 19, 2018
Chinese New Year vacation ends	Saturday, February 24, 2018
Last Day of Spring 01 Semester	Saturday, March 10, 2018
1 <sup>st</sup> Day of Spring 02 Semester	Sunday, March 11, 2018
Spring Holiday	Friday, March 30, 2018
Last Day of Spring 02 Semester	Saturday, May 5, 2018
Spring vacation begins	Sunday, May 6, 2018
Spring vacation ends	Saturday, May 12, 2018
1 <sup>st</sup> Day of Summer Semester	Sunday, May 13, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 04, 2018
Last Day of Summer Semester	Saturday, July 7, 2018
Summer vacation begins	Sunday, July 8, 2018
Summer vacation ends	Saturday, August 25, 2018
1 <sup>st</sup> Day of Fall 01 Semester	Sunday, August 26, 2018
Labor Day	Monday, September 3, 2018
Last Day of Fall 01 Semester	Saturday, October 20, 2018
1 <sup>st</sup> Day of Fall 02 Semester	Sunday, October 21, 2018
Veteran's Day Observance	Monday, November 12, 2018
Thanksgiving vacation begins	Thursday, November 22, 2018
Thanksgiving vacation ends	Sunday, November 25, 2018
Last Day of Fall 02 Semester	Saturday, December 15, 2018
Christmas vacation begins	Sunday, December 16, 2018
Christmas vacation ends	Monday, December 31, 2018

## ACADEMIC YEAR 2019

New Year's Day	Tuesday, January 1, 2019
<b>1<sup>st</sup> Day of Spring 01 Semester</b>	<b>Wednesday, January 2, 2019</b>
Martin Luther King Day	Monday, January 21, 2019
Chinese New Year vacation begins	Sunday, February 3, 2019
Chinese New Year vacation ends	Saturday, February 16, 2019
President's Day	Monday, February 18, 2019
<b>Last Day of Spring 01 Semester</b>	<b>Saturday, March 9, 2019</b>
<b>1<sup>st</sup> Day of Spring 02 Semester</b>	<b>Sunday, March 10, 2019</b>
Spring Holiday	Friday, April 19, 2019
<b>Last Day of Spring 02 Semester</b>	<b>Saturday, May 4, 2019</b>
Spring vacation begins	Sunday, May 5, 2019
Spring vacation ends	Saturday, May 11, 2019
<b>1<sup>st</sup> Day of Summer Semester</b>	<b>Sunday, May 12, 2019</b>
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
<b>Last Day of Summer Semester</b>	<b>Saturday, July 6, 2019</b>
Summer vacation begins	Sunday, July 7, 2019
Summer vacation ends	Saturday, August 24, 2019
<b>1<sup>st</sup> Day of Fall 01 Semester</b>	<b>Sunday, August 25, 2019</b>
Labor Day	Monday, September 2, 2019
<b>Last Day of Fall 01 Semester</b>	<b>Saturday, October 19, 2019</b>
<b>1<sup>st</sup> Day of Fall 02 Semester</b>	<b>Sunday, October 20, 2019</b>
Veteran's Day	Monday, November 11, 2019
Thanksgiving vacation begins	Thursday, November 28, 2019
Thanksgiving vacation ends	Sunday, December 1, 2019
<b>Last Day of Fall 02 Semester</b>	<b>Saturday, December 14, 2019</b>
Christmas vacation begins	Sunday, December 15, 2019
Christmas vacation ends	Tuesday, December 31, 2019



## ADMISSIONS

Upon admission students will have the option of choosing to enroll 100% residentially, 100% distance learning, or a combination of residential and distance learning.

## ADMISSION REQUIREMENTS

### MASTER OF SCIENCE IN GAME ANIMATION DESIGN

#### I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee.
2. Provide a degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees. Official transcripts of graduate study (if applicable).
3. An overall undergraduate CGPA of 2.0 on a 4.00 scale.
4. Submit a letter of intent describing your desire and interest in pursuing the MGAD degree, including why you think you have the qualifications to be successful in the program, and a resume. The purpose of the letter of intent is to demonstrate your preparedness for success in the MGAD program.

#### II. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above, or for item I.2, must provide a degree approved by the national ministry of education in the country where the school is located.
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated by an evaluator approved by NACES.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.

#### Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or

developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.

- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

## MASTER OF BUSINESS ADMINISTRATION

### I. All candidates must:

1. Complete an application and pay a \$50 application fee.
2. Provide a degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees and official transcripts of graduate study (if applicable).
3. An overall undergraduate CGPA of 2.0 on a 4.00 scale.
4. If undergraduate CGPA is less than 2.7, then a minimum GMAT score of 450, or a minimum GRE score of 306, or passing an AU administered test(s) is required.
5. Submit a letter of intent describing your desire and interest in pursuing the MBA degree, including why you think you have the qualifications to be successful in the program, and a resume. The purpose of the letter of intent is to demonstrate your preparedness for success in the MBA program.

II. Prerequisites: All applicants without previous academic courses in the areas listed below will be required to take the Athena University courses as non-credit, or pass a competency test in each area: (The courses will not count towards the completion of the MBA program.)

- Accounting (ACG 101)
- Statistics and Probability (STA 101)
- The Basics of Management (MAN 101)
- Economics I (ECO 101)

Taking these non-credit courses at Athena University or transferring those courses from a college or university approved by Athena University can satisfy the prerequisites requirements. Again, the credits from the above prerequisite courses do not count towards the required core credits leading to the MBA Degree. Additionally, students will be paying at a rate of \$1,500 per prerequisite course for the four pre-requisite courses listed above.

### III. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above, or for item I.2, must provide a degree approved by the national ministry of education in the country where the school is located.
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated by an evaluator approved by NACES.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.

4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.

Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

## EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

I. All candidates must:

1. Complete an application and pay a \$50 application fee.
2. Provide a bachelor's degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees and official transcripts of graduate study (if applicable).
3. An overall undergraduate CGPA of 3.0 or higher on a 4.00 scale.
4. If undergraduate CGPA is less than 3.0, then a minimum GMAT score of 450, or a minimum GRE score of 306, or passing an AU administered test(s) is required.
5. Submit a current resume listing business experience, academic achievements, professional designations, and community involvement.

II. Prerequisites: All applicants without a bachelor's degree in business administration or a related field, or academic courses in the areas listed below will be required to take the Athena University courses as non-credit, or pass a competency test in each area: (The courses will not count towards the completion of the MBA program.)

- Accounting (ACG 101)
- The Basics of Management (MAN 101)

Taking these non-credit courses at Athena University or transferring the courses from a college or university approved by Athena University can satisfy the prerequisites requirements. Again, the credits from the above prerequisite courses do not count towards the required credits leading to the EMBA Degree. Additionally, students will be paying at a rate of \$1,500 per prerequisite course for the two prerequisite courses listed above.

### III. International applicants must meet the following requirements:

1. Must comply with all criteria mentioned above, or for item I.2, must provide an analogous degree approved by the national ministry of education in the country where the school is located.
2. Send official transcripts of all post-secondary institution.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with a current U.S. dollars exchange rate.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.

#### Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

## BACHELOR OF BUSINESS ADMINISTRATION

### I All applicants for undergraduate BBA admissions must:

1. Complete an application for admission and pay a \$50 application fee.
2. Send official transcripts of all previous study and provide proof of graduation from high school, or having received a GED.
3. Write an essay describing why you want to attend Athena University, why you think you are prepared to be successful at Athena University, and what you hope to accomplish in your life after graduation from Athena University.
4. Complete Athena University admissions test, or submit scores from SAT or ACT examinations, or submit prior college credit in English and Math.

### II International applicants for undergraduate BBA admissions must:

1. Meet all the above requirements.
2. Send official transcripts of all post-secondary institutions – must have non-US academic degrees evaluated by an evaluator approved by NACES.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 65, TOEFL (PBT) = 525, TOEFL (CBT) = 193, or IELTS = 6.0.

#### Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a C (70 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

### III Special admission requirements for non-matriculated applicants

Applicants wishing to enroll in courses for personal or professional enrichment, but who do not intend to pursue a program of study, must submit an application for admission and complete a non-matriculated student enrollment agreement. Some general admission requirements and procedures may be waived. Applicants must demonstrate they possess the requisite skills and competencies for the intended coursework.

Enrollment with non-matriculated status is limited to courses attempted totaling 27 semester credit hours, and further restrictions may be imposed if student are not making adequate progress. Non-matriculated students seeking to pursue a program of study must submit a written request to the Chief Academic Officer, meet all admission, financial, and academic requirements for the intended program, and sign a new enrollment agreement before permission to pursue the program of study is granted.

Note: For the General Management Specialization in the Bachelor of Business Administration Program

Given the above general requirements for undergraduate admissions to Athena University, applicants who want the General Management specialization are recommended to have at least a 2-year associate degree or its equivalent, or have experience working in a supervisory position.

## ENTRANCE REQUIREMENTS

Tuition fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in Athena University until all fees are fully paid. Any students owing money to Athena University, regardless of the debt, will not be permitted to register.

The selection process of the University will allow for admission of graduate students on the basis of the applicants' academic credentials in addition to a review of all the information contained in the application, both academic and personal. For that reason, applicants may also submit letters of recommendation in order to give the University a complete picture of the applicant, as a student and as a person.

Admissions requirements to specific graduate programs may vary – students should refer to the program descriptions found in the Catalog for additional information.

Meeting the minimum requirements does not guarantee admission to the University. An applicant's total undergraduate record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

## GRADUATION REQUIREMENTS

Graduate students who have maintained at least a 3.0 CGPA and have completed all the required coursework for their major and satisfied all financial obligations are eligible for graduation.

Bachelor's students must maintain a 2.0 CGPA to graduate.

Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (5) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

## TRANSCRIPT REQUESTS

Provided a hold does not exist, a student may request a transcript from the university registrar by completing and delivering a transcript request form. Athena University will release the transcript to the student. Transcript requests may be made in person or by mail. Athena University will charge \$25.00 for official transcripts, and \$5.00 per non-official transcript. Official and non-official transcript requests may take approximately five (5) to ten (10) business days to process.

## CREDIT GRANTING

At this time Athena University will not issue credit for non-academic experiential learning.

## TRANSFERABILITY OF CREDITS

### **Transfer to Athena University:**

Students seeking to transfer credits earned at another postsecondary institution to Athena University should note that the transferability of credits is at the discretion of Athena University. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at Athena University is that approximately three-fourths of the course content must match the content of the course offered at Athena University if it is to be accepted for transfer. For evaluation purposes, students may provide a copy of the course description for the course to be evaluated and the school's catalog if available. Evaluations are handled on a case-by-case basis. Additionally, for evaluation of transfer credits from universities or colleges outside of US, the student must pay a fee of \$350 before any evaluation of transfer credits can take place.

Decisions regarding transferability of credits are made after the decision of Athena University to admit the students. Athena University recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of the transferability of credits is performed by the university registrar. On occasion, the university registrar may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

Courses may be denied for transfer under the discretion of the university registrar depending on the date courses were originally taken. A grade of C- or higher is required to receive transfer credit. However, grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average. Undergraduate



students may not transfer more than 90 credits. For graduate students, no more than 9 credits will be transferred; and other documentation may be requested, such as a sample of coursework.

### **Transfer from Athena University:**

Students seeking to transfer credits earned at Athena University to another postsecondary institution should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits from Athena University.

## **REQUIRED TRANSFERABILITY STATEMENT**

*“The transferability of credits earned at Athena University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Athena University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Athena University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Athena University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.”*

## **TUITION**

### **ESTIMATED BUDGET FOR THE 2018 / 2019 ACADEMIC YEAR**

Program: **Master of Science in Game Animation Design**

Credit Hours: 33

Total per Credit Hour: \$525.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

Estimated textbook costs: \$1100.00

Program: **Master of Business Administration**

Credit Hours: 33

Total per Credit Hour: \$525.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

Estimated textbook costs: \$1100.00

Program: **Executive Master of Business Administration**

Credit Hours: 30

Total per Credit Hour: \$725.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

Estimated textbook costs: \$1000.00

Program: **Bachelor of Business Administration**

Credit Hours: 120

Total per Credit Hour: \$500.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

Estimated textbook costs: \$4000.00

## INSTITUTIONAL COURSE CANCELLATION

Students who are enrolled in a course required for completion of a program, which is cancelled by Athena University, will be allowed to take a comparable course that fulfills the degree requirement with no additional tuition payment.

If Athena University cancels the entire program students are entitled to 1) a refund for the portion of the program that is not completed or 2) participate in an approved teach-out for the remainder of the program.

## POLICIES FOR STUDENT REFUNDS

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. All monies, with the exception of application fee (\$50.00), will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day of signing the enrollment agreement and making initial payment, but before the first day of class of a semester, will result in a refund of all tuition and other fees paid, with the exception of the application fee (\$50.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the class/classes within a semester will result in a Pro Rata refund computed on the number of hours completed to the total class/classes hours.

5. Cancellation after completing 40% of the class/classes within a semester will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

\* Tuition is charged by the semester and level of credits scheduled for the semester.

### **GROUNDS FOR TERMINATION**

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

### **FINANCIAL AID ASSISTANCE**

Athena University does not offer financial assistance at this time.

### **ACADEMIC RESPONSIBILITIES**

### **ATTENDANCE POLICY**

Students are expected to attend all scheduled University classes for the courses that they are registered and to achieve the goals set forth by each class instructor. Attendance is taken daily. It is the student's responsibility to arrange to make up work missed because of an absence.

### **STUDENT TARDINESS POLICY**

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Chief Academic Officer to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

## STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

### STUDENT CONDUCT CODE

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Athena University. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
2. Forgery, alteration, or misuse of University documents, records, or identification.
3. Theft of and/or damage to property of the University, of a member of the University community or of a visitor to the University.
4. Unauthorized entry to, or use of, University facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on University owned property or at University sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
  - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
  - Verbal Harassment-statements incorporating abusive, obscene or threatening language.
  - Physical Harassment - use of, or threatened use of, physical force or violence.
  - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
  - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
10. Purporting to or representing another person, an organization, or the University improperly without the consent or authority.
11. Lying or perjuring self to University official.

12. Attendance during the commitment of a violation of the University student conduct code constitutes permission or condoning of the act.
13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Washington Law or Athena University's policy.
14. Violating the University smoking tobacco use policy in specified facilities.
15. Soliciting/selling for personal or organizational profit without proper consent of University officials.
16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.
17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument that may be used to cause injury to body or damage to property.
18. Violation of other published University policies, rules or regulations.

## DISTANCE LEARNING METHODS OF DELIVERY

Student and Faculty Orientation:

For Students:

At the beginning of the semester, all distance learning course participants will participate in:

An introductory course for Distance Learning Program by the Instructor with aims to:

Help learners solve any queries they may have about strategies or approaches teachers will use.

This introductory lecture is mandatory. Students are able to choose from 6 sessions held at different times.

Tutorials: Video tutorials and student guide will be uploaded for everyone.

Orientation program:

The Canvas by Instructure platform has been implemented in our institution and it provides our learners with a tutorial that guides them on the different ways they can interact online.

Users will be shown a wide variety of activities they could complete once the course starts.

For teachers:

Teacher training course: Teachers are given a 25-hour training course on teacher /student roles while working in the Virtual Classroom.

Online class material:

Online class material is prepared before the semester begins.

Teachers work collaboratively with instructional designers.

Students are informed about the different aspects of the distance-learning course (requirements hardware and technical skills) by means of a "guidebook" handed out at the beginning of the course.

Students must have technical skills to know how to use web browsers and Windows 7 or later.

Students undergo an online trial test to make sure they meet the institutional technological standard.

**HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:**

The material needed for students (syllabus, PowerPoint, PDFs, links, tailor-made activities, etc.) are posted on the platform once the course begins.

The Virtual Classroom facilities are included in the Tuition.

The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a PC that meets the following standards:

Hardware	Software
<p><u>Minimum system requirements</u> —</p> <p>CPU: Intel Core i5-2400/AMD FX-8320 or better.</p> <p>RAM: 8 GB.</p> <p>GPU: NVIDIA GTX 670 2GB / AMD Radeon HD 7870 2GB or better.</p> <p>Storage: 100 GB available space.</p> <p><u>Recommended system requirements</u> —</p> <p>CPU: Intel Core i7-3770/AMD FX-8350 or better.</p> <p>RAM: 8 GB or higher.</p> <p>GPU: NVIDIA GTX 970 4GB / AMD Radeon R9 290 4GB or better.</p>	<p>Web Browser Mozilla Firefox v.22 or more recent.</p> <p>Operating Systems:</p> <p>Windows 7 / 8.1 / 10 (64-bit versions).</p> <p>Mac OS X 10.9 "Mavericks®".</p> <p>Acrobat Reader (Free software).</p> <p>Macromedia Flash Player.</p> <p>Microsoft Office or Open Office.</p>

Storage: 100 GB available space. [1024x728] Video resolution. Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones.	
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### **TECHNICAL SUPPORT:**

Technical support on the use of the platform at students' and teachers' request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our student inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides "online support" to make changes or adjustments.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?

How do I access the Virtual Classroom?

How do I register for an online program?

Who are my instructors?

How do I view lectures?

How do I get my textbooks?

## **ACADEMIC SUPPORT:**

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of three tools:

Forums: All online courses have an inquiry forum to address students' questions about different academic topics.

Web Conference Canvas by Instructure Collaborative: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.

Canvas by Instructure Instant Messaging: chatting with teachers and peers provides synchronous interaction. In addition, here students can ask individual questions to teachers and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

## **STUDENT ASSESSMENT:**

The courses syllabi are designed as follows:

1. Every course has a specific assessment system and a time frame that is given once they are registered. This time frame includes the dates and hours the tasks are due and the weight each task has in the final score. Proctored evaluations are also included and specified in the student's calendar of activities.

2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students' success in achieving the online learning goals, they are asked to:

- Pass multiple exams.
- Submit term papers or assignments online.
- Conduct research and work collaboratively.
- Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advance.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Canvas by Instructure platform:

## **PROGRAM FORMAT:**

**Totally online Distance Learning Program (e-Learning):** by using our Virtual Classroom Canvas by Instructure and online resources we seek to develop our learners' competences. Our students may work individually and collaborative and will take part in synchronous and asynchronous activities in which the students can choose their own learning pace. The online resources are available to our learners and can be downloaded from our platform.



## ACADEMIC ADVISING

Academic Advising at Athena University is conducted, primarily, through the office of the Chief Academic Officer.

Prior to enrollment in Athena University, applicants are advised about the university programs through the efforts of the marketing manager, and more complete information on registration is presented by the admissions director/officer.

Once enrolled, students may seek advice from the Registrar and the Chief Academic Officer. The Registrar will handle inquiries related to academic records (courses taken, transcripts, changes of program of study, graduation requirements, etc.). The Chief Academic Officer will advise students on program availability, program requirements, courses needed to complete a program, inquiries about faculty, etc. Students are encouraged to discuss with faculty first about any issue with coursework, and later, if necessary as determined by the student, any coursework issue with the Chief Academic Officer. (There are grievance procedures discussed elsewhere in the catalog.)

Specific issues handled by the office of the Chief Academic Officer for which a student may seek counsel include Academic Integrity Policy, Satisfactory Academic Progress Policy, Academic Appeals, and Academic Dismissal, and are discussed in detail later in the catalog.

## CAREER ADVISEMENT/PLACEMENT SERVICES

Students who are approaching graduation should contact the Chief Academic Officer. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Washington. Students will receive information about employers in the Seattle area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, Athena University staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques.

## LIBRARY RESOURCES

Athena University students have electronic access to the online resources of MingDao University C. W. Wang Memorial Library.

Public libraries available to Athena University students include Seattle Public Library, King County Libraries, Tacoma Public Library, and Pierce County Libraries. Also, in Snohomish County there are Everett Library and Sno-Isle Library System, along with the Kitsap County Library in Kitsap County.

## ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

The organizational structure of Athena University is simple and flexible, allowing the university to expand to fit the diversification of the university programs and new demands based on growth. The university administrators consist of the following:

Chancellor

President

Chief Academic Officer

Registrar

Marketing Manager

As the university develops through increased enrollment there will be an increase in leadership and operational positions. These positions will include: Deans, Director of Student Services, Admissions Director, and others.

## GOVERNANCE OF THE UNIVERSITY

The Owner of the University manages the University. The Owner has the authority to conduct the following functions:

- Establish policies and procedures for the university
- Select the President of the university
- Amend and approve the annual budget of the university
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of the university

The owner of Athena University is MingDao Holding Company.

## STUDENT SERVICES

Athena University strongly believes that students who feel comfortable and safe and who have easy access to staff for help or personal needs are ultimately more productive. To this end, the Student Services Coordinator provides guidance and advises the students through the Student Services Department. This department offers a series of services related to career, internships, and personal assistance. It also provides students information regarding community events and activities, and is in charge of job placement with continuously monitoring the results of alumni in the work field. The department does not guarantee students that they will get a job.

## STUDENTS WITH DISABILITIES POLICY

Athena University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs and activities. Athena University does not discriminate on the basis of disability in its hiring or employment practices. The university administrators will handle provisions

of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

## HEALTH AND SAFETY

The university acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to the university. It is the policy of the university to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, the university will, when reasonably practical:

- Provide and maintain safe and healthy working conditions;
- Provide information, training and supervision to enable staff and students to perform their work safely;
- Maintain high standards of health, safety and welfare in all University activities.

## FREEDOM OF ACCESS/NON-DISCRIMINATION

Athena University is open to all students who are qualified according to the published admission standards. The University encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All University employees have a responsibility to maintain their work free of discrimination.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in the complaint to University Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. Athena University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the university will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined the University Officers. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be

withdrawn, but Athena University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher university authority, which will re-evaluate the determination as deemed appropriate.

## GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against an Athena University employee he or she must report such incident to the Chief Academic Officer. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Chief Academic Officer as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Chief Academic Officer, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, Athena University encourages the student to go directly to the President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Chief Academic Officer. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Chief Academic Officer.

Upon receipt of a written formal complaint by a student, the Chief Academic Officer will consider the complaint. After such an investigation, Chief Academic Officer will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, Athena University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

## ACADEMIC INTEGRITY POLICY

Integrity is essential to an educational institution and to the entire educational experience. Individual students, faculty, and staff members must affirm this quality. The importance of integrity and ethics is an integral part of life at Athena University.

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at Athena University. The University will take severe action against dishonest students, faculty, staff, and administrators.

Self-expression is also an essential component to a rewarding and fulfilling educational experience.

A university setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. However, while the goal of the University is to educate and encourage, it also must curtail behavior that adversely affects others. As such, Athena University's policies require that such self-expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

## ACADEMIC FREEDOM AND RESPONSIBILITY

Athena University is dedicated to fostering and preserving the search for truth and its free expression. Academic freedom is essential to this purpose. Freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Each dean and faculty member (full, part-time, or adjunct) has the individual freedom of inquiry and expression in research, publication, and in the teaching of his or her subjects and courses.

## ALCOHOL AND DRUG USE

Athena University as an institution of higher education is dedicated to the well-being of all members of the University students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of Athena University to prevent substance abuse through education and prevention. The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the responsibility of the individual to seek assistance. The university also recognizes that the possession and/or use of certain substances are illegal, and the university is obligated to comply with local, state, and federal laws.

Athena University's alcohol and drug policies are as follows:

While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal.

Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.

Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of the substance abuse.

## TOBACCO USE POLICY

The University wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Washington's Clean Air Act, smoking is prohibited in all

University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative offices, dining facility, or any other facility owned or controlled by the University. Students, faculty members, or staff found in violation of this policy may be subject to disciplinary action as deemed appropriate by University administrators.

## POLICY AGAINST SEXUAL HARRASSMENT

It is the intent of Athena University to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At Athena University, sexual harassment of or by employees includes the following:

- Unwelcomed or unwanted sexual advances. This includes unwelcomed physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go or other tasteless, sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At Athena University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;

- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the University Officers.

Athena University recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for an Athena University faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any university employee and a student enrolled in the university may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the university environment. At Athena University, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

## POLICY AGAINST HAZING

- (1) No student or student organization at a Washington state university may conspire to engage in hazing or participate in hazing of another.
  - (a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.
  - (b) Hazing activities may include but are not limited to the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm.
  - (c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NCAA athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.
- (2) Washington state law also prohibits hazing which may subject violators to criminal prosecution. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to



such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.

- (3) Washington state law (RCW 28B.10.901) also provides sanctions for hazing:
- (a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university.
  - (b) Any organization, association, or student living group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

[Statutory Authority: RCW 28B.30.150. WSR 06-23-159, § 504-26-206, filed 11/22/06, effective 12/23/06.]

In compliance with Washington State law, Athena University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Athena University. Therefore, such conduct will not be tolerated. Every effort will be made by Athena University to guarantee that hazing will not victimize students.

## QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS UNDERGRADUATE

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

	CGPA of course work attempted	Minimum overall required percentage of completion
Interval I: End of the second semester:	2.0	66%
Interval II: End of the third semester:	2.0	96%



## QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS GRADUATE

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

	CGPA of course work attempted	Minimum overall required percentage of completion
Interval I: End of the second semester:	3.0	66%
Interval II: End of the third semester:	3.0	96%

## SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the degree in which student is registered.

## MAXIMUM TIME FRAME (MTF) MASTER'S DEGREE PROGRAM

A) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Science in Game Animation Design degree program in 33 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 50 credits.

The MTF, which is 1.5 times the normal completion time of 33 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Master of Science in Game Animation Design degree program within the 50 credits MTF cannot earn the Master of Science in Game Animation Design degree. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total

number of credits the transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF.

B) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters of Business Administration degree program in 33 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 50 credits.

The MTF, which is 1.5 times the normal completion time of 33 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Master of Business Administration degree program within the 50 credits MTF cannot earn the Master of Business Administration degree. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF.

C) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Executive Master of Business Administration degree program in 30 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 45 credits.

The MTF, which is 1.5 times the normal completion time of 30 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Executive Master of Business Administration degree program within the 45 credits MTF cannot earn the Executive Master of Business Administration degree. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF.

## MAXIMUM TIME FRAME (MTF) BACHELOR'S DEGREE PROGRAM

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor of Business Administration degree program in 120 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credits.

The MTF, which is 1.5 times the normal completion time of 120 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Bachelor of Business Administration degree program within the 180 credits MTF cannot earn the Bachelor of Business Administration degree. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the

transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF.

## SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
  - A. The student will remain on academic probation until:
    - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
    - (2) The student retakes the failed course and fails it again; or,
    - (3) The student takes another course (before retaking the first course) and fails it.
  - B. If the student takes the course a second time and passes it, the student is removed from academic probation.
  - C. If the student fails the course for a second time, the student is academically dismissed from the university, unless there are extenuating circumstances.
  - D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed, unless there are extenuating circumstances.
3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below Bachelor's 2.0 and Master's 3.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.
  - A. The student will have one semester to raise his or her CGPA to Bachelor's 2.0 and Master's 3.0 or higher and/or their completion rate to 75% or better.
  - B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the university, unless there are extenuating circumstances.

## APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Chief Academic Officer and the President will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be

considered to be making satisfactory academic progress.

## ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to Athena University until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

## LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions — A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply. A student may be granted a Leave of Absence (LOA) if:

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- Prior to applying for an LOA, the student must have successfully completed at least one session and received an academic grade or grades ("A"-"F", "NP", "P") for that session.

Failure to return from an approved leave of absence or failure to return within the 180-day timeframe will result in the student being administratively withdrawn from the school.

## GRADING SYSTEM, COURSE WITHDRAWALS, ADD/DROP PERIOD

The grading system for academic performance is as follows. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours.

<b>Letter Grade</b>	<b>Numerical Value</b>	<b>GPA</b>	
<b>A</b>	94-100%	4.00	
<b>A-</b>	90-93%	3.70	
<b>B+</b>	87-89%	3.33	
<b>B</b>	83-86%	3.00	
<b>B-</b>	80-82%	2.70	
<b>C+</b>	77-79%	2.30	
<b>C</b>	73-76%	2.00	
<b>C-</b>	70-72%	1.70	
<b>D+</b>	67-69%	1.30	
<b>D</b>	60-66%	1.00	
<b>F</b>	0-59 %	0.00	
<b>I</b>	-	-	Incomplete*
<b>TC</b>	-	-	Transfer Credit**
<b>W</b>	-	-	Withdrawal **
<b>P / NP</b>	-	-	Pass / Non Pass

\* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

\*\* Grade not calculated in CGPA and course hours are not included in total credits attempted.

### Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

### Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

### TC Grade

A grade of TC is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

### W Grade

A "W" grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period will receive a grade of "W". The "W" grade is not included in the calculation of the CGPA, and the credits for the course are not included in the determination of total credits attempted. A Course Withdrawal Form is completed by campus officials when awarding "W" grades.

## **ADD/DROP PERIOD**

The add/drop period of a course is the first two weeks of the session.

## **PROGRAM CREDENTIALS**

Program	Degree Awarded	Credits/Hours
Business Administration (Graduate)	Master of Business Administration	33
Game Animation Design	Master of Science in Game Animation Design	33
Executive Master of Business Administration	Executive Master of Business Administration	30
Business Administration (Undergraduate)	Bachelor of Business Administration	120

## GENERAL EDUCATION REQUIREMENTS

The following general education courses will be offered to undergraduate level students:

Course Number	Credit Hr	Course Title
COMMUNICATION (Maximum 12 credits)		
ENG101	3	English Composition 1
ENG102	3	English Composition 2
ENG111	3	Introduction to Literature
GED408*	3	Career Development
HUMANITIES & HISTORY (Maximum 9 credits)		
HUMN301	3	Introduction to the Humanities
HUMN350	3	Principles of Ethics
HUMN401	3	Contemporary History
MATHEMATICS (Maximum 6 credits)		
MATH110*	3	Calculus
MATH212*	3	Introduction to Statistical Methods
MATH106	3	College Algebra
MATH108	3	Precalculus
SCIENCE (Maximum 3 credits)		
SCI101	3	Integrated Science
SOCIAL SCIENCE (Maximum 9 credits)		
PSYC100	3	General Psychology
SOC101	3	Introduction to Sociology
PSYC300	3	Social Psychology

\*These courses are required General Education courses.

Students have to complete 36 credits (12 courses) from the above list, depending on the program, or transfer in equivalent courses at the appropriate level and category, and may not exceed the shown credits in any category, to ensure the appropriate distribution of General Education credits.

## PROGRAM DESCRIPTIONS & COURSES

### GAME ANIMATION DESIGN

Program Title: Game Animation Design (MGAD)
Credential Issued: Master of Science
Credits: 33

#### ENTRANCE/ADMISSION REQUIREMENTS:

##### I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee.
2. Provide a degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees. Official transcripts of graduate study (if applicable).
3. An overall undergraduate CGPA of 2.0 on a 4.00 scale.
4. Submit a letter of intent describing your desire and interest in pursuing the MGAD degree, including why you think you have the qualifications to be successful in the program, and a resume. The purpose of the letter of intent is to demonstrate your preparedness for success in the MGAD program.

##### II. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above, or for item I.2, must provide a degree approved by the national ministry of education in the country where the school is located.
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated by an evaluator approved by NACES.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rate.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.



Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

**PROGRAM OBJECTIVE:**

The MSc in Game Animation Design focuses on conceptual skills and the mastering of new technologies based on a strong foundation of traditional drawing, painting and storytelling. The program allows students to further their careers by synthesizing traditional art and design fundamentals with today's groundbreaking technologies. Students enhance their skills through hands-on prototyping of game mechanics and art creation, followed by creating a thesis project and an industry-quality portfolio. The program provides a well-rounded education in the use of animation, 3D and interactive design, so that students can develop their multimedia capabilities to design and build interactive products and casual games.

## PROGRAM DESCRIPTION:

The required total number of credits for the completion of the Master's Degree in Game Animation Design Program is 33 credits.

The first year will be devoted towards fundamental skills (academic and practical) that prepare students for later specialization in year two. Students will develop the practical and organizational skills required to initiate ideas for game design projects. This includes concept development, creating and managing resources, building, prototyping and testing. 3D modeling and animation is also studied in some detail. This is underpinned with contextual academic study and the necessary mathematical skills required for game animation design programming.


The second year gives students the opportunity to integrate the skills learned in the year before into substantial game animation design projects. Through a work-based learning module, students will have the opportunity to undertake a valuable period of industry experience, working to professional expectations and standards.


Game Animation Design program offers students different concentration areas of study. Students can select their own specialties to increase their employability.


The Game Animation Design program is offered both in face-to-face and 100% Distance Learning Method. Distance Learning Students will be required to have the list of software listed in the "Inventory of Equipment" section. The school will also provide animation workstations that all students can use during normal school operating hours.


## Game Animation Design Program Tracks


Year 1		Year 2	
	Final Thesis Preparation (AGD507)	Portfolio and Thesis Preparation (AGD601)	Thesis Production (AGD607)
Elements of Games (AGD501)	Game Theory & Level Design (AGD508)		
	Rapid Game Development (AGD509)		
Modeling for Games (AGD503)	3D Modeling & Animation (AGD510)	Texture & Light (AGD602)	
Visual Development for Games (AGD504)	3D Character Modeling (AGD511)	AI for Game Developers (AGD603)	
Environment Art Production For Game (AGD505)	Environment Modeling (AGD512)	Technical Arts and Practice (AGD604)	
Scripting for Video Games (AGD506)	Prototype Game Development (AGD513)	Editing Essentials for Game Design (AGD605)	
	Modeling & Animation for VFX (AGD514)	Professional Practices for Animation, VFX & Games (AGD606)	

 Core Thesis Courses

 Core Courses (Game Creativity)

 Game Art Track

 Game Technology Track

 Game Special Efficacy Track

### **Career development and skills**

(1) Track of game art: Art Director, 3D/2D Artist, Animator, UI Designer, Technical Artist; (2) Track of game technology: Technical Director Graphics Programmer, AI programmer, Tool Programmer, System Integrator, Interactive Designer; (3) Track of game special efficacy: Visual Effects Coordinator, Art Director, Animator, Technical Artist, Senior Image Editor.

The Master's Degree in Game Animation Design Program consists of 6 core and 5 elective courses, for a total of 33 credits. Students are able to choose courses from one of the three tracks: 1) Track of Game Art, 2) Track of Game Technology and 3) Track of Game Efficacy. A General Track option is also available should the student decide to randomize his/her selection of elective courses from the 3 different tracks.

Course Number	MGAD Course Title and Description	Credit Hours
	<b>Core: (6 courses)</b>	
AGD501	<p>Elements of Games</p> <p>This course will provide an overview of professional practices and techniques of video games utilizing lecture and demonstration. Industry development practices are discussed and contrasts made between large and small companies, genres and types of games. Students will create their own game design document based on lectures and assignments.</p>	3
AGD507	<p>Final Thesis Preparation</p> <p>In this course, students will use various software tools and development methods, such as pipelines, to develop individual thesis projects in game design and/or art production. Students will receive instruction and critiques from their instructor and will be expected to discuss each other's work to further develop critical analysis skills.</p>	3
AGD508	<p>Game Theory &amp; Level Design</p> <p>This course will cover key areas of design, including game tempo, player path, game mechanics, artificial intelligence, level editing, non-linear story, and genres. Students will participate in intense levels of study and will produce papers and projects that combine to show their skill and understanding of game principles.</p>	3
AGD509	<p>Rapid Game Development</p> <p>In this intensive class for game designers, students learn to be effective producers by shipping games. It starts with simple titles with one-week production schedules and scales up to titles with two-week production schedules. Students are graded on game pacing, high concept, consistent art direction, and timeliness.</p>	3

AGD601	<p>Portfolio and Thesis Preparation</p> <p>Students will focus on portfolio preparation and thesis project proposal development for committee review at the midpoint review. Making use of their accumulated skills and work over the first year of their degree program, students will work to develop an independent thesis plan to be presented at midpoint review.</p>	3
AGD607	<p>Thesis Production</p> <p>This course is designed to mentor students along in their game thesis work. By following pipeline procedures and meeting production deadlines, students will create content for their visual development and game design thesis projects from pre-production development to completion.</p> <p>Prerequisite: Graduate students with an approved Final Thesis Project proposal.</p>	3
	<p><b>Electives: (To select 5 courses out of 14 elective courses)</b></p>	
AGD503	<p>Modeling for Games</p> <p>In this course, students have their first overview of art production methods for 3D games. Concepts introduced include real-time rendering specs, polygons, vertices, UV mapping, and texture creation techniques. Assignments will give students experience in designing and modeling environments and characters to game specifications.</p>	3
AGD504	<p>Visual Development for Games</p> <p>Students will develop and demonstrate their understanding of visual language, drawing and digital painting skills to create designs and asset model packs which are ready for 3D modeling production. This class builds on core drawing and color skills, providing a venue to apply key skills to game-specific subjects.</p>	3
AGD505	<p>Environment Art Production for Games</p> <p>This course will introduce students to the various techniques and processes needed to create real time environments for games. The class will discuss the language, tools, and aesthetic guidelines needed to create industry ready assets and environments. Supporting a narrative through the environment will be a focus of this course.</p>	3

AGD506	<p>Scripting for Video Games</p> <p>This course is intended for students who wish to focus on level design or game design. This course introduces player interaction and events in video games using C# and game engines. Students will learn to break down problems and systematically build solutions individually and in teams.</p>	3
AGD510	<p>3D Modeling &amp; Animation</p> <p>This course teaches students the basic theory of computer animation with an emphasis on character development. Discussion topics include traditional animation techniques, vocabulary and language of motion and animation, secondary motion, and line of action. This course focuses mostly on animation theory rather than specific software techniques.</p>	3
AGD511	<p>3D Character Modeling</p> <p>Creating 3D character models, students will hone their skills with an understanding of real-time rendering parameters. Models will be created in high and low resolution, optimized and refined. Advanced techniques such as normal mapping will be taught. Essential skeletal setups, rigs and different texture mapping methods will be reviewed.</p>	3
AGD512	<p>Environment Modeling</p> <p>In this course, advanced 3D modeling techniques will be introduced. Students will practice and develop core 3D modeling skills. Polygon budgets, levels of detail, and lighting scenes and structures will also be covered. Students will model integrated level designs and architectural environments that support and enhance story and game mechanics.</p>	3
AGD513	<p>Prototype Game Development</p> <p>Student teams will work in a model production environment to build a working first playable. Students will have hands-on experience with a game engine to create their prototype game. Time management, organization, export and import pipeline, bug tracking and fixing will be refined.</p>	3

AGD514	<p>Modeling &amp; Animation for VFX</p> <p>This course covers the basic concepts of 3D modeling and animation as it pertains to visual effects. Fluids, particles, cloth, hair, fur, and soft/ rigid bodies will be introduced in a production setting. Students will use these elements for their portfolio projects.</p>	3
AGD602	<p>Texture &amp; Light</p> <p>Students will apply advanced practice and new techniques in a fast paced environment. UV coordinates and texture maps, projections, decals, billboards, unwrapping and digital photography and paint will be used to enhance student portfolios. Students will apply rigorous industry standards to their assignments.</p>	3
AGD603	<p>AI for Game Developers</p> <p>This course introduces students to the fundamental concepts and current development in artificial intelligence (AI). Topics will include finite-state machine, fuzzy logic, swarm optimization, neural networks and etc. The course will be supplemented with demo code written in C/C++. From the basic movement (such as running, moving pattern, path) to anticipate gamer's movement, this course will teach students how to utilize AI to make gaming characters seem more intelligent.</p>	3
AGD604	<p>Technical Arts and Practice</p> <p>The main purpose of this course is to help student develop an understanding of art and modern technology and the ability to process technology-integrated art. Through case studies of technology-related artwork, students will learn about the history and application of technical art and express art through technology in the future. In addition, students will learn to use the popular software Arduino.</p>	3
AGD605	<p>Editing Essentials for Game Design</p> <p>In this course, students will learn basic video and audio editing techniques and gain an understanding of the purpose and power of non-linear editing. Students will also learn techniques for managing and distributing media for game design, and further their knowledge of creative multimedia storytelling.</p>	3

AGD606	<p>Professional Practices for Animation, VFX, &amp; Games.</p> <p>This course exposes MSc candidates to the expectations of the professional animation, visual effects, and games industries, in both traditional and digital mediums, in order to best prepare students for their intended careers. Emphasis is placed on communication, collaboration, networking, marketing, and workplace pipelines.</p>	3
	TOTAL:	33



## MASTER OF BUSINESS ADMINISTRATION

<b>PROGRAM DATA</b>
Program Title: Business Administration – Graduate (MBA)
Credential Issued: Master of Business Administration
Credits: 33

<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>I. All candidates must:</p> <ol style="list-style-type: none"><li>1. Complete an application and pay a \$50 application fee.</li><li>2. Provide a degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees and official transcripts of graduate study (if applicable).</li><li>3. An overall undergraduate CGPA of 2.0 on a 4.00 scale.</li><li>4. If undergraduate CGPA is less than 2.7, then a minimum GMAT score of 450, or a minimum GRE score of 306, or passing an AU administered test(s) is required.</li><li>5. Submit a letter of intent describing your desire and interest in pursuing the MBA degree, including why you think you have the qualifications to be successful in the program, and a resume. The purpose of the letter of intent is to demonstrate your preparedness for success in the MBA program.</li></ol> <p>II. Prerequisites: All applicants without previous academic courses in the areas listed below will be required to take the Athena University courses as non-credit, or pass a competency test in each area: (The courses will not count towards the completion of the MBA program.)</p> <ul style="list-style-type: none"><li>• Accounting (ACG 101)</li><li>• Statistics and Probability (STA 101)</li><li>• The Basics of Management (MAN 101)</li><li>• Economics I (ECO 101)</li></ul> <p>Taking these non-credit courses at Athena University or transferring these courses from a college or university approved by Athena University can satisfy the prerequisites requirements. Again, the credits from the above prerequisite courses do not count towards the required core</p>

credits leading to the MBA Degree. Additionally, students will be paying at a rate of \$1,500 per prerequisite course for the four Pre-requisite courses listed above.

III. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above, or for item I.2, must provide a degree approved by the national ministry of education in the country where the school is located.
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated by an evaluator approved by NACES.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.

Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

## PREREQUISITE COURSES' DESCRIPTIONS:

### **Accounting**

This course is designed for beginning students to gain the ability to understand, speak and write the language of accounting and finance. This course will introduce the basic concepts of accounting principles, discuss the accounting techniques for preparing financial statements, and develop the understanding of the links among accounting information, financial statements, investment analysis and business decisions.

### **Statistics and Probability**

The intent of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics considered are: collecting data, descriptive methods, probability material and inferential techniques.

### **The Basics of Management**

This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. Specific topics include planning, decision-making, organizing, leading, controlling, and innovating.

### **Economics I**

The main aim of this course is to teach basic concepts of economics. The student will show mastery of basic microeconomics terminology through defining and discussing of terminology as well as applying it to current macroeconomic events; calculating microeconomic variables; the use of models to analyze the behavior of individuals and firms.

## PROGRAM OBJECTIVE:

The Master's degree in business is intended to provide a broad exposure to the knowledge, skills, and values needed by successful managers. Candidates for the Master's degree typically include those pursuing a management career, those at mid-career, and those contemplating a change from a technical or specialized field into a general management role.

## PROGRAM DESCRIPTION:

The required total number of credits for the completion of the Master's Degree in Business Administration Program is 33 credits.

Most all industries today face the effects of rapid change and globalization. The business context is no longer unconstrained, but instead faces stern challenges in a fully competitive business environment and an era of lean profits. Recognizing these complexities, our internationally focused MBA program provides our students with the principles and conceptual framework to confidently navigate their career through an ocean of uncertainty. Our students are encouraged to share their experiences in management styles, concepts and best practices with classmates, industry experts, faculty and entrepreneurs.

Athena University offers a high-quality, intense MBA curriculum in a small, cohort-based format. These cohorts of approximately 30 to 40 students complete coursework created with practical and proven input from industry leaders. The entire program was designed to arm our students with the competitive skill sets demanded by today's employers. The practitioner focus of our faculty goes well beyond theory, enabling our graduates to recognize opportunities and to successfully implement proven strategies as they advance in their professions.

Course Number	MBA Course Title and Description	Credit Hours
MBA501	<p>Production Strategies And Management</p> <p>The key topics will be included in this course are: forecasting theory; total quality management; layout; materials management; material requirements planning; just-in-time systems; group technique; scheduling, etc. A lot of tools to solve optimization problem will also be introduced in this course.</p>	3
MBA503	<p>Human Resource Strategies And Management</p> <p>This course is about both the design and execution of human resource management strategies. This course has two central themes, including: (1) how to think systematically and strategically about aspects of managing the organization's human assets; and (2) what needs to be done to implement these policies and to achieve competitive advantage. It adopts the perspective of a general manager and addresses human resource topics (e.g., reward systems, performance management, training and development, recruitment, retention, equal employment opportunity laws, work-force diversity, and union management relationships) from a strategic perspective.</p>	3
MBA504	<p>Financial Management</p> <p>This course focuses on the issues of financial management theories and empirical studies. The applications of theories and case studies will also be discussed for the students in analyzing operational management and further examination in academic research.</p>	3
MBA505	<p>Marketing Strategies And Management</p> <p>This course provides an introduction to all aspects of marketing, including strategic marketing planning, marketing research, product planning and development, promotion planning, distribution and pricing. It provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle, processes of research, planning, organization, implementation and control.</p>	3

MBA506	<p><b>Business Model Innovation And Entrepreneurship</b></p> <p>Today's business environments have been facing a hyper-competition and low profit era. In order to survive and compete in such circumstance, business operation models have been changing and transforming significantly to suit today's business environment. Enterprises must enhance their competition via business operation innovation. The business operation and models innovation will result in establishing the competencies, sustainability, and profits for business. This course will teach students to learn the up-dated business models innovation, business environment analysis, and business value chains, customer values, product positions, value systems, and internet development and allocations, business models operation and cost structures, the economic principle for profits, and business migration. This course will also introduce the green energy, organic, and health related sustainable business concepts in the teaching materials. Via weekly course lecture teaching, literatures study, review, discussion, and cases study, the students will establish the relevant skills and learn the contemporary knowledge of the latest business models innovation and management knowledge.</p>	3
MBA507	<p><b>Organizational Development And Leadership</b></p> <p>This course is designed to combine advanced leadership theory with practical, real-world application and self-discovery. The course addresses leadership and leadership development as processes directed towards organizational development, professional development, group development, personal development and identity formation and how to manage and support such processes. Leadership development is analyzed and discussed from different perspectives using the different logics of the most prominent leadership theories. Immersed in an environment of experiential learning, the students can apply lessons within their companies or organizations in real-time while developing the confidence and coaching skills to reach their own leadership potential.</p>	3
MBA508	<p><b>Business Investment And Development Analysis</b></p> <p>The course provides students with an understanding of the theories and professional knowledge related to business investment and development. Topics include: industry analysis, business models and investment analysis models. The applications of theories in both investment strategies and practical cases will also be included.</p>	3

MBA512	<p>International Enterprise Operation And Management</p> <p>The course focuses on the administration of international enterprise operations and aspects of their policy formulation, forms of foreign operations, methods of organization and control, and function adjustments.</p>	3
MBA513	<p>Market Research</p> <p>The course provides students with an introduction to marketing research. Topics include research study method design, effective program implementation, and data analysis.</p>	3
MBA515	<p>Capstone Project</p> <p>This course is designed to allow students to apply their knowledge in Business Administration by going through case studies of successful business models and companies. Under the supervision of a senior supervisor, students will provide individual feedback and insights on successful business companies and demonstrate their ability to think, act, and work as an executive.</p> <p>Prerequisite: Graduate students who have finished all required graduation courses in the Business Administration Program.</p>	6
	TOTAL:	33

## EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

<b>PROGRAM DATA</b>
Program Title: Executive Master of Business Administration (EMBA)
Credential Issued: Executive Master of Business Administration
Credits: 30

<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>I. All candidates must:</p> <ol style="list-style-type: none"><li>1. Complete an application and pay a \$50 application fee.</li><li>2. Provide a bachelor's degree from an accredited institution. Send official transcripts of all previous baccalaureate degrees and official transcripts of graduate study (if applicable).</li><li>3. An overall undergraduate CGPA of 3.0 or higher on a 4.00 scale.</li><li>4. If undergraduate CGPA is less than 3.0, then a minimum GMAT score of 450, or a minimum GRE score of 306, or passing an AU administered test(s) is required.</li><li>5. Submit a current resume listing business experience, academic achievements, professional designations, and community involvement.</li></ol> <p>II. Prerequisites: All applicants without a bachelor's degree in business administration or a related field, or academic courses in the areas listed below will be required to take the Athena University courses as non-credit, or pass a competency test in each area: (The courses will not count towards the completion of the MBA program.)</p> <ul style="list-style-type: none"><li>• Accounting (ACG 101)</li><li>• The Basics of Management (MAN 101)</li></ul> <p>Taking these non-credit courses at Athena University or transferring the courses from a college or university approved by Athena University can satisfy the prerequisites requirements. Again, the credits from the above prerequisite courses do not count towards the required credits leading to the EMBA Degree. Additionally, students will be paying at a rate of \$1,500 per prerequisite course for the two prerequisite courses listed above.</p> <p>III. International applicants must meet the following requirements:</p> <ol style="list-style-type: none"><li>1. Must comply with all criteria mentioned above, or for item I.2, must provide an analogous degree approved by the national ministry of education in the country where</li></ol>



the school is located.

2. Send official transcripts of all post-secondary institution.
3. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with a current U.S. dollars exchange rate.
4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 75, TOEFL (PBT) = 550, TOEFL (CBT) = 193, or IELTS = 6.5.

Additional options to meet English proficiency requirements

- Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a B (80 percent) average from an institution in which the language of instruction was English.
- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

**PREREQUISITE COURSES' DESCRIPTIONS:**

**Accounting**

This course is designed for beginning students to gain the ability to understand, speak and write the language of accounting and finance. This course will introduce the basic concepts of accounting principles, discuss the accounting techniques for preparing financial statements, and develop the understanding of the links among accounting information, financial statements, investment analysis and business decisions.

**The Basics of Management**

This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. Specific topics include planning, decision-making, organizing, leading, controlling, and innovating.

**PROGRAM OBJECTIVE:**

The EMBA program equips business leaders to make a difference in their career through core knowledge and understanding of management for improved decision-making. It provides an in-depth analysis of global complexity and the risks of international exposure due to globalization. Also, it provides a new, advanced understanding and the personal development necessary to become a strategic leader as well as the ability to think entrepreneurially in any organization. Students have the opportunity to develop a unique, powerful network of faculty, local business leaders, and international partners of Athena University.

**PROGRAM DESCRIPTION:**

The required total number of credits for the completion of the Executive Master of Business Administration Program is 30 credits. Students have to complete fifteen credits of required courses, and fifteen credits of elective courses for the total of 30 credits. To be eligible to graduate, students must have an overall CGPA of at least 3.0.

Unlike the traditional MBA program, the EMBA program is designed preferably for the student with prior work experience who wants to further his or her education while continuing to work in the student's current position. Recognizing the future of globalization in business, the online format of the program allows students to interact with other students outside of their current locality, to share their experiences in management styles, and their best practices in solving business problems.

Athena University offers a high-quality, intense EMBA curriculum in a 100% online, distance-learning format. The EMBA program is delivered through a combination of asynchronous video lectures and weekly asynchronous threaded discussions and meetings. The entire program was designed to arm our students with the competitive skill sets demanded by today's employers. The practitioner focus of our faculty goes well beyond theory, enabling our graduates to recognize opportunities and to successfully implement proven strategies as they advance in their professions.

Course Number	EMBA Course Title and Description	Credit Hours
	<b>Required: (5 courses)</b>	
MBA505	<p>Marketing Strategies and Management</p> <p>This course provides an introduction to all aspects of marketing, including strategic marketing planning, marketing research, product planning and development, promotion planning, distribution, and pricing. It provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle processes of research, planning, organization, implementation and control.</p>	3
MBA520	<p>Operational Strategies and Management for Executive Officers</p> <p>In this course, students will learn today's business circumstance, strategic management and strategic competitiveness, the external environment, the internal environment, business level strategy, and corporate strategies.</p>	3
MBA527	<p>Global Economic Trends</p> <p>This course offers an overview of various aspects of global economy within the field of economic geography and its linkages to related issues of resources, development, international business and trade. It investigates the phenomenon of globalization and seeks to provide understanding of today's increasingly interdependent world.</p>	3
MBA529	<p>Financial Management for Executive Officers</p> <p>This is an introductory course in corporate finance. The course has three main objectives: 1) Develop an understanding of the tools that are used to value investment projects and companies (valuation). 2) Understand the basic issues involved in how firms should raise funds for their real investments (financing). 3) Evaluate how investment and financing decisions are related. Emphasis will be placed on appreciating the limitations and challenges that are faced when applying the theoretical framework of corporate finance to real world problems.</p>	3

MBA531	<p>Production Strategies and Management</p> <p>This course investigates the operation management issues regarding production as well as service systems. The focus of this course is to solve forecasting, inventory, material requirements, production scheduling, and project management problems using quantitative tools, and to familiarize students with different types of production systems.</p>	3
	<b>Electives: (To select 5 courses out of 7 elective courses)</b>	
MBA507	<p>Organizational Development and Leadership</p> <p>This course is designed to combine advanced leadership theory with practical, real-world application and self-discovery. The course addresses leadership and leadership development as processes directed towards organizational development, professional development, group development, personal development and identity formation and how to manage and support such processes. Leadership development is analyzed and discussed from different perspectives using the different logics of the most prominent leadership theories. Immersed in an environment of experiential learning, the students can apply lessons within their companies or organizations in real-time while developing the confidence and coaching skills to reach their own leadership potential.</p>	3
MBA513	<p>Market Research</p> <p>The course provides students with an introduction to marketing research. Topics include research study method design, effective program implementation, and data analysis.</p>	3
MBA515	<p>Capstone Project I</p> <p>As a capstone course to the EMBA program, the integrative project is designed to provide students with hands-on experience to research, design, develop, and implement a new strategic initiative for a chosen organization. The objective of this course is to allow students to apply the concepts that they have learned in the program to develop, design, and lead a new strategy to advance organizational overall performance.</p> <p>Prerequisite: MBA505, MBA520, MBA529, MBA531</p>	3

MBA517	<p>Capstone Project II</p> <p>This course is a continuation of MBA515, Capstone Project I.</p> <p>Pre-requisite: MBA515</p>	3
MBA522	<p>Business Investment and Development Analysis</p> <p>The main goal of the course is to provide students with a broad, practical perspective to work on financial statement analysis. This course will present a contemporary framework for business valuation, using financial statement data to accomplish four key steps: analyzing business strategy, assessing accounting policies and estimates, evaluating financial performance, and forecasting a firm's future.</p>	3
MBA523	<p>Seminar on Operational Management</p> <p>This course will discuss topics including entrepreneurial skills, business models, innovation management, and essentials of investment and management practices.</p>	3
MBA524	<p>Legal and Social Environment</p> <p>This course provides an overview of the legal and social environment of business. Topics include social responsibility, ethics, the judicial system and court procedure, business torts and crimes, contracts, bailments, forms of business structure, bankruptcy, securities regulation, antitrust, consumer protection, personnel and labor law, international law and other relevant legal and social topics.</p>	3
	TOTAL:	30

## BACHELOR OF BUSINESS ADMINISTRATION

PROGRAM DATA
Program Title: Business Administration – Undergraduate (BBA)
Credential Issued: Bachelor of Business Administration
Credits: 120

ENTRANCE/ADMISSION REQUIREMENTS:
<p>I All applicants for undergraduate BBA admissions must:</p> <ol style="list-style-type: none"><li>1. Complete an application for admission and pay a \$50 application fee.</li><li>2. Send official transcripts of all previous study and provide proof of graduation from high school, or having received a GED.</li><li>3. Write an essay describing why you want to attend Athena University, why you think you are prepared to be successful at Athena University, and what you hope to accomplish in your life after graduation from Athena University.</li><li>4. Complete Athena University admissions test, or submit scores from SAT or ACT examinations, or submit prior college credit in English and Math.</li></ol> <p>II International applicants for undergraduate BBA admissions must:</p> <ol style="list-style-type: none"><li>1. Meet all the above requirements.</li><li>2. Send official transcripts of all post-secondary institutions – must have non-US academic degrees evaluated by an evaluator approved by NACES.</li><li>3. Guarantor’s Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.</li><li>4. The official score report of either TOEFL or IELTS English proficiency exam. The minimum score required is TOEFL (IBT) = 65, TOEFL (PBT) = 525, TOEFL (CBT) = 193, or IELTS = 6.0.</li></ol> <p><u>Additional options to meet English proficiency requirements</u></p> <ul style="list-style-type: none"><li>• Submission of a post-secondary transcript verifying completion of 8 semester-credit hours of baccalaureate-level (excluding remedial or developmental) courses with at least a C (70 percent) average from an institution in which the language of instruction was English.</li></ul>

- Successful completion of an approved external Intensive English Program.
- Submission of documents demonstrating successful completion of an Athena University recognized, intermediate-level English as a Second Language (ESL) course.
- Completion with a grade of B (80%) or higher of two or more baccalaureate-level English writing or composition courses from an Athena University recognized, post-secondary institution or community college.
- Transfer from an accredited college or university in the United States with a grade of B or higher in ENG 101 completed within the previous three years before admission to Athena University.

### III Special admission requirements for non-matriculated applicants

Applicants wishing to enroll in courses for personal or professional enrichment, but who do not intend to pursue a program of study, must submit an application for admission and complete a non-matriculated student enrollment agreement. Some general admission requirements and procedures may be waived. Applicants must demonstrate they possess the requisite skills and competencies for the intended coursework.

Enrollment with non-matriculated status is limited to courses attempted totaling 27 semester credit hours, and further restrictions may be imposed if student are not making adequate progress. Non-matriculated students seeking to pursue a program of study must submit a written request to the Chief Academic Officer, meet all admission, financial, and academic requirements for the intended program, and sign a new enrollment agreement before permission to pursue the program of study is granted.

Note: For the General Management Specialization in the Bachelor of Business Administration Program

- Given the above general requirements for undergraduate admissions to Athena University, applicants who want the General Management specialization are recommended to have at least a 2-year associate degree or its equivalent, or have experience working in a supervisory position.

#### PROGRAM OBJECTIVE:

Completing the Bachelor of Business Administration program prepares students with a general education in business administration and with specific knowledge in a specialization area. Although it is stated by some that “many organizations seek generalists rather than specialists when hiring employees”, the intent of the program is to prepare students for a range of opportunities available in business administration. These opportunities include managing business operations, decision making, and organizing people and other resources as efficiently as possible to achieve the goals of the business organization.

## PROGRAM DESCRIPTION:

The required number of credits to complete the Bachelor of Business Administration Program is 120 credits. Students graduating from the Bachelor of Business Administration Program will have to complete 27 credits in core Business Administration courses, 36 credits in General Education, 30 credits in Electives, and 27 credits in one of four specialization areas that include Finance (for Finance major), Marketing (for Marketing major), General Management (for General Management major), and Accounting (for Accounting major). To be eligible to graduate, students must have an overall CGPA of at least 2.0.

The Bachelor of Business Administration Program prepares students for a variety of positions within a business enterprise, be it a small business or a large international company. Through the core courses, a specialization choice, and a choice of elective courses, students obtain the broad knowledge and skills required to be successful in a business career after graduation. Students may take courses through 100% “resident-based instruction”, 100% distance learning, or hybrid, a combination of resident-based instruction and distance learning.

The undergraduate BBA program is designed to prepare students for a career in business and a long professional life from their first job and beyond. Through the inclusion of required General Education courses, students are expected to acquire quantitative and verbal reasoning skills that, along with their specialized business knowledge, will serve as a foundation for modern business careers.

The practitioner focus of Athena University faculty goes beyond theory, bringing knowledge from their business experiences into the classroom that informs the students about opportunities not discussed in a textbook.



Course Number	BBA Course Title and Description	Credit Hours
ACG101	<p>Accounting I</p> <p>This course is designed for beginning students to gain the ability to understand, speak and write the language of accounting and finance. This course will introduce the basic concepts of accounting principles, discuss the accounting techniques for preparing financial statements, and develop the understanding of the links among accounting information, financial statements, investment analysis and business decisions.</p>	3
ACG102	<p>Accounting II</p> <p>In this course, students will learn the accounting theory principles and practices underlying the earnings statement, retained earnings statement, statement of financial position and statement of cash flows. Emphasis is given on the measurement, valuation and reporting of assets and liabilities and their effect on earnings determination.</p> <p>Pre-requisite: ACG101</p>	3
ACG301	<p>Financial Reporting I</p> <p>This course presents the general theory of accounting and the practice thereof focusing on the preparation of financial statements and their conceptual framework, revenue recognition, conversion from cash to accrual basis, the time value of money, monetary assets, plant assets, inventories and research and development costs.</p> <p>Pre-requisite: ACG102</p>	3
ACG302	<p>Financial Reporting II</p> <p>This course continues the study of the general theory of accounting and the practice thereof and focuses on current liabilities and long-term debt, accounting for income taxes, pension and other benefit plans, leases, earnings per share, accounting changes, stockholder's equity, and investments.</p> <p>Pre-requisite: ACG301</p>	3

ACG303	<p>Management Accounting</p> <p>In this course, students will learn topics such as Activity Based Costing and Management (ABC &amp; ABM), cost behavior and classification, cost volume profit analysis, short term decision making, budgeting, performance measurement, and cost control.</p> <p>Pre-requisite: ACG102</p>	3
ACG401	<p>Financial Reporting III</p> <p>The last course in the sequence on the study of the general theory of accounting and the practice thereof and focuses on governmental and nonprofit organizations. The course looks at accounting for business combinations, consolidated financial statements, international operations, and other advanced reporting issues.</p> <p>Pre-requisite: ACG302</p>	3
ACG404	<p>Financial Statement Auditing</p> <p>The course presents an in-depth analysis of topics related to financial statement auditing focusing on audit theory and professional standards. Some topics that will be covered include professional responsibilities of financial statement auditors, the impact of the SEC on auditing, objectives in planning an audit, internal controls, audit evidence, audit sampling and the preparation of the final audit report.</p> <p>Pre-requisite: ACG301</p>	3
ACG405	<p>Federal Income Taxation I</p> <p>The course presents the study of the fundamentals of federal income taxation as it relates to individual taxpayers and includes income, deductions, credits, and property transactions.</p> <p>Pre-requisite: ACG301</p>	3
ACG406	<p>Federal Income Taxation II</p> <p>A continuation, this course presents the study of the fundamentals of federal income taxation as it relates to business organizations, including corporations, partnerships, S corporations, limited liability companies, and trusts. Also discussed are estate and gift taxation, and the compliance responsibilities for tax professionals and taxpayers.</p> <p>Pre-requisite: ACG303</p>	3

BUL301	<p><b>Business Law</b></p> <p>In this course students will study the laws affecting the operation of businesses. Topics include commercial paper (checks, promissory notes, certificates of deposit, etc.); credit transactions and security devices (mortgages, pledges, liens, etc.); agency; and bankruptcy.</p>	3
BUL302	<p><b>Intellectual Property Rights</b></p> <p>This course focuses on the protection of proprietary rights in inventions, writings, creative expression, software, trade secrets, trade designations, and other intangible intellectual products by federal patent, copyright, trademark and unfair competition law, and by state trade secrecy and unfair competition law. Consideration will be given to the challenges posed for traditional intellectual property paradigms by new technologies and the shift to an information-based economy.</p> <p>Pre-requisite: MAN302</p>	3
ECO101	<p><b>Economics I</b></p> <p>The main aim of this course is to teach basic concepts of economics. The student will show mastery of basic microeconomics terminology through defining and discussing of terminology as well as applying it to current macroeconomic events; calculating microeconomic variables; the use of models to analyze the behavior of individuals and firms.</p>	3
ENT401	<p><b>Web Entrepreneurial Management</b></p> <p>This course will teach the process and methods of opening an online shop, including: Getting Started, selecting industries, making an e-show, logistics and distribution, online payment. Students are able to analyze the latest Internet business and social-media-marketing case studies, and enhance their understanding and capabilities of Internet business management.</p> <p>Pre-requisite: ISM202</p>	3

FIN300	<p>Financial Management</p> <p>This course covers the concepts and skills of financial management within a business and builds on an understanding of accounting, business, economics and mathematics. Students learn how to analyze financial statements; plan appropriate action; prepare budgets; analyze investment options; determine the best means for financing business endeavors; and assess both the return and the risk involved in a firm's financial decisions.</p> <p>Pre-requisite: ACG101 / ECO101</p>	3
FIN301	<p>Financial Statement Analysis</p> <p>This course focuses on the effective analysis of financial statements by integrating the concepts and principles learned in previous accounting courses. Students will examine the analytical tools to assess a company's performance, the concept of quality of earnings, approaches to valuation and other issues.</p> <p>Pre-requisite: ACG101</p>	3
FIN302	<p>Fixed Income Securities</p> <p>This class will provide the students with the tools to take the necessary actions that as a manager they should take to increase the value of the firm. Among the topics studied we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and Financial decisions.</p> <p>Pre-requisite: FIN301</p>	3
FIN303	<p>Credit and Risk Management</p> <p>This course provides students learn how to realize the professional knowledge regarding credit risk management and the professional knowledge regarding credit risk management.</p>	3
FIN304	<p>Real Estate Management</p> <p>This course provides that determination of financial feasibility for proposed real estate investments, the effect of income taxes and various financing patterns on the equity investment, and the criteria for proper decision making to maximize benefits for equity investors.</p>	3

FIN305	<p><b>Financial Risk Management</b></p> <p>This course deals with the ways in which risks are quantified and managed by financial institutions. Among the topics covered are market risk, credit risk, operational risk, the regulation of banks, and the credit derivatives market. The course also focuses on the ways banks and other financial institutions measure market risk, and control credit and operational risk. Additional topics include the new Basel III regulatory requirements for banks, the Value-at-Risk Measure for measuring market risk, hedging techniques used by traders, mathematics of interest rates, economic capital and risk adjusted return on capital (RAROC).</p> <p>Pre-requisite: FIN301</p>	3
FIN315	<p><b>Derivatives</b></p> <p>The course will cover the theory and practice of pricing and hedging derivative securities. Students will critically study the important features of the trading and hedging of various derivatives. Emphasis is put on the investment uses of derivatives and methods employed in managing and controlling derivative risks.</p> <p>Pre-requisite: FIN301</p>	3
FIN401	<p><b>Entrepreneurial Investment</b></p> <p>This course focuses on private equity investing, including investments with control, buyouts, and minority investments at various stages in a company's life. Private equity investing activity has grown significantly over the past decade and will be covered in this course.</p> <p>Pre-requisite: FIN303</p>	3
FIN403	<p><b>Investment</b></p> <p>This course aims to present the investment environment of security markets, risk-return trade-off between various financial assets, and asset allocation methods and evaluations accompanied by fundamental theories and concepts of investing. Discussion topics include portfolio theory and practice, equilibrium in capital markets, fixed-income protections, security analysis, options, futures, and other derivatives, and applied portfolio management.</p> <p>Pre-requisite: FIN301</p>	3

FIN414	<p>International Financial Management</p> <p>This course concentrates on international financial management and international trade. Topics in financial management, viewed primarily from the view of managers doing business overseas, include the management of foreign exchange exposure, foreign direct investment decisions, and multinational capital budgeting. Other topics covered include trends in international banking, the balance of payments, the determination of exchange rates, the LDC debt crisis, and the Asian meltdown.</p> <p>Pre-requisite: FIN301</p>	3
GEB306	<p>Business Research Method</p> <p>This course focuses on the analysis of business problems and the use of scientific research as a problem-solving tool. This encompasses the understanding and application of appropriate research designs, research statistics, the use of the computer for data analyses, and report writing and presentation. This course introduces further aspects of business research and demonstrates its fundamental importance in the making of appropriate business decisions. It outlines both qualitative and quantitative techniques for data collection and analysis and gives students the chance to collect and analyze data themselves.</p>	3
GEB401	<p>Business Ethics</p> <p>This course is designed to provide students with opportunities to apply ethical reasoning to the demands of business management. We will analyze select readings and case studies to explore key ethical principles and the various ways in which business practitioners and ethical theorists address the issues that commonly arise in the business world.</p>	3
GEB404	<p>Strategic Planning and Management</p> <p>The purpose of this course is to enhance students' ability to do the job of a manager responsible for strategic performance. Specifically, to integrate the different functional areas of business (e.g. accounting, finance, human resources, information systems, marketing, operations management, etc.) into a cohesive whole. The challenge is not only in identifying weaknesses and threats facing firms we will study, but to appreciate the strengths of the firm and anticipate opportunities in the external environment.</p> <p>Pre-requisite: MAN300</p>	3

GEB405	<p>Small and Medium Business Management</p> <p>The purpose of this course is to provide students with the introductory knowledge in Business and the role it plays in today's economy. Among the topics studied are: finance, human resources, information systems, operations management and marketing. Students are expected to keep themselves informed and up today with local and global economic news.</p> <p>Pre-requisite: FIN300</p>	3
HRM301	<p>Corporate Training and Development</p> <p>This course will introduce the basic concepts and operation models of training and development, and use both theoretical and practical approaches to enhance students' professional competence. The mentioned topics will include Training Demands, Training Planning, Training Execution, and Training Evaluation.</p>	3
HRM400	<p>Human Resources Management</p> <p>This course will apply both theoretical and practical approaches to enhance students' HRM professional competence. The related topics will include job analysis and job design, human resource planning, recruitment, selection, training and development, operation management, compensation management, incentives and welfare, career management, and so on.</p>	3
HRM402	<p>International Human Resources Management</p> <p>This course explores the diverse issues of human resource management in international companies. The topics consist of multinational operations, the shift in global human resource development, international environment, cross-cultural human resource management, international manager's appointment, organization and control, etc. The goal of this course is to enable students to understand the international business of actual human resource management functions.</p> <p>Pre-requisite: HRM400</p>	3

ISM202	<p><b>Business Application Software</b></p> <p>This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Microsoft Office will be used extensively in this course.</p>	3
MAN101	<p><b>The Basics of Management</b></p> <p>This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. Specific topics include planning, decision-making, organizing, leading, controlling, and innovating.</p>	3
MAN201	<p><b>Quality Management</b></p> <p>This course uses modern statistical methods for quality control and improvement. It provides comprehensive coverage of the subject from basic principles to state-of-the-art concepts and applications. The objective is to give the students a sound understanding of the principles and the basis for applying them in a variety of situations.</p>	3
MAN202	<p><b>Innovation and Technology Management</b></p> <p>This course discusses the technology components, technological development process and the characteristics of technological personnel and organization. Students will learn to apply management skills, namely planning, controlling, organizing, leadership, to improve the strength and efficiency of technological innovation.</p> <p>Pre-requisite: MAN101</p>	3
MAN203	<p><b>Organizational Behavior</b></p> <p>This course guides undergraduate students in the full understanding of organization in three levels of analysis: individual, groups, and organization. The dynamics of organizational members in terms of control, planning, and interaction are the focus of the class discussion. The instructor enlightens students combining the practical experience of Asian culture with the organization behavior theories in the Western world. The goal of this course is to enable students to understand, forecast, and control organizational events, which finally establish their own knowledge system and practice capacity.</p>	3



MAN206	<p>Industry Analysis</p> <p>This course covers the analysis of industry structure, macro-environment, and evolution. Evaluation of strategic position, behavior, and intent of organizations within industry context. Development of management recommendations for these firms.</p> <p>Pre-requisite: MAN101</p>	3
MAN300	<p>Operations Management</p> <p>This class investigates the operations management issues regarding production as well as service organizations. The focus of this course is to solve forecasting, inventory, material requirements, production scheduling, and labor management problems using quantitative tools, and to familiarize students with different types of production systems.</p>	3
MAN302	<p>Knowledge Management</p> <p>This course introduces Knowledge Management (KM). Students will understand the identification, process, approaches, and utilities of KM, in order to cultivate their professional competence. The topics will include the basic concepts in knowledge and KM, the keys and process in KM, knowledge transfer and sharing, knowledge use and creation, performance evaluation in KM, knowledge community, and learning organization.</p>	3
MAN303	<p>International Trade Practice</p> <p>Law and Practice are designed for professionals engaged in international trade and shipping, including importers and, exporters, in addition to those providing legal services, insurance and logistical support to the trade. The course is suitable for students who wish to develop more specific expertise in these areas.</p> <p>Pre-requisite: BUL301</p>	3
MAN305	<p>Creative Planning and Entrepreneurship</p> <p>This course will emphasize on the four phases of the learning cycle: 1. Concrete experience, doing and experiencing; 2. Reflection, reflecting on the experience; 3. Conceptualization, learning from the experience and 4. Experimentation. Students will be involved in creating a real life project to demonstrate understanding on creative planning and entrepreneurship.</p>	3

MAN307	<p><b>Business Crisis Management</b></p> <p>This course deals with major events that threaten to harm an organization, its stakeholders, or the general public. It is a discipline within the broader context of management consisting of skills and techniques required to identify, assess, understand, and cope with a serious situation, especially from the moment it first occurs to the point that recovery procedures start.</p>	3
MAN308	<p><b>Creativity Thinking</b></p> <p>This course teaches through cooperative learning, teamwork, brain storming and group discussion to develop students' innovative knowledge and skills. Further, we aim to arouse students' business practical potential more efficiently in organization planning, problem solving, communication and coordination with workplace teamwork.</p>	3
MAN309	<p><b>New Products Innovation and Development</b></p> <p>This course discusses new technologies that enable enterprises to gain competitive advantage. Within the severe competition of science and technology, several factors are considered as essential for success, which include a long-term planning, applied research, innovation, product quality, and service. Other contextual factors are also needed such as productivity, free trade, and the legal and social environment. This curriculum emphasizes that science and technology is to create value and to gain competitive advantage by playing an important role in integrating technology with business planning. The course is designed to illustrate the importance of R &amp; D management, technology transfer, organizational structure, project management, regulations for public access, and maintaining a competitive advantage.</p>	3
MAN314	<p><b>Customer Relationship Management</b></p> <p>This course examines the process by which integrated marketing communications programs are planned, developed, executed and measured. The purpose of this course is to offer students with the knowledge and customer service techniques to exceed guests' expectations. Topics include: communication skills, building and maintaining relationships, customer service via technology and boosting customer loyalty.</p>	3

MAN323	<p>Supply Chain Management</p> <p>This course provides a major strategy of time-based competitive advantage. This course aims to introduce concepts and cases, including competitive strategy, the bullwhip effect, customer service and relationships, benchmarking the supply chain, managing the suppliers and purchasing, and reducing lead-time.</p>	3
MAN403	<p>Project Management</p> <p>This course focuses on all facets of the steps needed to successfully manage a project. From planning and resources to budgeting and more. An important goal is to appeal to help those preparing to take the PMBOK certification exams of the Project Management Institute.</p> <p>Pre-requisite: MAN101</p>	3
MAR202	<p>Consumer Behavior</p> <p>In this course students will examine and discuss major consumer behavior concepts and measures, we will also emphasize their applications to real-world business situations.</p>	3
MAR203	<p>Channel Management</p> <p>This course covers many in-depth cases of channel management issues. Key topics of this course include the channel environmental analysis, the comprehension of various channel cultures, Channel power, Conflict Management, Retailing, and Wholesaling. This course offers an up-to-date review of channel strategies.</p>	3
MAR300	<p>Marketing Management</p> <p>This course provides both a theoretical and practical approach to planning, analyzing and implementing marketing strategies with a more holistic, systematic and strategic framework. The major subjects of this course include: marketing ethics and social responsibility, marketing roles in the implementation of business strategies, strategic mission, goals &amp; objectives, environmental management, marketing strategy models &amp; selection, financial analysis in marketing plan, implementation and assessing marketing efforts.</p> <p>Pre-requisite: MAN101</p>	3

MAR401	<p>International Marketing Management</p> <p>The purpose of this course is to combine the theory and actual examples of international marketing. It aims to make students understand international marketing theories through explaining profound theories.</p> <p>Pre-requisite: MAR300</p>	3
MAR412	<p>Brand Management</p> <p>This course covers the analysis and planning on how a brand is perceived in the market. Developing a good relationship with the target market is essential for brand management. Tangible elements of brand management include the product itself; look, price, the packaging, etc. The intangible elements are the experience that the consumer has had with the brand, and also the relationship that they have with that brand.</p> <p>Pre-requisite: MAR300</p>	3
STA101	<p>Probability and Statistics I</p> <p>The intent of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics considered are: collecting data, descriptive methods, probability material and inferential techniques.</p>	3
STA102	<p>Probability and Statistics II</p> <p>This course covers graphing techniques for presenting data, descriptive statistics, correlation, regression, prediction; logic of statistical inference, elementary probability models, and estimation and tests of significance.</p> <p>Pre-requisite: STA101</p>	3
<b>GENERAL EDUCATION COURSES</b>		
ENG101	<p>English Composition I</p> <p>From the beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension, and written expression.</p>	3

ENG102	<p>English Composition 2</p> <p>This course provides students with the appropriate tools for formal written discourse and different forms of expression, including the narrative, description, dialogue, the art of writing, and other functional forms of expression.</p> <p>Pre-requisite: ENG101</p>	3
ENG111	<p>Introduction to Literature</p> <p>The course introduces students to the study and appreciation of literature. It explores the literary genres of short story, drama, and novel. There is an option for nonfiction prose as well. The course covers an introduction to literary terminology and an introduction to critical analysis of literature. The emphasis in this course is on contemporary literature. This course is writing intensive. Not available every semester.</p> <p>Pre-requisite: ENG102</p>	3
GED408	<p>Career Development</p> <p>This course provides students the opportunity to prepare for life after college. To prepare for a successful job search, students investigate current resources and strategies for planning their future careers, including researching companies, writing resumes, and using social media. Professional networking is discussed also.</p> <p>Pre-requisite: Senior status</p>	3
HUMN301	<p>Introduction to the Humanities</p> <p>Humanities are the fields of study that “emphasize analysis and exchange of ideas rather than the creative expression of the arts or the quantitative explanation of the sciences.” Therefore, this course will introduce the student to some of the fields of study in humanities through assigned readings, discussions, essays, and oral presentations. The fields of study to be investigated may include representative works in music, philosophy, history, visual and performance arts, and literature.</p> <p>Pre-requisite: ENG111 or Advanced Composition</p>	3

HUMN350	<p>Principles of Ethics</p> <p>This course exposes students to basic principles of ethics, and does not restrict itself to the application of ethics in one discipline. Through reading and discussing case studies, and other assigned readings and discussions, the principles of ethics are applied to choices that arise in personal and professional situations.</p> <p>Pre-requisite: ENG111 or Advanced Composition</p>	3
HUMN401	<p>Contemporary History</p> <p>Moving from the 20<sup>th</sup> century to the early part of the 21<sup>st</sup> century, this course scrutinizes some major economic, social, technological, and political events, both domestically and globally. The impact of these events on contemporary society is included in the scrutiny.</p> <p>Pre-requisite: ENG111 or Advanced Composition</p>	3
MATH106	<p>College Algebra</p> <p>This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: Polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms, and exponentials.</p>	3
MATH108	<p>Precalculus</p> <p>Designed to prepare students for the study of calculus, this course includes elements of trigonometry such as the definition of trigonometric functions and solving trigonometric equations, and analytic geometry.</p> <p>Pre-requisite: MATH106</p>	3
MATH110	<p>Calculus</p> <p>A course in calculus including limits, differentiation, applications of the derivative, antiderivatives, and integration, with examples taken from business settings.</p> <p>Pre-requisite: MATH108</p>	3

MATH212	<p>Introduction to Statistical Methods</p> <p>A fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Student will learn how to solve statistical problems by hand the through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing, and linear regression.</p> <p>Pre-requisite: MATH110</p>	3
PSYC100	<p>General Psychology</p> <p>This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.</p> <p>Pre-requisite: None</p>	3
PSYC300	<p>Social Psychology</p> <p>This course gets students to go outside of themselves and explore potential ways in which people (including themselves) interact with, influence, are influenced by, and relate to people. That is, through readings and discussions, the students will study the origins and the effects on the individual of social interactions.</p> <p>Pre-requisite: PSYC100, ENG111 or Advanced Composition</p>	3
SCI101	<p>Integrated Science</p> <p>This course presents to students an interdisciplinary view of science by combining topics from astronomy, biology, chemistry, geology, information technology, and physics. The course draws a connection between traditional science disciplines and helps students understand that future scientific endeavors entail more than one discipline.</p> <p>Pre-requisite: MATH106</p>	3

SOC101	<p>Introduction to Sociology</p> <p>Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.</p> <p>Pre-requisite: None</p>	3
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## FACULTY

Name	Credentials	University Attended	Status
Sieng-Hou Pablo Chen	MArch	Oxford Brookes University, UK	Adjunct
Ta-Shun Cho	PHD	National Chi Nan University, Taiwan, R.O.C.	Adjunct
Mark Preising	MBA	City University of Seattle	Adjunct
Darius Khaleghi	MBA, MS	Pacific Lutheran University	Adjunct
Ten-Min Lee	PHD	Manchester University	Adjunct
Jimmie L. Russell	PHD	Cornell University	Adjunct
Earl Sedlik	MBA	Harvard University	Adjunct

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