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University Catalog

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This university catalog made available to all prospective and current students by State of Missouri Code of State Regulations Title 6 CSR 10-5.010(6)(A) to provide a comprehensive summary of the policies, guidelines, regulations, and procedures of The Continents States University as of the publication date. The university retains the authority to modify any content within this catalog at its discretion. Any updates or changes will be formally documented in a revised catalog, an addendum, a supplement to the catalog, or another official written format. Students will be informed of any modifications to the university's catalog.

The Continents States University is an American university licensed and approved in the State of Montana to award various degrees, the university satisfies the requirements of Montana Code Annotated § 20-25-107 and Board of Regents Policy 221, which regulate the award of post-secondary degrees by educational institutions in the State of Montana.

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DEFINITIONS

In this catalog, using the term “CYou, Continents, The University, Organization, Institution, School, us, and we” may refer to the legal entity of The Continents States University.

PURPOSE

The catalog is the official source for all academic regulations, procedures, and program specifications. The academic standards and accrediting criteria to maintain matriculated status and to be eligible for a degree, diploma, or certificate are governed by general academic norms and policies. Students who continue under amended educational policies must follow all program requirements.

RESERVATION OF RIGHTS

The Continents States University reserves the right to make changes to the provisions of this catalog and its rules and procedures at any time, with or without notice. This catalog is not a contract but merely a general outline of the programs being operated presently by the school. Specific policies may be grandfathered in enrollment, and other revised policies supersede prior policies.

CONTACT INFORMATION

The Continents States University is an online higher education institution that can be reached by navigating to our website: <https://www.continents.us> or contacting us for general questions and admission purposes at admissions@continents.us and by phone at +1 (314) 766-3726. Students who prefer to visit our office must schedule an in-person appointment before their visit. Our office is in St. Louis downtown area at 4625 Lindell Blvd, Suite 200, Saint Louis, MO 63108-3725 USA.

HOURS OF OPERATIONS

The Continents States University office is an administrative office with administrative working staff members. The office hours of operations are Monday to Friday from 08:30 AM to 05:00 PM.

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TRADEMARK

The Continents States University name is a registered trademark with the United States Patent and Trademark Office (USPTO). Any unauthorized use, reproduction, distribution, or redistribution without prior written consent is strictly prohibited and may result in legal action, including civil and/or criminal penalties.

OBJECTIVES AND PURPOSE STATEMENT

The Continents States University and per State of Missouri Code of State Regulations Title 6 CSR 10-5.010(6)(A) has defined a philosophy, mission, vision, values, goals, and purpose statement to include uniqueness. The university purpose statement is readily identified throughout the university's courses and programs and with faculty and staff in operations and instruction.

MISSION

The Continents States University works to equip future professionals with the skills, tools, and opportunities that enable faster integration into the workforce industry around the globe by delivering affordable, quality, and competency-based education to everyone across the continents.

VISION

The Continents States University aspires to international recognition to become an accredited online private institution where we embrace affordable education and students grasp their new life, grow, and thrive.

VALUE

The Continents States University is committed to being a diverse leader with an audience, staff, volunteers, program delivery instruction, community participation, and decision-making.

GOALS

At The Continents States University, we are committed to helping a diverse group of people in the United States and across the globe access affordable educational opportunities. We are dedicating ourselves to helping those in the United States, Russia, South Africa, Japan, and worldwide. The university aspires to national and global recognition for private online instruction, facilitating student learning and growth.

IMPACT

The Continents States University increases equal access opportunities to higher education for those who cannot afford it.

INSTITUTIONAL OUTCOME

1. A variety of transferable abilities, including information literacy, critical thinking, numeric literacy, research techniques, teamwork, engaging diverse viewpoints, ethical reasoning, and effective communication, must be demonstrated at an advanced level.
2. Obtain a thorough understanding of a primary discipline, develop appropriate specialties, and understand how it relates to other areas of study.
3. Utilize advanced skills and knowledge from one's subject independently in complex and unpredictable circumstances to consistently serve the needs of various groups with our philosophy and practice.

LICENSING, AUTHORIZATION, ACCREDITATION

STATE AUTHORIZATION

The Continents States University licensed and approved as an American university, meeting the requirements of Montana Code Annotated § 20-25-107 and Board of Regents Policy 221, which regulate the awarding of post-secondary degrees by educational institutions in the State of Montana.

The Continents States University is incorporated in the State of Missouri and approved to transact business within the state. The Continents States University is a degree granting university that operates under the regulations of the Revised Statutes of Missouri, RSMo Section 173.600. The Continents States University award degrees in compliance with Missouri Revised Statutes Section 173.616, RSMo.

IACBE ACCREDITATION

The Continents States University is a Candidate for Accreditation with the International Accreditation Council for Business Education (IACBE). A Candidate for Accreditation status indicates that the university has met the IACBE's eligibility requirements and is actively working towards full accreditation while affirming its commitment to excellence in business education. For more information on the IACBE and its accreditation process, please visit the IACBE website: www.iacbe.org.

IACBE is recognized by the Council for Higher Education Accreditation (CHEA) in the United States and is listed on CHEA's website as an American accrediting agency. The mission of CHEA is to review regional, private career, and programmatic accrediting organizations to ensure their quality and effectiveness.

MSCHE ACCREDITATION

The Continents States University is currently engaged in the process for determining eligibility to apply for candidate for accreditation status (pre-application) with the Middle States Commission on Higher Education's (MSCHE). MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidacy status) activities for institutions of higher education, including distance education,

correspondence education programs, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States. MSCHE accepts complaints and third-party comments for institutions engaged in the application and candidacy process. Please visit MSCHE's website at www.msche.org for more information. MSCHE provides an online form for the submission of complaints or third-party comments on its website.

INTERNATIONAL ACCREDITATION

The Continents States University is internationally accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC). ASIC is recognized by UKVI in the UK and is a full member of The International Network for Quality Assurance Agencies in Higher Education (INQAAH), a member of the British Quality Foundation (BQF), and an institutional member of the European Distance and E-Learning Network (EDEN). In the United States, CHEA recognizes ASIC as an independent, government-approved accreditation body specializing in the accreditation of international universities in the UK and overseas. [ASIC Accreditation Certificate](#).

U.S. DEPARTMENT OF LABOR APPROVAL

The Continents States University federally approved by the U.S. Department of Labor (DOL) as Apprenticeship Program (RAP) Sponsor. Adhering to the regulatory standards stipulated by the Department of Labor, our institution ensures alignment with the stringent criteria outlined for apprenticeship programs.

For further inquiries regarding our university's DOL approval and the associated apprenticeship programs, interested parties are directed to contact the U.S. Department of Labor. Confirmation of our institution's approval status and details concerning specific apprenticeship programs can be accessed through the Department of Labor's official databases from DOL Government Website.

U.S. DEPARTMENT OF VETERANS AFFAIRS APPROVAL

The Continents States University approved by the U.S. Department of Veterans Affairs to enroll American Veterans under the Veteran Readiness and Employment (Chapter 31) or educational and career counseling through Personalized Career Planning and Guidance (Chapter 36).

Veterans are eligible for a monthly stipend of \$935 to \$1,917 if they are actively enrolled. The university is federally approved (Approval #20707725) to participate in this program, which can be verified by accessing the VA Governmental Database.

BRITISH DUAL AWARD

The Continental States University is an institution accredited by OTHM Qualifications in the United Kingdom, allowing us to confer British dual award. OTHM, duly recognized by (Office of Qualifications and Examinations Regulation) Ofqual, solidifies our standing as a reputable

educational provider. Notably, the dual degrees awarded by The Continental States University are widely acknowledged and accepted by both public and private universities in the UK, and many other countries like Australia, Ireland, Canada, New Zealand, India, and many other countries obviating the need for additional assessments or evaluations.

CAREER LICENSING

The MiniMaster in Medical Administration program was reviewed and approved by the National Healthcareer Association for the eligibility to sit for the Medical Administrative Assistant (CMAA) and the Medical Billing & Coding Specialist (CBCS) exams.

LEGAL CONTROL

The Continents States University, a privately owned institution under the ownership of Dr. Ricky Madison, holds official approval and authorization from the State of Missouri for its business operations. It is noteworthy that neither The Continents States University nor its proprietor, Dr. Ricky Madison, has ever initiated bankruptcy proceedings. Furthermore, the university is not presently functioning as a debtor in possession, nor has it submitted any bankruptcy petitions within recent years. Equally significant, no bankruptcy petition has been filed against the university during the preceding years, leading to a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq.).

PHYSICAL FACILITY

The university office is not a physical campus and has no classes held on the ground. It is in Saint Louis Downtown within a building of 44,415 sq ft, suite space of 12,812 sq ft, and individual offices ranging between 80 sq ft to 180 sq ft. The university has completed all the local enforcement requirements by the City of Saint Louis, Saint Louis County. Missouri Department of Higher Education & Workforce Development approved the university administrative office location for the university to conduct any necessary business on ground.

UNIVERSITY LEADERSHIP

BOARD OF TRUSTEES

1. Chair - Dr. Charles Anosike, DBA from Walden University
Director - Center for System Leadership & Sustainability, Nigeria
2. Vice Chair - Dr. Bob Paxton, PhD from The University of Texas at Austin
Vice President - American College of Education, USA
3. Treasurer - Mr. Emil Ragimov, BSBA from University of Missouri-St. Louis
Corporate Treasury Management Certified, USA
4. Member - Dr. Firas Rahi, PhD in Pharmaceuticals from University of Baghdad
Professor - Al-Nisoor University College, Iraq
5. Member - Mr. Fabio Davidovici, MBA from Fundação Getulio Vargas
Chief Operating Officer at Aramis Menswear, Brazil
6. Member - Dr. Bruno Freitas, DBA from FGV - Fundação Getulio Vargas
Chief Executive Officer at b2f.business, Brazil
7. Member - Mr. Jordan Levy, BA in Finance from Lehigh University
Chief Executive Officer at CapSource, USA

ADMINISTRATIVE LEADERS

Administrative team, support, and staff members:

1. Imran Ghulamali, Data Coordinator
2. Joan Meyer, Academic Advisor
3. Ricky Madison, Chief Executive Officer
4. Jamilia Howard, Chief Academic Officer
5. Meriem Bellarbi, Chief Legal Officer
6. Emil Ragimov, Chief Financial Officer

FACULTY TEAM

Faculty team, Deans, Department Executives

1. Dr. Pradeep Ganguly, PhD from Clemson University
2. Dr. Charles Anosike, PhD from Walden University
3. Dr. JoAnne Hayes, PhD from Walden University
4. Dr. Tengiz Magradze, PhD from Georgian Technical University
5. Dr. Judith Hazen, JD, from the University of Miami
6. Dr. Jamilia Howard, EdD from Walden University
7. Dr. Uche Nworah, PhD from Chukwuemeka Odumegwu Ojukwu University
8. Dr. Christopher Stutts, PhD from University of the Cumberland
9. Dr. Nilsa Fleury, EdD from Nova Southeastern University
10. Dr. Tonya Jefferson, EdD from George Washington University
11. Dr. Suanu Wikina, PhD from Indiana State University

UNIVERSITY CALENDAR

FEDERAL HOLIDAYS

The university observes the following holidays, and no student services or customer service will be available:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday (Presidents Day)
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

ENROLLMENT DATES

The Continents States University has rolling admission, allowing prospective students to apply at any time.

ACADEMIC CALENDAR

The academic week will run from Saturday at 12:01 am CST to Friday at 11:59 pm. All assignments and quizzes will need to be submitted by Friday of each week at 11:59 pm CST.

Term	Application Deadline	Membership Due	First Date of Class	Last Date of Class	Last Date to Drop
FY2025-T01	12/05/2024	12/20/2024	01/04/2025	01/31/2025	01/11/2025
FY2025-T02	01/09/2025	01/24/2025	02/08/2025	03/07/2025	02/15/2025
FY2025-T03	02/13/2025	02/28/2025	03/15/2025	04/11/2025	03/22/2025
FY2025-T04	03/20/2025	04/04/2025	04/19/2025	05/16/2025	04/26/2025
FY2025-T05	04/24/2025	05/09/2025	05/24/2025	06/20/2025	05/31/2025
FY2025-T06	05/29/2025	06/13/2025	06/28/2025	07/25/2025	07/05/2025
FY2025-T07	07/03/2025	07/18/2025	08/02/2025	08/29/2025	08/09/2025
FY2025-T08	08/07/2025	08/22/2025	09/06/2025	10/03/2025	09/13/2025
FY2025-T09	09/11/2025	09/26/2025	10/11/2025	11/07/2025	10/18/2025
FY2025-T10	10/16/2025	10/31/2025	11/15/2025	12/12/2025	11/22/2025

- **Membership Dues Deadline:** Ensure that your Membership Dues (Annual Membership) are submitted no later than the seventh day after completing your admission application.
- **Admission Notification:** If, for any reason, you do not qualify for admission, you will be notified before the payment of fees.
- **Adherence to the Academic Calendar:** It is imperative that you strictly adhere to the academic calendar. This ensures the university can set up your accounts promptly, allowing you ample time to familiarize yourself with the online environment, Learning Management System (LMS), and available resources.
- **Consequences of Late Dues:** Failure to submit Membership Dues on time will result in the automatic denial of your application.

TECHNOLOGY REQUIREMENTS

The university is recommending the following system configuration:

1. Operating System: Mac OS X 10.2 or Windows XP or higher.
2. Hardware: 256 Mb RAM, CD-ROM, and 1 Gb free disk space
3. Web Browser: Firefox 3.0, Internet Explorer 8.0, Safari 4.0, or Chrome 10.1 or higher.
4. Internet: Basic internet access with 0.4 MB speed.
5. Email: Any free email service provider.
6. Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher.

SOFTWARE REQUIREMENTS

The university is recommending the following system software:

1. Microsoft Word: Version 2007 or higher.
2. Microsoft PowerPoint: Version 2007 or higher.
3. Microsoft Excel: Version 2007 or higher.
4. Word to PDF Converter: A reliable tool for converting Word documents to PDF.
5. PDF Reader: A PDF reader application (e.g., Adobe Acrobat Reader, Foxit Reader).

These software applications are essential for various academic tasks, including document creation, presentations, and data analysis. Ensuring that students have access to these tools will contribute to their success in the master's degree program.

TEXTBOOKS, THESES, AND DISSERTATIONS

The Continents States University is dedicated to ensuring accessible and cost-effective education for our students. We offer a vast array of educational resources, including over 9,000 multimedia lectures, case studies, interviews, and peer-reviewed articles in our regularly updated resource library. Additionally, we provide access to 6,418,634 theses and dissertations for research purposes, all at no extra cost through our Success Portal. While a courtesy bookshop is available on campus for those who prefer to purchase books, it is important to highlight our unwavering commitment to providing essential educational materials at no additional expense, striving to alleviate financial burdens while fostering academic success.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Parents or eligible students have the right to request correction of a school record that they believe is inaccurate or misleading.

WEEKLY COMPONENTS

Courses are available based on four weeks long with four units of study, one subject every week. All students are expected to dedicate at least 35-45 hours of self-study every week per course, including the course completion of weekly structural components. Our academic structure emphasizes a focused and individualized approach to self-learning. Each course is designed to be completed within a single term, and they cannot be combined with other courses during that period. Our courses are structured into four-week modules, with each week, or unit, consisting of three distinct components. This arrangement allows students to delve deeply into the subject matter, ensuring a comprehensive understanding and mastery of the material. Ultimately, students are assessed based on their overall competency achievements, reflecting their ability to excel in each course independently and showcasing their proficiency in the subject matter.

To ensure consistency across all course units, each unit requires students to submit comprehensive responses supported by academic citations for engaging in discussions with fellow students. Additionally, students are expected to explore expanded learning opportunities together, maintaining academic proficiency. Weekly academic papers must be written and submitted, ensuring scholarly quality.

Independent Research is graded by faculty members who are subject matter experts in their respected area of teaching, but the weekly discussion forum is peer-review graded by other students and faculty to ensure integrity across the board.

OWNERSHIP OF STUDENT WORK

By submitting any work (including but not limited to assignments, projects, research papers, case studies, and other academic materials) to The Continents States University, students acknowledge and agree that the university holds the full rights to all submitted work. This includes, but is not limited to, the following rights:

1. **Use for Educational Purposes:** The Continents States University reserves the right to use submitted work for educational purposes. This includes using the work as examples for teaching, training, and developing course materials.
2. **Research and Development:** Submitted work may be used in ongoing or future research projects conducted by The Continents States University. The university may analyze, publish, or present the work in academic journals, conferences, or other research platforms.
3. **Publishing and Distribution:** The Continents States University has the right to publish and distribute the submitted work in any format, including print, digital, and online media. This includes the right to publish the work on the university's website, in promotional materials, or in academic publications.
4. **Rewriting and Adaptation:** The university reserves the right to rewrite, adapt, or modify the submitted work as needed. This may include creating derivative works, translating the work into other languages, or incorporating the work into larger projects or publications.
5. **Training Other Students:** Submitted work may be used as a resource for training and mentoring other students. This includes using the work in workshops, seminars, and other training programs.
6. **Commercial Use:** The Continents States University may use the submitted work for commercial purposes, such as creating and selling educational materials or incorporating the work into paid courses or programs.

Waiver of Claims

By submitting work to The Continents States University, students waive any claims to compensation or royalties arising from the use of their work by the university. Students also waive any claims to ownership or control over the submitted work.

Submission of any work to The Continents States University constitutes an agreement to these terms. Students acknowledge that they have read, understood, and agreed to the university's policy on the ownership and use of submitted work.

FLEXLEARN PATHWAY

At The Continents States University, we offer the FlexLearn Pathway, a unique and flexible approach to education. In this module, students enroll in one course at a time, divided into four distinct modules. Each module includes a workshop, an independent research project, and a lecture. Students are not required to complete daily homework but must finish all coursework by the end of the month-long term. This allows for a balanced, self-paced learning experience that fits individual schedules and commitments.

The FlexLearn Pathway at The Continents States University is designed with flexibility at its core, allowing students to manage their studies alongside personal and professional commitments. By enrolling in one course at a time, students can focus deeply on each subject, ensuring thorough understanding and mastery without the pressure of juggling multiple subjects simultaneously.

ADMISSION REQUIREMENTS

The following section is the institution's written policy defining the minimum requirements for admission and acceptance at the specific degree level or into the program proposed by the institution, consistent with criteria established by the appropriate regional or nationally recognized specialized accrediting agency or the State of Authorization. This section will explain the admissions policies with details on academic credit standards and transfer credit criteria. Included is the institution's written policy providing the requirements and procedures for refunding fees. A decision will be made within 7-15 business days. Otherwise, an application will be denied automatically.

The Continents States University required each student to meet the following requirement before starting the enrolment process.

1. Applicants must be 18 years of age or older.
2. Proof of English proficiency or equivalent.
3. Applicants must possess a valid, unexpired, government-issued ID.
4. Applicants must be high school graduates, hold a GED, HiSET, or High School equivalency.
5. Applicants must have a bachelor's degree from an accredited institution with a minimum of 2.0 GPA, or a minimum of 120 credit hours equivalent to United States bachelor's degree.

NON-NATIVE ENGLISH SPEAKERS

Students enrolling at The Continents States University are expected to read and write English as its language of instruction and communication. To ensure the quality of education, The University requires all enrolled students to satisfy one of the following:

1. Provide proof of prior English education.
2. Take Cambridge Assessment English / B2 Level required.
3. Provide TOEFL pass score / 65 pass score required - University DI Code B594.
4. Pass score from International English Language Testing System (IELTS).
5. Duolingo English Test / 120 Minimum score is required.
6. Take and pass the EF SET / C2 Level required. (Free of charge).
7. Students need help to demonstrate English Proficiency. Take an English prep course free and provide a successful completion certificate—free classes through edX®.

ENTRANCE EXAM

The Continents States University does not require entrance exams for admission –any student does not have to take pre-entrance exams.

PREREQUISITE COURSES

Potential students willing to enroll in The Continents States University must not present prerequisite courses outside the interest program. All students qualify for admission once they satisfy the entrance requirements.

AFTER ADMISSIONS

Students accepted to study at the university will receive a welcome letter signed by the Dean of the School for Graduate Studies, along with a link to the Induction Center. This center hosts a comprehensive list of questions and answers commonly asked by recently admitted students, as well as other tools and resources to help students get on track to begin their classes at The Continents States University. The Induction Center will include direct links to paper samples, the Academic Resources Center, MyCampus, the Success Portal, and more. These resources are often needed by students to help them start their academic journey promptly.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) indicates successful completion of coursework assigned to earn credit for the course taken. To meet SAP standards, students must maintain a CGPA of 2.0 in all classes. A student has failed to meet SAP standards and will receive a “warning” period for one term of Study.

When students requiring submitting an appeal, they must provide the following:

1. Why do they believe the university should have a grade adjustment? The burden to prove student beliefs rests with the students to demonstrate.
2. Submit documentation confirming the circumstances and date(s) during which it occurred.
 - a. If the university accepts the student’s appeal, course grades will be updated accordingly.

SAP is evaluated based on grades posted at the end of each study term and before the beginning of the upcoming study term (defined as four weeks of academic study).

The university shall use the following subjects in each study term SAP evaluation.

- Cumulative grade point average (qualitative)
- Credit hour completion/Program Pace (quantitative)

CGPA CALCULATION POLICY

Under this policy, failed courses are not included in the GPA calculation but are counted towards the total accumulated credits. Students have the opportunity to retake failed courses, with the new grade replacing the original on the transcript. This ensures that while failed courses do not impact the CGPA, they contribute to the overall credit accumulation required for graduation. This approach supports academic growth and allows students to improve their academic standing without being penalized in their GPA calculation.

HONORS AND RECOGNITION

This section outlines the various academic honors and recognitions conferred upon students based on their grade point average (GPA) achievements.

1. *Summa Cum Laude*

- **Description:** This honor is bestowed upon students who have achieved an exceptional level of academic excellence.
- **Criteria:** Typically requires a GPA in the range of 3.9 - 4.0 or higher.

2. *Magna Cum Laude*

- **Description:** This honor recognizes students for achieving a high level of academic distinction.
- **Criteria:** Typically requires a GPA in the range of 3.7 - 3.89.

3. *Cum Laude*

- **Description:** This honor acknowledges students for their notable academic achievement.
- **Criteria:** Typically requires a GPA in the range of 3.5 - 3.69.

4. *Excellentia Academica*

- **Description:** This designation signifies academic excellence and commendable achievement.
- **Criteria:** Typically requires a GPA in the range of 3.0 - 3.5.

5. *Meritorious Achievement*

- **Description:** This recognition celebrates students who have demonstrated commendable academic progress and achievement.
- **Criteria:** Typically requires a GPA in the range of 2.0 - 3.0.

TRANSFERABILITY OF CREDIT

In traditional universities, students must complete significant courses and electives to qualify for graduation. The Continents States University is working hard to emphasize that all our students benefit from a small portion of their lives pursuing higher education. To be eligible for graduation, all students must complete all major sections in each program-prior life experience or knowledge (or introductory courses). We accept credit transfers from other accredited institutions; however, students must pay \$25 for every 3 transferred credit hours.

Each educational institution makes its own decision regarding whether to accept completed coursework for credit. The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Starting in 2024, the university will no longer identify the courses being transferred. Instead, it will count a maximum of 12 credit hours (equivalent to four courses) and apply these transferred credits toward meeting the minimum graduation requirements. The university will not determine the names of the transferred courses, or which courses will be exempted.

LIFE EXPERIENCE CREDIT

To qualify for prior life experience credit, students must combine their experience with a credit transcript issued by the American Council on Education (ACE) or any other credit awarding organization.

EXAMPLES OF LIFE EXPERIENCE

The University will only accept life experience obtained from government employment, military, peace corps, and other types when combined with a certificate of credit issued by a recognized credit awarding agency in the United States or an internationally reputable agency.

FOREIGN CREDENTIALS EVALUATION

The university will return unverifiable foreign credentials to the student with a full refund of all the money paid. Moreover, the student must receive a foreign credential evaluation from a National Association of Credential Evaluation Services (NACES) recognized evaluation agency in the United States before they can re-apply. Students who are denied transfer credit and withdraw from the university are subject to the same university refund policy.

ACCEPTANCE OF CREDIT TRANSFER

Staff members evaluating credit transfer will be subject to the university's foreign credentials evaluation training. Also, credentials evaluators will receive full access to the American Evaluation Association resources library when needed. The University will take the course works and credits submitted by students with a pass score and transcript issued by the institution of Study, the American Council on Education (ACE), or any other credit awarding agency recognized by the United States Department of Education or foreign government.

AGENCIES APPROVED TO ISSUE CREDIT

Issued credit must be combined with the original transcript to be kept on the student file permanently.

- 1- American Council on Education (ACE).
- 2- International Association for Continuing Education and Training (IACET).
- 3- Service members and veterans of the U.S. Army, U.S. Navy, U.S. Marine Corps, and the U.S. Coast Guard receive the Joint Services Transcript (JST).
- 4- Service members and veterans of the U.S. Air Force receive a transcript from the Community College of the Air Force.
- 5- StraighterLine (ACE Recognized).

GRIEVANCE PROCEDURE AND APPEAL

Appeal is defined as a request to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects their academic career. Grievance is defined as a complaint or concern of a student regarding a faculty or staff member or a policy of the University that the student believes adversely affects their academic career or personal well-being.

Self-Declaration: By participating in this appeal process, students acknowledge that their involvement will result in a hold being placed on their records while the investigation is ongoing. If the final appeal is decided in favor of the students, the university will take the necessary steps to update the records within 45 business days.

Authorization: Throughout the appeal process, the university will conduct a thorough investigation of records, which may include, but is not limited to, students' admission applications, academic records, submitted weekly assignments, and any other records shared with the university. The university reserves the right to reach out to any other students, agencies, universities, employers, or contacts deemed necessary to finalize the report.

Record Keeping: Records pertaining to academic appeals and grievances are kept in the Registrar's Office, and records pertaining to non-academic appeals and grievances are kept in Student Services.

Timeframes: When extenuating circumstances prevent any of the following procedures from occurring within the specified timeframe, the university, at its sole discretion, may decide to make an exception and extend the timeframe in question.

Seeking Informal Counsel: Students are encouraged to speak with their respective academic advisors before engaging in any appellate or grievance action.

Procedure for Final Course Grade Appeals: When a student wants to appeal for a final course grade, they must submit a Grade Appeal Form to the instructor within 30 days of the date the grade is posted. If no appeal is filed within the 30-days period, the grade will be considered final. Within 14 days of the student's request, the instructor shall confer with the student and explain the reason for the grade and, if warranted, raise the grade, lower the grade, or leave the grade unchanged. If the student believes they have not received a satisfactory resolution from the instructor or if the instructor does not reply within 5 days, the student may appeal to the Dean of the School or College for resolution by submitting a copy of the original grade appeal form and supporting documents. In the case where the Dean was the course instructor, the appeal shall be submitted to the Executive Vice President for Academic Affairs (EVP) and their administrative assistant. The appeal to the Dean/EVP must occur within 7 days of the instructor's decision or within 21 days from the submission of the matter to the instructor if no decision is issued by the instructor. An academic unit may have additional levels of review between the instructor and the Dean. If such additional levels are in place, guidance will be provided to the student. The Dean/EVP may convene a panel of faculty to review the appeal. The Dean/EVP shall respond in writing with a decision within 30 days of their receipt of the appeal, and the decision is final.

Procedure for Academic Policy Appeals/Petitions: To request an exception to an academic policy listed in the Academic Catalog, a student should complete the Academic Written Petition. A graduate student should submit the Academic Petition to the Academic or Office of Academic Services.

Procedure for All Other Student Appeals and Grievances: In the spirit of resolving conflicts, students should first seek resolution with the original employee(s) involved in the given matter. If the student believes the original employee(s)' response is not appropriate or they are not comfortable approaching the employee(s), the student shall take the matter to the employee(s)' supervisor for resolution. The supervisor will review the matter and respond to the student within 14 days. If the student believes the matter has not been resolved appropriately by the supervisor, the student may submit an Appeal or Grievance Written Request to the Executive Vice President. The request will then be forwarded to the appropriate Director, Department Chair, Dean, or Vice President [hereafter "Reviewer"] for review and action. The student shall attach all supporting documentation (e.g., previous correspondence regarding the matter) to the request. Additional documentation will not be accepted from the student after the initial submission. The student must submit the Appeal or Grievance Request and supporting documentation to the Executive Vice President within 30 days of the decision from the supervisor.

No appeal received after 30 days will be considered, and the original decision will be final. After the request is received by the Reviewer, if it has merit they will provide a copy of the request to all other University employees who were involved in the original decision and request a response to the appeal. Any such responses should be addressed to the Reviewer and must be made within 14 days after a copy of the request was provided to the employee. Thereafter, the Reviewer may do one or more of the following:

- Render a new decision but only if the Reviewer determines that the original decision being appealed was arbitrary and capricious.
- Grant an exception to the policy in question but only if the Reviewer believes the student's case warrants an exception.
- Instruct the original department involved to conduct a full review of the policy in question, in consultation with the Reviewer and other associated departments, and facilitate an amendment to the policy if deemed appropriate.
- In consultation with Human Resources staff, take appropriate action on the employee's behavior that prompted the grievance.
- Deny the appeal/grievance if the Reviewer determines, in their sole discretion, that it presents no substantial issue that merits further consideration (i.e., the facts presented do not warrant changing the original decision; the policy in question is based on university standards; the original staff member's behavior/response was fully and appropriately addressed according to university processes and policies). All decisions of the Reviewer are final, and no further appeals are permitted. The Reviewer will notify the student of their decision in writing within 30 days of receiving the Appeal or Grievance Request. The Reviewer will additionally notify the Executive Vice President of the decision in writing so that a centralized record of all appeal and grievance outcomes may be kept.

Procedure for Submitting Grievance to The Continents States University State Agency:

As a last resort, if the student is not satisfied with the outcome of the institutional grievance process, the grievance may then be submitted to The Continents States University's designated state agency. The relevant state agency information will be provided on the university's official website. The state agency, in this case, is the Missouri Department of Higher Education & Workforce Development. Please direct your grievance to:

Missouri Department of Higher Education & Workforce Development
Attn: Coordinating Board for Higher Education
301 W. High Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Phone: (573) 751-2361
Fax: (573) 751-6635
Email: info@dhewd.mo.gov

GRADING SYSTEM FOR GRADUATE STUDIES (GRADE POINT AVERAGE)

Unless otherwise indicated, the university calculates each grade earned into the student's cumulative grade point average (CGPA). The credits assigned for the course taken will be part of calculating the total credit hours attempted. The grading system for academic performance appears below. The grades given for lessons taken shall be part of calculating the whole credit hours attempt. The following formula computes the student's grade-point average (GPA):

$$\frac{\text{Total Quality Points Earned}}{\text{Total Units of Credit attempted.}} = \text{Grade Point Average (GPA)}$$

Highest	Lowest	Letter	Value
100.00 %	97.50 %	A	Excellent
97.49 %	92.50 %	A-	
92.49 %	90.00 %	B+	
89.99 %	87.50 %	B	Satisfactory
87.49 %	82.50 %	B-	
82.49 %	80.00 %	C+	
79.99 %	77.50 %	C	Below Standard
77.49 %	70.00 %	C-	
69.99 %	59.90 %	D	
59.89 %	00.00 %	F	Failure

TRANSCRIPT MARKS

I	Incomplete	Failed to complete the assigned tasks for any given reason.
W	Withdrawn	Discontinued attendance in a course by a student.
N	No Credit	Transfer of credits from another institution by a student.
F	Failed	Unsuccessful completion of the assigned course by a student.

Students who attended the university but never accessed the courses, will receive FA on two consecutive terms and will be terminated if not achieved proper adjustment.

TEACHING METHODOLOGY

The Continents States University proposes using a Competency-based teaching & learning methodology- CBT&L. The CBT&L curriculum has become necessary because the increasing number of students graduating from (“passing out”) higher education institutions do not demonstrate the requisite skills to work in the real world. This approach focuses on the competency necessary for employment or practice in a profession. The term Competency-based education is more concerned with the mastering of specific knowledge and skills. Competency models can provide a transparent blueprint of what students can expect to learn and what teachers will ensure is provided. CBT&L is performance-oriented toward professional practice. Curriculum development is based on elaborating profiles and identifying competencies, including modular format, focusing on the outcome and emphasizing industry practical involvement. Flexibly delivered, involving self-paced approaches. The identified competencies and overall outcome are derived from evidence-based research reflecting current practices in the field to ensure that the curriculum is delivered to meet the needs and expectations of the industry and community.

Introducing CBT&L demands new roles and pedagogical skills in the teaching profession. Teachers in CBT&L need to change their traditional position as an instructor to become facilitators, coaches, assessors, and educational developers. Beyond knowledge in their subject matter, teachers must be abreast of current development in businesses, organizations, and society, initiate regular interaction and feedback dialogue with students, diagnose and monitor students’ learning, cooperate with relevant stakeholders, and be abreast with the rapidly (rapid) changing knowledge-based economy. More significantly, the instructional processes in CBT are based on constructivist learning principles that allow students to be actively involved in the learning process within authentic and valid learning conditions.

INSTITUTIONAL OUTCOME

- A variety of transferable abilities, including information literacy, critical thinking, numeric literacy, research techniques, teamwork, engaging diverse viewpoints, ethical reasoning, and effective communication, must be demonstrated at an advanced level.
- Obtain a thorough understanding of a primary discipline, develop appropriate specialties, and understand how it relates to other areas of study.
- Utilize advanced skills and knowledge from one's subject independently in complex and unpredictable circumstances to serve the needs of various groups consistently with our philosophy and practice.

The Continents States University CBT&L will be organized in modules, emphasizing structured practical activities often performed simultaneously by all class members within a virtual classroom setting. Performance-based assessment, practically oriented writing assignments, case studies, and theory-based analysis will underpin the knowledge gained. Our CBT&L assessment will be geared towards clearly specified criteria and demonstrate the standards in higher education. Student learning outcomes will be measured against a performance criterion that can be shown as competent (pass) or not yet capable (fail). Additionally, Our CBT&L will allow for a more precise match between education/ industry and on-the-job needs.

TEACHING METHODOLOGY CHARACTERISTICS

The following characteristics will underpin our competence-based teaching methodology:

- Oriented to professional practice. This means that the future occupational course of the student must be the pivot around which the curriculum should evolve.
- Learner-centered, and the learning process is central. Therefore, the learning approach must involve individualized materials, flexible learning time, and continuous feedback to the learner.
- Based on the constructivist approach, the individual must be actively involved in acquiring knowledge and skills.
- Faculty's role (Facilitator) is that of a 'cognitive guide' that encourages students to engage in active inquiry in the learning activities.
- Provides learning environments that promote the development of competencies.
- Development of generic competencies integrated into the curriculum to stimulate transfer in various settings.
- Assessment will focus on competencies and includes both formative and summative.

Curriculum development is based on elaborating profiles and identifying competencies required to perform a professional task. As indicated, the characteristics will require teachers' and students' new teaching and learning roles in the instructional processes.

PROPOSED ASSESSMENT OF CBT – LEARNING OUTCOMES

The only way to ensure that students have acquired the tasks is to develop appropriate performance measures to assess the mastery of weekly modules/topics. As CBT&L is industry-driven, assessment has to do with demonstrable outcomes and proven competence, which means that the assessment instruments will provide that proof. In CBT&L, assessment is the process of judging competence against prescribed performance standards. The assessment process will be both formative and summative. While formative assessment improves the quality of instruction and student learning; summative serves as a tool for measuring the attainment of outcomes. The weekly assessments will drive the process of learning as learning begins with assessment (diagnosing entry-level competence or prior knowledge), facilitating engagement by assessment (formative with immediate feedback and intervention), and measured by assessment (summative).

Modularization of courses will expose students to different academic traditions of pedagogy, experiences, and assessment practices that promote professional competencies development for successful employment. Our CBT&L Assessment will be linked to industry because it must be conducted in the work environment or simulated conditions. Learners' performances must be measured against the industry competency standards. Industry-based learning, internship, and practicum improved students' generic skills in different disciplines. Furthermore, good practice and feedback are essential in modular courses to assist students in progressing toward their desired learning objectives.

ASYNCHRONOUS TIME-BASED LEARNING

At The Continents States University, asynchronous time-based learning is a dynamic and innovative approach to education that accommodates the diverse needs of students from around the world. This method allows students to engage with course materials, lectures, and assignments at their own pace and on their own schedule, making it particularly well-suited for those with varying time zones, work commitments, or personal responsibilities. Students have access to a comprehensive online learning platform where they can access pre-recorded lectures, reading materials, and interactive assignments, allowing them the flexibility to manage their studies alongside other life commitments. Additionally, asynchronous learning fosters a sense of independence and self-discipline as students are responsible for managing their own time effectively, promoting valuable skills in time management and self-motivation.

Furthermore, The Continents States University employs competency-based strategies that provide flexibility to earn or award credit and provide students with personalized learning opportunities. Transitioning away from seat time in favor of a structure that creates flexibility allows students to progress as they demonstrate mastery of academic content, regardless of time, place, or pace of learning. These strategies include online and blended learning, dual enrollment, and early college high schools, project-based and community-based learning, and credit recovery. This knowledge leads to better student engagement because it is relevant to each student and tailored to their unique needs. It also leads to better student outcomes

because of the pace of learning customized to each student. By enabling students to master skills at their own pace, competency-based learning systems help save time and money.

Additionally, The Continents States University employs a team of dedicated instructors and mentors who facilitate the learning process through discussion forums, virtual office hours, and email correspondence, ensuring that students receive personalized support and guidance as they progress through their courses. This combination of flexibility and personalized support creates a conducive learning environment that enables students to excel academically while accommodating their individual schedules and circumstances, ultimately enhancing the overall educational experience at the university.

In a fast-changing, technologically oriented world, specifying a single assessment criterion restricts assessors' judgment. It limits students' successful and effective participation in various job settings. As global economic changes, so do workplace operations, which implies that assessment criteria must be broadened to cover the current job-based competencies and future skill needs and innovations. Outcomes and interpretations of the assessment thus must involve short, written comments and corrective advice to address how and what students understand and misunderstand, along with directions and cues to improve processes that can lead to the achievement of learning goals. The competency-based teaching methodology is about skill performance, which implies that teachers' feedback on assessment tasks must provide information about the tasks, processes, or strategies needed to understand the tasks and a commitment to directing, monitoring, and regulating activities toward the completion of the task. Therefore, the emphasis on grades or marks in CBT&L must be reduced because they contain little task-related information or commitment to learning goals. Our faculty will ensure that feedback from assessment must focus on task-oriented information and corrective advice to build students' self-esteem to self-regulate their learning towards achieving learning goals. The teacher's role in CBT&L involves 'assessment of learning' (i.e., summative assessment) and 'assessment for learning' (i.e., formative assessment) to evaluate, diagnose and provide task-oriented feedback. This broader perspective, we believe, will equip our students to acquire the competencies necessary to be employable and continue to develop their competencies to become adaptable in the labor market and contemporary workplace.

Asynchronous time-based learning and competency-based strategies at The Continents States University truly reflects the institution's commitment to providing accessible, inclusive, and high-quality education to a diverse global student body.

COURSES DEVELOPMENT

Courses taught at The Continents States University undergo precise review and modification to meet current market needs. Course materials are not expected to remain static for long periods, and students should not anticipate using previous students' assignments to fulfill current requirements, as content changes periodically. The university reserves the right to alter learning pathways or course content, and students should not hold the university accountable for these changes.

COURSES REGISTRATION

The university reserves the right to register students in specific courses based on course availability and learning module requirements. Students are not obligated to enroll in a specific learning pathway, as the university designs these pathways to align with students' learning expectations. The university may enroll students in alternative courses similar in nature to the courses they are initially assigned. Therefore, students may not expect to take courses exactly assigned on the website.

WRITING STYLE

Students must engage in weekly discussions on a forum with their peers, tackling case study issues aimed at enhancing their comprehension of the weekly lectures. It is imperative for students to substantiate their arguments with credible references. Additionally, students are tasked with producing a weekly academic paper adhering to the APA 7th edition style guidelines, utilizing the necessary word count to fulfill the assignment. Failure to meet the writing standards during the first term will result in withdrawal from the university and enrollment in an APA recovery training program until the requirements are met.

BADGES

All enrolled students will receive academically approved badges to represent their commitment to quality and continuing education and to showcase their achievements in earning the designated credit hours for each course. Badges are issued automatically when students achieve a 100% completion rate of each course, including the course end exit survey and all associated assignments. These badges are permanent and can also be claimed on LinkedIn as verifiable credentials.

GRADUATION REQUIREMENTS

To graduate from the program and receive a diploma, the student must complete the required number of scheduled credit hours specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examinations with a 70% average and satisfy the school's financial obligations. Students must typically complete 12 credits for MiniMaster or 36 credits for a master's degree and take all required courses. Complete a capstone project if needed by the university. Maintain a CGPA of 2.0 or higher at the time of graduation.

Starting May 1, 2024, all students must complete a graduation Integrative Project in order to be qualified for graduation.

Students are eligible to apply for graduation without invitation once they have run the Success Track Report (STR) and earn a minimum of 27 credits with a CGPA of 2.0 or above from their Success Portal.

Although graduation applications are processed in the order they are received, we strongly advise students to complete their graduation payments promptly to ensure timely processing of their application.

The normal processing time for the university is a minimum of 60 business days before official academic records can be issued and graduation documents can be shipped.

Starting May 1, 2024, all students applying for graduation should complete Graduation Form and pay graduation fees before their application can be processed.

STUDENT NON-DISCLOSURE

In compliance with the Family Education Rights and Privacy Act (FERPA), certain directory information may be disclosed to the general public and included in the campus directory.

Students have the option to withhold this information from being released by submitting a Student Non-Disclosure Form to the Office of the Registrar in writing. By completing this form, students request that their information not be disclosed to non-university personnel or listed in the campus directory. This preference will remain on record until the student chooses to withdraw the request.

It's important to note that federal regulations may require the release of specific information to designated state, local, or government agencies and accreditors upon presentation of official documents, despite the non-disclosure request.

GENERAL CODE OF CONDUCT

To preserve the caliber of the educational experience and the collaborative standards of the University's educational purpose. The Continents States University has created a general code of conduct. Students are expected to always adhere to the General Code of Conduct, including by complying with requests made by the university authorities acting on their official duties. All university community members must act to uphold these values in all facets of academic life, including electronic and other forms of communication.

The Continents States University places high importance on the right to free speech and supports a wide range of opinions in a welcoming environment. Every university community member must treat students, faculty, staff, volunteers, and administrators respectfully. No community member is allowed to act in a way that could be interpreted as harassing, disrespectful, or aggressive. Harassment, threatening behavior, or purposeful embarrassment of others will not be tolerated. It will be grounds for disciplinary action, including dismissal from the University or immediate removal from the course. These actions are all considered violations of the General Code of Conduct. Asking other students for money or starting businesses with them is forbidden.

Furthermore, improper addressing faculty, such as using disrespectful or inappropriate language, is unacceptable behavior. Requesting other students to be awarded higher levels of peer review grades without providing sufficient evidence undermines the integrity of the academic evaluation process and is strictly prohibited.

Moreover, engaging in conversations or interactions with university staff members using an improper tone of language is considered a violation of the code of conduct. Disrespectful, confrontational, or rude language towards university staff members will not be tolerated.

Improper use of AI, including but not limited to cheating or manipulating AI systems to gain unfair advantages in academic endeavors, is also prohibited.

Additionally, engaging in high levels of plagiarism, including copying or paraphrasing others' work without proper citation or acknowledgment, is a serious violation of academic integrity and will be subject to disciplinary action.

The university reserves the right to take appropriate action against any student found violating these standards of conduct, up to and including expulsion from the institution. It is imperative for all members of the university community to uphold these principles to ensure a respectful, inclusive, and conducive learning environment for all.

LENGTH OF AGREEMENT

The enrollment agreement shall cover any graduate program that may be pursued for up to five years, beginning on the day the Enrollment Agreement is signed. Students who did not pay their full tuition and left the university during that period will need a new enrollment agreement and they must pay admission fees and are subject to the new tuition structure.

COMPLIANCE WITH UNIVERSITY AUTHORITIES

Students are required to adhere to the General Code of Conduct by complying with any requests made by university authorities acting in their official capacities. It is essential that all members of the university community work collectively to uphold these values across all facets of academic life, including electronic and other forms of communication.

SANCTIONS

Sanctions for breaches of academic integrity may vary based on prior disciplinary history, with the University maintaining absolute discretion in determining appropriate penalties depending on the severity of the violation. In cases of serious misconduct, students may face immediate removal from classroom activities and/or Yammer discussions. Sanctions may also be cumulative, with no requirement that one penalty must be exhausted before another can be imposed. Instances of academic integrity violations referred to by the Office of Academic Services will be thoroughly investigated and addressed. Should instances of academic misconduct come to light after credits have been issued or a degree conferred, the University reserves the right to revoke credits or degrees based on newly discovered information related to admission credentials, coursework, research, theses, or other final projects.

NON-ACADEMIC DISMISSAL

Conditions for admission and dismissal of students from academic units (Colleges/Programs) at the University are primarily determined by the faculty of those units. The academic dismissal policy formalizes the procedure for dismissing students for academic reasons, which begins with academic probation. The continuation of a program or eligibility to pursue a career connected to the program or major may be impossible or impractical for a student if they violate extra, non-academic, or professional requirements. Academic requirements could include standards for moral character, a criminal record, or anything similar. The procedure for removing students from academic units for reasons other than academic performance is made official by this policy.

Professional requirements and non-academic requirements that might restrict admission or could lead to dismissal from an academic unit must be approved as policy by the faculty of that academic unit and ratified by the Faculty Senate and chief academic officers of the university using the same procedures used for the approval of academic admission/dismissal requirements.

The competent administrative body of the academic unit will consider dismissing students who are found to be in breach of ratified policy. Students whose dismissal is being considered will be informed in writing of the time, place, and circumstances under which they may address the decision-making body and be heard. If the student is dismissed, they will be informed of the decision and their ability to appeal.

Students may not challenge their expulsion from an academic unit or the university.

It is expected that students who are expelled from a college or program will have access to counselors who can help them prepare to transfer to another institution. The dismissing unit will let the students know they can keep working with their present adviser through their subsequent semester of enrollment. Any student still waiting to be accepted into a new college or program after this will be assigned to university for guidance toward this objective by university standards. One semester of university advising will be given to students whose earned credit hours surpass the credit hour cap of the University policy on Transferring to a Degree-granting University.

STUDENT IDENTITY VERIFICATION

The Continents States University required all applicants to provide an unexpired copy of a valid government identification document containing the following information:

1. Applicant's full legal name.
2. This name will be used on all school records and graduation documents.
3. Applicant's current address.
4. This address will be used to verify identity and mail graduation documents.
5. Applicant's photograph.
6. Applicant's date of birth.

Acceptable forms of ID:

1. United States Military ID.
2. Canada Military ID Card.
3. United States Government Personal Identity Verification (PIV) Credential.
4. Japan Citizen Registration Card (Jyumin Kihon Daicho).
5. Government-Issued Driver's License.
6. National, State, and Country Identification Card.
7. Valid Government Issued Passport.
8. Alien Registration Card (Green Card, Permanent Resident Visa).

The following forms of ID are NOT accepted:

1. Employee ID.
 2. School ID.
 3. Credit cards.
- **In Japan:** a driver's license is considered a government-issued ID and must be combined with another form that satisfies signature requirements.
 - **In Korea:** a Korean National Identity card is considered a government-issued ID and must be combined with another form that satisfies signature requirements.
 - **Temporary ID:** all types of forms of ID that are issued temporarily are not a form of acceptable ID in all countries.

The same ID used during the admission process is also used to verify the student's identity during any proctored exams. If students' information doesn't match the ID uploaded during the admission process, then the student will not be allowed to take the proctored exam. This process will be followed for all proctored exams.

Students who are verified their identity will receive a unique username and password to allow them to access the university's online system, campus, library resources, and many other services.

NON-DISCRIMINATION POLICY

The Continents States University has established a nondiscrimination policy. This policy applies to all aspects of the relationship between The Continents States University and its students, volunteers and employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and other people or firms doing business for or with the university. Disciplinary action will be taken against any employee or agent who breaches this policy.

DISCRIMINATION. The Continents States University shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, The Continents States University will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, volunteers, managers, stakeholders, and agents at The Continents States University will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide more excellent protection than those described in this policy.

HARASSMENT. The Continents States University is committed to providing a work environment free from harassment. Any unwanted and offensive behavior toward the recipient, which creates an intimidating, hostile, or humiliating work environment for that person, violates The Continents States University's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion, or other legally protected characteristics will not be tolerated. All employees must abide by this policy, including supervisors, other management personnel, and independent contractors. No person will be adversely affected in employment with The Continents States University due to complaints of harassment.

SEXUAL HARASSMENT. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance. The Continents States University prohibits inappropriate

conduct that is sexual in nature at work, on university business, or at University-sponsored events, including the following: comments, jokes, degrading language, sexually suggestive objects, books, or any form of media electronic or in print form. Sexual harassment is prohibited between members of the opposite sex or the same sex.

STATEMENT ON AFFIRMATIVE ACTION. An affirmative action program has been developed where The Continents States University seeks to increase the representation and participation of minorities.

REPORTING DISCRIMINATION & HARASSMENT. Suppose an employee or volunteer feels that they have been harassed as described in this policy. In that case, they should immediately report the matter to the President's Office through any verbal or written means. Suppose that contact is not available, or the employee is not comfortable informing this contact. In that case, the employee should immediately notify any other manager or supervisor. Once the matter has been reported, it will be promptly investigated. Any corrective action will be taken when deemed appropriate. All complaints or unlawful harassment under this policy will be handled as confidentially as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, behavior that violates this policy or law. Delays in reporting a complaint can limit the effectiveness of a response by The Continents States University. The procedure for reporting incidents of discriminatory or harassing behavior is not intended to prevent the right of any employee seeking a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

RETALIATION. Retaliation against any person associated with The Continents States University who reports instances of harassment – whether they are directly or indirectly involved – violates The Continents States University's policies. All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.

DISCIPLINARY MEASURES FOR HARASSMENT. Any employee or volunteer engaging in behavior that violates this policy will be subject to disciplinary action, including the possible termination of employment, whether an existing law has been broken.

TRAINING. All employees, volunteers, supervisors, and management personnel will be required to read, understand and execute anti-discrimination, anti-harassment, and anti-sexual harassment policies designated by The Continents States University.

REMEDIES. The Continents States University does not offer any remedies for any instances.

POLICY IMPLEMENTATION. Implementation of this policy is effective immediately.

ANTI-HAZING POLICY

The Continents States University complies with state law and has defined an anti-hazing policy. Whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them, or which may in any fashion compromise their inherent dignity as a person. Hazing is inherently in conflict with The Continents States University's mission, vision, and goals. The university will not tolerate any identified incident and will act immediately. The Continents States University established an integrity system that monitors all incoming and outgoing emails, whether the sender or the receiver. By receiving a copy of this policy, you are giving us full consent to monitoring. This process will contribute to the operation of eliminating hazing.

TRANSCRIPT ISSUE POLICY

Students and graduates may request a transcript anytime from The Continents States University Registrar's Office. Students must complete RTF and send money orders to the university to mail the documents inside the United States.

Requesting Transcript Form (RTF) is available for all graduates to print, fill, sign, and return to the university with a money order of \$25. The University will process all requesters in the order they are received; students may expect completion of issuing new transcripts within three business days, excluding National Holidays and shipping days.

Current students will be able to download a verification of status with the university from their Success Portal at no cost, these letters are official records and signed by university officials.

DRESS CODE POLICY

Purpose: The dress code policy at The Continents States University applies to all university employees, volunteers, students, and any official member of the university community. It was established to maintain a professional and positive image for our community members as representatives of the university. The policy aims to promote a professional atmosphere while allowing for appropriate flexibility during designated times. This policy outlines the expectations for acceptable attire and provides guidelines for community members to ensure they are comfortable yet presentable in the university environment.

Professional Attire: Business attire is the standard dress practice at The Continents States University for all community members. This includes formal business wear during regular business hours and when attending government-involved personnel meetings, as mandated by the State of Missouri Rule 98. Proper attire for all individuals consists of professional clothing appropriate for a formal office environment.

Casual Dress: During less busy business times such as summer sessions or semester breaks, a more relaxed dress code will be implemented, allowing for casual business attire. Business casual wear is defined as clothing appropriate for a professional office environment while still maintaining a neat and professional appearance.

Appropriate Attire: Community members should consider their daily activities and responsibilities when determining what to wear. The following guidelines provide an overview of acceptable casual wear:

- **Tops:** Collared shirts, blouses, sweaters, and turtlenecks are acceptable. T-shirts, tank tops, and clothing with offensive slogans or graphics are not permitted.
- **Bottoms:** Slacks, dress pants, skirts, dresses, and khakis are acceptable. Shorts, miniskirts, leggings as pants, and ripped or torn jeans are not permitted.
- **Footwear:** Dress shoes, loafers, flats, and conservative sandals are acceptable. Athletic shoes, flip-flops, and slippers are not permitted.
- **Accessories:** Minimal and professional accessories are encouraged. Excessive jewelry, hats, and sunglasses are not appropriate.
- **Grooming:** Community members should maintain a clean, well-groomed appearance. Extreme hairstyles, visible body piercings (other than ears), and excessive tattoos should be covered or minimized.

Dress Code Parameters: While the guidelines provided above are not exhaustive, they serve as a general framework for acceptable attire. If a community member is unsure about the appropriateness of any clothing item, it is best to choose an alternative or consult with the university administration or designated authority before wearing it to any university-related activities.

Consequences for Failure to Comply Non-compliance with the dress code policy may result in the following consequences:

- **Verbal warning:** Community members will be notified verbally about the dress code violation and reminded of the policy requirements.
- **Written warning:** If the violation persists, a written warning will be issued, documenting the violation and consequences for future non-compliance.
- **Disciplinary action:** Continued non-compliance may lead to progressive disciplinary action, including suspension or termination, depending on the severity and frequency of the violations.

The Continents States University expects all community members to adhere to the dress code policy to maintain a professional and respectful university environment. It is the responsibility of supervisors, managers, and university authorities to enforce this policy consistently and address any concerns or questions raised by community members regarding the dress code.

Missouri Law Compliance In addition to the dress code policy outlined above, The Continents States University acknowledges and adheres to State of Missouri Rule 98 when attending government-involved personnel meetings. This rule specifies the proper attire for gentlemen and women during such occasions. The university staff members and representatives are expected to comply with this rule when representing the university.

Proper Attire for Gentlemen:

- Business attire, including a coat.
- Tie.
- Dress trousers.
- Dress shoes or boots.

Proper Attire for Women:

- Business attire, including a jacket worn with dresses, skirts, or slacks.
- Dress shoes or boots.

Definition of "Jacket":

- The term "jacket" includes blazers, cardigans, and knit blazers.

Please note that this compliance with Missouri law is incorporated into the dress code policy to ensure the university's adherence to legal requirements. This dress code policy is based on the provided reference and tailored to fit the specific requirements and culture of The Continents States University for all members of the university community.

USE OF ARTIFICIAL INTELLIGENCE (AI)

The use of artificial intelligence (AI) content generators, such as ChatGPT, has gained widespread popularity across various industries, including education. This policy aims to delineate the acceptable and prohibited uses of AI tools within our university's academic environment. AI content generators encompass any technology or platform capable of autonomously generating written, visual, audio, or other content using algorithms, either with minimal human guidance or entirely without it. Prominent examples of such tools include but are not limited to ChatGPT, DALL-E, Jasper, CoPilot, and others.

PERMISSIBLE USES OF AI CONTENT GENERATORS

- **Idea Generation and Outlining:** Students are encouraged to employ AI content generators for brainstorming ideas and creating outlines as a tool for idea expansion and organization.
- **Proofreading and Editing Assistance:** AI tools may be used for checking work for spelling, grammar, and stylistic improvements to enhance the quality of written assignments.
- **Summarization:** AI generators can assist in summarizing extensive volumes of information, enabling students to extract key insights and concepts efficiently.
- **Drafting with Subsequent Student Input:** Students are permitted to use AI content generators to create initial drafts, with the expectation that they will substantially edit and expand upon this content in their own voice.

PROHIBITED USES OF AI CONTENT GENERATORS

- **Submitting AI-Generated Work as Original:** It is strictly prohibited for students to submit work that is fully or partially created by an AI generator as their own original work.
- **Direct Copying of AI-Generated Text:** Students may not directly copy AI-generated text into assignments without substantial modifications and proper attribution.
- **Lack of Attribution:** Failure to attribute AI-generated content used in academic work to its source is considered a violation of this policy.
- **Overreliance on AI for "Original" Work:** Creating academic work that is primarily AI-generated, with minimal student input or creativity, is not in compliance with this policy.
- **Completing Entire Assignments or Projects with AI Tools:** Students are prohibited from using AI generators to complete entire assignments or projects without substantial original contributions.
- **Cheating and Plagiarism:** Employing AI generators for the purpose of cheating or plagiarism, such as submitting AI-generated content as one's own, is strictly prohibited.

CONSEQUENCES OF VIOLATIONS

Violations of this policy will lead to varying academic and disciplinary consequences based on the severity of the infraction:

- **Level 1 Violations:** A first offense will result in a failing grade on the assignment and an official warning placed on the student's academic record.
- **Level 2 Violations:** These include failing the entire course, academic probation, and the placement of a permanent mark on the student's academic transcript.
- **Level 3 Violations:** More serious violations can lead to suspension for 1-2 terms, loss of scholarships and financial aid, potential expulsion from the university, revocation of degrees awarded.

REPORTING SUSPECTED VIOLATIONS

Students and faculty are responsible for understanding and adhering to this policy. Any suspected violations should be promptly reported to the Dean of Graduate Schools for thorough investigation.

PROMOTING ETHICAL AI USE

We are committed to fostering ethical AI use that enhances the learning experience within our institution. If you have any questions or concerns regarding this policy, please direct them to the Academic Integrity Office.

BURDEN OF PROOF

STUDENT RESPONSIBILITY:

- In cases where a student is accused of violating AI usage policies, the burden of proof rests upon the student to demonstrate their innocence and refute the allegations effectively.
- It is the responsibility of the accused student to provide substantial evidence to prove that they did not engage in unauthorized or unethical use of AI technologies in their academic work or university-related activities.

SUBMISSION OF EVIDENCE:

- Students must provide detailed and verifiable evidence to support their claims of innocence, including but not limited to:
 - Documented records of the sources and methods used to complete their assignments, research papers, or projects, demonstrating the absence of AI-generated content or assistance.
 - Declarations signed by the students affirming their adherence to university policies regarding AI usage and their commitment to academic integrity.
 - Testimony from credible witnesses, such as subject matter experts, corroborating the student's assertions of independent work without AI assistance.

EXAMINATION OF EVIDENCE:

- The university administration will thoroughly examine the evidence presented by the accused student to determine its credibility, relevance, and sufficiency in establishing innocence.
- Any inconsistencies, discrepancies, or inadequacies in the evidence provided may be grounds for further investigation and consideration of disciplinary action against the student.

CONSEQUENCES OF INSUFFICIENT EVIDENCE:

- Failure to provide substantial evidence to refute the allegations of AI usage violations may result in the presumption of guilt and subsequent disciplinary measures against the student.
- The university reserves the right to impose penalties, including academic sanctions, probation, or other disciplinary actions, based on the available evidence and the severity of the alleged offense.

WORK SELF-CHECK

Students are expected to exercise due diligence before submitting any work to the university, as the institution conducts thorough checks on all papers and assignments submitted through the university's Virtual Learning System (VLS). Therefore, it is imperative for all students to ensure that their work is free from any plagiarism or excessive reliance on AI-generated content. While the university utilizes academic tools to scan students' work, a variety of additional tools are available for students to use to review and verify their work before submission to the university, and these tools are available at no cost or a very minimal cost.

PLAGIARISM AND PARAPHRASING

Plagiarism is defined as the act of presenting someone else's work or ideas as one's own without providing proper attribution.

Intellectual honesty is a cornerstone of learning and academic advancement within our university community. Upholding the principles of good academic integrity and avoiding plagiarism is essential to maintaining the integrity of our educational institution. This policy serves to outline the guidelines for the acceptable use of academic sources on our campus.

ACCEPTABLE USE OF ACADEMIC SOURCES

Our university emphasizes the importance of students' responsible use of academic sources in their academic and research endeavors. All students are encouraged to reference and cite all sources accurately and appropriately. The following cases exemplify acceptable use of academic sources:

- **Paraphrasing with Proper Attribution:** Students are expected to correctly paraphrase information while giving due credit to the original author.
- **Correct Usage of Direct Quotes:** Students may use direct quotes, when necessary, provided they are used correctly and accompanied by proper citations.
- **Citing All Information:** Any information obtained from external sources must be properly cited before being incorporated into academic writing.
- **Acknowledging Previous Research:** If previous research has been conducted on the topic, it must be acknowledged through citation.
- **Adherence to Specific Citation Requirements:** Students should comply with any specific citation and reference guidelines prescribed by individual faculties, instructors, or academic departments.
- **Originality:** All submitted work must be entirely original and not previously used or acquired from any other sources.

PROHIBITED USE OF ACADEMIC SOURCES

The use of plagiarized work on campus is strictly forbidden. The following activities will be considered inappropriate:

- **Presenting Another Person's Work as One's Own:** Submitting work that includes someone else's work or ideas without proper attribution.
- **Submitting Identical or Substantially Similar Work:** Submitting work that is identical or substantially like the work of another student or a previous work of the student without providing proper citation and acknowledgment.
- **Utilizing Unverified or Unauthorized Internet Sources:** Incorporating information from academic sources that are unverified or unauthorized by the university.

CONSEQUENCES OF PLAGIARISM

Any suspected or confirmed instances of plagiarism will result in appropriate disciplinary actions against the student involved and any other parties implicated in the offense. The university is committed to ensuring that due process is followed, and penalties are commensurate with the gravity of the offense committed.

FOSTERING A CULTURE OF ACADEMIC INTEGRITY

The university recognizes that plagiarism contradicts the core values and principles of academic integrity. Therefore, we are dedicated to maintaining a culture of honesty, fairness, and ethical conduct among all members of our community. The university is committed to ensuring that all students have a clear understanding of what constitutes plagiarism and the acceptable use of academic sources. This policy serves as a foundation for upholding the highest standards of academic integrity within our university, promoting a conducive environment for learning, research, and the pursuit of knowledge.

ACADEMIC INTEGRITY

All students can use various resources obtained through online libraries, published research, and internet search. However, all students are required to use the APA format guidelines and must use the proper citations. The university will try to ensure all students receive a refresher on how to use the APA Style format in their first course, and they will be required to take the necessary steps when submitting their weekly assignments. Including but not limited to

- Using information appropriately, according to copyright and privacy laws.
- Acknowledging where the contents they use come from.
- Not presenting other people's work as your own.
- Reporting truthfully on your research.
- Acting ethically in all academic endeavors.

The university will use available online software and anti-plagiarism tools to check all students' proposed work submitted to the university. Those identified as violating this section's requirements are subject to disciplinary action by the university's Chief Academic Officer.

ACADEMIC PROBATION

A student unable to maintain a 2.0 cumulative grade point average (CGPA) will be subject to academic probation for one full term of Study. Students must adopt a learning pathway to bring their CGPA to Good Standing. The students will also receive extra assistance to reach the expected level of performance.

STUDENT MISCONDUCT AND CONDITIONS FOR DISMISSAL

Students are not conducting themselves in an orderly and professional manner, including offensive words, disrespecting instructors during any taught classes, or chatting with other students or faculty members. Dishonesty, disrupting classes, use of profanity, insubordination, violation of website security rules, or not abiding by the school rules will lead to either probation or dismissal from classes. Students are subject to academic termination if they fall under this policy.

ACADEMIC SUSPENSION OR TERMINATION

Suppose the student still needs to bring their grades to meet our satisfactory academic progress policy at the end of probation. The student shall be suspended or terminated, depending on the academic review committee's recommendation.

REINSTATEMENT PROCESS

The student has a right to appeal the decision to the program chair or the university president. The appeal should be submitted in writing within one week of the committee's decision. The appeal review time is up to 30 business days. Students will receive written notifications of any decisions rendered by the committee. Rendered decisions are final.

In the event that a student wishes to appeal a decision, they have the option to address their concerns to either the program chair or the university president. The appeal must be submitted in writing within one week of the committee's initial decision.

APPEAL REVIEW TIMELINE

The appeal review process is conducted with diligence and care. However, it is essential to note that the review time for appeals can take up to 30 business days. During this period, the appeal will undergo a thorough examination, ensuring that all aspects are considered judiciously.

NOTIFICATION OF DECISIONS

Once the appeal has been reviewed, students will receive written notifications of the decisions rendered by the committee. It is crucial to acknowledge that these decisions rendered are considered final. Our commitment to a fair and transparent appeal process is aimed at upholding the principles of justice and ensuring that all student concerns are addressed with due diligence and respect.

NO SHOUTOUT POLICY

The purpose of this policy is to maintain a respectful and constructive environment within the university community. It emphasizes the importance of addressing concerns or grievances through appropriate channels rather than publicly accusing the university of wrongdoing or mistreatment.

Policy Statement: Students are prohibited from publicly accusing the university of any wrongdoing, mistreatment, or violation. This includes, but is not limited to, social media posts, public statements, or any form of communication intended for a wide audience. The aim is to foster a culture of constructive dialogue and problem-solving.

Conflict Resolution: Students are encouraged to address any concerns or grievances they may have through established channels provided by the university. These channels include:

1. **Student Services:** The first point of contact for general concerns or questions. Student services can guide students to the appropriate resources or offices.
2. **Grievance Committees:** For more serious concerns, students may file formal grievance. The committee will review the issue and work towards a resolution.
3. **Administrative Offices:** For specific issues related to academics, finance, or other administrative matters, students should approach the relevant administrative office.

The university prioritizes constructive dialogue and resolution over public accusations.

Consequences: Violations of this policy will result in disciplinary action:

1. **First Occurrence:** The student will receive a formal warning and be reminded of the appropriate channels for addressing concerns.
2. **Repeated Violations:** The student will face administrative withdrawal from the university.

Implementation

This policy applies to all students enrolled at The Continents States University. The university will ensure that students are informed of this policy through:

1. **Student Handbooks (University Catalog):** Detailed policy information will be included in the student handbook.
2. **Orientation Sessions:** The policy will be explained during student orientation sessions.
3. **Relevant Communications:** The policy will be highlighted in various communications to students, including emails and campus announcements.

Reports or instances of violation will be thoroughly investigated by the appropriate university authorities.

Compliance: All students are expected to comply with this policy as a condition of enrollment at The Continents States University. Adherence to this policy is essential for maintaining a respectful and constructive academic environment.

Review and Amendment: This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary to address emerging concerns or changing circumstances. Feedback from students and staff will be considered in the review process to ensure the policy meets the needs of the university community.

EFFECTIVE DATE

This policy shall take effect upon approval by the university administration and shall remain in force until amended or repealed.

FREEDOM OF EXPRESSION AND RESPECT

The Continents States University recognizes the fundamental right to free speech and actively supports a wide range of opinions within a welcoming and inclusive environment. Every member of our university community, including students, faculty, staff, volunteers, and administrators, is expected to treat one another with respect and courtesy. Harassment, threatening behavior, or actions that intentionally embarrass or disrespect others will not be tolerated. Such actions are considered violations of the General Code of Conduct and may result in disciplinary action, including dismissal from the University or immediate removal from a course.

FINANCIAL TRANSACTIONS AND BUSINESS VENTURES

Students are prohibited from soliciting money or engaging in forbidden business activities with fellow students as part of our commitment to maintaining a fair and equitable academic environment. At The Continents States University, we believe that respectful, responsible, and professional conduct is fundamental to fostering an enriching educational experience and a harmonious community. We expect all students to embrace and abide by this General Code of Conduct to ensure that our academic community thrives in a spirit of collaboration and mutual respect.

ATTENDANCE POLICY

Students are enrolled in one course every term, and they don't have to take any registration steps or contact the university for the registration process. Students are responsible for satisfying all academic objectives defined by the course structure.

Acceptable reasons for absence from or failure to engage in class include illness; serious accidents or emergencies affecting the student or their family; special curricular requirements, if any; military obligation; severe weather conditions that prevent class participation; religious holidays; and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if they last for less than three days per week.

Students are expected to log in to the online learning management system MyCampus LMS several times every week to complete the assigned tasks on their dashboard.

Weekly assigned tasks are divided into multiple events, where students can take one task at a time. When students fail to log in for three consecutive business days, MyCampus LMS will notify them automatically and ask them to log in to their student portal. If students fail to log in to their account at least once every week, they will be placed on Week Warning. If students receive two consecutive Week Warnings, they will receive an administrative withdrawal from the course.

For all planned absences, a student who allows an excused absence from a class or any required class activity must inform the instructor as early as possible before the class. For all unplanned absences because of accidents or emergencies, students should contact their instructor or the Office of Academic Services as soon as conditions permit.

Students shall be permitted a reasonable amount of time to make up the material or activities covered during absence from class or inability to engage in class activities for the reasons outlined above.

Students looking to leave the university for more than one term and without withdrawing their admission must apply for a Leave of Absence for up to 120 days per year from their account through Success Portal.

The university recognizes the right of the instructor to make attendance mandatory and requires documentation for absences (except for religious holidays), missed work, or inability to engage in class fully. After a due warning, an instructor can prohibit further attendance and subsequently assign a failing grade for excessive absences.

TERMINATION

Suppose a student persistently fails to stay within the bounds of acceptable behavior or fails to meet the school subscription policy. In that case, they may be terminated and subject to all school policies.

ARTICULATION AGREEMENTS

PATHWAYS COLLEGE

The Continents States University currently in an articulation agreement to offer master's degree and dual degree programs with Pathways College in the United States. Pathways College is regionally accredited by the WASC Senior College & University Commission. The WASC Senior College and University Commission (WSCUC) is one of six regional associations that accredit public and private schools, colleges, and universities in the United States, and they are recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA).

CALIFORNIA INTERCONTINENTAL UNIVERSITY

The Continents States University currently offers a doctoral pathway for qualified graduates. Those who graduated from The Continents States University with a master's degree are eligible to apply for doctoral degrees with California Intercontinental University, a recognized and accredited university by Distance Education Accrediting Commission (DEAC). They are recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA).

RE-ENTRANCE

Any student who has dropped out of the program may be readmitted within one year by completing a readmission agreement signed by the school's director or assigned academic advisor and only after paying all fees due at the time of re-admission. Program requirements at the time of re-admission shall be applicable. A student shall be on probation for their first term.

CREDIT RECOVERY

Involves the taking or retaking of unsuccessfully completed classes during the regular school year. Students enrolled in an accredited program where the students study the material outside regular school hours - whether after school, during the summer, or on the weekends - to gain the course credit student still needs to obtain. If the student passes a credit recovery course, the student will be back on track to graduate and ready to move on to complete other classes.

LEAVE OF ABSENCES

Students are eligible for Leave of Absence (LOA) when only completing one full term of Study. Students must complete a written request with supporting documents and send it to the Office of Academic Services at the university. Approval from the Office of Academic Services is required for any student to start a Leave of Absence. Students may receive an LOA only if they have documents to support their leave. An LOA is issued when we receive an application with medical emergency papers, jury duty, or other conditions covered by the Family Medical and Leave Act of 1993 (FMLA). Any activated military personnel with orders issued by the United States Department of Defense.

Any student may receive only one leave of absence for a period not exceeding 120 days in any twelve-month period. A student may receive a second LOA only when the total number of days used is at most 120 days in twelve months. An additional LOA may not be granted under any circumstances, even when students did not use the fully granted leave within the first and second LOA.

Students receiving an LOA will have their financial account placed on delayed entry. It will protect their paid fees to the university and be activated once they return to the university. Any delayed entry account is not subject to any interest incurred or additional payment.

Those who fail to return promptly at the end of any granted LOA will be subject to administrative withdrawal from the university. They should pay a re-entry fee, including the admission processing and annual membership fees, as they are not eligible for any remaining balance.

Students who fail to report to the university after completing their Leave of Absence (LOA) will have their intent to continue studying assumed by the university. Consequently, the university will assign courses to their dashboard accordingly. These courses will count toward the final GPA, and if not attended, students will receive a failing grade.

If a student intends to withdraw from the university, it is imperative that they notify the university of their decision. Otherwise, the university will assume that no withdrawal intent is in place, and students will continue to receive course assignments. Failure to attend these courses will result in a failing grade being recorded.

Students who fail to attend the assigned courses or fail to complete a LOA form will automatically be withdrawn from the university and they must re-apply as new students if they choose to continue their studies.

ACADEMIC SERVICES

The Office of Academic Services assists students in navigating the university's systems and rules, including degree audits, academic record adjustments, and curriculum file maintenance. Our office helps students with a variety of services, including academic assistance, help to request transcripts and answer questions related to adding more courses or even dropping out from current classes. We are more focused on currently enrolled students. Students in frequent contact with our office are the most successful students we see as proceeds.

LEARNING ENVIRONMENT

This segment illuminates the institution's unique pedagogical approach, emphasizing the importance of focused attention, self-pacing, and active participation. By delineating students' roles and responsibilities, this section clarifies the structured framework within which they navigate their academic pursuits. Subsequent sections further elucidate specific facets of the learning experience, detailing study processes, student responsibilities, term schedules, late submission policies, reminders, and academic integrity measures. Together, these sections underscore the university's commitment to cultivating a supportive and equitable learning environment, empowering students to excel and thrive in their educational endeavors.

STUDY PROCESS

The Continents States University is distinct in its inception and unique in its approach. Students enrolled are restricted to undertaking only one course per term, fostering focused attention on a single subject at a time. Upon admission, students must undergo the Induction Process and complete their training as new learners. This includes instruction on utilizing the university's online facilities and navigating the system effectively, ensuring they are thoroughly acquainted with their new learning environment.

STUDENT RESPONSIBILITIES

Students at The Continents States University are permitted to take one course per term, with each course valued at 3 credit hours. Courses are divided into four comprehensive weeks, during which students take independent subjects. These subjects are segmented into three learning modules. The first module consists of prerecorded lectures delivered by a faculty member from world leading universities or experts from prominent corporations. Students can access these lectures from the first day of the academic week. Subsequently, students are expected to engage in discussions with their peers based on a case study related to the lecture content. This case study serves as a platform for exchanging ideas and fostering a collaborative learning environment, contributing 10% to the course's weekly unit grade.

Additionally, students are required to construct their own academic papers utilizing the resources provided within The Continents States University's libraries, business journals, encyclopedias, and textbooks, all available at no cost through the Success Portal. These papers must adhere to the APA 7th edition writing style guidelines. Independent Research will be evaluated by professionals holding a minimum of a PhD from reputable American universities, contributing 15% to the course's weekly unit grade. To successfully complete a course, students must achieve a minimum pass grade of 70% or higher. Any grade below 70% will adversely affect the student's final CGPA.

TERM SCHEDULE

Students are required to regularly monitor their MyCampus accounts throughout their enrollment at The Continents States University. While the university endeavors to inform students of their start dates, it is imperative for students to consult the university's Academic Calendar to confirm the commencement date of their terms.

REMINDERS

The online learning environment of The Continents States University is programmed to issue three reminders each week regarding any outstanding assignments, homework, or incomplete activities. The first reminder is dispatched to all students three days before the submission due date. The second reminder email is sent to all students one day prior to the submission due date. Finally, a third reminder email is sent to all students three hours before the submission due time.

LATE SUBMISSIONS

Courses at the university are structured to be self-paced within designated timeframes. Therefore, students are expected to fulfill their requirements within these specified periods. The university does not entertain requests for deadline extensions or accept late submissions under any circumstances. The Virtual Learning System (VLS) of the university is programmed to skip grades for unsubmitted work and assign a grade of zero, ensuring the seamless progression of the learning environment.

Each student bears the responsibility of completing their weekly assigned tasks and submitting them by the weekly deadline. The university does not grant extensions for past-due submissions. Participation in weekly discussion forums is mandatory, requiring students to post a minimum of five replies each week to fulfill the assignment. Independent research deadlines cannot be extended by either faculty or the Office of Academic Services, with no exceptions made.

VIRTUAL INTERNSHIPS

The Continents States University is dedicated to providing students with practical, real-world experience that complements their academic studies. In alignment with this objective, the University offers a comprehensive Virtual Internship Program. This program is structured to enable students to acquire valuable work experience with esteemed companies remotely.

PROGRAM HIGHLIGHTS

- **Global Opportunities:** Students will have the chance to work with brand-name companies from around the world, gaining international work experience.
- **Flexible Schedule:** Virtual internships offer flexibility, enabling students to balance their academic commitments with their professional development.
- **Long-term Knowledge and Skills:** Interns will engage in meaningful projects that build long-term skills and knowledge, preparing them for successful careers in their chosen fields.

ELIGIBILITY AND ENROLLMENT

ENROLLMENT PERIOD: Students must sign up for the Virtual Internship Program within the first 90 days of their admission to The Continents States University.

- **Credits Earned:** Successful completion of the virtual internship will earn students 9 credit hours. These credits replace the Integrative Project requirement, allowing students to graduate faster.

ACADEMIC ADVISORS

The Continents States University is an institution that emphasizes academic and professional growth, personal development, and the nurturing of each student. Academic Advisors serve as mediators between students and faculty or university administration. Academic Advisors at the Office of Academic Advisors must advise and mentor students concerning educational and professional decisions.

The Office of Academic Advisors will ensure that every student has an academic advisor to be assigned to help them achieve their goals without barriers. They are also assisting students in course planning and online education journeys. The university staff members will do their best to support learners' future from the beginning of establishing their educational journey. Help students defend their choices, offering them all possible resources from academic advising until graduation and joining the workforce industry. The Continents States University academic advisors will provide educational guidance and assistance for students by planning schedules, recommending courses, and determining appropriate education solutions for different students.

In addition, each faculty member is receptive to developing a professional yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, seeking the advice of a faculty member about academic and professional matters.

All students are assigned an academic advisor available to be contacted directly from the student portal. All advisors are available to answer all questions within 12-24 hours. Students who have yet to receive a response within 24 hours must contact the Chief Academic Officer immediately through the portal.

ADMISSION FEES

Applicants will pay \$75 to process their admission application before issuing an acceptance certificate. Admission application processing fees are refundable only if students cancel enrollment within three business days of signing the enrollment agreement.

MEMBERSHIP FEES

Tuition is the cost of taking classes at any university and what any school charges for the actual instruction. The Continents States University does not charge tuition for education like other traditional universities. However, the university defined the cost of attendance as a \$5000 annual fee as a one-time membership fee, payable annually to cover one full academic year. The cost of attendance is due seven days before the first day of starting the first term. The annual fees (membership) are the cost of accessing the online learning community, qualified faculty and receiving a degree after graduation. All prices are subject to change at the school's discretion. Any fee increases will become effective for the year following student notification of the increase.

MEMBERSHIP REMINDER

Membership fees paid to the university are valid for one academic year, facilitating the completion of a single degree program. Students who transfer credits from other institutions and complete their degree requirements earlier than expected will not automatically be eligible to pursue another degree unless they pay an additional membership fee to cover studies for the second degree. Each membership fee covers the pursuit of one degree, regardless of the duration of study, with a maximum duration of 12 months. Should students wish to remain active beyond this timeframe, they are required to pay for the second year of membership.

READMISSION

Students who leave the university for any reason with an outstanding balance will be accepted to apply for admission once they complete another admission application and pay any outstanding balance to the university. Students who leave the university with an approved leave of absence (LOA) do not need to obtain any pre-approval or reapply to rejoin the university. Students who leave the university without an approved LOA will need to wait until the university approves their application and may be subject to additional review.

ADDITIONAL FEES

Students who need additional services or are in favor of obtaining additional services, including obtaining an extra copy of their transcripts and diplomas or requesting expedited shipping, must pay additional fees to process their requests. A student a paper check and their bank declines or returned the check unpaid will be an additional \$39 decline/return processing fee.

Credit Transfer Fee (Each 3 Credit Hours)	\$25
Admission Fee	\$75
Annual-Tuition (Membership Fee)	\$5000

TRUTH OF LENDING

If students elect to pay \$500 per course in monthly payments, students understand their accumulated pay will be \$5000 for ten terms, without paying any interest or any fees. Students who elect on a later date to pay the tuition in full will receive a prorated tuition of the total remaining.

MISSOURI RESIDENCY

Per Missouri Code Title 6 CSR 10-5.010(3)(B) and Title 6 CSR 10-5.010(3)(B)5B, as regulated and enforced, The Continents States University shall not charge any fees, membership dues, or receive any compensation from residents of the State of Missouri. Further details can be found by reviewing the [Missouri Residency Policy](#).

SCHOLARSHIP

The university offers a variety of scholarships to newly admitted students who cannot afford to pay the full tuition. We trust our students; no documents are required. Students can apply directly from their Success Portal after being officially admitted to the university. Scholarships are awarded on a first-come, first-served basis, with the percentage of awards varying based on the availability of funds, ranging from 10% to 100%. No scholarship application can be accepted before students are officially enrolled in the university.

MEMBERSHIP WAIVER

The Continents States University is an annual membership-based university. Which requires all students to pay the yearly membership fees to join the learning community, access online learning materials, communicate with qualified faculty, and receive properly issued documents after graduation. The Continents States University believes that education must remain accessible to everyone who is qualified. Therefore, all students cannot afford the annual membership dues and think they are qualified for the Membership Waiver; they can apply and receive a decision within 30 days. Students will receive a membership waiver if they are qualified under the U.S. Federal Poverty Guidelines and certify they meet the standards set forth by the Office of The Assistant Secretary for Planning and Evaluation.

- Receiving public benefits does not qualify students for a membership waiver.
- Most recent three years individual tax returns may qualify students for a membership waiver.

PAPERLESS COMMITMENTS

Students qualified for a Membership Waiver must make themselves aware and agree to receive all communications electronically, including but not limited to the graduation package, certificate of graduation, and transcripts. The issue of paper certificate and transcript is subject to charges from the schedule of other fees. Exclusions are not permitted whatsoever.

PAYMENT PROCESSING

The Continents States University has partnered with PayMyTuition to streamline the fee payment process for our international students. PayMyTuition offers multiple payment options and excellent foreign exchange rates, allowing students to pay online from almost any country. PayMyTuition will ensure that students' payment arrives safely and accurately without processing fees. Students will be refunded the same amount in United States Dollars. PayMyTuition typically processes payments within 7-10 business days.

Students can now pay their fees using our payment platform Convera GlobalPay. This fast and reliable service allows you to pay in your local currency via bank transfer, credit card, or by using a wide range of local online payment options without incurring any transaction charges.

When students ask the university for a service fee refund, foreign exchange fees will be reduced from 1% to 2% or based on the transfer rate at the time of transaction for any payment form requiring currency conversion. In addition, all payments made from non-US cards are subject to an additional up to 5% processing fee.

CANCELATION STATEMENT

The university reserves the right to cancel or reschedule any class due to insufficient enrollment, severe weather conditions, or law obligations. Due to any of these circumstances, all students will be notified of the changes and will be given the option to take (Term Break), enroll in a different course, or wait for an upcoming class.

FINANCIAL AID ASSISTANT

The Continents States University is an annual membership-based university committed to delivering higher education to all qualified students. The Continents States University does not currently participate in any assistant financial program. Any assistant financial programs that will consider the university a participant in will be published on our website and in this school catalog unless the student is qualified for a membership waiver which does not constitute financial assistance in any way or form.

MULTI PROGRAM STUDENTS

Students who finish their first program within the timeframe of 12 months are not eligible to take extra courses or complete another program until they enroll at a second program as new students and pay their annual dues fees. Those who decide to pursue another program of study within the 12-month period are subject to the same rules and regulations as when they undertake one program of study, including graduation fees, diploma fees, and any other additional services they choose to apply for. Except for the shipping fee when they decide to ship both diplomas at the same time, they will only pay for one-time shipping.

RIGHT TO CANCEL (REFUND POLICY)

Pursuant to Missouri Title 6 CSR 10-5.010(6)(E), All students have the right to cancel their enrollment agreement at any time. Students who choose to cancel within three business days of signing their enrollment agreement are entitled to a full refund of all money paid. Students must be aware that refund processing fees might be charged by the bank processing the refund, as the university has no control over these fees and does not benefit from them. Students who cancel their enrollment agreement after the last day of the drop period are entitled to a refund based on the following schedule:

Missouri residents are subject to this withdrawal and refund policy.

1. Prior to end of first week = Receives 100% refund.
2. Between 1st Month – 2nd Month = Receives 85% refund.
3. Between 2nd Month – 3rd Month = Receives 70% refund.
4. Between 3rd Month – 4th Month = Receives 55% refund.
5. Between 4th Month – 5th Month = Receives 40% refund.
6. Between 5th Month – 6th Month = Receives 25% refund.
7. Beyond 6th Month = Receives 0% refund.

All students who are dismissed from the university undergo administrative withdrawal, or face expulsion will be entitled to the same university refund policy. Refunds shall be made within thirty (30) days of the date the institution determines that the student has withdrawn after receiving the student's notification.

REDUCTION OF TUITION AND FEES

The Continents States University is an annual membership-based university that does not provide public governmental financial aid. The university does not and will not participate in individual student fee reductions. However, the university reserves the right to offer the same fee reduction for those without financial assistance for the entire cohort.

EMPLOYMENT AND CAREER SERVICES

Career Services has many tools and services available as you look for the ideal major or prepare for your career search. Work on your professional development plan whenever you have the time.

The Continents States University cannot guarantee employment, salary, or career advancement. The Continents States University provides access to multiple hiring providers as an additional service provided by third-party companies at no extra charge. The Continents States University understands that finding jobs is the most challenging after graduation. Therefore, we are committed to staying in touch with you and always helping you find the proper position. The Continents States University established a job board to help you take simple steps into your future after graduation.

The Continents States University understands that finding jobs is the most challenging after graduation. For that reason, we are committed to staying in touch with all students and always helping them find the right job that's fit their future. The Continents States University established a job board to help students take simple steps to find a better job after graduation. Students who prefer to conduct job searches based on their qualifications earned outside the university may choose to participate in the self-career advancement program by researching our international job board in collaboration with ZipRecruiter®.

You have a better chance of success if you give this process more time. The Continents States University has developed a comprehensive list of resources and services to support our community of students and alumni access to high-quality job opportunities; these services include a wide range of resume and cover letter writing systems supported by artificial intelligence and skill matching tools, interview preparation quizzes, and training tools.

We also partnered with twelve major job board providers to give our students direct access to their services at no cost. Also, we have expanded our services to our international students by working with seven of the world's giant hiring boards. In addition, we are offering many other workshops and employment resources for special populations, including veterans, disabled people, older workers, and many others.

APPRENTICESHIP

The Continents States University is duly recognized by the United States Department of Labor as an accredited institution for providing apprenticeship education. This program presents a distinctive opportunity for employed individuals to pursue a master's degree while concurrently advancing their professional careers.

Prospective applicants currently engaged in employment are encouraged to formally communicate their intention to pursue a master's degree at The Continents States University to their respective employers. By doing so, employers have the option to engage in an apprenticeship agreement with The Continents States University, which may entail benefits such as an augmentation in hourly remuneration for participating employees.

It is imperative to note that these benefits are exclusively extended to employers within the United States. However, international employers are cordially invited to explore the prospect of establishing an apprenticeship agreement with The Continents States University. While we cannot guarantee a post-graduation salary increase for international agreements, the experiential learning garnered through the apprenticeship program holds significant value for both employers and employees alike.

By formally notifying employers and seizing the opportunity presented by the apprenticeship program at The Continents States University, prospective students not only advance their academic pursuits but also position themselves for potential career progression and enhanced earning potential.

MILITARY AND VETERANS' APPRENTICESHIP PROGRAM

The Continents States University offers a specialized apprenticeship program tailored for members of the military and veterans. This program provides a distinctive and fulfilling avenue for individuals to cultivate in-demand workplace and technical proficiencies while concurrently receiving compensation from the outset in their desired career paths.

Former U.S. military service members who are registered with the Department of Veterans Affairs (VA) are eligible to receive a monthly stipend ranging from \$1,534 to \$1,917 while actively pursuing their master's degree at The Continents States University. However, it's essential to note that students become eligible for the VA monthly stipend only upon securing active employment and having their employers enter into an apprenticeship agreement with the university.

This unique opportunity not only facilitates the acquisition of valuable skills but also provides financial support to military personnel and veterans as they transition into civilian careers. Through this program, participants can embark on a fulfilling journey of professional development while contributing meaningfully to their chosen fields.

GI BILL® BENEFITS TO A VA APPROVED APPRENTICESHIP

- **Post 9-11 GI Bill eligible veterans**
 - If you are eligible, your GI Bill benefits can provide a monthly housing allowance and stipend for books and supplies in addition to your registered apprenticeship wages.
 - **Monthly Housing Allowance**
 - A veteran apprentice can use their GI Bill benefit and receive a tax-free monthly stipend while participating in a Registered Apprenticeship Program.
 - **Stipend for Books and Supplies**
 - Post-9/11 GI Bill recipients may receive up to \$83 per month for books and supplies in addition to their VA housing stipend.
- **Montgomery GI Bill eligible veterans**
 - If you are eligible, you may receive up to 36 months of education benefits.
- **GI Bill Benefits Approved**
 - If you're a veteran employed in a registered apprenticeship program, ask your employer if the program is "GI Bill Benefit Approved". If you have questions about GI Bill Benefits, visit the VA's **eBenefits website** or call 1-800-827-1000 (Monday through Friday, 8:00 AM - 9:00 PM Eastern Time). **Click here to search for GI Bill Approved Facilities.**

VETERANS WITH A SERVICE-CONNECTED DISABILITY

- **Veterans Readiness and Employment VR&E Program**
 - **Veterans Readiness and Employment VR&E Program**, formerly known as Vocational Rehabilitation and Employment, helps Service Members and Veterans with a service-connected disability obtain suitable employment. Veterans with a service-connected disability may also be eligible for custom apprenticeship programs approved by a VR&E counselor. Apply for VR&E benefits to determine whether you are eligible by filling out VA Form 28-1900 for VR&E benefits, available on [eBenefits.va.gov](https://www.eBenefits.va.gov).
 - Resources for Veterans with Disabilities - Visit the “Veterans Spotlight” from the **Partnership on Inclusive Apprenticeship** (PIA). The Spotlight includes resources for former service members with disabilities interested in exploring apprenticeship opportunities.

VETERANS EXPERIENCING HOUSING INSTABILITY

- **Apprenticeship may be a dependable career pathway**
 - The U.S Department of Labor's Veterans' Employment and Training Service (VETS) is reintegrating homeless veterans into the labor force with meaningful employment and stimulating the development of effective service delivery systems to address the complex problems facing homeless veterans. Meaningful employment is defined as open and competitive paid employment, and aligned with the homeless veteran’s aspirations, talents, and abilities. Employment provides a family with a sustaining wage or, at least, the minimum income necessary for a worker to meet his or her basic financial needs. **Learn more** about how apprenticeship helps Service Members and Veterans experiencing housing instability.

DISTANCE EDUCATION PLATFORM

The Continents States University aspires to serve all students and offer books free of charge. The Virtual Learning System (VLS) has all study materials, books, and required assignments. Students will not be required to buy any additional books or materials.

The Continents States University developed a customized version of the Moodle platform “MyCampus.” Moodle is a free, open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License. Developed on pedagogical principles, Moodle used blended learning, distance education, flipped classrooms, and other e-learning projects in schools, universities, workplaces, and other sectors worldwide. Moodle allows for extending and tailoring learning environments using community-sourced plugins.

All students enrolled at The Continents States University will be given usernames and passwords, instructions, and onboarding orientation to help them understand the requirements and the proper access methods to use “MyCampus.”

Students will check their academic calendar, take assignments and quizzes, and submit the discussions through the forum; they can build learning groups and private chat sessions and access other learning materials.

MyCampus platform supports the Single-Sign-On ability of all students, staff members, and faculty. Single sign-on is an authentication scheme that allows users to log in with a unique ID and password to several related yet independent software systems. It is often accomplished using the Lightweight Directory Access Protocol and storing LDAP databases on servers. The Continents States University will have administrator access to the platform and determine each member's access level. Using the Single-Sign-On feature will help students and faculty members eliminate or decrease the number of support tickets to reset passwords, having trouble logging in and connecting using the Workplace platform.

The Continents States University partnered with Meta Platforms, Inc. to offer all our community members access to the Meta Workplace platform; Workplace is an enterprise connectivity platform developed by Meta Platforms, Inc. It features tools like groups, instant messaging, and the News Feed. This platform also supports the Single-Sign-On feature and is available to all community members.

ONLINE SAFE COMMUNITY

The Continents States University website uses a Secure Sockets Layer SSL for online security purposes. Standard security technology establishes an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. The Continents States University follows Symantec's international website and browser encryption guidelines of Comodo & Geotrust.

PERSONALIZED LEARNING

Transitioning away from seat time in favor of a structure that creates flexibility allows students to progress as they demonstrate mastery of academic content, regardless of time, place, or pace of learning. Competency-based strategies provide flexibility to earn or award credit and provide students with personalized learning opportunities. These strategies include online and blended learning, dual enrollment and early college high schools, project-based, and community-based learning, and credit recovery. This knowledge leads to better student engagement because it is relevant to each student and tailored to their unique needs. It also leads to better student outcomes because of the pace of learning customized to each student. By enabling students to master skills at their own pace, competency-based learning systems help save time and money. Competency-based systems also create multiple pathways to graduation depending on the strategy pursued. Make better use of technology and support new staffing patterns that utilize teacher skills. Interests differently, take advantage of learning opportunities outside school hours and walls. Help identify opportunities to target interventions to meet student-specific learning needs. Each of these presents an opportunity to achieve greater efficiency and increase productivity.

STUDENT RECORDS

The school maintains all student evaluations, grades, and transcripts safely and is kept on file permanently and protected from fire, theft, and other perils.

COMMUNICATION METHODS

Faculty and staff members can reach out to prospective and current students via email and the students' portal for those who have access.

TELEPHONE CONSUMER PROTECTION ACT (TCPA)

I agree that for us to service our students or collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your profile, including wireless telephone numbers, which could result in charges. We/assigns may also contact you by sending text messages or emails using any email address you provide to us. Contact methods may include using prerecorded/artificial voice messages or an automatic dialing device, as applicable.

NOTIFICATION STATEMENT

The university shall use any possible form of notification when changes occur to the institution. Without private personal identification, information, policies, and other legal notices may be published online on the university website or other third-party platforms. All enrolled students must stay updated with our school catalog, regulations, and policies to satisfy their needs. Therefore, we encourage all students to subscribe and join our social media channels to stay updated. At the beginning of each year, we expect all students to check the newly released form of the university catalog to stay updated with the new changes.

INTERNATIONAL STUDENTS' DISCLAIMER

Students from overseas countries must comply with the same terms and conditions for The Continents States University, with no exceptions. Students enrolling in countries without recognized online education shall hold the university harmless and adhere to the same terms and conditions. The Continents States University shall not be responsible at any time in any country to be registered to operate as an online education, only where business conducted with a physical presence, registration, and authorization shall occur.

NUMBERING SYSTEM

The Continents States University uses the following alphanumeric system to identify all courses. Graduate program courses are pre-marked with three capital letters followed by four numbers. 5000 – 6999, as they refer to each course-related identification group.

Course Range	Course Level
5000-6999	Graduate Courses

COURSES CREDIT AWARD

Students will be granted four credit hours after completing any course successfully. Courses require prerequisites that are needed completion before enrolling in those courses. Lessons are conducted in order that they should be marked as complete. All students will access the full curriculum once they receive a certificate of acceptance.

STANDARDS OF AWARDING

- I. Master's Degree - A master's degree shall require a minimum of 36 semester hours beyond an accredited baccalaureate.
- II. MiniMaster - A graduate certificate shall require a minimum of 12 semester hours beyond an accredited baccalaureate.

One credit unit's successful completion is equivalent to the following total semester:

- One lecture credit = 15 hours of instructions and coursework.
- One internship/externship or practicum credit = 45 hours of hands-on experience.
- This final is 50 minutes in one full hour.

The number of study hours required to earn 3 credit hours per term in a course can vary based on factors such as the intensity of the course, the difficulty of the material, and the specific requirements of the program. However, I can provide a general guideline:

A standard credit hour is often equivalent to about 15 to 16 contact hours per semester. For a 4-week course, you might have around 12 to 15 equivalent sessions.

Assuming a standard distribution, you might spend around 3 to 4 hours per credit hour per week on studying and coursework outside of class time. This includes reading, assignments, and any additional preparation.

So, for a 3-credit-hour course in a 4-week period:

Total study hours per week: 3 credit hours * 3 to 4 hours per credit hour = 9 to 12 hours per week

Total study hours for the month: 9 to 12 hours per week * 4 weeks = 36 to 48 hours

Keep in mind that this is a general estimate, and actual study hours can vary based on the specific requirements of your course and your personal learning style. It's advisable to check the syllabus or contact the instructor for more precise information regarding the time commitment for your course at The Continents States University.

LANGUAGE OF INSTRUCTION

The Continents States University language of instruction is English. However, The university may partner with internationally accredited universities to deliver our mission locally. Graduation documents will include the language of education. For this reason, all students warned that **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

BUSINESS COOPERATION AGREEMENTS

The Continents States University is an authorized Pearson VUE “Certiport” testing center: The university is approved by Pearson VUE as an authorized testing center, delivering over 75 different types of professional certification exams. The university does not provide or teach those subjects offered by Pearson VUE. However, we only proctored those students taking these different exams, directly giving the proctoring information to Pearson VUE. The university does not have control over these subjects and does not award any related certificates or credits.

LIBRARY RESOURCES

The library and information resources provided by Henry Stewart Publications collection contains over 3,300 specially prepared, animated, online, audio-visual lectures by world leading authorities including Nobel Laureates. It is highly regarded by faculty, post-docs and other research staff, graduate students, and advanced undergraduates. It is constantly updated and extended. These resources are available to students as part of their educational journey at no additional cost.

STUDENT-UNIVERSITY RELATIONSHIP

This university catalog and enrollment agreement are considered contracts that bind the student to the university once students sign an enrollment agreement. All changes to this catalog will be effective upon notification to all students by all methods available to the university, including but not limited to social media, the university website, student portals, email notification, and student portals.

OPTIONAL PRACTICAL TRAINING

The university is an OPT provider for U.S. Citizenship and Immigration Services: The university supports USCIS Optional Practical Training applicants. Optional Practical Training (OPT) is temporary employment directly related to F-1 students in their major study area. Eligible students can apply for up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and after completing their academic studies (post-completion).

DEGREE STRUCTURE

Master's degree programs typically include a combination of major courses, core courses, and electives. The specific structure of a master's program can vary depending on the field of study and the policies of the department offering the program.

- **Core Courses:** Core courses require classes that cover fundamental concepts and principles relevant to the broader discipline or program. These courses are designed to provide a well-rounded education and ensure that all students in the program have a basic understanding of key topics. Core courses may be more general and applicable to a wider range of specializations within a field.
- **Major Courses (or Concentration Courses):** These are the courses directly related to your chosen field of study or major. They make up the core of your program and provide in-depth knowledge and skills in your specific area of interest.
- **Electives:** Elective courses offer students the flexibility to choose additional classes based on their personal interests, career goals, or a particular specialization within the broader field of study. Electives allow students to tailor their education to better suit their needs. They can choose from a list of approved elective courses or sometimes even take courses from other departments, depending on the program's policies.
- **Integrative Project:** Serve as comprehensive, culminating experiences in academic programs, requiring students to apply the knowledge and skills acquired throughout their studies to a real-world project or issue. Typically undertaken in the final year of a program, capstones often involve integration across disciplines, application of theoretical concepts to practical scenarios, independent research, project planning, and final presentation or defense. These projects aim to assess students' ability to synthesize their education and demonstrate their readiness for professional challenges within their field of study.

PROGRAMS OF STUDY

- The Master of Science in Business Administration.
- The Master of Arts in Organizational Leadership.
- The Master of Science in Healthcare Administration.
- MiniMaster in Business Management.
- MiniMaster in Global Leadership.
- MiniMaster in Medical Administration.

ALTERNATIVE ADMISSION

Students who do not hold a bachelor's degree but possess the necessary experience may substitute for their education with their professional background to enroll in an Executive MBA (EMBA) program. The EMBA is not a separate degree but offers a different admission pathway for those without a bachelor's degree.

PROGRAM TITLE: Business Administration

CREDENTIAL ISSUED: MASTER OF SCIENCE

TIME COMMITMENTS: 10 TERMS (52 WEEKS)

CREDITS: 36

The Continents States University built the Master of Science in Business Administration program for professionals looking to improve their careers by seeking employment in management positions, students looking to establish their businesses, or those seeking success in the business industry. The Master of Business Administration degree program will help students, entrepreneurs, and business owners advance their knowledge in a business environment, finance, economy, management, and marketing.

Besides, the Master of Science in Business Administration program's mission is to lead students and provide them with specific administrative or leadership positions in public and private institutions.

PROGRAM OBJECTIVES

Upon completion of the Master of Science in Business Administration program, students will:

- **Apply Advanced Business Strategies:** Utilize advanced strategies to address complex business challenges and drive organizational success.
- **Master Data-Driven Decision-Making:** Develop and apply quantitative analysis skills to inform data-driven decisions and optimize business performance.
- **Exhibit Leadership Excellence:** Cultivate and demonstrate exceptional leadership and management skills, preparing for roles as influential leaders in various business settings.
- **Specialize in Core Business Areas:** Gain expertise in critical areas such as marketing, accounting, and organizational behavior, enhancing their ability to innovate and lead in these domains.
- **Drive Strategic Initiatives:** Integrate theoretical knowledge with practical applications to conduct strategic analyses and implement effective business solutions.
- **Enhance Communication Proficiency:** Demonstrate superior verbal and written communication skills, essential for effective collaboration and leadership in the business world.
- **Foster Entrepreneurial Mindsets:** Develop entrepreneurial skills and mindsets, enabling them to successfully launch and manage their ventures or drive innovation within established organizations.
- **Leverage Global Perspectives:** Understand and apply global business perspectives, preparing to navigate and lead in an increasingly interconnected and diverse business environment.

MSBA PROGRAM FEATURES

- **100% Online Learning:** Access all course materials, lectures, and resources entirely online, providing the flexibility to study from anywhere in the world.
- **Competency-Based Education:** Progress through the program at your own pace by demonstrating mastery of course concepts and skills, allowing for a personalized learning experience.
- **Accelerated Completion:** Complete the program in just twelve months, enabling a quicker transition to advanced career opportunities and professional growth.
- **Practical and Relevant Curriculum:** Engage in coursework designed to address real-world business challenges, ensuring the skills and knowledge gained are immediately applicable in professional settings.
- **Experienced Faculty:** Learn from industry experts and seasoned professionals who bring a wealth of knowledge and practical insights to the virtual classroom.
- **Networking Opportunities:** Connect with a diverse cohort of peers and alumni, fostering valuable professional relationships and expanding your network within the business community.
- **Interactive Learning Environment:** Participate in dynamic and interactive online discussions, group projects, and case studies that enhance your learning experience and collaboration skills.
- **Career Advancement Support:** Benefit from dedicated career services, including resume building, interview preparation, and job placement assistance, to help you achieve your professional goals.
- **Affordable Tuition:** Take advantage of competitive tuition rates and flexible payment options, making advanced education accessible and affordable.

MSBA GRADUATES JOB OUTLOOK

- **Strong Job Growth in Management Positions:** According to the U.S. Bureau of Labor Statistics (BLS), management positions are expected to see solid growth, with an 8 percent increase in supervisory-level employment across all professions from 2016 to 2026, resulting in the creation of approximately 807,000 new jobs (Statistics, 2021). This growth underscores the rising demand for skilled business leaders and managers.
- **Diverse Career Opportunities:** MSBA graduates are well-prepared to excel in a variety of high-demand roles across multiple industries. Key positions include:
 - **Business Analyst**
 - **Project Manager**
 - **Operations Manager**
 - **Marketing Manager**
 - **Financial Analyst**

- **Human Resources Manager**
- **Consultant**
- **Pathway to Executive Leadership:** Longer-term career prospects for MSBA graduates include reaching Chief-Suite positions across various functional areas, such as:
 - **Chief Executive Officer (CEO)**
 - **Chief Financial Officer (CFO)**
 - **Chief Information Officer (CIO)**
 - **Chief Marketing Officer (CMO)**
- **Competitive Advantage:** The advanced skills and knowledge acquired through the MSBA program provide graduates with a competitive edge in the job market, enhancing their ability to secure leadership roles and drive organizational success.
- **Global Opportunities:** With the comprehensive understanding of global business practices and strategic management, MSBA graduates are equipped to pursue international career opportunities and excel in a diverse and interconnected business environment.

MSBA Required Core Courses (5 Courses)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - BUS 5210 Human Resources Management
5. 3 Credit Hours - BUS 5014 Strategic Management

MSBA REQUIRED MAJOR COURSES (3 COURSES)

1. 3 Credit Hours - BUS 5203 Marketing Management
2. 3 Credit Hours - BUS 5050 Managerial Accounting
3. 3 Credit Hours - BUS 5002 Operations Management
4. 3 Credit Hours - BUS 5120 Project Management

MSBA REQUIRED ELECTIVE COURSES (1 COURSE)

1. 3 Credit Hours - COM 5411 Public Relations
2. 3 Credit Hours - COM 5010 Human Communication
3. 3 Credit Hours - ECO 5010 International Trade
4. 3 Credit Hours - SER 5050 Leading in Customer Service

MSBA REQUIRED GRADUATION PROJECT

1. 9 Credit Hours - CSP 5700 Integrative Project

PROGRAM TITLE: ORGANIZATIONAL LEADERSHIP

CREDENTIAL ISSUED: MASTER OF ARTS

TIME COMMITMENTS: 10 TERMS (52 WEEKS)

CREDITS: 36

Today's small and large organizations enjoy multifaceted and immersive relationships with employees, customers, suppliers, and service vendors. A successful leader must improve the organization's results while responding to owners' needs and values. Those who purposely lead the arc of personal, organizational, and societal influences lay the foundations for success.

PROGRAM OBJECTIVES

Upon completion of the Master of Arts in Organizational Leadership program, students will:

- **Make Informed Financial Decisions:** Demonstrate proficiency in financial decision-making to ensure the economic viability and success of their organizations.
- **Cultivate Leadership Expertise:** Establish themselves as influential leaders by integrating leadership theory with practical skills and continuous self-development.
- **Master Multifaceted Skills:** Develop and maintain efficient strategies to handle a diverse range of skills and responsibilities simultaneously.
- **Drive Organizational Change:** Design and implement critical and innovative strategies to facilitate organizational change and promote sustainable growth.
- **Foster Motivated Leaders:** Cultivate and support the development of motivated and effective leadership within their teams and organizations.
- **Ethical Management of Complex Agendas:** Manage complex and subjective organizational agendas with a strong ethical foundation, ensuring integrity and trustworthiness in all actions.
- **Resolve Organizational Challenges:** Enhance their ability to manage, handle, and resolve multi-faceted issues within organizational structures, leading to improved organizational effectiveness and resilience.

MAOL PROGRAM FEATURES

- **100% Online Learning:** Access all course materials, lectures, and resources entirely online, providing the flexibility to study from anywhere in the world.
- **Competency-Based Education:** Progress through the program at your own pace by demonstrating mastery of course concepts and skills, allowing for a personalized learning experience.
- **Accelerated Completion:** Complete the program in just twelve months, enabling a quicker transition to advanced career opportunities and professional growth.
- **Practical and Relevant Curriculum:** Engage in coursework designed to address real-world leadership challenges, ensuring the skills and knowledge gained are immediately applicable in professional settings.
- **Experienced Faculty:** Learn from industry experts and seasoned professionals who bring a wealth of knowledge and practical insights to the virtual classroom.

- **Networking Opportunities:** Connect with a diverse cohort of peers and alumni, fostering valuable professional relationships and expanding your network within the leadership community.
- **Interactive Learning Environment:** Participate in dynamic and interactive online discussions, group projects, and case studies that enhance your learning experience and collaboration skills.
- **Career Advancement Support:** Benefit from dedicated career services, including resume building, interview preparation, and job placement assistance, to help you achieve your professional goals.
- **Affordable Tuition:** Take advantage of competitive tuition rates and flexible payment options, making advanced education accessible and affordable.

MAOL GRADUATES JOB OUTLOOK

- **Corporate Executive Leadership:** Graduates are well-prepared to excel in top executive roles such as:
 - **Chief Executive Officer (CEO)**
 - **Chief Financial Officer (CFO)**
 - **Department Director**
- **Success Management Leaders:** With advanced leadership training, graduates can thrive in roles focused on managing and driving success, including:
 - **Training Manager**
 - **Marketing Manager**
- **Organizational Consultants:** Graduates are equipped to provide expert advice and strategies in roles like:
 - **Management Analyst**
 - **Strategy Consultant**
- **Coaching Directors:** Those interested in personal and professional development can pursue careers such as:
 - **Life Coach**
 - **Executive Coach**

MAOL REQUIRED CORE COURSES (5 COURSES)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - BUS 5210 Human Resources Management
5. 3 Credit Hours - BUS 5014 Strategic Management

MAOL REQUIRED MAJOR COURSES (3 COURSES)

1. 3 Credit Hours - OCL 5050 Organizational Change and Leadership
2. 3 Credit Hours - BUS 5100 Negotiations and Conflict Management
3. 3 Credit Hours - OSR 5010 Organizational Strategy

4. 3 Credit Hours - MLM 5101 Multicultural Management

MAOL REQUIRED ELECTIVE COURSES (1 COURSE)

1. 3 Credit Hours - COM 5411 Public Relations
2. 3 Credit Hours - COM 5010 Human Communication
3. 3 Credit Hours - ECO 5010 International Trade
4. 3 Credit Hours - SER 5050 Leading in Customer Service

MAOL REQUIRED GRADUATION PROJECT

1. 9 Credit Hours - CSP 5800 Integrative Project

PROGRAM TITLE: HEALTHCARE ADMINISTRATION

CREDENTIAL ISSUED: MASTER OF SCIENCE

TIME COMMITMENTS: 10 TERMS (52 WEEKS)

CREDITS: 36

The Master of Science in Healthcare Administration prepares individuals to work with specific populations and communities and improve awareness, education, policy, and research. This degree differs from many other advanced master's degrees in management. It allows students to grow in a specific healthcare administration area, deal with healthcare administration policies and medical statistics problems, and graduate hands-on. The program will provide students with a more advanced understanding of the basic disciplines of healthcare administration requirements and the possibility of advancing knowledge in a specific domain.

PROGRAM OBJECTIVES

Upon completion of the Master of Science in Healthcare Administration program, students will:

- **Master Healthcare Administration:** Execute comprehensive healthcare administration knowledge to effectively manage and address healthcare policy issues.
- **Lead Evaluation and Development Programs:** Demonstrate the ability to design, implement, and maintain healthcare evaluation and development programs that improve patient outcomes and organizational efficiency.
- **Analyze Health Policies:** Critically analyze the quality and impact of health policy research and outcomes, applying this knowledge to influence policy development and improvement.
- **Utilize Quantitative Tools:** Apply quantitative tools and methodologies in evidence-based health policy analysis and evaluation to support data-driven decision-making.
- **Achieve Personal and Professional Goals:** Foster the identification and realization of individual students' unique personal and professional goals within the healthcare sector.
- **Implement Health Programs:** Execute competencies related to planning, implementing, and managing disease prevention programs and other public health initiatives.
- **Enhance Leadership Skills:** Prepare graduates to use advanced communication and administration skills to lead healthcare organizations and agencies in effective decision-making.

MSHA PROGRAM FEATURES

- **100% Online Learning:** Access all course materials, lectures, and resources entirely online, providing the flexibility to study from anywhere in the world.
- **Competency-Based Education:** Progress through the program at your own pace by demonstrating mastery of course concepts and skills, allowing for a personalized learning experience.

- **Accelerated Completion:** Complete the program in just twelve months, enabling a quicker transition to advanced career opportunities and professional growth.
- **Practical and Relevant Curriculum:** Engage in coursework designed to address real-world healthcare administration challenges, ensuring the skills and knowledge gained are immediately applicable in professional settings.
- **Experienced Faculty:** Learn from industry experts and seasoned professionals who bring a wealth of knowledge and practical insights to the virtual classroom.
- **Networking Opportunities:** Connect with a diverse cohort of peers and alumni, fostering valuable professional relationships and expanding your network within the healthcare community.
- **Interactive Learning Environment:** Participate in dynamic and interactive online discussions, group projects, and case studies that enhance your learning experience and collaboration skills.
- **Career Advancement Support:** Benefit from dedicated career services, including resume building, interview preparation, and job placement assistance, to help you achieve your professional goals.
- **Affordable Tuition:** Take advantage of competitive tuition rates and flexible payment options, making advanced education accessible and affordable.

MSHA GRADUATES JOB OUTLOOK

- **Rapid Employment Growth:** The U.S. Bureau of Labor Statistics (BLS) expects employment for medical and health services managers to grow by 18% over the next several years, creating around 250,000 new job openings for healthcare administration professionals.
- **Diverse Career Opportunities:** Graduates can pursue various high-demand roles in the healthcare sector, including:
 - **Healthcare Director**
 - **Biostatistician**
 - **Epidemiologist**
 - **Healthcare Administration Professor**
- **Leadership Roles:** With advanced skills in healthcare administration, graduates are well-prepared for leadership positions that influence policy and drive organizational success.

MSHA REQUIRED CORE COURSES (5 COURSES)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - BUS 5210 Human Resources Management
5. 3 Credit Hours - BUS 5014 Strategic Management

MSHA REQUIRED MAJOR COURSES (3 COURSES)

1. 3 Credit Hours - HCA 5010 Healthcare Administration
2. 3 Credit Hours - HQA 5050 Healthcare Quality Assurance
3. 3 Credit Hours - BIO 5010 Microbiology and Infection Control
4. 3 Credit Hours - HCA 5010 Healthcare Administration

MSHA REQUIRED ELECTIVE COURSES (1 COURSE)

1. 3 Credit Hours - COM 5411 Public Relations
2. 3 Credit Hours - COM 5010 Human Communication
3. 3 Credit Hours - ECO 5010 International Trade
4. 3 Credit Hours - SER 5050 Leading in Customer Service

MSHA REQUIRED GRADUATION PROJECT

1. 9 Credit Hours - CSP 5900 Integrative Project

PROGRAM TITLE: BUSINESS MANAGEMENT

CREDENTIAL ISSUED: MINIMASTER (GRADUATE CERTIFICATE)

TIME COMMITMENTS: 4 TERMS (20 WEEKS)

CREDITS: 12

Our MiniMaster: Business Essentials program allows successful professionals to retain their career path by effectively and strategically incorporating contemporary concepts and tactics. We will provide the tools you need to contribute as a self-assured thinking leader who understands today's fast-evolving business environment. Make valuable contributions to multi-functional teams and aid in developing company goals by utilizing your new knowledge.

PROGRAM OBJECTIVES

- Communicate with stakeholders using business jargon that reflects current success definitions and expectations.
- Manage your regular professional obligations while learning in a way that makes the most of your time constraints.
- Modernize your strategy and assume the position of a strategic thinker who can pose the proper inquiries and provide cutting-edge answers.
- Showcase significant contributions to modern organization, including recognizing problems and sharing possibilities across departments with various functions.

JOB OUTLOOK

- Growth of up to 5% by 2029 is faster than the average of 4% for all occupations (BLS, 2021).
- Update your formal education and professional experience with current business methods, such as strategic marketing, modern leadership, and company legal challenges.
- Learn from professionals who will translate new ideas from the classroom to practical implementation in a highly interactive atmosphere.
- Gain knowledge in a demanding academic setting at a university, earning credits that can be applied toward further education aspirations and a program certificate.

BMM REQUIRED CORE COURSES (5 COURSES)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - BUS 5203 Marketing Management

PROGRAM TITLE: GLOBAL LEADERSHIP

CREDENTIAL ISSUED: MINIMASTER (GRADUATE CERTIFICATE)

TIME COMMITMENTS: 4 TERMS (20 WEEKS)

CREDITS: 12

Students can advance their leadership careers with the MiniMaster in the global leadership program. Students have the chance to improve their communication and leadership abilities while learning about current topics and trends in leadership. The curriculum is taught by devoted, knowledgeable faculty members in managerial positions in the fields they teach.

PROGRAM OBJECTIVES

Graduates of this global leadership program have a good grasp of how to lead in a competitive marketplace and from its distinctive focus on leadership. You can also learn about organizational issues and creative solutions to such issues. Practical strategies for facilitating adult learning, organizational diagnosis, and transformation, and utilizing reflection and critical thought to solve problems effectively.

JOB OUTLOOK

- Corporate Executive Leadership Assistant.
- Nonprofit organization team leads.
- Organizations training director.
- Assistant Management Analyst.

GLM REQUIRED COURSES (5 COURSES)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - OCL 5050 Organizational Change and Leadership

PROGRAM TITLE: MEDICAL ADMINISTRATION

CREDENTIAL ISSUED: MINIMASTER (GRADUATE CERTIFICATE)

TIME COMMITMENTS: 4 TERMS (20 WEEKS)

CREDITS: 12

Programs are designed around three main pillars: equipping students with relevant knowledge, engaging students in the solution of actual societal and business problems and facilitating the transfer of knowledge among students through interaction with teachers and the business community. These pillars provide a solid basis for transforming students into tomorrow's leaders and guaranteeing a broad knowledge base pertinent to the current business environment.

PROGRAM OBJECTIVES

- Students can style complete, succinct paper relevant to medical administration.
- Prepare and appropriately give a comprehensive, succinct presentation about that topic.
- Students should be able to recognize, evaluate, and recommend a course of action in unstructured management challenges.
- They should also be able to consider their options, justify their suggestions, and devise alternate solutions.
- Students can defend their moral convictions, advance to a more advanced, sophisticated, or mature level of moral reasoning, and put it into practice.

JOB OUTLOOK

The duties of a medical administrator vary depending on several criteria, including the facility they work for and the size of their team. However, the following might be typical job responsibilities, including maintaining the institution's records, tracking office and medical supplies, keeping track of spending, and suggesting cost-cutting measures are all part of hiring and training staff.

MAM REQUIRED CORE COURSES (5 COURSES)

1. 3 Credit Hours - BUS 5010 Business Management
2. 3 Credit Hours - BUS 5101 Corporate Communication
3. 3 Credit Hours - BUS 5051 Business Law and Ethics
4. 3 Credit Hours - HCA 5010 Healthcare Administration

COURSES DESCRIPTION

HCS 5040 Healthcare Statistics

In this course, students will research superior statistical techniques tailor-made to healthcare contexts. They will discover subjects which include hypothesis trying out implemented to scientific trials, regression evaluation for predictive modeling of affected person consequences, and time series evaluation to apprehend healthcare trends. Practical exercises will raise awareness on reading electronic fitness records and clinical datasets. By the course ends, students will possess the abilities to conduct strong statistical analyses, interpret findings, and make a contribution to proof-based totally choice-making in healthcare settings.

BIO 5010 Microbiology and Infection Control

In this course, students will analyze microbiological standards essential for contamination manipulation. They will delve into the molecular mechanisms of pathogenicity, current diagnostic strategies like PCR and sequencing, and improvements in vaccine improvement. Practical sessions will emphasize implementing infection control protocols, including designing isolation strategies and conducting microbial surveillance. By course completion, students will emerge adept at figuring out pathogens, enforcing contamination prevention strategies, and safeguarding affected person protection in healthcare environments.

COM 5411 Public Relations

In this course, students will examine strategic verbal exchange skills important for organizational popularity control. They will craft crisis verbal exchange plans, execute media relations techniques, and navigate social media crises. Ethical concerns in shaping public notion might be emphasized, alongside techniques for stakeholder engagement. By learning those abilities, students can be prepared to guide powerful PR campaigns, maintain organizational credibility, and manipulate reputational dangers proactively.

BUS 5100 Negotiations and Conflict Management

In this course, students will examine negotiation concepts and battle resolution strategies. Through simulations, they will practice integrative bargaining techniques and mediation capabilities to remedy disputes amicably. Emphasis will be placed on knowledge of cultural influences on negotiation patterns and making use of principled negotiation ideas. By the course ends, students will possess the knowledge to navigate complicated negotiations, foster collaboration, and mitigate conflicts throughout numerous settings.

ECO 5010 International Trade

In this course, students will learn about analyzing the complexities of global commerce, that specialize in trade policy evaluation and market get right of entry to strategies. They will delve into alternate agreements, tariff structures, and non-tariff boundaries shaping international markets. Through case research, they'll analyze the effect of alternate liberalization on monetary development and verify the effectiveness of exchange remedies. By the course ends, students will possess the analytical gear to navigate worldwide change dynamics and devise techniques for sustainable international enterprise increase.

COM 5010 Human Communication

In this course, students will study interpersonal communication across numerous contexts. They will dissect nonverbal cues, refine active listening skills, and grasp strategies for effective battle resolution. Through function-playing physical activities, they will broaden assertiveness and negotiation talents vital for professional achievement. Cultural competency and inclusivity may be emphasized to foster communicate in multicultural environments. By the end of the course, students will grow to be adept communicators able to navigate complicated interpersonal dynamics with confidence.

SER 5050 Leading in Customer Service

In this course, students will learn how to cultivate a patron-centric organizational subculture. They will broaden techniques for delivering awesome providers, dealing with customer expectancies, and resolving provider failures. Emphasis can be located on leveraging technology to enhance client experiences and reading patron remarks to force improvements. By the course ends, students might be equipped to lead groups in delivering extraordinary customer service, fostering loyalty, and riding enterprise boom.

BUS 5120 Project Management

In this course, students will learn comprehensive schooling in assignment planning, execution, and management. They will broaden project charters, create work breakdown systems, and allocate sources successfully. Special attention could be given to hazard control strategies and stakeholder communication strategies to make certain challenge fulfillment. By the course ends, students will possess the competencies to guide goal-purpose teams, mitigate project risks, and deliver initiatives on time and within price range.

BUS 5210 Human Resources Management

In this course, students will discover ways to optimize workforce productivity and engagement. They will discover skills acquisition techniques, overall performance control structures, and worker development projects. Legal compliance and moral considerations in HR decision-making might be emphasized. Through case studies, students will examine HR challenges and devise solutions aligned to organizational goals. By the course ends, students will be prepared to lead HR features, foster inclusive places of work, and pressure organizational fulfillment via effective human control.

BUS 5014 Strategic Management

In this course, students will study a holistic approach to organizational making plans and execution. They will behavior SWOT analyses, formulate competitive strategies, and increase strategic implementation plans. They will explore organizational systems conducive to innovation and change management strategies to navigate dynamic business environments. Through simulations, students will follow strategic frameworks to actual-global situations, honing their selection-making skills. By the course ends, students could be adept at crafting and executing strategies that drive organizational success and sustainability.

BUS 5002 Operations Management

In this course, students will learn to optimize organizational approaches to enhance efficiency and effectiveness. They will examine lean management standards, delivery chain optimization strategies, and high-quality manipulation methodologies. They will discover the function of technology in streamlining operations and mitigating supply chain dangers. Through case studies, students will analyze operational challenges and devise answers to improve organizational overall performance. By course completion, students will own the skills to pressure operational excellence, reduce fees, and deliver price to stakeholders.

BUS 5051 Business Law and Ethics

In this course, students will learn about legal and ethical considerations in business operations. They will examine agreement regulation, intellectual assets rights, and company governance concepts. Emphasis will be positioned on moral decision-making frameworks and company social responsibility practices. Through case studies, students will analyze moral dilemmas and expand strategies to sell integrity and compliance inside businesses. By the end of the course, students could be prepared to navigate complex criminal landscapes and foster moral cultures conducive to lengthy-time period organizational fulfillment.

BUS 5101 Corporate Communication

In this course, students will learn about building and maintaining positive organizational reputations through effective communication strategies. They will increase disaster conversation plans, craft compelling narratives, and leverage virtual media systems to engage stakeholders. Emphasis may be positioned on aligning communicate efforts with organizational targets and fostering transparency and authenticity in messaging. Through practical exercises, students will refine their communication skills and develop techniques to enhance organizational credibility. By the end of the course, students could be equipped to steer company communication initiatives that pressure stakeholder engagement and help organizational dreams.

BUS 5050 Managerial Accounting

In this course, students will learn to analyze financial data and support managerial decision-making. They will learn fee-volume-earnings evaluation, budgeting strategies, and overall performance measurement metrics. Emphasis might be located on using accounting records to assess commercial enterprise performance and inform strategic choices. Through case research, students will practice managerial accounting principles to real-world scenarios, honing their analytical capabilities. By the course ends, students will have the knowledge to pressure organizational efficiency and profitability via knowledgeable financial management.

BUS 5203 Marketing Management

In this course, students will learn about creating and delivering value to customers. They will develop marketing plans, behavior marketplace studies, and layout incorporated advertising and marketing campaigns. Emphasis will be located on digital marketing techniques and leveraging statistics analytics to optimize advertising performance. Through case studies, students will examine client behavior and market trends to broaden progressive advertising strategies. By course end, students will have the abilities to power brand focus, customer engagement, and sales growth through powerful marketing control.

BUS 5010 Business Management

In this course, students will learn about organizational leadership and operations. They will learn to increase enterprise plans, allocate sources effectively, and lead groups to achieve organizational goals. Emphasis could be placed on strategic questioning, alternate management, and fostering innovation inside companies. Through case research, students will examine control of demanding situations and broaden solutions to pressure organizational success. By the course ends, students will possess the talents to lead groups through complex enterprise environments and attain sustainable increase.

OSR 5010 Organizational Strategy

In this course, students will learn to develop and implement strategic plans that drive organizational success. They will discover ways to behavior environmental scans, examine competitive landscapes, and formulate strategic targets. Emphasis can be located on aligning organizational desires with strategic projects and fostering a tradition of innovation and flexibility. Through simulations, students will practice strategic frameworks to actual-international eventualities, honing their choice-making abilities. By the course ends, students will have the information to guide organizational alternate and acquire sustainable competitive advantage.

MLM 5101 Multicultural Management

In this course, students will learn about various cultural differences and their impact on management practices in diverse workplaces. They will explore subjects along with cultural intelligence, move-cultural communication, international management, diversity, and inclusion. Through case studies and interactive discussions, students will examine the demanding situations and opportunities of leading and handling multicultural groups. Emphasis will be positioned on developing essential multicultural management talents, which includes adapting verbal exchange styles, creating an inclusive place of work cultures, and fostering pass-cultural collaboration. By the course ends, students will be well-ready to steer and control groups effectively in multicultural environments, leveraging cultural range to force innovation and business fulfillment.

OCL 5050 Organizational Change and Leadership

In this course, students will delve into the intricacies of leading organizational change effectively. They will discover methodologies for diagnosing organizational problems, designing intervention techniques, and enforcing alternate tasks. Through in-depth case studies and interactive sports, students will hone their leadership abilities to articulate a compelling vision, foster stakeholder engagement, and navigate resistance to alternate. Emphasis could be placed on cultivating a way of life that embraces innovation, adaptability, and non-stop improvement. By the course ends, students will have the knowledge and competencies required to force sustainable organizational change and foster a way of life conducive to lengthy-term success.

HQA 5050 Healthcare Quality Assurance

In this course, students will acquire specialized expertise in ensuring and enhancing the quality of healthcare delivery. They will look at affected person's protection ideas, high-quality management methodologies, and regulatory compliance requirements. Through fingers-on sports and actual-world case research, students will expand their skill ability in evaluating healthcare systems and strategies to optimize patient care first-rate and safety. By the end of the course, students will be talented in enforcing performance improvement tasks, establishing standard protocols, and using non-stop great enhancement to improve fitness consequences for sufferers.

HCA 5010 Healthcare Administration

In this course, students will immerse themselves in the strategic management and administration of healthcare organizations. They will analyze key components of healthcare operations, monetary control, regulatory compliance, and coverage development. They will discover the legal and ethical frameworks guiding healthcare management, alongside the results of healthcare regulations at numerous levels of governance. By the end of the course, students might be equipped to lead healthcare groups correctly, navigate complicated regulatory landscapes, and power transformative organizational exchange to satisfy evolving healthcare desires.

CSP 5700, 5800, and 5900 Integrative Project

This course is designed to provide students with the opportunity to synthesize knowledge and skills acquired across various disciplines within the master's degree program. The Integrative Project challenges students to engage in a comprehensive analysis of complex issues, encouraging the application of theoretical and practical insights from different areas of study inside a simulation project.

USE OF INFORMATION

The information contained in this catalog supersedes any details found on the website or communicated via email. It is the responsibility of students to consult this catalog before commencing any term. All information published in this catalog is considered final.

ACTIVE AS OF

This version of the university catalog, as well as any future editions, takes precedence over all previous catalogs. It is the responsibility of the students to remain updated about any changes that may occur in this catalog. Effective upon publication.

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