

# NOBEL UNIVERSITY



## Student Handbook

### 2024-2025

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# **Nobel University Student Handbook**

**July 1, 2024 – June 30, 2025**

Last Revised June 2024

Compiled and edited by Nobel University.

This handbook is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the handbook by statute or regulation are implemented before the issuance of the annually updated handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the handbook.

This handbook is available in print at both Nobel University locations. An electronic copy may be obtained by request or can be downloaded from the Nobel University website [www.nobeluniversity.edu](http://www.nobeluniversity.edu).

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## PREFACE

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### INTRODUCTION TO THE STUDENT HANDBOOK

This Student Handbook serves as an informational guide for all Nobel University students to successfully navigate their academic journey here at Nobel. It contains the fundamental guidelines that should be adhered to by all Nobel University students, faculty, and staff.

This Student Handbook has been updated and reflects the school policies and regulations in effect within the period from **July 1, 2024 to June 30, 2025**. Best efforts were made by the school administration to simplify and yet maintain consistency of the contents of this handbook with those provided in the school catalog. Any discrepancies, however, should favor the school catalog in terms of accuracy and effectiveness.

Any questions or concerns regarding the information contained herein may be directed to the school's administration at the front desk or by calling 213-382-1136 (Los Angeles Main Campus) or 714-228-0307 (Buena Park Branch Campus) during normal business hours.

## WELCOME

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### PRESIDENT'S MESSAGE

As the President of Nobel University, I welcome you to our school and congratulate you on your decision to seek higher education.

At Nobel University, we are committed to practical education, one that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi-disciplinary approach.

During your studies at Nobel University, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At Nobel University, you will find dedicated professors, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. Nobel University is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth. Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,



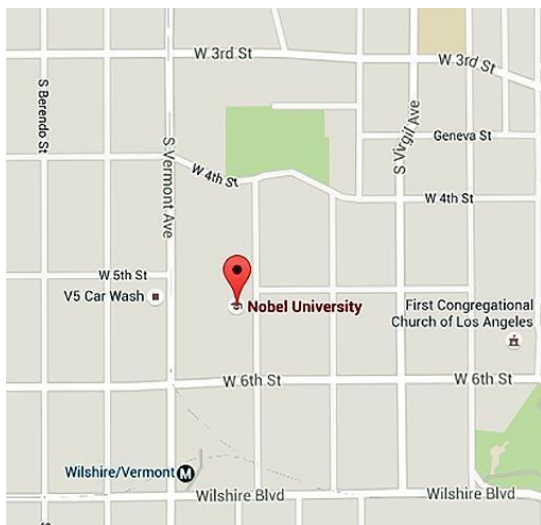
Chong S. Kim  
CEO/President



## LOCATIONS

Nobel University has two locations where classes are offered on site – Los Angeles, California and Buena Park, California.

### LOS ANGELES MAIN CAMPUS



Address: 505 Shatto Place, Suite 300, Los Angeles, CA 90020

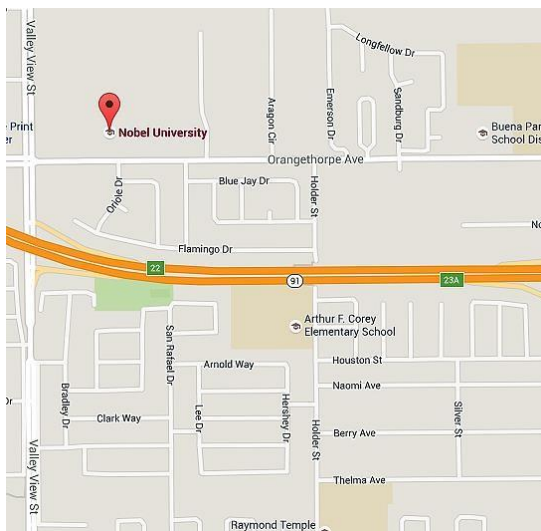
Tel: 213-382-1136

Fax: 213-382-1187

Email: [info@nobeluniversity.edu](mailto:info@nobeluniversity.edu)

The main campus is housed on the third floor of a 3-story building located right at the heart of Downtown Los Angeles, the central business district of the City of Angels. Accessible to 3 major freeways, this 11,700 square feet campus is also within reach of the fashion district, Metro rapid transit system, government buildings, banks, department stores, and recreational venues. All classrooms are equipped with A/V learning technology and a Wi-Fi network.

### BUENA PARK CAMPUS



Address: 6131 Orangethorpe Avenue, Suite 116, Buena Park, CA 90620

Tel: 714-228-0307

Fax: 714-228-0308

Email: [infobp@nobeluniversity.edu](mailto:infobp@nobeluniversity.edu)

This branch campus measuring about 6,400 square feet is located at the Center of Southland, the city of Buena Park, in Orange County, California. Away from the hustle and bustle of LA, the Buena Park Branch Campus is alternatively close to various shops, restaurants, residential areas, and tourist attractions such as Knotts Berry Farm and Disneyland. As in the main campus, all classrooms are equipped with A/V learning technology and a Wi-Fi network.

## INSTITUTIONAL INFORMATION

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### MISSION

The mission of Nobel University is to advance responsible business practice through pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

### PURPOSE

Nobel University seeks to create a Christian learning environment in which the educational needs of all undergraduate and graduate students are met through preparation for careers in business-related fields and occupations.

### NOBEL UNIVERSITY FAITH STATEMENT

1. We believe that God eternally exists in three persons — the Father, the Son, and the Holy Spirit — having precisely the same nature and attributes.
2. We believe God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.
3. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
4. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
5. We believe that there is a personal devil who seeks to tempt and separate people from God.
6. We believe the bodies of men, after death, return to dust and see corruption, but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them.
7. We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

### INSTITUTIONAL OBJECTIVES

In support of the mission statement, Nobel University has developed four objectives. By the completion of the degree program, students will be able to:

1. Demonstrate the most contemporary theories, principles, and concepts in its business program offerings.
2. Demonstrate cultural awareness and tolerance through the intellectual and social development.
3. Demonstrate a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen business field.
4. Demonstrating biblical and ethical standards in personal life and career.

### INSTITUTIONAL INTEGRITY POLICY

Nobel University is committed to integrity as a central element of our mission and values. NU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents

itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. NU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At NU, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

## PROGRAMS OF STUDY

Nobel University offers the Bachelor of Arts in Business Administration, Master of Business Administration, and Doctor of Business Administration programs to prepare students for entry-level, and junior to senior level business positions, respectively, in the business community.

The School endeavors to develop students' professional acumen in the current modern business environment. Moreover, the School instills in its students a philosophy that values the American way of life – its culture, language, and respect for individual freedom and responsibility.

Nobel University's Los Angeles Main Campus and Buena Park Branch Campus currently offer the Bachelor of Arts in Business Administration, Master of Business Administration, and Doctor of Business Administration programs.

Students enrolled at the Los Angeles Main Campus shall attend classes at 505 Shatto Place, Suite 300, Los Angeles, CA 90020. Students enrolled at the Buena Park Branch Campus shall attend classes at 6131 Orangethorpe Avenue, Suite 116, Buena Park, CA 90620.

## HISTORY

Nobel University was founded in the summer of 2000 in Los Angeles, California. Committed to producing quality practitioners of Oriental Medicine, the school began by offering a master's degree program in acupuncture - Master of Science in Oriental Medicine (MSOM).

In 2003, the Bureau for Private Postsecondary Education approved the school to offer a certificate ESL program, and in 2004, the Bachelor of Arts in Business Administration (BA) and Master of Business Administration (MBA) programs. In 2006, the Bachelor of Arts in Church Music program (BCM) was added. In 2009, the branch campus in the city of Buena Park, California was established to accommodate the growing student body.

In 2013, Nobel University shifted its strategic plan and its focus by concentrating on its business program offerings. Since the school discontinued offering the ESL, BCM, and MSOM programs, it specialized in business administration to deliver world-class business education for its students.

In 2024, the Bureau for Private Postsecondary Education approved the school to offer the Doctor of Business Administration (DBA) program.

## ACCREDITATION

Nobel University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2023. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## STATE OF CALIFORNIA APPROVAL (BPPE)

Nobel University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

**Los Angeles Main Campus School Code:** #1942091- approved since July 19, 2002

**Buena Park Branch Campus School Code:** #73078785 - approved since August 09, 2011

Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions regarding the above approvals may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834  
Toll-free Telephone Number (888) 370-7589; Fax (916) 263-1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE

Nobel University makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the School will bring these to the attention of the students in the following ways:

1. Posting on the bulletin boards in the Administration office and student lounges.
2. Flyers with the necessary information will be available in the Administration office.
3. Faculty will announce the new changes to student in classes, if necessary.

## UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) OF THE DEPARTMENT OF HOMELAND SECURITY (DHS)

Nobel University's Los Angeles Main Campus and Buena Park Branch Campus are approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 visas for all students from overseas who are accepted for full-time study at the Nobel University Los Angeles Main Campus or the Buena Park Branch Campus. The rules for Visa Application may vary from country to country. Students should contact the U.S. Consulate in their country for the latest instructions on how to apply for a Student Visa. The School continually updates its website with the latest information on SEVIS for international students. The codes issued by the DHS are as follows:

**Los Angeles Main Campus:** SEVIS School Code #LOS214F01183000

**Buena Park Branch Campus:** SEVIS School Code #LOS214F01183001

## DISCLOSURES

### LICENSURE EXAMS

Nobel University and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at Nobel University are not eligible to sit for any licensure exams in California and other states.

### FINANCIAL AID

Nobel University does not currently participate in federal and/or state financial aid programs, nor does it offer or administer institutionally funded grants and loans to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of Nobel University's responsibility and/or authority. If a student obtains a loan from a private source—e.g., bank, credit union, or loan company—the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

### CALIFORNIA STATE REQUIREMENTS

Nobel University does not have a pending petition in bankruptcy and is not operating as a debtor in possession. Nobel University has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.).

### TRANSLATION POLICY

If English is not the student's primary language, and the student is unable to understand the terms and conditions of any Nobel University publications, policies, and documents including, but not limited to, the application for admissions, enrollment agreement, school performance fact sheet, school catalog and all other disclosures, statements, terms, and conditions, the student shall have the right to obtain a clear explanation of the terms and conditions of any and all policies in his or her primary language. The student shall have the right to have any document translated by a professional translator of his or her own selection, and at his or her own expense.

## INSTITUTIONAL POLICIES

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### STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Nobel University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The School's executive officers are responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

### FREEDOM OF SPEECH

Nobel University firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution, states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. The School shall uphold and enforce these rights and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

### ACADEMIC FREEDOM POLICY

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of Nobel University. The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish, the freedom to teach, and the freedom to communicate extramurally.

Nobel University is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and affirm below the following statements and principles:

1. Nobel University affirms its fundamental mission to discover and disseminate knowledge to its students and the society at large. The School shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The School and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the School and its students, staff and faculty.
2. Nobel University affirms that academic freedom for students rests first upon their access to a high-quality education and their right to pursue a field of study that they deem appropriate and desirable.
3. Nobel University reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and School environment that fosters civil discourse, respect, open inquiry and freedom of expression.

## DISCIPLINARY POLICY

The primary goal of the Nobel University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from the School is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Administrator of Student Services serves as the chief student conduct officer for the University and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards. The Student Handbook is available from the university website, campus front desk and Administrator of Student Services. This handbook details the disciplinary procedure of Nobel University.

### Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of Nobel University.

Level 1 Violations: These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

Level 2 Violations: These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of quarter hours.

Level 3 Violations: These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the School will refer the incident to law enforcement authorities.

Note: Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

### Mandatory or Minimum Consequences

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use

- Sexual misconduct
- Violent acts or intimidation
- Endangering the safety of others
- Plagiarism or other forms of lying or cheating
- Non-compliance with the request of the University's official or representative acting within his or her official capacity.

The University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation, and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

### **Disciplinary Process**

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- Corrective Measure: The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- Restorative Action Plan: A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Administrator of Student Services, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- Voluntary Withdrawal: A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Administrator of Student Services, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to Nobel University administration to voluntarily withdraw from the University. This cooperative decision by the involved student and the University administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the University will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to the University. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.
- Suspension: A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Administrator of Student Services, Academic Dean, and/or President. The administrators will consider suspending the student from Nobel University. Suspension is the involuntary separation of a student from the University for a specific amount of time. If suspension for one or more quarters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to the University. Documentation of



this suspension and the requirements for readmission will be placed in the student's file. During suspension, the Administrator of Student Services may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Academic Dean, suspend a student's access to faculty members and the classrooms.

- **Expulsion:** If, in the opinion of the President of Nobel University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of the program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.
- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official School committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the School's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Administrator of Student Services requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the School administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of School officials unrelated to the decision. The Administrator of Student Services will serve on the committee as the School's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria or submit recommendations to the President considered implementation. The President's subsequent decision then becomes final.

## SECURITY AND SAFETY

The building in which the university is located is generally safe and secure. While this is generally true, all students must be aware of any unusual activity, which might put the community in danger. All unusual situations should be reported to the closest staff member or security personnel so that appropriate steps for safety can be taken.

### Security Measures

The following security measures are in place to enhance safety while on the Nobel University premises:

- 1) All visitors must check in and out at the front desk;
- 2) Security cameras are installed on entry points and major traffic areas of the facility;
- 3) Unnecessary entry points to the facility will remain locked; and,
- 4) All entry points other than the main entrance will be locked during non-classroom hours.

## Emergency Plan

- **Evacuation:** Used to move students and staff out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly, including fire drills.
- **Relocation:** Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period of time. Depending on the time of day and the circumstances, students may be released early or put on hold until they are able to return to the school building. Plans should also be in place for students and staff with limited mobility who may need assistance moving to the relocation site.
- **Shelter-in-place:** Used during severe weather or other environmental threats (e.g., air contamination due to a local fire). This is a precaution aimed to keep people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and preferably access to a bathroom. The room doors are then shut.
- **Lockdown:** Used when there is a perceived danger inside the building.

A lockdown includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.

- **Lockout:** Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood.

During a lockout, access to the building is restricted, but there may be some limited movement within the building.

## SEXUAL HARRASSMENT

Consistent with the School's policy on equal employment opportunity, harassment in the workplace based on a person's race, color, sex, religion, national origin, age, disability, or any other protected class, will not be tolerated concerning employees or applicants for employment. Nobel University is committed to preventing and promptly correcting such harassing behavior.

Harassment of any form is condemned in the workplace, and the School recognizes its duty to provide employees with a harassment free environment in which to work. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any employee for making allegations or inquiries concerning harassment.

Sexual harassment can also be any activity, which creates a hostile or offensive working environment for members of one sex -- whether such activity is carried out by a supervisor or a coworker. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes but is not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the School. In addition, actions, words, jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by School regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Complaint procedures for employee complaints are available in the office of the Chief Operating Officer. The School staff and faculty may receive informal advising and assistance by contacting the Chief Operating Officer. The School encourages students, staff and faculty to become aware of and to take responsibility for their own security.

It is the obligation of all employees to cooperate fully in any investigation process. Disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the School's complaint procedure to report unlawful harassment. Retaliation by the School employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief Operating Officer.

Discipline that the School may impose on employees for behavior that violates this policy and other unprofessional conduct by the School employee may include, but is not limited to, reprimand, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all School offices and operating units.

In addition to the School's internal complaint procedure, employees may also contact the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment.

### **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

Nobel University recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of the School that students, employees, and other individuals who use School facilities and/or equipment, and students, employees, and other individuals who use off-campus non-School facilities and/or equipment in connection with School activities or on behalf of the School, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying centers, machines in the library, or on any other reproduction equipment owned or leased by the School or used in connection with School activities or on behalf of the School.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by



copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of “fair use.” Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. “Fair use” shall not be abused. The School does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy, copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the School in the event of an infringement or alleged reserved.

## STUDENT RIGHTS & RESPONSIBILITIES

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### STUDENT RIGHTS

Nobel University maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances.

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment.

1. The students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Nobel University considers individuals as students upon admission.
2. The student as a citizen has the rights to freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs and freedom from personal force and violence, threats of violence and personal abuse.
3. The student as a citizen has a right to be considered equally for admission to, employment by and promotion within the campus in accordance with the provisions against discrimination in the general law. Nobel University is no sanctuary from the general law; furthermore, the campus is a community of growth and fulfillment for all.
4. All students of Nobel University have other responsibilities and rights based on the nature of the educational process and requirements of the search for truth and its free presentation.

These rights and responsibilities include the following:

- a) Each student has the freedom, dependent on level of competence to teach, learn and conduct research and publish findings in the spirit of free inquiry.
- b) Each student has the right to pursue normal curricular and co-curricular activities, including freedom of movement.
5. Students of Nobel University have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or to the health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in School records.
6. Students of Nobel University have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.
7. Students of Nobel University who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
8. The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

### 1974 PRIVACY ACT

Nobel University complies with the Family Education Rights and Privacy Act of 1974 (also known as “Buckley Amendment”). Any questions about the availability of student records or the release of such records should be addressed to the Registrar’s Office.

A student’s academic records, grades, and personal information, as in compliance with the 1974 Privacy Act (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent.

Permission must be given by the student in order for the information in his/her file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the 1974 Privacy Act.

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

## **FREEDOM OF ACCESS**

Nobel University is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all Nobel University services and facilities to which he or she is qualified. Access will be denied to persons who are not Nobel University students.

## **AMERICANS WITH DISABILITIES ACT (ADA) POLICIES**

Nobel University is available to assist members of the School with disabilities who self-disclose and request classroom accommodations. In order for the School to provide eligible disabled members with reasonable accommodations, it is required that an official request for services and appropriate documentation be submitted to the Chief Operating Officer.

## **STUDENT CODE OF CONDUCT**

A student may be failed or dismissed for academic dishonesty. At the discretion of the executive officers, a student may be dismissed from Nobel University for behavior(s) disruptive to the educational mission of the School, including those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of the School's documents, records or identification, or knowingly furnishing false information to the School.
3. Misrepresentation of oneself or of an organization to be an agent of the School.
4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the School community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to the School's property or property in the possession of or owned by a member of the School community.
7. Unauthorized entry into, unauthorized use, or misuse of the School's property.
8. Sale of or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Lewd, indecent, or obscene behavior on the School's property or at any campus function.
10. Abusive behavior directed toward a member of the School community.
11. Violation of any order of the President of the School, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

The Executive Officers of the School, at their discretion, may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

## **ACADEMIC DISHONESTY**

Individual Faculty, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The faculty may refer the circumstance to the Department Chair for review and further action. The Chief Academic Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, leaving the classroom during an exam and consulting notes or references.

### PLAGIARISM POLICY AND CHEATING

#### ***Plagiarism Definition***

Plagiarism is passing off someone else's ideas or words as your own without giving credit or without giving credit properly. Plagiarism may take the form of directly copying another's work (in whole or in part), improperly citing sources, or presenting another's view or concept without acknowledging the originator. Academic dishonesty also refers to cheating on quizzes or exams.

#### ***Procedure***

First offenses will be handled at the department level. A faculty member who suspects a student of plagiarism will first meet with the student to discuss the problem. In the absence of any resolution, the student will meet with the Department Chair, and if a resolution still cannot be reached, then a meeting will be called with the Chief Academic Officer. Any instance of plagiarism that the faculty has decided to discipline with an "F" for the course will be reported along with appropriate documentation to the Department Chair and the Chief Academic Officer. A second offense will result in the possibility of dismissal from the School.

#### ***Penalties***

Penalties for plagiarism and cheating may include but are not limited to the following:

1. Re-writing the assignment in question
2. Receiving an "F" on the assignment or test in question
3. Failing the course in which the assignment was submitted
4. Academic suspension
5. Dismissal from the School

### COPYRIGHT POLICY

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.
7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

## **DRUG, ALCOHOL AND SMOKING POLICIES**

Nobel University has a policy of maintaining a drug-free learning environment. All members of the School community, which include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential advising from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the School policy that smoking is prohibited in all School buildings. At the discretion of the administration, outside areas may be set aside on School property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

## **WEAPONS POLICY**

The possession or use of firearms or other weapons on Nobel University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Executive Officer/President.

## **GRIEVANCE POLICY**

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of Nobel University's administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the School administration.

For grievances regarding grades, the procedure is as follows:



1. The student must address the complaint, dispute or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Chief Academic Officer.
2. The submission of a grievance concerning a grade must be in writing to the Chief Academic Officer. The Chief Academic Officer will review and investigate the grievance using their discretion to interview sources as needed. The Chief Academic Officer will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Chief Academic Officer and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Administrator of Student Services within ten (10) days of being notified of any action taken against the student. The Administrator of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Administrator of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).

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

Students may also file a complaint with the TRACS Accrediting Agency by completing the TRACS Complaint Form found on [www.tracs.org/resources/](http://www.tracs.org/resources/) and submitting to:

President  
Transnational Association of Christian Colleges and Schools  
15935 Forest Road  
Forest, VA 24551

## UNDERGRADUATE PROGRAM

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### **BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (BBA)**

#### PROGRAM DESCRIPTION

A successful career in business leadership and management requires a sound understanding of the marketplace. This program is designed for those who seek a broad spectrum of business courses with an understanding of the cultural and sociological forces that shape business success. It also develops competence in conceptual, interpersonal and technical skills. The acquired skills and knowledge are applicable in both public and private enterprises.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program the student will be able to:

1. Develop a broad foundation in general education fields of study and demonstrate a growing engagement with critical thinking.
2. Acquire a broad foundation in the business field and demonstrate a growing application of this knowledge to a global contemporary business environment.
3. Demonstrate growing written and oral communication skills.
4. Demonstrate a growing ability to integrate learning across disciplines and experience.
5. Demonstrate a growing understanding of ethical reasoning with regard to how Christian teachings, ethical principles, and core personal values are involved in business decision-making.

#### TRANSFER APPLICANTS

Undergraduate applicants may transfer up to ninety (90) semester credits or one hundred thirty-five (135) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit official transcripts of earned credits. Only courses completed with a grade of C or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

#### UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the School. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

#### QUARTER/SEMESTER UNITS CONVERSION

Nobel uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

### GRADUATION REQUIREMENTS

The Bachelor of Arts (BA) degree in Business Administration will be awarded to the student upon successful completion of 120 semester credits, of which at least 48 semester credits are general education courses, at least 66 semester credits are core courses, and at least 6 semester credits are elective courses, with a minimum Grade Point Average of 2.00.

### COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 100's designate entry-level general education courses; while numbers in the 200's represent upper-level general education courses. Numbers in the 300's and 400's represent upper division courses.

## GRADUATE PROGRAM

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### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

#### PROGRAM DESCRIPTION

The Master of Business Administration (MBA) program provides students with an opportunity for broad professional development. This program is designed to develop skills within the general function areas of business by utilizing a reality-centered academic experience. This experience will be enhanced by collaboration with the business community. Students will get involved in real-life business situations and often use case studies or simulations to solve problems and create solutions.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Develop mastery of functional components of business.
2. Demonstrate mastery of critical thinking and managerial decision-making.
3. Master the conventions of written and oral communication.
4. Demonstrate mastery of quantitative literacy in improving and sustaining strategic business initiatives.

5. Demonstrate mastery of ethical reasoning with regard to how Christian teachings, ethical principles, and core personal values are involved in business decision-making.

### TRANSFER CREDITS

Graduate applicants may transfer up to six (6) semester credits or nine (9) quarter units. Additional transfer credits may be approved and will be reviewed on a case-by-case basis. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

### UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the School. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

### QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

### METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

### GRADUATION REQUIREMENTS

The Master of Business Administration (MBA) degree will be awarded to the student upon successful completion of at least 36 semester credits of core courses with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

### COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s are reserved for graduate-level courses.

## DOCTORAL PROGRAM

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### **DOCTOR OF BUSINESS ADMINISTRATION (DBA)**

#### PROGRAM DESCRIPTION

The Doctor of Business Administration (DBA) program a unique blend of advanced business education and Christian ethical principles, designed for seasoned professionals and senior executives. This program aims to develop strategic leaders who can apply both cutting-edge business practices and Christian ethics to enhance organizational effectiveness and integrity.

#### PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Lead with a focus on servant leadership, stewardship, and honesty, all grounded in Christian principles.
2. Strategically make decisions that consider the moral and ethical ramifications of such actions in addition to the organization's performance.
3. Encourage an innovative mindset that aims to develop for financial gain and advance Christian missions and society.
4. Develop a global perspective influenced by the Christian values of love, respect, and understanding for all individual, regardless of their background.
5. Instill a commitment to lifelong learning and personal growth rooted in the desire to embody one's Christian beliefs in the business world. This commitment underscores the value of your ongoing education.

#### TRANSFER CREDITS

Doctoral applicants may transfer up to twenty-seven (27) semester credits or forty (40) quarter units. Transfer credits must be earned from a state-approved institution or from an institution accredited by an accrediting agency recognized by the United States Department of Education. Applicants wishing to transfer courses from a foreign institution must submit transcripts of earned credits. Only courses with a grade of B or better will be considered for transfer. Transcripts will be evaluated and awarded by the Registrar.

#### UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the School. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

#### QUARTER/SEMESTER UNITS CONVERSION

Nobel University uses the following conversions: Quarter Units X .667= Semester Units

Quarter units are converted to semester units by multiplying the quarter units by .667. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 quarter units x .667 = 16.675 semester units = 16.67 semester units (NOT 16.68 or 17.0)

The same formula and rules are used to convert quarter grade points to semester grade points. Semester units are converted to quarter units by multiplying quarter units by 1.5. The resulting figure is not rounded. Only the first two digits to the right of the decimal point are used. *Example:* 25 semester units x 1.5 = 37.50 quarter units (NOT 38.0)

### METHODS OF INSTRUCTION

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

### GRADUATION REQUIREMENTS

The Doctor of Business Administration (DBA) degree will be awarded to the student upon successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 and the successful completion of an internship program.

### COURSE NUMBERING SYSTEM

The course numbering system consists of letters followed by three numbers to identify courses. The letters correspond to the field of study, while the numbers indicate the level of the course. Numbers in the 500s are reserved for graduate-level courses.

## **ACADEMIC POLICIES**

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### **ADMISSIONS POLICIES**

Applications for admission are taken year-round. Application forms are available online and from the Admission's Office.

Prior to signing the enrollment agreement, we encourage you to review the school catalog and School Performance Fact Sheet. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Prospective students must contact the School to obtain an application packet. The packet will contain the required application and forms needed for submission. The student must contact all relevant institutions for submission of proof of graduation attesting to their academic qualifications from graduate institutions for admission to the doctoral program, undergraduate institutions for admission to the graduate program or submission of proof of high school completion for admission to the undergraduate programs.

It is also the student's responsibility to ensure that all documents and forms are complete. Admissions decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the School without the required documentation and application/registration fee. If an applicant does not accept their admission or fails to matriculate within one year of acceptance, the applicant will need to go through the admissions process again. This means that the applicant must resubmit a non-refundable application/registration fee, application, documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

## REGISTRATION

All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites.

To be considered a full-time student, undergraduate students must register at least 12 semester credits per term, while graduate and doctoral students must register at least 9 semester credits per term.

The maximum course load per term shall be 15 semester credits for undergraduate students, and 12 semester credits for graduate and doctoral students. Exceptions shall require prior approval of the Chief Academic Officer. Registration forms are available at the Registrar's Office.

### ADD AND DROP POLICY

During the first two weeks of the semester, an undergraduate student may drop up to two courses, and an equivalent number of courses may be added to replace the dropped courses. A graduate or doctoral student may drop one course, and an equivalent number of courses may be added to replace the dropped course.

Addition of courses is not allowed after the second week except under the same kind of emergency circumstances that would apply in the case of incomplete grades. To add and/or drop courses, a student must submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

### LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may register the courses during the first two weeks after classes begin. Students are not allowed to register after the end of the second week each semester. No enrollment or addition of any course is permitted after the first two weeks of the semester have passed without permission from the faculty involved and authorized by the Registrar.

## ATTENDANCE POLICY

### CLASSROOM ATTENDANCE

All work missed due to absence or lateness must be made up to the satisfaction of the faculty in order to receive credit for the course. Faculty may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absences or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses. Faculty will report excessive absences to the Program Chairs. Students may be asked to appear before the Program Chairs and the faculty. Failure to appear at the meeting may result in a failing grade, and may also result in academic probation.

If the excessive absences are not classified as excused, the Program Chairs may:

1. Place students on probation, giving provisions for return to good standing.
2. Suspend students for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per Nobel University Refund Policy.
3. Suspend students for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Academic Officer that students be dismissed from the School.

### TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

### **LEAVE OF ABSENCE**

A leave of absence (LOA) may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. If a leave of absence is unavoidable, it is best to finish the current semester before starting a leave.

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form, with the exception of an emergency medical leave of absence. The leave of absence is effective only when the Registrar has acted upon the request and granted permission. A student who has taken a leave of absence without the Registrar's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

Students that begin a leave of absence during a semester, after the add and drop period, will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first semester. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. Students shall not be charged any sum of money for the leave of absence. For the purpose of refund calculation, leave of absences are not charged, and are based on the last day of attendance.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, should refer to re-entry.

In any twelve-month period, Nobel University may grant no more than a single leave of absence for a maximum of 180 days. Nobel University may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, the school



must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Students taking a leave of absence must meet the following requirements:

- Student must be in good academic standing when requesting an LOA from the Registrar's Office.
- Student must submit a signed leave of absence form to the Registrar's office prior to taking the leave.
- Student must receive PRIOR approval from the Registrar's office before withdrawing from courses.
- Student must be outside the U.S. during the LOA, except for medical leave of absence.  
(*International Students ONLY*)

### MEDICAL LEAVE OF ABSENCE

In addition to the requirements for a leave of absence, student must submit a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester to the Registrar's Office.

### INTERNATIONAL STUDENTS

#### ***Medical Leave of Absence***

F-1 students are eligible to take an LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor.

Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from the Registrar's Office will be considered out of status.

Requirements for Medical LOA are as follows:

- Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester
- Doctor's note should specify if the student should remain in U.S. to receive treatment
- Must have PRIOR approval from the Registrar's Office before withdrawing from courses

#### ***Non-Medical Leave of Absence***

If an F-1 student takes a leave of absence for more than five (5) months, the student's record will be terminated and the student cannot remain in the U.S. After submitting the leave of absence form for the approval from the Registrar's office, the student's SEVIS record will be terminated for "Authorized Early Withdrawal", which will not adversely affect the student's immigration record. The exact date of the termination will be based on the date the student indicates on this form. The student must depart the U.S. within 15 days of the termination date (for "Authorized Early Withdrawal" only).

#### ***Returning from a Non-Medical Leave of Absence***

1. F-1 students returning from a leave of fewer than five (5) months:

- Submit a written request to the Registrar's Office at least one month before the student plans to return to the School in order to reactive the record with USCIS. Once approved, the School will issue a new I-20 and the student will be able to re-enter the U.S.

- Re-enter the U.S. with all required travel documents, including a valid F-1 visa.
2. F-1 students returning from a leave of more than five (5) months:
- Submit a written request to the Registrar’s Office at least three months before the student plans to return to the School in order to allow time for the creation and receipt of a new SEVIS record/I-20.
  - Pay for I-901 SEVIS fee for the new I-20’s SEVIS ID.
  - Apply for a new F-1 visa, if applicable. It is recommended the student contacts the nearest U.S. embassy/consulate whether a new visa is needed.
  - The student will not be eligible for off-campus employment until the student is in a new F-1 status for at least one academic year.

## GRADING SYSTEM

All student learning is graded on a letter basis. Any student receiving an “incomplete” grade will be given up to sixteen weeks to complete the assignment. Any student receiving a “D” grade or below is responsible for creating a plan for improving his/her grade with his/her faculty. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The School uses the traditional 4.0 scale grading system for all examinations and final grades.

### GRADE PROGRESS

Grade	Grade Point (Remarks)
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00
I*	0.0 (Incomplete)
W*	0.0 (Withdrawal)
R*	0.0 (Repeated Course)
IP*	0.0 (In Progress)

\* These grades are not included in the calculation of the student’s GPA.

*MBA & DBA program: Minimum Passing Grade is a B. Only those doctoral and graduate level courses in which a student earns the equivalent of a 3.0 or better may be applied toward the total number of credits required for graduation.*

### UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum,

as determined by the School. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

### INCOMPLETE GRADE (I)

The faculty may assign the “I” grade when work is of passing quality but is incomplete for good cause. Assigning an “I” is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of “I,” the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the “I” will automatically lapse to an “F”. It is the student’s responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an “F”. The grade of “Incomplete” will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

### WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “I” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

### REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

### ***Important Additional Restrictions***

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

## GRADE REPORT

At the end of each semester, notification of students' academic standing and report of grades achieved while in attendance at Nobel University are available upon students' request. Grades are normally available within two weeks following the last day of the term. If there are any unpaid charges or other penalties on record against students, request for transcript and class grades will be withheld unless arrangements to the contrary have been made in advance with the Nobel University administration.

## GRADING PROCEDURES

Requirements for midterms and other examinations (written and oral), term papers, reports, projects, and other student activities are assigned by each faculty. Make-up examinations, retests, late submission of reports or other special arrangements are made only by the faculty, and only at the faculty's discretion. Either the faculty or Nobel University can administer a make-up examination or retest.

Faculty is not required to offer make-up examinations, retests, or to accept late submissions of work. It is fully within the faculty's discretion to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

## FAILING AN EXAMINATION

Faculty may recommend that a retest be granted. Such retests are scheduled at the convenience of the faculty. All retests must be completed before the end of the fourth week of the following semester.

## FAILURE TO ATTEND AN EXAMINATION

Without prior authorization by the faculty, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. Students must repeat the course, paying full tuition.

Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam.

## STUDENT ACHIEVEMENT

To document student learning outcomes, Nobel University assesses general education achievement using cumulative GPAs for all students.

### CUMULATIVE GRADE POINT AVERAGE (CGPA)

As one method of documenting student learning outcomes, Nobel University annually analyzes cumulative GPAs per program, in as much as GPA achievement provides a uniform and comparable measure of student achievement across programs and across time. GPA is calculated on the traditional 4.0 scale.

The CGPA is calculated using the formula below:

$$\text{CGPA} = \frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with Letter Grade}}$$

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The SAP policy is a statement that addresses the issue of whether students are maintaining satisfactory academic progress in their educational programs. At Nobel University, this policy consists of qualitative and quantitative standards:

### MINIMUM ACADEMIC ACHIEVEMENT

Students must attain a minimum CGPA in order to meet minimum requirements for continuing their education at Nobel University and for successfully completing a program.

#### **1. Bachelor of Arts in Business Administration**

All undergraduate students must complete 66.67% of all attempted courses and achieve a minimum cumulative grade point average (CGPA) of 2.0 by the end of each academic year. Students not meeting this standard are subject to academic probation.

#### **2. Master of Business Administration**

All graduate students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

#### **3. Doctor of Business Administration**

All doctoral students must achieve a minimum cumulative grade point average (CGPA) of 3.0 by the end of each academic year. Students whose CGPA fall below this standard are subject to academic probation.

### MAXIMUM PROGRAM LENGTH

#### **1. Bachelor of Arts in Business Administration**

Students need to complete 120 semester credits with a CGPA of 2.0 or better to graduate. Typically, these credits may be completed in about four (4) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals six (6) years. In other words, students have a maximum of six (6) years to complete the bachelor's program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 12 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);

- All credits accepted for transfer from another institution.

Grades of “F”, and “I” will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

## **2. Master of Business Administration**

Students need to complete 36 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about two (2) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals three (3) years. In other words, students have a maximum of three (3) years to complete the master’s program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;
- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of “D”, “F”, and “I” will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

## **3. Doctor of Business Administration**

Students need to complete 54 semester credits with a CGPA of 3.0 or better to graduate. Typically, these credits may be completed in about three (3) years of study. However, the maximum time frame to complete the program is 150% of the typical time frame which equals four and a half (4.5) years. In other words, students have a maximum of four and a half (4.5) years to complete the doctoral program at Nobel University. In order for a student to stay within the 150%-time frame, he or she needs to successfully complete a minimum of 9 credits per semester.

Students cannot exceed 150% of the number of credits required to complete their degree program. All credits attempted toward the completion of a program of study will be counted in the maximum number of allowable credits. Transfer credits are included in the total.

Credits counted as attempted include:

- All Nobel University courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), F, and I;

- All Nobel University courses marked as W (indicating a course(s) dropped or total withdrawal for the term);
- All credits accepted for transfer from another institution.

Grades of “D”, “F”, and “I” will be counted as hours attempted but will not be counted as hours successfully passed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Repeated course enrollment will be calculated in the cumulative GPA according to the Nobel University academic grading policy.

### MONITORING OF STUDENT ACADEMIC PROGRESS

#### **1. Bachelor of Arts in Business Administration**

Course loads are reviewed at the end of each academic year. Undergraduate students, whose records indicate that they have successfully completed less than 24 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

#### **2. Master of Business Administration**

Graduate students, whose records indicate that they have successfully completed less than 18 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

#### **3. Doctor of Business Administration**

Doctoral students, whose records indicate that they have successfully completed less than 18 credits per academic year, are advised by the Registrar that they are not meeting typical academic satisfactory progress.

### UNITS OF CREDIT

Nobel University academic work is established by semester credit hours. One (1) semester credit hour earned is defined as the satisfactory completion of: at least fifteen (15) clock hours of didactic work (lecture hours); or at least thirty (30) clock hours of laboratory or supervised work; or at least forty-five (45) clock hours of practicum, as determined by the School. One (1) clock hour equals a minimum instruction time of fifty (50) minutes of supervised or directed instruction and appropriate break(s).

### INCOMPLETE GRADE (I)

The faculty may assign the “I” grade when work is of passing quality but is incomplete for good cause. Assigning an “I” is at the discretion of the faculty, who is not obligated to do so. If faculty issues a grade of “I,” the remaining coursework must be finished by the last day of the next semester (fall, summer, spring). If the course is not completed, the “I” will automatically lapse to an “F”. It is the student’s responsibility to discuss with the faculty the conditions and time frame for completing the course by the next term. The student is not to re-enroll in the course again unless the student receives an “F”. The grade of “Incomplete” will be marked on the transcript until the final grade is complete. However, it will not be calculated into the GPA. Once the completed grade is reported to the Registrar, the grade is posted and the final grade is averaged into the cumulative GPA.

WITHDRAWAL (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain permit from the Department Chair to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “I” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund Policy.

International students on F-1 Visas should check with the Administrator of Student Services before withdrawing from a class which could potentially place them below full-time status or risk violating their legal status.

REPEATED COURSES (R)

Any undergraduate course in which a grade of C- or below or any graduate or doctoral course in which a grade of B- or below earned can be repeated once. The second grade, for better or worse, is calculated into the cumulative and term grade point average (GPA).

***Important Additional Restrictions***

1. Students may repeat the same course only once.
2. Students may receive credit hours for a repeated course only once.
3. Undergraduate students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of C or better.
4. Graduate and doctoral students will not receive credit for a course repeated after they have completed a more advanced course in the same sequence with a grade of B or better.

It is the recommendation of the School for students to consult with the Chief Academic Officer if they have any questions about repeating courses.

UNSATISFACTORY ACADEMIC PROGRESS

If a student’s progress, measured at the end of each semester, is determined to be unsatisfactory and a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the School may place the student on academic probation. The student will be advised of the performance necessary to reestablish SAP.

CHANGE OF PROGRAM

Nobel University offers only one undergraduate program, one graduate program, and one doctoral program of study at the Los Angeles Main Campus and the Buena Park Branch Campus.

ADDITIONAL DEGREE

Nobel University offers only one undergraduate, one graduate, and one doctoral credential at the Los Angeles Main Campus and the Buena Park Branch Campus. The Satisfactory Academic Progress (SAP) policy for the undergraduate program of a given student does not influence the academic progress of that student at the



graduate level. The SAP policy for the graduate program of a given student does not influence the academic progress of that student at the doctoral level.

### TRANSFER CREDITS

Transfer credits accepted by Nobel University count toward a student's cumulative completion rate and the maximum program length allowed. Cumulative Grade Point Average (CGPA) is not affected.

### CLASSIFICATIONS OF ACADEMIC STANDING

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended to be used to guide the student in his/her academic planning. In particular, students placed on academic probation must meet with the Chief Academic Officer to develop an academic strategy for success that will also allow them to be removed from academic probation.

#### ***Good Standing***

Good standing status is assigned to the term record of any undergraduate student with a cumulative grade point average (GPA) above the standard of 2.00 at the close of the term. Good standing status is assigned to the term record of any graduate and doctoral student with a cumulative grade point (GPA) average of 3.00 or higher at the close of the term.

#### ***Academic Probation***

Undergraduate students will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Likewise, graduate and doctoral students will be placed on probation when either the term or cumulative GPA falls below 3.00. Students on probation must meet with the Chief Academic Officer to develop an academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, students must adhere to the conditions of the program of study in which they are enrolled. Undergraduate students enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. Graduate and doctoral students enrolled in a full-time program of study must complete a minimum of six (6) credits but not exceed nine (9) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that students achieve both a term and cumulative GPA of 2.00 or higher (for undergraduate students) and a GPA of 3.00 or higher (for graduate and doctoral students).

#### ***Dismissal***

##### 1. Term Grade Point Average

Undergraduate students will be dismissed from Nobel University when their term GPA falls below the 2.00 standard for three (3) consecutive terms. Graduate and doctoral students whose term GPA falls below 3.00 for two (2) consecutive terms, will be dismissed from Nobel University.

Undergraduate students, who earn a term GPA below 1.00, and graduate or doctoral students who earn a term GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from Nobel University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term

undergraduate students that obtain a term GPA below 1.00, and graduate students who earn a term GPA below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

## 2. Cumulative Grade Point Average

Undergraduate students will be dismissed from Nobel University when their cumulative GPA remains below the 2.00 standard for the probationary period of three (3) consecutive terms unless an extended period is approved by the Chief Academic Officer.

Undergraduate students who earn a cumulative GPA below 1.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

Graduate and doctoral students will be dismissed from the School when their cumulative GPA remains below the 3.00 standard for the probationary period of two (2) consecutive terms unless an extended period is approved by the Chief Academic Officer.

Graduate and doctoral students who earn a cumulative GPA below 2.00, not including their first term at Nobel University, may be automatically dismissed from the School. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

## 3. Right to Appeal a Dismissal Decision

Students have the right to appeal a dismissal decision. They may do so by requesting for an appeal to the Chief Academic Officer. The request must be submitted by students within seven (7) days of having been notified that they are being dismissed from Nobel University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the request to appeal the dismissal decision, the student will be scheduled to meet with the Chief Academic Officer in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Chief Academic Officer before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

## 4. Terms of Reinstatement after Dismissal

Reinstatement to Nobel University is subject to the following conditions:

- For Full-Time Students

Students are expected to meet the Academic Standard of Nobel University by the time they are to graduate. Undergraduate students must enroll in and complete no fewer than twelve (12) and no more than sixteen (16) credits unless otherwise approved by the Chief Academic Officer. Graduate and doctoral students

must enroll in and complete no fewer than six (6) and no more than nine (9) credits unless otherwise approved by the Chief Academic Officer. During the period of reinstatement, a student cannot change his/her program of study or status.

- For Part-Time Students

Students are expected to meet the Academic Standard of Nobel University by the time he/she is to graduate. Undergraduate students can enroll in and complete no more than eleven (11) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of “D” or below, or “I” in any given course during this term. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

Graduate and doctoral students can enroll in and complete no more than five (5) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 3.00 during the readmitted term and may not earn grades of “C” or below, or “I” in any given course during this term. If the student does not meet the 3.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the School. Failure to meet the above conditions will result in dismissal from the School.

Such dismissal is considered final unless overturned by the Chief Academic Officer. A final dismissal decision may not be appealed.

## 5. Final Dismissal

Students who: (a) do not appeal the initial dismissal decision, (b) receive a negative decision from the Chief Academic Officer, (c) fail to meet the conditions of reinstatement, or (d) who fail to maintain F-1 student status (international students only), are dismissed from Nobel University.

## PETITION FOR READMISSION

Students who have been dismissed from the School must wait at least one semester before applying for readmission and must submit a Petition for Readmission to the Chief Academic Officer. In order to be considered, the students must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Chief Academic Officer at least ten (10) days before the beginning of the semester in which the student request readmission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief Academic Officer will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at Nobel University.

## APPLICATION FOR GRADUATION

Application for graduation is available at the Nobel University Admissions Office and should be filed four weeks before the end of the student’s last semester. Students who have filed applications for graduation, but have failed to complete degree requirements, will not be processed for graduation.

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Arts in Business Administration program.

Successful completion of 36 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Master of Business Administration program.

Successful completion of 54 semester credits with a minimum Grade Point Average of 3.00 is required to graduate from the Doctor of Business Administration program.

## ACADEMIC CALENDAR 2022-2026

### FALL SEMESTER

FALL	2022	2023	2024	2025
Classes Begin	Aug 29	Aug 28	Aug 26	Sep 02
Registration for Fall Ends	Aug 26	Aug 25	Aug 23	Aug 29
Labor Day Holiday	Sep 05	Sep 04	Sep 02	Sep 01
Columbus Day Holiday	Oct 10	Oct 09	Oct 14	Oct 13
Veteran's Day Holiday	Nov 11	Nov 10	Nov 11	Nov 11
Late Registration and Drop/Add End	Sep 09	Sep 08	Sep 06	Sep 12
Registration for Spring Begins	Dec 05	Dec 04	Dec 02	Dec 01
Student Orientation	Aug 17	Aug 23	Aug 21	Aug 27
Thanksgiving Holidays	Nov 24/25	Nov 23/24	Nov 28-29	Nov 27-28
Last Day of Class	Dec 16	Dec 15	Dec 13	Dec 19
Deadline for removal of prev. term "I" grades	Dec 16	Dec 15	Dec 13	Dec 19
Commencement	May 19, 2023	Apr 26, 2024	May 02, 2025	May 01, 2026
Winter Break Begins	Dec 17	Dec 16	Dec 14	Dec 20

### SPRING SEMESTER

SPRING	2023	2024	2025	2026
Classes Begin	Jan 03	Jan 03	Jan 06	Jan 05
Registration for Spring Ends	Dec 30, 2022	Dec 29, 2023	Jan 03	Jan 02
Martin Luther King, Jr. Day Holiday	Jan 16	Jan 15	Jan 20	Jan 19
Presidents' Day Holiday	Feb 20	Feb 19	Feb 17	Feb 16
Late Registration and Drop/Add End	Jan 13	Jan 12	Jan 17	Jan 16
Registration for Summer Begins	Apr 03	Apr 01	Apr 07	Apr 06
Student Orientation	Dec 21, 2022	Dec 20, 2023	Jan 02	Dec 30, 2025
Last Day of Class	Apr 21	Apr 19	Apr 25	Apr 24
Deadline for removal of prev. term "I" grades	Apr 21	Apr 19	Apr 25	Apr 24
Commencement	May 12	Apr 26	May 02	May 01
Spring Break Begins	Apr 22	Apr 20	Apr 26	Apr 25

### SUMMER SEMESTER

SUMMER	2023	2024	2025	2026
Classes Begin	May 01	Apr 29	May 05	May 04
Registration for Summer Ends	Apr 28	Apr 26	May 02	May 01
Late Registration and Drop/Add End	May 12	May 10	May 16	May 15
Memorial Day Holiday	May 29	May 27	May 26	May 25
Juneteenth Holiday	Jun 19	Jun 19	Jun 19	Jun 19
Independence Day Holiday	Jul 04	Jul 04	Jul 04	Jul 04
Registration for Fall Begins	Jul 31	Jul 29	Aug 04	Aug 03
Student Orientation	Apr 26	Apr 24	Apr 30	Apr 29
Last Day of Class	Aug 18	Aug 16	Aug 22	Aug 21
Deadline for removal of prev. term "I" grades	Aug 18	Aug 16	Aug 22	Aug 21
Commencement	May 12	Apr 26	May 02	May 01
Summer Break Begins	Aug 19	Aug 17	Aug 23	Aug 22

### POST HOLIDAY MAKE-UP DAY

If a holiday falls on a normally-scheduled day of classes, the School will hold make-up class hours on the following Friday, starting at 1:00 pm.

MY WEEKLY PLAN SHEET

# MY WEEKLY PLAN

Use this planner to account for class times, meetings, standing appointments, eating, sleeping, exercising, work, volunteer activities, family time, and social time. Include the hours each class takes in study/preparation time by using the "Two for One" rule; for each unit your class carries, expect to spend two hours of study time outside of the classroom. List each class and estimate how many hours you need to devote each week. Begin filling in the available study time until you have accounted for all of the hours you estimated for each class.

MY WEEKLY PLAN

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 pm							
1 am							
2 am							
3 am							
4 am							

## TIME MANAGEMENT – Who’s the boss?

# TIME MANAGEMENT

## *Who’s the boss?*

*Who is in control of your life?  
Who decides how you spend your time?  
Who decides what is important for you?*

### **YOU ARE THE BOSS BECAUSE**

**YOU** are in control;  
**YOU** make wise decisions about  
how you manage your time;  
**YOU** decide what is important in your life

..... Don't you?



*If not, isn't it about **time** that you did?*

### **FIRST DECIDE WHAT IS IMPORTANT:**

- Should be positive
- Should be realistic
- Should be achievable
- Should be worth what it will take
- Should include a time frame
- Should be open to change

### **ORGANIZE YOUR LIFE FOR SUCCESS!**

- Organize a place to study
- Organize each course
- Organize your employment
- Organize your family responsibilities

### **UNDERSTAND THE “TWO FOR ONE” RULE**

AVC courses are written to include two hours of study or preparation outside of class for every hour inside a lecture class (lab classes are different). So, if you are enrolled in 12 units of lecture class, then you should plan for 24 hours of study or preparation outside of class. Have you?

### **CREATE A STUDY PLAN**

A semester plan  
A weekly plan

Use “spare” time well  
Rethink and ask for help if necessary

### **USE TIME WISELY**

Prioritize!  
Write it down!  
Do two things at once

### **SELF MONITOR**

Be honest with yourself  
Be critical of yourself  
Be wary of distractions

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For assistance creating study plans and organizing your schedule,  
make an appointment with the Administrator of Student Services.

## STUDENT SERVICES

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Whether you are a student or a staff member, Nobel University is dedicated to providing the best opportunities to you while on campus. Here, you will find information that helps you be an involved and knowledgeable member of our community. Students may refer to the Administrator of Student Services for more information about the services offered at Nobel University.

### ADVISING AND GUIDANCE

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle.

Nobel University provides a friendly setting in which students may explore concerns of a personal, academic or career-related nature. In addition, advising and guidance services can enrich the lives of students by guiding their educational path and empowering them to make mature choices; thus allowing the student responsibility for their academic success.

Several advising options are available to students at Nobel University.

First, Department Chairs are available by appointments for academic advising with regards to academic and career planning.

The scope of this activity includes:

1. analyzing interests related to academic and career planning or
2. selecting courses and student activities that maximize potential and opportunities
3. developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussion/s concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private counseling facilities.



# CHOICES OF SUCCESSFUL STUDENTS

CHOICES OF SUCCESSFUL STUDENTS

SUCCESSFUL STUDENTS...	STRUGGLING STUDENTS...
1. ... <b>ACCEPT SELF-RESPONSIBILITY</b> , seeing themselves as the primary cause of their outcomes and experiences.	1. ...see themselves as <b>victims</b> , believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.
2. ... <b>DISCOVER SELF-MOTIVATION</b> , finding purpose in their lives by discovering personally meaningful goals and dreams.	2. ...have difficulty sustaining motivation, often feeling <b>depressed, frustrated,</b> and/or <b>resentful</b> about a lack of direction in their lives.
3. ... <b>MASTER SELF-MANAGEMENT</b> , consistently planning and taking purposeful actions in pursuit of their goals and dreams.	3. ...seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to <b>procrastinate</b> .
4. ... <b>EMPLOY INTERDEPENDENCE</b> , building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same).	4. ...are <b>solitary</b> , seldom requesting, even rejecting offers of assistance from those who could help.
5. ... <b>GAIN SELF-AWARENESS</b> , consciously employing behaviors, beliefs, and attitudes that keep them on course.	5. ...make important choices unconsciously, being directed by <b>self-sabotaging</b> habits and outdated life scripts.
6. ... <b>ADOPT LIFE-LONG LEARNING</b> , finding valuable lessons and wisdom in nearly every experience they have.	6. ... <b>resist learning</b> new ideas and skills, viewing learning as fearful or boring rather than as mental play.
7. ... <b>DEVELOP EMOTIONAL INTELLIGENCE</b> , effectively managing their emotions in support of their goals and dreams.	7. ...live at the mercy of <b>strong emotions</b> such as anger, depression, anxiety, or a need for instant gratification.
8. ... <b>BELIEVE IN THEMSELVES</b> , seeing themselves as capable, lovable, and unconditionally worthy as human beings.	8. ...doubt their competence and personal value, <b>feeling inadequate</b> to create their desired outcomes and experiences.

## CAREER SERVICES

While Nobel University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates, the School assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars. Services provided include, but are not limited to; resume writing workshops, interview preparation, etc. The School also provides various resources for job opportunities, such as career fairs held in local communities and by posting job resources on the School Job Boards.

International students desiring employment in the United States must comply with the United States Department of Homeland Security (DHS) regulations. Students must consult with the Administrator of Student Services about these regulations before applying for any employment. To become eligible for employment, all qualifying international students must apply for Optional Practical Training (OPT). After OPT is obtained, students will be able to legally work for up to twelve (12) months.

Nobel University conducts follow-up studies on graduates and employer satisfaction surveys annually. The School maintains a school performance fact sheet, which includes the placement percentages, salary, and the percentage receiving jobs in the career field for which they were trained.

## CAREER SERVICES – Helping you define your goals

### CAREER SERVICES

#### *Helping you define your goals*

The **Office of Student Services** provides support for students who need assistance with defining their career options and establishing their academic and career goals. Support programs and services include career coaching, workshops, seminars, and various resources for job opportunities, such as career fairs held in local communities, and job board at the student lounge. Job Fair tips for students are available at the Student Services Office.

*\* For International Students Only*

Optional Practical Training (OPT) is temporary employment authorization that is related to an F-1 student's academic program. The work done does not count towards course credit; therefore, it is the student's option to apply for OPT. OPT may be used during a degree program as well as after completion of course requirements. The application process takes approximately three months for both initial applications and renewals. The Administrator of Student Services provides guidance to students on following information: Eligibility, How to apply, OPT authorization dates, and OPT Application and required documents.



CAREER SERVICES

#### *Career Workshops*

Career Workshops and individual advisement provide student with the tools to assist in the process of discovering satisfying career. Personal attributes such as personality, value, abilities and interests are assessed and then explored in relation to particular careers. The following is a description of the career workshops that are provided by the Student Services to assist Nobel University students and alumni with their career development and job search so they can successfully meet the challenge of the current global job market.

**Resume Writing Workshop** — Learn how to create a professional resume and cover letter that highlights your skills and talents.

**Interviewing Skills Workshop** — Focus on the strategies and skills that will help you promote yourself more confidently in the interviewing process.

For more information visit [www.nobeluniversity.com/studentservices/](http://www.nobeluniversity.com/studentservices/).

## HOUSING ASSISTANCE

Currently, Nobel University does not have any housing facilities under its control and does not provide any housing assistance. Students are responsible for their own housing arrangements. However, there are many apartment complexes within walking distance from both Nobel University facilities and an approximate range of cost as follows:

Los Angeles, California	\$1,800 - \$2,200/month for one-bedroom apartment
Buena Park, California	\$1,500 - \$1,800/month for one-bedroom apartment

## STUDENT ORIENTATION

Nobel University hosts three orientation sessions throughout the calendar year, one for each semester: fall, spring and summer. Orientation dates and times are scheduled at least four weeks prior to the first day of each semester.

During the orientation, students learn about the academics and campus life at Nobel University, while meeting other new and current students who will help them acclimate to the School. In addition, they will be able to meet with the Administrator of Student Services and finalize their course schedules with the Registrar's office. Students tour the campus, including the Library with online resources, and may request a Student ID Card.

Also, during the orientation, the Administrator of Student Services will review the policies and procedures in the School Catalog, Student Handbook, Library Handbook, regulations about maintaining F-1 Visa status, student services, purchasing textbooks, and the academic calendar.

## STUDENT ID CARDS

Nobel University issues Student ID Cards upon acceptance and enrollment at the student's request. The official Nobel University identification card is non-transferable. The ID card remains the School's property, is governed by Nobel University regulations, and expires when the holder is no longer affiliated with the School. Lost cards should be reported immediately to the administration office. ID cards will cost \$10 per issuance.

## CULTURAL, EDUCATIONAL AND RELIGIOUS OPPORTUNITIES

NU offers students cultural (social), educational and religious opportunities. The activities of the student association include social and academic development of the student body. One of the purposes of the field education experience is to provide professional development opportunities for students. Chapel services (to be implemented) are expected to provide cultural (social) and religious opportunities to students.

### - Student Association

NU Student association is an organization conducted by students and supervised by school. The purpose of the student association is to take the feedback from NU students regarding the issues they are facing today, also give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student association is the voice of the all NU students. They help share student ideas, interests and concerns with the school wide community.

The function of the student association is based upon parliamentary procedures. Ideas are presented, voted upon and confirmed by the student association president. Any student that is interested in leadership,

organizational behavior, event planning or becoming more involved in the school are welcome to become involved.

- Field Education

Nobel University aims to provide opportunities for the professional development of its students. One means of achieving this goal is through field education. To enhance students' study, field education opportunities will enable students to experience the application of professional business practice to everyday life by visiting local commerce & e-commerce, attending business conferences or workshops, or participating in a similar activity arranged by faculty. In arranging such field education opportunities, faculties are encouraged to fit the field education experience with themes of Nobel University's academic courses.

- Chapel (to be implemented)

Regularly-scheduled chapel services for students, faculty, and staff are held for times of corporate worship, exhortation and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another and share praise reports and important Nobel University announcements. Chapel is held on Thursday at the campus worship room.

Chapel attendance is not required for students, but students are strongly encouraged to attend as it provides regular times of worship that honor God and empower Christian living, and it encourages perspectives and practices that contribute to spiritual, psychological, and physical health.

## COMMUNITY RESOURCES

Nobel University provides opportunities for practical applications to enhance personal leadership development and academic achievement through encouraging students to get involved in co-curricular activities and community services. These activities are designed to support the achievement of students' academic, career and personal goals while simultaneously promoting civility.

Nobel University also offers guest lectures and round-table discussions to augment the students' learning experience and to share their insights on a broad range of current business issues, trends, and movements. Expert individuals from the professional and business community are invited as speakers at these events.

## COMMENCEMENTS

Nobel University holds commencements for students who have completed their degree programs as scheduled, and have fulfilled all other School requirements, shortly following the semester.

## LIBRARY

The Nobel University Library gathers, organizes, preserves and provides access to the information resources necessary for the School to fulfill its educational, research, and service goals. Rapid technological advances are making it possible to access a world of information beyond the Library's walls. The Nobel University Library is committed to its students' success by staying abreast in the latest technology in an effort to provide the tools necessary for academic excellence. The Nobel University Library is available to students and faculty during normal school hours.

Students and faculty are able to search and check-out a wide array of Nobel University Library holdings using the library online catalog <https://opac.libraryworld.com/opac/home.php>.

Nobel University subscribes to online Ebrary, a ProQuest® Business, which consists of a very specific and relevant collection of over 17,000 business and economic titles. All titles are multi-use titles which means that all of our students can access the title simultaneously. This collection is generated through Ebrary's extensive relationships with 600+ publishers, and more than 500,000 titles, which serves the unique research need of our students, faculty, and other library patrons.

In addition, Nobel University also subscribes to LIRN®, a virtual library with millions of peer-reviewed and full-text journals, magazines, and newspaper articles, e-books, podcasts, audio and video resources, supporting students' academic studies. These resources are acquired from Gale Cengage, ProQuest, EBSCO, CREDO Reference, e-Library, and more, covering topics for General Education and Business programs.

Nobel University provides online library workstations which allow students to fulfill their academic expectations. Furthermore, Nobel University's workstations are readily available with full Internet access, software including Microsoft Office, and audio-visual equipment. In doing so, Nobel University supports its students with the proper educational tools to achieve their academic goals, complete course assignments, and enhance communication with faculty and peers. The online library workstations are available to students and faculty during normal library hours.

Students and faculty are also able to use America Evangelical University's Library and Grace Mission University holdings during normal school hours. America Evangelical University is located at 1818 South Western Avenue, Los Angeles, CA 90006. Grace Mission University is located at 1645 W Valencia Drive, Fullerton, CA 92833.

Additionally, students have access to the Los Angeles County Library and the Buena Park Public Library. Students can obtain a Library Card at no charge.

## FACILITIES AND EQUIPMENT

At the Los Angeles Main Campus, the facilities consist of nine classrooms, one library, one computer lab, one conference room, one faculty office, one student lounge, a reception area, and several offices for administrative staff.

At the Buena Park Branch Campus, the facilities consist of five classrooms, one library, one computer lab, one conference room, one faculty office, one student lounge, a reception area, and several offices for administrative staff.

Nobel University facilities are furnished with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff and all the standard equipment and supplies needed for each classroom. The School also has a student lounge with a sitting area and other amenities such as a microwave, refrigerator, and coffee machine.

## KEY ADMINISTRATIVE SERVICES

### **Chief Academic Officer**

The Chief Academic Officer (CAO) maintains regular communication among the Program Advisory Committee, Department Chairs, Faculty, and the Librarian. The CAO is responsible for providing leadership, supervision, guidance, and direction of the department chairs, faculty, and librarian. The CAO is responsible for the overall administration of the academic programs to be consistent with the school's mission and vision, and to assure

academic excellence. The CAO assures delivery of high-quality instruction and services to meet the needs of students, business and industry, and the community.

### **Administrator of Admissions**

The Administrator of Admissions is responsible for recruiting students, evaluating potential students and admitting students to ensure a high achieving and diverse student body. This individual serves as the point of contact for interested students who seek more information about what the school has to offer. The Administrator of Admissions ensures that the School follows procedures and policies regarding admissions testing, transcript review, applications processing, and correspondence with students. The Administrator of Admissions also works with Nobel University's Registrar and Chief Finance Officer by assisting with enrollment, as well as financial and attendance issues.

### **Registrar**

The Registrar facilitates effective student registration and enrollment at the School and maintains student data files. The Registrar has responsibility in gathering, recording, maintaining, and reporting student records within local, state and federal guidelines. The Registrar coordinates the processes for the articulation of transfer credits, enrollment and degree verification, graduation and certification of the School degree programs, processing and production of diplomas, and manages commencement lists and ceremonies. This also includes ensuring that all requirements have been met prior to graduation and that diplomas are factually correct. The Registrar also oversees aspects of academic record keeping, student grading, attendance, and management of student and teaching faculty databases. This individual ensures the integrity, accuracy, and security of all records of current and former students and maintains and processes requests for academic documentation on up-to-date course schedules, catalogs, final examination schedules, grade sheets, attendance rosters, progress reports, and official transcripts.

### **Administrator of Student Services**

The Administrator of Student Services provides students counseling on personal or academic problems, employment opportunities, student orientations, and extracurricular activities. The Administrator of Student Services is also responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, and social development of Nobel University's students in a holistic way.

### **Librarian**

The Librarian, in collaboration with the Chief Academic Officer and Teaching Faculty/Professor/Instructor is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of an institution's programs, is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service, and operations on the Nobel University campus.

## HEALTH SERVICES

Nobel University recommends all students to have medical insurance. NU provides medical insurance information for international students. Students have the option to get insurance from local insurance agents. If you need help, please contact Student Services for assistance.

### Medical Care References

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty will manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility.

A first aid kit is available at the front desk of the school. For any medical incident that demands immediate attention, the school will arrange for transportation to the nearest doctor, urgent care clinic, or hospital.

### The nearby Emergency Room and Urgent Care

#### Los Angeles Main Campus

- Vermont Urgent Care & Multi Specialty Center  
1435 Vermont Ave #100, Los Angeles, CA 90006  
Tel. 213-386-2511
- PIH Health Good Samaritan Hospital Emergency Room  
1230 W 6th St, Los Angeles, CA 90017  
Tel. 213-977-2420
- Downtown Urgent Care  
269 San Pedro St, Los Angeles, CA 90012  
Tel. 213-947-3600

#### Buena Park Branch Campus

- Marque Urgent Care  
8970 Knott Ave, Buena Park, CA 90620  
Tel. 877-693-6266
- Los Alamitos Medical Center: Emergency Room  
3751 Katella Ave, Los Alamitos, CA 90720  
Tel. 562-598-1311
- OC Urgent Care Anaheim  
801 S Brookhurst St #4302, Anaheim, CA 92804  
Tel. 714-683-0644

### Illness Procedure

Nobel University's Illness Procedure is as follows:

- In case of emergencies, students must contact the respective student service immediately.



- Students needing medical attention from a doctor must inform the respective student service before and after the visit.
- Students who take medication regularly must inform the respective student service about the medication. All prescription medications must be stored in a secure, locked container.
- Students must inform the respective student service concerning personal medical conditions important to the student's well-being and care. School may request for the student to verify the information in writing, especially as it relates to procedures of special care.
- Students must properly report class absences because of illness.

## STUDENT DRESS CODE

For maintain the good image of the University, students are reminded to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus.

Nobel University understands and fully supports students' right to self-expression. But university also has an obligation to create a learning environment where all members of the university are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the university. Students who fail to abide by the dress code, when advised by a school official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors and University administrators and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Clothing and personal appearance should be neat, becoming, and appropriate.

The following is inappropriate dress and/or appearance

- Expose your midriff, chest, upper thigh or show visible cleavage or undergarment
- Wear clothes that are transparent (see-through)
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- Bare feet.
- Wear flip-flops or slippers (thong sandals are allowed unless proscribed)
- Head coverings and hoods in campus. (Procedures for Cultural or Religious Head Coverings. Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the office of student service. Director of student service will consider and gave approval. Students that are approved will then have their approval letter taken by University Police with the headgear being worn.)
- Shorts that reveal buttocks.
- Students' pants that show underwear.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Director of Student Service.



## INTERNATIONAL STUDENTS

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### ELIGIBILITY

The education offered at Nobel University is greatly enhanced by the richness of the interaction between students from a wide range of diverse backgrounds.

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

1. Copy of valid Passport
2. Copy of Visa
3. Copy of I-94
4. Previous school's Form I-20
5. Transfer Release Form
6. Bank Statement or Form I-134 Affidavit of Support
7. Demonstration of English proficiency (Refer to English Fluency Requirements).

### SEVIS

SEVIS is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M and J visas) and their dependents. SEVIS allows schools and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students/scholars. On July 1, 2002, the INS implemented SEVIS with voluntary enrollment from schools. Nobel University's Los Angeles Main Campus has been participating in SEVIS since September 13, 2006.

**Los Angeles Main Campus:** SEVIS School Code #LOS214F01183000

**Buena Park Branch Campus:** SEVIS School Code #LOS214F01183001

### STUDENT VISAS

Nobel University is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at Nobel University. The rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. Nobel University will update its website with the latest information on SEVIS for international students.

PROCEDURES

International Students who wish to apply to Nobel University are required to submit all completed documents in a timely manner. It is the responsibility of the applicant to follow all visa application and interview procedures as required by the applicable federal bureau and its regulations. Please visit the U.S. Citizenship and Immigration Services (USCIS) website ([www.uscis.gov](http://www.uscis.gov)) or the U.S. Immigration and Customs Enforcement (ICE) website ([www.ice.gov/sevis](http://www.ice.gov/sevis)) for more information.

The following general outline lists the steps required for International Students who wish to apply to Nobel University. **Nobel University does not guarantee approval of your visa application or receipt of your visa.** Applicants may visit the Nobel University website ([www.nobleuniversity.edu](http://www.nobleuniversity.edu)) or may contact the school for more information.

1. Submit an NU application and application/registration fee of \$50.
2. Applicants to the BA in Business Administration program must submit proof of high school graduation or GED. Applicants to the MBA program must have a minimum of a Bachelor's degree from an approved or accredited institution, or a foreign equivalent. Approved institutions are those that hold legal approval from either a state approval agency or from a national approval agency. Institutions that are accredited are those that have been accredited by an accrediting association that is recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA).
3. Demonstrate English proficiency (Refer to English Fluency Requirements).
4. Upon acceptance to Nobel University, the school will issue the applicant Nobel University's acceptance letter and SEVIS-generated Form I-20.
5. Pay the SEVIS I-901 Fee at ([www.fmjfee.com](http://www.fmjfee.com)). This will be a non-refundable application fee.
6. Complete the Form DS-160 Online Nonimmigrant Visa Application (<https://ceac.state.gov/genniv/>) and print the confirmation page.
7. Schedule an appointment for the Visa Interview at the U.S. Embassy or Consulate in the country where the applicant lives. Please refer to the website ([www.usembassy.gov](http://www.usembassy.gov)) for more information.
8. Prepare for the Visa Interview by gathering the necessary documents required such as:
  - A valid passport
  - Nonimmigrant Visa Application Form DS-160 Confirmation page
  - Visa application fee payment receipt
  - SEVIS I-901 fee payment receipt
  - Required photo(s)
  - Nobel University Form I-20
  - Nobel University's Acceptance Letter
  - Test scores and academic transcripts of schools attended
  - Proof of English proficiency
  - Proof of financial capability for duration of academic program
  - Evidence of ties to your home country
  - Any other documents required by the embassy or consulate
9. If approved, you may be required to pay a visa issuance fee if applicable to your nationality.
10. When the visa is approved, you will be informed by the consular officer how your passport with visa will be returned to you.
11. You may enter into the country 30 days before your official program start date, which is listed on your Form I-20. Upon arrival into the country, you must report immediately to Nobel University.

## APPLICATION SUBMISSION

In order to apply for admission to Nobel University, applicants must submit all required documents prior to the beginning of the academic term for which admission is sought. The School will consider the application for the semester the applicant wishes to enroll only if **all** of the required documents are submitted. In order to process the application for admission in a timely manner, applicants must submit all required documents as soon as possible. All materials must be submitted in English, and applicants must certify any translations by including the original or a notarized copy of the original. Please refer to the Admissions Policies section for more information regarding the admissions process.

## ENGLISH FLUENCY REQUIREMENTS

All courses will be taught in English. At this point in time, Nobel University does not offer ESL classes nor does it provide English language services, such as translation into other languages. Proficiency in reading, writing, speaking, and understanding English is essential for success at Nobel University. At the Office of Admissions' discretion, proficiency may be demonstrated by one of the followings:

### BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (BBA)

- a) TOEFL iBT score report with a minimum score of 45, taken within the last two years.
- b) IELTS score of 5.0 or higher, obtained within the last two years.
- c) Duolingo English Test score of 90 or above, taken within the past two years.
- d) Completion of an Advanced ESL course equivalent to Level 6.
- e) Completion of high school or higher education at an accredited institution in the U.S., with an official transcript required.
- f) Completion of high school or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
- g) A minimum score of 50 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

### MASTER OF BUSINESS ADMINISTRATION (MBA)

- a) TOEFL iBT score report with a minimum score of 61, taken within the last two years.
- b) IELTS score of 6.0 or higher, obtained within the last two years.
- c) Duolingo English Test score of 95 or above, taken within the past two years.
- d) Completion of an Advanced ESL course equivalent to Level 6.
- e) Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
- f) Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
- g) A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

### DOCTOR OF BUSINESS ADMINISTRATION (DBA)

- a) TOEFL iBT score report with a minimum score of 65, taken within the last two years.
- b) IELTS score of 6.0 or higher, obtained within the last two years.
- c) Duolingo English Test score of 100 or above, taken within the past two years.

- d) Completion of an Advanced ESL course equivalent to Level 6.
- e) Completion of bachelor's degree or higher education at an accredited institution in the U.S., with an official transcript required.
- f) Completion of bachelor's degree or higher degrees at an accredited English-speaking institution, requiring an official transcript and a letter confirming the mode of instruction.
- g) A minimum score of 60 on Nobel University's English Proficiency Exam is required. For detailed instructions on taking the exam, please contact the Admissions Office administrator.

## STUDENT HEALTH INSURANCE

Nobel University recommends all students to have medical insurance. NU provides medical insurance information for international students. Students have the option to get insurance from local insurance agents. If you need help, please contact Student Services for assistance.

## FINANCIAL CAPABILITY

Before a U.S. Consul will grant a visa, you must prove that you will have sufficient funds to cover all your expenses while studying in the United States. You must explain the sources of your funds and guarantee that you will receive them while at Nobel University. Unless you are able to provide written evidence demonstrating you have adequate financial resources for the entire time needed to complete your degree program, the Consul will not grant a student visa.

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at Nobel University (approximately \$26,000.00 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

## DEPENDENTS

If you plan to bring a spouse and/or children, they will need to be listed on the financial documentation form. Please list their names at the bottom of the form along with their date of birth, country of citizenship and relationship to the student. You must add \$4,500.00 USD per dependent to the total available funds.

## WELCOME TO THE UNITED STATES! WHAT TO DO NEXT?

All newly arriving students must report to Nobel University within one week of arrival or at least one week prior to first day of the semester. Students will start with enrollment then register for courses. Once these are completed, the I-20 will be updated to "Active" status. Below are some of the things you may need to do during your initial stay.

### How can I apply for a California ID or Driver's License?

You will need the following documents to apply for a California ID or Driver's License at the Department of Motor Vehicles (DMV):

1. Valid Passport
2. Visa
3. I-94 (retrieve here: <https://i94.cbp.dhs.gov/i94/#/home#section> )
4. I-20 (registered/ Active)

You can learn more about it at <https://www.dmv.ca.gov/portal/dmv>

### **Can I open a U.S. Bank Account?**

It is highly recommended you open a U.S. bank account. Here are the documents you will need to do so:

1. Valid Passport
2. Visa
3. I-94 (retrieve here: <https://i94.cbp.dhs.gov/i94/#/home#section> )
4. I-20

Some financial institution may require additional documents such as verification of your current student status and/or financial status to demonstrate you have enough funds in your homeland.

Here is the list of some of the financial institutions:

*Bank of America*

<https://www.bankofamerica.com/>

*Chase*

<https://www.chase.com/>

*Bank of the West*

<https://www.bankofthewest.com/>

### **Where can I get a mobile phone?**

Most carriers in the U.S. will require a good credit to sell you a mobile phone plan; however, international students do not have a credit history. Therefore, it is recommended that you purchase a prepaid phone/plan as you do not need a credit score.

You may visit a freestanding carrier such as VERIZON, AT&T, SPRINT or T-MOBILE or you may also purchase prepaid phones from WALMART, TARGET, and other major stores.

*Verizon Wireless*

<https://www.verizonwireless.com/> T-Mobile

<https://www.t-mobile.com/>

*AT & T*

<https://www.att.com/shop/wireless/devices/cellphones.html>

*Boost*

<https://www.boostmobile.com/#!/> Sprint

<https://www.sprint.com/>

### **How can I change my address?**

Report your new address to the International Student Advisor within 10 days from your move. You must fill out the PERSONAL INFORMATION CHANGE FORM at the Registrar's Office. You should also update your new address with USCIS at <https://www.uscis.gov/ar-11>

### **How can I transfer to another school?**

You must bring the acceptance letter and the transfer form from the transfer-in school to the International Student Advisor to process the release of the SEVIS record.

If you are an initial student, you must provide the following documents to be eligible for transfer:

1. Copy of Visa
2. Copy of entry stamp
3. Copy of I-94
4. U.S. address where you are residing
5. U.S. contact number

Note: All initial students must start classes within 30 days from the arrival date. Students may not transfer-out to a school with a start date after the initial 30 days.

## SCHEDULE OF FEES

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All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each semester. Nobel University reserves the right to change the amount of tuition. The new tuition rate will be in effect for the upcoming semester. Any changes in the tuition will be updated in the catalog.

Nobel University does not participate in any financial aid programs.

### TUITION CHARGES

#### 1. *Bachelor of Arts in Business Administration*

Tuition Charge Per Credit Unit: \$265.00

Total Tuition, Registration & STRF\* Charges for 1 Semester with 12 Semester Credit Units:  
\$3,210.00

Estimated Total Charges for the Entire Program: \$37,240.00

#### 2. *Master of Business Administration*

Tuition Charge Per Credit Unit: \$555.00

Total Tuition, Registration & STRF\* Charges for 1 Semester with 9 Semester Credit Units:  
\$5,025.00

Estimated Total Charges for the Entire Program: \$26,050.00

#### 3. *Doctor of Business Administration*

Tuition Charge Per Credit Unit: \$415.00

Total Tuition, Registration & STRF\* Charges for 1 Semester with 9 Semester Credit Units:  
\$3,735.00

Estimated Total Charges for the Entire Program: \$28,540.00

\*For explanation and details of the STRF, please see Page 61.

### BOOKS AND COURSE MATERIALS

All books and materials required for the course will be listed in the syllabus. It is the sole responsibility of the students to purchase the books and course materials before the 1<sup>st</sup> day of the class. Nobel University does not sell books and course materials to students. Estimated Cost of Textbooks: BA Program: \$5,000.00; MBA Program: \$5,000.00; DBA Program: \$5,000.00.

### STUDENT TUITION RECOVERY FUND\*

The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.



OTHER FEES (SUBJECT TO ANNUAL REVISIONS)

Application Fee ( <i>non-refundable</i> )	\$50.00
Student Tuition Recovery Fund (STRF) <sup>1</sup>	\$0.00 (BBA) / \$0.00 (MBA) / \$0.00 (DBA)
Administrative Fee ( <i>non-refundable</i> )	\$750.00
Registration Fee ( <i>per semester/non-refundable</i> )	\$30.00
Graduation Fee ( <i>non-refundable</i> )	\$150.00
Transcript Fee ( <i>per copy</i> )	\$20.00
Verification of Enrollment Letter Fee ( <i>per copy</i> )	\$20.00
Late Payment Fee	\$35.00
Returned Check Fee	\$25.00
Diploma Replacement Fee	\$100.00
Student Identification Card ( <i>per issue</i> )	\$10.00
Foreign Transcript Evaluation Fee ( <i>non-refundable</i> )	\$85.00
Make-up Exam Fee ( <i>per exam</i> ) <sup>2</sup>	\$150.00 (BBA) / \$240.00 (MBA & DBA)

*\* The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.*

*The STRF fee is NON-REFUNDABLE.*

*You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.*

*It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.*

*To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

- 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
- 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.*
- 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*
- 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
- 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.*

6. *You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.*
7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*

*To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.*

*A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.*

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

*Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)*

*Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.*

*2-Extenuating circumstances such as personal health problems, death of a family member, natural disaster, or other serious circumstances with proof of the applicable circumstance will allow students for make-up exams. Students should note that additional fees may occur for rescheduling the exam(s). If circumstances are approved for the make-up exam, the student is billed and must show proof of payment to a designated proctor before conducting the make-up exam.*