



# SCHOOL OF BUSINESS & ECONOMICS

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CONCORDIA UNIVERSITY IRVINE

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## I. About Concordia University Irvine

### i. Concordia University Irvine facts

*Religious affiliation:* Lutheran Church Missouri Synod (LCMS).

*Founding year and location:* 1976, Irvine, California.

*Campus location:* 1530 Concordia West, Irvine, California, in the heart of the diverse Orange County, conveniently located minutes from the beaches, short distance from the mountains and deserts.

*Number of schools:* six (6) and they are (1) Christ College, (2) School of Arts and Sciences, (3) School of Business and Economics, (4) School of Education, (5) School of Health & Human Sciences, (6) Townsend Institute.

*Current enrollment:* nearly 5,000 students on campus and online.

*Faculty:* 132 full time faculty, with student/faculty ratio at 15:1. Seventy-three point three percent (73.3%) of the full time faculty hold Ph.D. or other terminal degrees.

*Alumni:* over 25,000 worldwide.

*Ranking:* Ranked nationally among the “Top Performers on Social Mobility” universities by U.S. News & World Report.

### ii. The Mission of Concordia University Irvine

Concordia University, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

### iii. Concordia University Irvine’s Accreditation Body



Concordia University Irvine is fully accredited by WASC [Senior College and University Commission](#) (ASCUC), one of six regional bodies that supervise accreditation for colleges and universities throughout the United States.

### iv. CUI values

Gospel-centered, faithfully relevant, sustainably excellent, courageously loving, relentlessly hopeful.

## II. About School of Business & Economics (SoBE)

### i. **Basic facts about SoBE**

The School of Business & Economics serves several populations of learners. Traditional undergraduate students may enroll in the business program offering majors and minors in business. Graduate students may enroll in the MBA or MBAS program.

SoBE offers ten (10) undergraduate majors and seven (7) undergraduate minors. It is one of the five schools at Concordia University, Irvine that boasts the largest student enrollment, at approximately 400 students.

SoBE takes great pride in its diverse team of faculty, the majority of whom are concurrent professionals in their fields of expertise. The SoBE faculty skillfully bridges the theories and the field practices, inspiring and challenging the learners to be ethical, creative and growth-minded when it comes to practical implementations.

### ii. **SoBE's accreditation body**

The MBA/MBAS program in School of Business & Economics at Concordia



University Irvine is accredited by the International Accreditation Council for Business Education (IACBE), and has affirmed its commitment to excellence in business education.

### iii. **SoBE's mission**

Delivering leaders of character shaped by Christian faculty for the global economy.

### iv. **SoBE's vision**

The vision of the School of Business & Economics is to be recognized as a leader in Business Education, serving the Orange County region. The School of Business & Economics also aspires to be one of the top ten Christian Business Schools in the United States.

### III. The MBA/MBAS Programs

Currently there are two graduate-level programs at SoBE: Master of Arts in Business Administration (MBA) and Master of Arts in Business Administration with the concentration in Sports Business program (MBAS).

**i. MBA Program Purpose Statement**

The MBA program aims to develop skillful, wise and practical leaders who add value to the professional business community.

**ii. MBAS Program Purpose Statement**

The MBA Sports Business program aims to develop skillful, wise, practical leaders who add value to the professional sports business community while serving as ethical leaders grounded in biblical principles.

**iii. What Does the MBA/MBAS Program Prepare the Graduates for?**

- a. Personal and professional growth skills and opportunities
- b. Networking and interpersonal skills
- c. Business ethics and social responsibility
- d. Marketing & sales
- e. Finance & accounting
- f. Entrepreneurship
- g. Business strategy
- h. Leadership & management

**iv. What are Some of the Benefits of Joining the MBA/MBAS Program?**

- a. Explore & refine personal and professional talents
- b. Be poised for leadership positions in various industries
- c. Be well-rounded in business education
- d. Know how to tackle complex business challenges
- e. Know how to drive innovation
- f. Know how to make strategic decisions in a dynamic and global business environment
- g. Make positive impact in the various communities you are part of

**v. How Many Units Do I Need to Take to Graduate?**

a. The MBA Program is comprised of the following units:

Core courses: 5 x 4 units/each = 20 units

Elective courses: 8 x 2 units/each = 16 units

Capstone: 4 units

} **Total: 40 units**

b. The MBAS Program is comprised of the following units:

MBA Core courses: 5 x 4 units/each = 20 units

MBAS Core courses: 5 x 2 units/each = 10 units

MBAS Elective courses: 3 x 2 units/each = 6 units

Capstone: 4 units

Total: 40 units

**vi. What courses do I need to take to graduate?**

a. The [MBA Program Courses](#):

Five (5) MBA Core Courses (4 units/each):

MBA 603 Management

MBA 604 Accounting

MBA 605 Marketing

MBA 606 Finance

MBA 607 Strategic Management

Eight (8) MBA Elective Courses (2 units/each)

MBA Capstone Course (4 units/each)

b. The [MBAS Program Courses](#):

Five (5) MBA Core Courses (4 units/each):

MBA 603 Management

MBA 604 Accounting

MBA 605 Marketing

MBA 606 Finance

MBA 607 Strategic Management

Five (5) MBAS Core Courses (2 units/each)

Three (3) MBAS Elective Courses (2 units/each)

MBAS Capstone Course (4 units/each)

**vii. Which MBA/MBAS courses have prerequisites? What are they?**

a. MBA 606 Finance: successful completion of MBA 604 and a college/graduate level of an Economics course with a grade of B or better or MBA 632/MBA 635.

b. MBAS 612 Fiscal Management in Sports Business (this is applicable only to the MBAS students): successful completion of MBA 606.

c. MBA 607 Strategic Management: successful completion of the first 4 MBA core courses of MBA 603, MBA 604, MBA 605 and MBA 606.

d. MBA696 Capstone Business Plan: successful completion of all the 5 MBA core courses plus a minimum of 4 MBA elective courses.

e. MBAS 696 Capstone Business Plan: successful completion of all the 5 MBA core courses & all of the five MBAS core courses.

**viii. How Does the MBA/MBAS Capstone Project work?**

a. You can choose to take the Capstone course towards the very end of your MBA/MBAS journey or as soon as you complete all the MBA core courses and at least four (4) of the MBA elective courses. For the MBAS students, you would



be eligible for the Capstone business plan course as soon as you complete all of the five (5) MBA core courses and all of the five (5) MBAS core courses.

- b. Your capstone project will be a business plan.
  - c. The Capstone course is the only course in the MBA/MBAS program that runs the entire semester (not a 7-week term).
  - d. You are encouraged to start thinking about what you'd like to work on your Capstone business plan as soon as you are accepted into the MBA/MBAS program. Capstone Business Plans are the core documents used to formulate, develop and communicate new business opportunities. You can develop one of the following for your business plan:
    - (1) comprehensive proposal of an original idea of a product or service,
    - (2) funding proposal for an entrepreneurial venture,
    - (3) new product line or business venture within an existing organization.
  - e. Your Capstone professor will guide you through the process one step at a time.
  - f. In the rare case you'd need another semester to complete the Capstone project, you have the option to register for a Capstone extension course with a fee of \$1,000 and with the written permission from the Capstone professor.
  - g. If you do not pass the original Capstone course within two consecutive semesters (including summer) through the use of extensions, you will receive a non-passing grade. If such is the case, you may repeat the Capstone course one additional time only with NO Extensions.
- ix. **How much does it normally cost to complete the Program?**  
The total estimate costs within a 24-month completion time is: \$950/unit x 40 units=\$38,000 plus textbooks, graduation application fees and Peregrine exam fees, with a total estimate at \$40,000.
- x. **Can my employer help pay for my tuition?**  
Yes, please check with your employer's Human Resources department for your employee benefits regarding advance study.
- xi. **How is the Program structured?**  
The MBA/MBAS follows the University's trimester schedule: Fall, Spring & Summer. Within each semester, there are two 7-week MBA/MBAS terms. For example, within the Fall semester, there will be Fall term 1 that lasts 7 weeks, followed by a one-week break before Fall term 2 starts that lasts another 7 weeks.
- xii. **How soon can I complete the Program?**  
Students can complete the MBA program as quickly as 12 months with the majority completing the program in 16-24 months. Students in the MBAS program are expected to graduate in 24 months.

**xiii. Who are the professors teaching in the Program?**

The MBA/MBAS professors are not just academic professionals but industry experts/practitioners in their respective fields. Theories, practical knowledge and skills are seamlessly integrated in each of the MBA/MBAS class.

## IV. How to Apply for the MBA/MBAS Program?

### i. What are the admissions requirements for domestic US applicants?

- a. Hold a bachelor's degree from a regionally accredited college or university. If the degree awarded is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from an approved international credential evaluation company (see Graduate Admissions for list) that shows the equivalent of a regionally accredited, U.S. degree. IERF and WES are Concordia's preferred evaluation companies. Transcripts must be received in an official SEALED envelope, or via certified e-transcripts from the above-mentioned third-party translators.

*Please note: a translation report does not substitute for an evaluation report.*

- b. Submit an Application for Admission and a non-refundable application fee of \$50 to the Graduate Admissions office.
- c. Provide all relevant official transcripts for review by Graduate Admissions. Transcripts must be received in an official SEALED envelope, or via official e-transcript services.
- d. Submit a one-page (500 word minimum) typewritten essay (statement of intent) on why the applicant is pursuing an MBA or MBAS.
- e. Submit a current resume or curriculum vitae.
- f. Submit two current letters of recommendation. References should comment on competence and effectiveness in professional work, personal character as well as academic proficiency (provided form preferred).
- g. Current employment is strongly preferred as the program focuses on practical business applications. If a student is not employed upon entering the program, meaningful work must be obtained within the first semester. Meaningful work experience may serve as artifacts.
- h. Interview with the Graduate Admissions Counselor.

### ii. What are the admissions requirements for international applicants?

- a. Hold a bachelor's degree from a regionally accredited college or university or international equivalent (see B).
- b. Provide all relevant official transcripts for review by Graduate Admissions. If the degree awarded is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from an approved international credential evaluation company (see Graduate Admissions for list) that shows the equivalent of a regionally accredited, U.S. degree. IERF and WES are Concordia's preferred evaluation companies. Transcripts must be received in an official SEALED envelope, or via certified e-transcripts from the above mentioned third-party translators. Please note: a translation report does not substitute for an evaluation report.
- c. Submit documents for I-20 and visa requirements, e.g., copy of passport.
- d. If an international student has an undergraduate degree from an English-speaking university, a TOEFL is not required. A TOEFL or IELTS is required, if the international student has an undergraduate degree from a non-English speaking university: TOEFL - 88 or higher, IELTS – 7.0 or higher. Official test scores must be mailed to Graduate Admissions at CUI directly from the test company.

- e. Submit Affidavit of Financial Support (CUI Form).
- f. Submit Bank Statement (Less than 6 months old).
- g. Submit an International MBA Application for Admission and a non-refundable application fee of \$150 to the Graduate Admissions office.
- h. Submit a one-page (500 word minimum), typewritten essay (statement of intent) on why the applicant is pursuing an MBA or MBAS.
- i. Submit a current resume or curriculum vitae.
- j. Submit two current letters of recommendation. References should comment on competence and effectiveness in professional work, personal character as well as academic proficiency (provided form preferred).
- k. Current employment is strongly preferred as the program focuses on practical business applications. If a student is not employed upon entering the program, meaningful work must be obtained within the first semester. Meaningful work experience may serve as artifacts.
- l. Interview with the Graduate Admissions Counselor.

**iii. Do I need to be a Christian believer to apply for the Program?**

While all faculty and staff working at Concordia are Christian believers, Concordia welcomes applicants of all or no faith backgrounds to apply for our programs.

**iv. How to apply for the Program?**

Start and submit your application at [www.cui.edu/apply](http://www.cui.edu/apply). For more information, please contact the Graduate Admissions office at 949-214-3254 or [gradadmissions@cui.edu](mailto:gradadmissions@cui.edu).

**v. What to expect after I complete my application?**

Our admissions counselor will reach out to schedule an in-person or online interview with you to determine further our program is best aligned with your plans and goals.

## V. What Is the Acceptance Process?

### i. **What are the acceptance criteria?**

Applicants are expected to provide evidence of their ability to achieve success in a graduate business program. Areas of measurement include, but are not limited to:

- a. Success as an undergraduate student demonstrated by continuous improvement in his or her academic performance. A cumulative GPA of 2.75 or better (4.0 scale) in all previous college work meets this requirement.
- b. Success as a member of the business community demonstrated by continuous growth in job title and responsibility, and/or current employment in a project based position.
- c. Success as a responsible and contributing member of society.
- d. Success as demonstrated by moral and ethical leadership.

### ii. **How do I know if I am accepted into the Program?**

Once you are accepted, you'd receive an email acceptance from the admissions counselor. In your acceptance letter, there will be additional details on what to expect next.

### iii. **How does conditional acceptance work?**

Applicants may be granted Conditional Acceptance into the MBA or the MBAS Program in three cases:

- a. Applicant's GPA is lower than 2.75:  
Applicants with less than a 2.75 GPA are required to submit a petition letter. The candidate must complete a semester with a GPA of 3.0 or greater to be granted full acceptance. Upon successfully (minimum GPA of 3.0) completing the first semester, student must notify the MBA & MBAS Academic Advisor and the Graduate Financial Aid office to ensure continued federal student loan eligibility and timely release of financial aid.
- b. The applicant has not received the official transcripts confirming his/her successful completion of a bachelor's degree.
- c. If applicant is not currently employed, meaningful work must be obtained by the end of two consecutive 7-week terms.

*Please be aware that conditional acceptance will not convert to full acceptance status unless, and until, the terms for awarding full admission have been met.*

## VI. How to Prepare for the Program after I Get Accepted?

- i. **What to expect when I am accepted into the program?**

Your academic advisor will be notified when you are accepted into the program. Your academic advisor will reach out to you via email with detailed information on what to expect next and how to move forward, including but not limited to additional program information, scheduling a one-on-one meeting with you to discuss your graduation plan, job requirements of all students, how to access different resources and tips on how to succeed at your MBA program.
- ii. **Am I required to take a job while being a student in the program?**

Yes, to enhance the learning, each student is required to take on a job (full time or part-time) while being a student in the program. Your job will help integrate your learning in the classroom with what takes place in the real workplace, laying a solid foundation for your knowledge acquisition and skill building for your career development and growth.

If you are an international student, please seek further guidance from our [Moon International Student Center](#) to secure the necessary employment documents to work in the country as an international student.
- iii. **How to register for the classes?**

At your meeting with the academic advisor, you will learn when and how to register for the classes for the coming semester. It is important to plan before the registration opens to secure the spots in the classes you would like to take.

Instructions on how to register and waitlist for classes can also be found in Appendix A.
- iv. **What support will I receive as a student in the program?**

You will receive academic support from your course professors, academic counsel from the program team, additional professional guidance from your illuminator(mentor) and logistical support from other offices at the University. We encourage you to make good use of the resources available to you during your MBA journey with us.
- v. **When should I start thinking about my Capstone Project?**

Your academic advisor normally will encourage you to start thinking about your Capstone business plan during your first meeting after you are accepted into the program. If additional discussion is needed, please [book an appointment](#) with your academic advisor.

## VII. How Does the Illuminating Mentorship Program (IMP) Work?

- i. **Am I required to participate in the IMP?**  
Yes, each MBA and MBAS student is required to participate in the IMP.
- ii. **How long do I need to participate in the IMP?**  
You must participate in the IMP for the first two full semesters, or four 7-week terms.
- iii. **What do I need to do before I get matched with my Illuminator?**
  - a. Complete the [IMP interest survey](#) so we'd know your preferred professional fields that are best aligned with your Illuminator.
  - b. Register for the classes in the term you'd start the MBA/MBAS program.

iv. **When do I start the IMP?**

Please see below for your IMP starting semester.

<i>MBA Entering Semester</i>	<i>MBA Entering Term</i>	<i>IMP Entering Term</i>
<i>Spring (January)</i>	<i>Term 1</i>	<i>Spring Term 1</i>
	<i>Term 2</i>	<i>Fall Term 1</i>
<i>Summer (May)</i>	<i>Term 1</i>	<i>Fall Term 1</i>
	<i>Term 2</i>	<i>Fall Term 1</i>
<i>Fall (August)</i>	<i>Term 1</i>	<i>Fall Term 1</i>
	<i>Term 2</i>	<i>Spring Term 1</i>

- v. **How do I know who'd be my Illuminator?**  
Dr. Tim Peters, our IMP Coordinator, will notify you via email introducing you to your Illuminator. Dr. Peters can be reached at [Tim.Peters@cui.edu](mailto:Tim.Peters@cui.edu).
- vi. **How do I interact with my Illuminator?**  
As the Student (mentee), you are expected to take the initiative to reach out to your Illuminator to schedule meetings, calls or/and other pertinent professional activities.
- vii. **How often am I expected to work with my Illuminator?**  
A minimum of five (5) meetings during each 15-week semester or a minimum of 10 meetings during the two required 15-week semesters, averaging one meeting every three weeks.
- viii. **Whom to contact if I have any questions regarding the IMP?**  
Dr. Peters, our IMP Coordinator at [Tim.Peters@cui.edu](mailto:Tim.Peters@cui.edu).
- ix. **Can I have my own Illuminator?**  
Yes. If you have your own Illuminator to work with, you will need to contact Dr. Peters at [Tim.Peters@cui.edu](mailto:Tim.Peters@cui.edu) as soon as you are accepted into the MBA program. Here are the steps:
  - a. Share your Illuminator's contact info with Dr. Peters so he can reach out and make sure your Illuminator understands our IMP process and expectations;
  - b. Let your Illuminator that Dr. Peters will be in touch with him/her.

c. Wait to receive confirmation from Dr. Peters that you could work with your Illuminator to complete the IMP requirement.

x. **What if my Illuminator is not responsive to my communication?**

If such is the case, please let Dr. Peters know without delay.

xi. **Whom to contact if I need additional support to make the best use of this program?**

Our IMP Coordinator Dr. Tim Peters [Tim.Peters@cui.edu](mailto:Tim.Peters@cui.edu) or/and [Yi.Schuler@cui.edu](mailto:Yi.Schuler@cui.edu).



## VIII. Anything Else I Should be Aware of as a Student?

- i. **Where can I locate the graduate catalog?**  
You can access the graduate catalog via [this link](#).
- ii. **Do I have to use my Concordia email when I am in the program?**  
Yes, upon acceptance into the MBA program, you will receive an email from our IT office to your email on file with us. The email contains information on your Concordia email address and how to reset up your password. You must use the assigned CUI Eagles e-mail account for all communication between Concordia faculty, staff, and fellow students. Concordia email is powered by Gmail and we ask our students to add the Concordia email to your device for ready access.
- iii. **What is Concordia University Irvine's phone/tablet application?**  
Upon acceptance into the MBA program, students are encouraged to download MyCUI from their App Store on their mobile device to access student resources and communicate with professors, peer students and supporting offices. Alternatively, students can access the said application via a web browser at [www.my.cui.edu](http://www.my.cui.edu).
- iv. **What if I change my mind about a registered course?**  
If you would like to drop from a registered course, be sure to follow the course drop/withdrawal deadlines listed on your academic calendar, accessible via the [Registrar's website](#). If, for any reason, you are unable to drop the class on your own, please contact your academic advisor for assistance as soon as you decide to drop the class.
- v. **What should I do if I must miss a class session due to emergency?**  
Each MBA/MBAS term runs for seven (7) weeks and each class you are in meets once a week. Given the rigor of the course structure, missing one class session may lead to failure in the class. However, in the case of an emergency, please reach out to your course professor without delay explaining your emergency and inquiring about options to possibly make up for the class session you would miss. Please make sure you receive confirmation from your course professor that your absence can be accommodated.
- vi. **How do I check my program progress?**  
You can use [DegreeWorks](#) to check your program progress on the courses you have completed, grades you have earned, courses you are in and courses you would need to complete your degree requirements. Your login to DegreeWorks is the same as your other Concordia logins.
- vii. **When do I apply for graduation?**  
Graduation application is linked to MBA 696 Capstone course. Once you are registered in the Capstone course, you will be prompted to apply for graduation via your student account. Be sure to apply for graduation by the deadline listed on the academic calendar accessible via the [Registrar's website](#). You can direct any of your graduation and commencement related questions to our graduation team at [graduation@cui.edu](mailto:graduation@cui.edu).

## IX. What to Expect When I Complete the Program?

**i. How often does commencement take place at Concordia?**

You can complete the program requirements and graduate in Spring, Summer and Fall. At Concordia University, Irvine, there will be two commencement events each year: at the end of the Spring semester in early May or at the end of the Fall semester in December.

If you complete the program requirements in Summer, you can participate in the commencement in Fall. For details on graduation and commencement, please contact our graduation team at [graduation@cui.edu](mailto:graduation@cui.edu) or visit our website at [www.cui.edu/registrar](http://www.cui.edu/registrar).

**ii. After graduation, when will I receive my diploma?**

Typically, you will receive your diploma in the mail six weeks after your degree is posted. Please make sure your mailing address with us is up to date. If not, please log into your student account to update it so you can receive your diploma timely.

**iii. What alumni support will I receive?**

Our alumni office sends out periodical communications by mail or email to all of our alumni about the campus updates. Many of our alumni choose to stay connected by joining CuiConnect.com. You can use your LinkedIn access to join CuiConnect or create a separate account to join. At CuiConnect, you could choose to serve as illuminator for the new students or/and explore the career and other opportunities shared by the CUI community.

[Handshake](#), a platform that allows our students and alumni to explore career options, find jobs and internships and connect with employers hiring at Concordia University Irvine.

**iv. How to get involved with the MBA/MBAS program after I graduate?**

There are multiple ways you can stay involved after you graduate:

- a. Share your MBA/MBAS story in a short text or video message and send it to [yi.schuler@cui.edu](mailto:yi.schuler@cui.edu) or [drew.wolf@cui.edu](mailto:drew.wolf@cui.edu).
- b. Come and speak to our prospective students at our info sessions.
- c. Come and mingle with our current students at our MBA/MBAS mixers whenever you receive an email notice of such events.
- d. Come and serve as volunteer Illuminator (mentor) for our enrolled students.
- e. [Apply](#) to serve our adjunct professor with us.

**v. Where do the graduates normally work at?**

Our graduates work in a wide range of professional fields including but not limited to: higher education, finance, accounting, data science, human resources, sales, entertainment, startups, management and government.

## Appendix A

### Campus Student Resources

#### i. Bookstore

The campus bookstore is open during the regular academic year Monday-Thursday 9:00 am – 5:00 pm and Friday 9:00 am – 4:00 pm. Rush, summer and holiday hours may vary. Textbooks and other various school related items may be obtained there. Other items such as stationery and gift items, cards and casual clothing carrying the University emblem are also found in the bookstore. The Bookstore is located across from the CUI Arena in the Hallerberg Center. The Bookstore's website is [www.cuistore.com](http://www.cuistore.com) and phone number is 949-214-3454.

#### ii. Food Services

CUI has contracted Bon Appetite for food services on campus. Bon Appetite provides a dining service program for students, employees, and guests in the café of the Grimm Student Union and the Eagles' Landing located next to the café.

The café offers a selection of freshly prepared hot and cold meal choices along with yummy sides and dessert options. There is also a full beverage bar that features coffee, juices and other non-alcoholic beverages. Café service is available for breakfast, lunch and dinner on the weekdays and brunch and dinner on the weekends.

Eagles Landing offers a "we proudly brew" Starbucks menu, retail and grab & go items, hot grill items and more throughout the day. Eagles' Landing is often the choice for evening refreshments before or during evening MBA classes.

Students can choose to place money (Flex Dollars) on their student ID card (which can be done through the Bursars Office) or pay cash for their meals at both places. The Café also accepts cash, credit cards and apple pay.

Hours of operations and menus vary throughout the year and students can access further details on the [Café website](#) or/and sign up for menu mail to have the daily menu offerings sent to the student's inbox before they even wake up: Students can also follow on instagram at [@bonappetitacui](#).

#### iii. Wellness Center

The Wellness Center is dedicated to providing high quality medical and psychological care to students in a private, confidential and safe setting. Graduate students are eligible to receive services for a fee. Before visiting the Wellness Center, students are to complete the Health Form online [here](#). For further information on services available at the Wellness Center, please visit the [Wellness Center website](#).

Please note any face-to-face meetings, classes, etc. shall comply with any and all guidelines and restrictions by (1) the Center for Disease Control and Prevention (CDC), (2) state, county or city government and (3) Concordia University Irvine with respect to the Coronavirus and shall include any Student or Instructor accommodations as required.

#### iv. CUI Library Services

The Library is located in the Library Arts Building (LH) next to the Grimm Hall parking lot. Their resources include: physical books, eBooks, specialized business databases such as EBSCO and Nexis Uni, company profiles, instructional videos, interlibrary loan services, research appointments and more.

All digital resources are available at [CUI Library](#). Using the databases from off-campus, requires using the student's E# and Blackboard password. Contact the library for more information: [librarian@cui.edu](mailto:librarian@cui.edu).

Students must have a current Student Identification card in order to check out physical library materials. Student Identification cards are issued at the Campus Safety Office, in the Administration Building Office 103, during their regular hours 8:00 am - 4:30 pm. Please bring the driver's license/DMV issued identification card.

#### **v. On-Line Writing Studio & Tutoring Services**

The Writing Studio's Online Writing Lab (OWL) supports CUI graduate and online students in their development of academic and professional writing skills. Students may submit drafts of their papers to the OWL and receive written feedback from a professional writing consultant regarding organization, development, clarity, style, tone, and more.

Grammarly, an on-line writing assistance and plagiarism tool used to encourage polished grammar, better overall wordsmithing, and a professional writing style, is also available free to CUI students.

To send a paper for feedback, explore resources for academic writers, and access Grammarly, please visit the [Writing Studio website](#).

#### **vi. Parking Facilities**

The main parking lot is located on the west side of the campus next to Grimm Hall and the Library Arts building. Overflow parking is located next to the baseball field. Parking permits are required to park on campus, and parking registration is available online [here](#). Once the student has completed the parking application online, the decal will be available for pick up in Administration Building Office 103. In order to obtain an annual parking decal, the student will need to have a current driver's license, proof of insurance, and vehicle registration. More information is available at the [Campus Safety webpage](#) or call (949) 214-3000.

Students who will be attending instruction on campus will need to have their student ID card on their person at all times. ID cards will be required for food services and library access. To apply for an ID card, please visit [Campus Safety website](#) or stop by the Campus Safety office in Administration Building Office 103 during business hours, Monday through Friday, 8 AM through 4:30 PM.

#### **vii. Title IX and Other Protected Groups**

CUI does not discriminate on the basis of disability, age, race, color, gender, gender-identity, sexual orientation, national and ethnic origin or any other protected class in administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs or any other university-administered programs, except to the extent that religious freedom exemptions apply.

Students experiencing discrimination should talk to someone about what happened, so they can access the support they need and the institution can respond appropriately. If anyone has have experienced sexual harassment, please visit the [Title IX website](#) for more information including contact information for the Title IX Chief Coordinator, an online reporting form, a list of non-mandatory reporters on campus, as well as other options and resources.

**viii. Campus Ministry**

CUI provides an active and thriving campus ministry with both contemporary and traditional chapel services, Bible studies, and mission projects – open to all students. The Campus Ministry is built around five Values; the Gospel, Worship, Nurture, Service, and Witness. Chapel Services are held in the CU Center from 10:30 am – 11:00 am on Monday, Tuesday, Thursday, and Friday during the Fall and Spring semesters.

Online recordings and the Campus Ministry website are available at: [Abbywest Podcast](#) and [CUI Campus Ministry](#).

Bookstore	<a href="http://www.cuistore.com">www.cuistore.com</a>	<a href="mailto:bookstore@cui.edu">bookstore@cui.edu</a>	949-214-3454
Bursar’s Office	<a href="http://www.cui.edu/bursar">www.cui.edu/bursar</a>	<a href="mailto:bursar@cui.edu">bursar@cui.edu</a>	949-214-3075
Campus Safety	<a href="http://www.cui.edu/safety">www.cui.edu/safety</a>	<a href="mailto:campussafety@cui.edu">campussafety@cui.edu</a>	949-214-3000
Disability Access Services (DAS)	<a href="https://www.cui.edu/studentlife/disability-access-services">https://www.cui.edu/studentlife/disability-access-services</a>	<a href="mailto:das@cui.edu">das@cui.edu</a>	949-214-3039
Financial Aid	<a href="http://www.cui.edu/studentlife/financial-aid">www.cui.edu/studentlife/financial-aid</a>	<a href="mailto:finaid@cui.edu">finaid@cui.edu</a>	949-214-3066
Immigration Specialist (International Student Center)	<a href="http://www.cui.edu/academicprograms/international-students/admitted-new-students">http://www.cui.edu/academicprograms/international-students/admitted-new-students</a>	<a href="mailto:lonnie.lee@cui.edu">lonnie.lee@cui.edu</a>	949-214-3473
Graduate Admissions	<a href="http://www.cui.edu/academicprograms/graduate">http://www.cui.edu/academicprograms/graduate</a>	<a href="mailto:evan.jones@cui.edu">evan.jones@cui.edu</a>	949-214-3613
Information Technology (I.T.)	<a href="http://www.cui.edu/its">http://www.cui.edu/its</a>	<a href="mailto:its@cui.edu">its@cui.edu</a>	949-214-3175
Library	<a href="http://www.cui.edu/library">http://www.cui.edu/library</a>	<a href="mailto:librarian@cui.edu">librarian@cui.edu</a>	949-214-3090

Office of the Registrar	<a href="http://www.cui.edu/studentlife/registrar">http://www.cui.edu/studentlife/registrar</a>	<a href="mailto:registrar@cui.edu">registrar@cui.edu</a>	949-214-3078
Wellness Center	<a href="http://www.cui.edu/wellness">http://www.cui.edu/wellness</a>	<a href="mailto:wellness@cui.edu">wellness@cui.edu</a>	949-214-3102
Writing Studio & Online Writing Lab (OWL)	<a href="http://www.cui.edu/studentlife/writing-studio">http://www.cui.edu/studentlife/writing-studio</a>	<a href="mailto:kristen.schmidt@cui.edu">kristen.schmidt@cui.edu</a> <a href="mailto:kirstie.skogerboe@cui.edu">kirstie.skogerboe@cui.edu</a>	949-214-3313 949-214-3444
Campus Ministry	<a href="http://www.cui.edu/studentlife/campus-ministry">http://www.cui.edu/studentlife/campus-ministry</a>	<a href="mailto:quinton.anderson@cui.edu">quinton.anderson@cui.edu</a>	949-214-3113

## Appendix B

### More Info on Tuition and Financia Aid

#### i. Overview

- a. A one-time non-refundable Application Fee is required (\$50.00 for domestic applicants and \$150 for international students). The application fee is due with the application for admission to the program. Payment may be made by check, wire transfer and cash.
- b. The [Bursar's website](#) lists the current tuition and fees for the academic terms. Tuition rates are subject to annual review.
- c. For refund information, please visit [here](#).
- d. Graduation Fees are listed on the [Registrar's website](#).
- e. Nonpayment of tuition does not constitute an official drop/withdrawal from class.

#### ii. Tuition payment

- a. All payments of tuition and fees must be made prior to the beginning of each course and in accordance with the requirements of the Bursar's Office. Tuition may be paid in various ways:
- b. Payment in cash, check, money order, wire transfer or online using ACH transaction. Details on all payment information can be found [here](#).
- c. Payment arrangements for the full amount due for the semester through one of [Concordia's payment plans](#).
- d. Financial aid recipient complete the steps under 'Financial Aid Process and Eligibility.
- e. Payment made by the student's employer or other sponsor:  
If your bill is being paid by your employer or an outside agency that requires University billing, please provide documentation indicating address and authorized amount to be billed and return this documentation with the remittance portion of your bill by the due date to the Bursar's Office. In addition, you must complete and mail a Tuition Assistance Form (please contact the Bursar's Office at [bursar@cu.edu](mailto:bursar@cu.edu) to request form).

If your sponsor is not paying all of your charges, the student is responsible for payment of the difference by the due date. If payment is not received for the student's share of the charges by the due date, a late penalty will be assessed.

#### iii. Financial aid process and eligibility

- a. Create an FSA ID at [fsaid.ed.gov/npas/index.htm](https://fsaid.ed.gov/npas/index.htm). Your FSA ID remains the same from year to year, so keep it in a safe place and never share it with anyone.
- b. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. For returning students, complete the FAFSA as a returning user. Concordia University's code is: 013885.
- c. Review Your Financial Aid Offer

Once your financial aid offer is completed, an Email will be sent to your Eagles email account. Click [here](#) for instructions on Accessing MyRecords and your Financial Aid Offer. Your offer will indicate the types and amounts of aid you are eligible to receive. Review your offer carefully, click on what you accept and/or decline, then submit.

If you are a first time Federal Direct Stafford Loan borrower at CUI, you will need to complete [Online Entrance Counseling](#) and electronically sign the [Master Promissory Note \(MPN\)](#). To learn more about Federal Direct Stafford Loans visit the [Federal Student Loans Page](#), and information is also provided in your MyRecords account under Special Messages.

Students must maintain at least half-time status (3 units) to be eligible to receive financial aid.

d. **Accessing Your Offer**

The financial aid menu will allow you to review the status of your financial aid and check the status of missing document requirements and review loans.

Click on My Financial Aid: The instructions below will allow you to review any unsatisfied student requirements for the aid year, your COA-cost of attendance, and your offered financial aid.

My Overall Status of Financial Aid: To view your financial aid offer, select the aid year and submit.

To view your unsatisfied student requirements (missing document(s), click the highlighted link student requirements. If it is not highlighted you do not have unsatisfied document(s).

To view your estimated cost of attendance; click the highlighted link 'cost of attendance'.

To view your financial aid offer; click the highlighted link 'awarded'; then click on the tab 'Terms and Conditions'. Your Financial Aid offer will be available after reviewing and accepting the terms and conditions.

My Student Bill: Review financial aid holds and review your student bill information by term.

If you are locked out of the system, please contact the Registrar's Office at (949) 214-3079.

e. **Graduate enrollment status for financial aid eligibility:**

- (1) Half-time graduate status is defined as: a minimum of 3 units persemester
- (2) Full-time graduate status is defined as: 6 units or more persemester

**iv. Financial aid policies**

Concordia University Irvine's financial aid policies can be found online on [this page](#).

Students will find a number of resources available to Concordia University Irvine students. It is important for students to understand many of these policies as they potentially impact your aid eligibility. Office of Financial Aid does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.



**v. Financial aid rights & responsibilities include**

Terms and Conditions  
Financial Aid Agreements  
Financial Aid Packaging  
Communication  
Loan Code of Conduct  
Nondiscrimination  
Return to Title IV Federal Policy (R2T4)  
Modular Term R2T4 Policy  
Refunds  
Release of Records  
Satisfactory Academic Progress (SAP)  
Verification  
Outside Resources  
Over-awards  
Treatment of Unofficial Withdrawals  
Unusual Enrollment History  
Conflict of Interest Policy and Code of Conduct for Financial Aid Professionals

**v. Refund policies**

- a. Refunds prior to beginning of courses  
Enrolled students may cancel enrollment and receive a refund of all monies paid (with the exception of the application fee) prior to the first day of classes for the semester.
- b. Refunds after classes begin  
Students who formally withdraw from courses after classes begin may apply in the Bursar's Office in Grimm Hall for tuition refunds. CUI's refund policy is determined by a weekly percentage of the term until 60 percent or greater in the semester is reached.  
*The student is responsible for paying any outstanding charges to the university.  
For refund information, please visit [www.cui.edu/refunds](http://www.cui.edu/refunds).*

## Appendix C

### Academic Information and Policies

For full detailed information on university policies, students are encouraged to become familiar with the information in the Academic Graduate Catalog and handbooks available on the website: [www.cui.edu](http://www.cui.edu).

#### i. Academic rights and freedoms

Students who function in a college environment are encouraged to exercise freedom of expression, but must also understand such freedom is not public license to act in an inappropriate manner. Every student has the right to express a personal opinion as long as it does not infringe on the rights of others or disrupt community or university functions.

CUI believes the professor in the classroom should encourage free discussion, inquiry and expression. The beliefs or opinions held by a student should not influence his/her grade in the course. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for maintaining standards of academic performance established for each course they are enrolled in.

##### a. Academic honesty and integrity

All courses and academic work at Concordia University seek to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student can derive personal satisfaction and a sense of accomplishment. Academic dishonesty, which includes all forms of plagiarism, cheating, and the offering or receipt of unauthorized aid, subverts these goals.

##### (1) Definition:

*Academic Dishonesty:* Academic dishonesty includes all forms of cheating on any course-related activities, including (but not limited to) tests, quizzes, and other assigned work, as well as all forms of plagiarism, misuse of internet resources, multiple submissions of student work, falsification and false statements, and unauthorized aid. Academic dishonesty may occur in courses offered by Concordia University, in courses transferred into the university while the student is enrolled at Concordia University, or in other academic work done while the student enrolled at Concordia University (e.g., the President's Showcase of Academic Research); the provisions of this policy cover all such instances.

*Plagiarism:* Plagiarism is the submission of material from one or more sources without citing those sources, or by citing sources inaccurately or incompletely. It may consist of direct quotation of sources (uncited, inaccurately or incompletely cited), or it may consist of indirect quotation (i.e., paraphrasing) or summarizing of such sources without proper attribution. Plagiarism may be unintentional or intentional. Both forms are serious academic violations. A respected writing handbook describes academic dishonesty and plagiarism in the following way.

b. While there are many ways to damage academic integrity, two that are especially important are inaccurate or incomplete citation of sources—also called unintentional plagiarism—and plagiarism that is deliberately intended to pass off one writer’s work as another’s (Andrea A. Lunsford, *The St. Martin’s Handbook* 283).

*Multiple Submission:* Multiple submission is the submission of work a student has completed in one course to meet requirements in another course. Students must always obtain permission from their instructor before using work completed in one course to meet requirements in another.

*Falsification:* Falsification is the submission of another student’s work as one’s own. The same applies to purchasing essays or other academic materials in order to submit them as one’s own work.

*Unauthorized Aid:* Unauthorized aid is any type of assistance that is not permitted by the University or its faculty. Examples include (but are not limited to) receiving answers to a quiz or test from another student or some other source; having one student complete a homework assignment or sign a course attendance sheet on behalf of another; having one student take a quiz or test on behalf of another; aid issued by any University constituent (paid or unpaid by the University) which is unauthorized or which falsifies a student’s personal academic work. Students who are unsure whether a particular type of aid is authorized or unauthorized must consult their instructor in advance before attempting to give or receive such aid. The giving, receiving, and knowing toleration of unauthorized aid are all considered to be academic dishonesty, and students who commit any of the three are liable to the consequences of this policy and its attendant procedures. Any unauthorized aid which creates an academic exception to improve a grade, earn course credit, or meet an admission, financial aid, eligibility or graduation requirement is a form of academic dishonesty.

**ii. Procedure**

Academic dishonesty, cheating and plagiarism are academic matters, thus they are handled by faculty and academic administrators following the procedures established by the University’s Academic Council and described in this Student Code of Conduct. Since the Office of the Dean of Students serves as the University’s repository for student conduct records, faculty who find instances of academic dishonesty are required to notify the Dean of Students of them before consequences are determined, so that any previous cases of academic dishonesty in the student’s record can be considered. The deans of the University’s schools participate in the academic dishonesty process by verifying faculty findings of academic dishonesty and consulting the reporting faculty member regarding appropriate consequences.

The Office of the Provost or its designee is the sole and final adjudicator of the application of this policy and hears any student appeals related to academic dishonesty; therefore, student conduct appeal procedures described in the “Disciplinary Process” and “Student Rights and Responsibilities” sections of this [Student Code of Conduct](#) does not apply in such cases. Findings related to

academic honesty will be shared with the Office of the Dean of Students and will be considered in student disciplinary proceedings.

Multiple instances of academic dishonesty may render a student liable to dismissal from the university, depending on the number and severity of the instances. A single instance of dishonesty may be sufficient to lead to a student's dismissal, if the instance is particularly flagrant or extreme as determined by a school dean.

The specific procedures, located on the [\*Student Code of Conduct\*](#), shall be followed for all suspected instances of academic dishonesty are as follows:

- a. Concordia University reserves the right to utilize electronic means to help prevent plagiarism. Students have been informed of this fact in the *Student Handbook* and *Student Code of Conduct* and should recognize that all assignments are subject to submission for electronic textual similarity review to Blackboard SafeAssign, Turnitin, or other similar websites. Assignments submitted for electronic textual similarity review to Turnitin will be included as source documents in Turnitin's restricted access database solely for the purpose of detecting plagiarism in such documents.
- b. Instructors will write clear syllabi and assignment standards so that students can avoid both unintentional and intentional academic dishonesty. Instructors will include the University's official statement regarding academic honesty in all course syllabi. This statement, which directs students to the *Student Code of Conduct*, is available to all faculty in the standard undergraduate and graduate syllabus templates provided by the university. It reads as follows:

This course seeks to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student should derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals and will be treated according to the policy stated in the Student Handbook and the Student Code of Conduct. If the instructor determines that academic dishonesty has occurred, the minimum consequence is a failing grade for the assignment and a mandatory academic honesty workshop taken at the student's expense. For multiple or flagrant violations of the academic honesty policy, a student may fail a course or be dismissed from the university.

- (1) All suspected instances of academic dishonesty in courses (and in other academic activities, e.g., President's Academic Showcase) will be reported by the faculty member to the dean of the school in which the course or activity resides. The faculty member will provide documentation of the instance of academic dishonesty (within three [3] business days), and the dean of the school will confirm the instance of academic dishonesty, based on the evidence provided by the faculty member. If the dean confirms that academic dishonesty has occurred, the dean will notify the Office of the Dean of Students of the incident

and inquire whether the student's record contains other academic honesty violations. The dean and faculty member will take this information into account when determining the appropriate consequences for the student. These actions will take place within seven calendar (7) days of the faculty member's initial report to the dean. The faculty member will forward the evidence of academic dishonesty to the Office of the Dean of Students for inclusion in the student's conduct record. These practices ensure that persistent patterns of academic dishonesty in a student's work, together with other violations of the *Student Code of Conduct*, will be noted and addressed.

- (2) Students will be informed of the detection of dishonesty within ten (10) calendar days of the faculty member's discovery of the alleged dishonesty. The method of notification for academic dishonesty will be selected by the faculty member from the following options:

Option 1: At a face-to-face meeting that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.

Option 2: In a one-on-one live telephone call that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.

Option 3: The faculty member may choose to send an email message to the student, from the faculty member's official university email address to the student's official university email address. Personal email addresses for the faculty member and the student may not be used for this purpose. In the email message, the faculty member informs the student that dishonesty has been discovered in the student's work.

Option 4: The faculty member may choose to leave a phone message for the student. However, out of respect for the student's privacy, the message will communicate only something like the following: "An issue has arisen regarding your course [or assignment or activity] evaluation in [course prefix and number or other academic activity] and a note has been placed in your file. If you would like an explanation, please contact me by phone or make an appointment at your earliest convenience."

- c. The student may respond to the message in one of several different ways:
- Option 1: The student may ignore the faculty member's notification and thereby forfeit any opportunity for dialogue or appeal. Students will have seven (7) days to respond to any meeting or message before they forfeit the right of dialogue or appeal.
- Option 2: The student may directly or tacitly acknowledge his or her dishonesty and accept the specified penalty.
- d. Just as students have a right to appeal any decisions concerning their academic work, so they have a right to initiate an appeal when notified that academic dishonesty has been discovered in their work. Such an appeal goes directly to the Office of the Provost. Students may ask the Office of the Dean

of Students to guide them in pursuing the appeal process. The final decision concerning any appeal of academic dishonesty lies with the Office of the Provost.

- e. The faculty of the University have determined that the following range of penalties will be applied to students found guilty of committing academic dishonesty:

First instance: The student is required to undergo mandatory training in academic honesty as stipulated by the University, at his or her own expense. The instructor also selects a penalty from the following range of options:

Option 1: A failing grade for the assignment, with an opportunity to make up the work.

Option 2: A failing grade for the assignment, with no opportunity to make up the work.

Option 3: Up to a letter grade off of the final grade for the course.

Option 4: A failing grade for the course.

Option 5: Dismissal from the University. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The University will not readmit the student (applicable only in extreme or flagrant cases; requires consent of the Dean for the school in which the instance occurred and the Dean for the school in which the student is enrolled, if these are different)

Second instance: The student is required to undergo mandatory training in academic honesty as stipulated by the University, at his or her own expense. The instructor consults with the dean of the school, and together they select a penalty from the following range of options:

Option 1: A failing grade for the course.

Option 2: Dismissal from the University. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The University will not readmit the student (applicable in extreme or flagrant cases; requires consent of the Dean for the school in which the instance occurred and the Dean for the school in which the student is enrolled, if these are different).

Third instance: Dismissal from the University. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The University will not readmit the student. The Dean for the school in which the instance occurred (and the Dean of the School in which the student is enrolled, if these are different) consults with the instructor to

determine whether any mitigating circumstances justify a lesser punishment; if not, the student is dismissed.

- f. Since the Office of the Dean of Students serves as the University’s repository for student conduct records, deans who confirm instances of academic dishonesty are required to notify the Dean of Students of them before any consequences are determined, so that the student’s conduct record may be taken into account.
- g. The Office of the Provost or its designee is the sole and final adjudicator of the application of this policy and hears any student appeals related to academic dishonesty; therefore, student conduct appeal procedures described in the “Disciplinary Process” and “Student Rights and Responsibilities” sections of the *Student Code of Conduct* do not apply in such cases. Findings related to academic honesty will be shared with the Office of the Dean of Students and will be considered in student disciplinary proceedings. As a result, a student who commits academic dishonesty together with other violations of the *Student Code of Conduct* may be liable to dismissal from the University for fewer than three (3) documented instances of academic dishonesty. As stated above, a single instance of academic dishonesty may be sufficient to lead to a student’s dismissal, if it is particularly flagrant or extreme as determined by a faculty member and a school dean.
- h. In the event unauthorized aid has been deemed to have been offered by a university constituent to a student, the Office of the Provost in conjunction with the Human Resources Department and the Dean of Student, will conduct an investigation of the alleged academic dishonesty to determine appropriate actions towards the constituent and the student involved. In the event this pertains to a prospective or current student-athlete, the Assistant Athletic Director for Compliance will also be notified to determine if an NCAA violation has occurred.
- i. Evaluation  
The Office of the Provost and the Dean of Students shall seek out evaluative comments each year from members of the Concordia community.
- j. Adjudication  
The Office of the Provost or his/her designee adjudicates violations of the Academic Honesty policy. Therefore, the procedures described for other policy violations in this document may not apply to violations of this policy.

This policy is in consistence with the [CUI Student Code of Conduct](#) that describes forms of academic dishonesty and procedures to be followed when suspected.

## Appendix D

### Academic Advising

An MBA/MBAS Academic Advisor is available to meet individually with current students on an appointment basis to plan the student's MBA program, ensuring the candidate is aware of current program requirements and position them to complete degree requirements within the expected time frame. New incoming students are required to meet with the Academic Advisor prior to enrolling in their first term of MBA courses.

While all attempts are made to ensure accuracy and timeliness of information, it is the student's responsibility to frequently review his/her graduation plan and course requirements. It is also in the students' best interest to continuously utilize the support staff, college website, and electronic resources available to best navigate their academic programs until graduation. Only students accepted into the program contact and meet with the Academic Advisor; all prior communications are conducted with Graduate Admissions. CUI is not responsible for decisions candidates implement without consultation and approval of the academic advisor or other pertinent supporting offices.

All email communications with professors, academic advisors, and other staff members must be through the Concordia Eagles email account.

#### i. **Transferring in graduate courses and course substitution**

A maximum of six graduate level units from a regionally accredited MBA Program in which a "B" or higher was earned are eligible for consideration for transfer and/or course substitution into the MBA or the MBAS program. Courses accepted for substitution determine the start of the expected six-year time frame of the student's program, reducing the time for a student to complete the remaining units of their program to less than six years.

Students are advised to notify the Graduate Admissions Counselor of units desired to be transferred prior to being accepted into the MBA program, and to begin collecting syllabi and course descriptions for submission to the Academic Advisor for review and approval after being accepted to the program. All prospective students must submit official transcripts of coursework completed at other colleges and universities to the Office of the Registrar at the time of admission. Upon acceptance to the MBA program, students complete the course substitution form, submitting it with the course description and syllabus for each course requested for transfer to the Academic Advisor for review. Any substitutions for CUI MBA courses must be approved in advance by the MBA Director or his/her designee.

Transfer units or course substitutions must be submitted and approved prior to the end of the student's second, seven-week term in the MBA program. Requests submitted after the end of the student's second seven-week term in the MBA program will not be considered. Units credited toward the completion of other CUI degrees or certificate programs are not transferrable.

*Note:* All core and Capstone courses are required to be completed at CUI.

#### a. **Registration**

Students are required to meet with the MBA Academic Advisor prior to enrollment for their



first term courses. Students will complete subsequent registration online [here](#). Students are recommended to register in all desired classes for both of the seven-week terms of each semester when registration opens and at least four weeks before the start of the semester. If a student starts in the second term of the semester, he/she is recommended to register as soon as the registration opens or/and as soon as he/she is accepted into the MBA program.

Some courses may fill up quickly. Registering early improves the chances of getting the courses a student desires. The MBA Academic Advisor can provide guidance or information regarding enrollment; however, each student must independently enroll online. Registration can be achieved through the MyRecords link on the [MyCUI menu](#).

Dates for open registration are posted on the current MBA Academic Calendar and occur 2-3 months prior to the start of each semester. It is the student's responsibility to note the dates for registration and schedule his/her classes accordingly via the MyRecords link. Students should check the [Registrar's web page](#) on a consistent basis to note any changes in the class schedule, location of courses, modality, and other pertinent information. Courses may be added or cancelled due to a variety of factors.

#### b. Waitlist

The Waitlist is used when enrollment in a course is full, setting a priority list for admitting students if a seat(s) becomes available.

Students register on the Waitlist by attempting to enroll in the course on MyRecords. Type in the CRN and click submit. An "error" will come up indicating the course is full. Click the "Waitlist" on the pull down menu, go to the bottom of the screen and click submit to confirm the course on your schedule is "Waitlisted". Instructions to add to a waitlist are located [here](#).

The Waitlist is automated. As an enrolled student drops from the roster or seats are opened, the system sends an email to the Eagles email account of the next student on the Waitlist. The student has 24 hours to register. If the student does not register, the opportunity is repealed and the student is dropped from the waitlist. The next student on the Waitlist is contacted, repeating the process until the seat is filled.

Students are permitted to sit in a course during the first night of class if they are on the Waitlist. After the first night, students must be officially enrolled and on the roster to continue attending and participating in a course.

Registering early and for the entire semester the day Registration opens will reduce the need to get on Waitlists for courses.

Note: Students with "Holds" (e.g. Bursar Holds, etc.) will not be permitted to enroll in courses until "holds" are cleared.

#### c. Class Attendance

Attendance at all regularly scheduled classes is expected. Excessive absences may result in the student failing the course, and the course would need to be repeated. Each course syllabus will specify attendance requirements including attending class late. Attendance at the first class is critical for the success of the student. Non-attendance at any class meeting

including missing the first class or tardiness, may result in a penalty of 15% or more of the student's grade, in addition to any assignments, quizzes, or exams missed.

*If a student misses the first night of a class and does not communicate with the instructor or Academic Advisor via Eagles email prior to the start of class, the student may be dropped from the course.*

*Failure to attend classes or "forgetting to drop a class" does not constitute withdrawal from the course.* It is the student's responsibility to withdraw before the drop dates regardless of his/her attendance or lack of attendance in the class. Failure to attend or withdraw in a timely manner from a course will result in an "F" grade for the course. (See #8 Add/Drop procedure below.)

d. Add/Drop procedure

Students can add/drop courses online via their MyRecords account until 11:59 PM the day before the term begins. On the first day of the term, course changes may be made in one of two ways: 1) use the hard copy add/drop form located in the Registrar's Office or 2) via the electronic form available from the Academic Advisor.

The student must follow the instructions on the [MBA add/drop form](#) and submit the signed form within five (5) business days to be reviewed and approved by the Academic Advisor. The form signed by both the student and the Academic Advisor will then be electronically submitted to the Office of the Registrar to complete the process.

*A full-Semester (15 week) course:*

- (1) May be added during the first week of the semester.
- (2) May be dropped during the first two weeks of the semester without receiving a "W" on the student's academic record.
- (3) Courses dropped the third week through the eleventh week of the semester will be recorded on the student's academic record as a withdrawal (W).
- (4) A full-semester course cannot be dropped after the eleventh week.

*A full-term or half-semester (7-week) course:*

- (1) May be added during the first week of the term.
- (2) May be dropped during the first week of the term without receiving a "W" on the student's academic record.
- (3) Courses dropped the second week through the fifth week of the term will be recorded on the student's academic record as a withdrawal "W".
- (4) A half-term course cannot be dropped after the fifth week.

*Please pay close attention to the add/drop dates; they will be strictly enforced.* These dates can be found on the MBA Academic Calendar included in the Appendix at the end of this Handbook and posted on the [Office of the Registrar's website](#).

Students must formally withdraw from a course; non-attendance does not constitute a withdrawal. If the student does not complete the drop procedure described above, the instructor will assign an A/B/C/F/NP grade. Fees for seven-week courses dropped during the first week of class will be fully refunded. A student will not receive a full refund for any seven week courses dropped after the first week of classes. Fees for a 15 week course that

are dropped during the first two weeks of class will be fully refunded. A student will not receive a full refund for any 15-week courses dropped after the first two weeks of classes. See Refund Policy [here](#). Full refunds will not be given, even if the student has not attended class. *Failure to follow the official procedures outlined above will result in credit not being granted for a course not officially added or the assigning of the grade of “F” for courses not officially dropped.*

e. General appeals policy for grades/academic disputes

Any grade appeal must be initiated by the student in writing to the instructor, within thirty days after the issuance of the grade. If the student does not feel the issue is satisfactorily resolved, he/she may file a formal written appeal to the Dean of the School of Business and Economics within four weeks from the issuance of the instructor’s appeal response. All grade appeals must be resolved by the end of the term in which the appeal was made.

For all issues other than admission to the program, the following summarizes procedures for appeals: students with non-discrimination based grievances must first address those grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved, he/she may file a formal written appeal within thirty days with the Dean of the School of Business and Economics. The appeal should contain a rationale as to why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an appeal committee. A student may appeal a Dean’s decision and request a formal appeal hearing with the Provost within seven days after notice of the Dean’s decision.

f. Leave of absence/inactive & re-admission

Students are expected to be continuously registered for courses until all required coursework is completed for the MBA or the MBAS degree. Inactive students are previously enrolled students who have not enrolled for two or more semesters. Inactive students returning from inactive status will follow the catalog requirements in effect for the semester they return.

Should a student discontinue taking courses for any reason, the student should notify the MBA Academic Advisor and any other office that pertains to them (e.g., [the Office of the Registrar](#), [the Financial Aid Office](#), [International Center](#), or [Veterans Office](#)), and be prepared to complete a re-admission form obtained from [Graduate Admissions](#) upon their return, which is not guaranteed. International students should contact Lonnie Lee in the International Center at [lonnie.lee@cui.edu](mailto:lonnie.lee@cui.edu) before dropping a course or taking a leave of absence/Inactive to clarify any impact to their Visa status. Students on financial aid should contact the Financial Aid office to clarify any impact to their financial aid status.

A student who is inactive (i.e., have not enrolled for two or more semesters) must reapply for admission, which is not guaranteed. The readmitted student will follow the course catalog of the re-entry academic year and may be required to take additional course work or repeat course work if:

- (1) the content of the new course(s) is deemed critical to the student,
- (2) the university degree requirements are impacted,
- (3) the stop-out period exceeds the program’s time limit policy for degree completion.

The process of re-admission begins with completing the MBA/MBAS re-admission

application, which includes instructions regarding the necessary documents for application. Please contact the Graduate Admissions office for this document and further direction. A leave of absence does not extend the six-year limit to complete the program.

g. Academic warning

Students performing below expectations in any course (e.g., below “B” grade level or not attending class) may receive an online Academic Warning from the instructor. The warning may include the reason and possible remedy. Students are advised to communicate with the instructor immediately. This Academic Warning intends to encourage the student to improve the academic performance but it does not remain on the student’s permanent record or transcript; nor does it affect the student’s GPA.

h. Maintaining good standing (GAS)

Graduate students are in GAS at CUI when their overall GPA is 3.0 or above.

i. Probationary status

**Academic Probation:** A student having a semester GPA below 3.0 will be placed on probation for the following semester. A student having a semester GPA above 3.0 but an institutional GPA below 3.0 will remain on academic probation until the institutional GPA is at least a 3.0.

**Non-Academic Probation:** Fully or conditionally admitted students will be placed on probation if they: 1) incur habitual absences, 2) engage in behavior unbecoming of a student, whether moral or ethical, or 3) other conditions or combination of conditions that cause reason to question the student’s compatibility in the program.

j. Dismissal from MBA/MBAS program

**Academic Disqualification:** Any student whose GPA falls below 3.0 for two consecutive semesters and whose institutional GPA is below 3.0 will be academically disqualified as a degree student. Any student whose institutional GPA is less than 2.0 in a single semester will be academically disqualified as a degree student. Note: An MBA/MBAS student cannot graduate with less than a 3.0 cumulative GPA. Other reasons a student may be dismissed include issues relating to moral or ethical character, behavior unbecoming of a student, or other conditions or combination of conditions that cause reason to question the student’s compatibility in the program, e.g., plagiarism or cheating. Students are advised to review the expectations, policies, and procedures in the [CUI Student Code of Conduct Handbook](#) applicable to all students including graduate students.

Upon dismissal the student has the right to appeal in writing to the Dean of the School of Business and Economics. A student can only appeal once during their participation in a graduate program at CUI.

If a student leaves Concordia University Irvine on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

k. Repetition of courses

An MBA/MBAS course may be repeated one time with the approval of the MBA/MBAS

Director in order to improve the GPA necessary for continued enrollment in the program. Courses must be repeated at CUI. No more than two courses may be repeated. When a course is repeated, the higher grade takes precedence and is incorporated into the GPA. The lower grade remains on the transcript but is not averaged into the GPA.

l. Reasonable accommodation for students with disabilities

Students who anticipate or experience barriers to learning based on a physical, learning or mental health disability should immediately contact the instructor to discuss possible accommodation(s). If a student has, or thinks they have, a temporary or permanent disability that impacts their participation in any course, please contact Disability Access Services (DAS) at: [DAS@cui.edu](mailto:DAS@cui.edu) or 949-214-3039.

m. Transcripts

Students may obtain an official transcript of their academic record by filing a request in the [Office of the Registrar](#) or through the [Student Clearing House](#). Students may also access an unofficial transcript from [MyRecords](#).

A fee is charged for official transcripts and must be paid in advance. Ten working days should be allowed for processing and mailing of the transcript. Transcripts from other schools become the property of the University and will not be released or copied. Concordia University Irvine students transitioning from BA status to post baccalaureate or graduate status will not need to order a Concordia transcript but may need to order transcripts from other institutions attended. For more information, please contact the Office of the Registrar.

n. Electronic grades

Final grades are entered electronically into the [MyRecords](#) system. Please allow 48 hours for the system to be updated once the instructor has recorded the semester/term grades. Please refer to the [MBA/MBAS Academic Calendar](#) for grade due date for each semester.

Grades can be found on the Concordia University Irvine’s website under the MyRecords tab of MyCUI or via the MyCUI application [www.my.cui.edu](http://www.my.cui.edu). Enter your student E number and password. On the main menu, click “Student Services”, then “Student Records” and finally “View Grades”. If you have questions, please consult the Office of the Registrar.

o. Grading system

The grade point average (GPA) at CUI is computed on a 4-point scale and determined on the basis of the scale below. Specific grading requirements for each course will vary greatly and the letter grades cannot be defined here, other than in a general manner.

Only grades of C or better may be applied for fulfillment of MBA requirements.

A	4.0 Grade Points
A-	3.7 Grade Points
B+	3.3 Grade Points
B	3.0 Grade Points
B-	2.7 Grade Points
C+	2.3 Grade Points

C	2.0 Grade Points
F	0.0 Grade Points

Additional grades that may appear on a transcript with their definitions:

**IC/IF (Incomplete C or F)** Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incompletes must be resolved within four (4) weeks from the end of the course, unless an extension is granted by the instructor with an approval from the MBA/MBAS Director. Failure to remove an Incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete. (e.g., “IC” becomes a “C” and “IF” becomes an “F”)

**W (Withdrawal)** Assigned when a student officially withdraws from courses after the census date through the fifth week of a 7 week course or the eleventh week of the full semester 15 week course. Students in half-term (7 weeks) classes may officially withdraw from the second week through the fifth week. Students may withdraw from a full semester course in weeks two through eleven.

**P/NP (Pass/No Pass)** Assigned to all Capstone courses, internships, and some practicum courses. The student receives credit for the course toward completion of the MBA/MBAS degree. The grade is not included in the GPA calculation.

**IP (In-Progress)** Assigned when a Capstone completion date (e.g., MBA/MBAS 695 Project or MBA/MBAS 696 Business Plan) is extended beyond a single grading period. An “IP” grade may be assigned at the end of the regular grading period if the student has not completed the course. Students receiving an “IP” grade, upon the instructor’s and MBA/MBAS Director Approval, may register for the Extension section of the course by contacting the MBA/MBAS Academic Advisor. A maximum of two consecutive extensions may be approved based on adequate progress. Those that have received two extensions and fail to complete the course after the end of the second Extension will receive a non- passing grade (“NP”) and will be required to re-enroll in the Capstone course. Students may re-enroll in a Capstone course and must complete it within the semester with no further extensions. Review Capstone Descriptions section on pages 9-10.

p. Grade changes

It is the student’s responsibility to bring any error in grades to the attention of the instructor within thirty days following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the term in which the error was reported. Submission of required or extra work after a semester is completed will be permitted only when a grade of Incomplete was assigned.

q. Employment during MBA/MBAS Program

All MBA/MBAS students need to be employed during their MBA/MBAS program. A student’s understanding and ability to perform the requirements of the MBA curriculum depend on their ability to hold a practitioner’s perspective and understanding of business processes and procedures. If a student is not employed upon entering the program, meaningful work must be obtained within the first two MBA/MBAS terms.

r. Internships

Internships are intended to give a student an opportunity to explore meaningful work in an area outside of their current job, or related to completed course work, or to enhance a student's understanding of a specific area of business in which a student is interested in exploring as a potential career change. Starting a new job or continuing to work for a current employer will not be considered for internship credit.

After securing permission from a hosting organization for the internship, a student may participate in an internship by signing up via an internship application form signed by the student, the Internship instructor, and the MBA/MBAS Director. The internship course is not available for online registration. The student may register for 2 units of MBA/MBAS 690 Internship by contacting the Academic Advisor. The student is required to work a minimum of 90 hours to receive 2 units of credit. Students can count a maximum of 2 units of internship toward their 40-unit degree requirement.

The student will need a letter of invitation from their internship host specifying the terms of their internship: what they will be doing, when, for how long and what are the intended outcomes. Upon the completion of all internship work, a letter of completion signed by their host must be submitted to the Internship instructor at the end of the internship. The student keeps a journal and meets periodically during the internship with the Internship instructor. The student prepares and submits a five-page report to the Internship instructor and discusses the experience in a debrief meeting.

s. Independent study

In unique situations, MBA students may propose an Independent Study. Independent Studies are intended to study an area of interest outside of, or beyond, the scope of an existing course in conjunction with a professor with similar interests and expertise. The student submits a written one to two page summary proposal outlining the objectives and deliverables of the Independent Study, co-developed with the faculty member, to the MBA/MBAS Director.

t. Academic calendar

Frequently review the current academic calendar posted in the Appendix at the end of this handbook and [on the Registrar's webpage](#). This calendar indicates the beginning and ending dates of each term, dates of the next semester's open registration, add/drop dates for courses, holidays, graduation application dates, commencement ceremony dates, etc. **These dates are strictly adhered to.**

u. Auditing

Auditing a course is not permitted in the MBA/MBAS program. However, a visiting prospective student may visit a single class session with the prior approval of Graduate Admissions, the MBA/MBAS Director, and course instructor, but may not participate in the class.

v. Peregrine testing

Students complete the Peregrine exam upon both entering and exiting the MBA/MBAS program measuring their progress toward achieving the program's learning outcomes. It normally takes 90-100 minutes to complete each exam in one sitting. Peregrine exam is one of three measurement points in our improvement process to fulfill our accreditation

commitment to excellence in business education. Students' efforts in completing this exam are appreciated and ensure achievement and alignment of our program and services with learning outcomes, thus, increasing the value of the Concordia MBA/MBAS and improvement in MBA rankings among peer Universities. The entrance exam is completed in the Management MBA 603 course, and the exit exam is completed in the Capstone course. There is a cost to the student.

w. Course evaluations

Near the end of each course, students will be asked to complete an online evaluation of the course. Responses are completely anonymous and are reported without identifying information. Evaluation results are made available to instructors after final grades are submitted. Course evaluations are a critical element in the continuous improvement of the program and it is important students provide fair and thorough evaluations of the course and the instructors.



## Appendix E

### Contact for MBA/MBAS Program

<a href="#">George W. Wright</a>	Dean, School of Business & Economics	<a href="mailto:george.wright@cui.edu">george.wright@cui.edu</a>	949-214-3379
<a href="#">Drew Wolf</a>	MBA Director, School of Business & Economics	<a href="mailto:drew.wolf@cui.edu">drew.wolf@cui.edu</a>	949-214-3366
<a href="#">Mark Francis</a>	MBA Sports Business Director, School of Business & Economics	<a href="mailto:mark.francis@cui.edu">mark.francis@cui.edu</a>	949-214-3269
<a href="#">Yi Schuler</a>	MBA Assistant Director & Academic Advisor, School of Business & Economics	<a href="mailto:yi.schuler@cui.edu">yi.schuler@cui.edu</a>	949-214-3477
<a href="#">Avery Casteel</a>	Administrative Assistant, School of Business & Economics	<a href="mailto:avery.casteel@cui.edu">avery.casteel@cui.edu</a>	949-214-3473

## Appendix F

### 2023-2024 MBA/MBAS Academic Calendar



**CONCORDIA  
UNIVERSITY**  
IRVINE

### 2023 – 2024 Academic Calendar MBA Programs

Summer 2023					
	15-weeks Summer 2023	Summer 1 2023 7-weeks	7-weeks, Saturday Class Only Summer 1 2023*	Summer 2 2023 7-weeks	
Summer registration opens	March 21, 2023 (11:00am PT)				
Instruction begins	May 8, 2023	May 8, 2023	May 8, 2023	July 3, 2023	
Last day to ADD classes	May 19, 2023	May 12, 2023	May 15, 2023	July 7, 2023	
Last day to DROP classes w/o record of enrollment	May 19, 2023	May 12, 2023	May 15, 2023	July 7, 2023	
Last day to WITHDRAW with "W"	July 21, 2023	June 9, 2023	June 12, 2023	August 4, 2023	
Term Ends	August 18, 2023	June 23, 2023	June 24, 2023	August 18, 2023	
Grades Due	August 22, 2023 (11:59pm PT)	June 27, 2023 (11:59pm PT)	June 27, 2023 (11:59pm PT)	August 22, 2023 (11:59pm PT)	

  

Fall 2023					
	16-weeks Fall 2023	Fall 1 2023 7-weeks	7-weeks, Saturday Class Only Fall 1 2023*	Fall 2 2023 7-weeks	7-weeks, Saturday Class Only Fall 2 2023*
Fall registration opens	July 11, 2023 (11:00am PT)				
Instruction begins	August 21, 2023	August 28, 2023	August 28, 2023	October 23, 2023	October 23, 2023
Last day to ADD classes	September 1, 2023	September 1, 2023	September 4, 2023	October 27, 2023	October 30, 2023
Last day to DROP classes w/o record of enrollment	September 1, 2023	September 1, 2023	September 4, 2023	October 27, 2023	October 30, 2023
Last day to WITHDRAW with "W"	November 3, 2023	September 29, 2023	October 2, 2023	December 1, 2023	December 4, 2023
Term Ends	December 15, 2023	October 13, 2023	October 14, 2023	December 15, 2023	December 16, 2023
Grades Due	December 19, 2023 (11:59pm PT)	October 17, 2023 (11:59pm PT)	October 18, 2023 (11:59pm PT)	December 19, 2023 (11:59pm PT)	December 19, 2023 (11:59pm PT)

  

Spring 2024			
	16-weeks Spring 2024	Spring 1 2024 7-weeks	Spring 2 2024 7-weeks
Spring registration opens	October 31, 2023 (11:00am PT)		
Instruction begins	January 8, 2024	January 8, 2024	March 4, 2024
Last day to ADD classes	January 19, 2024	January 12, 2024	March 8, 2024
Last day to DROP classes w/o record of enrollment	January 19, 2024	January 12, 2024	March 8, 2024
Last day to WITHDRAW with "W"	March 22, 2024	February 9, 2024	April 12, 2024
Term Ends	May 3, 2024	February 23, 2024	April 26, 2024
Grades Due	May 7, 2024 (11:59pm PT)	February 27, 2024 (11:59pm PT)	April 30, 2024 (11:59pm PT)

  

Summer 2024	
Summer registration opens	March 19, 2024 (11:00am PT)
Official 2024-2025 calendars will be released in early 2024	

\* Deadlines in this column apply to the course with a Saturday meeting day only

Students withdrawing after the "add/drop classes without penalty" deadline published at [cu.edu/refunds](http://cu.edu/refunds) are subject to tuition charges.

#### Important Dates

May 26, 2023	Deadline to apply for Summer 2023 Degree Posting
May 29, 2023	Memorial Day (No Classes)
June 19, 2023	Juneteenth (No Classes)
July 4, 2023	Independence Day (No Classes)
September 4, 2023	Labor Day (No Classes)
September 15, 2023	Deadline to Apply for Fall 2023 Degree Posting
September 26, 2023	CUI Day of Service (No Classes)
November 8, 2023	Veterans Day Observed (No Classes)
November 20-24, 2023	Thanksgiving Break (No Classes)
December 16, 2023	Commencement Ceremony (for Summer and Fall Graduates)
January 15, 2024	Martin Luther King, Jr. Day (No Classes)
February 24, 2024	Deadline to apply for Spring 2024 Degree Posting
March 25 - April 1, 2024	Easter Break (classes after 4:30 PM meet on April 1, 2024)
May 4, 2024	Spring Commencement Ceremony (for Spring Graduates)

Revised 5/16/23

**Questions about the MBA program should be directed to**

Drew Wolf, MBA Director  
School of Business & Economics  
Grimm Hall North Building, 2<sup>nd</sup> Floor, Room 226  
Concordia University Irvine  
1530 Concordia West, Irvine, CA 92612  
(949) 214-3366 [drew.wolf@cui.edu](mailto:drew.wolf@cui.edu)

**Or**

Evan Jones, Graduate Admissions- MBA  
Concordia University Irvine  
1530 Concordia West, Irvine, CA 92612  
949-214-3577 [evan.jones@cui.edu](mailto:evan.jones@cui.edu)



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**T: 949 854 8002 Info@cui.edu**