



# RICHMINDALE COLLEGE

## ACADEMIC CATALOG

Revision 2505

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Effective Date: May 1, 2025 – April 30, 2026

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# **1. Introduction**

## **1.1. History**

Richmindale College was established in August 2019 with the objective of providing students with a high-quality, flexible, and convenient way to earn their degrees in business, information technology, and education. The name Richmindale was derived from the idea of creating “rich minds” through “agile learning and education”.

Richmindale members believe that every person has the right to quality education. Richmindale was founded to provide world-class education to equip students with the right competencies and succeed in today’s highly competitive world.

## **1.2. Mission Statement**

The mission of Richmindale College is to provide world-class online education that enables students to develop knowledge and skills necessary to achieve their professional goals.

## **1.3. Institutional Goals and Outcomes**

Richmindale College aims to produce graduates with the right attitude, skills, and knowledge to thrive in today’s highly competitive market. Richmindale employs various learning methods that will allow students to harness intellectual, analytical, and critical abilities. Richmindale’s methods incorporate relevant and technology-driven instructions in the form of online computer-based learning. Richmindale is also committed to enhancing research undertakings in the fields of business, information technology and education. Moreover, Richmindale College envisions producing graduates who are not just intellectually competent, but also noble in character, and champions of community development.

## **1.4. Core Values**

To learn is to acquire knowledge, skills, and values. The philosophy and core values of Richmindale revolve around this powerful word, “LEARN”, where L stands for Livelihood, E stands for Excellence, A stands for Agility, R stands for Respect, and N stands for Nobility.

### **Livelihood**

Living is the foundation for all we do. Richmindale believes that everyone has the right to live a better life. In a highly competitive environment, receiving an excellent education is crucial to success and key to having opportunities for better living.

### **Excellence**

We strive for excellence in what we do. Excellence is important as it makes Richmindale students stand apart from the rest. Richmindale seeks to produce excellent results, and this ethos is part of Richmindale’s DNA. Richmindale has the culture of patience and attention to detail where it matters.

### **Agility**

We are flexible, open-minded, and innovative. Agility allows Richmindale to continually improve and innovate quickly and effectively. This is critical in a fast-changing environment where everyone must adapt quickly to compete.

## **Respect**

We believe everyone is valuable. Respect keeps Richmindale going in the right direction. Richmindale values its people, and it recognizes that we exist because of the people we serve. Richmindale is committed to continually developing its workforce for long-term sustainability.

## **Nobility**

We are committed to our high moral principles. Nobility is key to making Richmindale's relationship with its stakeholders more robust. Richmindale seeks to build trust through noble works.

### **1.5. Statement of Dedication**

Richmindale College is committed to providing high-quality education that is available and accessible to everyone. Richmindale's mission is centered on career-readiness as a critical factor to help students thrive after graduation. To support the mission, Richmindale's curricula are designed to expose students to real-world projects through simulations and applications as part of the learning process. The school's faculty hold advanced degrees and practical experience in their areas of instruction and are dedicated to the success of the students. The school's staff provide the highest level of support and strive to make the students' experience at Richmindale College both successful and enjoyable.

## **2. Licenses and Approvals**

### **2.1. State License**

Richmindale College is a for-profit private institution, which is provisionally licensed by the Arizona State Board for Private Postsecondary Education ("State Board"). Students may direct questions about the institution to:

#### **The Arizona State Board for Private Postsecondary Education**

1740 West Adams, Suite 3008, Phoenix, Arizona 85007

Phone: 602-542-5709

Fax: 602-542-1253

<https://ppse.az.gov>

## **3. Office Hours and Contact Information**

### **3.1. Faculty and Staff Office Hours**

Richmindale College is open Monday through Friday, from 9:00 a.m. to 6:00 p.m. Arizona Time, except on holidays defined in the *Vacation Periods and Holidays* section. Faculty and staff members are available to assist students during the designated hours. These hours are established to accommodate student inquiries and provide academic support.

### **3.2. Contact Information**

To get a timely response, contact Richmindale College through its website at [www.richmindale.com/contact.htm](http://www.richmindale.com/contact.htm). Alternatively, you may send an email to [info@richmindale.com](mailto:info@richmindale.com) or call +1 (602) 881-4176 or +1 (928) 499-3936.

## **4. Online Degree Programs**

Richmindale College offers the following online degree programs:

- 4.1 Bachelor of Business Administration (BBA)
- 4.2 Bachelor of Business Information Technology (BBIT)
- 4.3 Bachelor of Science in Computer Science (BSCS)
- 4.4 Master of Business Administration (MBA)
- 4.5 Master of Education in Educational Management (MEM)

### **4.1. Bachelor of Business Administration (BBA)**

#### **Program Description**

The Bachelor of Business Administration (BBA) online degree program of Richmindale College provides students with strong foundations in business. The program covers a comprehensive range of business disciplines such as operations management, human resource management, marketing, sales, accounting and finance, leadership and management, project management, and entrepreneurship. The program also adds strong emphasis on information systems as one of the essential tools in business.

The BBA program is designed to be simple and straightforward. It consists of 39 required courses equivalent to 120 credit units, 29 of which are core courses for 90 credit units (75%) and the remaining 10 are general (G) education courses for 30 credit units (25%). Students must take all 39 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale offerings if they want to explore other disciplines.

The BBA program normally takes 8 semesters for 120 credit units to complete.

#### **Program Learning Outcomes**

By the end of the program, graduates should be able to do the following:

1. Write business plans.
2. Develop processes, policies, and procedures.
3. Apply business process standards and best practices.
4. Develop clear strategies that can be translated into manageable actions.
5. Use appropriate technologies to gather, analyze, process, and present data.
6. Develop and implement performance measures.
7. Demonstrate a high level of analysis, logic, and critical thinking.
8. Demonstrate practical competencies on different business processes, roles, and responsibilities.
9. Apply appropriate leadership and management styles based on different situations.
10. Demonstrate professional, ethical, and social responsibilities.

## BBA Courses

Course Code	Course Title	Prerequisite	Credit
<b>Semester 1</b>			
BUS-101	Introduction to Business		3.0
ICT-101	Introduction to Computers		3.0
ENG-101	(G) English Composition 1		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
<b>Semester 2</b>			
BUS-102	Business Law	BUS-101	3.0
TAX-101	Taxation		3.0
ICT-102	Office Software Applications with Macros	ICT-101	4.0
ENG-102	(G) English Composition 2	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
<b>Semester 3</b>			
ACC-101	Financial Accounting	BUS-101	3.0
BUS-202	Consumer Behavior	BUS-101	3.0
BUS-203	Organizational Behavior	BUS-102	3.0
ICT-203	Data Analysis and Reporting	ICT-102	3.0
COM-201	(G) Purposive Communication	ENG-102	3.0
<b>Semester 4</b>			
ACC-201	Financial Reports and Analysis	ACC-101	3.0
BUS-204	Marketing	BUS-101	3.0
FIN-101	Introduction to Finance		3.0
ECO-102	Principles of Microeconomics		3.0
COM-202	(G) Communication Strategies	COM-201	3.0
<b>Semester 5</b>			
BUS-301	Operations Management	BUS-101	3.0
BUS-302	Sales Management	BUS-101	3.0
ECO-103	Principles of Macroeconomics		3.0
PRJ-101	Introduction to Project Management		3.0
PHI-301	(G) Critical Thinking and Logic		3.0
<b>Semester 6</b>			
ACC-301	Managerial Accounting	ACC-101	3.0
BUS-303	Human Resource Management	BUS-101	3.0
BUS-304	Product Development	BUS-204	3.0

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit</b>
BUS-305	Supply Chain Management	BUS-101	3.0
PSY-301	(G) Interpersonal Development	PSY-101	3.0
<b>Semester 7</b>			
BUS-401	Performance Management	BUS-303	3.0
BUS-402	Optimization and Decision-Making	BUS-301	3.0
BUS-403	Global Business Strategies	BUS-301	3.0
BUS-404	Contract Management	BUS-102	3.0
BUS-405	Banking and Financial Systems	FIN-101	3.0
<b>Semester 8</b>			
ICT-405	Management Information Systems	ICT-203, BUS-101	3.0
ENT-201	Entrepreneurship	BUS-101	3.0
LAM-201	(G) Leadership and Management		3.0
BBA-490	Capstone - Business Feasibility Study	Final requirement	5.0
<b>Total Credits for Program Completion</b>			<b>120</b>

## **4.2. Bachelor of Business Information Technology (BBIT)**

### **Program Description**

The Bachelor of Business Information Technology (BBIT) online degree program of Richmindale College provides students with strong foundations in business and the application of technology in the commercial setting. This program blends computer information technology with business disciplines. The program covers a comprehensive range of professional business courses such as accounting, leadership, management, managerial communication, finance, human resource management, operations management, marketing, sales, entrepreneurship, and project management. The program covers information technology and related courses as applied in business, such as data analysis, data processing and management, computer programming, and management information systems.

The BBIT program is designed to be simple and straightforward. It consists of 38 required courses equivalent to 120 credit units, 28 of which are core courses for 90 credit units (75%) and the remaining 10 are general (G) education courses for 30 credit units (25%). Students must take all 38 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale offerings if they want to explore other disciplines.

The BBIT program normally takes 8 semesters for 120 credit units to complete.

### **Program Learning Outcomes**

By the end of the program, graduates should be able to do the following:

1. Write business plans.
2. Develop processes, policies, and procedures.
3. Apply business process standards and best practices.
4. Develop clear strategies that can be translated into manageable actions.
5. Use appropriate technologies to gather, analyze, process, and present data.

6. Develop and implement performance measures.
7. Design, develop and implement computer systems.
8. Design and implement relational database structures to store and manage data.
9. Evaluate the impact of computer systems in business.
10. Demonstrate a high level of analysis, logic, and critical thinking.
11. Apply appropriate leadership and management styles based on different situations.
12. Demonstrate professional, ethical, and social responsibilities.

### **BBIT Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit</b>
<b>Semester 1</b>			
BUS-101	Introduction to Business		3.0
ICT-101	Introduction to Computers		3.0
ENG-101	(G) English Composition 1		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
<b>Semester 2</b>			
TAX-101	Taxation		3.0
ICT-104	Computers, Ethics and Society	ICT-101	3.0
ICT-102	Office Software Applications with Macros	ICT-101	4.0
ENG-102	(G) English Composition 2	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
<b>Semester 3</b>			
ACC-101	Financial Accounting	BUS-101	3.0
ICT-201	Introduction to Computer Programming	ICT-101	3.0
ICT-202	Database Systems and SQL	ICT-101	3.0
ICT-203	Data Analysis and Reporting	ICT-102	3.0
COM-201	(G) Purposive Communication	ENG-102	3.0
<b>Semester 4</b>			
ACC-201	Financial Reports and Analysis	ACC-101	3.0
BUS-204	Marketing	BUS-101	3.0
ICT-206	Object-Oriented Programming	ICT-201, ICT-202	3.0
ICT-207	Graphic Design	ICT-101	3.0
COM-202	(G) Communication Strategies	COM-201	3.0
<b>Semester 5</b>			
BUS-301	Operations Management	BUS-101	3.0
PRJ-101	Introduction to Project Management		3.0

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit</b>
ICT-301	Computer Application Development	ICT-206	3.0
ICT-304	Web User Interaction Design	ICT-101	3.0
PHI-301	(G) Critical Thinking and Logic		3.0
<b>Semester 6</b>			
BUS-303	Human Resource Management	BUS-101	3.0
BUS-305	Supply Chain Management	BUS-101	3.0
ICT-307	Network and Web Programming	ICT-204, ICT-301	4.0
ICT-308	Web Front-End Programming	ICT-304	3.0
PSY-301	(G) Interpersonal Development	PSY-101	3.0
<b>Semester 7</b>			
BUS-401	Performance Management	BUS-303	3.0
BUS-402	Optimization and Decision-Making	BUS-305	3.0
ICT-401	Web Application Development	ICT-307, ICT-308	4.0
ICT-402	Mobile Application Development	ICT-307, ICT-308	4.0
<b>Semester 8</b>			
ICT-405	Management Information Systems	ICT-203, BUS-101	3.0
ICT-406	Software Engineering	ICT-201	3.0
LAM-201	(G) Leadership and Management		3.0
BIT-490	Capstone - Business Software Project	Final requirement	5.0
<b>Total Credits for Program Completion</b>			<b>120</b>

### **4.3. Bachelor of Science in Computer Science (BSCS)**

#### **Program Description**

The Bachelor of Science in Computer Science (BSCS) online degree program of Richmindale College provides students with rigorous foundations in both the theoretical and practical aspects of computing. The core computer science courses provide students with an intensive background in writing complex software systems on different platforms and configuration. The program covers fundamental computing theories and principles focusing on computer systems and architecture, logic formulation, algorithm design, programming languages, application development, software engineering, technology management, and information systems.

The BSCS program is designed to be simple and straightforward. It consists of 38 required courses equivalent to 120 credit units, 28 of which are core courses for 90 credit units (75%) and the remaining 10 are general (G) education courses for 30 credit units (25%). Students must take all 38 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale offerings if they want to explore other disciplines.

The BSCS program normally takes 8 semesters for 120 credit units to complete.

#### **Program Learning Outcomes**

By the end of the program, graduates should be able to do the following:

1. Design, develop and implement computer systems.
2. Design and implement relational database structures to store and manage data.
3. Apply data structures and algorithms.
4. Apply intelligent systems.
5. Evaluate the impact of computer systems in business.
6. Evaluate the impact of computer systems on individuals, personally and professionally, and in society.
7. Use appropriate technologies to gather, analyze, and present data.
8. Demonstrate a high level of analysis, logic, and critical thinking.
9. Apply appropriate leadership and management styles based on different situations.
10. Demonstrate professional, ethical, and social responsibilities.

### BSCS Courses

Course Code	Course Title	Prerequisite	Credit
<b>Semester 1</b>			
BUS-101	Introduction to Business		3.0
ICT-101	Introduction to Computers		3.0
ENG-101	(G) English Composition 1		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
<b>Semester 2</b>			
ICT-102	Office Software Applications with Macros	ICT-101	4.0
ICT-103	Computer Organization and Architecture	ICT-101	3.0
ICT-104	Computers, Ethics and Society	ICT-101	3.0
ENG-102	(G) English Composition 2	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
<b>Semester 3</b>			
MAT-201	Discrete Mathematics	MAT-101	3.0
ICT-201	Introduction to Computer Programming	ICT-101	3.0
ICT-202	Database Systems and SQL	ICT-101	3.0
ICT-203	Data Analysis and Reporting	ICT-102	3.0
COM-201	(G) Purposive Communication	ENG-102	3.0
<b>Semester 4</b>			
ICT-204	Data Communication and Networking	ICT-101	3.0
ICT-205	Data Structures and Algorithms	MAT-201	3.0
ICT-206	Object-Oriented Programming	ICT-201, ICT-202	3.0
ICT-207	Graphic Design	ICT-101	3.0
COM-202	(G) Communication Strategies	COM-201	3.0

Course Code	Course Title	Prerequisite	Credit
<b>Semester 5</b>			
ICT-301	Computer Application Development	ICT-206	3.0
ICT-302	Automata and Formal Languages	MAT-201	3.0
ICT-303	Operating Systems	ICT-103	3.0
ICT-304	Web User Interaction Design	ICT-101	3.0
PHI-301	(G) Critical Thinking and Logic		3.0
<b>Semester 6</b>			
ICT-305	Data Management and Information Processing	ICT-202, ICT-205	3.0
ICT-306	Compiler Construction	ICT-205, ICT-302	3.0
ICT-307	Network and Web Programming	ICT-204, ICT-301	4.0
ICT-308	Web Front-End Programming	ICT-304	3.0
PSY-301	(G) Interpersonal Development	PSY-101	3.0
<b>Semester 7</b>			
ICT-401	Web Application Development	ICT-307, ICT-308	4.0
ICT-402	Mobile Application Development	ICT-307, ICT-308	4.0
ICT-403	Intelligent Systems	ICT-205, ICT-301	3.0
ICT-404	Computer and Network Security	ICT-303, ICT-307	3.0
<b>Semester 8</b>			
ICT-405	Management Information Systems	ICT-203, BUS-101	3.0
ICT-406	Software Engineering	ICT-201	3.0
LAM-201	(G) Leadership and Management		3.0
BCS-490	Capstone - Software Project	Final requirement	5.0
<b>Total Credits for Program Completion</b>			<b>120</b>

#### 4.4. Master of Business Administration (MBA)

##### Program Description

The Master of Business Administration (MBA) online degree program of Richmindale College is an advanced and comprehensive leadership and management development program targeting early career professionals to transform them into competent business leaders who can perform greater responsibilities and broader leadership roles. This program is designed for those aspiring leaders and career professionals who do not want to put their careers on hold and would like to propel their career to new heights. Students will be equipped with concepts, principles, and competencies in business administration that will support their development as effective managers.

The MBA program normally takes 4 semesters for 36 credit units to complete.

##### Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Develop a comprehensive research project that addresses a contemporary business issue.

2. Develop a business plan for a manufacturing business with emphasis on production management.
3. Develop a business plan for a global trading business.
4. Develop clear strategies that can be translated into manageable actions.
5. Apply business process standards and best practices in business.
6. Apply lean methods, tools, and techniques in evaluating and optimizing business processes.
7. Manage projects.
8. Use appropriate technologies to gather, analyze and present data for decision-making.
9. Apply appropriate leadership and management styles based on different situations.
10. Demonstrate professional, ethical, and social responsibilities.

### **MBA Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Credit</b>
<b>Semester 1</b>			
ACC-601	Accounting for Decision Making		3.0
BUS-601	Contemporary Business Research and Trends		3.0
BUS-602	Human Capital Management		3.0
<b>Semester 2</b>			
FIN-601	Financial Management	ACC-601	3.0
BUS-603	Marketing Management		3.0
BUS-604	Production and Operations Management		4.0
<b>Semester 3</b>			
BUS-605	Quality Management System		3.0
BUS-606	Strategic Planning		3.0
PRJ-601	Strategic Project Management		3.0
<b>Semester 4</b>			
BUS-607	Leadership and Organizational Development	BUS-602, FIN-601	3.0
MBA-700	Capstone - Business Framework Project	Final requirement	5.0
<b>Total Credits for Program Completion</b>			<b>36.0</b>

### **4.5. Master of Education in Educational Management (MEM)**

#### **Program Description**

The Master of Education in Educational Management (MEM) online degree program of Richmindale College is an advanced and comprehensive leadership and management development program targeting early teaching professionals to transform them into competent educational leaders who can perform greater responsibilities and broader leadership and management roles. This program is designed for those aspiring leaders and teaching professionals who do not want to put their careers on hold and would like to propel their career to new heights. Students will be equipped with concepts, principles, and competencies in educational leadership and management,

including school administration.

The MEM program normally takes 4 semesters for 36 credit units to complete.

The MEM program does not lead to licensure in Arizona.

### Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Develop a comprehensive research project that addresses a contemporary educational leadership issue.
2. Develop and evaluate curriculum and instructional materials.
3. Develop a business plan for a school that offers physical in-person and online learning.
4. Develop clear strategies that can be translated into manageable actions.
5. Apply process standards and best practices in school operations.
6. Apply lean methods, tools, and techniques in evaluating and optimizing school operational processes.
7. Manage academic programs.
8. Use appropriate technologies to gather, analyze, and present data for decision-making.
9. Apply appropriate leadership and management styles based on different situations.
10. Demonstrate professional, ethical, and social responsibilities.

### MEM Courses

Course Code	Course Title	Prerequisite	Credit
<b>Semester 1</b>			
EDU-601	Research Designs and Methods		3.0
EDU-602	Philosophical Foundations of Education		3.0
EDU-603	Educational Statistics and Analysis		3.0
<b>Semester 2</b>			
EDU-604	Technology in Education		3.0
EDU-605	Educational Legislation and Fiscal Management		3.0
EDU-606	Management and Organization of Educational Institutions	EDU-601	3.0
<b>Semester 3</b>			
EDU-607	Educational Planning and Development	EDU-604, EDU-605	4.0
EDU-608	Personnel Management in Education	EDU-605	3.0
EDU-609	Decision Analysis in Education	EDU-603	3.0
<b>Semester 4</b>			
EDU-610	Curriculum and Instructional Management	EDU-601	3.0
EDU-700	Capstone - Educational Management Project	Final requirement	5.0
<b>Total Credits for Program Completion</b>			<b>36.0</b>

## **5. Admissions Policies**

### **5.1. Admission Policy**

Richmindale College aims to attract applicants who have the potential to excel in their chosen fields. The admission criteria of Richmindale College do not put significant weight on the academic performance of its applicants from their previous school to consider students who might have extenuated circumstances, such as students who were homeless, students who lived in foster care or other non-traditional living environment, or disadvantaged students who did not get the opportunity to access quality education. Furthermore, the applicants' previous academic performance is not the only measure of success.

Richmindale College gives applicants equal opportunity to pursue college education. Richmindale College believes that commitment, exposure, and maturity can help students improve their performance. Thus, giving applicants the opportunity to join Richmindale to get a degree may help them get better opportunities or further their studies.

Richmindale College is committed to ethical enrollment practices through fair and transparent admission and enrollment policies and procedures to ensure that enrolled students possess the capacity to successfully complete and benefit from the institution's educational offering. Richmindale College admits students regardless of race, color, national origin, disability, gender, or age. The institution reasonably accommodates applicants and students with disabilities to the extent required by applicable laws.

### **Admission Requirements**

The admission requirements of Richmindale College vary by program level. Additional requirements also apply to international applicants. Please review the specific requirements for each degree and for international applicants.

Richmindale College closely monitors the academic performance of students who have their previous school cumulative GPA below 2.5 during their first semester. Richmindale recommends students to receive online tutoring in specific courses if they fail to perform based on Richmindale's grading system. Students are expected to pay the fees charged by an online tutoring company.

### **General Admission Requirements**

1. Applicants are required to provide government-issued photo identification with their signature when they apply for admission.
2. Applicants are required to provide proof that they have passed the Richmindale College assessment to demonstrate that they have the required equipment for online learning, they have the ability to learn in an online environment, they are prepared to further their studies, and they are confident to succeed with Richmindale College based on its curriculum. See the *Equipment and Technology Requirements or Competencies* section for more details about the required equipment.

### **Bachelor's Degree Programs**

Applicants for the bachelor's degree programs of Richmindale College must submit a completed application and evidence of high school completion documents or equivalent, such as official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate, or completion of a high school education in a homeschool setting approved under state law.

Applicants seeking admission to Richmindale must be no less than 16 years of age. For enrolling students under the compulsory school age, Richmindale College shall obtain permission from responsible parties to assure that the pursuit of the educational offerings is not detrimental to any compulsory schooling.

## **Master's Degree Programs**

Applicants for the master's degree programs must submit a completed application and evidence of a completed bachelor's degree earned from an appropriately accredited institution.

## **International Students Admission Requirements**

Applicants who are not citizens or permanent residents of the United States (international applicants) are welcome to apply for admission. Please note that due to the online learning nature of the programs, the school cannot issue I-20 documentation to allow international students to enter the United States on student visas.

International applicants must provide the general, program-level, and other admission requirements specified in the *Admission Requirements* section based on their selected program. In addition to these requirements, international applicants must also provide the following requirements, if applicable:

- ✓ Transcripts not in English must be evaluated by an appropriate third party and translated into English, accompanied by a certified translation.
- ✓ Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:
  - A high school diploma completed at an accredited/recognized high school where the medium of instruction is English;
  - A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or higher is required for the master's degree;
  - or any of the following:

<b>English Language Proficiency Assessment</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>
Paper-delivered Test of English as a Foreign Language (TOEFL PBT)	Minimum total score: <b>57</b>	Minimum total score: <b>60</b>
Internet Based Test of English as a Foreign Language (TOEFL iBT)	Minimum total score: <b>61</b>	Minimum total score: <b>71</b>
International English Language Testing System (IELTS)	Minimum total score: <b>6.0</b>	Minimum total score: <b>6.5</b>
Pearson Test of English Academic Score Report	Minimum total score: <b>44</b>	Minimum total score: <b>50</b>
Duolingo English Test	Minimum total score: <b>95</b>	Minimum total score: <b>100</b>
4-skill Michigan English Test (MET)	Minimum total score: <b>53</b>	Minimum total score: <b>55</b>
Michigan Examination for the Certificate of Competency in English (ECCE)	Minimum total score: <b>650/LP</b>	Minimum total score: <b>650/LP</b>
Michigan Examination for the Certificate of Proficiency in English (ECPE)	Minimum total score: <b>650/LP</b>	Minimum total score: <b>650/LP</b>

## **Official Transcripts and Equivalent Documents**

Official Transcripts, equivalent certificates, and any other documents that are required for admission must be sent by the applicant or the applicant's previous school to Richmindale College via the online admission application system, electronic mail, or postal mail.

Email To: [admissions@richmindale.com](mailto:admissions@richmindale.com)

Mail To: Office of the Registrar  
Richmindale College  
185 N. Apache Trail, Suite 1  
Apache Junction, AZ 85120  
United States of America

Richmindale College considers transcripts or equivalent certificates official if such documents are duly attested, certified true copy, or sealed with the Registrar's signature. Richmindale College may contact the applicants' previous schools to confirm the authenticity of the documents that were submitted to Richmindale College.

If applicants do not have their official transcripts available during their admission application, Richmindale College may accept unofficial transcripts or a duly signed certificate from their previous school stating the level of qualification that the applicants have successfully completed from the school (referred to as "certificate of qualification"), as temporary documents to be used for evaluating admission eligibility.

Applicants who are approved and accepted into a Richmindale College program without their official transcripts are considered conditionally enrolled and are allowed to enroll in courses not to exceed 12 semester credit hours, subject to Richmindale's Course Load Policy. The applicants' official transcripts or equivalent certificates must be received by Richmindale College within one enrollment period, or they are withdrawn from the program, and they cannot earn their completed course credits for the one enrollment period. See the *Cancellation For Not Submitting Official Transcripts* section in the *Cancellation, Withdrawal and Refund Policies* for more details. See the *Course Load Policy* section for more details about the allowed credit hours of enrollment per semester.

## **Student Identity Verification During Admission**

Richmindale College verifies the identity of admission applicants through an online face-to-face meeting to make sure that the admitted students who participate in and complete the coursework and assessments are the same students who are awarded credit. Admission applications cannot be completed without identity verification.

During the admission application process, applicants can choose a schedule from available schedules shared by Richmindale College to meet with a Richmindale Admissions Representative for identity verification.

During the identity verification online meeting, applicants are required to show their valid identification document, with a photo and signature, that they have submitted during the admission application. Acceptable identification includes passport and driver's license. In the identification document, the photo must be identifiable to be the same person as the applicant. The online meeting may be recorded and added as part of the student record. See the *Student Identity Verification Policy* section in *Academic Policies* for more details about student identity verification.

## **Additional Documentation**

Richmindale College reserves the right to request additional information from any applicant to make admission decisions. If Richmindale College has reason to believe that a diploma or transcript of records is not valid, the institution may request an attested copy of documents, or it may check the school or institution to validate the authenticity of the documents.

## **5.2. Admission Application Procedure**

### **Online Admission Application**

Prospective student applicants may apply for admission online from the Richmindale College website on Admissions > Apply for Admission, or copy and paste the link [www.richmindale.com/rims/admissions](http://www.richmindale.com/rims/admissions) in a web browser. Use the same website link to modify an admission application.

Provide in the online application the required information and documents, including the program to which the applicants are seeking admission and the required admission documents based on their selected program and situation, such as copy of transcripts or certificate of qualification for evaluation purposes. To apply for credit transfer and/or discount, select the appropriate options in the admission application.

Pay the one-time admission fee from the Richmindale College website online via credit card, bank deposit or cash. See the *Tuition and Fees* section for more details about the admission fee; and *Payment Methods* section for more details about the payment options.

### **Manual Admission Application**

Although online admission applications are the recommended way to submit an application for faster processing, Richmindale College accepts manual applications through email. To apply manually, applicants may send an email to [admissions@richmindale.com](mailto:admissions@richmindale.com) with initial information about the admission application, such as the degree program that applicants are interested in, an intention to apply for credit transfer, and an intention to apply for discount. A Richmindale College representative communicates with the applicants, gathers more information to fill out the required information in the applicants' enrollment agreement, and assists the applicants in fulfilling the requirements and completing the admission process.

Pay the one-time admission fee from the Richmindale College website online via credit card, bank deposit or cash. See the *Tuition and Fees* section for more details about the admission fee; and *Payment Methods* section for more details about the payment options.

### **Admission Application Review and Evaluation**

When an admission application is received, Richmindale College sends an acknowledgement email to the applicant that the admission application has been received. It is important that applicants understand, agree, and accept the policies, terms, and conditions of Richmindale College in the catalog.

Richmindale College may not process an admission application if any of the following four minimum requirements are not provided by the applicant:

1. A copy of the applicant's transcripts or certificate of qualification;
2. A government-issued photo identification with signature;
3. Proof that the applicant has passed the Richmindale College assessment to demonstrate that they have the required equipment for online learning, they have the ability to learn in an online environment, they are prepared to further their studies, and they are confident to succeed with Richmindale College based on its curriculum; and
4. The admission fee payment.

Admission applications received by Richmindale College are reviewed by Admissions Representatives for any missing requirements. Admissions Representatives communicate the admission application status of applicants via their registered email address.

When Richmindale College receives all requirements, Admissions Representatives forward the completed

applications to the Richmindale College Admissions Committee for evaluation. Richmindale College sends a notification email to the applicants to notify them that their applications have been processed. The notification email contains the following information:

- ✓ The admission approval processing time; and
- ✓ Schedules that an applicant can choose one to meet with a Richmindale Admissions Representative online face-to-face to verify the applicant's identity, with instructions to provide the chosen schedule by replying to the email.

Applicants must complete the verification requirement within 21 calendar days from the notification email date, or their admission application will be cancelled. If applicants delay the online verification meeting with a Richmindale Admissions Representative, the application approval process will be delayed.

Richmindale College sends the admission application status information to applicants within the specified response time via their registered email. The status can be one of the following: approved, denied, needs more information, or needs more time to evaluate. If an admission application is denied, Richmindale College documents the reasons and provides the basis for the denial of admission. If the Admissions Committee needs more information or needs more time to evaluate the application, the response email includes the response time, in business days, that Richmindale will complete the approval process. If the Admissions Committee needs more information, the response time resets and starts from the date when Richmindale College receives all the information.

### **Admission Application Response Time**

Approval of admission applications takes a maximum of 10 business days from the date when all admission requirements are received by Richmindale College.

Credit transfer evaluation takes another 10 business days, maximum, on top of the admission approval process, from the date when all credit transfer evaluation requirements are received by Richmindale College. Discount application takes another additional 10 business days, maximum, from the date when all discount requirements are received by Richmindale College.

Any missing requirements may delay the admission approval process.

### **Notification of Admission**

When admission applications are approved, an admission notification email is sent to the accepted applicants to officially inform them of their admission acceptance to their selected program. The notification email contains the following information:

- ✓ The applicant's unique Student ID.
- ✓ The applicant's Enrollment Agreement with Richmindale College that the applicant must sign on every page digitally using a software application, such as Adobe Acrobat, or manually using wet ink and scan, and email back to Richmindale College using the applicant's registered email that is provided in the enrollment agreement within 14 calendar days from the admission notification email, or the applicant may be denied admission.
- ✓ The student's Academic Adviser with contact information. The Academic Adviser is the student's primary point of contact for any questions or issues arising during their studies.
- ✓ Information to guide students on the next steps.

## **Enrollment Agreement**

An enrollment agreement is not binding until it has been signed by the applicant and an official Richmindale College representative. Applicants must sign all pages of the agreement. Applicants may fill and sign their enrollment agreement electronically using a software application, such as Adobe Acrobat, or manually using wet ink and scan.

Applicants must send back their duly signed enrollment agreement to Richmindale College via email using their registered email address that is provided in the enrollment agreement within 14 calendar days from the admission notification email date, or they may be denied admission.

After receiving an applicant's signed enrollment agreement, Richmindale College sends back the fully executed enrollment agreement, with the Richmindale College official representative signature, to the applicant via the applicant's registered email within 10 business days of receiving the signed enrollment agreement from the applicant.

When an enrollment agreement is fully executed, applicants become official students and Richmindale College provides them their user account credentials to log in to the Richmindale College learning management system and student portal.

Admission applicants and students must use their registered email address that they provided in the admission application and reflected in the enrollment agreement to communicate with Richmindale College, especially when sending digitally signed documents such as an enrollment agreement, to be used as evidence to confirm the applicants' official communication with Richmindale College.

### **5.3. Equipment and Technology Requirements Or Competencies Policy**

The online degree programs of Richmindale College use online computer-based learning as the method of course delivery in which the Internet is primarily used as the medium of communication. Richmindale College uses Internet-based technologies such as learning management system (LMS), video conference, voice-over-IP (VOIP) calls, electronics mails, videos, electronic books, and similar technologies to deliver course instructions and instructional materials to students.

Students must have access to a computer with an Internet connection when they are required to access course instructions and materials, as well as provide feedback. In addition to the computer and Internet connection, the students also need a video camera, microphone, and video conferencing software to interact with Richmindale College faculty and administration staff. The computer must be able to run video-conferencing software, browser, PDF reader, and other software applications that are required by some courses such as office productivity tools (e.g., Microsoft Office Suite), graphics (e.g., Inkscape, GIMP).

At a minimum, students should have access to the following:

1. Computer: Laptop or desktop with screen/monitor, keyboard, mouse
  - CPU: Intel i3 10<sup>th</sup> gen, AMD Ryzen3 7320U, or equivalent
  - RAM: 8 GB
  - Disk: 256 GB, SSD or HDD
  - Network Card for Internet connection
2. Operating System: Microsoft Windows 10 or higher, or MacOS 11 or higher
3. Broadband Internet capability
4. Sound card and speakers
5. Video camera
6. Microphone

7. Current Internet web browser: Google Chrome, Microsoft Edge, Mozilla Firefox
8. Videoconferencing software: Google Meet, Zoom, Microsoft Team
9. Media player (for video and audio): Microsoft Media Player, VLC Media Player
10. PDF reader or viewer: Adobe Acrobat

Students must know how to perform basic computer operations, use computer software applications (e.g., browser, email, PDF reader, video conferencing software, learning management system, office productivity tools), and access the Internet (i.e., browse and navigate websites, search the web for specific information, fill out online forms, download and upload data, and other web-based activities).

## **5.4. Student Onboarding Policy**

### **Course Enrollment**

After getting approved for admission into a degree program, students may enroll in courses from the available classes for a specific semester through the Richmindale College website on Student Portal > Dashboard > Enrollment, or copy and paste the link [www.richmindale.com/rims/enrollment](http://www.richmindale.com/rims/enrollment) in a web browser. Students may enroll in courses via email on [enroll@richmindale.com](mailto:enroll@richmindale.com). A Richmindale College representative keeps in touch with students every enrollment for a semester to provide guidance on how to enroll in courses.

Students identify their fees and payment terms for each semester when they enroll in their selected courses. The fees for the semester are based on the course credits that the students have enrolled in, and the tuition and fees per credit based on their enrollment agreement.

To enroll in courses, students are required to log in to the student portal using their account username (Student ID) and password. Students may contact their Academic Adviser for guidance on the course enrollment process.

See the *Course Enrollment Policies* section for more details about course enrollment policies. See the *Tuition and Fees* section for more details about the tuition and fees.

### **Orientation Materials**

Richmindale College provides first-time students with orientation materials to assist them with getting started on their first online classes. The orientation materials include the Richmindale College policies and procedures, the online information system platforms, the standards for academic conduct in the online environment, and some tips and practices for being successful in the online learning method. The same materials are available on the Richmindale College website on [www.richmindale.com/students/orientation.htm](http://www.richmindale.com/students/orientation.htm).

### **Getting Started with Classes**

A Richmindale College representative informs students when they can start to access their class activities and materials through the Richmindale College online learning management system (LMS) after they are enrolled in classes. Richmindale College also orients students on its academic systems, including academic learning resources, assessments, performance criteria, grading, and information systems. See the *Orientation Materials* section for more details about the materials the students can use to guide them on how to use the Richmindale systems.

Students may contact their Academic Adviser if they have questions.

## **6. Credit Transfer Policy**

### **6.1. Transfer of Credits from Richmindale College to Other Institutions**

Students of Richmindale College transferring to other institutions must follow the *Cancellation, Withdrawal and Refund Policy*. See the important notice concerning transferability of credits and credentials earned at Richmindale College below.

#### ***Notice Concerning Transferability of Credits and Credentials Earned at Richmindale College***

*The transferability of credits earned at Richmindale College is entirely at the discretion of the school to which the student may seek to transfer. Richmindale College cannot guarantee the acceptance of the credits awarded or the degree earned at the school by other institutions or employers.*

### **6.2. Transfer of Credits to Richmindale College**

Richmindale College accepts credit transfer of courses that are relevant to the applicants' program of study and equivalent to the Richmindale College courses in both content and degree level from institutions accredited by an agency recognized by the United States Secretary of Education (USDE) and/or the Council for Higher Education Accreditation (CHEA), or from institutions listed in the International Handbook of Universities, if the institutions are outside of the United States and not accredited by an agency recognized by USDE and/or CHEA.

Richmindale College charges \$75 for each credit transfer application.

#### **Bachelor's Degree Credit Transfer**

Undergraduate students may transfer up to 75% of the total number of credits required for their selected program at Richmindale College.

#### **Master's Degree Credit Transfer**

Graduate students may transfer up to 50% of the total number of credits required for their selected program at Richmindale College.

#### **Credit Transfer Evaluation Criteria and Requirements**

Requests for credit transfer are evaluated based on their individual merit. Transfer of credits is not based solely on whether the post-secondary education institution or program from which the credit is to be transferred is accredited; and if accredited, the accrediting agency.

The following minimum criteria are used for transfer of credits:

- ✓ Coursework must be comparable in scope and content;
- ✓ Coursework must be applicable to the program into which transfer is requested;
- ✓ Learning outcomes and competencies must be aligned with the program into which transfer is requested;
- ✓ Credits to be transferred must have been completed within 5 years from the date of credit transfer application; and
- ✓ To be considered for transfer, coursework must have been completed with a minimum GPA of 2.0 for undergraduate (bachelor's); and GPA of 2.5 for graduate (master's).

Applicants must provide their transcripts and other credit transfer requirements when they apply for credit transfer.

Unofficial transcripts are accepted for evaluation purposes only.

If required, students are responsible for providing all information necessary for the validation of the credit claimed. For example, students may be required to furnish the academic catalog and/or the course outline from the school awarding the credit.

### **Online Credit Transfer Application Procedure**

To apply for credit transfer, select the *Apply for Credit Transfer* option on the admission application. Applicants may apply for admission from the Richmindale website on Admissions > Apply for Admission, or copy and paste the link [www.richmindale.com/rims/admissions](http://www.richmindale.com/rims/admissions) in a web browser. Applicants who intend to apply for credit transfer, but missed to select the *Apply for Credit Transfer* option on their admission application, may modify their admission application using the same website page and link. Changes to the admission application may require another round of review and evaluation of the application, and may cause delays in the admission approval process.

Applicants may apply for credit transfer separately outside of the admission application on Services > Apply for Credit Transfer, or copy and paste the link [www.richmindale.com/rims/services/creditTransfer](http://www.richmindale.com/rims/services/creditTransfer) in a web browser.

Applicants must upload their transcripts during the application.

Pay the one-time credit transfer evaluation fee from the Richmindale College website online via credit card, bank deposit or cash. See the *Tuition and Fees* section for more details about the admission fee; and *Payment Methods* section for more details about the payment options.

### **Manual Credit Transfer Application Procedure**

Richmindale College accepts credit transfer applications manually via email. Applicants may send their intention to apply for credit transfer via email to [credits@richmindale.com](mailto:credits@richmindale.com) with their transcripts attached using their registered email address. A Richmindale College representative communicates with the applicants to assist them through the application process, including the payment of the one-time credit transfer evaluation fee. See the *Tuition and Fees* section for more details about the admission fee; and *Payment Methods* section for more details about the payment options.

### **Credit Transfer Application Evaluation**

Credit transfer applicants are notified of their application status via their registered email within 10 business days from the application submission date to inform them of the courses and number of credits that are accepted, or if the applicants need to submit more information or documents.

Applicants who are not approved of any credit transfers may apply for reconsideration or appeal within 14 calendar days from the credit transfer notification date by completing an appeal form on Services > Credit Transfer Appeal, or copy and paste the link [www.richmindale.com/rims/services/creditTransfer/appeal](http://www.richmindale.com/rims/services/creditTransfer/appeal) in a web browser. Applicants applying for an appeal must provide reasons for reconsideration and may provide additional information to support the appeal. Richmindale provides a response to an appeal within 10 business days of the appeal submission date.

Any approved credit transfers must be clearly documented in the student enrollment agreement. Applicants must review the transferred courses and credits in the enrollment agreement before signing and raise any clarification, confusion, or mistakes online at [www.richmindale.com/rims/services/creditTransfer/complaint](http://www.richmindale.com/rims/services/creditTransfer/complaint).

## **6.3. Experiential Credits**

Richmindale College does not accept credit transfers for prior learning assessments, experiential credits (including challenge/test-out credits), or equivalent learning.

## 7. Tuition and Fees

### 7.1. Tuition

Degree Program	Cost Per Credit	Total Credits	Total Tuition
Bachelor of Business Administration	\$ 100	120	\$ 12,000
Bachelor of Business Information Technology	\$ 100	120	\$ 12,000
Bachelor of Science in Computer Science	\$ 100	120	\$ 12,000
Master of Business Administration	\$ 140	36	\$ 5,040
Master of Education in Educational Management	\$ 140	36	\$ 5,040

### 7.2. Admission Fee

Fee Description	Amount	Unit
Admission Fee	\$ 100	Each application per program.

### 7.3. Miscellaneous Fees

Miscellaneous fee covers technology and general support services.

Degree Program	Cost Per Credit	Total Credits	Total Fee
Bachelor's Degree	\$ 10	120	\$ 1,200
Master's Degree	\$ 10	36	\$ 360

### 7.4. Other Fees

Fee Description	Amount	Unit
Credit transfer evaluation fee	\$ 75	Each application per program; optional.
Textbooks and instructional materials <sup>1</sup>	-	Free open education resources.
Software licenses and subscriptions <sup>2</sup>	\$ 100	One year license subscription.
Transcript/diploma copy request fee	\$ 10	Each set. One original copy is free <sup>3</sup> .
Expedited transcript/certificate service fee	\$ 10	Each request.
Late payment/insufficient funds fee	\$ 20	Each transaction.

<sup>1</sup> Richmindale uses free open-source textbooks and open education resources to support its courses. Students may purchase supplementary textbooks and learning materials from third-party vendors as an option.

<sup>2</sup> Provided by third-party suppliers. Students may purchase them separately. The fee amount is an estimate from a third-party vendor and may change without prior notice.

<sup>3</sup> The first transcript and diploma copies are provided to each student for free and must be requested by the students online through the RIMS student portal on RIMS > Dashboard > Services > Request Transcript, or copy and paste the link [www.richmindale.com/rims/services/transcript](http://www.richmindale.com/rims/services/transcript) in a web browser. Complete the transcript request form.

## 7.5. Estimated Costs to Complete a Program

The total estimated cost to complete a program is calculated as the sum of the one-time admission fee, the tuition per credit multiplied by the total number of credits, and the miscellaneous fee per credit multiplied by the total number of credits. See the *Other Fees* section for more details about additional fees that may apply.

▶ Bachelor of Business Administration		
Admission Fee	One-time fee per application per program	100
Tuition	120 total credits at \$100 per credit	12,000
Miscellaneous Fee	120 total credits at \$10 per credit	1,200
<b>Total Program Cost</b>		<b>\$ 13,300</b>

▶ Bachelor of Business Information Technology		
Admission Fee	One-time fee per application per program	100
Tuition	120 total credits at \$100 per credit	12,000
Miscellaneous Fee	120 total credits at \$10 per credit	1,200
<b>Total Program Cost</b>		<b>\$ 13,300</b>

▶ Bachelor of Science in Computer Science		
Admission Fee	One-time fee per application per program	100
Tuition	120 total credits at \$100 per credit	12,000
Miscellaneous Fee	120 total credits at \$10 per credit	1,200
<b>Total Program Cost</b>		<b>\$ 13,300</b>

▶ Master of Business Administration		
Admission Fee	One-time fee per application per program	100
Tuition	36 semester credits at \$140 per credit	5,040
Miscellaneous Fee	36 total credits at \$10 per credit	360
<b>Total Program Cost</b>		<b>\$ 5,500</b>

▶ Master of Education in Educational Management		
Admission Fee	One-time fee per application per program	100
Tuition	36 semester credits at \$140 per credit	5,040
Miscellaneous Fee	36 total credits at \$10 per credit	360
<b>Total Program Cost</b>		<b>\$ 5,500</b>

Note that the tuition and fees are subject to change at the discretion of Richmindale College.

## 8. Financial Assistance and Payment Plans

### 8.1. Payment Methods

Richmindale College accepts online payments using any of the major credit cards, bank deposits or cash. To pay online, or for more details about payments, visit the Richmindale College website on Services > Payment, or copy and paste

the link [www.richmindale.com/payment](http://www.richmindale.com/payment) in a web browser.

For more information, contact us through our website, or copy and paste the link [www.richmindale.com/contact](http://www.richmindale.com/contact).

## 8.2. Terms of Payment

Richmindale College offers an installment plan to schedule fees per semester in monthly payments. The number of days used in the terms of payment is based on the Gregorian calendar.

Note that student applicants pay a one-time admission fee upon admission application. If applicants apply for credit transfer, they also pay the credit transfer evaluation fee, in addition to the admission fee, upon admission application. These fees are not part of the terms of payment. The terms of payment apply to the course fees per semester. See the *Tuition and Fees* section for more details about the fees; and *Payment Methods* section for more details about the payment options.

The total course fee per semester is calculated as the sum of the total number of credits enrolled for the semester multiplied by the fee per credit that is defined in the student's enrollment agreement. The total course fee per semester is divided into 3 payments. The first payment is due by the end of the month when classes start. The second payment is due by the end of the month after the first payment. The third payment is due by the end of the month after the second payment.

For example, on July 1, Richmond applied for admission and got accepted on the same day. On August 1, he enrolled in five 3-credit classes, a total of 15 credits for the Fall semester. The classes for the Fall semester are scheduled to start on September 8. The total amount of tuition and miscellaneous fees for the 15 credit units enrolled for the semester is \$1,650. The total cost including the admission fee is \$1,750 as shown in the table below.

Description	Qty	Units	Total Units	Unit Fee	Line Total
Admission Fee, one-time	1	-	1	\$ 100	\$ 100
Tuition	5	3	15	100	1,500
Miscellaneous Fee	5	3	15	10	150
<b>Total Fee for the Semester</b>					<b>\$ 1,750</b>

The payment schedule for the above semester fee example is as follows:

Payment Term per Semester	Amount	Due Date per Semester
Admission Fee, one-time	\$ 100	<b>Jul 1</b> : Admission application.
Payment 1 of 3	\$ 550	<b>Sep 30</b> : End of the month when classes start.
Payment 2 of 3	\$ 550	<b>Oct 31</b> : End of the month after Payment 1.
Payment 3 of 3	\$ 550	<b>Nov 30</b> : End of the month after Payment 2.
<b>Total Fee for the Semester</b>	<b>\$ 1,750</b>	

## 8.3. Accounts Receivables and Collection

Richmindale College sends invoices to students via email at least 15 days prior to payment due dates to remind students of their payments. Richmindale College tracks receivables from students aging 30, 60 and over 90 days, and sends follow-up emails to students who have outstanding balances every end of the month.

Richmindale College reserves the right to deny admission or enrollment of students, not allow students to attend

classes, or withhold student transcripts and records due to outstanding balances.

Richmindale College accepts cash, bank transfers or online credit card payments.

To pay online, or for more details about payments, visit the Richmindale College website on Services > Payment, or copy and paste the link [www.richmindale.com/payment](http://www.richmindale.com/payment) in a web browser.

#### **8.4. Financial Assistance**

Richmindale College does not offer financial assistance. The school is not eligible for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan.

#### **8.5. Loans**

Richmindale College does not provide any type of loan to students.

#### **8.6. Scholarships**

Richmindale College does not award any scholarships.

### **9. Discounts**

Richmindale College extends its support to its community by providing discounts to degree program applicants and students who want to pursue higher education. This makes education more accessible, especially to the families and communities of Richmindale.

Students and applicants who are beneficiaries of the discounts of Richmindale College are required to comply with its admission requirements, policies, and procedures.

Richmindale College offers the following standard discounts. Richmindale College may offer discounts or fee waivers that are not listed on this catalog.

#### **Discount for Richmindale High School Graduate**

- ✓ Richmindale College provides a fifty percent (50%) tuition and miscellaneous fee discount on credits enrolled to high school graduates of Richmindale schools worldwide.
- ✓ The discount applies to bachelor's and master's degree programs.
- ✓ The discount does not apply to fees not covered by the tuition and miscellaneous fee, such as admission fee, credit transfer evaluation fee, software licenses, and other fees required to complete the program.
- ✓ This discount cannot be combined with other discounts, unless specified.

#### **Discount for Filipinos Residing in the Philippines**

- ✓ Richmindale College provides a forty percent (40%) tuition and miscellaneous fee discount on credits enrolled to Filipinos residing in the Philippines.
- ✓ The discount applies to bachelor's and master's degree programs.
- ✓ The discount does not apply to fees not covered by the tuition and miscellaneous fees, such as admission fee, credit transfer evaluation fee, software licenses, and other fees required to complete the program.

- ✓ This discount cannot be combined with other discounts, unless specified.

### **Discount for Admission Applicants from May 2025 to April 2026**

- ✓ Richmindale College provides a twenty percent (20%) tuition and miscellaneous fee discount on credits enrolled to new admission applicants from May 2025 to April 2026.
- ✓ The discount applies to bachelor's degree programs only.
- ✓ The discount does not apply to fees not covered by the tuition, such as admission fee, credit transfer evaluation fee, miscellaneous fee, software licenses, and other fees required to complete the program.
- ✓ This discount cannot be combined with other discounts, unless specified.

### **Online Discount Application**

Discount applicants may apply for discount by selecting the Apply Discount option on their admission application on the Richmindale website on Admissions > Apply for Admission, or copy and paste the website link [www.richmindale.com/rims/admissions](http://www.richmindale.com/rims/admissions) in a web browser. Applicants who missed to select the Apply Discount option on their admission application may modify their admission application on the same website page and link. Changes to the admission application may require another round of review and evaluation of the application, and may cause delays in the admission approval process.

Students may apply for discount separately outside of the admission application on Services > Apply for Discount, or copy and paste the link [www.richmindale.com/rims/services/discount](http://www.richmindale.com/rims/services/discount) in a web browser.

### **Manual Discount Application**

Discount applicants may also apply manually by downloading the Discount Application Form from Services > Apply for Discount, or copy and paste the link [www.richmindale.com/rims/services/discount](http://www.richmindale.com/rims/services/discount). Fill the form with the required information and sign the appropriate pages digitally using a software application, such as Adobe Acrobat, or manually using wet ink and scan. Submit the filled and signed copy via email to [discounts@richmindale.com](mailto:discounts@richmindale.com) using the student's registered email address.

### **Discount Application Evaluation**

Discount applicants are notified of their application status through their registered email within 10 business days from the admission application process start date to inform them if they are entitled to any discounts, or if they need to submit more information and/or documents. Discount application status notification may be sent with the admission status notification.

Applicants who are not approved of any discounts may apply for reconsideration or appeal within 14 calendar days from the discount notification date by completing an appeal form on the website link Services > Discount Appeal, or copy and paste the link [www.richmindale.com/rims/services/discount/appeal](http://www.richmindale.com/rims/services/discount/appeal) in a web browser. Applicants applying for reconsideration must provide reasons for reconsideration and may provide additional information to support the appeal. Richmindale provides a response to an appeal within 10 business days of the appeal submission date.

Any approved discounts must be clearly documented in the student enrollment agreement. It is important that applicants must review the discounts in the enrollment agreement at the earliest possible time before signing, and raise any confusion or mistakes as they are provided a specified number of days to return the enrollment agreement, or their admission application is canceled. Discount concerns or complaints may be filed on Services > Discount Complaint, or copy and paste the link [www.richmindale.com/rims/services/discount/complaint](http://www.richmindale.com/rims/services/discount/complaint).

## 10. Cancellation, Withdrawal and Refund Policy

If for any reason a student is denied admission or chooses to withdraw from a program or a course, Richmindale College has established this cancellation, withdrawal, and refund policy for the student's protection. A student may terminate enrollment at any time by notifying the school in writing indicating the expected last date of attendance as the cancellation or withdrawal date. The written notification of cancellation should be addressed to the Chief Academic Officer of Richmindale College, and must be signed, dated, and sent via postal mail or student's official email using the mailing information below.

Mail To: Richmindale College  
185 N. Apache Trail, Suite 1, Apache Junction, AZ 85120, United States of America

Email To: [cancel@richmindale.com](mailto:cancel@richmindale.com)

Notification letters sent through postal mail must be mailed on or before the effective cancellation or withdrawal date mentioned in the letter. Richmindale College uses the actual mailing date as the cancellation or withdrawal date if the letter is mailed after the specified effective cancellation or withdrawal date.

Any money due to a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.

### 10.1. Non-Acceptance

An applicant who is denied admission by the school is entitled to a refund of all monies paid.

### 10.2. Five-Day Cancellation

A student has five (5) calendar days (excluding holidays) after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to Richmindale College. Richmindale College provides the refund amount to the student or to the person who paid the student's tuition and fees no later than 30 calendar days after receiving the written notice of cancellation.

### 10.3. Cancellation More Than Five Days, But Prior to the Commencement of Classes

A student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus: an application/transfer credit evaluation fee of up to \$75; a one-time admission fee per program of no more than 20 percent of the tuition and not to exceed more than \$200; and other fees purchased from third-party entities, such as textbooks, software subscription or licenses, and library service fees, if provided by a third-party service (e.g., LIRN, Westlaw, ProQuest, EBSCO). Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

### 10.4. Cancellation and Refund After the Commencement of Classes

Richmindale College uses a refund policy based on time period of semester credit hours. A student requesting cancellation after the commencement of classes is entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund no later than 30 calendar days from the cancellation or withdrawal date.

## **Cancellation For Not Returning from Authorized Leave**

Students who are on authorized Leave of Absence and failed to return on the scheduled date without notice or without valid reason are withdrawn from their program, and the cancellation or withdrawal date is the date the students were scheduled to return from the leave and failed to do so.

Students who are withdrawn for not returning from authorized leave may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

## **Cancellation Due to Excessive Absences**

Students who have not attended or participated a class for 30 consecutive scheduled class days are withdrawn from their class. Students who have not attended or participated in all classes for 30 consecutive scheduled class days are withdrawn from their program. The cancellation or withdrawal date is the last day of the 30 consecutive days. See the *Attendance Policy* and *Participation Policy* for more information.

Students who are withdrawn due to Excessive Absences may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund amount no later than 30 calendar days from the cancellation date.

## **Cancellation For Not Submitting Official Transcripts**

Richmindale College may approve and accept admission applicants to a degree program using their unofficial transcripts in evaluating their eligibility. Once accepted, the newly admitted students are allowed to enroll in courses in one enrollment period not to exceed 12 semester credit hours. Richmindale College must receive their official transcripts within this one enrollment period, or they are withdrawn from their program.

Students who are withdrawn from the program for not submitting official transcripts within one enrollment period cannot earn credits for the courses that they have completed for the semester. They may re-apply for admission when their official transcripts are ready, however, they must go through the same admission application process, including the payment of fees. They may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**.

Richmindale College provides the refund amount no later than 30 calendar days from the cancellation date.

## **Cancellation For Failure to Complete a Program Within the Tuition Period Covered**

The Enrollment Agreement between Richmindale College and students specifies a tuition period covered by the agreement (or term length of the agreement), which is normally 1.5 times the standard period or duration to complete the program. Students are withdrawn if they fail, or are about to fail, to complete the required courses of a program within the specified tuition period covered by the enrollment agreement. The cancellation or withdrawal date is the first day of the semester classes when they are identified that they will fail or have failed to complete their program within the tuition period coverage. Students are not allowed to enroll in any semester when they have been identified to fail in completing their program tuition period coverage. There is no applicable refund for this cancellation or withdrawal. Students may re-apply for admission by going through the admission application process, including the payment of fees.

## **Non-Refundable Fees After Commencement of Classes**

When a student cancels or withdraws enrollment after the commencement of classes, Richmindale College retains the

application fee and a one-time registration fee of no more than 20 percent of the tuition (not to exceed \$200), and an application/transfer credit evaluation fee of up to \$75, if applicable.

Richmindale College does not provide refunds for items that are purchased by students from third-party vendors, such as textbooks, software licenses and subscriptions, and library service fees.

Note that all cancellation or withdrawal refunds after the commencement of classes apply only to the current semester. Any payments made for the attempted courses in the previous semesters are not refundable.

### Table of Charges and Refunds

When a student cancels after completing at least one lesson assignment but less than 50 percent of the graded assignments, Richmindale College may retain the credit transfer evaluation fee (if applicable) and/or admission fee of no more than 20 percent of the tuition (not to exceed \$200) and library service fees, plus a percentage of tuition paid by the student in accordance with the following schedule:

<b>Percent (%) of the credit hours attempted*</b> <i>(Credit hours counting starts from the date when the classes started and includes holidays)</i>	<b>Percentage of tuition and miscellaneous fee returned to the student minus the admission fee and/or credit transfer evaluation fee</b> <i>(based on the total cost of enrolled credits for the current semester)</i>	<b>Percentage of tuition and miscellaneous fee retained by Richmindale College</b>
Less than or equal to 10%	90%	10%
More than 10% and less than or equal to 20%	80%	20%
More than 20% and less than or equal to 30%	70%	30%
More than 30% and less than or equal to 40%	60%	40%
More than 40% and less than or equal to 50%	50%	50%
More than 50%	0% <i>(no refund is required)</i>	100%

\* The percentage of the credit hours attempted is determined by dividing the total number of credit hours elapsed from the semester class start date to the student's last day of attendance, by the total number of semester credit hours for the course, and multiply by 100.

For students enrolled in two or more courses that award semester credit hours, Richmindale College treats each course separately for the purpose of calculating the appropriate amount of tuition refund owed to the student.

### Student Entitlement to Receive All Materials Paid

Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.

### 10.5. Refunds of Books, Supplies and Other Third-Party Items

Books, materials, software licenses and subscriptions, and other supplies required for course completion that are not provided by Richmindale College are not under its responsibility. Students are responsible for buying these items separately from third-party vendors. Refunds and related fees for these items are subject to the outside third-party vendor policies and terms with the student.

## 10.6. Refund Examples

Richmond applied for admission and transfer of credits to a degree program at Richmindale College and paid \$100 for the admission/registration fee and another \$75 for the transfer of credit evaluation fee.

On July 1, Richmond and Richmindale College signed an enrollment agreement. On the same day, Richmond enrolled in five 3-credit classes, a total of 15 credits, for a semester with classes that start on September 1. The semester tuition is \$1500, calculated as \$100 multiplied by 15 credits. The semester miscellaneous fee is \$150, calculated as \$10 multiplied by 15 credits. The total cost for the semester is \$1650, excluding the admission/registration fee and the transfer of credit evaluation fee. Based on the terms of payment, the total cost for the semester is divided into 3 payments. Each monthly payment is equal to \$550, calculated as \$1650 divided by 3. Richmond paid the first monthly installment (payment 1 of 3) of \$550.

One of the courses requires a software license. Richmond purchased the software license worth \$100<sup>[1]</sup> from a third-party vendor on July 7.

Richmond paid a total of \$725 as initial payment to Richmindale for his admission application (\$100), credit transfer evaluation (\$75), and first installment of his enrolled courses (\$550). Richmond also spent \$100, separately, on a required software license from a third-party vendor.

### **Refund Example 1: Five-Day Cancellation**

Richmond decided to cancel/withdraw and wrote a cancellation notification letter with an effective withdrawal date of July 5, signed and dated the letter, and mailed it to a Richmindale College office on July 5. The mail took 7 calendar days to reach Richmindale's office. Richmindale received the mail on July 12. Since Richmond's withdrawal date is July 5, which is within five calendar days after signing the enrollment agreement, and he sent the mail on or before the withdrawal date, Richmindale must refund him all monies paid amounting to \$725 within 30 calendar days (by August 4). The refund amount includes the admission fee, credit transfer evaluation fee and first monthly installment.

If Richmond mailed the notification letter after the withdrawal date of July 5, let's say July 7, Richmindale would have used the mailing date of July 7 as the effective withdrawal date, which does not fall under the Five-Day Cancellation policy. Instead, the Cancellation More Than Five Days, But Prior to the Commencement of Classes policy applies.

### **Refund Example 2: Cancellation More Than Five Days, But Prior to the Commencement of Classes**

Richmond decided to cancel/withdraw and sent a notification letter to [cancel@richmindale.com](mailto:cancel@richmindale.com) via his official email. The effective cancellation or withdrawal date in the notification letter is July 7, which falls under cancellation of more than five days from signing of enrollment agreement, but prior to the commencement of classes scheduled on September 1, assuming there are no official holidays from July 1.

Based on this refund policy, Richmond is entitled to a refund of all monies paid minus the credit transfer evaluation fee of \$75 and the one-time admission fee of \$100.

Richmindale does not refund the software license that Richmond bought from a third-party vendor.

Richmindale must refund Richmond the amount based on the following calculation:

<b>Description</b>	<b>Amount</b>	<b>Notes</b>
Total initial payment	\$ 725	Excluding \$100 <sup>[1]</sup> for software license from third-party.
LESS: Admission fee	— 100	
LESS: Credit transfer evaluation fee	— 75	
<b>NET REFUND AMOUNT</b> <i>Payable within 30 calendar days.</i>	<b>\$ 550</b>	Amount to be returned to the student.

### **Refund Example 3: Refund After the Commencement of Classes**

Richmond enrolled in classes for the semester that started on September 1. After a few days of classes, Richmond decided to cancel/withdraw and sent a notification letter to [cancel@richmindale.com](mailto:cancel@richmindale.com) via his official email. The effective cancellation or withdrawal date in the notification letter is September 14, which is week 2 of classes from September 1.

Richmond is entitled to a refund based on the following calculation:

<b>Description</b>	<b>Amount</b>	<b>Notes</b>
Total Tuition and Miscellaneous Fee for the 15 credits enrolled in the current semester of 15 weeks.	\$ 1650	Tuition = \$100 x 15 credits = \$1500. Miscellaneous Fee = \$10 x 15 credits = \$150.
Percentage of Tuition and Miscellaneous Fee to be Returned to the Student on Week 2.  See <i>Table of Charges and Refunds</i> for reference.	80%	Total credit hours = 15 credits x 15 semester weeks = 225 % credit hours attempted: 15 credit hours x 2 semester weeks ÷ 225 total credits = 0.1333 x 100 = 13.33% More than 10% and less than or equal to 20% = 80%
<b>Total Refund Amount</b>	<b>\$ 1320</b>	Refund Amount = \$1650 x 80% = \$1320.

<b>Student Total Paid Amount for the enrolled courses in the current semester.</b>		
Initial payment <sup>[1]</sup>	725	Admission, credit transfer, and first monthly payment.
LESS: Admission Fee	– 100	See <i>Non-Refundable Fees After Commencement of Classes</i> for reference.
LESS: Transfer of Credit Fee	– 75	
<b>Total Paid Amount</b>	<b>\$ 550</b>	Excluding the software license purchased by the student from a third-party vendor <sup>[1]</sup> .

<b>Student Total Unpaid Amount for the enrolled courses in the current semester.</b>		
Total Tuition and Miscellaneous Fee for the 15 credits enrolled in the current semester of 15 weeks	1650	Tuition = \$100 x 15 credits = \$1500. Miscellaneous Fee = \$10 x 15 credits = \$150.
Total Paid Amount	– 550	
<b>Total Unpaid Amount</b>	<b>\$ 1100</b>	Amount not paid yet based on the total tuition and miscellaneous fee for the current semester.

<b>Get Net Refund Amount</b>		
Total Refund Amount	1320	
LESS: Total Unpaid Amount	– 1100	
<b>NET REFUND AMOUNT</b> <i>Payable within 30 calendar days.</i>	<b>\$ 220</b>	Amount to be returned to the student based on the 80% refund on week 2.

<sup>[1]</sup>In all cases, the software license purchased by Richmond from a third-party vendor was not included in the refund calculations because it was purchased from a third-party vendor. Richmindale College does not purchase items on behalf of students and is not responsible for third-party purchases.

## 11. School Term and Academic Calendar

Richmindale College uses a 15-week semester term. An academic year covers 2 semesters, the Spring semester and the Fall semester. Students have the option of taking courses during the Summer semester. The Summer semester is not considered in identifying student consecutive enrollment.

The Spring semester starts in January, the Fall semester starts in September, and the Summer semester starts in May.

### 11.1. Term Start and End Dates from Fall 2025 to Fall 2026

The following table contains the planned start and end dates of each semester from Spring 2025 to Spring 2026. Richmindale College may change these start and end dates. Students and applicants are notified of the changes at least 30 calendar days from the semester start date.

Term	Start Date	End Date
Spring 2025	Jan 13, 2025	Apr 27, 2025
Summer 2025	May 12, 2025	Aug 24, 2025
Fall 2025	Sep 8, 2025	Dec 21, 2025
Spring 2026	Jan 12, 2026	Apr 26, 2026

### 11.2. Vacation Periods and Holidays

Students have access to their online courses seven days a week including holidays. Richmindale College employees do not work on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

The above-mentioned vacation periods and holidays may change based on federal and/or state declarations. Richmindale College notifies students of the changes when it receives official announcements.

## 12. Course Enrollment Policies

### 12.1. Enrollment and Status Policy

#### Current Students

To identify the number of current students, Richmindale College considers those who are not cancelled or withdrawn from a program as current students after they have been accepted for admission to a Richmindale program, regardless of their status.

## **Conditionally Enrolled Students**

Students who have been accepted for admission to a Richmindale College program without their official transcripts received by Richmindale are considered conditionally enrolled. Richmindale must receive their official transcripts from their previous institution within one enrollment period, or they are withdrawn from the program and do not earn credits from their completed courses for the semester.

Students who are withdrawn from a program may re-apply for admission and go through the admission process.

## **Inactive Students**

Students who are not enrolled in the current semester are considered inactive during that semester period. Richmindale will do its best to communicate with inactive students to identify if they want to continue or cancel.

Inactive students should consider the impact of the additional semesters that may be required to complete the program, and the tuition period covered in the enrollment agreement. Students who fail, or are about to fail, to complete the tuition period covered in the enrollment agreement are withdrawn from their program. See the *Cancellation For Failure to Complete a Program Within the Tuition Period Covered* section under the *Cancellation, Withdrawal and Refund Policies* for more details.

## **Enrollment Agreement Tuition Period Covered**

The tuition period covered in a student enrollment agreement is 150% or 1.5 times the normal length to complete a Richmindale College program. The tuition period covered for bachelor's degrees is 6 years and master's degrees is 3 years.

Students who fail, or are about to fail, to complete the tuition period covered in the enrollment agreement are withdrawn from their program. See the *Cancellation For Failure to Complete a Program Within the Tuition Period Covered* section under the *Cancellation, Withdrawal and Refund Policies* for more details.

## **Full-Time and Part-Time Status**

To be considered full-time, students must be enrolled in a minimum of 12 credits for bachelor's degree and 9 credits for master's degree in each semester. Students who are enrolled in credits less than the minimum in each semester are considered part-time.

## **Reenrollment of Cancelled or Withdrawn Students**

Richmindale College cancels the enrollment agreement of students who have been withdrawn from a program. If they decide to re-enroll, they go through the admission application process for their selected program again, pay the fees, and execute a new enrollment agreement.

Richmindale College reserves the right to deny admission or enrollment of students, not allow students to attend classes, or withhold student transcripts and records due to outstanding balances.

## **12.2. Course Load Policy**

Students enrolled in a bachelor's degree may take up to 18 credits per semester. Students enrolled in master's degree may take up to 12 credits per semester. Increased course loads require the prior approval of the Chief Academic Officer or a designee. Students are expected to spend one hour of instruction and two hours of outside preparation for every credit hour enrolled, in accordance with the widely accepted Carnegie model of instruction.

### **12.3. Course Add/Drop Policy**

A student may request to drop a course and/or add another course during the first two weeks of class online on RIMS > Dashboard > Enrollment, or copy and paste the link [www.richmindale.com/rims/enrollment](http://www.richmindale.com/rims/enrollment) in a web browser, or via email on [enroll@richmindale.com](mailto:enroll@richmindale.com). Requests are reviewed on an individual basis and a final decision is made based on the student's academic record. Courses dropped through this process will not have a record in the student's academic transcript. Students who wish to drop a course without adding a new course to their program should consider the impact of the additional semesters that may be required to complete the program.

For program cancellation, refer to the *Cancellation, Withdrawal and Refund Policy* section.

### **12.4. Course Repeat Policy**

Students may repeat a course that they have taken with a passing grade no more than three times. The cost of repeating a course is the cost per credit multiplied by the number of credits on the course. When a student repeats a course, the lower grade is replaced with the higher grade in the academic records, but with a notation that the course was repeated. Only the highest grade is used in calculating the cumulative GPA. The repeated course reflects the same semester credits as each credit is only given once for a course.

## **13. Program and Course Delivery**

### **13.1. Course Format and Access**

The degree programs of Richmindale College use an online method of course delivery in which the Internet is primarily used as the medium of communication. Richmindale College uses Internet-based technologies such as learning management systems (LMS), video conference, voice-over-IP (VoIP) calls, electronic mail (email), videos, electronic books (e-books), and similar technologies to provide course instructions and instructional materials to students. Students must have access to a computer with an Internet connection when required to access course instructions and materials, coursework, assessments, and grades; interact with Richmindale College faculty and administration staff; and provide feedback.

Before starting coursework, students are provided with orientation materials, which introduce them to the online learning platform, student resources, and the process for successfully completing their online courses. These materials are available on [www.richmindale.com/students/orientation.htm](http://www.richmindale.com/students/orientation.htm).

Students can access their course activities and materials on the Richmindale learning management system at any time and any place with an Internet connection.

Students can interact with Richmindale faculty and administration staff online during office hours. Richmindale provides online 24/7 Student Success services to support students of different time zones. See the *Student Success* section under *Student Services* for more details about the Student Success services.

Students must note that some course activities have access expiration dates due to submission deadlines.

### **13.2. Faculty and Instruction**

Classes are facilitated by faculty and subject matter experts with advanced degrees and practical experience in the field of instruction. Students receive personalized attention and work closely with faculty in successfully progressing through the courses in the program. Students are monitored and graded on participation, coursework assignments, and assessments. Individual communication takes place through the online messaging function of the learning management system.

Continuous improvement and institutional effectiveness are achieved through student performance assessments, and course and faculty evaluations conducted with students.

### **Faculty Response Time**

Faculty and academic support staff are available during office hours. See the *Faculty and Staff Office Hours* section under *Office Hours and Contact Information* for more details about office hours.

Richmindale College offers online Student Success services designed to offer students 24/7 support. See the *Student Success* section under *Student Services* for more details about the Student Success services.

The minimum expectation for faculty response time to student inquiries and submissions is as follows:

<b>Submission</b>	<b>Response Number of Days</b>
Questions	1
Academic Postings	3
Course Projects	7
Final Course Exams	7
Capstone Projects	7

### **13.3. Instructional Model**

The goal of Richmindale College is to provide a high-quality educational experience to students and faculty through online learning using innovative techniques.

The instructional model is as follows:

- ✓ Each student progresses through the program within cohorts.
- ✓ All instruction is provided in English.
- ✓ The course offering is structured over three 15-week semesters per year, with around 2 weeks break between semesters.
- ✓ The course duration is 15 weeks. Students are required to participate in discussion boards, submit project assignments, and take exams in an asynchronous manner. Midterm and final exams are synchronous and are scheduled based on certain dates that are agreed by the students and faculty. These exams are proctored and require student identity verification.
- ✓ Students are provided with course study plans and learning resources through the learning management system. Richmindale instructors are available to guide students with their course requirements and students may communicate with their instructors about their queries. Richmindale also provides an option for students to attend online face-to-face meetings with their course instructors.

### **13.4. Participation**

Instruction takes place in an asynchronous manner. Student participation is based on the students' engagement in a course, such as taking exams, posting substantive feedback, and submitting coursework assignments and projects, through the Richmindale online learning management system. Students can login to the online learning management system and student portal at any time of the day or week.

Discussion boards close at the end of each week—after 11:59 p.m. on Sunday evening (Phoenix, Arizona time zone). Once closed, students can view all posts, but they do not have the ability to make additional posts. Only substantive

comments made on the discussion boards contribute towards a student's participation grade.

See the *Attendance Policy* section for more details about attendance and academic engagement requirements.

## **14. Student Services**

### **14.1. General Services**

Richmindale College provides support to students related to the school's methods, policies, and procedures; student career path guidance; online learning requirements; administrative support; and all other general services that are beneficial to enhance the experience of the students.

Students enrolled at Richmindale College become part of the Richmindale community with faculty and staff who are united under one goal: student success. The Student Services Office is available during office hours to assist students with general questions and administrative or accessibility issues. The Student Services team helps students resolve issues, listens to student issues and concerns, and makes recommendations for improving policy and practice based on student feedback. The Student Services team provides a formal means by which students can express their views, and those views in turn inform the decisions we make. The Student Services team assists students with unresolved concerns to find equitable resolutions.

To contact the Student Services team, use the contact form online on [www.richmindale.com/contact](http://www.richmindale.com/contact) and fill out the form, selecting the appropriate service; or send an email to [contact@richmindale.com](mailto:contact@richmindale.com). Representatives are available Monday through Friday from 9:00 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 12:00 p.m. (Phoenix, Arizona time zone). The Richmindale College office is closed on Sundays. Richmindale College offers 24/7 support for some services. See the *Student Success* section below for more details.

Richmindale College has a commitment to the educational goals of a regional, national, and international student population. This mission is that students live and learn in an environment that fosters a supportive and caring community. Academic advising makes every attempt to meet the needs of Richmindale's globally diverse students through various programs designed to enhance the experience of all students.

### **14.2. Change of Contact Information**

Students who need to change any of the following contact information are required to send an official email to [students@richmindale.com](mailto:students@richmindale.com). After receiving the request, Richmindale College sends an email response to schedule an online student identity verification. Students must show their face, valid identification and proof of change (if applicable) via online video conference during identity verification. Richmindale College updates the student contact information after successful student identity verification.

- ✓ Email Address (Email activation is required.)
- ✓ Student Name (proof is required.)
- ✓ Mailing Address

Students who want to change any other contact information not mentioned in the above list may make the changes through the Student Portal.

### **14.3. Website**

The Richmindale College website, [www.richmindale.com](http://www.richmindale.com), provides students with up-to-date information about Richmindale's important updates, academic programs and student events.

#### **14.4. Alumni Services**

As a graduate of Richmindale College, alumni are entitled to valuable benefits including discounts on subsequent degree programs, access to online job search, access to Richmindale social communities, and many more.

#### **14.5. Ordering Official Transcripts**

Students may request official transcripts by completing an official transcript request on RIMS > Dashboard > Services > Request Transcript, or copy and paste the link [www.richmindale.com/rims/services/transcript](http://www.richmindale.com/rims/services/transcript) in a web browser. Transcript request fee may apply. See the *Other Fees* section under *Tuition and Fees* for more details about transcript request charges. See the *Transcript Request Policy* section for more details on how to request copies of transcripts.

Students may download their unofficial transcripts via the Student Portal at any time.

#### **14.6. Career and Employment Services**

Richmindale College does not guarantee employment to any applicant as a condition of their application, acceptance, or attendance in any program.

#### **14.7. Academic Advisement**

Richmindale College has supportive faculty and staff members who work with each student to help support the student's success at Richmindale College. An Academic Adviser is assigned to each student upon enrollment. An Academic Adviser is a student's point of contact for any academic and administrative support and service requirements, including assistance in resolving issues related to the student's enrollment, program, and/or courses. The Academic Advisers are available during office hours through the learning management system messaging function, email, or video conference. The Academic advisors also monitor their assigned students' academic performance, encourage students to achieve their academic goals, provide students with an available point of contact for academic and administrative direction, assist students in course enrollment and scheduling, help students develop a degree-completion plan, and clarify policies and procedures.

#### **14.8. New Student Orientation**

Richmindale College provides orientations for all new students, including walkthrough of the learning management system and student portal. Richmindale also provides orientation materials to students. These materials are available on Richmindale's website on [www.richmindale.com/students/orientation.htm](http://www.richmindale.com/students/orientation.htm).

#### **14.9. Student ID**

Students may request a digital Student ID on RIMS > Dashboard > Services > Request Student ID, or copy and paste the link [www.richmindale.com/rims/services/studentid](http://www.richmindale.com/rims/services/studentid) in a web browser. A full-face and front-view head shot with a plain background photo must be included with the request. No photos using filters will be accepted.

#### **14.10. Graduation Ceremony**

Richmindale College holds an annual commencement ceremony in May. Students who are within 6 credits of completing their program at the time of the RSVP deadline may participate in the commencement ceremony. The annual commencement ceremony schedule is made available on the Richmindale College website at least 30 calendar days before the event. Eligible students are notified via email of the location and date of the ceremony.

## 14.11. Student Portal

Richmindale College students use the Student Portal as a self-service resource center. The Student Portal provides one location for students to access their program curriculum plan, payment history, register for courses, and connect with their Academic Advisor. Students also use the student portal to access online classrooms. Some of the important services available in the Student Portal include:

- ✓ Enroll in courses
- ✓ Access the orientation materials and guides
- ✓ Access the library of academic resources
- ✓ Download copies of unofficial transcripts
- ✓ View student ledger
- ✓ Generate financial receipts
- ✓ Update contact information

## 14.12. Student Success

Richmindale College offers online Student Success services designed to offer students 24/7 support. Resources include departmental contact information, links to schedule an appointment with an Adviser, registration help, and technical support. The Student Success services are available at [www.richmindale.com/rims/services/success](http://www.richmindale.com/rims/services/success).

## 14.13. Library Services

Students may access the Richmindale Online Library at [www.richmindale.com/rims/services/library](http://www.richmindale.com/rims/services/library). Some library resources are available and accessible to students only when they log in using their user account. Students can register with third-party online library resources and services, but this is an individual endeavor and may incur additional fees depending on the third-party provider.

Richmindale College provides library support. Students may send their library-related queries or questions to [librarian@richmindale.com](mailto:librarian@richmindale.com).

# 15. Academic Policies

The academic policies of Richmindale College provide guidance on how academic transactions and situations must be handled based on standard practices. These policies apply to Richmindale College faculty, staff, and students who are involved in academic activities.

## 15.1. Academic Status

Students in the bachelor's (undergraduate) and master's (graduate) degree programs must maintain a minimum cumulative GPA of 2.0 to remain in good academic standing. Students failing to maintain such cumulative GPA are subject to being placed on Academic Probation or Dismissal as defined below. See the *Grading Policy* section for more details about GPA and Grading Scale.

**Academic Probation:** Students whose cumulative GPA falls below the minimum cumulative GPA described above are placed on academic probation for a term and are informed in writing. Students who show satisfactory improvement can remain on academic probation for a maximum of two consecutive terms until the minimum cumulative GPA is

achieved. Students who do not achieve the minimum cumulative GPA after being on academic probation for the second consecutive term shall be dismissed from Richmindale College.

**Academic Dismissal:** Students who fail to show improvement or achieve the minimum cumulative GPA while on academic probation are subject to academic dismissal. The Chief Academic Officer or a designee makes the decision on placing students on academic dismissal and notifies the affected students, in writing, through their official email address. A permanent record of the dismissal is recorded in the transcripts of the students who are placed on academic dismissal.

Students who are academically dismissed are not allowed to continue enrollment and are given 7 calendar days to appeal the decision based on mitigating personal circumstances. Students may submit the written appeal via email to [dismissal@richmindale.com](mailto:dismissal@richmindale.com) with supporting documents. If the appeal is approved, the students are permitted to continue their coursework on academic probation status. Students who do not submit an appeal within 7 days, or those whose appeal is not approved, are withdrawn from their program.

Academically dismissed students can be readmitted to a program after at least one term has passed by going through the admission application process. When readmitted after a dismissal, students are required to be on academic probation for one term while repeating courses to raise the cumulative GPA to the minimum guideline for good academic standing.

## 15.2. Administrative Withdrawal

A student withdrawal initiated by Richmindale College is called Administrative Withdrawal. Richmindale initiates Administrative Withdrawal from a program if a student fails to complete the registration process, fails to return from an approved Leave of Absence, fails or is about to fail to complete a program within the tuition period covered in the enrollment agreement, or violates code of conduct. Richmindale initiates Administrative Withdrawal from a course if a student is involved in academic dishonesty in a class or fails to attend or participate in a class, as applicable.

When Administrative Withdrawal is initiated, a notification is sent to the student via email. The student is given 7 calendar days from the notification email date to dispute the action by sending an email response to [withdrawal@richmindale.com](mailto:withdrawal@richmindale.com). The Chief Academic Officer or designee makes the final determination. If the appeal is approved, the student is permitted to continue. If the student does not send an appeal, or if an appeal is not approved, the student is withdrawn from the program or course. Administratively withdrawn students can be readmitted to a program after at least one term has passed by going through the admission application process.

## 15.3. Grading Policy

All student work is submitted in the virtual classroom of Richmindale's learning management system. Faculty members assign individual assignment grades as well as course grades directly through the learning management system in the virtual classroom and/or the student portal.

**Term GPA** is the Grade Point Average calculated based on the courses completed during a semester.

**Cumulative GPA** is the Grade Point Average calculated based on all completed courses counted towards the completion of a degree requirement at the school. It does not include grades assigned on transferred credits from other institutions.

The final course grade is submitted by faculty within 5 business days from the scheduled end date of each semester.

### Grading Scale

The following grading scale is adopted for use in all courses, except those that are transferred from other institutions.

Grade	Equivalent	Grade Points	Grade Scale
A	Excellent	4.00	90 to 100
B	Good	3.00	80 to 89
C	Fair	2.00	70 to 79
F	Fail	0.00	0 to 69
W	Student-Initiated Withdrawal	Not applicable	-
AW	Administrative Withdrawal	Not applicable	-
I	Incomplete	Not applicable	-
T	Transfer Credit Accepted <sup>1</sup>	Not applicable	-
R	Repeated Course <sup>2</sup>	Not applicable	-
*	Identifies that the Grade Earned was in a Repeated Course <sup>2</sup>	Not applicable	-

<sup>1</sup> In accordance with the Credit Transfer Policy.    <sup>2</sup> In accordance with the Course Repeat Policy.

## Grading Criteria

### ***A = Excellent***

The student demonstrates an advanced knowledge of all the content and skills presented in the course and uses professional or personal experience to contribute to class knowledge in a unique and insightful manner. The student has excellent writing skills and participates actively in all aspects of the learning process.

### ***B = Good***

The student demonstrates knowledge of most of the content and skills presented in the course and often uses relevant professional or personal experience to contribute to class knowledge. The student has very good writing skills and participates frequently in the online classroom.

### ***C = Fair***

The student demonstrates enough knowledge of the content and skills presented in the course and applies relevant professional or personal experience to class topics. The quality and quantity of work presented by the student on course assignments in participation forums are acceptable.

### ***F = Fail***

The quality and quantity of work presented by the student are unacceptable.

### ***W = Withdrawal***

Students receive a grade of “W” if they officially withdraw from the course prior to completing the course, regardless of whether they were determined to be passing or failing the course by the faculty member, at the time of withdrawal. The grade is not calculated in the GPA and the course credits are not assigned for course work ending in a withdrawal. Course withdrawals are included in the student academic record and transcripts.

### ***AW = Administrative Withdrawal***

Administrative Withdrawal refers to a student course withdrawal which is initiated by the school for reasons such as: failure to participate, not meeting a course prerequisite, academic conduct issues, etc. Administrative Withdrawal, which occurs after a course has already started, leads to a grade of AW entered on the student’s academic record. The AW grade has no effect on the student’s academic GPA.

### ***I = Incomplete***

Students may request an Incomplete status (grade of I) by submitting an Incomplete form on RIMS > Dashboard > Classes > Request Incomplete Grade, or copy and paste the link [www.richmindale.com/rims/classes/incomplete](http://www.richmindale.com/rims/classes/incomplete) in a web browser. Select the appropriate course in the list and click the Request Incomplete Grade button. A notification email is sent to the student and instructor confirming receipt of the request. The instructor must approve the request through the system. Approval of Incomplete status is at the discretion of the instructor. Students have 4 weeks to complete all course work after being assigned a grade of I. Failure to complete all course work results in the students earning the grade based on the coursework completed. A grade of "I" is not entered into the GPA calculation or the student academic record, but the grade earned after the completion of the extension period is entered into both GPA calculation and the student academic record.

### ***T = Transfer Credit Accepted***

Students' completed courses from other institutions that are transferred to Richmindale College are indicated with the grade of "T". The grade is not used in calculating the GPA.

### ***R = Repeated Course***

Repeated courses are recorded with the grade "R". Only the highest grade of a repeated course appears in the student academic record. Transcripts with an asterisk symbol "\*" added after the grade indicates that the grade earned is in a repeated course and such grade is used in calculating the GPA.

## **Grade Challenges**

A student may challenge a final course grade if there is clear and credible evidence of arbitrary or unprofessional grading. Individual assignment grades must be handled between the student and the faculty member for the course.

The following policies and procedures apply to all grade challenges:

1. If a student believes that the final course grade is the result of an arbitrary or unprofessional grading by the course instructor, the student may dispute the grade by sending an email to the instructor within 7 calendar days of the final grade being posted. A copy of the communication should be preserved.
2. If a satisfactory solution cannot be found, the student may challenge the grade within 21 calendar days of the final grade posting date by submitting a challenge form on RIMS > Dashboard > Academics > Performance > Challenge Grade, or copy and paste the link [www.richmindale.com/rims/grading/challenge](http://www.richmindale.com/rims/grading/challenge) in a web browser. Click the New button to create a new challenge. Upon submission of the challenge form online, a notification email is sent to the student to acknowledge the receipt of the challenge. The challenge may be sent via email to [grievance@richmindale.com](mailto:grievance@richmindale.com).
3. The Chief Academic Officer or a designee makes the final determination after reviewing all related documentation and consulting with both the student and the faculty member.
4. The student is notified via email of the decision of the Chief Academic Officer or a designee within 10 business days from the challenge submission date.
5. The student may appeal against the grade challenge decision within 7 calendar days of receiving the decision through Richmindale's website online on RIMS > Dashboard > Academics > Performance > Challenge Grade, or copy and paste the link [www.richmindale.com/rims/grading/challenge](http://www.richmindale.com/rims/grading/challenge) in a web browser. Select the challenge in the list and click the Appeal button. The appeal may be sent via email to [grievance@richmindale.com](mailto:grievance@richmindale.com).

## **15.4. Satisfactory Academic Progress Policy**

Richmindale College requires a student to move towards the completion of an educational program using a scholastic

standard in accordance with the Satisfactory Academic Progress Policy. This policy includes all periods of enrollment in a degree or a certificate program. Students will be evaluated using the standards described below.

## **Evaluation Period**

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Students who have not attended Richmindale College will not have their SAP status determined from previous terms attended and any credit transferred in from other schools of higher education.

## **Satisfactory Academic Progress Measurements**

There are three measures of Satisfactory Academic Progress (SAP). The three measures are outlined below. Failure to meet any of the standards will result in a student being placed on academic probation, or in the case of not entering into satisfactory academic progress after two consecutive terms of being placed on academic probation, a student will be dismissed from Richmindale College. A student may appeal the decision; however, the student will not be permitted to enroll in courses during the appeal process.

Courses not yet graded are considered attempted. They are counted in the denominator and not in the numerator, which has a negative impact on the GPA. If within 7 days of the term ending, a course grade is recorded, the GPA will be re-calculated, and the SAP status will reflect the new calculation. If the new SAP calculation shows the GPA to be less than 2.0, the student will be sent an email notification containing the updated information and if any student action is required. See the *Academic Status* section for more details about the requirement in maintaining a minimum cumulative GPA.

### **Grade Point Average (GPA) Measurement**

Satisfactory Academic Progress requires students to successfully complete 66.67% of all credits attempted at Richmindale College.

### **Maximum Time Frame**

Students must complete their degrees within 150% of the program's published length. Students who have attempted more than 150% of the published length needed to complete their degree or program plan will have reached their Maximum Time Frame (MTF). Students who have reached their MFT are considered to not be meeting SAP.

### **Coursework Treatment in SAP Calculation**

The following coursework taken during the term is also included in the SAP evaluation:

- ✓ All attempted remedial credits (college level)
- ✓ Repeated coursework

The following coursework is not included in the SAP evaluation:

- ✓ Audited courses
- ✓ Non-credit courses
- ✓ Credit by examination

## **SAP Probation**

Students who fail to satisfy the SAP requirements are placed on academic probation for one term. If the student does not regain SAP at the end of this probationary period, the student may have their probationary period extended for

one additional term. If a student has not regained SAP after the two consecutive term probationary periods, the student is dismissed from Richmindale College.

Students are notified of their SAP probationary status through an email delivered to the students' official email address. The notification explains the actions taken by Richmindale and reports any action items for the student. Action items for the students could be their right to file an appeal with an explanation. Students being dismissed, due to not regaining SAP, are notified through their official email address that they have been dismissed from Richmindale for such reason, along with their rights to appeal the dismissal. The email contains instructions for the appeal process.

### **SAP Appeal Process**

Students who are dismissed due to not making student academic progress are given 7 calendar days from the date of the email notification to submit an appeal on RIMS > Dashboard > Academics > Performance > SAP Appeal, or copy and paste the link [www.richmindale.com/rims/sap/appeal](http://www.richmindale.com/rims/sap/appeal) in a web browser. Upon submission, a notification email is sent to the student confirming receipt of the appeal. Richmindale sends a response via email within 10 business days of receiving the appeal with the result of the appeal, whether the school waives the SAP requirements or not. Students whose appeals are denied are informed that they can re-apply for admission after one term.

Richmindale may waive the SAP requirements for students who are dismissed and submitted an appeal with a valid reason. Valid reasons may include, but are not limited to:

- ✓ Severe personal injury or illness.
- ✓ Financial problems that can be mitigated.
- ✓ Psychiatric, psychological or social problems.
- ✓ Death of a relative.
- ✓ Learning disability, such as ADD/ADHD, and is being treated medically.
- ✓ Other valid reasons that have a causal link between the student's special circumstances and poor academic performance.

Richmindale may also waive the SAP requirements if the student is one term away from graduation, and the college believes that the student will make satisfactory progress and actually graduate at the end of the next term.

## **15.5. Honors Recognition Policy**

Richmindale College recognizes the extraordinary academic achievements of its outstanding students by denoting honors designation on student transcripts.

### **Bachelor's Degree**

GPA 3.90 - 4.00	Summa Cum Laude (Highest Honors)
GPA 3.70 - 3.89	Magna Cum Laude (High Honors)
GPA 3.50 - 3.69	Cum Laude (Honors)

### **Master's Degree**

GPA 3.90 - 4.00	High Distinction
GPA 3.70 - 3.89	Distinction

## 15.6. Attendance Policy

Richmindale College requires students to meet an attendance requirement of being online at least on two separate days (attendance days) during each week (a week is defined as Monday through Sunday). Student attendance is automatically registered when a student logs into the Learning Management System to perform an educationally relevant activity (post assignments, participate in threaded discussions, etc.). Failure to meet the attendance requirement may result in students being automatically dropped from the course. Under extenuating circumstances, a student may request alternate arrangements.

Students are expected to demonstrate consistent engagement with their studies throughout each academic term. Activities demonstrating academic engagement include:

- ✓ Discussion of course content with an instructor.
- ✓ Live academic conversation with an Academic Advisor.
- ✓ Activating a course by clicking the Start Course button.
- ✓ Completing quizzes and/or discussion posts.
- ✓ Completing assessments.
- ✓ Submitting an assignment for evaluation.
- ✓ Attending a faculty-led live event, such as a webinar.
- ✓ Attending a faculty-led online course activity.
- ✓ Use of course learning resources.
- ✓ Viewing recorded faculty-led live events.
- ✓ Viewing a course-related academic video.

Students who are not academically engaged for a period of 14 calendar days may be required to meet with their Academic Adviser to develop a plan for the immediate resumption of their studies, to include reengagement with course learning resources. Students who demonstrate 28 calendar days of inactivity will be subject to administrative withdrawal. An academically inactive student will be notified prior to withdrawal.

## 15.7. Leave of Absence Policy

A student may request a Leave of Absence (LOA), whenever it is necessary to take academic leave due to mitigating circumstances in the student's life. A student seeking an LOA must submit a request on RIMS > Dashboard > Classes > Apply Leave of Absence, or copy and paste the link [www.richmindale.com/rims/classes/loa](http://www.richmindale.com/rims/classes/loa) in a web browser. Complete the Leave of Absence form. The request must include an explanation of the request and the student's plan to return to class.

Upon submission, a notification email is sent to the student confirming receipt of the request. The request must be made and approved prior to the start of a term for which the student is requesting the LOA. An LOA may be granted if appropriate documentation is provided, and Richmindale College determines that the student can be scheduled to return and complete their course of study within the guidelines provided to each student at enrollment.

Acceptable reasons for requesting an LOA include medical situations, personal emergencies, military obligations, or other circumstances beyond the student's control.

A leave of absence will extend the time needed for the student to complete the program, leading to an extension of a student's graduation date, and may create changes in the sequencing of the remaining classes. A leave of absence involves no additional charge to the student and are not included in determining the maximum time to complete the program.

Only one leave of absence is generally granted in a 12-month period; however, a well-documented situation may merit the approval of additional leave. LOAs cannot exceed a cumulative total of 180 days in a 12-month period.

Richmindale College reserves the right to require written medical clearance prior to a student returning to class after an LOA related to medical condition.

## **15.8. Student Identity Verification Policy**

Richmindale College students are subject to one or more of the following student identity verification methods.

**Government-Issued Photo Identification:** Students provide a government-issued photo identification with signature during the admission process.

**Secure, Individual Login and Passcode:** Students are assigned a secure, individual username and password upon admission acceptance. These assigned identifiers are used to access the Student Portal where students complete and submit coursework and access grade information.

**Administrative or Academic Practices:** Students are subject to identity verification, at Richmindale's discretion, through the use of personally identifiable information provided by the student upon application to Richmindale College. Students must provide two pieces of identifying information that can be verified by faculty or staff using information contained within the Richmindale Information Management System prior to having personally identifiable information released to them by phone or e-mail. In addition, faculty may commence verification of student identity following review of student work. Changes in academic performance or writing style are monitored and may prompt a request for identity verification.

## **15.9. Academic Honesty Policy**

Richmindale College takes academic honesty very seriously. Students are expected to always submit original work, and outside sources should be appropriately credited whenever used. Works that require citation include, but are not limited to, hard copy or electronic publications (copyrighted or not), and communication (verbal or otherwise) originating from identifiable sources. Academic dishonesty occurs when:

- ✓ students are involved in cheating, or plagiarism, such as using words or ideas that are not their original work in assignments;
- ✓ citations are not included for all used outside sources;
- ✓ work is recycled from another course taken by the same students (unless agreed with the instructor in advance);
- ✓ students are involved in identity misrepresentation;
- ✓ students provide false or misleading information; or
- ✓ documents or records, such as transcripts or diplomas, are forged, altered, misused, etc.

Faculty members are trained and encouraged to prevent plagiarism in their classes. Some steps in that direction are for a faculty member to make it clear, through announcements or assignment instructions, what constitutes plagiarism (as well as the potential consequences), and how assignments and citations should be formatted. Both students and faculty members are encouraged to check assignments using plagiarism checker software. Instances of plagiarism are addressed immediately.

### **Academic Honesty Procedure**

When a faculty member determines that academic dishonesty in an assignment has occurred, the faculty member can address the issue directly with the student by considering one of the following options:

- ✓ Educating the student on plagiarism (whenever it is unintentional or due to deficiency in understanding of what plagiarism is);
- ✓ Allowing a student to resubmit the assignment; or
- ✓ Taking steps to report the offence using the procedure below along with a disciplinary action such as reducing the grade on the assignment, issuing a Failing grade on the assignment, or issuing a Failing grade for the course.
  1. If the instructor and student cannot resolve the plagiarism issue, the instructor submits an Academic Dishonesty Complaint form to the Chief Academic Officer or designee through the Richmindale website on RIMS > Dashboard > Academics > Dishonesty, or copy and paste the link [www.richmindale.com/rims/academics/dishonesty](http://www.richmindale.com/rims/academics/dishonesty) in a web browser. An email notification with a copy of the complaint is sent to the student's official email. The student has an opportunity to respond to the allegation by replying to the email copy of the Dishonesty Complaint form.
  2. The Chief Academic Officer or designee assigns a Conduct Review Committee, which reviews the forms and communications, and determines an appropriate action to address the issue. Some of the possible outcomes include student removal from class, loss of semester credit, documented counseling, or in extreme cases, expulsion from Richmindale College. The Chief Executive Officer of Richmindale College is informed of all reported instances and the actions taken.
  3. The student has the right to appeal the decision on RIMS > Dashboard > Academics > Dishonesty, or copy and paste the link [www.richmindale.com/rims/academics/dishonesty/appeal](http://www.richmindale.com/rims/academics/dishonesty/appeal) in a web browser. All actions are based on the severity of the offense.

### **15.10. Copyright Policy**

Richmindale College prohibits any employee or student from violating copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed as not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Section 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more details, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

### **15.11. Harassment Policy**

Richmindale College takes allegations of harassment based on gender, race, color, religion, national origin, age, disability, or sexual orientation very seriously. Richmindale strives to be free of all improper or unlawful harassment.

Conduct on the part of faculty, staff, or students, which violates this policy includes but is not limited to:

- ✓ Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.

- ✓ Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- ✓ Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo, or other tasteless actions that would offend a reasonably sensitive person.
- ✓ The display of sexually offensive pictures, posters, illustrations, or objects.
- ✓ Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability.

Individuals who experience harassment should immediately report the offense to the Chief Academic Officer or designee through the Richmindale website on RIMS > Dashboard > Grievance > Discrimination, or copy and paste the link [www.richmindale.com/rims/grievance/discrimination](http://www.richmindale.com/rims/grievance/discrimination) in a web browser.

### **15.12. Nondiscrimination Policy**

Richmindale College is committed to building an inclusive and diverse academic community. Every student, faculty, and staff member have the right to inclusion, respect, agency, and voice in the community. Richmindale welcomes people from all backgrounds and seeks to include knowledge and values from many cultures. Further, all members of the community have a responsibility to uphold these values and actively foster full participation in college life.

Richmindale College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Richmindale College employs and admits individuals without regard to race, gender, age, ethnicity, cultural heritage, or nationality; religious or political beliefs; sexual orientation or gender identity; or socioeconomic, veteran or ability status and affords students all rights, privileges, programs, employment services and opportunities generally available.

### **15.13. Conduct Policy**

Richmindale College believes that respect for individuals, ideas, and students or other people's work are all critical to a thriving academic community. Richmindale College requires its employees, students, and community members to demonstrate appropriate behavior and comply with all applicable laws in all situations at any time.

Students must demonstrate appropriate behavior and comply with applicable laws, in addition to the following rules:

1. Disruption of activities.
2. Unprofessional conduct:
  - ✓ Harassment, threatening, bullying, or verbal abuse by any means, including, but is not limited to the use of threats, profanity, and demeaning or intimidating comments.
3. Conduct which threatens or endangers the health or safety of any person:
  - ✓ Physical abuse or threats of physical abuse.
  - ✓ Providing false information.
  - ✓ Performing actions that put a person at risk.
4. Theft, abuse, or misuse of facilities, equipment, systems, or information.

The following consequences may be levied to a student violating any policies, rules, or laws:

1. Written Warning
  - Minor violations result in a written warning is sent to the student using his or her official email.
2. Grade Reduction
  - Academic dishonesty results in grade reduction or zero that may prevent a course from being eligible for

transcript, requiring the student to retake the course.

### 3. Expulsion or Revocation of Transcript

Serious or recurring violations result in immediate removal from Richmindale College or revocation of a transcript that has already been granted.

Richmindale College communicates directly with students whose conduct was deemed to warrant disciplinary action. Students may respond to allegations by following the procedures listed under the Grievance Policy. See the *Grievance Policy* section for more details. See the *Academic Honesty Policy* section for more details about academic honesty.

## 15.14. Grievance Policy

Richmindale College is responsible for upholding its students' rights and ensures that its non-discrimination policy is applied to students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of school policy, or others. Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party in writing. A copy of the communication must be preserved.
2. If a satisfactory solution cannot be found, students may submit a Grievance Form to the Chief Academic Officer or designee within 21 calendar days of the alleged incident. The Grievance Form may be submitted online on RIMS > Dashboard > Grievance, or copy and paste [www.richmindale.com/rims/grievance](http://www.richmindale.com/rims/grievance) in a web browser. Click the New button to create a new grievance and submit after completing the form. Grievance can be submitted via email to [grievance@richmindale.com](mailto:grievance@richmindale.com).
3. When grievance is submitted, the Chief Academic Officer or a designee forms an Academic Review Committee and appoints members of the committee, who should not have a conflict of interest, to review the issue and make a recommendation on resolving the issue.
4. The student is notified, via email, of the decision based on the committee's recommendation within 10 business days from the grievance submission date.
5. The student may appeal against the decision within 14 calendar days of receiving the decision on RIMS > Dashboard > Grievance, or copy and paste the link [www.richmindale.com/rims/grievance/appeal](http://www.richmindale.com/rims/grievance/appeal) in a web browser. Select the grievance in the list and click the Appeal button. The appeal can be sent via email to [grievance@richmindale.com](mailto:grievance@richmindale.com). A final decision will be made by the Chief Academic Officer or a designee within 10 business days of the student appeal.

For grievances or complaints that cannot be resolved through the Richmindale College grievance procedure, refer to the following important information.

### **IMPORTANT – GRIEVANCE RESOLUTION:**

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

1740 W. Adams Street, Suite 3008  
Phoenix, Arizona 85007  
Phone: 602-542-5709  
Website: [ppse.az.gov](http://ppse.az.gov)

## **16. Clinical Training, Practicum, Externships or Special Features**

### **16.1. Practical Training**

Students are not required to complete any practical internships or externships.

### **16.2. Employment Opportunities and Requirements to Practice**

Richmindale College does not offer job placement for graduating students, nor can it guarantee gainful employment to its graduates. See the *Career and Employment Services* section for details about employment services.

Graduates of business and computer science degree programs do not have licensure requirements to practice. Some countries and states have licensure requirements for graduates of education-related degree programs to practice. None of the Richmindale's programs lead to licensure.

## **17. Graduation Policy**

To receive a degree, students must satisfy requirements related to the semester credits earned, grade point average, program of study, and courses.

### **Graduation Requirements**

To obtain a bachelor's degree, students must complete the following bachelor's degree program requirements:

- ✓ Maintain an institutional GPA of 2.0 (on a 4.0 system) based on the required courses;
- ✓ Earn a minimum of 120 semester credits; and
- ✓ Pay all applicable fees.

To obtain a master's degree, students must complete the following master's degree program requirements:

- ✓ Maintain an institutional GPA of 2.0 (on a 4.0 system) based on the required courses;
- ✓ Earn a minimum of 36 semester credits; and
- ✓ Pay all applicable fees.

### **Graduation Eligibility**

Richmindale College identifies students who have completed their required courses and semester credits, and evaluates their records for graduation eligibility at the end of each semester. Students who are eligible for graduation but have pending requirements (such as clearance of outstanding financial obligations, compliance of academic, administrative, and other requirements) are notified via email accordingly. If students need to submit further requirements, the due date for the submission of their requirements is provided in the notification email.

Richmindale sends a confirmation email to the students who have fully complied with the graduation requirements. The confirmation email contains the conferral date and other graduation information.

The identification and evaluation processes start after 5 business days from the scheduled end date of each semester and normally take a maximum of 30 business days. Students who have pending requirements may take a longer time up to another 30 business days, depending on their submission date.

Students who have questions about graduation may send a message via email to [graduation@richmindale.com](mailto:graduation@richmindale.com) using their registered email.

## **Conferral of Degrees**

Richmindale College confers degrees at the end of each semester. The conferral date is the date on which the student's degree is officially conferred, which is the date mentioned in the confirmation email.

## **18. Exit Survey**

Richmindale College requires that an Exit Survey Form be filled in by all graduates and by all students who have withdrawn from the school for any reason. The Exit Survey provides the school with valuable information on student experience and can provide insights into ways the school can improve its operations. The survey must be completed prior to the release of any student records such as transcripts and diplomas.

Richmindale College uses the Exit Survey results for continuous improvement. It is important that students provide honest answers and feedback to the Exit Survey questions. Richmindale may provide the Exit Survey to students during their classes as a non-graded activity.

## **19. Student Records**

Richmindale College considers the academic records and other student-related information as confidential. As per the Privacy Act of 1974 (FERPA), student academic records can only be released if the student personally requests a copy of it. In the case that another party requests a document on the requesting students' behalf, the requesting party must present a written authorization duly signed by the requesting party and the student.

### **19.1. Transcript of Records**

Richmindale College issues 2 types of Transcripts: (1) Official Transcript, and (2) Unofficial Transcript.

#### **✓ Official Transcript**

An Official Transcript is a certified true copy of a student's permanent academic record that shows all the courses that the student has completed at Richmindale College, including grades and other relevant information. An Official Transcript soft copy is a digital copy provided by Richmindale College to other institution's Registrar Office directly through an official email or a secure electronic service. An Official Transcript hard copy is validated with a verification code, the Registrar's signature and the school seal.

#### **✓ Unofficial Transcript**

An Unofficial Transcript is an accurate, but uncertified, copy of the student's academic record. It contains the same information as reflected in the Official Transcript, however, it does not have a verification code, the Registrar's signature and the school seal. A digital copy of an Unofficial Transcript can be downloaded from the Student Portal.

### **Transcript Request Policy**

The issuance of Official and Unofficial Transcripts requires an official request from the student using the Transcript Request Form to authorize the release of the transcripts. Although unofficial transcripts can be downloaded from the

Student Portal, these requests apply to students who have completed their degree program and do not have access to the Student Portal anymore. Richmindale College may not release transcripts to students who have outstanding financial obligations, or academic or administrative issues.

In case another person requests the copy of the Transcript on behalf of the student, the student must provide the necessary information of the authorized person in the “Authorization” field of the Transcript Request Form. The person authorized by the student must present a valid identification document with a photo and signature to claim the Transcript. A valid identification must be a government-issued document such as passport, driver’s license, etc.

Richmindale issues one original copy (digital or hard copy) of Official Transcripts to each student free of charge, upon request. Transcript request fee may apply for each additional copy (digital and hard copy). See the *Other Fees* section under *Tuition and Fees* for more details about transcript request charges.

### **Transcript Request Procedure**

Students may request a copy of their Official or Unofficial Transcript online through the Richmindale College website, electronic mail, or personal visit to the Richmindale College office. The procedure is as follows:

- ✓ Visit the Richmindale website and go to RIMS > Dashboard > Services > Request Transcript, or copy and paste the link [www.richmindale.com/rims/services/transcript](http://www.richmindale.com/rims/services/transcript) in a web browser to directly go to the page.
- ✓ Fill out the Transcript Request Form, and click the submit button.
- ✓ If the student specifies that the Transcript should be sent by courier, the student must enter the delivery address and pay the delivery cost.
- ✓ In case another person receives the Transcript on behalf of the student, the student must clearly indicate the name of the authorized person on the space provided in the Transcript Request Form.
- ✓ It normally takes within 10 business days for Richmindale College to process the Transcript request.
- ✓ Students are notified through email when their Transcripts are ready or there is a delay in the issuance of the Transcript.
- ✓ Official Transcripts can be emailed (for digital copy) or picked up (for hard copy) by the student or the student’s authorized person from the Richmindale College office, or sent by courier. The person who collects the Transcripts must show a valid government-issued identification document with a photo and signature.

Students may request a copy of their Official or Unofficial Transcript via email to [transcript@richmindale.com](mailto:transcript@richmindale.com).

## **19.2. Maintenance and Confidentiality of Student Records**

Academic records are maintained for perpetuity.

Richmindale College strictly observes the Family Educational Rights and Privacy Act (FERPA) – a federal law, which protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information.

Examples of education records include, but are not limited to: Transcripts, Degree Audit Reports, Schedules of Classes, Class Rolls, Academic History Reports, Grade Rolls, etc. The following items are NOT education records, as defined by FERPA: Sole possession records (records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, psychological or mental health records.

As allowed by FERPA, disclosure of student records without consent is acceptable when disclosure is made to school officials of this school or other schools where the student seeks enrollment. Such officials must have legitimate

educational interest – which is a need to review education records to fulfill professional responsibility.

Also as allowed by FERPA, Directory information may be disclosed without consent UNLESS the student has invoked his/her FERPA right to limit disclosure of that information. Directory information includes name, address, email address, telephone number, previous educational institutions attended, major and concentration, degrees and awards, dates of attendance, participation in school activities and sports, weight, and height.

Students who wish to inspect their education record can do so from the Richmindale Information Management System online on RIMS > Dashboard > Profile, or copy and paste the link [www.richmindale.com/rims/accounts/profile](http://www.richmindale.com/rims/accounts/profile) in a web browser.

As required by FERPA, students can limit disclosure of personally identifiable information contained in their education records or in the school directory. To invoke their FERPA rights to limit disclosure, students should appropriately set their FERPA account settings online on RIMS > Dashboard > Profile > FERPA, or copy and paste the link [www.richmindale.com/rims/accounts/profile/ferpa](http://www.richmindale.com/rims/accounts/profile/ferpa) in a browser. Use the FERPA limit disclosure checkbox to set up record disclosure.

Students who feel that Richmindale College has failed to comply with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

## 20. Students with Disabilities Act

Richmindale College complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and State and local requirements regarding students with disabilities. Reasonable accommodation may be granted to qualified students under these regulations. To qualify, generally, students must demonstrate that the disability:

- ✓ is based on documented individual needs.
- ✓ does not compromise essential requirements of a course or program.
- ✓ does not impose unusual or unreasonable financial or administrative burdens on Richmindale College.

A course or program offered at Richmindale College should not be required to undergo modification to accommodate an individual with a disability.

Applicants or students are responsible for informing Richmindale College of a disability and submitting required documentation prior to starting any activity at the institution for which accommodation is sought. Requests for accommodation must be approved prior to registering for courses.

The following procedure must be followed by students who want to request accommodation for a disability.

1. An applicant or student submits a request to [disability@richmindale.com](mailto:disability@richmindale.com) outlining the disability. All required supporting documentation must be provided in the email, as an attachment or part of the message, by the student and at the student's expense.
2. The Chief Academic Officer or designee decides and advises the student, in writing, of the decision within 15 business days from the receipt of the request. Further information may be requested if needed.
3. If the request is approved, the Chief Academic Officer or designee notifies the faculty member required to make accommodation, without disclosing the medical information shared by the student.

### Acceptable documentation requirements:

**For learning disability accommodations:** Documentation should be no older than 5 years and should be dated from a time that does not precede the student's 18<sup>th</sup> birthday.

**For mental disability accommodations:** Documentation should be clinical in nature and should be dated within the last 6 months.

**For physical disability accommodations:** Documentation should indicate if the disability is of a permanent or temporary nature and recent medical documentation (within 6 months of request) may be required to support the request for temporary physical disability accommodation.

All medical documentation should include medical diagnosis, detailed description, as well as interpretation of the condition, the student's limitations, and recommended accommodation. Medical documentation must be signed by a qualified or licensed professional.

Applicants or students whose accommodation requests are denied have the right to appeal against that decision within 15 business days of being informed of it in writing. The appeal must be submitted to the email address [disability@richmindale.com](mailto:disability@richmindale.com) containing the reason and supporting documentation for reconsideration. The appeal follows the same disability application process and timeline.

## 21. Course Descriptions

**ACC-101: Financial Accounting.** This course explores the principles, processes, standards, and tools that are used in financial accounting. Financial accounting involves recording, analyzing, summarizing, and reporting relevant business transactions using globally accepted accounting standards and best practices. This course covers bookkeeping; reporting of financial statements, such as income statement, balance sheet, and statement of cash flows; and software applications used in accounting. This course requires BUS-101 as a prerequisite.

**ACC-201: Financial Reports and Analysis.** This course explores the different parts of financial statements for deeper understanding and provides methods of analyzing the reports to understand business financial performance. This course covers general ledger account analysis; income statement analysis; balance sheet analysis; statement of cash flow analysis; bank reconciliation; retained earnings; comparative analysis; ratio analysis; capital expenditure and other asset accounting considerations; extraordinary items accounting considerations; and auditing compliance requirements. This course requires ACC-101 as a prerequisite.

**ACC-301: Managerial Accounting.** This course explores the different factors that affect costs and the use of accounting information to capture and organize cost information at different levels to allow better planning and control; drive process efficiency and resource productivity; and improve overall business performance. This course introduces cost accounts, reports and analysis for planning and control; costing for labor, materials, and overhead; cost estimation tools and techniques; planning and controlling of profits and costs; cost and profit analysis; forecasting; budgeting; and inventory analysis. This course requires ACC-101 as a prerequisite.

**ACC-601: Accounting for Decision-Making.** This course explores the core concepts of financial and managerial accounting to enhance critical analytical skills that are fundamental to interpreting and measuring data for strategic decision-making and improved organizational performance. This course covers financial accounting and managerial accounting; cost methods and analysis; budgeting and performance analysis; capital budgeting and investment analysis; financial ratios and analysis; and ethical considerations in accounting.

**BBA-490: Capstone - Business Feasibility Study.** This capstone course is a culminating requirement to integrate and apply the competencies gained throughout the students' academic journey. This course requires students to write a business feasibility study that provides an opportunity for them to perform research, data gathering, analysis, and evaluation of a proposed business to determine whether it will be technically feasible to operate the business and achieve its goals. This course covers marketing research; financial projections; operational strategy; technology and system requirements; management and organizational resource requirements; legal and compliance requirements; and ethical considerations. This course is a final culminating requirement and must be taken in the last semester.

**BCS-490: Capstone - Software Project.** This capstone course is a culminating requirement to integrate and apply the

competencies gained throughout the students' academic journey. This course requires students to analyze, design, implement, test, and deploy a real-world software solution. This course covers project planning and scoping; requirements elicitation and analysis; system design and architecture; implementation and coding; testing and quality assurance; integration and deployment; documentation and user training; project management and collaboration tools; agile and scrum methodologies; client communication and presentation; ethical considerations and professionalism; and reflection and continuous improvement. This course is a final culminating requirement and must be taken in the last semester.

**BUS-101: Introduction to Business.** This course provides a basic understanding of how business organizations operate in accordance with governing laws and regulations. This course covers the basic types and forms of business; business registration, licensing, and tax requirements; business frameworks, methodologies, and processes; business organization structures; and business functions and their roles and responsibilities.

**BUS-102: Business Law.** This course provides an overview of the underlying legal responsibilities in business. This course covers ethical, statutory, and regulatory compliance requirements and guidelines that define the appropriate activities of business organizations to maintain order and protect the public; contracts and agreements; and intellectual property rights. This course also covers the general structure of the court systems and dispute resolution in the United States and some other countries around the world. This course requires BUS-101 as a prerequisite.

**BUS-202: Consumer Behavior.** Effective marketing practices require a thorough understanding of the consumers' needs and buying behaviors. This course capitalizes on the fields of psychology, sociology, economics, demography, and anthropology to study the variety of internal and external influences on consumer behavior and making buying decisions. This course covers topics such as perception, memory and learning, motivation, attitudes and attitude change, involvement, cultural and cross-cultural influences, communications and influence tactics, and customer satisfaction. This course requires BUS-101 as a prerequisite.

**BUS-203: Organizational Behavior.** This course provides an understanding of the influence of behavior as one of the factors to consider in working in organizations. This course covers topics such as the key concepts and terminology related to organizational behavior, politics, influence, roles and interaction of group and team members, relationship between job satisfaction and job performance, as well as the relationship between human resource function and organizational development. This course requires BUS-102 as a prerequisite.

**BUS-204: Marketing.** This course covers the concepts, processes, and tools in developing, establishing, and implementing marketing strategies in both local and international markets, involving market research; market segmentation; competitor analysis; branding and positioning; social responsibility; communication of marketing proposals; pricing; distribution channels; promotions; advertising; ethical marketing practices; global and multicultural marketing; technologies; and media, including print and digital media such as search engines and social media. This course requires BUS-101 as a prerequisite.

**BUS-301: Operations Management.** This course explores the concepts, processes, and tools in managing operations of different forms and types of business. This course covers business registration and licensing requirements; process design; policies, procedures, and quality management systems; capacity management and utilization of resources such as labor, materials, equipment, and facilities; production planning and control; product and inventory management; supply chain; forecasting and budgeting; and costing. This course requires BUS-101 as a prerequisite.

**BUS- 302: Sales Management.** This course explores the concepts, processes, and tools in sales management, and how it relates to marketing. This course covers selling strategies, sales forecasting, effective communication, presentation, negotiation, persuasion, persistence, consumer behavior, and the technologies used to help maximize sales. This course requires BUS-101 as a prerequisite.

**BUS- 303: Human Resource Management.** This course explores the concepts, processes, and tools in planning and managing human resources. This course covers organization structures; job roles and responsibilities; performance objectives and measures; labor laws; recruitment and outsourcing in local and international settings; compensation and benefits; payroll administration; learning and development; and employee relations. This course requires BUS-101 as a prerequisite.

**BUS-304: Product Development.** This course explores the concepts, processes, and tools in developing new products. This course covers consumer needs analysis, market research, conceptualization, planning, design, development, and product launching. This course requires BUS-204 as a prerequisite.

**BUS-305: Supply Chain Management.** This course explores the key principles, processes, and tools used in the management of global supply chains which involve the integration of different business functions to synchronize business supply and demand. This course covers supply chain strategy and design; demand planning and forecasting; strategic sourcing and procurement; inventory management and optimization; logistics and transportation management; warehousing and distribution strategies; supply chain integration and collaboration; globalization and international trade; supply chain technologies and digitalization; sustainability and corporate social responsibility; and risk management and resilience in supply chains. This course requires BUS-101 as a prerequisite.

**BUS-401: Performance Management.** This course explores the principles, best practices and tools in managing business performance at different levels. This course covers the development and alignment of strategies and objectives, and key performance measures of different business functions and individuals to measure and improve organizational performance; the use of charts and visual indicators to analyze performance; and the presentation of performance reports with different levels of information and audience. This course requires BUS-303 as a prerequisite.

**BUS-402: Optimization and Decision-Making.** This course explores the concepts, processes, and tools in optimizing business processes, and the use of different technologies to automate processes for making better decisions, leaner structures, and more efficient operations. This course covers continuous improvement, quality management, and lean process tools and techniques, such as 5S, brainstorming, benchmarking, root cause analysis, SWOT analysis, PESTLE analysis, business process management, value-stream mapping and analysis, SIPOC, takt time analysis, kanban, gate review process, mistake proofing, market feedback analysis, and human factors at work; as well as information technology tools such as macros, for quick automation solutions and short-term requirements, and enterprise resource planning. This course requires BUS-301 as a prerequisite.

**BUS-403: Global Business Strategies.** This course explores various strategies in operating a business globally that are responsive to the changing environment of globalization. This course covers the analysis of environmental factors that have a direct impact on international markets; supply chain; human resource planning and management; business law and jurisdiction; data management; and communication. This course requires BUS-301 as a prerequisite.

**BUS-404: Contract Management.** This course covers the concepts, legalities, and best practices in writing, interpreting, and managing different types of contracts and agreements such as supplier contracts, customer and sales contracts, subcontracts, and employment contracts. This course requires BUS-102 as a prerequisite.

**BUS-405: Banking and Financial Systems.** This course explores the key components, functions, and regulations involved in the banking industry and the global financial landscape to gain insight into the role of banks, financial institutions, and regulatory bodies in fostering economic stability and growth. This course covers the overview of the financial system; banks and other financial institutions; banking operations; financial markets; central banking and monetary policies; regulatory framework; financial risk management; financial technology (FinTech); global banking and finance; ethical and social responsibilities in banking and finance; and emerging trends and innovations in banking and finance. This course requires FIN-101 as a prerequisite.

**BUS-601: Contemporary Business Research and Trends.** This course explores research methodologies and emerging trends in contemporary business research to gain insights into the trends influencing various industries and innovative research practices shaping the business landscape. This course covers research methodologies in business; literature review and synthesis; emerging trends in business; innovative research practices; business statistics; industry-specific case studies; and ethics in contemporary research.

**BUS-602: Human Capital Management.** This course introduces the principles, strategies, and practices in human capital management and explores the vital role of human resources in driving organizational effectiveness, talent development, and employee engagement. This course covers the foundations of human capital management; talent acquisition and recruitment; employee development and training; performance management and appraisal; employee

engagement and retention; compensation and benefits; human resource data analytics and metrics; and legal and ethical considerations in human capital management.

**BUS-603: Marketing Management.** This course introduces the principles, strategies, and practices of marketing management and explores practical applications in creating effective marketing strategies, analyzing consumer behavior, and driving product innovation. This course covers the fundamental concepts and principles of marketing; market research and consumer behavior; product and brand management; pricing strategies; distribution and channel management; local and international marketing strategies with relevance to cultural diversity; integrated marketing communication; digital marketing and social media; marketing metrics and analytics; and marketing ethics and sustainability.

**BUS-604: Production and Operations Management.** This course explores the principles, strategies, and techniques involved in managing production and operations as key factors in learning how to optimize resources, improve processes, and enhance overall organizational performance. This course covers the fundamental concepts and principles of production and operations management; process design and analysis; capacity planning and management; quality management and control; inventory management; supply chain management; lean manufacturing and Just-In-Time (JIT) principles; project management; and operational technology and innovation.

**BUS-605: Quality Management System.** This course explores the principles, methodologies, and practices involved in implementing and maintaining a robust Quality Management System (QMS). Quality Management System is a quality framework that defines standard processes, policies, and procedures based on best practices for ensuring that an organization consistently delivers products or services that meet customer requirements and expectations. This course covers ISO standards; QMS implementation; process mapping and improvement; quality auditing; risk management; continuous improvement; supplier quality management; and performance metrics and measurements.

**BUS-606: Strategic Planning.** This course explores strategic planning principles, methodologies, and best practices which involve activities in defining an organization's purpose, setting goals, and laying out a course of actions for long-term success. This course covers the fundamental concepts and importance of strategic planning; environmental analysis; formulation of vision, mission, and core values; goal setting and objective development; strategic models and strategy formulation; strategy implementation; monitoring and evaluation; strategic change management; and strategic communication.

**BUS-607: Leadership and Organization Development.** This course explores the application of leadership principles by understanding human behavior, organizational behavior, team motivations, and the connection between individuals and their organization. This course covers organizational behavior; leadership styles and approaches; methods for establishing guidelines, utilizing talents, allocating personnel, and assigning roles; organization structures; power and politics; workplace conflict; team building and collaboration; change management; strategic leadership; leadership ethics and corporate social responsibility; organizational culture and climate; and talent development and succession planning. This course requires BUS-602 and FIN-601 as prerequisites.

**COM-201: Purposive Communication.** This course explores the principles of clear, concise, and purposeful communication, emphasizing written and oral communication strategies in various professional and academic contexts for diverse audiences to convey information persuasively and ethically. This course covers communication principles; audience analysis; effective writing; oral communication; business and professional communication; intercultural communication; team communication; media and digital communication; critical thinking and analysis; ethical communication; and strategic communication. This course requires COM-201 as a prerequisite.

**COM-202: Communication Strategies.** This course explores effective communication and a wide array of communication mediums, from traditional face-to-face interactions to digital platforms. This course covers the essentials of effective communication; digital communication using social media, email, and other platforms digital platforms for effective and appropriate communication; production of digital audio-visual contents such as charts, graphs, and videos; listening and providing constructive feedback; communication in diverse cultural settings; ethical considerations and responsibilities inherent in various forms of communication; and strategies to responding communication challenges, such as crisis and difficult conversations. This course requires ENG-102 as a prerequisite.

**ECO-102: Principles of Microeconomics.** This course explores the basic economic concepts and theories related to individual and organizational decision-making, market interactions, and resource allocation. This course covers division of labor, supply and demand, price and elasticity, consumer behavior, firm behavior, production decisions and economic profit, market structures, externalities, public goods, poverty and welfare, inequality, and corporate and political governance.

**ECO-103: Principles of Macroeconomics.** This course explores the applications of macroeconomics in the field of business through assimilation of fundamental concepts and analysis of actual economic events. This course covers gross domestic product and national economy performance, employment and unemployment, interest rates, inflation, supply and demand analysis, monetary and fiscal policies, public debt, money and banking, federal reserve, international trades, international economic issues, and global economic perspectives.

**EDU-601: Research Designs and Methods.** This course explores the foundational principles, techniques, and strategies essential for conducting rigorous and meaningful research. This course covers research paradigms; research designs; sampling techniques; data collection methods; research instruments; data analysis techniques; ethical considerations in research; and research proposal development.

**EDU-602: Philosophical Foundations of Education.** This course delves into the fundamental philosophical perspectives and traditions of education and their implications for shaping educational goals, methods, and policies that influence educational decisions and contribute to the development of informed and reflective educators. This course covers educational philosophy; philosophical traditions in education; metaphysics and epistemology in education; contemporary educational, structural, legal, and financial issues; ethics in education; social and political philosophy of education; educational aims and curriculum development; role of the teacher and learner; and critical pedagogy of education.

**EDU-603: Educational Statistics and Analysis.** This course introduces statistical methods and data analysis techniques in the field of education and apply statistical tools to analyze educational data, interpret research findings, and make informed decisions. This course covers educational statistics; descriptive statistics in education; inferential statistics; parametric and nonparametric tests; correlation and regression analysis; multivariate analysis in education; survey research and sampling in education; qualitative and quantitative data analysis; and interpretation and communication of results.

**EDU-604: Technology in Education.** This course explores the technologies used in education to improve learning for students and productivity for school faculty and staff. This course covers software applications used in developing learning materials, such as lecture presentations, worksheets, and handbooks; Internet tools and applications in education; multimedia tools for teaching and learning; computer-based assessment; online learning; learning management system; school information system; and ethical and legal considerations of technology in education. This course uses software applications for word processing, presentations, spreadsheets, and video conferencing.

**EDU-605: Educational Legislation and Fiscal Management.** This course explores the legal and financial dimensions of the educational system by examining legal frameworks governing education, fiscal policies, and financial management practices in educational institutions. This course covers educational legislation; education policy analysis; legal rights and responsibilities; education funding and fiscal management; financial planning and budgeting; grant writing and management; audit and accountability; legal and ethical issues in education finance; and emerging trends and reforms in educational legislation and fiscal management.

**EDU-606: Management and Organization of Educational Institutions.** This course explores the principles, strategies, and best practices in managing educational institutions to gain insight on how to lead, manage, and contribute to the success of educational institutions. This course covers the foundations of educational management; organizational structures in education; leadership in educational settings; strategic planning for educational institutions; decision-making and problem-solving; human resource management in education; financial management in education; communication and stakeholder engagement; risk management in education; and quality assurance and continuous improvement. This course requires EDU-601 as a prerequisite.

**EDU-607: Educational Planning and Development.** This course explores the processes, theories, and strategies in

designing, implementing, and assessing effective educational programs; and planning and developing educational initiatives. This course covers educational planning; needs assessment and stakeholder analysis; curriculum development; instructional design; technology integration in education; assessment and evaluation of educational programs; school crisis management; strategic planning for educational development; innovation in education; and cultural competence in educational planning. This course requires EDU-604 and EDU-605 as prerequisites.

**EDU-608: Personnel Management in Education.** This course explores the principles, practices, and challenges associated with managing personnel in educational settings to effectively lead and manage personnel in educational institutions. This course covers the foundations of personnel management in education; human resource planning; recruitment and selection; staff development and training; performance appraisal in education; employee relations and communication; legal and ethical considerations; motivation and morale building; and conflict resolution and employee well-being. This course requires EDU-605 as a prerequisite.

**EDU-609: Decision Analysis in Education.** This course explores the processes, methodologies, principles, and techniques in decision analysis, problem-solving, and the application of quantitative and qualitative tools to make informed and strategic decisions in various educational contexts. This course covers decision analysis; decision-making models; quantitative methods in decision analysis; qualitative methods in decision analysis; decision trees and risk analysis; group decision-making; ethical considerations in decision analysis; application of decision analysis in education; and continuous improvement and adaptive decision-making. This course requires EDU-603 as a prerequisite.

**EDU-610: Curriculum and Instructional Management.** This course examines the principles, strategies, and practices involved in designing, implementing, and managing educational curricula; and explores the instructional methodologies, assessment techniques, and integration of technology to enhance teaching and learning to improve instructional quality and foster innovative educational practices. This course covers curriculum development; curriculum models and approaches; alignment of curriculum and standards; instructional design and strategies; assessment and evaluation; technology integration in curriculum; differentiated instruction; professional development for educators; and cultural competence in curriculum. This course requires EDU-601 as a prerequisite.

**EDU-700: Capstone: Research in Educational Management.** This course is a culminating requirement that engages students in independent research and critical analysis to contribute to the advancement of knowledge in educational management. This course covers research proposal development; literature review; research methodology; data collection and analysis; discussion and implications; conclusion and recommendations; presentation and defense; and ethical considerations. This course is a final culminating requirement and must be taken in the last semester.

**ENG-101: English Composition 1.** This course provides a foundation on academic and professional writing that involves writing strategies, analytical and critical thinking, and research practices with emphasis on refining grammar, punctuation, vocabulary, and sentence structure to produce clear, coherent, and effective written communication. This course covers the fundamentals of writing; understanding audience and purpose; writing different contents, such as letters, news and entertainment articles, policies and procedures; thesis development and essay organization; critical reading and analysis; research, investigation, evaluation, recommendation, source integration, and incorporating evidence and support; argumentation and persuasion; revision and editing; grammar and mechanics; and academic integrity and ethical writing practices.

**ENG-102: English Composition 2.** This course focuses on advanced technical writing that involves the processes necessary for collecting and incorporating information. This course emphasizes the development of sophisticated arguments, research-based writing, and engagement with complex texts. This course covers advanced argumentation and persuasion; research methods and source evaluation; genre analysis for academic, professional, and creative writing; critical reading and analytical writing; narrative and descriptive techniques; writing for specific audiences and purposes; incorporating visual and multimedia elements; ethical considerations in writing and research; documenting sources using MLA, APA, or Chicago style; and revision strategies and peer feedback. This course requires ENG-101 as a prerequisite.

**ENT-201: Entrepreneurship.** This course explores the processes, methods, and tools as well as knowledge, skills,

and attitude necessary to create, develop, and sustain business ventures. This course covers feasibility studies, business planning, design thinking, lean methodology and lean canvas, strategy development, emotional intelligence, sourcing of funds, prototyping, business registration and permits, and franchising. This course requires BUS-101 as a prerequisite.

**FIN-101: Introduction to Finance.** This course explores the financial concepts, methods, and tools used for better financial decision-making in both personal and corporate contexts. This course covers the overview of financial markets and institutions, including money markets and capital markets; concept and time value of money; financial statement analysis; risk and return; securities valuation; capital budgeting; cost of capital; financial planning and forecasting; working capital management; financial markets and investment strategies, including stocks, bonds, mutual funds, and exchange-traded funds (ETF); technical analysis; corporate governance and ethics; and international finance.

**FIN-601: Financial Management.** This course introduces the principles, tools, and strategies in financial management, a cornerstone of organizational success, encompassing strategic planning and effective utilization of financial resources. This course covers the foundations of financial management; financial statement analysis; budgeting and forecasting; capital budgeting and investment decisions; financial risk management; financial markets; capital structure and financing; working capital management; and financial decision-making and ethics. This course requires ACC-601 as a prerequisite.

**ICT-101: Introduction to Computers.** This course introduces the basic concepts of computer science and its applications, covering the computer science profession; basic computer hardware components; computer operating system user interfaces, interaction, and operations; computer programs and software applications; computer networks, the Internet, and Internet applications; and basic Office software operations such as word processors, spreadsheets, and presentations. This course uses office software applications.

**ICT-102: Office Software Applications with Macros.** This course provides practical hands-on activities in using the features and functionalities of Office software applications such as word processors, spreadsheets, and presentations, including macros to automate tasks. This course covers document formatting, formulas, charts, and macro programming. This course uses office software applications. This course requires ICT-101 as a prerequisite.

**ICT-103: Computer Organization and Architecture.** This course provides a foundation for the organization and architecture of computer systems. This course covers digital logic design; data representation; processor organization; instruction set architecture; memory hierarchy; input and output systems; pipeline and parallel processing; computer arithmetic; control unit design; and emerging trends in computer organization and architecture. This course uses the C programming language. This course requires ICT-101 as a prerequisite.

**ICT-104: Computers, Ethics and Society.** This course explores the ethical, social, and legal implications of technology in different applications fostering critical thinking, ethical reasoning, and responsible behavior in the realm of computing. This course covers the ethical responsibilities of computer professionals; ethical theories and frameworks; privacy and surveillance; intellectual property and copyright; cybersecurity ethics; professional codes of conduct; social impact of technology; emerging technologies; online ethics and digital citizenship; ethical decision-making; and legal and regulatory compliance. This course requires ICT-101 as a prerequisite.

**ICT-201: Introduction to Computer Programming.** This course introduces the basic concepts and practices of computer programming and programming languages. This course covers programming development environment; syntax and semantics; data types and data structures, such as stacks, queues, sets, linked lists, and collections; variables; operators; control structures, such as decision-making and loops; functions; libraries; object-oriented programming; testing and debugging; version control; and software development life cycle. This course uses programming tools and programming languages to illustrate programming concepts. This course requires ICT-101 as a prerequisite.

**ICT-202: Database Systems and SQL.** This course explores basic concepts of organizing data using Relational Database Management Systems (RDBMS) and Structured Query Language (SQL) for storing, retrieving, and manipulating data. This course covers relational database concepts; database design and modeling; data manipulation

using SQL; database administration; transaction management and concurrency control; indexes and performance optimization; database security; and NoSQL databases. This course uses database management system applications and requires ICT-101 as a prerequisite.

**ICT-203: Data Analysis and Reporting.** This course introduces the concepts, methods, and applications of data analysis to produce meaningful insights, reports and presentations using spreadsheets, data management, and presentation tools. This course covers the basic methods in data analysis; data cleaning and preprocessing; descriptive statistics; exploratory data analysis; statistical analysis; data visualization; dashboard creation and business intelligence; time series analysis; reporting and communication; and data manipulation with Structured Query Language (SQL) using data management software applications. This course uses spreadsheet and database management system applications. This course requires ICT-102 as a prerequisite.

**ICT-204: Data Communication and Networking.** This course explores the principles, protocols, and technologies underlying modern computer networks. This course covers data communication and networking; network architecture and models; physical network layer; data link layer protocols; network layer protocol, i.e., Internet Protocol (IP); transport layer protocols, such as Transmission Control Protocol (TCP) and User Datagram Protocol (UDP); session, presentation, and application layers, such as Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP), and electronic mail protocols; wireless networking; basic network security; internet technologies and services, such as Domain Name System (DNS) and cloud computing; and network management. This course requires ICT-101 as a prerequisite.

**ICT-205: Data Structures and Algorithms.** This course explores the principles, design, and implementation of essential data structures and algorithms in computing, and involves problem-solving, algorithmic analysis, and efficient software development. This course covers the role of data structures and algorithms in solving real-world problems and optimizing software solutions; arrays and linked structures; stacks and queues; trees and graphs; sorting algorithms; searching algorithms; recursion; dynamic programming; algorithmic analysis; and graph algorithms. This course uses programming tools and programming languages to illustrate the algorithms. This course requires MAT-201 as a prerequisite.

**ICT-206: Object-Oriented Programming.** This course explores the principles, concepts, and best practices of object-oriented programming through a combination of theoretical understanding and practical implementation. This course covers key aspects of object-oriented programming, such as classes and objects; inheritance; polymorphism; abstraction; encapsulation; design patterns; exception handling; object-oriented analysis and design; software development life cycle; database connections and data manipulation; and testing and debugging. This course uses programming tools and programming languages. This course requires ICT-201 and ICT-202 as prerequisites.

**ICT-207: Graphic Design.** This course introduces the principles, techniques, and tools of graphic design. This course covers the contemporary trends in graphic design; design principles; typography; color theory; layout design; image editing; vector graphics; branding and identity design; print and digital designs; and portfolio development. This course uses graphics design software applications and requires ICT-101 as a prerequisite.

**ICT-301: Computer Application Development.** This course provides practical hands-on programming activities in developing different types of computer applications on multiple platforms using programming language features and libraries. This course covers desktop application development with forms, graphics, and printing; cross-platform and portable applications; arrays, collections, and dictionaries; data type conversion; data encoding, hashing, and encryption; configuration data; file input and output; data processing with databases, Extensible Markup Language (XML), and JavaScript Object Notation (JSON); events; serialization; reflection; concurrency and threads; testing and debugging; and version control. This course uses programming tools and programming languages. This course requires ICT-206 as a prerequisite.

**ICT-302: Automata and Formal Languages.** This course introduces the fundamental concepts of automata theory and formal languages to understand the theoretical underpinnings that govern the limits and capabilities of computation. This course covers the theoretical models of computation from finite automata to the more powerful models, such as pushdown automata and Turing machines; principles of formal languages, including regular

languages, context-free languages, and context-sensitive languages; grammar and syntax analysis, including context-free grammar and parsing techniques; decidability and undecidability to explore the limits of computation; computability theory; and applications in compiler design. This course requires MAT-201 as a prerequisite.

**ICT-303: Operating Systems.** This course introduces basic concepts on the function, design, and implementation of computer operating systems. This course covers the role and importance of operations systems; process management; memory management; file systems; input and output systems; security and protection; distributed systems; virtualization; and emerging trends in operating systems. This course requires ICT-103 as a prerequisite.

**ICT-304: Web User Interaction Design.** This course explores the principles and techniques in creating effective and user-friendly web interfaces for better user experience (UX). This course covers fundamental concepts, methodologies, and tools for designing interactive and engaging web user interfaces; user behavior; information architecture; wireframing and prototyping; visual hierarchy and typography; cascading style sheets; color theory in web design; responsive web design; interactive design elements; accessibility and inclusive design; user feedback and iterative design; user-centered design; and web design trends and innovations. This course uses HyperText Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, and other tools for client-side web application development. This course requires ICT-101 as a prerequisite.

**ICT-305: Data Management and Information Processing.** This course introduces the fundamental principles of data management, techniques in information processing, and basic concepts on the design, development, and implementation of database systems. This course covers database design and modeling; atomicity, consistency, isolation, durability (ACID); data storage and retrieval; Structured Query Language (SQL) and NoSQL; data preprocessing and cleaning; exploratory data analysis; statistical methods for data analysis; database algorithms; indexes; database servers; query processing and optimization; and regular expressions. This course uses programming tools and programming languages. This course requires ICT-202 and ICT-205 as prerequisites.

**ICT-306: Compiler Construction.** This course explores the principles, techniques, and processes involved in designing and developing computer programming language compilers, which are essential tools in translating high-level programming languages into intermediate or machine code. This course covers the structure and components of compilers; lexical analysis; syntax analysis; semantic analysis; intermediate code generation; code optimization; code generation; run-time environments; and compiler tools. This course requires ICT-205 and ICT-302 as prerequisites.

**ICT-307: Network and Web Programming.** This course provides basic concepts and applications in developing client-side and server-side (client-server) network and web programs using essential network technologies and protocols, such as Transmission Control Protocol (TCP), User Datagram Protocol (UDP), Hypertext Transfer Protocol (HTTP), web servers, file servers, and electronic mail servers. This course covers network protocols; web application architecture, standards, and best practices; socket programming; concurrency and threads; web programming technologies; server pages request and response; server session management; database integration; authentication and authorization; testing and debugging; deployment and hosting; and network application security best practices. This course uses programming tools and programming languages. This course requires ICT-204 and ICT-301 as prerequisites.

**ICT-308: Web Front End Programming.** This course explores the JavaScript programming language in developing client-side web applications. This course covers HTML elements and Document Object Model (DOM); JavaScript variables, data types, and control structures; DOM manipulation and event handling; JavaScript frameworks and libraries; web accessibility; browser developer tools; web performance optimization; version control; and web standards and best practices. This course requires ICT-304 as a prerequisite.

**ICT-401: Web Application Development.** This course provides hands-on training and activities in designing, developing, and deploying dynamic, interactive, and scalable web applications using modern web front-end and back-end technologies. This course covers full-stack development; RESTful API design; database integration; authentication and authorization; web services; testing and debugging; version control and collaboration; deployment and hosting; web security best practices; testing and debugging; and application development, such as content management

system and electronic commerce. This course uses programming tools and programming languages. This course requires ICT-307 and ICT-308 as prerequisites.

**ICT-402: Mobile Application Development.** This course explores the principles and techniques involved in developing native and cross-platform mobile applications. This course covers mobile platforms and ecosystems; native mobile development; cross-platform development; user interface design; mobile application programming architecture; data processing and database integration; Application Programming Interface (API) integration; performance optimizations; testing and debugging; mobile security best practices; and deployment and App Stores. This course uses programming tools and programming languages. This course requires ICT-307 and ICT-308 as prerequisites.

**ICT-403: Intelligent Systems.** This course introduces the basic concepts, algorithms, problem-solving methods, and applications of artificial intelligence and intelligent systems. This course covers machine learning; neural networks and deep learning; natural language processing; expert systems and knowledge representation; robotics and intelligent agents; evolutionary algorithms; intelligent decision support systems; ethical and societal implications of intelligent systems; and trends in artificial intelligence. This course requires ICT-205 and ICT-301 as prerequisites.

**ICT-404: Computer and Network Security.** This course explores computer and network system vulnerabilities and security threats, and provides the techniques and processes involved in assessing and enhancing security. This course covers the concepts and principles of computer security; cryptography; secure software development; network security; operating system security; web application security; wireless network security; incident response and disaster recovery; ethical hacking and penetration testing; and security policies, risk management and compliance. This course requires ICT-303 and ICT-307 as prerequisites.

**ICT-405: Management Information Systems.** This course explores the strategic, managerial, and technical aspects of information systems to understand how they can be used to manage information, enhance business operations, and make informed decisions for competitive advantage. This course covers the evolution, trends, significance, and strategic use of information systems to streamline business processes and improve productivity; database management systems to preserve and manage data; systems analysis, design, development, and deployment; enterprise resource planning for business process automation and reporting; online business models and electronic commerce; decision support systems; security and ethical considerations; and emerging technologies. This course requires ICT-203 and BUS-101 as prerequisites.

**ICT-406: Software Engineering.** This course explores the principles, methodologies, and best practices in designing, coding, testing, and maintaining software systems. This course covers the software development life cycle; requirements engineering; software design and architecture; programming paradigms and languages; testing and quality assurance; version control and collaboration; software maintenance and evolution; configuration management; agile methodologies; and project management in software engineering. This course requires ICT-201 as a prerequisite.

**LAM-201: Leadership and Management.** This course introduces the basic leadership and management styles, the roles and responsibilities of leaders and managers, the different methods and practices in leadership and management, and the different qualities required to effectively lead and manage people. This course covers communication, negotiation, problem-solving, decision-making, team building, risk management, knowledge management, delegation, empowerment, coaching, innovation, performance management, change management, culture transformation, automation, and ethics.

**MAT-101: Mathematics in the Modern World.** This course explores the diverse applications of mathematics in various contemporary contexts to emphasize the relevance and significance of mathematics in everyday life, business, technology, science, arts, and society, such as in using computers, measuring quantities, calculating physical positions and dimensions, analyzing data, and making decisions. This course covers college algebra; patterns, symmetry, and fractals in art and design; problem solving; symbolic logic; set theory; functions; relations; operations; inductive and deductive reasoning; computer algorithms; mathematics in scientific discovery and exploration, medical research, and healthcare sciences; mathematics in social and environmental sciences; mathematics in business; and personal

finance.

**MAT-102: Probability and Statistics.** This course introduces the principles and techniques of probability theory and statistical analysis, and explores the mathematical foundations of uncertainty and variability, providing tools for decision-making, data analysis, and drawing meaningful inferences. This course covers probability theory, random variables, probability distributions, statistical inference, regression analysis, sampling distributions, design of experiments, nonparametric statistics, and Bayesian statistics.

**MBA-700: Capstone: Business Framework Project.** This capstone course is a culminating requirement to integrate and apply the competencies gained throughout the students' academic journey. This course requires students to write a business framework that provides an opportunity for them to perform research and engage in strategic thinking. This course covers presentation and communication skills; strategic analysis and planning; marketing research and feasibility analysis; financial projections and budgeting; risk assessment and mitigation; operational strategy and implementation plan; technology and system requirements; management and organizational resource requirements; legal and compliance requirements; and ethical considerations. This course is a final culminating requirement and must be taken in the last semester.

**PHI-301: Critical Thinking and Logic.** This course provides an avenue to foster analytical thinking, effective reasoning, and sound decision-making through a blend of theoretical knowledge and practical exercises in evaluating arguments, identifying logical fallacies, and constructing coherent and logical reasoning. This course covers the importance of critical thinking in personal, academic, and professional contexts; elements of thought; logic and reasoning; fallacies; argument analysis; problem-solving and decision-making; critical thinking in the real world; ethical reasoning; creative thinking; and developing critical mindset.

**PRJ-101: Introduction to Project Management.** This course explores concepts, methodologies, processes, and best practices in project management. This course covers project integration management, contract management, scope management, time and schedule management, cost management, quality management, resource management, communications management, risk management, issue management, procurement management, and stakeholder management.

**PRJ-601: Strategic Project Management.** This course explores the concepts and frameworks in setting up project management organizations, and the use of standard processes, tools, and techniques in aligning projects with organizational strategies and managing projects using different project management methods. This course covers strategic project planning; project portfolio management; strategic project risk management; stakeholder engagement and communication; project execution and monitoring strategies; resource allocation and optimization; strategic leadership in project management; and evaluation of strategic effect and impact of project management in complex organizations.

**PSY-101: General Psychology.** This course provides a comprehensive overview of the field of psychology, introducing foundational knowledge of psychological concepts and theories, methodologies, and its various branches. This course explores the scientific study of human behavior and mental processes, offering insights into how individuals perceive, learn, think, and interact with others. This course covers the definition and scope of psychology; historical perspectives and the evolution of psychological thought; research methods in psychology; biopsychology; sensation and perception; learning and memory; developmental psychology; personality theories; abnormal psychology; social psychology; cognitive psychology; health psychology; and industrial-organizational psychology.

**PSY-301: Interpersonal Development.** This course explores interpersonal communication, emotional intelligence, relationship building, and conflict resolution strategies as part of the essential skills needed for effective and positive interactions in both personal and professional settings. This course covers the fundamentals of interpersonal communication; managing personal emotions and recognizing the emotions of others; active listening and empathy; strategies for managing and resolving conflicts in a constructive manner; building and sustaining relationships; developing skills essential for effective teamwork and collaboration in diverse group settings; and cultivating personal and professional networks to build a robust personal and professional support system. This course requires PSY-101 as a prerequisite.

**TAX-101: Taxation.** This course explores the different taxes in the United States and other countries. This course covers individual income tax, business income tax, value added tax, property tax, and other taxes.

## 22. Administration and Ownership

### 22.1. Members of the Board of Directors/Manager/Owners

#### Governing Board Directors

Chan, Rolito Niño Jr, Mahilum	▶ Chairman
Chan, Marian Joy, Baranda	▶ Treasurer
Suyko, Anna Liza, Chan	▶ Secretary
Warain, Mary Joy, Chan	▶ Director
Pepito, Elnora Rose, Celis	▶ Director

#### Advisory Councils

Wardlow, Rebecca	▶ Advisory Board Member - Education
Bradley, Gregory	▶ Advisory Board Member - Business
Kolpur, Suresh	▶ Advisory Board Member - Computer & Technology
Se, Maria Benel Corazon	▶ Advisory Board Member - Other Industry

#### Officers and Managers

Steinbock, Valerie	▶ Campus President and Chief Executive Officer
Chan, Rolito Niño Jr, Mahilum	▶ Chief Financial Officer and Chief Technology Officer
Shaw, Melanie	▶ Chief Academic Officer
Bautista, Maria Bernadette	▶ Program Director - Computer and Technology Programs
Poe, Marlon, Ologuiber	▶ Academic Services Manager
Shaw, Melanie	▶ Quality Manager
Razo, Michael	▶ Student Services Manager
Suyko, Anna Liza, Chan	▶ Registrar
Chan, Marian Joy, Baranda	▶ Administration Manager

#### Owners

Chan, Rolito Niño Jr, Mahilum	▶ LLC Member
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## 23. Faculty

### 23.1. Master's and Bachelor's Degree Programs

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Amparado, Gladys	▶ Doctor in Business Administration Ateneo De Davao University, Davao City, Davao del Sur, Philippines
	▶ Master of Business Administration St. Paul University, Surigao City, Surigao del Norte, Philippines
	▶ Bachelor of Science in Business Administration Major in Marketing Mindanao State University, Marawi City, Lanao del Sur, Philippines

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Biasong, Joy Kenneth	▶ Doctor of Philosophy in Technology Management
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Cebu Technological University, Cebu City, Philippines

- ▶ Doctor of Education Major in Educational Administration and School Supervision  
University of the Visayas, Cebu City, Philippines
- ▶ Doctor of Management Major in Human Resource Management  
University of the Visayas, Cebu City, Philippines
- ▶ Master in Education Major in Special Education  
Cebu State College of Science and Technology System, Cebu City, Philippines
- ▶ Master in Business Administration  
Southwestern University, Cebu City, Philippines
- ▶ Master in Public Administration  
University of the Visayas, Cebu City, Philippines
- ▶ Bachelor of Science in Commerce Major in Business Administration  
University of San Jose-Recoletos, Cebu City, Philippines
- ▶ Bachelor of Science in Accountancy  
University of San Jose-Recoletos, Cebu City, Philippines

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Blanco, Norman

- ▶ Doctor of Philosophy in Public Administration  
Cebu Technological University, Cebu City, Philippines
- ▶ Master of Public Administration  
Southwestern University, Cebu City, Philippines
- ▶ Bachelor of Science in Computer Science  
University of San Jose-Recoletos, Cebu City, Philippines

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Burrus, Scott

- ▶ Doctor of Philosophy - Psychology  
Northcentral University, Prescott Valley, Arizona, United States
- ▶ Master of Arts - Applied Psychology  
Golden Gate University, San Francisco, California, United States
- ▶ Bachelor of Arts - History of Art and Architecture  
University of California, Santa Barbara, California, United States

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Canda, Jeannet

- ▶ Doctor of Philosophy in Development Administration  
Philippine Christian University, Manila, Philippines
- ▶ Doctor of Education in Educational Management  
The University of Mindanao, Davao City, Davao del Sur, Philippines
- ▶ Master of Arts in Education Major in Management  
Holy Trinity College, General Santos City, Philippines
- ▶ Bachelor of Science in Biology  
Ateneo De Davao University, Davao City, Davao del Sur, Philippines
- ▶ Bachelor of Science in Nursing  
Notre Dame of Dadiangas University, General Santos City, Philippines

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Gamao, Ariel

- ▶ Doctor in Information Technology  
Technological Institute of the Philippines, Quezon City, Philippines
- ▶ Doctor of Philosophy in Educational Management  
Davao del Norte State College Davao del Norte, Philippines
- ▶ Master of Science in Information Science  
University of Southeastern Philippines, Davao City, Philippines
- ▶ Bachelor of Science in Computer Science  
Holy Name University, Bohol, Philippines

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Pepito, Elnora Rose

- ▶ Doctor of Philosophy in Educational Management  
Emilio Aguinaldo College, Manila, Philippines
- ▶ Master of Arts in Social and Industrial Psychology  
University of San Jose-Recoletos, Cebu City, Philippines

	<ul style="list-style-type: none"> <li>▶ Bachelor of Science in Psychology Southwestern University, Cebu City, Philippines</li> </ul>
Perez, Ann Gloghienette	<ul style="list-style-type: none"> <li>▶ Post-Doctoral in Strategic Management and Leadership Philippine Christian University, Manila, Philippines</li> <li>▶ Doctor of Philosophy in Business Management and Finance Philippine Christian University, Manila, Philippines</li> <li>▶ Master of Business Administration Ateneo De Davao University, Davao City, Davao del Sur, Philippines</li> <li>▶ Bachelor of Science in Accountancy Ateneo De Davao University, Davao City, Davao del Sur, Philippines</li> </ul>
Ramirez, Edgar	<ul style="list-style-type: none"> <li>▶ Doctor of Philosophy in Educational Management Major in Educational Leadership Emilio Aguinaldo College, Paco, Metro Manila, Philippines</li> <li>▶ Master in Educational Management Polytechnic University of the Philippines, Sta. Mesa, Metro Manila, Philippines</li> <li>▶ Bachelor of Science in Business Administration Rizal Technological University, Mandaluyong, Metro Manila, Philippines</li> </ul>
Sanido, Kenneth	<ul style="list-style-type: none"> <li>▶ Doctor in Management Major in Human Resource Management Notre Dame of Dadiangas University, General Santos City, Philippines</li> <li>▶ Master in Business Management Mindanao State University, Marawi City, Lanao del Sur, Philippines</li> <li>▶ Bachelor of Science in Business Administration Major in Management Mindanao State University, Marawi City, Lanao del Sur, Philippines</li> </ul>
Shaw, Melanie	<ul style="list-style-type: none"> <li>▶ Doctor of Philosophy in Education – Curriculum and Teaching Northcentral University, Prescott Valley, Arizona, United States</li> <li>▶ Master of Education - Education Administration Grand Canyon University, Phoenix, Arizona, United States</li> <li>▶ Master of Science - School Counseling University of West Alabama, Livingston, Alabama, United States</li> <li>▶ Bachelor of Science - Liberal Studies and Music Excelsior College, Albany, New York, United States</li> </ul>
Talboys, William	<ul style="list-style-type: none"> <li>▶ Doctor of Philosophy - Education Administration/Student Affairs Colorado State University, Colorado, United States</li> <li>▶ Master of Business Administration - Business/Economics University of Phoenix, Arizona, United States</li> <li>▶ Bachelor of Science - Agriculture Science/Biology University of Wisconsin, Wisconsin, United States</li> </ul>

## 23.2. Bachelor's Degree Programs

Bautista, Maria Bernadette	<ul style="list-style-type: none"> <li>▶ Master in Information Technology Technological University of the Philippines, Ermita, Manila, Philippines</li> <li>▶ Bachelor of Science in Computer Science Manuel L. Quezon University, Quezon City, Manila, Philippines</li> </ul>
Broce, Edwin Jr.	<ul style="list-style-type: none"> <li>▶ Master of Education with Specialization in Advanced Teaching (Secondary School) University of the People, California, United States</li> <li>▶ Master of Arts in Christian Education Major in Guidance and Counseling West Visayas School of Theology, Iloilo City, Philippines</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Bachelor of Liberal Arts Major in English West Visayas State University, Iloilo City, Philippines</li> </ul>
Butaslac, Junrhell	<ul style="list-style-type: none"> <li>▶ Master of Business Administration Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Arts in Philosophy Tabor Hill College-OAD, Inc, Cebu City, Philippines</li> </ul>
Cataraja, Gian Carlo	<ul style="list-style-type: none"> <li>▶ Master in Information Technology Cebu Institute of Technology-University, Cebu City, Philippines</li> <li>▶ Bachelor of Science in Information Technology University of Cebu, Cebu City, Philippines</li> </ul>
Chan, Rolito Niño Jr	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Master of Business Administration Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Science in Chemical Engineering Cebu Institute of Technology-University, Cebu City, Philippines</li> </ul>
Cojo, Ma. Armae	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Elementary Education Philippine Normal University-Visayas, Negros Occidental, Philippines</li> </ul>
Delos Santos, Eva Naphiline	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Elementary Education Major in Special Education Cebu Normal University, Cebu City, Philippines</li> </ul>
De Luna, Joey	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Secondary Education Major in Mathematics Panpacific University, Pangasinan, Philippines</li> </ul>
Fabro, Jerald Glen	<ul style="list-style-type: none"> <li>▶ Master of Business Administration Richmindale College, Arizona, United States</li> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Science in Information Technology Urdaneta City University, Pangasinan, Philippines</li> <li>▶ Bachelor of Secondary Education Urdaneta City University, Pangasinan, Philippines</li> </ul>
Flores, Sheryl May	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Science in Physical Therapy Southwestern University, Cebu City, Philippines</li> </ul>
Maglente, Kassandra Cate	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Science in Mathematics Polytechnic University of the Philippines, Manila, Philippines</li> </ul>
Martinez, Leslie	<ul style="list-style-type: none"> <li>▶ Master of Education in Educational Management Richmindale College, Arizona, United States</li> <li>▶ Bachelor of Secondary Education Major in Communication Arts (Filipino) Pangasinan State University, Pangasinan, Philippines</li> </ul>

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Poe, Marlon

- ▶ Master of Education in Educational Management  
Richmindale College, Arizona, United States
- ▶ Bachelor of Science in Psychology  
University of San Carlos, Cebu City, Philippines

## **24. Acknowledgements**

1. Within 10 days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.
2. Catalog shall be available to students and prospective students in a written or electronic format.