



*Dunlap-Stone University*

Academic Catalog  
2012

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Dunlap-Stone University and the International Import-Export Institute reserve the right at any time to add or delete from certain courses, programs, or areas of study as circumstances may require, to make faculty changes, to modify tuition rates and fees, and to make policy changes it believes will enhance the quality and delivery of educational services. Please see our web site for the most current information.

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# Welcome

Welcome to Dunlap-Stone University (DSU). Our goal is to provide quality educational opportunities to adults worldwide that seek a quality educational experience, utilizing technology to meet their personal and professional goals. Degrees conferred by DSU are professionally significant and represent a level of achievement in a specific topic while creating well-rounded, global citizens.

Within DSU, the International Import-Export Institute is a unique business college where the needs of the international trade industry and the professional interests of global adult learners meet to enhance the learning experience. Since its founding in 1995, the International Import-Export Institute has pioneered the growth and development of progressive educational online offerings in the field of international trade and global regulation-related topics.

The College of Arts & Letters offers a wide variety of general education courses to meet our student's diverse educational needs and interests.

This publication serves as your guide to a unique academic experience in higher education. Our administrators, faculty, and staff are eager to respond to your questions and to guide you through the admissions process, and to assist you in your effort to achieve academic success at DSU.

Welcome to our global learning community!

Dr. Donald N. Burton  
President

# About Dunlap-Stone University

## Mission

Excellence, honor and distinction are the hallmarks of the educational experience at Dunlap-Stone University as we bring adult education to those normally considered too distant or remote to receive quality higher education. A variety of professionally significant degrees<sup>®</sup> and programs, centered in business, social sciences and the humanities, provide a rich educational experience and solid foundation for personal growth and achievement. A DSU education serves as the vanguard for life-long learning for adults throughout the world.

*The mission is reviewed and either affirmed or amended annually by the Board of Directors. It was last affirmed in 2012.*

## Vision

Utilizing technology as a bridge to learning, DSU believes education should not be limited by time or space, but should be accessible and available to those who strive, regardless of where they live in the world.

## Educational Philosophy

Dunlap-Stone University seeks to instill a process for the acquisition of knowledge, debate and discovery in students. We believe that personal growth is the by-product of any learning process and seek to develop skill sets within our students that allow for the clear expression of ideas in written presentations, the development of analytical skills, an appreciation for diverse viewpoints, a sense of professionalism and the ability to collaborate. By eliminating geographic boundaries while promoting inquiry, creativity, practice and social responsibility, we create global citizens.

## Accreditation

Dunlap-Stone University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA).

### *Distance Education and Training Council*

Attn: Accrediting Commission  
1601 18th Street, N.W., Suite 2  
Washington, D.C. 20009  
Tel: (202) 234-5100  
Web: <http://www.detc.org>

## Licensing

Dunlap-Stone is licensed to operate by the Arizona State Board for Private Postsecondary Education.

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

1400 W. Washington Street, Room 260  
Phoenix, AZ 85007  
Tel: 602-542-5709  
Web: <http://azppse.state.az.us>

## History

The tradition of learning embodied by Dunlap-Stone University reaches back to the earliest decades of the 20th century. It began when a pioneering school teacher, Sue Marie Stone, a graduate of the Northwestern Oklahoma Teachers College (now NW Oklahoma State University) bravely accepted a position teaching in a one-room school house in the foothills of the Rocky Mountains of Wyoming. She brought with her a love of learning and shared this and her knowledge with the children of the settlers in their remote and isolated community. With her marriage to Emmett Merle Dunlap, a graduate civil engineer

designing and building numerous bridges and dams for the U.S. Corps of Engineers across the western U.S., she formed a partnership for life— a partnership that fostered education and enlightened learning through those she taught, her children and grandchildren. One of these grandchildren is the founder of the International Import-Export Institute/Dunlap-Stone University, university president, Dr. Donald N Burton.

## Ownership of the University

Dunlap-Stone University is a private, Arizona for-profit corporation, owned and operated by Dunlap-Stone University, Inc. Officers of the corporation are Dr. Donald N. Burton, Valeri A. Burton and Richard Oxford.

## Senior Administrators

Dr. Donald N. Burton, DBA, President  
Valeri A. Burton, Senior VP, Finance  
Dr. Caulyne Barron, EdD (ABD), Chief Academic Officer

*Issues related to academics should be forwarded to Dr. Barron, those related to finance or student accounts to Mrs. Burton, and those related to corporate governance or those otherwise unresolved to Dr. Burton.*

## Headquarters

Dunlap-Stone University  
19820 North 7<sup>th</sup> Street, Ste 100  
Phoenix AZ 85024  
602-648-5750  
602-648-5755 (fax)  
info@dunlap-stone.edu

## Statement of Qualifications of Faculty

Faculty employed by the university as adjunct or full-time faculty must hold the minimum requirement. This requirement is a degree higher than the level at which they will teach (preferably a master's degree or graduate credits) from an accredited

institution. Candidates that do not meet this requirement must have outstanding professional experience, having demonstrated contributions in the area of study. The University utilizes instructors that are proficient in the online virtual classroom environment and are effective communicators. The role of the faculty member is to not only to teach via the virtual classroom, but to encourage and facilitate student interaction. Those interested in teaching positions with DSU should contact Faculty Services at info@dunlap-stone.edu.

## Using Credentials or Degrees Earned as a Basis for Determining Qualified Faculty

The determination of faculty credentials is, in large part, based upon the degrees earned by the faculty. DSU uses the following guidelines as the baseline for the review of faculty and potential faculty credentials.

- Faculty teaching in higher education must have completed a significant program of study in the discipline they will teach and/or for which they will develop curricula, with substantial coursework at least one level above that of the courses being taught or developed.
- Faculty teaching in undergraduate programs must hold a degree at least one level above that of the program in which they are teaching, and those teaching general education courses typically hold a master's degree or higher and should have completed substantial graduate coursework in the discipline of those courses.
- Faculty teaching in graduate programs typically hold the terminal degree determined by the discipline.
- Course developers should be able to design curricula, develop and implement effective pedagogy, and appreciate the breadth of knowledge so vital in quality undergraduate and graduate programs.

DSU further believes that its course developers should have an understanding and appreciation of the unique challenges and opportunities of online education.

- DSU places emphasis on the continuing professional development of its instructors within their fields and believes that knowing what students should know is dependent upon the discovery of new knowledge.
- DSU understands that academic disciplines are not static and encourage inter-disciplinary programs and faculty may address the changing needs of our constituencies.
- DSU fervently believes that in some disciplines, tested practitioners may be needed to supplement academically-experienced faculty members.

## Academic Freedom

Academic freedom protects the rights of faculty and students in the learning enterprise, and carries with it duties correlative to its rights. It requires all members of the university community to permit colleagues to pursue such studies unimpeded by restrictive personal behavior or coercive institutional action. Differing viewpoints will interfere neither with the work itself, nor with the advancement of learner or faculty scholars. Full freedom in research and publication of results is a right, as long as the dignity, health, privacy, and other rights of human and animal subjects are protected.

Dunlap-Stone University supports and defends the rights of its faculty and staff to engage in scholarly and creative activities and to present issues openly in the classroom. DSU encourages its faculty and other employees to engage in professional development through continuing education, writing for publications, making presentations, and affiliation with educational and professional groups appropriate to their field.

Dunlap-Stone University believes that in the classroom, discussion of issues and the use of classroom materials must be conducted with an impartial spirit, an open mind, and must be accompanied by tolerance for differing views, as well as by discretion

regarding the sensibilities of students and others. DSU reserves the right to establish the educational mission and the goals of the curriculum, and requires faculty to address and support the course objectives and major topics which define the scope and level of their courses, as set forth in faculty contracts and the faculty manual.

Dunlap-Stone University trusts its contractors and employees to use good judgment and discretion when representing the university in a formal or informal setting. DSU shall not inhibit the free speech of its instructors when they speak or write as citizens, but acknowledges that all faculty should strive at all times to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## Degree Options

Dunlap-Stone University currently offers the following degrees:

- *Bachelor of Science: International Trade Management*
- *Associate of Arts: Business Administration*

*Additionally, the university offers Open Enrollment Vocational Courses*

## Online Course Format

Dunlap-Stone University uses an online distance-learning model that assists students from all over the world in achieving their education goals through Internet-based technologies. Accessed through any computer with Internet access, the DSU virtual classroom provides course materials (syllabus, lecture and assignments, supplemental resources) and allows students to interact with each other, participating in text-based discussions and posting assignments for comments. This interactive model allows each student to bring their own experiences to the

classroom, sharing and gaining valuable insights.

Course curriculum is designed around specific educational outcomes that are listed in each course syllabus. Course curriculum is developed through extensive research and draws from professional experience of instructors and curriculum developers. The curriculum provides students with the knowledge and skills necessary to master the listed topics in the course of study.

The curriculum (for most courses) is designed to be taught in a six-week period. Concurrent enrollment in more than one class is not encouraged due to the accelerated and focused nature of the courses. Sequential enrollment encourages students to focus their attention and resources on one course of study, thereby creating an environment for the student to master a particular subject.

### Course Materials

Students can order textbooks and course materials from the supplier of their choice. All materials should be ordered for delivery prior to the first day of class. If students do not have the required materials when courses begin, they may miss assignment deadlines, which may jeopardize student success. The materials may include texts, articles, and software. Course Study Guides or course syllabi are available for downloading from the electronic classroom.

Note: To ensure book(s) arrive prior to course(s) beginning, students in the U.S. are advised to order 3–4 weeks in advance and students outside the U.S. are advised to order 4–6 weeks in advance.

### Residencies

DSU courses are taught fully online and there are no residency requirements. Please refer to individual programs for a description of any applicable proctored exams that may apply.

### Right to Change Requirements

Neither the Dunlap-Stone University Catalog, nor any of the information and requirements contained herein, constitute a contract or create any contractual commitments between Dunlap-Stone University and any student, any prospective student, or any third party. The information and program requirements contained in the Dunlap-Stone University Catalog are regularly updated and are subject to change without notice. All updates to the catalog will be posted on DSU's Web site.

### Commitment to Student Success

Dunlap-Stone University is committed to helping students succeed in their academic pursuits and promotes a learning environment conducive to academic excellence.

### Student Services

There are a wide range of student services available to Dunlap-Stone students. Many of them are listed below.

### Administrative Offices

Students may contact the university's main office at anytime. The administrative offices are open 7 am to 4 pm Monday through Friday (Arizona). Arizona does not participate in Daylight Savings Time. Therefore, from approximately April into October, the university is the same as Pacific Standard Time. During the winter, Mountain Standard Time.

Offices are closed or close early on the following holidays:

#### Calendar Year – 2012

|                |                     |        |
|----------------|---------------------|--------|
| January 2      | (New Years Obsvd)   | Closed |
| February 20    | (President's Day)   | Closed |
| May 28         | (Memorial Day)      | Closed |
| July 4         | (Independence Day)  | Closed |
| September 3    | (Labor Day)         | Closed |
| November 22-23 | (Thanksgiving)      | Closed |
| December 24-25 | (Christmas Eve/Day) | Closed |

## Academic Counseling

Academic Counseling is an essential component of a Dunlap-Stone University education, and the organization is committed to providing learners individual advice and assistance throughout their degree program. A successful academic counseling system is dependent upon a shared commitment to the process by faculty, staff and students, as well as the availability of timely, accurate information.

*Students* are responsible for determining their own class schedule, seeking out contacts and information; and knowing the basic requirements of their individual degree programs. Students bear the final responsibility for making their own decisions based on the best information and advice available, and ultimately, on their own judgment.

*Counselors* are responsible for developing a thorough knowledge of the institution, including academic resources. Counselors are expected to involve students by encouraging them to ask questions, gather information, and explore options so that they may develop a meaningful academic plan. Counselors will be available to students throughout their program, monitor their students' progress, assist in the enrollment process and make appropriate referrals to other university offices. The academic counseling process is a peer-centered process—counselors are graduates of similar programs or are enrolled in DSU degree program courses. Counselors understand that students must make their own decisions and that their role as a counselor is one of being a reliable resource to students.

The *University* pledges to support the academic counseling process by providing students and counselors with a clear foundation regarding policies, procedures, resources and programs. The University is committed to helping counselors develop these skills, to evaluate its system of

academic counseling and support services, and to make improvements when necessary.

## Office of the Registrar

The Office of the Registrar maintains all student records in coordination with other administrative departments. This office processes and confirms all student course registrations and records. Registration confirmation, welcome letters, final grade cards and other official documentation are sent by Registrar's Administration Staff. Available student services include:

- Processes Student Course Registrations
- Confirmation of Student Course Registration
- Confirmation of Student Registration Adjustments or Cancellations
- Final Grades Processing and Distribution

Transcript and records orders should be directed to the Registrar's Office at (602) 648-5750 or by contacting [registrar@dunlap-stone.edu](mailto:registrar@dunlap-stone.edu).

## Student Records Retention and Disposal

NOTE: This policy applies to ALL students of the school, regardless of what program or course for which they have registered or enrolled. For policy purposes, a student is defined as an individual who has completed a registration for or completed at least one class in any of the available programs.

All student records are permanently property of Dunlap-Stone University. This includes any student enrollment information, all domestic and foreign transcripts, and/or any other relevant information pertaining to the student's involvement with the university. In compliance with state and federal laws, the university retains all official records for all admitted students indefinitely. These records are kept in the university's

secure headquarters, and are only accessible to authorized staff.

Applicants who were not admitted to the degree programs and have never enrolled in any courses with Dunlap-Stone University are kept on file for a period of 5 years. These archived files are disposed of using standard methods to ensure that the information is kept private and secure before, during and after records disposal.

Students wishing to have access or additional information to their personal records need to contact the Office of the Registrar in writing.

### **Career Services**

DSU offers no guarantee of career placement at the conclusion of studies, but makes available online resources to allow students to post their resumes and view job postings listed by employers. Students should contact their academic counselor for more information.

### **Military Student Services**

Dunlap-Stone University thanks our military members for their service and offers opportunities for active duty, reserve, and veteran students to take advantage of quality, online courses that help individuals meet their personal and professional goals both in and out of the service.

Military members can use the assistance programs offered by the US government, including VA benefits and the Montgomery GI Bill, as well as a 25% scholarship program to offset the cost of returning to school, while balancing service, deployments and home life. The classroom becomes any computer with an Internet connection, and class meets when it is convenient to you, no matter where in the world you may be, or what your duty station. We understand your needs and thank you for your service. See the sections of the catalog that discuss VA funding, the GI Bill and Military Leave of Absence.

### **Enrollment Services**

Students are encouraged to discuss their educational goals with their enrollment advisors and counselors. The purpose of the Academic Advising department is to provide students with a primary point of contact for any information, documentation or assistance that they may need throughout their enrollment at the university. Knowledgeable Student Advisors and Academic Counselors are able to answer questions, offer enrollment solutions, and will actively work with the other departments within the university on the behalf of the student. Your advisor or counselor can help you with the following services:

- Pre-Enrollment Advising and Support
- Course Registration and Enrollment Assistance
- Modifying Your Course or Term Schedule
- Direct students to the appropriate department or staff member in situations that fall outside their jurisdiction.

Enrollment Services can be reached by calling (602) 648 – 5750 or at [info@dunlap-stone.edu](mailto:info@dunlap-stone.edu)

### **Student Accounts and Financial Aid**

Students or companies inquiring on a student financial matter must contact the Finance Office. This includes students receiving third-party aid, scholarships, or those financing their own education, as well as most corporate or employer tuition reimbursement resources.

The Accounting Controller's Office should be contacted for the following reasons:

- Students request financial records, including invoices
- Students making refund requests\*
- Students who need to make or confirm payment for tuition or course materials

- Faculty members inquiring about payment for completed courses ONLY.

**\*Important Note:** All refund requests or concerns about monies due to the student should follow the guidelines set forth in the refund policies and enrollment agreement.

## Library Services

At this time, Dunlap-Stone University does not offer library services for its learners but hopes to offer appropriate, internet-based library services in the near future to facilitate student learning.

## Technical Support

Students who need assistance with installation and setup, access or navigation of the online classroom should contact the university's Technical Support Staff. The staff members can provide detailed information and assistance to students, and are committed to assisting both new learners and veterans of online education.

The Technical Support Staff are available during regular business hours, and should be contacted for the following reasons:

- Students who experience difficulty in installing or setting up the downloadable First Class software
- Students who experience difficulty in accessing the classroom using a web browser.

- Students who need assistance in navigating the classroom and would like a guided tour of classroom features.
- Students who need their account setting changed, including login and passwords.

## Minimum Technology Recommendations for Students

It is recommended that student have up-to-date computers with a high-speed Internet connection for best performance.

The following are the minimum technology requirements for success in DSU's online classroom environment: IBM compatibility (XT) for downloading, sending and receiving e-mail and accessing the Internet, Pentium or equivalent processor, using operating systems Windows 95 or higher, 32MB of RAM or more, 2 GB hard disk or higher, VGA Monitor, Printer, Internet Service Provider, Adobe Acrobat Reader (4.0 or later), a word processing program such as Microsoft Word, Ability to access course and program material on the Internet, E-mail capability: Complete, send, receive messages, read messages and assignments from other students and faculty. Use an appropriate virus application to prevent virus transmittal from submitted assignments.

# University Policies

## Disclaimer

Dunlap-Stone University reserves the right at any time to add or delete from certain courses, programs, or areas of study as circumstances may require, to make faculty changes, to modify tuition rates and fees, and to make policy changes it believes will enhance the quality and delivery of educational services. Please see our web site or contact a student advisor for the most current information.

## Course Credit and Contact Hours

All courses are designed at a college level with college semester credit hours awarded for successful completion of a course. The number of credit hours assigned depends on the length of the course, course workload and the difficulty.

A credit hour typically represents 15 hours of academic engagement and 30 hours of preparation. These are guidelines that may not reflect every student's experience. In accordance with DETC and ACE credit recommendations, the following categories have been identified:

**Academic Engagement** includes (but is not limited to): submitting work, reading lectures, viewing multimedia presentations, taking an exam, taking part in online discussions, initiating contact with faculty members. **Preparation** includes (but is not limited to): homework, reading and study time, completing assignments and projects.

**Table of Academic Work Hours Expectations**

|                                 | 1.5<br>Credit<br>Hours | 3 Credit<br>Hours | 4<br>Credit<br>Hours |
|---------------------------------|------------------------|-------------------|----------------------|
| Total Academic Engagement Hours | 22.5<br>hours          | 45 hours          | 60<br>hours          |
| Total Preparation Hours         | 45<br>hours            | 90 hours          | 120<br>hours         |
| <b>TOTAL HOURS</b>              | <b>67.5</b>            | <b>135</b>        | <b>180</b>           |

## Course Numbering

Each course has a number that begins with the three-letter department prefix followed by a three-digit number that may be followed by a single-letter code and the course title. This system ensures consistency in the numbering of courses and helps to signal upper- and lower-level courses and the complexity of their content with respect to the individualized Degree Plan.

Departmental Prefixes include:

- **BUS:** (Business, Law and Marketing)
- **TRD:** (International Trade Regulations, Export and Import Topics)
- **SCM:** (Supply Chain Management)
- **FAE:** (Finance, Accounting and Economics)
- **MGT:** (Management, Organizational Behavior, Leadership and Human Resources)
- **STM:** (Science, Technology and Mathematics)
- **HAS:** (Humanities, Social Sciences and Arts)

Course numbering denotes:

**000-099** designed for students who need rudimentary courses to prepare them for college level course work, including community education courses. Courses in the range do not offer college credit.

**100-199** designed for freshman level students but may be taken by more advanced learners.

**200-299** designed for sophomore level students but may be taken by any learner who satisfies the prerequisites or obtains the consent of the Academic Committee.

300-399 designed for junior level students but may be taken by any student who satisfies the prerequisites or obtains the consent of the Academic Committee.

400-499 designed for senior level students but may be taken by any student who satisfies the prerequisites or obtains the consent of the Academic Committee.

Course levels are reflective of the intended degree of complexity or expected student comprehension. Lower-level courses are survey or introductory in content. Upper-level courses build on lower-level courses or knowledge, and show more advanced analytical skills. Courses accepted in transfer from community and other two-year colleges will be classified as lower level credit.

## Admissions

University Admissions is a cooperative effort shared by the Office of the Registrar and the Academic Advising Department. DSU offers degree programs, and open-enrollment vocational programs. Depending on your program of study, there may be program specific requirements in addition to the college's general admission requirements.

## General Admissions Requirements

All programs at DSU have the following general admission requirements:

- be at least 18 years of age
- have high school diploma or equivalent
- be proficient in reading and writing of the English language (TOEFL Score of 85 or higher)
- complete the required enrollment forms by all applicable deadlines
- acknowledge and accept the university tuition policies

## Vocational Student Admissions

Students seeking entrance into courses in the open-enrollment vocational training certificate / certification exam preparation training programs or single course enrollments do not share the same admissions processes or policies as those seeking formal entrance to a degree program. Vocational programs have no formal application and acceptance processes.

Such individuals are considered "open-enrollment vocational" students, and they may sign up for courses at their discretion after completing the requisite general admissions requirements.

## Undergraduate Student Admissions

Students seeking formal entrance to the undergraduate programs must complete the prescribed application and admissions process by all applicable deadlines.

In addition to the General Admissions Requirements, the following items or actions by the applicant are required:

- Completion of Application for Admission
- Submission of Official Transcripts or official records for all post-secondary education institutions previously attended, sent to DSU directly
- Written Acceptance of DSU's Offer of Admission
- Completion of Identify Verification Processes

## Admissions Process

### Step 1: Contact Your Counselor for Pre-Enrollment Information

The university encourages all students to stay in communication with their primary point of contact with the school – their academic advisor or degree counselor. Knowledgeable Student Advisors and Degree Counselors are available to answer questions, offer enrollment solutions, and

will actively work with other departments on behalf of the student. Advisors, through their knowledge of programs and courses offered, can help students identify the best course of action to meet their personal and professional goals.

## **Step 2: Receive and Complete the Undergraduate Admissions Application**

Students interested in seeking admission to the degree programs must complete the Admissions Application, which they may request from any Advisor or Counselor. There is a non-refundable \$50.00 application fee that must also be submitted with the completed application.

Students must complete the application and submit any additional materials listed on the application by the deadline to ensure that the application and any resulting course registrations are processed before the start of term. Please refer to the current Application and DSU's website for updated application deadlines.

## **Step 3: Providing DSU With Required Documentation**

All students must provide DSU with the appropriate and official documentation for program admission, which includes but is not limited to the following:

- High school diploma or equivalent
- Application for Admission with Non-Refundable Application Fee
- Transcripts or official records for all post-secondary educational institutions previously attended
- Written Acceptance of Offer of Admission
- Identity verification documents

## **Step 4: Receiving and Understanding Your Offer of Admission**

Students will receive all materials relating to their offer of admission or their reason for denial via US mail, or electronically if they have selected that option. The admissions packet will contain pertinent information to consider prior to enrolling in the degree programs. This mailer will contain the following, all of which must be carefully reviewed and completed:

- Offer of Admission including Transfer Credit Evaluation (if applicable)
- 'Acceptance of Offer of Admission' Form

## **Step 5: Completing the 'Acceptance of DSU Offer of Admissions Packet'**

Students who have reviewed and understand the DSU Offer of Admission are free to turn down the offer and choose to not attend DSU for any reason. For those students who elect to enroll in the program for which they applied, the University will supply the 'Acceptance of Offer of Admission' Form to be returned. This form informs DSU that the student has accepted the offer of admission and the student is committing to enroll in courses.

By completing the student acceptance form, the individual accepts all the policies and procedures dictating their admission into and progression throughout the program. The evaluation is rendered final, and any transfer credits awarded by DSU, including any available course waivers, are final upon receipt of this completed agreement by DSU's Degree Admissions Office. Please refer to the current form and contact the Office of the Registrar at (602) 648-5750 for further details.

## **Receiving a Rejection Letter**

Unfortunately, DSU does not offer admission to all of applicants. In the event the student receives a rejection letter, the

student may contact the Office of the Registrar to see what requirement was not met or what the student can do to increase their chances of admission with future applications.

Students may apply for admission up to three times per year, in conjunction with the three "starts" for terms per year. For more information on applying after a rejection letter, please contact the Registrar or your Counselor directly.

## Maximum Time to Degree Completion

For students to complete their degrees in a timely manner, they should adhere to DSU's continuous enrollment policy. However, the college can work with students to meet their educational goals on a case-by-case basis.

## Continuous Enrollment

DSU degree-seeking students are required to maintain continuous enrollment. Continuous enrollment is achieved by attending a minimum of one course per term. If a student determines that s/he needs to sit out for a term, s/he must submit a Leave of Absence form. If a longer period of absence is required, students will need to work directly with their Academic Counselor to determine the best course of action. If a student fails to meet continuous enrollment requirements, that student will be dismissed from DSU. If the student wishes to be re-entered into their degree program at a later date, s/he may contact their degree counselor (See Re-entry to Program Policy).

## Course Enrollment

Once accepted into a program, or if a student has elected to take courses as an "open-enrollment vocational" student, students will enroll in specific courses. Degree-program courses are scheduled throughout the year. Open entry courses are offered throughout the year on an ongoing basis.

## Academic Calendar

Degree Programs follow a non-standard term schedule, similar to a semester schedule found at many colleges and universities across the country. However, DSU degree students complete courses consecutively in a sequential order (back to back), rather than concurrently (at the same time).

We believe that accelerated course-work, taken consecutively rather than concurrently, allows students to succeed one course at a time, without diluting the quality of education.

### **DSU Degree Programs have three terms per year:**

- Spring (Contains 3 classes, lasts 18 weeks)
- Summer (Contains 2 classes, lasts 12 weeks)
- Fall (Contains 3 classes, lasts 18 weeks)

For the 2012 Academic Year: The Spring Term begins January 5<sup>th</sup> and ends on May 9<sup>th</sup>, with course start dates on January 5<sup>th</sup>, February 16<sup>th</sup>, and March 29<sup>th</sup>. The Summer Term begins on May 17<sup>th</sup> and ends on August 8<sup>th</sup>, with course start dates on May 17<sup>th</sup> and June 28<sup>th</sup>. The Fall Term begins on August 16<sup>th</sup> and ends on December 19<sup>th</sup>, with course start dates on August 19, September 27<sup>th</sup> and November 8<sup>th</sup>.

Each term is a module, or block, and students should enroll in an entire module, much like they would a semester at a local college. Each module or block contains a certain number of courses (see above). Each module, or block, consists of two or three courses that compliment and expand upon your previous studies. These learning modules provide the structure and flexibility required for today's busy student.

The scheduling modules or blocks have a great number of benefits for students, faculty and staff at DSU, including:

- The specific order of the modules is supportive of the program learning objectives, as each course builds upon previous studies in the best sequence.
- Pre-set tracks will give students a complete schedule to their degree, including their estimated date of completion and graduation.
- Students needing to “sit out” a term for personal or financial reasons can simply “skip” a module or block and pickup with their peers at the start of the next term.

### **Scheduling Equality Statement**

All admitted degree students are scheduled on the same term basis. These terms include a definitive start and end date, as well as individual start dates and approved courses within that term.

All admitted degree students should enroll for the entire term by the applicable deadlines.

### **Directed Study Enrollment**

Many courses offered by the university can be taken as Directed Study, pairing one-on-one with an instructor. Students complete all of the assignments as though in a regularly scheduled online class. However, individuals may have more flexibility as to when the course is scheduled. Directed study students complete a course as an individual, and interact solely with their faculty in the classroom environment.

DSU intends Directed Study courses to be used when students cannot take part in a regularly scheduled course due to scheduling conflicts or personal reasons, or when there is insufficient enrollment in a course. Defined start and end dates for the course exist. Students arrange course details with their instructors prior to the start of the course, and participation points may be waived for these students, or alternative

assignments may be substituted. Directed study students must participate five days per week unless alternative terms have been arranged.

For non-regularly scheduled courses, \$185.00 directed study fee is charged, which covers the added cost of personalized scheduling. Please contact an enrollment advisor or degree counselor for more information on current pricing and course availability. Not all courses are available for this option.

### **Changing Programs, Specializations or Vocational**

Students may change their enrolled program without having to reapply or pay another application fee if they have already formally applied and been accepted as a degree-seeking student. Students who have been enrolled as open-enrollment students must apply to the degree program of their choice if they choose to change their status.

Students are cautioned that not all completed credits may apply to their new program.

### **Leave of Absence**

Admitted degree students may take an approved, voluntary or involuntary leave of absence without negatively impacting their academic standing at the university.

Students wishing to take a recognized leave of absence from the degree programs must complete the Leave of Absence Student Petition, and include their anticipated date of return to class. On this petition, the student should cite any personal, medical, financial or academic reasons for the leave.

All petitions are subject to review and approval from DSU’s Administration.

DSU allows students to take one (1) or two (2) term(s) of recognized leave per academic year. These terms may be consecutive.

Students who take this period of leave effectively suspend their degree program studies for the length of the leave. They must inform the Administration in writing regarding any change to their anticipated return date that is listed on the Leave of Absence Student Petition. Admitted students, upon return, will not need to reapply for admission and are in no danger of being released from the program due to a recognized leave of absence. Please contact the Office of the Registrar or your degree counselor for more information.

Periods of no course enrollment (without notification of a leave of absence) greater than 9 months may require that students reapply to their degree program.

### **Military Leave of Absence**

DSU supports students who are members of the United States armed forces and reserve units. A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence from DSU for the period of active duty and up to one year after returning from active duty. Students with an approved leave of absence need not apply for readmission or pay readmission fees.

The Military Leave of Absence application is available from the Registrar's Office. The completed application should be submitted to the Registrar's Office prior to the student's departure from the University, must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere. Should a student be called to active duty after classes have begun, they should contact the Registrar's Office for a complete withdrawal from the current term, in addition to filing the Leave of Absence form for subsequent courses. If students receive financial aid they are responsible for contacting the finance office.

### **Identity Verification Procedures**

Student identity is verified through a number of clerical means and students may be required to submit a copy of a photo-ID as a part of their educational program. Students are given a unique username and password to access the online classroom and are expected to keep their login information confidential. A wide range of assessment tools, from written work samples to proctored exams, give the college ample opportunities to assure that the student who registered for the course is the person completing the work for credit. Students must show government issued ID when taking a proctored exam in fulfillment of university requirements.

### **Expected Student Behavior**

Students of the school are expected to demonstrate acceptable standards of conduct that reflect the qualities of character, scholarship, decency of behavior, and mature judgment expected of members of an academic community. (Also see Student Honor Code.) Students are afforded the freedom to develop and explore their interests in a supportive academic setting, and DSU faculty and staff expect students to contribute positively to this setting.

All students, faculty, and staff are required to conduct themselves in a manner that acknowledges and demonstrates respect for other individuals. Any actions that harass, demean, or subject others to any form of physical threat, psychological stress, or humiliation are unacceptable. Basic honesty is expected at all times within academic pursuits and in those interactions that take place inside and outside of the classroom.

Students are expected to complete all work that they are submitting as their own without outside influence or assistance. Faculty and staff are further expected to conform to the policies and guidelines in the faculty and employee handbooks.

In developing a sense of responsible student conduct, counseling, example, admonition, and formal discipline all play a role in the protection of the community's educational purpose. In keeping with that purpose, judicial and disciplinary proceedings, when required, will be kept simple and informal whenever possible, consistent with the philosophy of fundamental fairness and the educational purpose of the university's community. Sanctions will be based on the specifics of the incident, past precedent if applicable, and recommendations from governing bodies.

It is all students' responsibility to acquaint themselves with both publications and the policies contained within the current catalog. Ignorance of a published policy will not exempt students from disciplinary action that results from violating it.

## Separation from the University

There are a number of voluntary and involuntary ways for a student to be separated from the university. Separation effectively un-enrolls a student from their course of study. The procedures for removal are dependent upon the cause. The ability for students to reenter into the university is dependent upon the cause for separation.

Students who are removed from their course of study because of academic dishonesty or similarly serious causes may be deemed unable to continue their studies.

## Disciplinary Actions: Student Probation, Suspension, and Expulsion

Academic Probation and Suspension: Academic-based probations and suspensions are handled internally by the Office of the Registrar in compliance with state and federal rules and regulations regarding student program progression. Per DSU's Satisfactory Academic Progress (SAP) policies, students must maintain a 2.0

grade point average (GPA) throughout the program for which they are enrolled. Students dropping below a 2.0 cumulative GPA will immediately be placed on academic probation and counseled as to the ramifications of such action.

A student will have three (3) courses or one (1) Academic Term to bring their cumulative GPA to "C" average (2.0+ on a 4.0 scale) or better after being placed on probation to avoid being suspended. Students not meeting these requirements after the probationary period will be academically suspended for one year for not meeting satisfactory progress.

All funds paid prior to the probation or suspension are not eligible for a tuition refund. Students who were admitted into any program requiring application and admissions evaluations must re-apply once they become eligible after the period of suspension.

### Scholastic Probation and Suspension:

Students that have violated the student behavior code as determined by the Institute's Academic Review Committee are eligible for a scholastic probation or suspension. Students placed on scholastic probation have met with Disciplinary Review Committee and an action has been determined. Such actions may range from a temporary suspension with detailed action plan, through a final and permanent suspension or expulsion of the student from the university as a whole.

Scholastic suspension is categorized as an approved expulsion, which effectively removes the right of the student to enroll in any future course or program offerings after a determination has been made by the Disciplinary Review Committee and all other applicable governing bodies.

### Student Expulsions: Committee Approved Action

Student expulsions may be based on student academic or scholastic behaviors. Expulsion effectively removes the right of

the student to enroll in any future course or program offerings after such a determination has been made by the Disciplinary Review Committee and all other applicable governing bodies.

Students may challenge the expulsion ruling of the committee by submitting a written petition of appeal to the Institute no more than thirty (30) calendar days after receipt of the original determination. The appeal will be reviewed, along with any additional relevant information the student may supply, and the student will be notified of the final decision within thirty (30) calendar days.

All funds paid prior to the probation or suspension are not eligible for a tuition refund. Students who were admitted into any program requiring application and admissions evaluations must re-apply once they become eligible after the period of suspension.

### **Program Re-Entry**

Students who have withdrawn from a DSU program, have been dismissed, or dismissed for not meeting the conditions of acceptance into a program and wish to be re-entered as an enrolled student, must submit in writing a request for re-entry to the Office of the Registrar. Non-starters or students who wish to return to DSU in excess of one year from their withdrawal/dismissal date must re-apply for admission, paying any application fees. The Office of the Registrar will determine, in conjunction with the appropriate academic officer whether the student may be reentered into a DSU program. Several factors are considered in this decision-process, including the program, how much time has passed, the reason for the absence, and how much a given program may have changed since the student was originally accepted and enrolled in a program. The committee meets three times per year, prior to the start of each academic term.

### **Academic Standards**

The core of any institution of higher learning is the integrity of its academic programs.

### **Institutional Integrity**

Dunlap-Stone University believes that, as an organization and as individuals associated with the University, there must be a commitment to integrity.

Integrity includes honesty in operations and the practice of ethical behavior; knowing and adhering to the applicable laws, regulations and standards; congruence between our mission, vision and values to our actions; the maintenance of our reputation as a quality provider of distance education; and fairness in interactions with internal and external constituencies.

Bound by a core commitment to ethical practices, Dunlap-Stone places the expectation of stewardship with its students and employees.

### **Academic Honor Code**

Because most of DSU's classes and programs are conducted via distance learning, it is important to the success of the education process that all those involved adhere to the university's Honor Code.

The Dunlap-Stone University Honor Code is built upon the foundation belief that an honorable person shall not lie or cheat or steal.

The integrity of the degrees granted by the University depends upon all members of the academic community's adherence to the Honor Code. Therefore all students in every class are bound by their honor not to cheat in any form and to report any cheating of which they are aware.

Plagiarism is a form of cheating. Plagiarism is the representation of work that is not one's own as though it were. This includes the failure to identify a direct quotation by the use of quotation marks or another

accepted convention, paraphrasing the work of another without an acknowledgement of the source, or using the ideas of another, even though expressed in different words, without giving proper credit. Acknowledging that work intended for one purpose may not be meaningful in another setting, the same paper may not be submitted in more than one course without the prior permission of the instructors in those courses.

Quizzes and examinations, whether open-book or closed, as well as other assignments are the individual work of a student and it is against the Honor Code to solicit or receive assistance from others.

Proctored exams also fall under this honor code, even when taken through another institution via a proctor.

Through their enrollment in courses at Dunlap-Stone University and entrance into the electronic classroom, every student agrees to abide by this Honor Code. By entering into the secure electronic classroom with their unique username and password, students are affirming their identity as the person who has enrolled in the course or program.

### Academic Honors

Students are eligible to graduate from degree-granting programs with honors based on attaining the following grade point averages:

- Graduation with Honors = *Cum Laude* (3.50 GPA minimum)
- Graduation with High Honors = *Magna Cum Laude* (3.8 GPA minimum)
- Graduation with Highest Honors = *Summa Cum Laude* (4.00 GPA minimum)

### Satisfactory Academic Progress

Per DSU's Satisfactory Academic Progress (SAP) policies, students must maintain a 2.0 grade point average (GPA) throughout the program for which they are enrolled. Students dropping below a 2.0 cumulative

GPA will immediately be placed on academic probation and counseled as to the ramifications of such action.

Students' academic standing and progress are closely monitored, and at the end of each term all students are evaluated for SAP. Those individuals not maintaining the minimum standards are placed on academic probation and notified of their status by the Office of the Registrar. Refer to the section of the catalog on Academic Probation and Suspension for further details.

### Proctored Examination Requirements

Some programs require that students complete proctored examinations as a part of their program. Please refer to the specific program requirements for a complete description of any applicable exams.

In general, students should schedule their proctored exams at least 30 days in advance of their desired test date. On test day, the student must present an acceptable, government-issued photo ID that matches the name of the intended examinee. Acceptable forms of ID include passports, driver's licenses, military IDs. Employee ID cards or student ID cards with photos may be used with a secondary form of ID. Proctors will retain a photocopy of the ID and submit this with the completed test.

Acceptable proctoring locations include impartial third parties such as corporate HR professionals, local libraries, private testing centers, local colleges or universities. For assistance locating a proctor, please contact your advisor.

Students should arrive at the proctoring location no less than 15 minutes in advance of the testing time. Exam materials are sent directly to the proctor in advance of the exam, and will be returned to DSU via postal service or package carrier after the exam when applicable. Most exams are paper-and pencil exams and most do not

allow books or other materials in the testing center. Students should bring writing utensils, their ID and any other supporting documentation supplied by DSU prior to the exam. When completing a timed exam, students are permitted a watch or other timing device, but cell phones, laptops, or other devices are not permitted in the exam space. Once each section is completed, students may not refer back to it.

After the examination period has ended, the proctor will return the exam to DSU for grading. Please allow up to 10 business days after receipt for grading. Students will be notified of their results after grading is complete.

## Assessment, Credits and Grading

### Academic Readiness

To participate in Dunlap-Stone University programs, all students must display academic readiness by successfully completing their first course at DSU.

### Transfer Credit

All transcripts received from nationally or regionally accredited or internationally recognized institutions are reviewed as part of the admission process. Dunlap-Stone University may accept transfer credit from some institutions or programs with alternate national, professional, or specialized accreditation recognized by the U.S. Secretary of Education, the Council for Higher Education Accreditation (CHEA), or the Council on Postsecondary Accreditation (COPA)/ Commission on Recognition of Postsecondary Accreditation (CORPA).

Transfer credit is reviewed on a case-by-case basis. The university reserves the right to limit the number of courses transferred toward specific degree or program requirements.

### Procedures

- To be considered for transfer credit, course work must have been completed

at an academic institution or program accredited prior to the student's withdrawal from the institution. Transfer credit will be considered if an institution or program had provisional accreditation at the time the learner withdrew from the institution.

- Developmental, vocational, or remedial course work may be considered for transfer credit (see below).
- Credits from prior learning assessment (PLA) issued by other universities, such as petition for credit courses, portfolio assessments, or credit by examination, will not be accepted for transfer credit. DSU must evaluate these credits internally to determine if the PLA meets DSU's criteria.
- Courses taken at other institutions will not be accepted for transfer credit to DSU vocational training programs.
- Students must have earned a grade of C or better.

**Maximum Transfer Credit** The maximum number of credit hours the university will accept via transfer for any bachelor's degree student is 62 credit hours, while associate's students may transfer up to 30 credit hours. This does not include course waivers, which may be no more than 10 semester credit hours.

Transfer of DSU Credit: Dunlap-Stone University cannot guarantee that any or all credits earned at DSU will be accepted at other institutions. The receiving organization makes the determination based upon their own institutional criteria and policies.

Concurrent Course Enrollment: The student may take courses from any other accredited institution either separately from or in conjunction with their DSU courses. If the student has any questions or concerns about finishing the degree requirements, the assigned Degree Counselor will be able to answer any questions regarding the admissions process in general.

## **Foreign Transfer Credit Evaluations**

Individuals who have completed university coursework at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents through a transcript evaluation service prior to application to a DSU program.

The following organizations are private enterprises that charge a fee for their services. Individuals pursuing foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. In all instances, original and official documentation will be required when requesting the evaluation.

NOTE: Agencies approved by the DSU Registrar's Office are as follows:

Educational Credential Evaluators, Inc.  
414-289-3400  
[www.ece.org](http://www.ece.org)

World Education Services  
202-331-2925  
[www.wes.org](http://www.wes.org)

Educational Records Evaluation Service  
916-921-0793  
[www.eres.com](http://www.eres.com)

All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation. Costs associated with foreign transcript review are the responsibility of the student.

## **DSU Policy Regarding Prior Learning and Transfer Credit**

Dunlap-Stone University accepts a wide range of credits for prior learning from accredited institutions, College Board exams, military training and other sources. It is at the discretion of the university as to which credits it will accept and how the credits will be applied in accordance with its transfer credit policies.

## **College Board CLEP and AP Programs**

DSU accepts up to 30 total semester credit hours of College Level Examination Programs (CLEP) and/or Advanced Placement Credit (AP) credit from the College Board for bachelor's degree students. Associate's students may earn up to 20 credits from CLEP or AP exams. As with official transcripts, DSU must receive the official grade or credit notification directly from the College Board's Exam Center. These credits may be applied to any General Education Subject Area.

## **Corporate and Government Training Workshops**

DSU bachelor programs accept up to 20 total semester credit hours, while associates programs accept up to 15 total credit hours from any combination of private corporate training, government workshops and/or conferences. This non-transferable credit, in addition with any other non-accredited transfer coursework, may not exceed 20 total semester credit hours. DSU must receive all official documentation providing applicable dates, content, final grades or credit earned. This information must be received directly from the third-party training provider. *Not all training will qualify for credit.*

These credits may be applied to the Elective Credits Subject Area of the General Education Requirement Only.

## **Military Experience and Training**

DSU accepts up to 20 total semester credit hours for military service and education for bachelors students and up to 15 for associates students. This non-transferable credit, in addition with any other non-accredited transfer coursework, may not exceed 20 total semester credit hours for bachelors students and 15 total semester credit hours for associates students. As with official transcripts, DSU must receive the official grade or credit notification

directly from the US Military branch of service.

### **Course Waivers Policy**

A course waiver, if issued, means that the student has taken an equivalent course from another institution (or another DSU course) that meets the graduation requirements for the program of study in which they have been accepted, and therefore the student is not required to take the specific course from DSU. Course-equivalency is determined by the registrar's office and is not guaranteed, nor automatic. It is important to note that while a waiver based on non-credit bearing experience may remove the course requirement, it does not exempt the student from the total number of credit hours required for program completion. Students may seek waivers for up to 10 semester credit hours within the major requirements of the bachelor's degree and for 9 semester credit hours in the associate's program. Courses must be equivalent in credits and content to be approved.

For a waiver to be approved, the course must meet the following requirements: course content is equivalent, course is at the same level or higher, and the course is of equivalent credit. Typically a part of the transfer credit review process during admissions, students must present a transcript showing the school, date course taken, description, grade and credit received for the course that is being requested to replace a DSU course.

### **Experiential Waivers Policy ("Life Experience")**

Experiential waivers are granted to students who have informal training or experience that meets or exceeds the learning outcomes of a given DSU course. These students can demonstrate the skills and knowledge expected of a student who completed an academic course. Experiential waivers are granted on a case-by-case basis to students who properly

apply for the course waiver, and are approved by the Registrar. Some students may be required to satisfactorily pass an exam supplied by DSU. These exams are proctored and are required at the University's discretion in an effort to correctly award credit or place students into the program. Students may not earn more than 10 total semester credit hours in experiential waivers. Any waivers waive only the requirement, but do not waive the total credit hours required for graduation.

### **Summary of Prior Learning Credits**

See each degree program description for a table detailing the total number and type of transfer credits available for each degree program.

### **Attendance**

While all courses are offered via distance learning technologies, student attendance is an important requirement for each course and program. Classroom participation is a graded element for all DSU courses. Students are required to attend the virtual classroom five out of the seven days during a seminar week. Assignments are due on the day of the seminar specified (before midnight) and must have the appropriate day recorded (or an earlier date) for full credit. Participation is measured by substantive posts by the student in accordance with the guidelines set forth in the syllabus. An absence does not excuse the student from the responsibility of participation, assigned work and/or testing. Students may be dropped for poor attendance after two consecutive weeks of absences are accumulated.

### **Grading**

Grades are awarded for all courses taken at DSU. Letter grades are the default grading option for most courses.

Grades are evaluated against the professor's expectations and defined course requirements, which include both course

preparation and assignments. Grades may be appealed if certain conditions are met. Refer to the grade appeals policy for conditions.

For specific grading criteria, please refer to each course's syllabus, which will detail the total points possible for each assignment and general grading guidelines. Many assignments include specific rubrics that detail how assignments are assessed.

## Grade Value Summary

The following chart outlines the scoring used to convert a point percentage into the appropriate letter grade. The 4.0 scale shown is used to calculate Grade Point Average (GPA). By utilizing a point system outlined in the grade criteria section of each syllabus, Instructors will assign letter grades.

Plus and minus designations may be assigned to any of the grades defined and are intended to describe work that is "between" the primary A, B, C or D designations.

Students receiving a grade of "A" will demonstrate the following performance in their work: Clearly stands out with excellent performance. Performs "A" work in each of the areas listed in the grading criteria. Work is consistently of a superior nature and represents performance that would normally be considered excellent in a working environment.

Example: "A" work should be of such a nature that it could be put on reserve for all students to review and emulate.

Students receiving a grade of "B" will demonstrate the following performance in their work: Demonstrates a consistently good and above average comprehension of the subject matter. Accomplishes all requirements outlined in the module and the syllabus. Displays above average initiative. Communicates orally and in writing at an

above average level for an undergraduate college level student. Has a good understanding of all basic concepts.

Example: "B" work represents above average work for the students in an undergraduate college level program or class. A student receiving a "B" has met all requirements and exceeded some requirements, including deadlines, of the course. A "B" grade should be considered a good grade. The "B" student must be a student whose work the Institute would be willing to exhibit.

Students receiving a grade of "C" will demonstrate the following performance in their work: Demonstrates a quality and quantity of work that is generally acceptable and of an "average" nature. Generally accomplishes only the nominal requirements of the program and displays nominal initiative.

Example: "C" work represents average work for the students in a program or class. This is only the average expected performance level of an undergraduate college level student. A student receiving a "C" has generally met the requirements, including deadlines, of the course. The work of a "C" student would not generally be used as a positive example of expectations for the Bachelors student.

Students receiving a grade of "D" will demonstrate the following performance in their work: Demonstrates a quality and quantity of work that is below average and barely acceptable.

Example: "D" work is passing by a slim margin but would usually result in an academic probation status and possibly a requirement for the course to be retaken.

Students receiving an "I" instead of a grade specification: Students that receive an "I" or incomplete have contacted their Instructor and have made arrangements to have additional time (up to three weeks) to

complete their assignments. The circumstances surrounding the granting of an “I” will be left up to the instructor’s determination. The Instructor will issue a letter grade upon completion of curriculum requirements. If students do not submit all work as required, the grade reverts to an F. There may be an additional fee to process an incomplete request.

Good grades usually correlate with regular attendance and with assignments (written, reading, design projects, etc.) completed and on time. On the other hand, poor grades are often correlated with frequent absences and missing, incomplete or tardy assignments.

Class Audit: Students may choose to audit any course offered by the college. Students who audit a class have access to all class materials the same as any “graded” student, but do not receive a grade for the course. This status requires full tuition.

Students enrolled under the status of “Audit” will be expected to self manage his or her involvement in the course. Participation in the course classroom discussions and submission of assignments is not mandatory for those who audit a course. The student auditing the course determines his or her personal participation. Course assignments submitted to the instructor will be reviewed to the same standard as other students and will be returned with feedback to the auditing student. Faculty cannot issue a grade for the course and no credits are awarded by the college to those that select “Audit” status.

Students may change from “Graded” to “Audit” any time prior to the last week of a course by submitting a signed written request. Email communication of status change is not permitted. Students that complete a course through Class Audit may not request a change of status from Audit to Graded after the start date of a class. Students cannot use a course completed as an “Audit” to meet or waive any course or meet any college requirement.

## **Standard Letter Grades (A, B, C, D, and F)**

Students receiving a grade of A, B, C, D, or F have completed the course and have earned the respective amount of points to qualify for the final letter grade awarded. Students wishing to challenge a grade may contact DSU regarding a course grievance.

### **Standard Letter Grades:**

- are reflected on official grade cards and official transcripts
- do impact the term and cumulative grade point averages (GPA’s)
- are eligible for grade replacement policy when repeating the same course
- may be challenged with a course grievance
- must be in compliance with DSU transfer policies and tuition policies

## **Non-standard Letter Grades (XF, DP, WD, I, AD, AU and WF)**

Students receiving a grade of XF, DP, WD, AD or WF have not successfully completed the course for credit due to a voluntary or involuntary withdrawal or transfer.

Students receiving and I or incomplete may still receive full credit for the course after completing the requirements of the Incomplete Contract. Incompletes allow students additional times to make up assignments at the instructor’s discretion for courses that have been paid for in full. All terms of the incomplete should be included in the Incomplete Contract.

Students may also take a grade of ‘AU’ for audit if they are unable to commit to completing all class work for courses that have been paid for in full. See the previous entry for auditing a course.

Please see the list below to determine what each grade means and how it impacts you as a student:

### **Final Grades: XF or Transfer**

- are not reflected on official transcripts do not impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may not be challenged with a course grievance as the student voluntary left the course

#### **Final Grades: DP or Drop**

- students may only receive a drop if they apply for the drop within the first 50% of the course (ex: by the end of week three in a six week course)
- are not reflected on official transcripts
- do not impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may not be challenged with a course grievance as the student voluntary left the course
- may void financial aid awards

#### **Final Grades: WD or Withdrawal**

- students will receive a WD if they apply for the drop after the first 50% of the course (ex: after the start of week four in a six week course)
- are reflected on official transcripts
- do negatively impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may not be challenged with a course grievance as the student voluntary left the course
- may void financial aid awards

#### **Final Grades: WF or Withdrawal Failing**

- students will receive a WF if they apply for the drop after the first 50% of the course (ex: after the start of week four in a six week course) and have a failing grade at that time
- are reflected on official transcripts
- do negatively impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may not be challenged with a course grievance as the student voluntary left the course
- may void financial aid awards

#### **Final Grades: I or Incomplete**

- students must request the incomplete, which must be approved by the faculty member and DSU
- are not reflected on official transcripts
- do not impact term or cumulative grade point averages (GPA's)
- must be in compliance with DSU incomplete course policies and tuition policies
- may not be challenged with a course grievance as the student is bound by the incomplete contract
- may be challenged with a course grievance

#### **Final Grades: AD or Administrative Drop**

- students will receive an AD if they are not active participants in the course by the conclusion of the first 50% of the course
- are reflected on official transcripts
- do negatively impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may be challenged with a course grievance

- may void financial aid awards

### **Final Grades: AU or Audit**

- students must request to take the course as an audit in writing no later than prior to the last week of the course.
- once an audit has been requested, it cannot be changed to a letter grade
- do not impact term or cumulative grade point averages (GPA's)
- are eligible for grade replacement policy when repeating the same course at a later date
- must be in compliance with DSU transfer policies and tuition policies
- may not be challenged with a course grievance as the student voluntarily enrolled as an audit
- may void third-party aid awards as no credit is earned
- may be used on an unofficial transcript to denote a repeated course.

### **PASS-FAIL Grades**

Any course allowing a PASS-FAIL grade will be noted in the school catalog. The PASS-FAIL option is only available for select General Education courses. A maximum of four PASS-FAIL graded classes may be counted towards any undergraduate degree. A PASS-FAIL grade does not calculate toward a student's GPA.

### **Course Withdrawal Limits**

In order to maintain standard academic progress and the academic integrity of the institution, as well as demonstrating individual and institutional commitment to student learning, Dunlap-Stone University students are limited in the number of times that they may withdraw and re-enroll from courses within their program of study. Withdrawals are defined as voluntary or involuntary removal from a course after 50% of the course duration has passed. Students who withdraw and re-enroll in the same course twice and/or students who withdraw and re-enroll in courses a total of

four times throughout their time of study at Dunlap-Stone University enter a probationary status in which they will not be able to register for more classes until they are able to demonstrate a commitment to their course of study and present a plan for successful completion. Military or other emergency leaves of absence are exceptions to this policy. Appeals to this policy are carefully reviewed by the administration semi-annually in February and August. The circumstances surrounding each withdrawal, the overall academic standing of the student and the student's intent are each considered.

### **Appealing a Grade**

For information about appealing a final grade, please see the section titled "Academic Grievances".

### **Repeating Courses**

Students may elect to repeat a course for which they have previously enrolled. Only the repeated course will be listed on the students' official academic record (i.e. the transcript). Unofficial transcripts will note both courses, including a notation regarding the original grade. Course credits will be counted only once for purposes of fulfilling degree requirements; however, both courses will be included in SAP completion rate and maximum timeframe calculations (See Satisfactory Academic Progress Policy).

The purpose of this policy is to allow students who have done poorly in a course to repeat the course and remove the weight of the earlier grade from the student's cumulative grade point average. Grade replacement will usually involve the student's application to repeat the course when they have earned a grade of D or F. The college will allow students to petition to repeat courses in which they have earned any letter grade. The higher grade will be reflected on the transcript.

A student may not repeat more than 18 cumulative or total hours for program credit. This is to discourage students from repeating the entire program and maintain satisfactory academic progress.

## Grade Changes

On those occasions where a grade change is necessary because of a grading error, miscalculation of final grade, removal of an Incomplete, or other sufficient reason, the instructor will submit a Grade Change Form to the Office of the Registrar. If approved, this change will be entered in the student's academic record. (See Grievance policy for more options.)

## Student Success Tips

Depending on the number of credit hours assigned for each course and the length, students should expect to spend differing amounts of time on this course each week. While every student's experience is different, certain guidelines have been established to assure that the credit assigned for each course is representative of DETC best practices. As a general rule, for each credit hour assigned, students spend 15 hours directly engaged with course materials and 30 hours preparing over the length of the course. Students may spend more or less time completing a course.

Preparation can be classified in a number of ways. Reading assignments are based on the number of pages you are expected to read each week and the level of complexity of those reading materials (whether they contain a large number of technical terms or difficult concepts). Written assignments are generally based on the number of pages you are expected to produce, noted in the assignment description. Studying for exams is estimated as to the number of hours you would be expected to spend reviewing material to be fully prepared.

Direct engagement includes reviewing websites, posting and participating in

discussion forums, reading other students' posted materials, listening to audio content, reviewing power point presentations, and taking exams.

Despite the differences in student study and learning preferences, the following recommendations may help you develop a study plan to successfully complete DSU courses.

- **Week 1: Review the syllabus thoroughly and make sure that you understand the course expectations and how to navigate the virtual classroom.** Downloading the software, your syllabus and other materials and printing them if you choose, and posting your bio in the appropriate folder are all tasks you will want to complete prior to starting your class. You may wish to schedule a time to walk through the online classroom with a Dunlap-Stone University representative. These tasks combined should take about one hour.
- **Weekly: Review your weekly lecture and assignments document and plan your activities for the week.** Carefully note when assignments are due and the expectations for the week. Note any questions that you may have for your instructor. Confirm that you have all of the assigned readings and can access any supplemental materials noted in the document. You may wish to review your personal and professional obligations each week and designate what times you can schedule to complete the week's coursework. This step should take about one hour per week.
- **Weekly: Reading the lecture.** Depending on the length of the lecture within the weekly assignment document, reviewing and understanding the lecture for the week may take about half an hour. Generally, the lecture will highlight the areas within your other assigned readings that will be the most critical to focus on.
- **Weekly: Online classroom discussion should take about five hours per**

**week.** To meet the discussion question and participation requirements for the course, you should answer the designated number of discussion questions completely, referencing your reading whenever possible. Be sure to read each of your classmates' postings, commenting meaningfully whenever possible and review your instructor's posts within the discussion questions as well.

- **Weekly: Submitting your assignments should take up to half an hour per week, depending on the number of assignments.** Make sure that you carefully review how your instructor wants you to post the assignments. Some assignments may go to the weekly folder so that your peers can review them as well, while others will go directly to your instructor's mailbox. Before submitting your assignment, read through the submission and take extra care to check for grammar and spelling errors and make sure that your submission is in a readable format, typically a .doc attachment. Give yourself this extra time for a thorough review.

Other actions you may need to take within a course to succeed include:

- **Viewing multimedia presentations**
- **Research in preparation for written assignments:** Typically, students take about three hours to research the materials for one page of a research paper.
- **Preparing Article Reviews:** Typically, students spend about an hour and a half finding and summarizing articles.
- **Preparing Case Studies:** Typically, students spend about an hour to two hours preparing case studies.
- **Required Reading:** The average student spends about an hour reading 30 pages of a textbook designated as an average reading level. More complex materials or legal documents

may reduce this to 20 to 25 pages per hour. You may wish to allocate more time to make notes or review important points.

- **Completing other assignments:** The time to complete other assignments may vary depending on the assignment type. You may wish to ask your instructor how much time you should spend on any assignment in question.
- **Studying for quizzes or exams:** Depending on the course, the amount of time you spend reviewing material will vary. If you spend time each week carefully reviewing the material as suggested above, the time spending preparing for an exam should be between 2 and 4 hours.\*
- **Taking quizzes or exams:** Depending on the course, the typical open book exam should take about an hour for each 20-30 questions.\*
- **Group work or peer interaction:** Depending on the assignment, collaborative or group assignments may vary greatly. Students should expect to spend about an hour collaborating with their peers for every page of a group assignment.
- **Faculty Interaction:** Receiving and incorporating faculty feedback from your assignments, asking questions and clarifying concepts are critical elements of interaction with your instructor that you should expect within the course.

\* Where a final project is used in lieu of an exam, the steps that you take to complete a final project may include research, identifying appropriate sources, brainstorming, outlining, creating a first draft, editing and polishing and formatting a final draft for submission.

## Records and Documents

### Family Education Rights and Privacy Act (FERPA)

DSU follows the Family Education Rights and Privacy Act (FERPA) enacted in 1974. The purpose of the privacy act is to protect

the rights of the student concerning the records that are maintained by the college.

The law requires that DSU:

\* Will not disclose the following information to any third party individuals as it relates to transcripts, social security numbers, grades, grade point average, course schedules, employment information, academic performance and admission information.

\* Require the Student's written consent prior to releasing any information to a third party, including their employer. A written consent for release of information to a specifically identified third party must be signed by the student prior to any release of information.

\* Release Educational records if ordered by a judicial body or a lawfully issued subpoena, but only once the student has been notified of the college's intent to release the information to comply with the order.

\* Maintain student records as confidential. University faculty and staff will only have access to student records on a "need-to-know" basis. The office responsible for any particular student record will be responsible for ensuring that confidentiality is maintained.

Violations of FERPA, including any allegation of improper access to records by third parties is taken very seriously by the university and will be reported to the appropriate authorities.

### **Official Student Name of Record**

Students who would like to change their official name of record on student records and transcripts should contact the registrar's office and provide sufficient documentation of a legal change of name.

### **Employees as Students**

Employees who take part in DSU courses will consult with the appropriate

administrator to determine what additional record safeguards are appropriate to maintain confidentiality and accuracy of records. Their files may be kept separately from other student files to assure confidentiality and security.

## **Rights and Responsibilities**

### **Equal Opportunity**

Dunlap-Stone University is committed to the policy and practice of equal educational opportunity to ensure that all students receive fair consideration and are treated fairly during their tenure at DSU a without regard to their age, race, color, sex, sexual orientation, religion, national origin, political affiliation or physical impairment.

DSU shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination at DSU because of age, race, color, sex, sexual orientation, religion, national origin, political affiliation, or physical impairment. Any such complaint should be promptly forwarded in writing to the administration.

### **ADA Compliance Statement**

It is policy and practice of Dunlap-Stone University to comply enthusiastically with the provisions of the Americans with Disabilities Act and its implementing regulations. This policy covers all personnel and admissions practices, planned recruitment, or advertising, compensation, and selection practices of Dunlap-Stone University. The university will provide all reasonable and appropriate means to assist eligible students who present the required documentation of their need for accommodation.

### **Disability Accommodations**

Dunlap-Stone University is dedicated to providing reasonable accommodations and services to qualified learners with disabilities and is committed to extending educational access to adult learners. DSU recognizes and fulfills the reasonable accommodations

obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and similar state laws. The type of accommodation provided is dependent on a student's disability and limitations. Students are not charged additional fees for disability accommodations. The university reserves the right to utilize external service agencies to provide the necessary accommodations.

Section 504 of the Rehabilitation Act of 1973 requires that all services, benefits, and programs provided by the university be accessible to any learner with a documented disability. The law is a guide that cannot and does not address all possible situations. It is essential for all parties to understand that there may be a variety of accommodations and that there may be differences regarding which services are appropriate in a given situation. Section 504 requires the university to publish a grievance procedure whereby disputes may be addressed in an impartial and efficient manner. The appeal procedures are used only in situations for which appropriate physician documentation is submitted to Disability Services and one or both of the following circumstances apply: 1. Accommodations requested were denied, or 2. Alternative accommodations, if any, were not considered sufficient by the student.

**Procedure:**

Requesting Disability Accommodations

To request a disability accommodation, students must:

- Complete and submit the Accommodations for Students with Disabilities form available from the Registrar's Office.
- Provide required documentation of the disability from an appropriate professional, such as a medical doctor, psychologist, or psychiatrist. Documentation must be current (within the last three years), on professional letterhead, and contain the following information:

- Diagnosis of disability
- The effect the disability's impairments have on a student's learning/major life activities.
- Recommendations for academic adjustments that would enable the student to compensate for those limitations with respect to the educational program.

All documentation must be submitted to:

Dunlap-Stone University  
ATTN: Disability Services  
101 Corporate Center  
19820 N 7<sup>th</sup> Street, Ste 100  
Phoenix AZ 85024

- Documentation and accommodation requests must be received at least 21 calendar days prior to the start of a course or event (such as a proctored exam) to allow adequate time to process the request. Late requests will be considered, but there is a risk the request cannot be reasonably evaluated or implemented before the course or event begins.
- Upon receipt of all documentation, a disability services specialist will contact the student to determine the appropriate accommodations.

Canceling a Disability Accommodation

Students who are unable to attend an event for which the university has contracted a disability accommodation on their behalf must cancel these accommodations at least seven calendar days prior to the start of the event. Students who cancel accommodations less than seven calendar days prior to the event may be required to pay all cancellation fees incurred by the university in arranging for the service. To cancel a disability accommodation, students must submit a written cancellation notification to the registrar's office at [info@dunlap-stone.edu](mailto:info@dunlap-stone.edu).

## Grievances

Dunlap-Stone University supports the right of faculty, staff, and students to a review of decisions made or actions taken that they consider unfair or an impediment to working and/or learning at the university.

Dunlap-Stone University does not discriminate in its educational or employment programs, policies, practices, or procedures on the basis of race, religion, gender, sexual orientation, color, creed, age, ethnic or national origin, disability, or veteran status. In addition, harassment related to any of these areas is prohibited.

Any claim of harassment or discrimination is appropriate grounds for initiating a grievance.

Dunlap-Stone University will not subject students to unfair or retaliatory action as a result of initiating a grievance. If informal grievance procedures such as making a good faith effort to resolve the grievance with the individual(s) involved are not satisfactory, the student may initiate formal grievance procedures by contacting the Online Programs office at [info@dunlap-stone.edu](mailto:info@dunlap-stone.edu) or (602) 648-5750. All grievances must be in writing, verbal or emailed grievances will not be considered formal complaints.

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 1400 W. Washington St.; Room 260; Phoenix, AZ 85007; 602-542-5709; their website is <http://azppse.state.az.us>.

Students may also contact the Distanced Education and Training Council if a complaint cannot be resolved using the school's grievance procedure.

Distance Education and Training Council  
1601 18th Street N.W  
Washington, D.C. 20009  
(202) 234-5100  
<http://www.detc.org/>

*Employees and contracted labor such as instructors should refer to their handbooks for additional grievance policies and procedures.*

## Academic Grievances: Policy and Procedure

All students in good standing with the university have the right to challenge a final course grade by means of an academic grievance submission. The grievance process is an autonomous procedure of a serious nature that aims to protect and support students, faculty and staff by properly investigating such allegations.

A final grade grievance is defined as a student complaint regarding an academic action taken by instructional personnel in assigning a final grade for a course, qualifying, or comprehensive exam.

For a complaint about a final course grade or other academic evaluation to be considered, the complaint must be based on one or more of the following grounds and upon allegation that the ground(s) cited influenced the grade assignment to the student's detriment:

1. Mathematical or clerical error
2. Technological error
3. Arbitrary or capricious evaluation on the part of the instructor
4. Substantial failure on the part of an instructor to follow the course syllabus or other announced grading policies
5. Extraordinary mitigating circumstances beyond the student's control.

*Capricious grading*, as the term is used herein, constitutes any of the following: (a) the assignment of a grade to a particular student on some basis other than his/her performance in the course; (b) the

assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in that course.

This procedure may not be used to complain about an instructor's grading policy, assignments, the difficulty of a course, or other comparable matters unless the complaint falls under one of the areas described above. Finally, students may not file a grievance about a final course grade that was assigned as the result of an academic misconduct procedure. All grievances must use the college's grade grievance form.

### **Conflict of Interest Policy**

Recognizing the limited resources of the college, including the small pool of instructors and the limited class offerings available, administration recognizes the need to define parameters and actions that will accommodate the learning needs of the students while considering limited class offerings throughout the year and teach-out requirements of licensure. Paramount to these considerations are the dual requirements of unwavering ethical standards and equal educational opportunities for all students.

In the context of this policy, a conflict of interest is defined as a situation in which, because of a pre-existing relationship between two parties, it may be difficult for either party to maintain a level of objectivity in the execution of their duties in an educational setting. A conflict of interest is not deemed to be a negative event for the instructor or student, nor is every pre-existing relationship insurmountable within an educational setting.

Who is Directly Impacted by the Policy: Dunlap-Stone University established this policy to ensure there is no conflict of interest between instructor and student when students enroll in classes taught by an

instructor with whom they have some form of relationship, including but not limited to:

- Employees working for the same business (subordinate, peer, or superior), including employees of Dunlap-Stone University
- Close associates/ friends
- Family members

The objective of this policy is to ensure students are taught ethically, without prejudice or undue pressure, maintaining impartiality, and without a conflict of interest.

Instructors are expected to follow grading criteria for all courses evenly without preference or penalty to any student. This policy was established to ensure that no favoritism, capriciousness, unethical behavior or other concerns impact the academic quality or integrity of the learning experience of the students takes place.

Policy: No student shall be treated differently from other students in an academic setting, beyond the exceptions outlined in other university policies related to a grade of incomplete or medical or personal extenuating circumstances, which are addressed on a case by case basis with administrative review. Were a reasonable person to question whether or not a conflict of interest might exist between a student and instructor, it is the responsibility of the parties who may have a conflict of interest to alert the administration. They must notify the college (email, verbal or letter) upon learning which faculty and students are assigned to any given section of a course.

There are two possible courses of action if a potential conflict is identified:

- (1) The parties (or either individual party) can agree that their relationship would make fair and unbiased treatment difficult, and the student withdraws from the instructor in question's class, moving to another section if possible, or waiting for another instructor's section to be offered, if possible due to current staffing levels.

(2) The parties agree that their relationship would not make fair and unbiased treatment difficult, and acknowledge that with administrative oversight, they can move forward in their class as scheduled.

The college appreciates that a relationship between two responsible parties does not preclude ethical and appropriate behavior. So long as the parties inform the administration of the relationship and firmly assure the college that they can be unbiased, it is possible for the parties to move forward. This assurance does not have to be in writing. The administration weighs the options with the student and instructor.

### **Nondiscrimination**

Dunlap-Stone University does not discriminate on the basis of race, gender, age, ethnicity, religious beliefs, national origin, disability, sexual orientation, marital status, status with regard to public assistance, or in its admission, enrollment, or employment policies or practices.

### **Information Access, Graduation and Commencement**

#### **Access to Learning Resources**

Dunlap-Stone University recognizes the need to provide limited access to the online classroom and other DSU learning resources to persons other than DSU students, alumni, faculty, and staff, as described below.

#### **Classroom Access**

For regulatory, accreditation, and other business purposes, the classroom may be accessed and observed by persons other than DSU students, faculty, and staff. Access to the classroom will be authorized by the chief academic officer only after the review of such a request and the determination that access is necessary and appropriate, does not infringe on the activities of students and faculty, and does

not threaten the academic integrity of the classroom. Although the classroom is not open to public access upon demand, it is not a private nor confidential domain; neither students nor faculty should assume privacy within the classroom.

### **Contact Information for Students**

Students are responsible for keeping their contact information accurate and current. Learner information may be updated at any time on by contacting the student's academic advisor or degree counselor. The primary form of official communication from Dunlap-Stone University is through email. Students are required to maintain active email addresses. To ensure receipt of important communications, learners should make sure that spam filters are set to receive email from Dunlap-Stone University.

### **Multiple Specializations/ Emphasis Areas**

Students may earn multiple specializations within a degree. All specializations earned will be listed on the transcript. A separate diploma is issued each time a new specialization is earned.

### **Graduation requirements**

All Bachelor's Degree students must:

Complete of 121.5 semester credit hours, with the following provisions:

- Complete the degree program requirements or their equivalent.
- No more than 62 semester credit hours completed at any other institution than DSU unless approved on an individual basis by the Office of the Registrar.
- At least 48 semester credit hours must be completed in the area of study at through DSU. Of these 48 credits, at least 43 of them must be upper-level courses. Upper Level courses are defined as those at the 300 level or above.
- Undergraduate: Maintain a grade point average (GPA) of at least 2.0 on a 4.0 scale.

- Undergraduate: Receive a grade of “C-” or better in courses required within the selected degree program (excludes general education requirements, which must be a D- or higher).
- Maintain the progression standards of continuous enrollment for the duration of the program by not allowing a gap of more than 9 months between the end of one course and the start of the next.
- Meet or exceeded the standards for program admission and acceptance, based on true and accurate information
- The following 62 semester credit hours must be completed under the University General Education requirements:
  - A total of 6 semester credit hours in communications, 3 of which must meet the English Composition requirement.
  - A total of 6 semester credit hours in the humanities
  - A total of 6 semester credit hours in mathematics
  - A total of 6 semester credit hours in the social sciences
  - A total of 3 semester credit hours in science technology
  - A total of 3 semester credit hours in the physical sciences
  - A total of 12 semester credit hours in the liberal arts
  - A total of 20 semester credit hours in electives

Note: Preparatory or sub-graduate work that is developmental in nature (Course numbered below 100) is not considered for undergraduate credit. .

All Associate’s Degree students must:

Complete of 60 semester credit hours, with the following provisions:

- Complete the degree program requirements or their equivalent.
- No more than 30 semester credit hours completed at any other institution than DSU unless approved on an individual basis by the Office of the Registrar.

- The following 36 semester credit hours must be completed under the University General Education requirements:
  - A total of 6 semester credit hours in communications.
  - A total of 12 semester credit hours in the arts and humanities.
  - A total of 6 semester credit hours in mathematics
  - A total of 6 semester credit hours in the social sciences
  - A total of 3 semester credit hours in science technology
  - A total of 3 semester credit hours in the physical sciences

Note: Preparatory or sub-graduate work that is developmental in nature is not considered for undergraduate studies credit, unless elective. Any course given with a grade of pass or fail, or for participation only, will not qualify for General Education credit, and therefore will not meet these requirements unless approved by the Office of the Registrar on an individual basis.

- Maintain a grade point average (GPA) of at least 2.0 on a 4.0 scale.
- Receive grades of “C-” or better in all courses required of the declared major or degree program, including the general education component. [Courses in which the student earned less than a “C-” will not count towards graduation requirements and must be retaken or substituted with an approved alternative course.]
- Maintain the progression standards of continuous enrollment for the duration of the program by not allowing a gap of more than 9 months between the end of one course and the start of the next and completing the course of study in no more than 5 years.
- Meet or exceeded the standards for program admission and acceptance, based on true and accurate information

## Graduation Procedures

### *Completing the Application for Graduation and Degree Diploma Forms*

When the student is nearing their final term (2 months minimum before their last course start date), the student's Counselor will discuss their academic standing and the requirements of commencement. If the student has met the criterion, or is close to doing so, the academic counselor will send the student the Application for Graduation. The student must complete the forms and fax or mail DSU's Office of the Registrar a signed and dated copy, with all fields complete. This includes the payment details for the \$50.00 Degree audit ("Student Check Out") fee.

Students will also be required to complete the Degree Diploma Form, which students must complete with the name, applicable honors and/or degree emphasis they would like displayed on the final degree diploma.

**DISCLAIMER:** The responsibility of graduation and commencement lies with the student. Though the student's Counselor will discuss graduation requirements, forms or paperwork to complete, and what is expected of the student, it is the responsibility of the student to ensure that they follow the policies and procedures as outlined in the current catalog and student handbook. If individuals do not follow the official policy, DSU is not to be held accountable for a delay or revocation of a degree diploma awarded.

### *Approval or Denial of Graduation Application*

After receiving the Application for Graduation and all supporting materials, the DSU Office of the Registrar will evaluate the student's records and make a final approval or denial determination as to whether or not the student has satisfactorily met the requirements for graduation as outlined when the student was accepted into the program. Students will then receive the

Official Recommendation form in the mail, which outlines any reasons for the denial of an application for graduation, or is an official notification of approval.

Although the student received official notification of whether or not they were approved to graduate in the Official Recommendation Form, until students complete all courses required of the program and have cleared all academic and financial departments, they are considered approved on a conditional basis. Until the student finishes the required courses with a passing grade, he or she will not receive a diploma nor official transcripts.

### *Graduation Materials*

Students will receive in their final Graduation and Commencement materials mailed to them approximately two (2) to four (4) weeks after they have successfully completed their last course in their program of study.

The Commencement Materials include: degree diploma, official transcripts, letter of distinction from DSU's President. Additional proof of graduation may be requested by contacting the Office of the Registrar at 1-602-648-5750.

## Transcripts

Students requesting copies of their official transcripts to reflect courses taken at DSU should direct their inquiries to the Registrar's office at [info@dunlap-stone.edu](mailto:info@dunlap-stone.edu) or by calling (800) 474-8013 or (602) 648-5750. A fee of \$5.00 is charged.

## Transferability of DSU Credit

Dunlap-Stone University cannot guarantee that any or all credits earned at DSU will transfer to another institution of higher learning. It is at the discretion of the receiving institution evaluating the credit to determine if it meets their criteria.

# Tuition, Fees and Financial Aid Policies

## Estimated Cost of Attendance (2012 Academic Year)

We estimate a standard 'cost of attendance' (or budget) for all groups of students, they are estimates based on student enrollment. Below is the budget for the current academic program by year. *Please note DSU does not include room and board or other cost of living expenses as a 100% distance education institution. The following reflects the estimated costs for students in the Bachelor of International Trade Management Program only.*

| Costs   | Academic Year 1 | Academic Year 2 | Academic Year 3 | Academic Year 4 | Academic Year 5+ |
|---------|-----------------|-----------------|-----------------|-----------------|------------------|
| Tuition | \$7440.00       | \$7440.00       | \$7440.00       | \$7440.00       | \$9120.00        |
| Books   | \$850.00        | \$850.00        | \$850.00        | \$850.00        | \$850.00         |
| Total   | \$8290.00       | \$8290.00       | \$8290.00       | \$8290.00       | \$9970.00        |

+Academic year five includes fees for the AC and PC exams, as well as graduation fees.

\*Please note that the estimated costs above reflect a FULL-TIME course load. A budget for students who are considering less than full-time attendance is available from the Financial Aid Office. The cost of books estimates about \$100 per class, though the majority of classes fall far below that amount.

## Estimated Cost of Attendance (2012 Academic Year)

We estimate a standard 'cost of attendance' (or budget) for all groups of students, they are estimates based on student enrollment. Below is the budget for the current academic program by year. *Please note DSU does not include room and board or other cost of living expenses as a 100% distance education institution. The following reflects the estimated costs for students in the Associate of Applied Arts in Business Administration Program only.*

| Costs   | Academic Year 1 | Academic Year 2 | Academic Year 3+ |
|---------|-----------------|-----------------|------------------|
| Tuition | \$7440.00       | \$7440.00       | \$3720.00        |
| Books   | \$850.00        | \$850.00        | \$500.00         |
| Total   | \$8290.00       | \$8290.00       | \$4220.00        |

+Academic year three includes graduation fees and proctored exams.

\*Please note that the estimated costs above reflect a FULL-TIME course load. A budget for students who are considering less than full-time attendance is available from the Financial Aid Office. The cost of books estimates about \$100 per class, though the majority of classes fall far below that amount.

## Tuition and Fees

Course tuition is based on the number of credit hours. As of August 1, 2011 tuition costs are:

- 1.5 credit hours = \$513.00
- 3.0 credit hours = \$930.00
- 4.0 credit hours = \$1240.00

For information about refunds, see the refund policy, noted later in this section.

## International Students

DSU conducts its business operations using US Dollars as its base currency. For international students, all refunds will be issued using the exchange rate at the time the refund is made, not the exchange rate at the time payment was made.

## Federal Financial Aid

Please note that Dunlap-Stone University does not participate in the federal financial aid program.

## Veteran Education Benefits

DSU is a great match for students who have Veteran Education Benefits from military service, as IIEI/DSU is fully approved by the Arizona Department for Veteran's Services State Approving Agency (VA-SAA). DSU accepts veteran education benefits like vocational rehabilitation, tuition assistance, and general MGIB benefits\*.

The VA pays education benefits to qualified veterans and reservists who are attending approved courses or programs. Approved students will receive a monthly benefit check based upon the type of training and training time. Because VA Education benefits and limits vary, please discuss your eligibility with your VA regional branch.

The Arizona Department for Veteran's Services website is available here: <http://www.azdvs.gov>.

\*Please verify with your VA Educational Representative to confirm eligibility of the student to participate in IIEI/DSU programs.

## WHO IS ELIGIBLE:

To determine eligibility, students should contact their local VA Branch office for current criteria and/or complete the application for the benefits. The application (VA Form 22-1990) will be reviewed by the VA, and the agency will determine if the individual is eligible.

## REGISTRATION PROCESS

1. Students must complete a 22-1990 in either electronic or printed form and submit it to the appropriate VA regional office (list of locations available online).
2. Once the student has been approved by the VA, the student will contact an advisor to register for their class.
3. Upon receipt of completed registration, a DSU Certifying Official will electronically "certify" or approve the courses that the student has just enrolled in.
4. The VA reviews the student, the course or program for which they are enrolled, and DSU's certification. Once all requirements have been met, the student is reimbursed for the course or program on a 30-day cycle. Deferred payment options are available with DSU to accommodate this reimbursement cycle.

## Types of Private Aid Programs Available

### Military Scholarships

Dunlap-Stone University would like to thank military service members for their service, and is pleased to offer US military personnel a scholarship for all new course registrations after August 1, 2008.

Eligible for all active duty, reservists, National Guard, retired and honorably discharged personnel, regardless of when a person received their discharge, the

scholarship is for 25% of the course tuition. Certain restrictions apply. Contact an enrollment advisor for program details and restrictions.

### **Third Party Aid Programs**

Outside scholarships and third party aid may be available to DSU students. Students should investigate all funding options through their employer, or specific scholarship programs to see if DSU programs meet their requirements.

DSU works with a number of employers who provide tuition assistance for their employees. Please contact DSU or your employer to determine any additional forms or reporting required for enrollment.

### **Other Methods of Tuition Payment**

#### **Making a Tuition and Fees Payment Online:**

Students may use a personal or company credit card (or authorized form of payment as listed online) to purchase items and pay tuition at the University's Online Store. Cardholders must submit all required shipping, billing, and authorization information needed for payment verification.

#### **Contacting the College to Make a Payment**

Students may use debit or credit cards, checks, money orders, or any other currently accepted form of payment to pay balances to the college. To do so, the student or party authorized to make the payment on behalf of the student must contact the office in writing, detailing the amount that is to be paid, method of payment, and a written authorization to charge or submit the payment.

Students may also contact their advisor to determine if their account is paid. However, for detailed information regarding account balances or to make a payment by

telephone, please contact the University's Office of the Bursar at 1-800-474-8013.

### **Deferred Payment Plan Options**

Individuals with veteran education benefits or employee tuition reimbursement may elect to defer all tuition charges for thirty (30) calendar days after the start of class. This policy is in effect to help eligible students avoid or limit the amount of interest and finance charges the student may incur while in class. Students who are eligible for deferred tuition payment plans must pay with a valid credit card or bank account to ensure that the payment can be made after the 30-day waiting period.

### **Institutional Refund Policy**

Tuition refunds and course withdrawals are calculated based on our accrediting body's, DETC, standards and state licensing regulations.

Students may convey their desire to cancel/withdraw from a course in any manner. When they do so, they will be referred to/supplied with DSU's Course Withdrawal form, which should be submitted electronically or through written correspondence using the U.S. Mail or fax. The form completes the cancellation process and begins the refund process when applicable.

#### **The Refund Process**

The date DSU receives your withdrawal request (via the Course Withdrawal Form) is the official cancellation date for documentation and refund purposes. Confirmation of your request will be sent to the email address listed on your student account. If you do not receive a confirmation email of the college's receipt of your cancellation, you should contact your Enrollment Advisor. Your advisor can help you obtain written confirmation of our receipt of your request. Any money due the

student will be refunded within 30 days of the cancellation request date.

\*\*The registration fee is 20% of the course tuition, or \$200, whichever is less.

A student who cancels/withdrawals within five days of enrolling, but before the start of class, will receive a refund of all money paid to the institution. Beginning five days after registration, but before the start of class, a non-refundable 20% administrative fee will be assessed on all cancellations. Once a class has started, the date of receipt of the cancellation request is the date used to determine the refundable tuition amount percentage. Refundable tuition is the total course tuition MINUS the administrative fee.

If the student enrolls in two or more courses at one time, each course must be treated separately for the purposes of calculating any refundable tuition to the student. For example, a student enrolls in three distinct three-credit courses, but completes only part of one course, the student is entitled to a full refund on the remaining two courses that had not yet begun.

The table below sets out the percentage of tuition that will be refunded to students who complete only part of a course.

| <b>Nine Course</b>     | <b>Week</b> | <b>Refundable Tuition Due*</b> |
|------------------------|-------------|--------------------------------|
| After Week One         |             | 80%                            |
| After Week Two         |             | 60%                            |
| After Week Three       |             | 40%                            |
| After Week Four        |             | 20%                            |
| After Week Five        |             | 0%                             |
| <b>Six Week Course</b> | <b>Week</b> | <b>Refundable Tuition Due*</b> |
| After Week 1           |             | 70%                            |
| After Week 2           |             | 40%                            |
| After Week 3           |             | 20%                            |
| After Week 4           |             | 0%                             |
| <b>Three Course</b>    | <b>Week</b> | <b>Refundable Tuition Due*</b> |
| After Week 1           |             | 40%                            |
| After Week 2           |             | 0%                             |

\*Refundable Tuition Due: Refundable tuition is the total course tuition minus the registration fee\*\* multiplied by the refund percentage.

# International Trade Studies

Dunlap-Stone University offers a number of non-degree, open enrollment educational programs that offer technical, vocational skills training. Valuable to organizations and individuals, the International Studies programs offer real-world, practical application to develop in-demand skills. Each course of study also prepares students to sit for the IIEI Certification International Trade Certification Exams. For more information about these exams, including information about the IIEI Certification program, a sister company to Dunlap-Stone University, visit [www.industrycertification.org](http://www.industrycertification.org). Please note that DETC does not accredit the certification exams, nor are they a requirement for completion of these vocational certificates.

## Admissions Requirements

Non-degree seeking, vocational students must meet the general admissions requirements of DSU. International Trade Studies students are considered open-enrollment, vocational students. Students must:

- be at least 18 years of age
- have high school diploma or equivalent
- be proficient in reading and writing of the English language (TOEFL Score of 85 or higher)
- complete the required enrollment forms by all applicable deadlines
- acknowledge and accept the university tuition policies
- complete Pre-Enrollment Counseling Session with Academic Advising Department

## Completion Certificates

Students do not receive a certificate of completion for a program, however, they

may and should request a transcript noting their final class grades for each course within the program. Because these programs are open-enrollment vocational programs which that students register for one course at a time, end of course grade cards and transcripts reflect program completion when applicable.

## Studies in Exporting

The Studies in Exporting program is a non-degree, open enrollment vocational program that introduces the subject of exporting to students. Students demonstrate an understanding of basic principles, practices and terminology within the import/export discipline.

Course of Study: TRD-201  
Program Length: 6 weeks, 3 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified Exporter® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in International Trade Documentation

The Studies in International Trade Documentation program is a non-degree, open enrollment vocational program that introduces the subjects of exporting and international trade documentation to students. Students demonstrate an understanding of basic principles, practices and terminology within the import/export discipline and the detailed knowledge and skills required to originate the normal documentation necessary for the shipment

of goods and services to international customers.

Course of Study: TRD-201  
TRD-225  
BUS-303  
Program Length: 18 weeks,9 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Documentation Specialist® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in International Trade Finance

The Studies in International Trade Finance program is a non-degree, open enrollment vocational program that introduces the subjects of exporting and international finance. Students develop the detailed knowledge and skills required to establish international financial relationships with international customers as related to payment for the shipment of goods and services

Course of Study: TRD-201  
FAE-302  
BUS-303  
Program Length: 18 weeks,9 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Finance Specialist® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in International Trade Logistics

The Studies in International Trade Logistics program is a non-degree, open enrollment vocational program that introduces the subjects of exporting and logistics. Students learn the detailed knowledge and skills required to move goods through the international supply chain to international customers.

Course of Study: TRD-201  
SCM-202  
SCM-379  
BUS-303  
Program Length: 24 weeks,12 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Logistics Specialist® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in International Trade Marketing

The Studies in International Trade Marketing program is a non-degree, open enrollment vocational program that introduces the subjects of exporting and logistics. Students develop the detailed knowledge and skills required to sell and market goods and services to meet customer's needs in foreign markets.

Course of Study: TRD-201  
BUS-403  
BUS-401  
BUS-303  
Program Length: 24 weeks, 12 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Marketing Specialist® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in U.S. Export Compliance

The Studies in U.S. Export Compliance program is a non-degree, open enrollment vocational program that introduces the regulatory environment that controls United States exports. Students develop a working knowledge of both the Department of Commerce and State Department's export regulations, including: the ITAR (International Traffic in Arms Regulations - 22 C.F.R. 120 - 130) and the EAR (Export

Administration Regulations - 15 C.F.R. 730-774) and other applicable government bodies' regulations. Students gain exposure to documentation requirements as well as discussing ethical behavior within a complex regulatory environment.

Course of Study: TRD-307  
TRD-306  
TRD-311  
TRD-320  
Program Length: 24 weeks, 12 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified U.S. Export Compliance Officer® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in Professional International Trade Administration

The Studies in Professional International Trade Administration program is a non-degree, open enrollment vocational program that introduces the subject of exporting while also developing an integrated approach to the business of international trade. Students demonstrate an understanding of documentation, finance, logistics, marketing, as well as an appreciation for ethical and cultural concerns.

Course of Study: TRD-201  
SCM-202  
TRD-225  
FAE-302  
BUS-303  
BUS-401  
BUS-403  
MGT-402  
Program Length: 42 weeks, 25 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Professional® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in International Trade Management

The Studies in International Trade Management is a non-degree, open enrollment vocational program that allows students to gain both the practical and theoretical understanding of international trade. This course of study allows individuals to demonstrate the skills required of managers within a range of international trade organizations.

Course of Study: TRD-201  
SCM-202  
TRD-225  
FAE-302  
BUS-303  
BUS-401  
BUS-403  
MGT-402  
BUS-404  
BUS-405  
Program Length: 63 weeks, 33 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified International Trade Manager® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in Importing

The Studies in Importing is a non-degree, open enrollment vocational program that introduces the subjects of importing by creating a working knowledge and competence of U.S. Government import rules, regulations and processes and a proficiency in performing the associated tasks and activities required as an import professional overseeing the movement of goods into the U.S.

Course of Study: TRD-129  
TRD-140  
TRD-141  
Program Length: 18 weeks, 9 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program

prepares individuals to sit for the IIEI Certification Certified U.S. Importing Professional® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in Freight Forwarding

The Studies in Freight Forwarding is a non-degree, open enrollment vocational program that offers a solid understanding of the complexities of the modern supply chain. Students discuss importing and exporting terminology, processes, documentation and latest freight forwarding industry practices.

**Course of Study:** TRD-201  
TRD-127  
TRD-141  
TRD-225

**Program Length:** 24 weeks, 12 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified Freight Forwarder® Exam. However, successful completion of the course of study does not guarantee certification.

## Studies in ITAR

The Studies in ITAR program is a non-degree, open enrollment program that allows individuals to specialize in the ITAR. Students gain the skills and knowledge to become ITAR specialists within their organizations. Students will demonstrate current knowledge and usage of U.S. International Traffic in Arms Regulations (ITAR), concepts and processes, demonstrate in-depth knowledge of export documentation for ITAR, ITAR Exemptions, Agreements under the ITAR and Export Compliance Audits and demonstrate an understanding of the industry's professional code of ethics.

**Course of Study:** TRD-307  
TRD-306  
TRD-311  
TRD-308  
TRD-320  
TRD-299  
TRD-330

**Program Length:** 42 weeks, 21 credit hours

In addition to earning college credit and gaining vocational skills, the course of study for this program prepares individuals to sit for the IIEI Certification Certified ITAR Professional® Exam. However, successful completion of the course of study does not guarantee certification.

# Undergraduate Studies

## Undergraduate Degree Programs

Dunlap-Stone University offers the following undergraduate programs.

- Bachelor of International Trade Management
- Associate of Applied Arts in Business Administration

Full descriptions and program requirements can be found within this section of the catalog.

## General Education

Regardless of program of study, students must complete general education requirements as a component of their bachelor degree program.

Dunlap-Stone University (DSU) believes that a strong education is one that contains a breadth and depth of knowledge and viewpoints. A strong foundation in general education topics is the hallmark of a college education, and separates a collegiate experience from that of training. General education courses are valued by Dunlap-Stone University as an opportunity to create teaching and learning experiences for students, each with a purpose and learning outcomes, allowing the organization to fulfill its mission.

## General Education Core Competencies

DSU further resolves that its General Education course learning outcomes should encompass at least one of the following core competencies:

1. *Written Communication:* Competency in written communication includes the ability to communicate effectively in written language, the ability to use a variety of modern information resources and supporting technologies, the ability to differentiate content from style of presentation, and the ability to suit content and style to the purpose of communication.

2. *Scientific and Quantitative Reasoning:* Competency in scientific and quantitative reasoning includes the ability to locate, identify, collect, organize, analyze and interpret data, and the ability to use mathematics and the scientific method of inquiry to make decisions, where appropriate.

3. *Critical Analysis and Reasoning:* Competency in critical analysis and reasoning includes the ability to arrive at reasoned and supportable conclusions using sound research techniques, including inference, analysis and interpretation.

4. *Technological Competency:* Technological competency includes the ability to use computer technology and appropriate software applications to produce documentation, quantitative data presentations and functional graphical presentations appropriate to various academic and professional settings.

5. *Information Literacy:* Information Literacy includes the ability to identify, locate and effectively use information from various print and electronic sources.

6. *Global and Cultural Perspectives Appreciation:* Appreciation of global and cultural perspectives includes comparing,

contrasting, examining, and integrating diverse viewpoints and maintaining an environment of inclusiveness.

### Associate’s Degree General Education Requirements

Dunlap-Stone University resolves that associate’s degree students must complete the following general education classes, **in addition to major and elective requirements**, to achieve a well-rounded academic experience.

- 6 credit hours in Communications (3 of which are based in composition)
- 6 credit hours in Mathematics
- 12 credit hours in the Arts and Humanities
- 6 credit hours in the Social Sciences
- 3 credit hours in Science and Technologies
- 3 credit hours in Physical Science

### Bachelor’s Degree General Education Requirements

Dunlap-Stone University resolves that bachelor’s degree students must complete the following general education requirements, **in addition to major and elective requirements**, to achieve a well-rounded academic experience.

- 6 credit hours in Communications (3 of which are based in composition)
- 6 credit hours in Mathematics
- 6 credit hours in the Humanities
- 6 credit hours in the Social Sciences
- 3 credit hours in Science and Technologies
- 3 credit hours in Physical Science
- 12 credit hours in Liberal Arts, not including those used to meet the requirements above
- 20 credit hours of electives that may be earned in any subject

### Associates Degree Transfer Credit Limits

| Source of Credit                                     | Sub Category  | Documentation Required                                    | Total Credits Possible |
|--|---|---|------------------------|
| Accredited Academic Coursework                       | (none)  | Official Transcripts                                      | 0 – 30                 |
| Non-Accredited Coursework (NAC)*                     | CLEP or AP  | Official Exam Results                                     | 0 – 15                 |
|  | Private Corporate, Government, etc Training             | Official completion documentation                         | 0- 15**                |
|  | Military Training                                       | Official documentation                                    | 0 – 15**               |
| Course Waivers within the major of study ***         | Academic coursework, documented professional experience | Official transcript or documented professional experience | 0 – 9                  |
| Total number of credits transferred cannot exceed 30 |   |   | 0 – 30                 |

## Bachelors Degree Transfer Credit Limits

| Source of Credit                                     | Sub Category  | Documentation Required                                    | Total Credits Possible |
|--|---|---|------------------------|
| Accredited Academic Coursework                       | (none)  | Official Transcripts                                      | 0 – 62                 |
| Non-Accredited Coursework (NAC)*                     | CLEP or AP  | Official Exam Results                                     | 0 – 30                 |
|  | Private Corporate, Government, etc Training             | Official completion documentation                         | 0- 20**                |
|  | Military Training                                       | Official documentation                                    | 0 – 20**               |
| Course Waivers within the major of study ***         | Academic coursework, documented professional experience | Official transcript or documented professional experience | 0 – 10                 |
| Total number of credits transferred cannot exceed 62 |   |   | Total                  |

\* Non- Accredited sources of credit are limited to a total of 30 credits awarded for bachelors students and 15 credits for associate’s degree students.

\*\* Non-accredited work from sources other than CLEP or AP exam is limited to a total of 20 credit hours for bachelors students and 15 credit hours for associates students.

\*\*\* A course waiver does not reduce the total number of credits to graduate, but exempts the student from specific coursework based upon previous course work or experience.

# Associate of Applied Arts: Business Administration

The Associate of Applied Arts degree is one that allows students to build practical skills within a sound theoretical framework.

The Associate of Applied Arts in Business Administration (AABA) was designed by academic and business leaders to offer a solid foundation in business administration processes and concepts while also developing core competencies across multiple disciplines.

## AABA Admissions Requirements

All programs at DSU have the following general admission requirements. Students must:

- be at least 18 years of age
- have high school diploma or equivalent
- be proficient in reading and writing of the English language (TOEFL Score of 85 or higher)
- complete the required enrollment forms by all applicable deadlines
- acknowledge and accept the university tuition policies
- complete Pre-Enrollment Counseling Session with Academic Advising Department

Students seeking formal entrance to the AABA program must complete the prescribed application and admissions process by all applicable deadlines. In addition to the General Admissions Requirements noted above, the DSU each require the following items or actions by the applicant:

- Completion of Application for Admission
- Official Transcripts or official records for all post-secondary education institutions

previously attended must be sent to DSU's Office of the Registrar directly

- Written Acceptance of DSU's Offer of Admission

## AABA Learning Objectives

In addition to the general education learning objectives and core competencies outlined by Dunlap-Stone University, the following learning objectives have been identified for the Associate of Applied Arts in Business Administration degree.

- Develop an understanding of current key business skills, concepts and systems.
- Demonstrate knowledge of business management, accounting, microeconomics and business communications.
- Make connections between the different business functions necessary for success in today's dynamic enterprises.
- Apply quantitative and qualitative tools and problem solving skills to critically assess modern business situations.
- Demonstrate the professional business communication skills necessary in the modern business environment.

## AABA Program Competency Exam (APCE) Procedures

Students in the AABA program must meet the following requirement before graduation:

- Students will demonstrate mastery of the major topics by scoring at least 75% on their program competency exam (APCE).

APCE exams take place after students have completed all of their major coursework, or within two classes of program completion.

These internal, proprietary standardized exams in topical areas measure student achievement through multiple-choice exams at different points within their program of study. Each paper-and-pencil test is proctored by an impartial third party in person in accordance with DSU's exam procedures. Students should note that any proctoring fees incurred with the exam are their responsibility.

## Program Requirements

The AABA program is comprised of 36 credit hours within the General Education curriculum and 24 credit hours of Business courses. Students may transfer up to 30 total credit hours from other institutions, per the guidelines set forth in this catalog. Students must complete at least one-half of all total credits for their degree with Dunlap-Stone University. Students must complete all 60 credit hours through study at Dunlap-Stone University or with appropriate prior learning assessment in accordance with the transfer credit guidelines noted in the Undergraduate Programs section of this catalog.

## Business Courses

Students enrolled in the AABA program must complete the following business 18 hours of business course requirements:

- BUS-102: Introduction to Business
- BUS-118: Introduction to Business Writing
- BUS-113: Topics in Contemporary Business
- MGT-135: Introduction to Leadership
- FAE-230: Business Accounting
- FAE-263: Introduction to Microeconomics

Students must also complete six additional credit hours within business topics as

electives. Students may complete any of the 100- or 200-level TRD, BUS, MGT, SCM courses offered by Dunlap-Stone University to fulfill this requirement. 300- or 400- level courses may be taken with university approval.

## General Education Courses

Students within the AABA program must demonstrate their mastery of the general education core competencies through the satisfactory completion of the following general education requirements. Students will complete 36 hours of general education courses, including those listed below. Please note that unless noted as (required) students may select appropriate coursework to fulfill requirements from those offered by Dunlap-Stone University. Please speak with an enrollment counselor or the registrar's office to determine if coursework will fulfill the requirement.

### Communication and Composition (6 credit hours)

- HAS-103: Critical Thinking and Analysis (required)
- HAS-105: Writing Across the Curriculum (required)

### Mathematics

(Select 6 credit hours from below)

- STM-108: Introduction to Mathematics I
- STM-109: Introduction to Mathematics II
- STM-160: Introduction to Statistics

### Arts and Humanities

(Select 12 credit hours from below)

- HAS-191: Introduction to Theatre History
- HAS-170: Introduction to World Religions
- HAS-184: Introduction to the Short Story
- HAS-240: Shakespeare I
- HAS-198: Introduction to the Humanities

## Social Sciences

(Select 6 credit hours from below)

- HAS-151: Introduction to American Government
- HAS-270: Introduction to Anthropology
- HAS-132: Introduction to Psychology
- HAS-188: Introduction to the Revolutionary War
- HAS-260: Terrorism in the 21<sup>st</sup> Century

## Science and Technology

(Select 3 credit hours from below)

- STM-106: Computing Essentials
- STM-385: Information Systems

## Physical Science

(Select 3 credit hours from below)

- STM-171: Introduction to Physical Science
- STM-175: Introduction to Earth Science
- STM-280: Introduction to Ecology

Note: Program requirements are subject to change. Please consult your offer of admission to review the requirements at the time of your acceptance into the program. Additional courses may be offered by DSU to meet the general education requirements noted above.

## AABA Graduation Requirements

To receive a diploma noting completion of the requirements of the Associate of Applied Arts in Business Administration students must:

- Satisfactorily complete all published program requirements, including at least 50% of all course work at Dunlap-Stone University.
- Satisfactorily complete their APCE exam.

- Maintain a grade point average (GPA) of at least 2.0 on a 4.0 scale.
- Receive grades of “C” or better (2.0+) in all courses required of the declared major or degree program, including the general education component. [Courses in which the student earned less than a “C” will not count towards graduation requirements and must be retaken or substituted with an approved alternative course.]
- Maintain the progression standards of continuous enrollment for the duration of the program by not allowing a gap of more than 9 months between the end of one course and the start of the next and completing the course of study in no more than 5 years.
- Meet or exceeded the standards for program admission and acceptance, based on true and accurate information.

## Program Scheduling and Estimated Time to Completion

A full-time student completes 24 credit hours per year (eight 3-credit-hour courses), organized into three terms (Fall, Spring and Summer). Both the Fall and Spring terms consist of three sequential (non-consecutive) 6-week blocks, while the Summer term is comprised of two sequential (non-consecutive) 6-week blocks. A full-time student with no transfer credit or credit for prior learning credit would take approximately two-and-one-half years to complete their Associate’s degree.

Depending upon the goals of the student, commitments outside their studies, transfer credit accepted and the student’s level of academic achievement, it is reasonable to assume that a student could complete the program in a shorter time-frame. Students will develop a schedule to completion with their academic counselor.

**Estimated Time-To-Completion Tables for the AABA**

**Spring Term Starting Students**

|               | Year 1  | Year 2   | Year 3   |
|---------------|---------|----------|----------|
| <b>Spring</b> | Class 1 | Class 9  | Class 17 |
|               | Class 2 | Class 10 | Class 18 |
|               | Class 3 | Class 11 | Class 19 |
| <b>Summer</b> | Class 4 | Class 12 | Class 20 |
|               | Class 5 | Class 13 |          |
| <b>Fall</b>   | Class 6 | Class 14 |          |
|               | Class 7 | Class 15 |          |
|               | Class 8 | Class 16 |          |

**Summer Term Starting Students**

|               | Year 1  | Year 2   | Year 3   |
|---------------|---------|----------|----------|
| <b>Summer</b> | Class 1 | Class 9  | Class 17 |
|               | Class 2 | Class 10 | Class 18 |
| <b>Fall</b>   | Class 3 | Class 11 | Class 19 |
|               | Class 4 | Class 12 | Class 20 |
|               | Class 5 | Class 13 |          |
| <b>Spring</b> | Class 6 | Class 14 |          |
|               | Class 7 | Class 15 |          |
|               | Class 8 | Class 16 |          |

**Fall Term Starting Students**

|               | Year 1  | Year 2   | Year 3   |
|---------------|---------|----------|----------|
| <b>Fall</b>   | Class 1 | Class 9  | Class 17 |
|               | Class 2 | Class 10 | Class 18 |
|               | Class 3 | Class 11 | Class 19 |
| <b>Spring</b> | Class 4 | Class 12 | Class 20 |
|               | Class 5 | Class 13 |          |
| <b>Summer</b> | Class 6 | Class 14 |          |
|               | Class 7 | Class 15 |          |
|               | Class 8 | Class 16 |          |

# Bachelor of Science: International Trade Management

The Bachelor of Science in International Trade Management is, at its core, a management degree that allows students to build practical skills within a sound theoretical framework.

The Bachelor of Science in International Trade Management degree was developed in association with industry and government leaders to provide individuals with:

- an understanding of the practical application of international trade knowledge
- a solid comprehension of the underlying theories of management
- a strong understanding of one of the three special emphasis areas including: contemporary management, government trade regulations or the global supply chain.

## BS-ITM Learning Objectives

In addition to the general education learning objectives and core competencies outlined by Dunlap-Stone University, the following learning objectives have been identified for the Bachelor of Science: International Trade Management degree.

- Students will assess business processes.
- Students will discuss the major components, relationships and terminology associated with business and international trade.
- Students will incorporate management principles to discuss planning, staffing, organizing, and leading.
- Students will organize and implement a business plan to obtain strategic objectives.
- Students will utilize financial theories, analysis, reporting to demonstrate

competency in international trade practices.

- Students will explain domestic and international economic organizations, regulations and practices as they relate to business operations.

## Capstone Project

As a part of their course work, students must also complete the following capstone project:

- Students will construct a clearly written and logically sound business plan that addresses their area of emphasis as well as major business topics including marketing, finance, management, organizational behavior, and strategic planning using accepted research methods.

## Area of Emphasis Comprehensive Exam (AC Exam) and Program Competency Exam (PC Exam) Procedures

Students who are accepted into DSU's International Trade Management degree program (after January, 2008) must also meet the following requirement before graduation:

- Students will demonstrate mastery of the major topics of their emphasis area (management, trade compliance or supply chain management) by scoring at least 75% on their area of emphasis comprehensive exam (AC Exam) and their program competency exam (PC Exam).

AC exams take place after students have completed the coursework within their area

of emphasis (general management, trade compliance management or global supply chain management), and usually take place mid-way through their program. PC exams take place after students have completed all of their major coursework, or within two classes of program completion. Proctoring protocols are available from the assessment office. Photo ID is required.

These internal, proprietary standardized exams in topical areas measure student achievement through multiple-choice exams at different points within their program of study. Each paper-and-pencil test is proctored by an impartial third party in person in accordance with DSU's exam procedures. Students should note that any

proctoring fees incurred with the exam are their responsibility.

**Area of Emphasis Comprehensive Exam**

The area of emphasis exam is composed of four, 50-question multiple choice based sections and is a four-hour long paper and pencil test. In accordance with the proctoring protocol, the student must secure an impartial third party to serve as the proctor for this exam and must provide appropriate identification to verify their identity. This exam is scheduled for each individual student once they have completed the requisite coursework for their area of emphasis, management, trade compliance or supply chain management. This exam tests a student's mastery of the following topical areas:

| <b>AC Exam: Trade Compliance Management</b>            | <b>AC Exam: Management</b>                       | <b>AC Exam: Supply Chain Management</b>                 |
|--|--|---|
| <i>TRD-307<br/>Understanding the EAR</i>               | <i>BUS-102<br/>Introduction to Business</i>      | <i>SCM-379<br/>Warehousing Principles and Practices</i> |
| <i>TRD-306<br/>Understanding the ITAR</i>              | <i>MGT-335<br/>Modern Management Principles</i>  | <i>SCM-376<br/>Purchasing in the Global Marketplace</i> |
| <i>TRD-311<br/>Documentation for Export Compliance</i> | <i>FAE-302<br/>International Finance</i>         | <i>SCM-412<br/>Global Supply Chain Management</i>       |
| <i>TRD-320<br/>Ethics in Trade Compliance</i>          | <i>BUS-303<br/>International Business Ethics</i> | <i>BUS-303<br/>International Business Ethics</i>        |

### **Program Competency Exam**

The program competency exam is composed of multiple 30-question multiple choice based sections and is a paper and pencil test. In accordance with the proctoring protocol, the student must secure an impartial third party to serve as the proctor for this exam and must provide appropriate identification to verify their identity. This exam is scheduled for each individual student once they have completed the requisite coursework for the international trade management major.

Those who choose Trade Compliance Management or Supply Chain Management emphasis area will demonstrate knowledge of the following courses in their PC Exam:

- TRD-201
- TRD-202
- TRD-225
- FAE-302
- BUS-303
- BUS-401
- MGT-402
- BUS-403
- BUS-404
- BUS-405

Those who choose the General Management emphasis area will demonstrate knowledge of the following courses in their PC Exam:

- BUS-102
- MGT-335
- MGT-345
- FAE-302
- BUS-303
- BUS-401
- MGT-402
- BUS-403
- BUS-404
- BUS-405

For additional information about the exam requirements and proctoring protocol, speak to your degree counselor or the assessment coordinator.

### **Emphasis Areas**

There are three emphasis areas within the Bachelor of Science in International Trade Management that students may select from. These subspecialties are noted on graduates' diplomas. Students may choose from general management, supply chain management or trade compliance management. The requirements for each degree sub-specialty are noted on the following page.

**Bachelor of International Trade Management Emphasis Areas  
And Suggested Path to Program Completion**

|                      | <b>Emphasis: Trade Compliance Management</b>                    |                      | <b>Emphasis: Management</b>              |                      | <b>Emphasis: Global Supply Chain Management</b>           |                     |
|----------------------|---|----------------------|--|----------------------|---|---------------------|
| <b>Course Number</b> | <b>Course Name</b>  | <b>Course Number</b> | <b>Course Name</b>                       | <b>Course Number</b> | <b>Course Name</b>  | <b>Credit Hours</b> |
| TRD 201              | Exporting/Importing Environment                                 | BUS 102              | Introduction to Business                 | TRD 201              | Exporting/Importing Environment                           | 3.0                 |
| TRD 225              | Documentation for the Global Marketplace                        | BUS 118              | Business Writing                         | TRD 225              | Documentation for the Global Marketplace                  | 3.0                 |
| MGT 345              | Organizational Behavior   | MGT 345              | Organizational Behavior                  | MGT 345              | Organizational Behavior                                   | 3.0                 |
| SCM 202              | 21 <sup>st</sup> Century International Logistics:               | BUS 113              | Topics in Contemporary Business          | SCM 202              | 21 <sup>st</sup> Century International Logistics:         | 3.0                 |
| MGT 335              | Modern Management Principles                                    | MGT 335              | Modern Management Principles             | MGT 335              | Modern Management Principles                              | 3.0                 |
| FAE 230              | Business Accounting Concepts                                    | FAE 230              | Business Accounting Concepts             | FAE 230              | Business Accounting Concepts                              | 3.0                 |
| FAE 302              | Global Finance Methods  | FAE 302              | Global Finance Methods                   | FAE 302              | Global Finance Methods                                    | 3.0                 |
| TRD 140              | Importing: Duties and Regulations                               | STM 160              | Business Statistics                      | TRD 140              | Importing: Duties and Regulations                         | 3.0                 |
| TRD 307              | Understanding the Export Administration Regulations (EAR)       | STM 385              | Information Systems in a Global Business | SCM 379              | Warehousing: Principles and Practices in a Global Economy | 3.0                 |
| TRD 306              | Understanding ITAR: (International Traffic in Arms Regulations) | MGT 445              | Human Resource Management                | SCM 376              | Purchasing in the Global Marketplace                      | 3.0                 |
| TRD 311              | Documentation for U.S. Export Compliance                        | BUS 440              | Legal Environment of Business            | SCM 412              | Global Supply Chain Strategies                            | 3.0                 |
| TRD 320              | Ethics in Trade Compliance                                      | BUS 303              | International Business Ethics            | BUS 303              | International Business Ethics                             | 3.0                 |
|                      | <b>AREA OF CONCENTRATION EXAM</b>                               |                      | <b>AREA OF CONCENTRATION EXAM</b>        |                      | <b>AREA OF CONCENTRATION EXAM</b>                         |                     |
| BUS 401              | Global Culture  | BUS 401              | Global Culture                           | BUS 401              | Global Culture  | 3.0                 |
| BUS 403              | Global Marketing  | BUS 403              | Global Marketing                         | BUS 403              | Global Marketing  | 3.0                 |
| MGT 402              | Global Strategic Management                                     | MGT 402              | Global Strategic Management              | MGT 402              | Global Strategic Management                               | 4.0                 |
| FAE 450              | International Economics   | FAE 450              | International Economics                  | FAE 450              | International Economics                                   | 4.0                 |
| SCM 125              | Port Authority: A Critical Element of the Supply Chain          | BUS 111              | Customer Service Basics                  | SCM 125              | Port Authority: A Critical Element of the Supply Chain    | 1.5                 |
| BUS 404              | Researching the Global Village                                  | BUS 404              | Researching the Global Village           | BUS 404              | Researching the Global Village                            | 4.0                 |
| BUS 405              | Global Business   | BUS 405              | Global Business                          | BUS 405              | Global Business   | 4.0                 |
|                      | <b>PROGRAM COMPETENCY EXAM</b>                                  |                      | <b>PROGRAM COMPETENCY EXAM</b>           |                      | <b>PROGRAM COMPETENCY EXAM</b>                            |                     |
|                      | Total Credit Hours  |                      |  |                      |   | 59.5                |

**Note: Program requirements are subject to change.**

## Term Schedule and Course Offerings

As previously noted, Dunlap-Stone utilizes a term-based schedule. The spring term is comprised of three schedule blocks, the summer term is comprised of two schedule blocks and the fall is comprised of three schedule blocks. The following course dates are subject to change, but they reflect the planned schedule for the next two academic years.

| Term                    | 2011-2012                     | 2012-2013                     |
|-------------------------|-------------------------------|-------------------------------|
| Fall Block 1<br>[FA1]   | 18 Aug 2011 –<br>28 Sep 2011  | 16 Aug 2012 –<br>26 Sep 2012  |
| Fall Block 2<br>[FA2]   | 29 Sept 2011 –<br>9 Nov 2011  | 27 Sep 2012 –<br>7 Nov 2012   |
| Fall Block 3<br>[FA3]   | 10 Nov 2011 –<br>21 Dec 2011  | 8 Nov 2012 –<br>19 Dec 2012   |
| Spring Block 1<br>[SP1] | 5 Jan 2012 –<br>15 Feb 2012   | 3 Jan 2013 –<br>13 Feb 2013   |
| Spring Block 2<br>[SP2] | 16 Feb 2012 –<br>28 Mar 2012  | 14 Feb 2013 –<br>27 Mar 2013  |
| Spring Block 3<br>[SP3] | 29 Mar 2012 –<br>9 May 2012   | 28 Mar 2013 –<br>8 May 2013   |
| Summer Block 1<br>[SU1] | 17 May 2012 –<br>17 June 2012 | 16 May 2013 –<br>26 June 2013 |
| Summer Block 2<br>[SU2] | 30 June 2012 –<br>10 Aug 2012 | 27 June 2013 –<br>7 Aug 2013  |

Courses within the International Trade Management program are offered three times per year. While subject to change, classes are generally scheduled three times per year. Included with the course description is a term/block designator corresponding to the abbreviations in the chart above. **All registration deadlines are ONE WEEK prior to the start of the course.**

# Course Catalog

## Understanding Course Descriptions

### **BUS-118: Introduction to Business Writing**

This six-week online course introduces students to tactics to create professional business correspondence. The course identifies principles of good writing, writing effective messages and other communications, as well as employment communications. Students will participate in practical exercises to demonstrate the components of effective and professional business writing. Plagiarism and the citing of sources are also addressed.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C]

**Term/Block:** [FA2], [SP2], [SU2]

**Length:** 6 weeks

**Department and Course Number**

**Course Title**

**Course Description**

**Required Prerequisites**

**Course Credit Hours**

**Course Length**

**General Education Designations**

- [C] – Communications
- [H] – Humanities
- [M] – Mathematics
- [P] – Physical Science
- [S] – Social Science
- [T] – Science and Technology

Note: Any course listed in one of the above designations can also be designated as liberal arts. Any credit-bearing course can be used to fulfill the elective requirement.

**Scheduled Offerings**

| Term                 | Description Code |
|----------------------|------------------|
| Fall Term, Block 1   | FA1              |
| Fall Term, Block 2   | FA2              |
| Fall Term, Block 3   | FA3              |
| Spring Term, Block 1 | SP1              |
| Spring Term, Block 2 | SP2              |
| Spring Term, Block 3 | SP3              |
| Summer Term, Block 1 | SU1              |
| Summer Term, Block 2 | SU2              |

## Humanities, Arts and Social Sciences (HAS)

Courses within the Humanities, Arts and Social Sciences department support Dunlap-Stone's commitment to general education foundations. Presenting a variety of viewpoints and topics through introductory and lower-level coursework, the HAS department supports all of the core competencies for general education, but specifically addresses the topics of written communication, critical analysis, information literacy and cultural perspectives.

### **HAS-103: Critical Thinking and Analysis**

This course centers upon the development of critical thinking and analysis, using thoughtful problem-solving and a methodical approach to research to address academic issues.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C]

**Term/Block:** Three times per year

**Course Length:** 6 weeks

### **HAS-104: Introduction to Communications**

This course offers an introduction to communication as a academic subject and offers strategies to improve personal and business communication skills.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **HAS-105: Writing Across the Curriculum**

Developing strong writing skills is a central objective of DSU's general education principles. As a result, this course offers practical assignments to develop an understanding of the elements of effective written presentation, APA writing style, and research and citation skills that can be applied across the curriculum.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C]

**Term/Block:** Twice per year

**Course Length:** 6 weeks

### **HAS-132: Introduction to Psychology**

In this survey course, the science of psychology is explored. Students develop an understanding of the various approaches to psychology, the physical structures of the human brain and their

impact on behavior, how people learn and memorize, explore motivation and personality, and culminates with providing a general understanding of psychological disorders. Students learn how psychological research forms the basis for the discipline.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **HAS-151: Introduction to American Government**

This six-week course examines the American system of government, with particular emphasis on the U.S. Constitution. This course presents a solid introduction to the historical, political, and philosophical foundations of the U.S. Constitution, with a focus on the original Constitution, its amendments over time, and judicial interpretations.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S], [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **HAS-170: Introduction to World Religions**

This six-week online course explores the world's religions. This academic study of the traditions, challenges and changes in each is intended to create an environment of understanding and tolerance. Students will examine the origins and traditions of the world's religions in both a historical and contemporary context.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S], [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **HAS-184: Introduction to the Short Story**

In this six-week course, short stories from internationally acclaimed authors are used to examine the basic elements of prose and gain an appreciation for short prose. This examination will include an understanding of character, conflict, point of view, structure, tone, themes, setting, symbols and metaphors, and irony. The historical context and biographical information for each author will also be used to enrich the reading of each piece.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C], [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-188: Introduction to the Revolutionary War**

In this six-week course, students examine four key historic engagements in US military history, the eras in which they took place, key figures associated with the battles and the long-term effects of each that became turning points not just in military history but world history. Students master basic relevant terminology and symbology. Students learn the causes and outcomes of each battle, and how these events shaped the military in the world today. This course helps student develop an analytical framework to examine conflict throughout modern history and throughout the world.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S], [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-191: Introduction to Theatre History**

This introductory, six-week online course explores theatre history from its roots in classical Greece to the modern, global theatre. Students will discuss trends in theatre conventions, such as staging, costumes, scenery, as well as acting, playwriting and the cultural environments that influenced theatre artists.

**Prerequisites:** None

**Credits:** 3.0 credit hours [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-198: Introduction to the Humanities**

This six-week online course explores the western world's artistic endeavors and their relationships with the context in which they were created. Students gain an appreciation for the variety of human expression and develop an understanding for the elements that contribute to an artist's worldview. This survey course is not intended to be comprehensive, but a broad framework for examining visual art, sculpture, architecture, music, theatre, dance and literary art and exploring major creative, social and political movements.

**Prerequisites:** None

**Credits:** 3.0 credit hours [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-240: Introduction to Shakespeare**

This six-week course explores three of William Shakespeare's best-known plays: A Midsummer Night's Dream, Romeo and Juliet, and Hamlet.

The course allows students to develop an approach to reading and understanding the plays. Students are encouraged to read the text aloud and view productions (whether live or on film) to capture the performance quality of the plays that cannot be achieved from silent reading.

**Prerequisites:** None

**Credits:** 3.0 credit hours [H], [C]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-260: Terrorism in the 21<sup>st</sup> Century**

This six-week online course reviews the threats of terrorism and the policies of counter-terrorism. The course explores the various threats to the international community and what the United States and others have done to defeat these threats. Upon completion of the course, students will understand terrorism's principle elements, will be able to summarize the variety of terrorist threats and our current methods to defeat them.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S]

**Term/Block:** Once per year

**Course Length:** 6 weeks

**HAS-270: Introduction to Anthropology**

This six-week course provides an introduction to anthropology, which is the study of people and cultures. Students learn about anthropology as a science, the different branches of anthropology, evolution and physical anthropology, the concepts of culture, ethnicity, race and social construction, and how it relates to their lives.

**Prerequisites:** None

**Credits:** 3.0 credit hours [S], [H]

**Term/Block:** Once per year

**Course Length:** 6 weeks

## Science, Technology and Mathematics (STM)

Courses within the Science, Technology and Mathematics department support Dunlap-Stone's commitment to general education foundations. Presenting a variety of viewpoints and topics through introductory and lower-level coursework, the STM department supports all of the core competencies for general education, but specifically addresses the topics of scientific and quantitative reasoning, critical analysis and reasoning, information literacy and technological competency.

### **STM-106 Computing Essentials**

This introductory, six-week online course explores the essential concepts of information technology. Students explore hardware, software, applications, Internet technologies, as well as privacy concerns, systems administration and information technology careers. This course is perfect for those who would like to learn more about the technology they utilize every day.

**Prerequisites:** None

**Credits:** 3.0 credit hours [T]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **STM-108 Mathematics I**

This six-week online course develops a rudimentary understanding of mathematical processes. Problem solving, sets, logic, numeration systems, real number systems and other mathematical systems and topics in algebra are addressed in this course that seeks to utilize real-world examples and problem solving to introduce mathematical concepts. This course, and its companion, Introduction to Mathematics II (IIEI-109) create a strong foundation in basic mathematical concepts.

**Prerequisites:** None

**Credits:** 3.0 credit hours [M]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **STM-109 Mathematics II**

This six-week course is a continuation of the exploration of basic mathematical processes in STM-109.

**Prerequisites:** None

**Credits:** 3.0 credit hours [M]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **STM-160: Statistics in Business**

This six-week course demonstrates the use and application of modern statistical principles to achieve business improvement, examine the issues of variation of populations, probability, hypothesis testing, and statistical modeling to solve practical questions. The application of decision theory and time-series analysis as it is used to assist business are explored. Case studies are used by students to apply their understanding of course concepts to real-life situations. Students must have access to MS Excel 2000 or later, and the included statistical support module, or similar program such as MINITAB, to complete some assignments.

**Prerequisites:** None

**Credits:** 3.0 credit hours [M]

**Term/Block:** [FA3], [SP3], [SU2]

**Course Length:** 6 weeks

### **STM-171: Introduction to the Physical Sciences**

In this survey course, the world around us is explored to understand the physical properties of objects and their relationship to the universe. The general laws and theories of science form the basis for the exploration process that examines the physical world around us and the universe that surrounds us.

**Prerequisites:** None

**Credits:** 3.0 credit hours [P]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **STM-175: Introduction to Earth Science**

This six-week online course explores the essential concepts of earth science. Students explore the solar system, near-earth objects, plate tectonics, earthquakes, volcanoes, geologic principles, oceans, weather and climate change. Students hone their analytical skills while addressing these major science topics.

**Prerequisites:** None

**Credits:** 3.0 credit hours [P]

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **STM-385: Information Systems in a Global Business**

This six-week online course explores the role information technologies (IT) and information technology infrastructures have on the business in the global marketplace of today. It examines how businesses use networked digital

information technologies as part of global e-business strategy, how key systems integration becomes a critical part of enterprise solutions, and how business value in today's competitive world is tied to the design and management of the latest technologies used in information systems in this digital age.

**Prerequisites:** None

**Credits:** 3.0 credit hours [T]

**Term/Block:** [SP1], [SU1], [FA1]

**Course Length:** 6 weeks

## Business, Law and Marketing (BUS)

Courses within the Business department support Dunlap-Stone's commitment to general education foundations while offering depth and breadth of business topics. The BUS department supports the learning objectives for the business degrees that DSU confers.

### **BUS-102: Introduction to Business**

This introductory, six-week online course explores the nature, form and function of business. It provides the big picture while introducing students to topics ranging from entrepreneurship, management, the global environment of business, ethics and law, leadership and communication, organizational structure, IT, marketing, sales, distribution systems, human resource management, and accounting and finance.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [FA1], [SP1], [SU1]

**Course Length:** 6 weeks

### **BUS-111: Customer Service Basics**

In this three-week course, students will examine the tenets of excellent customer service (CS). They will review proven strategies for meeting customer's expectations and satisfying their needs; methods used by CS to enhance customer's ability to do business with the organization, ways for CS to determine the right time to bend or break the rules; techniques CS representatives can use to help improve communication, including understanding active listening and professional communication skills.

**Prerequisites:** None

**Credits:** 1.5 credit hours

**Term/Block:** [FA1], [SP1], [SU1]

**Course Length:** 3 weeks

### **BUS-113: Topics in Contemporary Business**

This six-week course examines trends in business from a historical perspective and ties these trends to contemporary business practices.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [FA2], [SP1], [SU1]

**Course Length:** 6 weeks

### **BUS-118: Introduction to Business Writing**

This six-week online course introduces students to tactics to create professional business correspondence. The course identifies principles of good writing, writing effective messages and other communications, as well as employment communications. Students will participate in practical exercises to demonstrate the core concepts and participate in discussions and critiques of effective and professional business writing. Plagiarism and citing sources are also addressed.

**Prerequisites:** None

**Credits:** 3.0 credit hours [C]

**Term/Block:** [FA2], [SP2], [SU2]

**Course Length:** 6 weeks

### **BUS-204: Entrepreneurship**

*Coming soon.* This course explores the historical view of entrepreneurship, as well as the requisite skills that allow innovators to succeed.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term Block:** Once per year

**Course Length:** 6 weeks

### **BUS-205: Globalization and Business**

*Coming soon.* This six week course examines the impact of global business, the "flattening" of trade and the inter-relatedness of national economies.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term Block:** Once per year

**Course Length:** 6 weeks

### **BUS-303: International Business Ethics**

In this course, the historical roots of Western ethics are the starting point for understanding the role of an ethical value system in conducting international business in all countries. Short real-life scenarios and case studies are used to demonstrate how ethical dilemmas are viewed in business and their impact on modern business practices worldwide. Different systems of ethics found globally are contrasted to enable international business people to understand and appreciate the difference ethics has on conducting international trade.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term Block:** [SU1], [FA2], [SP1]

**Course Length:** 6 weeks

### **BUS-401: Global Culture**

Students examine the historical perspective of culture's impact on international trade as a basis for building an understanding of cultural diversity in global business. Students learn how to be culturally proactive in pursuing international trade in today's dynamic environment. Case studies are used to demonstrate cultural concerns and problems. Practical methodologies for including culture issues in the planning process as firms enter new international markets are formulated and practiced.

**Prerequisites:** TRD-201 is suggested but not required. Some college experience is strongly suggested for this upper-division course.

**Credits:** 3.0 credit hours

**Term/Block:** [SP2], [SU2], [FA3]

**Course Length:** 6 weeks

### **BUS-403: Global Marketing**

This six-week online course is designed to help the student apply the modern principles of marketing toward understanding and then solving their own practical problems of entering the global marketplace. This course provides an understanding the need for awareness of, and accommodation to change in a company's internal and external environments. Case studies are utilized by students to demonstrate their knowledge of the practical marketing issues and concerns confronting firms seeking to be successful in participating in the global marketplace. A special emphasis is placed on using the Internet for market research and for e-commerce.

**Prerequisite:** TRD-201 is required. Some college experience is required for this upper-division course. This is a compressed format course, and as a result, it requires more study, effort and time than other courses.

**Credits:** 3.0 credit hours

**Term/Block:** [SP3], [FA1], [SP1]

**Course Length:** 6 weeks

### **BUS-404: Researching the Global Village**

In this six-week online applied-research course, students demonstrate their understanding of the course material by individually assuming the role of an Export/Import Manager who is seeking a new international market for his/her firm's product(s). This is part one of the student's capstone project. The research techniques designed and demonstrated in this course, and knowledge learned in earlier courses are applied

toward answering this real world export/import problem.

**Prerequisites:** TRD-201; SCM-202; TRD-225; FAE-302; MGT-402; BUS-401; BUS-403

**Credits:** 4.0 credit hours

**Term/Block:** Off schedule. This class will begin three weeks after the beginning of blocks: [SP1], [SU1], [FA1]

**Course Length:** 6 weeks

### **BUS-405: Global Business Plan**

This nine-week course is the second and final course in the capstone business plan project. The research data compiled in Researching the Global Village course, along with the other knowledge gained throughout the program, is used by the student to prepare a practical EXPORT (or IMPORT) PLAN for a real company. This course relies heavily on information gathered in the prerequisite courses.

**Prerequisites:** TRD-201; SCM-202; TRD-225; FAE-302; MGT-402; BUS-401; BUS-403; BUS-404

**Credits:** 4.0 credit hours

**Term/Block:** Off-Schedule. This class will be scheduled three weeks after the beginning of blocks: [SP2], [SU2], [FA2]

**Course Length:** 9 weeks

### **BUS-440: Legal Environment of Business**

This intense, upper-division six-week online introductory law course explores the legal and regulatory environment of business. It examines law as the foundation for business; reviews the law as a method for dispute resolution through the court system and litigation; it explores the principles of contract law, criminal law and intellectual property and culminates with a review of various regulations impacting business.

**Prerequisite:** None

**Credits:** 3.0 credit hours [S]

**Term/Block:** [SP3], [FA1], [FA3]

**Course Length:** 6 weeks

### **BUS-422: Global Project Leadership Excellence**

Global Project Leadership Excellence, a six-week course, details scientifically supported leadership practices and skills that can be immediately applied to maximize the probability of project goal achievement, optimize team performance, and increase profits through higher sales and reduced costs. The leadership

practices presented are observable, measurable, and significant. They are appraised in the context of their validation from benchmarking, scientific research and workplace application. Each leadership practice is examined in relation to its impact on project team efficiency, speed and effectiveness.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

## Finance, Accounting and Economics (FAE)

Courses within the Finance, Accounting and Economics department support Dunlap-Stone's commitment to general education foundations while offering depth and breadth of business topics, specifically those related to quantitative and monetary theory and practice. The FAE department supports the learning objectives for the business degrees that DSU confers.

### **FAE-230: Basic Accounting Concepts**

This course presents an integrated view of accounting as an information system that serves diverse needs of users. The focus is on providing an understanding of the basic principles of accounting, including recording financial operating events and activities, and it explores how accountants recognize financial events. Special emphasis is placed on understanding accounting planning activities, recording activities, and finally on evaluation the results of such activities. Students learn how to apply accounting principles as they construct the most common financial reports, and learn how to evaluate financial information.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SP3], [FA1], [SP1]

**Course Length:** 6 weeks

### **FAE-263: Principles of Microeconomics**

This six-week course provides a solid conceptual framework of micro economic principles. It examines supply and demand and market equilibrium, economic scarcity, the concept of monopoly and price elasticity. It explores the concept of market demand, profit maximization for the firm as well as the role of government and market imperfections.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **FAE-300: Business Finance**

This six-week course provides an introduction to business financial analysis. The many facets of corporate finance, including financial management, measuring financial performance, financial forecasting, budgeting, financing methods, financial risk and financial planning are

examined as the student applies the principles and practices of finance to maximize shareholder value.

**Prerequisites:** FAE-230

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **FAE-301: Advanced Business Finance**

This six-week course builds on the fundamentals of finance learned in Business Finance (FAE-300) as it explores the role and usage of external financing mechanisms for the firm, including debt, leasing, stock and more. Central to this course is understanding investment banks' possible value contributions and the firm's other financing alternatives, including various public funding possibilities.

**Prerequisites:** FAE-300: Business Finance

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **FAE-302: Global Finance Methods**

This six-week online course introduces the student to international finance. It builds a strong foundation of understanding of the principles of sound international financial management. It explores finance issues related to globalization and the multi-national firm, the international monetary system, balance of payments, the foreign exchange market, foreign exchange rates and transaction risk exposure, international banking and the international transactions. The focus of this course is helping the student to understand the relationships and practical application of international finance as it relates to international trade.

**Prerequisites:** FAE-230

**Credits:** 3.0 credit hours

**Term/Block:** [FA2], [SP2], [SU1]

**Course Length:** 6 weeks

### **FAE-450: International Economics**

This senior-level, four-credit-hour course assesses the basic theory of supply and demand and provides an extensive examination of international trade theory and policy issues. Analysis is from the perspective of the person involved in international trade that must know and understand these principles. The course concludes with a thorough examination of balance of payments and an appraisal foreign exchange rates. The intent of this course is to provide the student with a good understanding

of the forces that shape international trade and influence international trade policy decisions.

**Prerequisites:** None

**Credits:** 4.0 credit hours

**Term/Block:** [SU2], [FA3], [SP3]

**Course Length:** 6 weeks

## Management, Organizational Behavior and Leadership (MGT)

Courses within the Management, Organizational Behavior and Leadership department support Dunlap-Stone's commitment to general education foundations while offering depth and breadth of business topics, specifically those related to human resources. The MGT department supports the learning objectives for the business degrees that DSU confers.

### **MGT-135: Introduction to Leadership**

This six week long course examines the traits of effective leaders and developing a personal approach to apply the skills within a real-world leadership situation.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **MGT-345: Modern Management Principles**

This course examines the topic of management from the perspective of the practicing manager to insure that students understand the functions of a manager in modern business environment. The functions a manager performs are appraised and related to real world events in this global economy.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SU2], [FA3], [SP2]

**Course Length:** 6 weeks

### **MGT-345: Organizational Behavior**

This course provides an examination of organizational behavior from the perspective of the practicing manager. Understanding group and individual behavior as it relates to the organization is a critical factor in relation to developing successful communication, motivation, leadership, culture, and a working organizational structure. This course discusses the necessity of assessing internal and external organizations as it relates to interpersonal skills in a dynamic and ever-changing business environment.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [FA3], [SP3], [FA1]

**Course Length:** 6 weeks

### **MGT-402: Global Strategic Management**

In this six-week course students apply the modern principles of strategic management toward understanding and then solving the practical strategic problems of entering the global marketplace. The course focuses on building an understanding of the need for awareness of, and accommodation to change in a company's internal and external environments. The student performs a strategic situation analysis for a real firm chosen by the student, and completes a strategic plan for company as preparation for the company's entry in the global marketplace.

**Prerequisite:** BUS-403

**Credits:** 4.0 credit hours

**Term/Block:** [SP2], [FA2], [SU2]

**Course Length:** 6 weeks

### **MGT-445: Competitive Human Resource Management**

This six-week online course explores the changing and demanding role of human resource management (HRM) and its importance as a competitive element of the modern organization. It examines the functions of HRM and its strategic importance, including the human resource (HR) environment, HR legal issues, compensation, training and hiring, employee development and how HRM plays an important role in the global strategy formulation process.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SP2], [SU2], [FA2]

**Course Length:** 6 weeks

## International Trade (TRD)

Courses within the International Trade department support Dunlap-Stone's commitment to general education foundations while offering depth and breadth of business topics, specifically those related to international trade practices and regulations. The TRD department supports the learning objectives for the business degrees that DSU confers.

### **TRD-060: US Export Compliance for Non-US Companies**

This six-week course provides students with an orientation to the export controls of the United States, focusing on the International Traffic in Arms Regulations, Export Administration Regulations, and Office of Foreign Assets Control. Designed for management personnel in non-U.S. companies, students will study the potential impact of the regulations upon their business plans, both in terms of purchasing controlled U.S. components, materials, and other articles, and in supplying controlled articles to the United States.

**Prerequisites:** None  
**Credit Hours:** None. 5 CEUs.  
**Term/Block:** Once per year  
**Course Length:** 6 weeks

### **TRD-101: Getting Started: A New International Business**

This introductory, practical course provides individuals with an understanding of how to explore the trade opportunities that exist in international marketplace and then how to get started in their own business. It walks a person through the lengthy process of being able to determine whether starting an importing or exporting business will work for them. Typically, the person who finds this course useful is someone who has visited a foreign country and has seen a product or service that he/she thinks might have sales potential in his/her domestic market; or a person who has family or relatives in a foreign country that might bring value to the process-- either by finding or making goods to export, or being the receiver of goods shipped (importing).

**Prerequisites:** None  
**Credits:** 3.0 credit hours  
**Term/Block:** Less than once/ year  
**Course Length:** 6 weeks

### **TRD-116: Export Compliance Appreciation for Non-Compliance Personnel**

Developed for those unfamiliar with trade compliance, this three-week course provides non-trade compliance personnel with a general understanding of export compliance regulations and illustrates how these regulations impact the duties and responsibilities of individuals throughout the organization. This course is best suited for employees of organizations whose products are regulated by either the U.S. International Traffic in Arms Regulations (ITAR) (22 CFR 120-130) as administered by the Directorate of Defense Trade Controls, the Export Administration Regulations (EAR) (15 CFR. 728-774) as administered by the Bureau of Industry and Security and compliance regulations from other government agencies. Note: This course is not intended for experienced export compliance personnel who should instead take: Understanding ITAR (TRD-306), Understanding EAR (TRD-307).

**Prerequisites:** None  
**Credits:** 1.5 credit hours  
**Term/Block:** Once per year.  
**Course Length:** 3 weeks

### **TRD-129: Importing**

This course provides a general understanding of the strategic management of importing goods from other countries. It focuses on structure of the import transaction in terms of planning, documentation, configurations, legal requirements, and duties. Students are introduced to terms of sale and concepts of negotiation. It is intended for those in sourcing, purchasing, logistics, import clearance, and other aspects of importing. It reviews import topics from the commercial as well as regulatory side. It is not country-specific, and so is designed to be applicable to students from all countries.

**Prerequisites:** None  
**Credits:** 3.0 credit hours  
**Term/Block:** Three times per year.  
**Course Length:** 6 weeks

### **TRD-140: Importing Duties and Regulations**

This hands-on course provides students with an understanding of the current import regulations of the United States, with specific emphasis on compliance determination with the Customs Regulations of the United States and use of the Harmonized Tariff Schedule of the United States of America.

**Prerequisites:** None

**Credits:** 3.0 credit hours  
**Term/Block:** [FA3], [SP3], [SU2]  
**Course Length:** 6 weeks

**TRD-141: Incoterms 2000**

This six-week online course is designed to introduce students to terms of sale generally used in international trade and specifically to all thirteen of the terms of sale under Incoterms 2000, the most commonly used system internationally. This course provides a strong foundation on the usage and elements of the terms.

**Prerequisites:** None  
**Credits:** 3.0 credit hours  
**Term/Block:** Three times per year  
**Course Length:** 6 weeks

**TRD-143: Customs-Trade Partnership Against Terrorism Program (C-TPAT)**

This course is designed to aid those importers who wish to take advantage of the U.S. Government's Customs-Trade Partnership Against Terrorism Program (C-TPAT). It provides a fundamental understanding of the preparation and certification of the aspiring C-TPAT partner. Official CBP materials are used as texts; discussions and assignments are designed to guide the student to a practical application of the C-TPAT requirements and procedures to the needs of the student's employer. The focus is primarily on the practical issues facing an organization seeking to become C-TPAT certified so that it can reduce security-oriented inspections of its imports by U.S. Customs and Border Protection. Topics covered in this course will assist importers in performing C-TPAT's Importer Self Assessment requirement.

**Prerequisites:** None  
**Credits:** 3.0 credit hours  
**Term/Block:** Three times per year.  
**Course Length:** 6 weeks

**TRD-201: Exporting / Importing Environment**

This course focuses on the concerns of the practicing international trade professional worldwide. It has been designed to form a sound foundation and understanding of the major factors affecting the global marketplace. It is an excellent exporting and importing skills building course for the new entrant to international trade that wants a complete survey of the discipline, and a great refresher course for those wanting to revisit the discipline before sitting for the industry certification examinations.

All of the major concepts and terminology of international trade are addressed in the hands-on activities and topic papers that form the basis of this course.

**Prerequisites:** None  
**Credits:** 3.0 credit hours  
**Term/Block:** [SP1], [FA1], [SU1]  
**Course Length:** 6 weeks

**TRD-214: Trade Compliance Environment I**

An in-depth examination of the major issues and practical concerns confronting the 21<sup>st</sup> century global logistics specialist serve as the basis for this course. This course builds on the foundation knowledge gained in the exporting/importing environment course while focusing on the detailed specifics of global supply chain management, including logistics regulations, current state-of-the-art technological processes, the current logistics problem set and procedures that are common among all nations.

**Prerequisites:** None  
**Credits:** 1.5 credit hours  
**Term/Block:** Once per year  
**Course Length:** 3 weeks

**TRD-215: Trade Compliance Environment II**

This three-week overview course is a continuation of the examination of the trade compliance environment begun in TRD-214. It is intended for new, entry-level personnel who need or want to gain a basic level of understanding of specific ITAR topics in the US trade compliance environment, including Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs), Distribution Agreements (DAs), General Correspondence (GC) /Advisory Opinions (AOs) under the ITAR, and Commodity Jurisdiction (CJ). Students seeking an in-depth understanding of these topics should enroll in advanced (300-level) courses that deal with these topics.

**Prerequisites:** TRD-214  
**Credits:** 1.5 credit hours  
**Term/Block:** Once per year  
**Course Length:** 3 weeks

**TRD-216: Trade Compliance Environment III**

This three-week overview course is a continuation of the examination of the trade compliance environment begun in TRD-214. It is intended for new, entry-level personnel who need to gain a basic level of understanding of specific ITAR topics in the US trade compliance environment, including Denied Entities

Screening, Foreign National issues and the need for auditing export compliance process and procedures. Students seeking an in-depth understanding of these topics should enroll in advanced (300-level) courses that deal with these topics.

**Prerequisites:** TRD-214, TRD-215

**Credits:** 1.5 credit hours

**Term/Block:** Once per year

**Course Length:** 3 weeks

### **TRD-225: Documentation for the Global Village**

This course provides an understanding of the current, practical, knowledge of documentation needed by those involved in exporting from or importing. The course perspective is from the point of view of the need for documentation that moves cargo, satisfies government requirements, and is used for international payments between countries.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SP2], [SU2], [FA2]

**Course Length:** 6 weeks

### **TRD-257: Empowered Official Essentials**

This six-week online orientation takes a systems approach in examining the role of the Empowered Official (EO). This course will help individuals develop a general understanding of the diverse duties and responsibilities of the practicing EO in overseeing and maintaining integrated trade compliance in an organization that must meet rigid US Government (USG) regulatory requirements.

**Prerequisite:** An individual should have a minimum of one years experience in a responsible trade administration or compliance position prior to taking this course. However; you may be an EO to be or a brand new EO and this is your first exposure to the subject matter.

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-299: Agreements Under the ITAR**

This six-week practical course examines the development and submission of Licensing Agreements for Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs) and Warehousing and Distribution Agreements (DAs) as required under the International Traffic in Arms

Regulations (22 CFR 120-130) as administered by the U.S. State Department, Directorate of Defense Trade Controls (DDTC). The official "Guidelines for Preparing Agreements" and subsequent revisions published by the DDTC and the ITAR serve as the basis for this course. Students gain an understanding of the practical requirements that must be met for approval of agreements by the DDTC. Students will gain experience writing elements of agreements for submission.

**Prerequisites:** TRD-306

**Credits:** 3.0 credit hours

**Term Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-304: US Customs Brokers Examination Prep Course**

This six-week course is designed to assist those preparing for the U.S. Customs Brokers Examination gain the practical knowledge and understanding necessary to pass the U.S. Customs Service [now named Bureau of Customs & Border Protection (CBP)] written examination. This course provides a detailed examination of the United States Customs Regulations (Code of Federal Regulations Title 19) as required for successful completion of the Customs Brokers Test. Students gain practical understanding of classification using The Harmonized Tariff Schedule of the United States of America, which forms an integral part of the broker's examination and of this course. Note: No formal previous courses required. However, it is suggested that individuals have a general understanding of international trade and experience in the importing arena prior to taking this course.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Scheduled for both the Fall and Spring Broker Exams

**Course Length:** 6 weeks

### **TRD-306: Understanding the ITAR**

This course is designed to assist those who are or aspire to be responsible for corporate export compliance to understand the International Traffic in Arms Regulations. The focus of this six-week, online course is on current ITAR regulations, regulations of the Office of Foreign Assets Control (OFAC) and appropriate portions of the United States Code. The course has been designed, and is certified by The International Import-Export Institute (IIEI), to prepare an individual to successfully pass the written

examination portion of IIEI's testing for the Certified U. S. Export Compliance Officer®

**Prerequisites:** One year relevant industry experience or TRD-201 are recommended but not required. A background specifically in export compliance is highly recommended.

**Credits:** 3.0 credit hours

**Term/Block:** [SU2], [SP2], [FA2]

**Course Length:** 6 weeks

### **TRD-307: Understanding the EAR**

This six-week, advanced technical course examines the current Export Administration Regulations (EAR), enforced by the Bureau of Industry and Security (formerly the BXA) of the U.S. Department of Commerce. It is taught from the perspective of the practicing professional who needs to know, understand and use this knowledge on a regular basis. Special focus is placed on building a strong understanding of all BIS regulations to ensure that all goods entering and exiting the United States do so in accordance with all applicable U.S. laws and regulations. The course has been designed, and is certified by The International Import-Export Institute (IIEI), to prepare an individual to successfully pass the written examination portion of IIEI's testing for the Certified U. S. Export Compliance Officer®

**Prerequisites:** One year relevant industry experience, or TRD-201 are recommended but not required. A background specifically in export compliance is highly recommended.

**Credits:** 3.0 credit hours

**Term/Block:** [FA1], [SP1], [SU1]

**Course Length:** 6 weeks

### **TRD-308: Mastering ITAR Exemptions**

This advanced six-week online course examines the U.S. Government's International Traffic in Arms Regulations' Exemptions. It provides an in-depth understanding of all the defined Exemptions, their legal usage and applicability in meeting U.S. State Department's Directorate of Defense Trade Controls' (DDTC) strict license requirements. This course examines each allowed Exemption in context of its limited usage, requirements and associated concerns as stipulated under the Code of Federal Regulations (22 CFR 12-130). Upon completion of this course, trade compliance professionals will know how to properly utilize DDTC's allowed license Exemptions when submitting license applications for the export of controlled goods

and services. Note: This is a law-related course for experienced practicing international trade compliance professionals who need to know how to interpret the regulations when applying to DDTC for license of export of goods found on the DDTC's U.S. Munitions List.

**Prerequisites:** TRD-306. Students should possess a good understanding of the International Traffic in Arms regulations (22 CFR 120-130) prior to taking this course.

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-309: Commerce Licensing Exceptions**

This six-week course provides an in-depth exploration and detailed understanding of the use of License Exceptions in the Export Administration Regulations (EAR). The Bureau of Industry and Security (BIS) of the US Department of Commerce administers these regulations. With the knowledge gained in this course, students will be able to correctly utilize License Exceptions for exports and re-exports when allowed by the EAR.

**Prerequisite:** TRD-307: Understanding the EAR

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-311: Documentation for Export Compliance**

This six-week course provides students with a detailed understanding of documentary, and regulatory requirements and recommendations for U. S. Export documentation for export transactions and related activities including export licenses/applications and required supporting forms, certifications and other information, export shipping, item classification, customer screening and required record-keeping. Taken from the perspective of the clerical need to understand all aspects of the documentation and reporting processes, this hands-on practical course is intended to develop a working knowledge of the vast array of regulatory forms and documents and their use as used to comply with EAR, ITAR, OFAC and FTSR regulations. The content of this course provides the knowledge necessary to successfully pass the documentation section of the examination for Certified U. S. Export Compliance Officer.®

**Prerequisites:** Recommended, but not required: three (3) years relevant industry experience, or one-year (1) relevant industry experience and TRD-307 and TRD-306.

**Credits:** 3.0 credit hours

**Term/Block:** [FA1], [FA3], [SP3]

**Course Length:** 6 weeks

### **TRD-312: ITAR Appreciation for Senior Executives**

This course was developed with input from government and industry experts in response to expanded ITAR enforcement practices and the need for corporate managers to be aware of this changing regulatory environment and the risk it poses.

This three-week course is for senior executives whose organization's products, services or technical data are regulated by the International Traffic in Arms Regulations (ITAR) [22 Code of Federal Regulations (CFR) 120-130] as administered by the U.S. Department of State, Directorate of Defense Trade Controls. (DDTC).

This high-level course is not intended for senior compliance officers or administrators who should instead take: Understanding the ITAR (TRD-306). This course is offered with a PASS/FAIL grade only. It may be audited only with prior approval from the IIEI.

**Prerequisites:** None

**Credits:** None - 3 CEUs Only

**Term/Block:** Once per year.

**Course Length:** 3 weeks

### **TRD-314: Dual-Use Exports**

This three-week course explores the topic of dual-use commodities licensing of US exports and related concerns and issues. With the knowledge gained in this course, students will be able to identify, critically evaluate and assess potential dual-usage items within the export compliance arena to determine the proper licensing procedures.

**Prerequisites:** TRD-306 and TRD- 307

**Course Credit:** 1.5 credit hours

**Term/Block:** Once per year.

**Course Length:** 3 weeks

### **TRD-317: Introduction to the FCPA**

This six-week online course is designed to introduce students to the principles of the U.S. Foreign Corrupt Practices Act. Students will study its components and jurisdiction, and the impact for U.S. exporters, importers, investors in foreign projects, and others subject to the FCPA.

Emphasis will be on FCPA compliance by individuals and organizations.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-318: Introduction to the OFAC**

This six-week online course explores in detail the regulations of the U.S. Treasury's Office of Foreign Assets Control (OFAC). The student will study the structure of OFAC regulations and their foundation in law. Also included is an exploration of: Country-based and list-based Sanctions, Specially Designated Nations, Licenses, Reporting, and Recordkeeping. The focus of this course is on providing compliance professionals with a hands-on, working understanding of the practical aspects of OFAC.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

### **TRD-319: Managing Disclosures**

This advanced six-week online course examines the topics of voluntary and involuntary disclosures. Any organization, large or small, bound by the U.S. Government's International Traffic in Arms Regulations or Export Administration Regulations or other regulations may find the concepts and topics reviewed in this course helpful in determining its own disciplined and unique methods for making voluntary disclosures and to being prepared for investigations and directed disclosures. As a final project, students design a position paper using the concepts from this course. Note: This is a law-related elective course is intended for experienced practicing international trade compliance professionals who need to apply a disciplined approach to designing and conducting an export compliance audit.

**Prerequisites:** TRD-306, TRD-307, TRD-311, TRD-320

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **TRD-320: Ethics in Trade Compliance**

This six-week course explores the topic of ethics as it relates to international trade compliance regulations. Upon completion, students will be able to access the forces that shape business ethics, the trade compliance environment in which business ethics exists, and the most

common factors impacting ethical performance in the compliance workplace. With the knowledge gained in this course, students will be able to critically evaluate possible ethical situations within the export compliance arena and will know the critical importance of their ethical actions in maintaining full compliance.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SU1], [SP1], [FA2]

**Course Length:** 6 weeks

### **TRD-323: Australia Defense Trade Control and Compliance**

This six-week course provides students with a detailed understanding of trade controls as regulated by Australia's Department of Defence Office of Defense Trade Control. This course is designed both for Australian exporters, who must be in compliance, and for non-Australians who are importing from or exporting to Australia controlled goods and services and need to interface with Australian companies. Students will study the use of the Customs (Prohibited Exports) Regulations 1958, Regulation 13E and other regulations controlling goods and services which require a Defence permit or license as listed in the Defence and Strategic Goods List (DSGL).

**Prerequisites:** Recommended but not required: one-year (1) relevant industry experience and TRD-306.

**Credits:** 3.0 credit hours

**Term/Block:** Once per year.

**Course Length:** 6 weeks

### **TRD-324: Canada Export Controls**

This six-week online course provides students with a detailed understanding of Canada Export Controls. This course is designed both for Canadian exporters, who must be in full compliance with Canada's export regulations, and for non-Canadians who are importing from or exporting to Canada and need to interface with Canadian companies. In practical exercises and activities, students will learn the use of the Export Control List, Individual and General Export Permits, supporting documentation, and recordkeeping.

**Prerequisites:** Recommended but not required: one-year (1) relevant industry experience and TRD-307 or TRD-306.

**Credits:** 3.0 credit hours

**Term/Block:** Once per year.

**Course Length:** 6 weeks

### **TRD-325: UK Export Controls**

This six-week online course examines the EU Council Regulation (EC) No 1334/2000, the latest Council Regulation to issue an updated Dual Use items list, the United Kingdom's (UK) Export Control Act of 2002 and subsequent Orders and Amendments. This course provides a full review of these important legislations. A general understanding of the requirements of the UK government (and inherent European Union requirements) that impact the export of controlled goods and services is presented.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

### **TRD-330: Compliance Audits**

This advanced six-week online course examines the topic of auditing the trade compliance effort of an organization. Any organization, large or small, bound by the U.S. Government's International Traffic in Arms Regulations or Export Administration Regulations or other regulations may find the concepts and topics reviewed in this course helpful in determining its own disciplined and unique audit methods and processes. In this course, "best practices" are reviewed and case studies are examined as the student determines practical solutions to real-life organizational issues and then assembles an audit process designed to meet his or her organization's needs. As a final project, students design a Technology Control Plan using the concepts from this course. There is no one "best practice" or one size fits all auditing process. Organizations perform audits for many reasons, use an independent auditor or may perform periodic audits using internal resources for various reasons. This course reviews the diverse options and processes that may be helpful to organizations seeking to monitor and audit their trade compliance effort. Note: This is a law-related elective course is intended for experienced practicing international trade compliance professionals who need to apply a disciplined approach to designing and conducting an export compliance audit.

**Prerequisites:** TRD-306, TRD-307, TRD-311, TRD-308, TRD-299 and TRD-320

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year

**Course Length:** 6 weeks

**TRD-350: PRC Export Controls Overview**

This six-week online course provides an overview of the legal framework and the evolution of export controls in the People's Republic of China (P.R.C). The regulatory agency roles of various P.R.C. government bodies and the interdepartmental controls, policies and processes used are reviewed. The broader global export regulatory environments in which the P.R.C. rules and regulations exist are also a topic of discussion.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Once per year

**Course Length:** 6 weeks

**TRD-365: Ethics in Import Compliance**

This six-week course explores the topic of ethics as it relates to import trade compliance regulations, company needs, management demands, and individual values. Upon completion, students will be able to understand the forces that shape business ethics, the trade compliance environment in which business ethics exists, and the most common factors impacting ethical performance in the compliance workplace. With the knowledge gained in this course, students will be able to critically evaluate possible ethical situations within the import compliance arena and will know the critical importance of their ethical actions in maintaining full compliance.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

**TRD-366: Topics in Import Management**

This six-week online course explores the topic of managing the importation of goods into a country. The general principles and topics discussed equally apply to any country, however, U.S. customs regulations and other U.S. regulations are highlighted as the process of importing is detailed. Upon completion, the student will have examined the key elements, strategies, considerations and processes of importing goods into a country.

**Prerequisites:** One year of experience in an importing role or Importing Duties and Regulations strongly suggested, but no required.

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year.

**Course Length:** 6 weeks

## Supply Chain Management (SCM)

Courses within the Supply Chain Management department support Dunlap-Stone's commitment to general education foundations while offering depth and breadth of business topics, specifically those related to the logistics of international trade and the movement of goods. The SCM department supports the learning objectives for the business degrees that DSU confer.

### SCM-125: Port Authority

This course provides the student with the knowledge and understanding needed to utilize the full range of capabilities of a modern Port Authority. It examines in detail all of the products and services that can be available through a port authority, whether the port is a land or seaport. The special concerns and issues related to a port authority, including special terminology, form the backdrop for identifying the major issues and challenges facing the modern port authority. This course teaches the student how to investigate popular port authorities and their capabilities online. Note: The majority of the course content is obtained online in a self-discovery process under the direction of the instructor. This course requires students to have access to Internet search engines to complete assignments.

**Prerequisites:** None

**Credits:** 1.5 credit hours

**Term/Block:** [SU1], [FA1], [SP1]

**Course Length:** 3 weeks

### SCM-127: Freight Forwarder Practices

This six-week online course focuses on the role of the freight forwarder in the global supply chain. It was designed to assist those who are, or aspire to be, responsible for selecting and working with international freight forwarders, or for individuals seeking employment within a freight forwarding company. Its focus is on the internal operations of a freight forwarder and how it generally interfaces with client companies. This course provides a strong understanding of the strategic management of a freight forwarder, particularly as a company offering a range of services supporting the global supply chain. Elements of an integrated service provider, responsibilities and obligations of the forwarder, invoicing, and both mutual interests and conflict of interests with the client

company are explored. The student will develop a working knowledge of the functions of a freight forwarder. This includes but is not limited to operation of an independent freight forwarder versus as part of an integrated service provider.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** Twice per year

**Course Length:** 6 weeks

### SCM-202: 21<sup>st</sup> Century Global Logistics

An in-depth examination of the major issues and practical concerns confronting the 21<sup>st</sup> century global logistics specialist serve as the basis for this course. This course builds on the foundation knowledge gained in the exporting/importing environment course while focusing on the detailed specifics of global supply chain management, including logistics regulations, current state-of-the-art technological processes, the current logistics problem set and procedures that are common among all nations.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [FA2], [SP1], [SU1]

**Course Length:** 6 weeks

### SCM-376: Purchasing in the Global Marketplace

This six-week course examines the organizational purchasing function within the global marketplace. Upon completion, students will have demonstrated in-depth conceptual and practical knowledge of the role, duties and functions of a purchasing professional. Case studies are used by students to apply their understanding of course concepts to real-life situations.

**Prerequisites:** None

**Credits:** 3.0 credit hours

**Term/Block:** [SP2], [SU2], [FA2]

**Course Length:** 6 weeks

### SCM-379: Warehousing: Principles and Practices in a Global Economy

This six-week course examines the principles and practices of modern warehousing. Particular emphasis is focused on understanding how warehousing can be used as a competitive advantage in the global marketplace. This course investigates and defines the activities and functions common to most warehouses as it develops an understanding of the principles of modern warehousing within the context of the global economy. Upon completion, students will be able to analyze and assess warehousing

needs and conceptually design warehousing solutions.

**Prerequisites:** SCM-202

**Credits:** 3.0 credit hours

**Term/Block:** [FA1], [SP1], [SU1]

**Course Length:** 6 weeks

### **SCM-412: Global Supply Chain Strategies**

Building upon concepts learned in earlier logistics related courses, this six-week course adds more depth and complexity as it examines the concept of the integrated global supply chain—the borderless flow of materials, both raw and processed, information and resources that support performance of organizations competing in the global marketplace. The main elements within the supply chain that link members of the supply chain are explored as a means of developing a strategy whereby global efficiencies can be leveraged for comparative advantage. A formal global supply chain strategy is developed by students to demonstrate their understanding of course concepts to real-life situations.

**Prerequisite:** SCM-202 and SCM-379

**Credits:** 3.0 credit hours

**Term/Block:** [FA1], [FA3], [SP3]

**Course Length:** 6 weeks