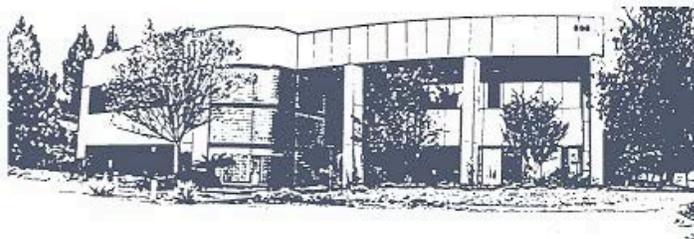




HERGUAN UNIVERSITY

**HGU**



**January 1, 2015 – December 31, 2015**

Herguan University  
595 Lawrence Expressway  
Sunnyvale, CA 94085  
408-481-9988

<http://www.herguanuniversity.org>

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## A MESSAGE FROM THE PRESIDENT

Welcome to Herguan University! These are exciting times! Change appears to be a way of life. And as the world changes around us, we need to prepare and participate. The term “Herguan” has a special meaning in education. The “her” part of the name means core and the “guan” means gate. So Herguan means core gate. Education helps to open our “core gate” so that what we learn in the classroom can expand our knowledge and abilities to give us the competitive edge needed to be successful in today’s fast-changing world.

Herguan University is dedicated to helping students from around the world find a solid, practical graduate education in business and technology in a location that is exciting and full of opportunity—Silicon Valley! Our faculty work in Silicon Valley companies and bring knowledge and experience that is practical and interesting to the classroom. Our staff strives to help students fulfill their requirements in a timely manner.

The University occupies a two-story building that is conveniently located for public transportation and accessibility from the San Jose Airport or any part of the San Francisco Bay Area. The building houses classrooms, a library/learning center, student services, study areas, a student recreational/social space with table tennis and pool tables. Students can have lunch and socialize or have some fun. Parking is provided free to students and employees. Across the street are a variety of restaurants, notary services, and other retail services.

International students will find knowledgeable and helpful staff on campus, able to answer questions and assist students to meet the requirements of SEVIS. We accommodate students who live out of the area by offering courses in a once a month format, over a 3-day weekend during each 4-month semester. We also operate year ‘round, enabling students to complete their studies faster. Local students will find the campus open 7 days a week, day and evening.

So Herguan University welcomes you as a student or a guest! The faculty, staff, and I are available and interested in listening to you and learning from you.

Doreen K. Simmons, Ed.D.  
President

# PHILOSOPHY, GOAL, MISSION, & OBJECTIVES

## UNIVERSITY PHILOSOPHY

The University believes that students and educators are to be held equally accountable for the quality of their interaction, and the responsibility for learning must be shared by all individuals involved in the educational circle. It is our responsibility to aid in the development of responsible citizens by maintaining an up-to-date and relevant curriculum in order to achieve the knowledge base and skills required in an ever-changing society.

## UNIVERSITY GOAL

The University's goal is to become the University of choice for American and international students who value the nexus of diversity, learning, and employment.

## UNIVERSITY MISSION

Herguan University provides quality educational programs and services that appeal to local, national, and international students that lead to meaningful employment by launching or enhancing students' careers in business, technology or related fields of study.

## UNIVERSITY OBJECTIVES

- To offer a schedule of classes that is responsive to student needs.
- To offer programs and courses that reflect industry needs in business, technology, and related fields.
- To offer programs and courses that prepare students for their first career or that enhance their existing career.
- To continuously improve teaching, learning, and services
- To enable students to achieve the learning outcomes reflected in the institutional core competencies.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES (CORE COMPETENCIES)

The Student Institutional Core Competency statements are a commitment to the students and the business/industrial communities that the faculty and staff will work with students so that their degree from Herguan University will represent knowledge, skills, and attitudes reflected in the core competency areas. The Core competencies, when fulfilled, will lead to the realization of the institution's mission.

### **To Demonstrate Subject-Matter Expertise**

Students will demonstrate acquisition of knowledge and skills in their chosen field of study, appropriate to their degree, at a level that prepares them for employment or enhances their employment in business and industry, meeting or exceeding employer expectations.

### **To Think Critically**

Students will analyze issues and arguments, create and test models, solve problems, evaluate ideas, estimate and predict outcomes based on underlying principles relative to a particular discipline; interpret business and scientific works, utilize symbols and symbolic systems, apply qualitative and quantitative analysis; verify the reasonableness of conclusions; explore alternatives, acknowledge differing perspectives and adapt ideas and methods to new situations.

### **To Communicate Effectively**

Students will express themselves clearly, thoughtfully, and logically in dialogue, discussion and in writing, paying attention to audience, situation and cross-cultural context.

### **To Practice Information Literacy**

Students will identify appropriate resources and technologies to search, retrieve, and use information while understanding the social, legal, and ethical issues for information and its

use.

**To Express Global Awareness**

Students will recognize they are members of a local and global community. They will respect social and cultural diversity, and understand the role of American business and technology in global commerce.

**To Behave Responsibly and Ethically**

Students will choose behaviors and make decisions in a manner that reflects their appreciation and understanding of their legal and ethical responsibilities in a professional environment.

## HGU PERFORMANCE OUTCOMES

**Job Placement Rate at HGU:** Current placement rates are disclosed on the Universities' website.

**Graduation Rate at HGU:** Current graduation rates are disclosed on the Universities' website.

## OWNERSHIP AND CONTROL

### OWNERSHIP

**Yingqiu Wang, Owner**

### GOVERNING BOARD

Our Board of Regents governs Herguan University. The University is a for-profit corporation registered with the Secretary of State in California. Board members consist of HGU leaders, Scholars and Community leaders. Current Board members: *Melvin Hsu, Ying Q. Wang, Acton Yang, Tatiana Perfilov, Jinqin Zhang, Srikanty Goduru*

### ADMINISTRATION STAFF

**President,** *Doreen K. Simmons, Ed.D.*

**Vice President, Academic Affairs,** *Doreen K. Simmons, Ed.D.*

**Academic Chairs,** *Vincent Coli: MBA and Dr. John Kim: MSCS*

**Director of Academic Operations:** *Shireen Khan*

**Librarians,** *Sophia Wang and Nhi Hua*

**Student & Career Services and IT,** *Rajendor Palla*

**International Student Advisor/Admissions Representative,** *Stella Dai*

**Director of Admissions,** *Kalpana Wunnuva*

**Acting Registrar and PDSO,** *Belinda Zhao*

## RECOGNITIONS

### ACCREDITATION

Herguan University is an academic institution accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award master's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Tel: (202) 336-6780 <http://www.acics.org/>

### U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

HGU is in compliance with DHS requirements to enroll non-immigrant alien students.

## THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

The BPPE has licensed HGU to operate its MBA, and MSCS programs through December 30, 2016. HGU is a private institution.

## CORPORATE STATUS

The institution is a for-profit corporation registered with the California Secretary of State and the Department of Corporations duly authorized to operate a school of higher education in the State of California.

## UNIVERSITY LOCATION

World famous high-tech companies in Silicon Valley, such as Microsoft, Apple, IBM, Sun Microsystems, Hewlett-Packard, Juniper, AMD, etc., surround Herguan University. It can be reached conveniently from highways 101, 85, 237 and 280.

All classes are held at 595 Lawrence Expressway Sunnyvale, CA 94085 Tel: (408) 481-9988 Fax: (408) 749-1111 E-mail: [info@herguanuniversity.org](mailto:info@herguanuniversity.org) Web Site: [www.herguanuniversity.org](http://www.herguanuniversity.org)

## FACILITIES

The campus is a modern, easily accessible facility. The classrooms are equipped with projectors and a computer for the faculty.

## LIBRARY

The library is located on the first floor, in the front entrance to the building. There is an Internet public computer connection with a printer and one copy machine in the library for students and/or faculty, one catalog station for the Intranet Catalog from the Koha Library System, and study tables. In addition, the library provides free campus Wi-Fi, so that patrons can bring their individual laptops to help achieve their learning objectives.

The library is staffed with a librarian who provides access services, cataloging, library consultant services, library development and management, library instruction, outreach library programs, and reference services. In addition, the library provides services by email to assist students' academic goals when they are not able to visit the library. All students enrolled in the university can use the library's collections, onsite and remote services, and electronic databases. The library collects archives of journals back to 1995 and students have access to the online database(s) 24 hours a day.

Moreover, all local students are eligible to use Sunnyvale City Library, San Jose State University Library, and San Jose Public Library. Non City of San Jose residents are also able to use Santa Clara County Library free of charge.

## ACADEMIC CALENDAR

### **Academic Terms 2015**

Spring 2015	Start January 3, 2015	End April 18, 2015
Summer 2015	Start May 9, 2015	End August 22, 2015
Fall 2015	Start September 6, 2015	End December 20, 2015

### **Academic Terms 2016**

Spring 2016	Begin January 4, 2016	End April 16, 2016
Summer 2016	Begin May 7, 2016	End August 19, 2016
Fall 2016	Begin September 6, 2016	End December 18, 2016

## GENERAL ADMISSION

For acceptance to the graduate program applicants must:

- Have earned a valid bachelor's degree.
- Have achieved a 2.0 cumulative grade point average (CGPA) or the equivalent in their bachelor's degree.
- Request an official transcript of the student's baccalaureate degree be submitted to the university. For students who have earned a Master's Degree from an accredited US college or university, official transcripts from that University will be required in place of the bachelor degree transcript. Note: Your Bachelor's degree transcript is still required.
- Demonstrate through courses completed on their transcripts, proficiency in the areas of preferred graduate study, either business or computer science. Students lacking the prerequisite subject-matter proficiencies at the bachelor degree level will be required to complete the appropriate pre-requisite courses at Herguan.
- Own or have access to a laptop computer.
- All classes are taught in American English. Please review TOEFL and IELTS requirements before attempting to enroll.

**Note:** Students, who request admission with a master's degree from another institution, may not enroll in the same master's degree at Herguan University unless the concentration chosen within the degree at Herguan is different from that of the master's degree(s) earned.

## ADMISSION REQUIREMENTS

All applicants are required to submit the following for admission before the deadline designated on the Academic Calendar:

- A Completed Application Form, either online or hard copy
- A one-time, non-refundable \$50 application fee
- Official transcript for all completed university course work and certification of degree equivalent for the bachelor degree if a foreign transcript in a language other than English\*
- International students whose native language is not English must demonstrate their English proficiency. Please see the section below on English Proficiency Requirements.
- No ability to benefit students are admitted. Students at a minimum must have an earned bachelor degree.

Once the above has been received, the HGU Admissions Office will start the individualized admission evaluation service. Applicants may expect to receive notification of admission status in two weeks after filing a completed application. For any questions regarding admissions, please contact:

**Admissions Office, Herguan University, 595 Lawrence Expressway, Sunnyvale, CA 94085**

**Tel: (408) 481-9988 Fax: (408) 636-7095 E-mail: [info@herguanuniversity.org](mailto:info@herguanuniversity.org)**

\*A student will be allowed to complete one semester of courses having submitted an unofficial transcript. A student will not be allowed to register for subsequent semesters without **all** required official documents having been received by the University.

## REGISTRATION

The registration calendar is listed in this catalog. The most up to date registration calendar is located on the University website with the required dates and deadlines. Registration for the following semester is conducted prior to the end of the current semester. Future dates and times of registration will be announced through the Academic Office and posted on the website. A late fee is charged to those students who do not register by the posted registration deadline. Tuition and fees are due and payable in full at the time of registration, unless the

student has signed up for a tuition payment plan in advance. Academic advisors are ready to offer assistance for course selections.

## POSTPONED ADMISSION AND READMISSION

Applicants who wish to postpone admission to the upcoming term need to fill out a postpone admission form in the Registrar office during his/her accepted degree program semester with no additional fee. An applicant is allowed to postpone admission no more than two separate times. The prospective student's application records are kept on file for a period of six months from the semester start date. If an applicant is accepted into a degree program for a given semester, without filling out a postpone admission form and does not begin classes in that semester, their admission will be automatically canceled. If the applicant wishes to be considered for readmission in a later semester he/she will be required to resubmit a new Application Form and pay a new admission fee. A reevaluation of admission will be made for the applicant. When a former HGU student returns to continue his/her study in an unfinished program after making a longer-than- one-semester absence, the returning student is required to follow the current catalog.

## NON--DEGREE--SEEKING APPLICANTS

Non-degree-seeking students must meet the prerequisite requirements for each intended course. Therefore, a non-degree student must also submit his/her previous academic records.

In the event that the student later decides to apply for a degree via the study at HGU, he/she must go through the regular degree program application procedures. No more than 12 units earned in non-degree status at HGU may be applied to the degree requirements. No other units from other schools will be considered toward the HGU degree in this instance.

## INTERNATIONAL STUDENTS (I-20)

HGU is in compliance with the relevant federal department's rules or regulations. To enroll non-immigrant alien students. Herguan University welcomes foreign student applications. We are committed to expanding our international student body population and to providing support to all students, in order, to ensure a smooth and rewarding academic journey for all.

In addition to the admissions requirements, all international students are also required to submit the following additional documents:

- To verify international students have adequate resources to pay for their living expenses (tuition, food, lodging, books, travel, and incidentals) for the length of the program, a financial support document in the form of either the applicant's bank statement or a certified affidavit of support (form I-134 or equivalent) from a financial sponsor indicating a minimum amount of USD \$15,000 is available for the applicant to pursue his/her study in the first academic year at Herguan University.
- International students must hold a valid bachelor's degree. All foreign transcripts in another language other than English must be accompanied by an AACRAO and/or NACEs Certified evaluation service testifying equivalency to a US accredited university and there must be an English translation. Please contact HGU admissions office for further information.
- A transfer international student (from a U.S. institution) is required to submit a photocopy of his/her previous I-20 form, an F-1 Transfer Form completed by the school's International Student Advisor and conduct the required SEVIS transfer process. Upon the receipt of their legal documents a student's I-20 visa can be issued.
- Upon arrival at HGU, international students must provide the Designated School Official (DSO) in the Registrar's Office with a copy of the I-20 form, I-94, visa, and

passport. The United States Immigration and Naturalization Service require that all international students maintain a full-time program of study at HGU (at least 9 credits), attend classes regularly, and maintain satisfactory progress towards completion of the degree objective.

- International students whose native language is not English must demonstrate their English proficiency. Please see the section below on English Proficiency Requirements.

The Certificate of Eligibility for Nonimmigrant Student (I-20) will be prepared for and issued to the student after the application and all necessary documents have been received and reviewed and the Office of Admissions has made a decision to accept the applicant as an HGU student.

Questions regarding visa status, accommodations, etc., should be directed to the Admissions Office.

## ENGLISH PROFICIENCY REQUIREMENT

International students whose native language is not English must demonstrate their English proficiency. English proficiency results can be demonstrated by providing any one of the following 5 documents:

- An official report of a TOEFL score of 173 or higher on the computer based and 61 or higher on the internet- based test is required, or
- An official report from IELTS with a score of 6.0 or higher is required, or
- A transcript showing completion of an American college transfer-level ESL writing course with a B or better, verified by a transcript and evaluation of course content, or
- Transcripts verifying grades of C or better in courses completed over 2 semesters at a US college.
- Transcripts showing a bachelor degree from an institution where the language of instruction was in English
- Pass the Herguan University English 101 challenge exams.

## ENGLISH PROFICIENCY ASSISTANCE

Herguan University does not offer ESL courses. Students requiring English proficiency courses will be referred to other colleges or organizations that provide such services.

### **English Speaking Countries**

Applicants who have completed an undergraduate or graduate degree program in an English speaking country on the approved list (see below) are exempt from any further assessment for English proficiency. Applicants from the following countries are definitely exempt from further documentation of English proficiency:

American Samoa; Australia; Bahamas; Barbados; Belize; Canada (except Quebec); Dominica; Grand Cayman; Grenada; Guyana; Ireland; Jamaica; Liberia; New Zealand; Sierra Leone; Trinidad/Tobago; United Kingdom; and the U.S. Pacific Trust.

## TRANSFER CREDIT POLICY AND PROCEDURES

HGU may grant transfer credits on a course-by-course basis for courses taken previously at other colleges, provided:

- The course name, credits, and available course descriptions indicate that the coursework is similar in content and class/contact, and

- Hours and course level are the same as classes offered at HGU and applicable to the student's program of study.

Transfer credits will only be approved if they are units earned at institutions approved by the BPPE, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the BPPE or accredited by an accrediting association recognized by the U.S. Department of Education.

Courses need to be completed within the previous ten (10) years. If courses were completed more than ten (10) years ago, students have the option of repeating the courses or taking challenge examinations (please see the Challenge Examination policy in this catalog). Students may also petition to transfer credit for coursework over (10) years old if they can prove that they have been continually active in the related field for the past ten years. Specific criteria includes:

- The number of credit hours accepted for transfer is evaluated on an individual basis. A maximum of 6 credits of graduate-level courses may be transferred.
- Appropriate transferred courses may be used to satisfy elective courses of the program as long as the courses meet either standard program objectives or a suitable customized program of study.
- Each transfer course must be completed with a grade of B (3.0) or better.

All requests for transfer credit evaluation must be received and evaluated by the end of the first term of study at Herguan University.

## CREDIT FOR PRIOR EXPERIENTIAL LEARNING

HGU does not recognize credit for prior experiential learning. Notice to students: If you have any credit for prior experiential learning on your transcripts HGU will not recognize this credit.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Herguan University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Herguan University is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Herguan University to determine if your credits or degree will transfer.

## AGREEMENTS WITH OTHER COLLEGES

HGU has no transfer or articulation agreements with other colleges. While other accredited and unaccredited colleges do regularly accept HGU credits. As stated in the paragraph above, you need to check any college you might transfer to and inquire if they will accept HGU credits prior to enrolling in HGU.

## BACKGROUND PREREQUISITES

The student will be notified of any background deficiencies by HGU. A background prerequisites is

required when a deficiency is identified in the type of bachelor degree courses completed relevant to the Master program the student is seeking to earn. For example, a student who graduated with a bachelor's degree in Art may not have taken the business courses expected of the MBA courses. Students entering with background deficiencies must clear the deficiencies in the first few semesters after joining HGU by completing the identified prerequisites (undergraduate course(s)).

With advance approval by the Academic Committee, the student may be allowed to clear a deficiency by taking a challenge exam on the subject.

## CATALOG CHANGES

This catalog is not a binding contract and will be amended or updated occasionally. If amended, HGU will provide students with a supplement listing the specific changes, along with the catalog.

## TUITION & FEES

**Estimated First Semester Cost of Tuition and Fees for a Full-Time Student is \$2911.50 per semester. See calculations in figure below.**

(Based on a graduate student taking 9 credits per semester)

### Tuition\*:

Courses	\$295/credit **
Repeat/Audit/Internship	\$295/credit
Prerequisite	\$150/credit

### Other Fees and Expenses \*\*\*

Application Fee	\$50 one-time fee paid at time of enrollment
Registration Fee	\$50/per semester
CPT Processing Fee	\$100/per Semester
CPT Update Fee for current students (Changing Employer)	\$50
Student ID Card	\$5.00
Student Association Fee	\$50 one-time fee
STRF	\$0.50 per \$1,000 round up
Installment Payment Fee	\$25 per semester for 2 month payment plans \$100 per semester for 3-month payment plans (Only available for students currently using 3 month plan)
Installment Payment Late Fee	\$50 for each month payment is late
Graduation fee	\$250 (due prior to graduation and Includes ceremony and diploma)
Change Major/Program	\$30
Add/Drop Course	\$25
Transfer in Credit	\$30/course
Returned Check	\$20/check
Challenge Exam	\$150/per credit
Replacement Diploma	\$75
First Class (3-5 day processing) For diploma shipping	\$15
Replacement for Student ID	\$20
English Placement Examination	\$50
Late Registration I (After registration deadline, continuing students only are required to pay both reg. fee and late reg. I fee)	\$50/semester
Late Registration II (After classes begin, continuing student only, student are required to pay both reg. fee and late reg. II fee)	\$100/semester
OPT Extension Service (Alumnus)	\$35
Int'l Student Transfer-out Fee	\$150 (Exclude HGU alumni)
Rush Service	\$25 (Same day document processing)
Transcript Copies	\$10/copy
International students are required to purchase and maintain a health Insurance plan.	\$250 per 4 months estimated cost.
International student special service fees are specified on request forms.	

Textbook	\$75-\$150 estimated per book
<b>Mail Sent by USPS:</b>	
First Class (3-5 days)	\$10 per shipment
Express Domestic Mail (1-2 days)	\$30 per shipment
Priority International Mail	\$70 per shipment
All fees are subject to change.	

\* Tuition is subject to the University's refund policy.

\*\* Summer Semester 2015 the tuition per unit will be \$350

\*\*\* Non-refundable fees

This is based on four semesters to graduate not including the additional expenses to be incurred by students for books, health insurance, housing, food, transportation and miscellaneous personal expenses and nine units per semester.

<b>First Semester</b>		<b>Four Semesters</b>	
Tuition	2655	Tuition	10620
Application Fee	50	Application Fee	50
Registration Fee	50	Registration Fee	200
CPT Processing Fee	100	CPT Processing Fee	400
ID	5	ID	5
Association Fee	50	Association Fee	50
	2910	Graduation Fee	250
STRF	0		11575
<b>Total</b>	<b>\$2910.00</b>	STRF	0
		<b>Total</b>	<b>\$11575</b>

## HEALTH INSURANCE

A health-insurance plan is mandatory for all international students. An international student may use the health insurance plan contracted by HGU and pay the insurance fee at registration or provide evidence of outside insurance in order to be waived of the HGU contracted plan. Proof of insurance must be provided each term a student registers.

## CALIFORNIA STUDENT TUITION RECOVERY FUND

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

## DISCLOSURE

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. The purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund are described below.

CCR §76215(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

**For further information, contact:**

Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818 Or Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. Toll Free: (888) 370-7589, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## PAYMENT OF TUITION AND FEES

Students are to pay for their courses when they register for their courses each semester, unless the student and university have agreed in writing to a tuition payment plan. Students whose accounts are more than seven days past due may be dropped from classes. Students who fail to fulfill the financial arrangements agreed upon may be suspended from the university and may reenter only upon full payment of the delinquent portion of their account unless the University has agreed in writing to a different payment arrangement. Grades or documents will not be released if there is an outstanding balance. The University may refuse any type of service to students who have an outstanding balance. A monthly \$50 late fee will be charged to the student until his/her financial obligation is fulfilled. The University may also refuse re-admission to a student who has left the University with an outstanding balance. All fees incurred in the previous semester must be paid in full before registering for the next semester.

## TUITION PAYMENT PLAN POLICY

Students may select the following expanded payment options:

1. Students can pay all fees in full for the semester at the time of registration if they so choose.
2. Students may pay 1/3 of all fees for the semester at the time of registration and make arrangements to pay the balance in full before the end of the 2nd calendar week after the semester begins without any late charges.
3. Students may pay by installments: Students may pay 1/3 of all fees for the semester at the time of registration and 1/3 before the end of the 2nd calendar week after their semester begins and pay the balance in full before the 6th calendar week after their semester begins. We will charge \$25 for this plan.

We will charge a fee of \$25 for each late payment.

## STUDENT ACCOUNT BALANCE

A student may request a copy of their account statement with the University at any time by requesting a copy from the Finance Office.

## REFUND POLICY

Students have the right to cancel their enrollment and obtain a refund by providing written notice to the Finance Department. The effective date of termination is either the postmarked date or the date received by the signature of the Finance Department. Verbal or phone requests will not be honored.

Students have the right to a full refund of all charges (except for the application fee, registration fee and other non-refundable charges), if they cancel the agreement within seven days of enrolling or prior to, or on, the first day of instruction whichever is later. The refund policy for students who have completed 60 percent or less of the period of attendance (Term) shall be a pro rata refund.

### Refund Chart:

If Last Day of attendance is on:	% of Total course attended	Required % of Tuition Charged to be refunded
Day 1	8%	100%
Day 2	17%	83%
Day 3	25%	75%

Day 4	33%	67%
Day 5	42%	58%
Day 6	50%	50%
Day 7	58%	42%
Day 8	67%	NO Refund

All refund Students will receive a full refund of any course that has been cancelled by HGU.  
**All refunds will be paid within 45 days of cancellation or withdrawal.**

## FINANCIAL AID

HGU does not participate in in any Federal or State Financial Aid programs, and therefore Title IV or Cal Grant funds are not available for attendance at HGU.

If a student obtains a loan from any financial institution or from a person, to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest.

## STUDENT ON--CAMPUS WORK OPPORTUNITIES

Limited graduate assistant openings are available to HGU students who qualify for the positions. Once positions are posted, application forms are available from the HR office or Student Services Office.

## STUDENT ENROLLMENT STATUS

To be considered a full-time student, a student must enroll for a minimum of 9 credits per semester. A student may not take more than 15 credits in any semester without the prior permission of the Academic Advisor. Students who enroll in less than 9 credits per semester are considered part-time students. International student must be enrolled as full-time students to maintain good academic standing. An international student on academic probation is not allowed to take a semester break.

## GRADING POLICY

Herguan University uses the following standard academic grading system in assessing student progress in course work, examinations and course evaluations:

Grade	Points per Unit	Percentage	Description
A	4.0	94-100%	Excellent
A-	3.7	90-93%	
B+	3.3	87-89%	
B	3.0	83-86%	Good
B-	2.7	80-82%	
C+	2.3	77-79%	
C	2.0	73-76%	Average
C-	1.7	70-72%	
D+	1.3	67-69%	Below Average
D	1.0	63-66%	
D-	.7	60-62%	
F	0.0	0-59%	Failed

The grade point average (G.P.A.) is based on courses in which letter grades are earned. Instructors may add plus (+) or minus (-) options to letter grades in order to refine evaluation procedures. To compute the G.P.A., divide the total number of grade points by the total number of credits attempted in courses receiving letter grades.

I	Incomplete – Performance has been incomplete due to circumstances beyond the student's control. Work was passing at the time.
IP	In progress - Performance is satisfactory, but a final grade is not yet assigned.
W	Withdraw – Student was permitted to drop a course after 5th wk. or after the first month of classes in the monthly schedule and before 12th wk. or before the last month of classes in the monthly schedule.
P	Pass – Not reflected in GPA (granted with C or above for prerequisite courses).
NP	Failure – Not reflected in GPA (given if grade earned is below C for prerequisite courses).
CP	Credit – Passing on challenge examination.
NC	No credit – Below passing on challenge examination
TR	Transfer credit
AU	Audit

## INCOMPLETE GRADE

In unusual circumstances where a student is unable to complete the coursework required prior to the end of the semester, the student may, with instructors' approval, be issued a grade of Incomplete. Students with an "Incomplete" grade must arrange with the instructor to complete the necessary make-up work after the final class meeting, with a specified date of completion. This agreement must be submitted in writing to the Academic Office. All "I" (Incomplete) grades must be converted within one semester. Students who fail to convert their "I" (Incomplete) grade after one semester will receive an "F" (Fail) grade for the course.

## GRADE APPEAL

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor who issued it. If the student is not satisfied with the instructor's explanation or action, the appeal may be presented to the Academic Office in writing. No one other than the faculty member can issue or change a grade, unless the faculty member is no longer working for the university and cannot be located, is incapacitated, or is deceased. Under those circumstances, the chief academic officer determines process.

## REPEAT COURSES

Student may choose to repeat a course for several reasons, such as:

- To meet the graduation requirements, and/or
- Earn a better grade, and/or
- Gain a better understanding of the subject.

Tuition is charged for each repeated course. Multiple failure grades may result in academic warning, probation and/or academic dismissal.

## AUDIT POLICY

HGU views auditing classes are an opportunity for students and alumni to review courses previously taken, or to become informed about current information on a subject. Auditing students must meet all the same qualifications required of matriculating students. All audits

are subject to availability and must be approved by the Dean. Availability is limited since credit-earning students are a priority. Auditing students cannot take up the time of the teacher or distract credit-earning students from their education. Students auditing classes must abide by all the pertinent rules and regulations such as rules on attendance, academic policies, etc. An "AU" on the student's transcript will indicate a course, which is audited.

## ADDING OR DROPPING A COURSE

Students may add or drop courses before the beginning of classes without incurring additional fees. When adding or dropping courses, students must submit an Add/Drop Form.

Students dropping a course after classes have begun will receive a pro-rated refund for the unused portion of the tuition and other refundable charges provided the students have dropped classes according to the refund policy. A grade of "W" will be issued to student who drops classes after the fifth week and before the twelfth week of the semester. Withdrawals are not permitted during the final three (3) weeks of instruction except in cases of serious accident, illness or other extreme situation. Failure to drop a course officially will result in full tuition charges for the course and a failing (F) grade. A processing fee will be charged for each course added or dropped after classes have begun.

## INTERNSHIP

Herguan University's courses require students to engage in work experience concurrent with studies because of the practical orientation of the curriculum and experience opportunities and practice classroom-learning opportunities on the job and thus improve classroom instruction.

The internship/practical training is a supervised employment experience that is the application of concurrently studied theory/applications. Under the supervision of a faculty member, an agreement is developed that outlines the arrangement between the institution and the internship/employment site, including specific learning objectives, course requirements, and evaluation criteria.

## ACADEMIC ADVISING

Academic advising is an essential element of the educational process. Designated faculty members and staff advisors serve as academic advisors to the students. Students are encouraged to meet with an academic advisor before and during the course registration period each semester, especially for the first two semesters. During the meeting, the advisor and the student will examine the student's academic records, choose suitable courses, and verify course prerequisites. Academic advising is also available to students throughout the school year.

## OFFICIAL ACADEMIC TRANSCRIPT

Upon written request, official and unofficial copies of a student's academic records may be forwarded either to the student or to a designated addressee. Requests for transcripts are to be submitted to the Registrar's Office.

Academic transcripts are withheld if the student has failed to submit required administrative documents or if the student has a past due account balance with HGU.

## CREDIT/CLOCK HOUR CONVERSION

One credit is equivalent to one hour of lecture instruction and two hours of homework per week for a 15-week term (15 hours of lecture and 30 hours of homework per credit). Students will receive one credit for each 30 hours of laboratory courses. Note: Some courses can be a combination of both so the hours may vary depending on the make-up of the course. Classes lasting longer than one hour are entitled to take a ten-minute break each hour. Thus a "clock hour" is calculated on

an absolute minimum 50-minutes within a 60-minute period. These time periods cannot be combined or used to shorten the daily class period.

## COURSE NUMBERING SYSTEM

100-300 Undergraduate

400-499 Graduate and qualified seniors 500-

599 Graduate

## CLASS ATTENDANCE

Class attendance is mandatory for all courses. Attendance in the first session of each course taken is mandatory. If a student cannot attend the first session of each course they are registered, they are required to contact their professor or academic advisor before the beginning of school and secure their professors' or academic advisor's permission so they are not marked dropped on the class roll. Thereafter inconsistent attendance is a matter of serious concern as it jeopardizes the educational process. Students are expected to attend all scheduled classes for which they are registered. Faculty members record student attendance. Students are expected to make-up all absences regardless of the reason for the absence. It is the student's responsibility to contact the professor and arrange appropriate make up work. Students who miss more than 25% of the total class hours in any course may fail the course. Absences may be excused for childbirth, a documented illness, an injury, and a death in the immediate family, or other emergency situations acceptable to the Academic advisor, but they still must be made-up. Students should call the professor or the academic office as soon as practical on the first day of absence and give an estimate of the duration of the absence. Students beginning the course late must make up all missed time, by arranging with the professor at the time of return the assignments necessary to "catch-up" and earn the necessary credits for the course.

## STUDENT CONDUCT

HGU expects a high standard of honesty and integrity from all members of its community.

Students may be suspended or dismissed from the University for behavior disruptive to the educational mission of the University, continual violations of the policies of the University, for academic dishonesty and for any conduct or carelessness that endangers life. The following is a listing of such, but not limited to those as stated below:

- Unexcused absence in the first session of a registered course(s)
- Excessive unexcused absences, non-attendance or tardiness
- Unauthorized possession, use or consumption of alcoholic beverages or illegal drugs while on the HGU premises or at a HGU-sponsored event
- Intoxication, dishonesty, altercation, stealing
- Possession, use or abuse of a weapon, dangerous material, or unlawful substance
- Disruptive behavior in class or the library
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to HGU property
- Engaging in competition with HGU or converting business opportunities of HGU to personal gain
- Sexual or physical assault on-campus
- Unlawful harassment of an employee, student or other person
- Failure to meet financial obligations or commitments to HGU
- Violation of general HGU rules and regulations
- Unauthorized removal of library materials
- Cheating or the compromise of test materials
- Use of the Internet the University finds inappropriate

The President of HGU (or designee) may place on probation, suspend or expel students for one or more of the causes enumerated above. The Refund Policy shall be used to refund any money owned the student that is expelled. Any probation, suspension or expulsion may be indicated on the transcript.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The University's Satisfactory Academic Progress (SAP) standards measure quantitative (credit completion rate) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are applied to all students and represent a minimum standard of academic achievement required for continued enrollment.

**SAP EVALUATION PERIODS:** HGU's SAP standards measure a student's satisfactory academic progress at the end of each term. The College will provide a grade report to each student at the end of each term, which will include the student's grades for each course attempted as well as cumulative information for all courses attempted and completed and the resulting cumulative grade point average (CGPA).

**QUANTITATIVE REQUIREMENT (COURSE COMPLETION/MAXIMUM TIME FRAME):** Each student must complete a minimum percentage of the total number of program credits attempted by the end of each term. Only satisfactorily completed credits are counted as completed. The percentage of course completion is determined by dividing the total number of program credits earned by the total number of program credits attempted.

To be maintaining satisfactory academic progress, students must be able to complete their program of study within 150% of the program length.

**QUALITATIVE REQUIREMENT – CUMULATIVE GRADE POINT AVERAGE (CGPA):** The College measures qualitative progress on the basis on a 4.0 scale. All courses in the program enrolled for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal (W) or incomplete (I) will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's CGPA.

CGPA calculation: multiply the total number of grade points assigned to each grade as found in the Catalog by the number of credits in the course to determine total grade points earned. The total grade points earned divided by the total credits earned represents the CGPA.

Minimum Satisfactory Progress Requirements for MBA and MSCS Programs

End of Term (Total credits attempted*)	Minimum CGPA	Minimum % of the Total Credits Completed to Credits attempted
1 (0 to 9 credits attempted)	2.0	50%
2 (10 to 18 credits attempted)	2.5	60%
3rd and beyond (19 or more credits attempted)	3.0	67%

\* Total credits attempted are provided to determine which term a student is enrolled in, given prior credits earned at HGU or accepted for transfer by HGU into the program enrolled.

**WARNING STATUS:** Students who do not meet the SAP Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

**APPEALS, PROBATION AND ACADEMIC PLANS:** A student may appeal the decision that they are to be withdrawn for failing to make SAP to the President based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations, which prevented the student from being successful. The student's appeal must be received on or before the first week of the new term.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. An appeal form is available from the Registrar's Office.

The President will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final.

The President's notice to the student, if approved, will outline the requirements of the academic plan the student must follow if the appeal is granted. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation, and allowed to continue in school.

At the end of the probationary period, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met the requirements of the academic plan, the student will be eligible to remain in school. In all subsequent payment periods the student must again meet the SAP standards or the academic plan to remain in school.

If the student fails to meet the expectations of the academic plan at the end of the probationary period(s), the student is terminated. Second appeals in this situation will only be granted at the discretion of the President, and based upon very exceptional circumstances.

It should be noted that students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS AT THE COLLEGE:** Students who have been terminated from HGU for failure to achieve satisfactory academic progress may, after one term, petition for readmission. Students accepted for enrollment will be placed on an Academic Plan and be required to meet the terms of the plan until SAP is reestablished.

A student on Warning or Probation who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning/Probation.

**THE EFFECT ON SAP FOR “W” WITHDRAW AND “I” INCOMPLETE GRADES:** All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing satisfactory academic progress under the Maximum Timeframe criterion. All courses for which students receive a grade will be included when calculating students' GPA, except that a withdrawal (W), or an “I” Incomplete, **will not** be included in determining students' cumulative GPA.

**THE EFFECT ON SAP FOR REPEATED COURSES:** Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating the CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

**THE EFFECT ON SAP FOR NON-PUNITIVE GRADES AND NON-CREDIT OR REMEDIAL COURSES:** Audited courses and Pass/No Pass courses count as credits attempted for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress (CGPA). The College does not offer non-credit or remedial courses.

**THE EFFECT ON SAP WHEN A STUDENT SEEKS TO EARN AN ADDITIONAL CREDENTIAL:** If a student seeks additional credential, the College will include in the determination of a student's satisfactory academic progress standing the credits attempted and grades earned that count toward the student's additional credential.

**THE EFFECT ON SAP FOR EXTENDED-ENROLLMENT STATUS:** The College does not offer extended-enrollment status.

**THE EFFECT ON SAP WHEN A STUDENT TRANSFERS TO THE COLLEGE FROM ANOTHER POSTSECONDARY INSTITUTION:** If a student transfers to the College from another postsecondary institution, the credits that were accepted by HGU will count as credits attempted and completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress (CGPA).

**THE EFFECT ON SAP WHEN STUDENT CHANGES PROGRAMS OR SEEKS TO EARN AN ADDITIONAL CREDENTIAL:**

If a student is re-admitted into HGU, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress, both quantitative and qualitative.

**SAP NOTIFICATION:** Students are notified in writing when Satisfactory Academic Progress is not being made. The notification includes a detail of how SAP was calculated and what caused the student to fail to make SAP. The student is also informed of their right to appeal with instructions regarding the appeal process. A copy of this notification is maintained in the student's academic file.

Effect of Grades on Satisfactory Academic Progress (Qualitative = GPA; Quantitative = % of credits earned)

The following chart demonstrates how actions and grades affect SAP measures:

<b>Grade or Action</b>	<b>Effect on SAP</b>
<b>Grades A, B, C, D, F</b>	Included for both quantitative (program completion rate) and qualitative (CGPA) measures
<b>Incomplete Grades (I) and Withdrawals (W)</b>	Included for quantitative (program completion rate) but not qualitative (CGPA) measures.
<b>Repeat Courses</b>	Most recent grade is included for quantitative (program completion rate); both course attempts included in qualitative (CGPA) measures.
<b>Audit/ Credit / No Credit (P, NP) (non-punitive)</b>	Not included in qualitative (CGPA) included for quantitative (program completion rate) measures.
<b>Challenge (CP, NC)</b>	Not included for quantitative (program completion rate) nor qualitative (CGPA) measures.
<b>Non-Credit &amp; Remedial Courses</b>	Not offered at HGU.
<b>Transfer Credits (limit 6 credits)</b>	Not included for qualitative (CGPA) included for quantitative (program completion rate) measures.
<b>Withdrawal during drop add period</b>	Removed from transcript; not included in either qualitative (CGPA) or quantitative (program completion rate) measures.

## CHALLENGE EXAMINATIONS

On occasion, students may, because of overlapping coursework or work experience, already possess the knowledge and competency intended to be achieved by the learning objectives of a particular course. In such circumstances, a student may attempt to earn credit for a course through satisfying the procedure required for passing a course through challenge examination. The academic office must approve all Challenge Exams. Score of 73% or higher advances the students to the next level of study. Students who pass the Challenge exam are awarded credit and the grade of "CP." All grades and the credits are entered into the students' academic records. Students who fail the examination will be required to take the course at the current tuition rate. Students must formally request the challenge exam on a Challenge Examination Request form and must pay the challenge exam fee together with any required fees prior to the examination. Credits awarded are not considered when calculating credit loads for a semester. Partial credits will not be issued for portions of the exam passed by the student.

A student can challenge any particular course only once. A student may not challenge more than one three-unit course. No refunds of challenge fees will be given for courses that the student attempts to challenge but fails, or for challenged courses in which student chooses to enroll and subsequently withdraws.

## CHANGING MAJOR/PROGRAM

Students can change their declared academic program of study at any time. To make a program change, the student should complete the change major/program form at the Registrar's office. The student should meet with academic advisor for a discussion of qualifications and goals. The student's credentials will be reassessed to determine the proper classes for the new degree requirements. The specific requirements for changing major depend on the number credit hours

the student has completed and the requirements of new major intended. Transfer credits approved for the prior degree program will be reassessed to determine the eligibility of transfer to the new degree program.

## CHANGES IN DEGREE REQUIREMENTS

HGU policies and requirements are subject to change, and changes may not be immediately reflected on campus websites or publications. New degree requirements, however, will not be imposed retroactively on continuing students unless agreed upon by the students. If degree requirements are changed, students may complete their degree programs under the requirements in effect at the time of their initial enrollments. They have the option of electing to be governed by the new requirements if they are so desired and provide that all requirements of one catalog are met. Students that are readmitted after withdrawing or returning after a leave of absence must adhere to the new requirements.

## GRADUATION REQUIREMENTS

The HGU catalog serves as the school's contract with the students for graduation requirements. Therefore, students fall under the graduation requirements written in the catalog used at the time of student's entering the program as a degree-seeking student as long as the student maintains their enrollment in good standing with the school. The section on Academic Policies describes the rules for the student to follow for the graduation requirements. All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the University unless a regulating agency requires compliance to new rules or requirements and if they maintain their enrollment status in good standing with the school. It is the student's responsibility to monitor his/ her own progress toward graduation and to take all appropriate required courses each semester.

As a student approaches the end of his/her graduate study, he/she should initiate a review process for the Records officers to verify the student's eligibility for graduation. The student must fill out the Graduation Request Form online during the last semester. The student will receive notice of the evaluation to confirm eligibility to graduate or the courses left for him/her to complete the graduation requirements. The University graduation fee is charged.

If an international student wishes to enrich his/her knowledge and skills by taking courses in addition to the minimum graduation requirements beyond the approved graduation date, the student is required to enroll as a full-time student until final graduation.

To graduate, a student must:

- Complete all required classes
- Maintain at least 3.0 CGPA
- Submit a Graduation Request Form
- Clear all financial obligations, including mandatory graduation fees
- Return all library loaned materials to HGU
- Complete Graduation Exit Survey online

Students are responsible for compliance with the announcements and regulations specified in the HGU Catalog and with all policies, rules and regulations of the school. Upon completion of their study programs and fulfilling their financial obligations to HGU, students are granted degrees and receive diplomas. Students may pick up their diplomas 60 days after graduation and after they have cleared their accounts. Having diplomas mailed is an extra expense. Please see the fees chart in this catalog.

## EDUCATIONAL RECORDS

Current records are stored in written form for a period of five years. Academic records of each student are permanently stored electronically in "transcript only" form either from the date of the student's graduation or from the last date of the last semester in which the student was officially enrolled.

## WITHDRAWAL FROM THE UNIVERSITY

A student is considered withdrawing from HGU when either of the following occurs:

- A student who fails to register for classes without the academic office approval will be considered as withdrawn from the University.
- A student submits a written request for withdrawal from HGU.
- A student who drops/withdraws from all courses enrolled in a semester when the student is required to remain enrolled to maintain his/her academic status.
- A student is terminated due to disciplinary issues, unsatisfactory academic performance, or violation of regulations required for international students.

A student who has withdrawn must apply for re-admission if they wish to complete their program of study at Herguan University and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University.

A student who withdraws from the University, or discontinues their studies without submitting a letter of withdrawal receives a grade of "F" in each course not completed.

The following must take place for any student to officially withdraw from the University:

1. Notify the Registrar's Office of intent to withdraw by submitting a letter of withdrawal;
2. Clear all outstanding debt with the University;
3. Return all books, materials or equipment owned by the University.
4. If a student withdraws within the Add/drop period they may be eligible for a refund. Please see the refund policy or go to the finance office.

## LEAVES OF ABSENCE

Students on leave of absence are not registered at HGU and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

Leaves do not delay master's program expiration dates.

Students on leave may complete course work for which an 'Incomplete' grade was awarded in a prior term and are expected to comply with the maximum one semester limit for resolving incompletes; a leave of absence does not stop the clock on the time limit for resolving incompletes.

When a student is granted (or placed on) a leave of absence after the beginning of the term, courses in which the student was enrolled after the drop deadline appear on the student's transcript and show the symbol 'W' (Withdraw).

## VOLUNTARY LEAVES OF ABSENCE

Graduate students who do not meet the requirement for continuous registration during the aca-

ademic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed for approval by the chair of graduate studies of the student's major department and, if the student is in the United States on a foreign student visa it also needs approval of the P/D SO. The granting of a leave of absence is at the discretion of the department and subject to review by the Office of the University Registrar. The University may condition its approval of a petition for leave of absence on the student's meeting such requirements as the University deems appropriate in the individual case for the student to be eligible to return (such as, in the case of a leave for medical reasons, proof of treatment).

New graduate students may not take a leave of absence during their first semester. However, new HGU students may request a deferment from the department.

Leaves of absence are granted for a maximum of one semester. Leaves requested for a longer period are approved only in exceptional circumstances (for example, mandatory military service). An extension of leave, for a maximum of two semesters, is approved only in unusual circumstances. Extension requests must be made before the expiration of the original leave of absence. Leaves of absence for graduate students may not exceed a cumulative total of one year (3 semesters including summer semesters).

## MANDATORY LEAVES OF ABSENCE

A mandatory leave of absence can be imposed in circumstances in which a student:

- presents a substantial risk of harm to self or others or is failing to carry out substantial self-care obligations; or
- significantly disrupts the educational or other activities of the University community; or
- is unable to participate meaningfully in educational activities; or
- requires a level of care from the University community that exceeds the resources and staffing that the University can reasonably be expected to provide for the student's well-being.

Students whose circumstances warrant a review under the Leave of Absence Policy will be apprised, in writing, of University concerns and will be provided an opportunity to respond to concerns in writing or in person or via telephone before a review committee convened by the Chair of the Department of the major. Students placed on mandatory leave of absence can appeal an unfavorable decision to the Vice President of Academic Affairs within 10 days in writing of the Department Chair's decision. The University can condition a student's return to registered student status on such requirements as the University deems appropriate in the individual case (such as, in the case of a leave for medical reasons with proof of treatment) The VP of Academic Affairs decision is final.

## DISCONTINUATION AND REINSTATEMENT

A student's academic degree program may be discontinued if the student:

- fails to be enrolled by the study list deadline; or
- fails to be approved for a leave of absence by the start of the term; or
- voluntarily terminates graduate studies; or
- is dismissed from graduate studies for academic reasons; or
- is expelled from the University.

Students who fail to be either enrolled by the final study list deadline or approved for a leave of absence by the start of a term or after a voluntary withdrawal are required to apply for reinstatement.

ment through the Admissions office before they can return to the same degree program. Students whose master's program term of four semesters has expired must petition to have extensions of their programs approved by their department before reinstatement may be approved.

The decision to approve or deny reinstatement is made by the student's department. Departments are not obliged to approve reinstatements of students. Reinstatement decisions are made at the discretion of the department and may be based on the applicant's academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, and the ability of the department to support the student both academically and financially, as well as any other factors or considerations regarded as relevant by the department or program.

Written reinstatement requests must be submitted to Admissions five days prior to the first day of the term for which re-enrollment is requested if the student is registering for courses.

In the rare circumstance where a student who had been dismissed for academic reasons wishes to return to the same degree program, and where reinstatement was not precluded at the time of the dismissal, the student should request reinstatement as described above. In this circumstance, the degree program may review such relevant information as course work completed elsewhere or any other factors deemed to be appropriate for consideration.

Conditions for reinstatement may be established at the discretion of the program. The decision to approve or deny reinstatement is made by the department or program to which the student is seeking reinstatement, and is in its discretion. In addition, the department or program retains the right to condition reinstatement on such academic or other conditions as it deems appropriate.

Students who have been expelled from HGU are not permitted to apply for reinstatement.

## FERPA

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University protects the privacy of student records, including address, e-mail address, phone number, grades, financial information and attendance dates. A copy of the University's FERPA policy is available from the Registrar. The Act provides each current and former student with the right to inspect and review information contained in his/her academic file. A student interested in reviewing his/her file must submit a request in writing to the Registrar. A time will be scheduled for the student to review his/her file. Students have the right to copies of their records. The student may be charged for this service, but the amount cannot exceed the actual cost of producing them. A student also has the right to submit written requests for amendments to his/her academic record on the grounds that they are inaccurate, misleading, or in violation of their right of privacy.

In compliance with Public Law 93-380, Section 438 (The Buckley Amendment), student grades, records, or personal information may not be given to third persons including parents without written consent of the student. Permission must be given by the student in order for information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a written declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision to release financial aid data to authorized agencies is not a violation of the Buckley Amendment.)

Note: All admission documents become the property of HGU and will not be returned to the student. HGU may destroy records that are no longer useful or pertinent to the students' circumstances.

## **Access by Officials**

The school may release student information without written consent of the students to:

- Other schools and HGU officials who have legitimate educational interests.
- Other schools where students have applied for admission.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Courts in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Appropriate persons or agencies in connection with student applications for or receipt of financial aid.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under certain circumstances.
- Accrediting organizations.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
- In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

## **Exemptions**

The following items are exempt from the Family Educational Rights and Privacy Act of 1974:

- Parent's confidential statement, financial need analysis report, and the Pell Grant A.D. report.
- Records about students made by the teachers or administrators that are maintained by and accessible only to the teachers or administrators.
- Confidential letters and recommendations written prior to January 1, 1975.
- Confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed – admissions, employment, and honors)
- School security records.
- Employment records for school employees who are also current or former students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or Para-professionals acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

# **ACADEMIC INTEGRITY**

## **Academic Integrity Policy**

Ensuring academic integrity is an ethical responsibility taken seriously at Herguan University. Based on respect for individual academic achievement, each student and faculty member commits to being a part of a learning community which is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect of others, and personal integrity. Advancing the principles of academic integrity is essential because doing so enhances the quality of academic work, institutional operations, and the assessment of educational goals.

In accordance with the policy, students are expected to do their own work on examinations, class preparation and assignments and to conduct themselves professionally when interacting with fellow students, faculty and staff. Students are also expected to make equitable contributions to

the quality and quantity of work performed on group projects. Academic and/or professional misconduct (behaving contrary to the policy) is subject to disciplinary action including being placed on probation, failing a graded course assignment, failing a course, or being dismissed. Student academic misconduct and violations of this policy include, but are not limited to the actions below:

**Misrepresenting Class Attendance:** Not attending class and instead, having another person attend class pretending to be you.

**Cheating on Examinations:** Using unauthorized notes, looking at another student's test paper, or providing another student with answers during an examination or quiz

**Plagiarism:** Using another person's ideas, words, expressions, or findings in your writing or speaking without acknowledging the source.

**Forgery:** Altering college forms, documents, records, or the signing of such forms or documents by someone other than the proper authority.

**Bribery:** Paying someone or receiving money or other gifts in exchange for performing a dishonest or illegal act.

### **Violation of Academic Integrity**

A faculty member must address a violation of the academic integrity policy when he/she becomes aware. The faculty may decide to issue a 0 or F grade for the assignment in question. If deemed more serious, then the faculty member will report the situation to the department chairperson. The student will be given the opportunity to deny the violation, provide an explanation of the incident in question, or admit fault informally.

### **Judicial Procedure for Academic Integrity Violations**

If the student admits fault or presents an unsatisfactory explanation, the department chairperson will inform the student that the case is being referred to the Chief Student Services Officer for action. Upon referral, the chief Student Services Officer or designee will request in writing of the faculty member and student that each put their case with documentation in writing within 10 working days. The student will be given the opportunity to choose whether to have the case decided by the Chief Student Services Officer or through a judicial hearing process. The hearing process gives each person involved a chance to testify about their perspective in front of a group/committee. The decisions of either the Chief Student Services Officer or the judicial grievance hearing committee may be appealed to the President (or designee) of the University who has the final say.

## SANCTIONS

A first violation of a classroom academic integrity policy may result in a zero (0) for the assignment. If a second violation, a failing grade in the course may be issued. For other violations, suspension from the University, or suspension or permanent expulsion may be sanctioned.

## GENERAL GRIEVANCE PROCEDURE AND APPEAL PROCESS

The HGU Grievance Procedures provide students with a fair, impartial method for presenting and resolving a grievance as soon as possible at the lowest possible level. No retaliation or reprisals will be taken because a student has initiated the grievance process.

The student must attempt to resolve his /her issue informally where the event occurred by discussing it with the instructional or administrative staff member as soon as possible from the date of the event. A record must be kept of when the meeting or discussion occurred and the outcome.

If the issue is not satisfactorily resolved, the student should present the original grievance in writing to the Vice President of Academic Affairs or designee. The material submitted must include the following: an historical account of the grievance, the specific policy, procedure, agreement or law alleged to have been violated; the date and outcome of the attempt to resolve the issue directly, and any relevant supporting documentation for the desired resolution.

The Vice President of Academic Affairs will investigate the facts, and may invite the student and anyone else involved to an informal conference separately or together. If a mutually agreeable solution is not achieved, the Vice President of Academic Affairs may refer the matter to the Grievance Committee for a judicial hearing, or refer the issue directly to the University President who has the final decision at the campus.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with ACICS at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Tel:(202) 336-6780. <http://www.acics.org> You may do this without completing the school's grievance policy.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) , Toll Free Telephone number: (888) 370-7589 or by Fax (916) 263-1897

## STUDENTS' RIGHT--TO--KNOW DISCLOSURE

The Student Right-to-Know Act requires schools disclose the completion or graduation rates for a specific cohort of the general student body as determined by the school. This cohort is made up of degree-seeking, full-time, first-time graduate students. Since the rate of graduation changes from one semester to another, please see the Director of Academic Affairs for the information, if you are interested.

## SEXUAL ASSAULT AND HARASSMENT

It is the policy of HGU to provide an educational, employment and business environment free of sexual harassment or any other verbal or physical conduct or communication constituting sexual harassment as defined and prohibited by state and federal regulations. Any harassment, threat or offer by any employee of the university to condition any aspect of a student's academic performance, reputation or standing upon the provision of sexual favors is prohibited. Any other harassment of any member of the campus community by any other member resulting in the creation of an offensive, intimidating or hostile academic or employment environment is similarly prohibited. If you believe you have been assaulted or sexually harassed by any member of the HGU community, or while participating in a HGU sponsored activity, you are urged to bring the matter to the immediate attention to the Dean of Academic Affairs or the President of the University.

## NONDISCRIMINATORY POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Herguan University does not discriminate in its educational programs, employment, or any other activities on the basis of race, sex, color, national origin, ancestry, religion, creed or disability.

Students may complain of any action that they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, disability or age. For more information and procedures, please see the General grievance procedure.

## STUDENT SERVICES

### INTERNATIONAL STUDENT SERVICES

Qualified, experienced staff provides information and assistance regarding all requirements, including visa status, SEVIS requirements, English assessment information and more to international students. The Admissions/Student Service office can direct students to the appropriate services, which are also explained in the Student Handbook.

### STUDENT HEALTH, SAFETY, AND HOUSING

All International students are required to have their own health insurance coverage for the USA. HGU will assist students in contacting appropriate insurance companies. HGU does not offer on-campus housing. The city of Sunnyvale and the neighboring communities of Santa Clara, Cupertino and Mountain View have extensive rental apartments and housing in all price ranges (\$600 to \$2,000 USD a month if not shared with others). The student services tab on the University website has a link to apartment rentals. The University is also within commuting distance from a number of other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont.

HGU has a bulletin board for student use to communicate opportunities for shared housing or for other community and professional listings. The Student Services Office is available to make suggestions and help with resources to find housing, but it is the responsibility of the student to find acceptable housing within their own circumstances and needs.

### ACADEMIC ADVISING

The academic advisor and other designated administrative officers provide academic advising to students. All students are strongly encouraged to meet with the Academic advisor at least once each semester during registration periods for academic advising and determination of Satisfactory Academic Progress. Faculty members are also available to help students with academic problems.

### NON--ACADEMIC COUNSELING

No on campus personal counseling services are available. However, the Student Handbook on the website provides information about counseling services available in the community.

### CAREER/PLACEMENT SERVICES ASSISTANCE

HGU Career and Placement Services office is located in the Student Services office on the first floor. The Career/Placement Coordinator works to provide assistance to students in the following areas: Maintain a Job Board, provide news and notes on business and technology jobs/careers, and provide e-career tips online, offer workshops in resume writing, interview practice, and cover letter writing. Speakers from placement services in the community are invited to speak with students usually once per term. And panel discussions of alumni or working students will provide guidance and advice for the newer students looking for an internship practicum or more permanent employment. The Career/Placement Coordinator will help HGU students find jobs locally or across the nation suited for the degree the student has earned at HGU.

## STUDENT LOUNGE

Students are welcome to use the student lounge during class breaks and between classes. The student lounge may be used for social interactions, eating, resting, or studying. The lounge has a pool table and Ping-Pong table along with two wide screen TVs. The kitchen is equipped with wireless Internet access, a refrigerator, filtered water dispenser, a microwave oven, and a washbasin to facilitate preparation of meals. Vending machines are also available.

## STUDENT ASSOCIATION

The decision to formally organize a student association is left to the students. Even without a formal organization, an informal group of students plans student activities. The University administration also holds periodic meetings where a group of students are invited to share concerns, provide ideas and input for campus improvement.

## STUDENT CLUBS

Students at HGU are free to organize Clubs and to join associations whose stated purpose is consistent with the University's mission. All student clubs seeking HGU support must be registered with the University through the Student Services Office.

## SMOKING CONTROL POLICY

Students and all staff need to exhibit a life style of health. Therefore smoking is prohibited in all areas within the HGU campus and parking areas.

## LOST AND FOUND

Items found on campus will be turned in to the Student Service Office. To inquire about any lost or misplaced items, please contact the Student Service Office on the first floor inside the Admissions office.

## ALUMNI ASSOCIATION

Graduates from HGU are important to the continued growth and development of the institution. Alumni interactions electronically and in person enhance the sharing of experiences between the current students and other graduates. Alumni support the University by participating in University events and serving on committees as needed.

## ADA SERVICES

The University makes every attempt to provide reasonable accommodation to meet the requirements of the Americans with Disability Act (ADA). The University classrooms are wheelchair accessible. Physically challenged students may contact the student services office for assistance.

## ANNUAL SECURITY REPORT

Herguan Students may request a copy of the UEWM Annual Security Report, which is in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (previously named the Student Right-to-Know and Campus Security Act of 1990). This report provides information on campus security regulations and campus crime statistics to current, prospective students and others. HGU shares the same facility and grounds as UEWM. If

you would like to review this document, please ask a University administrator for a copy or review the copy in the library when it becomes available.

## **REVIEW DOCUMENTS!**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Loans**

HGU does not offer loans, federal, bank or personal. For informational purposes the State Bureau of Private Postsecondary Education requires only the following: If a student obtains a loan to pay for an educational program the Student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## **Bankruptcy**

HGU does not have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, or has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## **Audio/Video Taping**

Students wishing to make video and/or audio recordings of lectures presented by HGU faculty members and/or visiting lecturers must obtain the written consent of the faculty members or lecturers. Students do not own any copyrights, etc., to such recordings.

## **Computer Facilities**

Computer stations with Internet access are available in the HGU Library/Learning Resource Center, plus other areas on campus for student and faculty use. Wireless computers as well as high-speed Internet access are provided. Students and all staff are expected to use proper netiquette when using University computers. If the University determines their computers and Internet access have been used improperly, staff can be dismissed and students expelled.

# DEGREE PROGRAMS AND REQUIREMENTS

**Herguan University is currently offering two graduate programs**

**Master of Business Administration (MBA)** Concentrations in: Administration and Project Management

**Master of Science in Computer Science (MSCS)** Concentrations in: Cloud Computing/ Mobile Internet Applications and Software Quality Assurance

## MASTER OF BUSINESS ADMINISTRATION

### **Program Mission Statement:**

Herguan University's Master Degree in Business Administration is dedicated to providing a professional and practical business education to qualified students at the graduate level. Students learn research-based theory and practical applications in business administration and project management aimed at enhancing students' career options.

### **Master of Business Administration Program, Administration Concentration Learning Outcomes**

Students graduating with an MBA with a concentration in Administration are expected to:

- Demonstrate understanding of business operations from a systems perspective including human resources, finance, marketing, information technology, and management.
- Analyze complex business problems and apply effective decision-making and problem solving models as an individual or part of a team.
- Communicate effectively orally and in writing, demonstrating advanced communication competence in devising strategic messages, in working effectively on a team, in making presentations, and in writing routine and special business-related documents, recognizing context, goal, and audience.
- Collect, interpret and analyze existing and/or original research, using quantitative tools, and apply in the decision making process.
- Use technology and appropriate applications to collect, compile, analyze and present data to support planning and decision-making.
- Demonstrate integrity and responsibility consistent with American business legal and ethical standards
- Demonstrate an understanding of diverse perspectives and analyze the impact of individual and cultural differences on the business environment.
- Analyze financial reports, risk management strategies and their impact on the decision making process.
- Analyze the interrelatedness of market, economic, social and political trends, and their impact on a global business environment.
- Apply satisfactorily classroom learning concurrently with practical experience in a volunteer or paid workplace setting.

## **Master of Business Administration, Project Management Concentration Learning Outcomes**

Students graduating with an MBA, with a concentration in Project Management are expected to:

- Manage business projects effectively and efficiently using advanced techniques and technology
- Demonstrate team development and planning skills in the execution of a project
- Develop a project plan using industry-standard tools and project management methodologies.
- Forecast time, resource, and budgeting requirements for the project to coordinate the work of the project team.
- Evaluate various risk analyses techniques and apply them to assess and mitigate the risks within a project.
- Apply procurement management tools and techniques to the process of solicitation, contract administration, and cost reimbursement.
- Define customer and business requirements to identify project scope.
- Communicate effectively orally and in writing, demonstrating advanced communication competence in devising strategic messages, in working effectively on a team, in making presentations, and in writing routine and special business-related documents, recognizing context, goal, and audience.
- Use technology and appropriate applications to collect, compile, analyze and present data to support planning and decision-making.
- Demonstrate integrity and responsibility consistent with American business legal and ethical
- Demonstrate an understanding of diverse perspectives and analyze the impact of individual and cultural differences on the business environment.
- Analyze the interrelatedness of market, economic, social and political trends, and their impact on a global business environment.
- Collect, interpret and analyze existing and/or original research, using quantitative tools, and apply in the decision making process.
- Apply satisfactorily classroom learning concurrently with practical experience in a volunteer or paid workplace

### **Curricular Graduation Requirements**

A minimum of 36 credits of graduate-level course work is required for the Master Degree in Business Administration. Additional basic coursework such as English, Algebra as well as business preparatory courses may be required for a student with a non-business undergraduate preparation.

#### **Preparatory Courses include:**

PCB301 Business Law & Management Ethics	3 credits
PCB302 Business Statistics & Information Technology	3 credits
PCB303 Finance & Accounting	3 credits
PCB304 Economics & Marketing	3 credits

#### **Basic Requirements**

All MBA students must complete coursework in required courses and elective courses. Students entering with background deficiencies should clear the deficiencies in the first two semesters after

joining HGU. A grade of "B" or better must be earned in all foundation and concentration courses. A cumulative GPA of 3.0 or better is required to graduate, and students must be in good standings with the University.

**Practicum Requirement**

Herguan University's courses expect students to be engaged in work experience concurrent with their studies. Practicum therefore is a required supervised practical work experience, if students qualify, that applies classroom learning in a work setting, and informs classroom learning. The Practicum course is under the supervision of a faculty member, operates with a written agreement that specifies the arrangement between the institution and the practicum site, includes specific student learning objectives, course requirements, and evaluation criteria. Details of the qualifications are delineated in the application process for the student. The supervising faculty member is responsible for checking the student's qualifications, monitoring student attention to learning objectives, and coordinating the employer evaluation of student interns. Exceptions to the required practicum may be made if a student is unable to attain work or is unable to work in an internship while studying, or has extensive work experience already. The Academic adviser will decide the exception and what additional course in the program of study will be necessary to take. Foreign students with no academic experience and no significant work experience in the United States cannot be granted CPT in the first term.

**MBA Curriculum**

**MBA Foundation Courses (9 credits required)**

HRM501	Human resource Management	3 credits
FIN500	Managerial Finance	3 credits
MGT510	Management Communication	3 credits

**Concentration Courses (15 credits required)**

**Concentration Courses in Administration**

MKT500	Marketing Management	3 credits
MGT515	Human Behavior in Organizations	3 credits
MIS526	Management Information Systems	3 credits
MGT530	Production and Operations Management	3 credits
MGT602	Strategic Management	3 credits

**Concentration Courses in Project Management**

PJM505	Quantitative Methods in Project Management	3 credits
PJM520	Project Management Systems	3 credits
PJM525	Quality Management	3 credits
PJM530	Project Schedule and Cost Control	3 credits
PJM535	Project Risk Management	3 credits

**Capstone Course (Required for all MBA students)**

BUS555 Capstone - Business, Technology  
& Society

3 credits

### **Electives (9 credits)**

Students can choose their electives from the elective courses scheduled each term in the MBA curriculum, or CS curriculum, with approval of the faculty advisor.

## MASTER OF SCIENCE IN COMPUTER SCIENCE

### **MSCS Program**

#### **Program Mission Statement: Master of Science in Computer Science**

Herguan University's Master Degree in Computer Science provides a professional and practical computer science education to qualified students at the graduate level. Students learn software technological concepts and skills applicable in quality assurance and mobile computing arenas, with attendant hardware topics, aimed at enhancing students' career options.

#### **Master of Science in Computer Science, Software Quality Assurance Concentration Learning Outcomes:**

Students graduating with a MSCS, with a concentration in Software Quality Assurance are expected to:

- Apply the complete software engineering life cycle process to project implementation
- Perform software verifications using automation tools
- Analyze software testing parameters using various metrics
- Engage effectively in team-oriented task implementation
- Demonstrate strategic written and oral communication skills that are appropriate to the context, business goal, and audience
- Demonstrate integrity and responsibility consistent with American business legal and ethical standards
- Locate, collect, interpret and analyze existing and/or original research, using quantitative tools, and apply in the decision making process
- Demonstrate an understanding of diverse perspectives and analyze the impact of individual and cultural differences on the business environment.
- Analyze complex business problems and apply effective decision-making and problem solving models as an individual or part of a team.
- Apply satisfactorily classroom learning concurrently with practical experience in a volunteer or paid workplace setting.

#### **Master of Science in Computer Science, Cloud Computing and Mobile Internet Applications Concentration Learning Outcomes**

Students graduating with a MSCS in Cloud Computing and Mobile internet Applications are expected to:

- Engage in enhanced Internet-based applications involving cloud computing
- Analyze and design mobile Internet-based applications' requirements from the user-end
- Implement Internet applications using artificial intelligence and cloud computing concepts\
- Design wireless networks enabling mobility for Internet applications
- Analyze productivity of mobile internet applications using network connectivity and security parameters

- Engage effectively in team-oriented task implementation
- Demonstrate strategic written and oral communication skills that are appropriate to the context, business goal, and audience
- Demonstrate integrity and responsibility consistent with American business legal and ethical standards
- Locate, collect, interpret and analyze existing and/or original research, using quantitative tools, and apply in the decision making process.
- Demonstrate an understanding of diverse perspectives and analyze the impact of individual and cultural differences on the business environment.
- Analyze complex technology problems and apply effective decision-making and problem solving models as an individual or part of a team.
- Apply satisfactorily classroom learning concurrently with practical experience in a volunteer or paid workplace setting.

### **Curricular Graduation Requirements**

A minimum of 36 credits of graduate-level course work is required for the Master Degree in Computer Science. Additional basic coursework such as English and Algebra as well as computer science preparatory courses may be required for a student with a non-computer science undergraduate preparation.

#### **Preparatory Courses include:**

PCE301 Operating System & Programming Languages	3 credits
PCE302 C Programming & Data Structures	3 credits
PCE303 Windows &UNIX Operating System	3 credits
PCE304 Computer Networks & Data Communications	3 credits

### **Basic Requirements**

All MSCS students must complete coursework in required courses and elective courses. Students entering with background deficiencies should clear the deficiencies in the first two semesters after joining HGU. A grade of "B" or better must be earned in all foundation and concentration courses. A cumulative GPA of 3.0 or better is required to graduate, and students must be in good standings with the University.

### **Practicum Requirement**

Herguan University's courses expect that students are engaged in work experience concurrent with studies, or already have work experience because of the practical orientation of the curriculum. Practicum therefore is a required supervised practical work experience, if students qualify, that applies classroom learning in a work setting, and informs classroom learning. The Practicum course is under the supervision of a faculty member, operates with a written agreement that specifies the arrangement between the institution and the practicum site, includes specific student learning objectives, course requirements, and evaluation criteria. Details of the qualifications are delineated in the application process for the student. The supervising faculty member is responsible for checking the student's qualifications, monitoring student attention to learning objectives, and coordinating the employer evaluation of student interns. Exceptions to the required practicum may be made if a student is unable to attain work or is unable to work in an internship while studying, or has extensive work experience already. The Academic adviser will decide the exception and what additional course in the program of study will be necessary to take. Foreign students with no academic experience and no significant work experience in the United States cannot be granted CPT in the first term.

## **MSCS Curriculum**

### **Foundation Courses (9 credits)**

CS511	Computer Org and Architecture	3 credits
CS540	Java Web Applications	3 credits
CS644	Wireless Network Design	3 credits

### **Concentration Courses (15 credits)**

#### **Concentration Courses in Cloud Computing and Mobile Internet Applications**

CS612	Java Cloud Computing	3 credits
CS614	Computer Network Security	3 credits
CS624	Artificial Intelligence	3 credits
CS647	Agile Project Management	3 credits
CS671	Socket Programming	3 credits

#### **Concentration Courses in Software Quality Assurance**

CS532	Software Engineering Concepts	3 credits
CS637	Web Services Development & XML	3 credits
CS538	Software Quality metrics	3 credits
CS552	Software Test Automation & Tools	3 credits
CS565	Net Programming	3 credits

#### **Capstone Course (Required for all CS students)**

CS555	Capstone – Business Technology, & Society	3 credits
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### **Electives (9 credits)**

Students can choose their electives from the elective courses scheduled each term for the MSCS program.

## COURSE DESCRIPTIONS

### PREPARATORY COURSES - MBA

#### **PCB301 Preparatory Course for MBA: Business Law & Management Ethics (3.0 credits)**

This non graduate-level course blends the study of business law along with the closely allied study of business ethics. While the study of ethics has a philosophical and theoretical framework, it also has a most fundamental basis in the underpinnings of the structure of the legal system. Consequently, the two topics are covered with the goal of getting students to better understand the relationship of the two themes of business law and management ethics. Students will specifically learn to integrate the legal principles of contract law, constitutional law, basic corporations' law and other related themes as fundamentals to ethical business practices.

#### **PCB302 Preparatory Course for MBA: Business Statistics & Information Technology (3.0 units)**

This non graduate-level course covers the two concurrent topics of business statistics and information technology focusing on applications and effective use of computers in business as a problem-solving tool. Topics include basic concepts of probability, descriptive statistics, estimation, hypothesis testing, linear regression; fundamentals of computer information systems and applications, basics of hardware & software, and applications, e-commerce, security, and ethics. Students will understand the use of the comp nets of modern tools, hardware or software to solve business problems.

#### **PCB303 Preparatory Course for MBA: Finance & Accounting (3.0 credits)**

This non graduate-level course integrates the study of both finance and accounting underlying the theory and practices for financial decision-making process. Students are taught to apply accounting theory standards, principles, and procedures to practical accounting problems. Students will be introduced to the basic concepts and procedures of financial accounting; financial statements analysis for operating, investing, and financing decision-making. Students will understand the integrated functions of finance and accounting.

#### **PCB304 Preparatory Course for MBA: Economics & Marketing (3.0 credits)**

This non graduate-level course brings together the study of economics and marketing. Students are taught the application of quantitative economics theory at the micro and macro level as it functions within the context of business marketing plans and strategies. Topics include: Basic concepts of economics; prices and output determination in different market situations; real world economic issues, marketing principles, functions, and methods in creating and delivering value; and marketing structure. Students will understand and identify the structure and operation of the output and resource markets.

## PREPARATORY COURSES –Computer Sciences

#### **PCE301-Operating System and Programming Languages (3.0 credits)**

The course is intended to provide foundation-level knowledge about the structure and functionality of computer operating systems and association with programming languages. Concepts relating to operating system overview, concurrency mechanisms, memory management, I/O and file management are taught. Programming language syntax, data types, control flow and creating complete executable program are also included in the course.

#### **PCE302-C Programming and Data Structures (3.0 Credits)**

This course is designed to provide complete overview C programming language. Concepts relating to elementary data types, variable scopes, user-defined functions, control flows, pointers and data structures including arrays, stacks and queues, linked lists, trees, graphs and multi-graphs are taught.

**PCE303-Windows and Unix Operating Systems (3.0 Credits)** This course is designed to familiarize the students with the UNIX/Linux/Windows environment. Topics include concepts of the UNIX/Linux/Windows operating system, Shell commands, Visual editor, file manipulation and securities, UNIX utility commands, Shell features and environment, online manual, controlling user processes and managing jobs, introduction of Regular Expression and its usage with grep, sed, and awk UNIX power utilities, basic Shell programming techniques, large file management, and the user programming environment customization.

**PCE304-Computer Networks and Data Communications (3.0 Credits)**

This course is designed to provide conceptual knowledge of computer networks relating to network layered models (OSI, TCP/IP), data communication basics including error corrections, routing and internetworking.

## COURSE DESCRIPTIONS

### MASTER OF SCIENCE, COMPUTER SCIENCE COURSES

**CS511 Computer Organization and Architecture (3.0 Credits)**

This course is designed to provide in-depth knowledge about design and functionality of a computer system. Topics included are multiprocessor architecture and interconnection networks, pipeline, data flow, algorithm structures, memory hierarchies and cache memory design, instruction level parallelism and a comparison of the performance and design among various computer architectures.

Pre-requisites: PCE301, PCE303 and PCE304.

**CS532 Software Engineering Concepts (3.0 Credits)**

This course is designed to demonstrate the engineering approach to the development of large, high-quality software projects. Topics include software life cycle, development process, requirement specifications, design and testing techniques, verification and validation, and software management. Students learn to use project management tools, principles, and environment to facilitate development of software programs/systems.

Pre-requisites: PCE301 and PCE303.

**CS538 Software Quality Metrics (3.0 Credits)**

This course is intended to provide implementation knowledge related to objective analysis and measurement of software performance. Topics included are measurement theory, types of software quality metrics, models to measure software reliability and quality measuring tools.

Pre-requisite: CS532.

**CS540 Java Web Applications (3.0 Credits)**

This course is intended to equip students with implementation knowledge of Java towards the client-server based web data communications. Topics include Java techniques of WAP, XML, JNI, thread, network programming, Servlet, JSP, JDBC, and internalization. Each technology topic will cover its

uses, implementation, and language issues. Relevant hands-on tasks are included to provide near-real time application analysis experience.

Pre-requisites: PCE302 and PCE304.

### **CS552 Software Test Automation and Tools (3.0 Credits)**

This is learn-by-doing course. Student will apply software design, testing and engineering knowledge in real world software development projects. Student will utilize multiple Software Engineering knowledge including software life cycle management, project management and monitoring, software architecture, software quality assurance process, software configuration management. Multiple software tools will be learned and evaluated by students.

Pre-requisite: PCE301 and CS538.

### **CS555 Capstone – Business, Technology & Society (3.0 credits)**

The Capstone course is an interdisciplinary course that takes an integrated approach to technology and its relationship to business and society. It investigates the relationship between society and technology through readings, reflection, research, and reports. The course identifies conditions that have promoted technological developments and assesses the social, political, environmental, cultural, and economic effects of current technology. Issues of control and ethical considerations in the development and use of technology in in society are primary. Discussion, as well as oral and written reports, draw together students' prior learning in both specialty and foundation courses.

Prerequisites: Within 2 semesters of graduation or consent of instructor.

### **CS565 .Net Programming (3.0 Credits)**

This course provides students with the knowledge and skills needed to build websites with ASP.NET 2.0 and gain an understanding of the new architecture behind ASP.NET. Topics cover using system types and collections to help manage data, and create and configure Web applications; using Microsoft ADO.NET, XML, and data bound controls; creating custom Web controls; using ASP.NET state management; caching; customizing and personalizing a Web application; implementing authentication and authorization; creating ASP.NET mobile Web applications; tracing, configuring, and deploying applications and Web services.

Pre-requisites: PCE304, CS540 or Instructor's consent

### **CS595 A-G Practicum/Internship (1.0-2.0 Credits)**

Practicum is curricular practical training that is a required integral part of the Computer Science curriculum. Defined as an internship, it may be paid or volunteer through sponsoring employers in a cooperative agreement with the University. Students will be expected to address learning objectives for the internship, will report on their experience, and will be evaluated by the employer. At least 3 hours of work in an approved setting has the credit equivalency of one hour of classroom lecture. Students working 3-20 hours/week, will enroll in 1.0 credits; students working 21-40 hours/week will enroll in 2.0 credits. The course is repeatable (A-G), but no more than 3 credits may be applied toward graduation as an elective. To be eligible to take this course, the student must apply, meet the requirements, and be approved by the faculty supervisor.

Pre-requisites: Faculty approval

### **CS599 Special Topics (3.0 Credits)**

This course focuses on emerging business and technology advancements, engaging students in creative thinking, future studies, and ethical considerations. The course will consist of readings,

discussions, writings, and lectures by current faculty or guest lecturers, exposing students to a wide array of emerging developments and accompanying issues.

### **CS612 Java Cloud Computing (3.0 Credits)**

This course deepens students understanding about Java and introduces Java's role in cloud computing by putting students in real world projects. Java EE, Hadoop, VMware, Amazon and Google cloud computing platform, cloud software, platform and tools will be evaluated and used in projects.

Prerequisites: PCE302.

### **CS614 Computer Network Security (3.0 Credits)**

The course provides the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (DES, 3DES, RC- 4/5/6, etc.); public key encryption, key exchange, and digital signature. It then reviews how these tools are utilized in the internet protocols and applications such as SSL/TLS, IPSEC, Kerberos, PGP, S/MIME, SET, and others (including wireless). System security issues, such as viruses, intrusion, and firewalls, will also be covered.

Prerequisites: PCE304, CS644 or Instructor's consent.

### **CS624 Artificial Intelligence (3.0 Credits)**

The course provides comprehensive AI knowledge applicable for game developments. Topics covered are Knowledge Representation, Machine Learning, Intelligent Agents, Neural Networks and AI algorithms for games.

Pre-requisites: PCE301

### **CS637 Web Services Development and XML (3.0 Credits)**

The course is intended to provide students with hands-on- experience in XML which is used extensively as a standard information description language in prominent areas of information technologies, such as Internet, semiconductor, bioinformatics, etc. The course includes Web services infrastructure outlining fundamentals of SOA and Web services, SOA runtime elements, fundamentals of XML and use of XML to develop Web based applications.

Pre-requisite: PCE304

### **CS644 Wireless Network Design (3.0 Credits)**

The course equips students with wireless network designing elements including RF environment elements, RF Channel analysis, capacity analysis, Data and Network traffic modeling, KPIs.

Pre-requisites: PCE304

### **CS647 Agile Project Management (3.0 Credits)**

This course provides students with hands-on experience in real world agile software projects. The student will apply Agile Project Management methodologies in software projects employing different iterative-incremental processes, including SCRUM and Xtreme.

### **CS656 Java GUI Design (3.0 Credits)**

The course provides complete GUI designing skills via hands-on programming using Java Swings. Topics included are Swing components, Layered Panes and Internal Frames, MDI development, Trees and Tables, Pluggable UI. Pre-requisites: PCE302.

### **CS671 C Socket Programming (3.0 Credits)**

This course is intended to provide network-programming skills using C and Java. Topics included are IPv4 and IPv6 addressing, use of name servers, TCP and UDP socket programming, Buffering, Multiplexing and De-multiplexing.

Pre-requisites: PCE304 and PCE302

### **CS677 Mobile Pervasive Computing (3.0 Credits)**

The course provides comprehensive knowledge required for design and development of mobile pervasive applications. Contents included are Mobile data management, Middleware for application development and service discovery and context aware computing.

Pre-requisites: CS644 or Instructor's consent.

## MASTER OF BUSINESS ADMINISTRATION COURSES

### **BUS555 Capstone Course: Business, Technology, and Society (3 credits)**

The Capstone course is an interdisciplinary course that takes an integrated approach to business in technology and society. It investigates the relationship between society and technology through readings, reflection, research, and reports. The course identifies conditions that have promoted technological development in business and assesses the social, political, environmental, cultural, and economic effects of current technology. Issues of control and ethical considerations in the use of technology in business are primary. Discussion, as well as oral and written reports, draw together students' prior learning in both specialty and foundation courses.

Prerequisites: Within 2 semesters of graduation or consent of instructor.

### **BUS595 A-G Practicum/Internship (1.0-2.0 Credits)**

Practicum is curricular practical training that is a required integral part of the MBA curriculum. Defined as an internship, it may be paid or volunteer through sponsoring employers in a cooperative agreement with the University. Students will be expected to address learning objectives for the internship, will report on their experience, and will be evaluated by the employer. At least 3 hours of work in an approved setting has the credit equivalency of one hour of classroom lecture. Students working 3-20 hours/week, will enroll in 1.0 credits; students working 21-40 hours/week will enroll in 2.0 credits. The course is repeatable, but no more than 3 credits may be applied toward graduation as an elective. To be eligible to take this course, the student must apply, meet the requirements, and be approved by the faculty supervisor.

Pre-requisites: Faculty approval

### **BUS599 Special Topics (3.0 Credits)**

This course focuses on emerging business and technology advancements, engaging students in creative thinking, future studies, and ethical considerations. The course will consist of readings, discussions, writings, and lectures by current faculty or guest lecturers, exposing students to a wide array of emerging developments and accompanying issues.

### **FIN500 Managerial Finance (3.0 credits)**

This course focuses on the essential concepts in managerial finance, valuation-financial assets, valuation real assets (capital budgeting), cost of capital, leverage and dividend policy, working

capital management, strategic planning and financial decisions. Students will understand the concepts and techniques and use problem-solving methodology to illustrate the theories and tools in investing and financing decision-making.

Prerequisite: PCB303

### **HRM501 Human Resources Management (3.0 credits)**

This course provides the basic framework for the effective management of human resources. Coverage includes the study of management practices, recruitment and selection of employees, training and development, compensation and benefits, and employee and labor relations. The role of the law in human resources management is integrated throughout the course. Students will acquire in-depth knowledge of activities and decisions relating to recruitment, selection, and training, employment law, health and safety issues, compensation and benefit programs, and productivity and motivation of employees.

Prerequisite: PCB301.

### **MGT510 Management Communication (3.0 credits)**

This course covers techniques and methods for becoming an effective communicator as a manager, applying communication tools particularly in a multi-cultural or international context. This is a real life practice course. Students will learn how to prepare and organize presentations as well as how to become more effective writers in a business setting. Emphasis is on building effective written and oral communication skills; interpersonal, organizational and intercultural communication. Students will learn to analyze communication situations and develop effective communication strategies, make successful formal and informal presentations, and give and receive feedback constructively.

Recommended prerequisite: PCB301

### **MGT515 Human Behavior in Organization (3.0 credits)**

This course presents human behavior within organizations focusing on individual, groups, and interpersonal influences; structure and design of organizations; managing effective communication and decision-making processes; and managing organizational change and development. Also, knowing and managing yourself, fostering creativity, managing stress and conflict, motivating yourself and others, working in groups and teams, and managing behavior in the public interest will be emphasized in this course. Students will learn the concepts, principles, and analytic techniques taught in this course. They will develop skills necessary for change processes with an organization; understand and recognize problems and opportunities in organizational behavior and to function effectively in organizational setting. Finally, organizational structure is presented as the means to the effective management of the people in the company.

Recommended prerequisite: PCB301

### **MGT530 Production & Operations Management (3.0 credits)**

This course addresses fundamental concepts of operations strategy, productivity, quality management, logistics, supply chain technology, material requirement planning, aggregate planning and scheduling, optimization and simulation modeling, capacity planning, location and layout strategies, forecasting, quality improvement methods, lean enterprise, and project management. Students will apply quantitative methods to problems in production and operations management including facility location, design of operations and work systems.

Prerequisite: PCB302.

**MGT602 Strategic Management (3.0 credits)**

This course explores the concepts of strategy, strategic thinking, and strategic management throughout the local and international business firm. The extensive study of the Five Forces Analysis is incorporated in analyzing the external environment of the competition and the S.W.O.T. analytical tool is used in analyzing the internal aspects of a company's situation. Using such basic tools, students have the opportunity to practice strategy formulation for business success in today's global business environment. Topics include: Strategic management inputs; strategy formulation and implementation; strategic management in a changing environment, and corporate strategy.

Recommended prerequisites: PCB301, PCB304

**MIS526 Management Information Systems (3.0 credits)**

This course describes the role of information systems in the management of businesses, including current professional practices and methodologies. Among the topics covered are business functions and supply chain; business networks & telecommunications; databases & data warehouses; web-enabled enterprise; systems planning and development, enterprise resource planning, development of business information technology strategies and solutions for enterprise and global information management systems. Students will learn information technologies relevant to business operations, decision-making, and e-business.

Prerequisite: PCB302.

**MKT500 Marketing Management (3.0 units)**

This course provides the fundamental concepts of the marketing process used by companies to manage their relationships with their customer base. Among the topics studied are the evolution of marketing as a business tool; product, price, and promotion management; identifying, analyzing and creating target market differentiating and positioning strategies; and the conduct of research to guide marketing initiatives. Students learn about marketing control, analytical tools and problem solving techniques used in marketing. The importance of marketing to the overall strategic management of the company is emphasized in this course.

Recommended prerequisite: PCB304

**PJM505 Quantitative Methods in Project Management (3.0 credits)**

This course presents quantitative methods involved in managing projects. Topics include: probability and statistics for projects, organizing and estimating the work, making quantitative decisions, quantitative time management, regression analysis, hypothesis testing, risk management with probability times impact analysis, six sigma, quality function deployment, and quantitative methods in project contracts. Students will develop quantitative skills and understand the use of numerical analysis in projects.

Prerequisite: PCB302

**PJM520 Project Management Systems (3.0 credits)**

This course introduces fundamental concepts of project management. Topics include: project management concepts and definitions, project life cycles, organizational structures, management functions, planning and control methods, pricing and estimating, project graphics, network scheduling techniques, management of time and stress, and trade-off analysis in project management.

Prerequisites: PCB302, PCB303

**PJM525 Quality Management (3.0 credits)**

This course focuses on managing quality in project management domain. Students will understand the concepts and tools for managing project quality, its function and implementation, project quality planning, quality control and quality improvement, and analyze project processes.

**PJM530 Project Schedule & Cost Control (3.0 credits)**

This course emphasizes the application of advanced tools and techniques to develop and manage financial plans in project management. Topics include: Cost and schedule control processes, work breakdown structure, building and using a deliverable-oriented WBS, estimating cost and duration of work packages, balancing the scope to the budget, building a network schedule, collecting cost and schedule performance metrics, and analyzing the cost and schedule metrics of deliverables.

Prerequisites: PCB303, PCB304

**PJM535 Project Risk Management (3.0 credits)**

This course focuses on risk management processes and how these processes can be implemented into the different stages of project life cycle. Topics include: risk management process, planning for risk management, identifying project scope, schedule, and resource risk, managing constraints and documenting risk, quantifying and analyzing activity risks and project risk, monitoring and controlling risky projects. Students will learn how to identify and analyze project risks and how to reduce or eliminate risk-related factors in a real world environment through case studies.

Recommended prerequisite: PCB302

**PJM540 Managing Software Development Projects (3.0 credits)**

This course presents strategies and techniques required to manage software development projects. Topics include: defining the steps involved in software development process, project schedule planning, project tracking, planning for quality, managing priorities effectively, product requirements, objectives, and specifications, development testing, vendor relationships and post project review. Students will develop skills needed to create, execute and manage software development project plans through practical examples from real life situations.

Prerequisite: PCB302

**PJM545 Project Procurement Management (3.0 credits)**

This course covers the processes involved in the acquisition of goods and services in the project management environment. Topics include: plan procurements, legal consideration of procurements, conduct procurements, dispute resolution, and administer procurements, close procurements, and ethical considerations.

Prerequisites: PCB301, PCB304

**ENGLISH****English 101 (3.0 credits)**

This course focuses on college-level reading and writing skills. Students will be expected to read a variety of literature from novels to academic journal articles. Students will be expected to write expository and argumentative essays of 2000 words or longer, demonstrating appropriate format, content, research, and documentation.

Prerequisite: Instructor's Consent.

## MATHEMATICS

### **MATH200 College Algebra (3.0 credits)**

This course prepares students for business courses. Topics include Functions and graphs: polynomials, rational functions, exponential and logarithmic functions, circles, parabolas, sequences and series, binomial theorem, and systems of equations. Students will acquire fundamental concepts and applications necessary in academic areas requiring college algebra as a prerequisite.

### **MATH210 General Mathematics and Statistics (3.0 credits)**

This course covers the concepts of general mathematics and statistics applicable in the field of engineering and computer science. Focus is on the concepts and applications of qualitative and quantitative techniques of applied mathematics to deal with problems in engineering. Topics include: Arithmetic, Modern Algebra, Trigonometry,

Complex numbers, Differentiation, Partial differentiation, Integration, Multiple integrals, Differential equations, Statistics, and Probability. Students will solve problems from variety of engineering field and apply number theory and principles of algebra to current technology, and use principles of probability to measure uncertainty.

## FACULTY

### MBA FACULTY

Doreen Simmons

Ed.D. Higher Education, University of Southern California  
M.A. Communication, California State University, East Bay  
B.A. Rhetoric, University of California, Berkeley  
Expertise: Organizational Communication, Management Communication, Interdisciplinary Studies  
Leadership, Business & Professional Communication

Fernando Garcia

J.D. Boalt School of Law, University of California, Berkeley  
M.B.A. Harvard University  
B.A. University of California, Berkeley  
Expertise: Finance Management, Organizational Behavior, Business Law, and Management Ethics

Jack Ho

M.B.A University of Massachusetts  
M.S. Electrical Engineering, Santa Clara University  
B.S. Electrical Engineering, Rensselaer Polytechnic Institute New York  
Expertise: Management Information Systems, Software Development Projects, and Quantitative Methods in Management

Leland E. Winters

D.B.A Northwestern Polytechnic University, Fremont, CA  
M.H.A Master of Hospital Administration, University of Washington, Seattle WA  
B.A. Government, Chapman University, Orange, CA  
Expertise: Human Resource Management, Business Communication, Product Management, Strategic Management

Vincent Coli

M.B.A. Santa Clara University  
M.S. Electrical Engineering, Santa Clara State University, Santa Clara, CA  
B.S. Chemical Engineering, Rensselaer Polytechnic Institute, Troy, NY  
Expertise: Marketing Management, Finance Management, and Quantitative Methods in Management

Wiselin Dhas Mathuram

M.S. Industrial Engineering, West Virginia  
B.E Mechanical Engineering University of Madras, India Institute  
Expertise: Project Management, Quantitative Methods in Project Management, and Quality Management

### UNDERGRADUATE BUSINESS (PRE-REQUISITE) FACULTY

Shireen Khan

B.Ed, Education, Barkatullah University, India

B.S. (Mathematics), Barkatullah University, India

Expertise: General Mathematics, College Algebra, and Quantitative Methods

## MSCS FACULTY

Chi long Ansjory

M.S. Computer Engineering, University of Southern California

B.S. Electrical Engineering, University of California, Berkeley

Expertise: Computer Network Communications, Network Programming, and Computer Architecture

Jeong Hee (John) Kim

Ph.D. Electrical Engineering, New Mexico State University

M.S. Electrical Engineering, West Coast University

B.S. Electrical Engineering, University of Kansas

Expertise: Wireless Network Communications and Mobile Computing

Mathuram Wiselin Dhas

M.S. Industrial Engineering, West Virginia University

B.E. Mechanical Engineering, University of Madras, India

Expertise: Artificial Intelligence, Project Management, .Net, Computer Network Communications

Min Zhou

M.S. Computer Science, University of Illinois

B. S. Chemistry, University of Science and Technology, China

Expertise: Web Database Development and Programming. XML, Java, Distributed OS

Robert Zhu

Ph.D. Chemistry, University of Illinois

M.S. Software Engineering, Carnegie Mellon University

M.S. Electrical Engineering, Sichuan University, China

B.S. in Radio Electronics, Sichuan University, China

Expertise: Software Engineering and Quality Assurance, JAVA, .Net and Project Management

Xingzhi Luo

Ph.D. Computer Science, University of Georgia

B.S. Electrical Engineering, Huazhong (University of Science and Technology, China

Expertise: Operating Systems, Computer Architecture, Computer Intelligence, and Database Management

Charles Lee

Ph.D. Computer Science and Systems Engineering, Oakland University, Rochester, MI

MS in Computer Science Central University, Mount Pleasant, MI

BS in Radio Electronics Liaoning University, Shen Yang, Liaoning, China

Expertise: Artificial Intelligence, Algorithms and Distributed OS, Computer Network Communications