



Dunlap-Stone University

Academic Catalog
January 1 – December 31, 2018

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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 for the most current information.

April 27, 2018

Table of Contents

ABOUT DUNLAP-STONE UNIVERSITY	7
<hr/>	
MISSION	7
VISION	7
INSTITUTIONAL GOALS	7
THE FOLLOWING EDUCATIONAL GOALS FOR THE ORGANIZATION:	7
EDUCATIONAL PHILOSOPHY	7
ACCREDITATION	7
LICENSING	7
HISTORY	8
OWNERSHIP OF THE UNIVERSITY	8
ACADEMIC FREEDOM	9
DEGREE OPTIONS	9
ONLINE COURSE FORMAT	9
COURSE MATERIALS	10
RESIDENCIES	10
RIGHT TO CHANGE REQUIREMENTS	10
COMMITMENT TO STUDENT SUCCESS	10
STUDENT SERVICES	10
ADMINISTRATIVE OFFICES	10
ACADEMIC COUNSELING	11
OFFICE OF THE REGISTRAR	11
STUDENT RECORDS RETENTION AND DISPOSAL	12
CAREER SERVICES AND PLACEMENT	12
MILITARY STUDENT SERVICES	12
ENROLLMENT SERVICES	12
STUDENT ACCOUNTS	12
LIBRARY SERVICES	13
TECHNICAL SUPPORT	13
MINIMUM TECHNOLOGY REQUIREMENTS	13
UNIVERSITY POLICIES	14
<hr/>	
DISCLAIMER	14
TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT DSU	14
COURSE CREDIT AND CONTACT HOURS	14
COURSE NUMBERING	14
ADMISSIONS	15
GENERAL ADMISSIONS REQUIREMENTS	15
OPEN ENROLLMENT (SINGLE COURSE) AND VOCATIONAL PROGRAM ADMISSIONS	15
DEGREE PROGRAM ADMISSIONS	15
ADMISSIONS PROCESS	15
STEP 1: CONTACT YOUR ADVISOR FOR PRE-ENROLLMENT INFORMATION	15
STEP 2: RECEIVE AND COMPLETE THE ADMISSIONS APPLICATION	15
STEP 3: PROVIDE DSU WITH REQUIRED DOCUMENTATION	16
STEP 4: UNDERSTANDING YOUR OFFER OF ADMISSION OR DENIAL	16
STEP 5: COMPLETE THE 'ACCEPTANCE OF DSU OFFER OF ADMISSIONS PACKET'	17
RECEIVING A REJECTION LETTER	17

TIME TO DEGREE COMPLETION	17
CONTINUOUS ENROLLMENT	17
COURSE ENROLLMENT	17
ACADEMIC CALENDAR	18
DIRECTED STUDY ENROLLMENT	18
CHANGING PROGRAMS, SPECIALIZATIONS OR VOCATIONAL	19
IDENTITY VERIFICATION PROCEDURES	19
EXPECTED STUDENT BEHAVIOR	19
STUDENT SUCCESS TIPS	20
ATTENDANCE	22
INSTITUTIONAL INTEGRITY	22
ACADEMIC HONOR CODE	22
PROCTORED EXAMINATION REQUIREMENTS	23
SATISFACTORY ACADEMIC PROGRESS	23
LEAVE OF ABSENCE	23
MILITARY LEAVE OF ABSENCE	24
SEPARATION FROM THE UNIVERSITY	24
DISCIPLINARY ACTIONS: STUDENT PROBATION, SUSPENSION, AND EXPULSION	24
STUDENT EXPULSIONS:	25
PROGRAM RE-ENTRY	25
TRANSFER CREDITS AND GRADING	25
TRANSFER CREDIT	25
DSU POLICY REGARDING PRIOR LEARNING AND TRANSFER CREDIT	26
GRADING	27
GRADE VALUE SUMMARY	27
STANDARD LETTER GRADES (A, B, C, D, AND F)	28
NON-STANDARD LETTER GRADES (XF, DP, WD, I, AD, AU AND WF)	28
COURSE WITHDRAWAL LIMITS	30
APPEALING A GRADE	30
REPEATING COURSES – GRADE REPLACEMENT POLICY	30
GRADE CHANGES	31
RECORDS AND DOCUMENTS	31
TRANSCRIPTS	31
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	31
CHANGE OF NAME OF RECORD	31
EMPLOYEES AS STUDENTS	31
RIGHTS AND RESPONSIBILITIES	31
EQUAL OPPORTUNITY	31
ADA COMPLIANCE STATEMENT	32
GRIEVANCES	33
ACADEMIC GRIEVANCES: POLICY AND PROCEDURE	34
CONFLICT OF INTEREST POLICY	35
NONDISCRIMINATION	36
INFORMATION ACCESS	36
ACCESS TO LEARNING RESOURCES	36
CLASSROOM ACCESS	36
CONTACT INFORMATION FOR STUDENTS	36
GRADUATION: DEGREE PROGRAMS	36
ACADEMIC HONORS	36
GRADUATION PROCEDURES	36
SPECIAL NOTICE TO CALIFORNIA STUDENTS	37
TUITION, FEES	39

AND FINANCIAL POLICIES 39

ESTIMATED COST OF ATTENDANCE (2018 ACADEMIC YEAR)	39
TUITION AND FEES	40
INTERNATIONAL CURRENCY	40
FEDERAL FINANCIAL AID	41
VETERAN EDUCATION BENEFITS	41
TYPES OF PRIVATE AID PROGRAMS AVAILABLE	42
MILITARY DISCOUNTS	42
THIRD-PARTY AID PROGRAMS	42
OTHER METHODS OF TUITION PAYMENT	42
MAKING A TUITION AND FEES PAYMENT ONLINE:	42
CONTACTING THE COLLEGE TO MAKE A PAYMENT	42
DEFERRED PAYMENT PLAN OPTIONS	42
INSTITUTIONAL REFUND POLICY	42

INTERNATIONAL TRADE STUDIES 45

ADMISSIONS REQUIREMENTS	45
COMPLETION TRANSCRIPTS	45
PROGRAM COSTS	45
STUDIES IN EXPORTING	45
STUDIES IN INTERNATIONAL TRADE DOCUMENTATION	46
STUDIES IN INTERNATIONAL TRADE FINANCE	46
STUDIES IN INTERNATIONAL TRADE LOGISTICS	46
STUDIES IN INTERNATIONAL TRADE MARKETING	46
STUDIES IN U.S. EXPORT COMPLIANCE	47
STUDIES IN PROFESSIONAL INTERNATIONAL TRADE ADMINISTRATION	47
STUDIES IN INTERNATIONAL TRADE MANAGEMENT	47
STUDIES IN IMPORTING	47
STUDIES IN FREIGHT FORWARDING	48
STUDIES IN ITAR	48

UNDERGRADUATE STUDIES 49

UNDERGRADUATE DEGREE PROGRAMS	49
GENERAL EDUCATION	49
GENERAL EDUCATION CORE COMPETENCIES	49
ASSOCIATE OF ARTS: BUSINESS ADMINISTRATION DEGREE GENERAL EDUCATION REQUIREMENTS	50
BACHELOR OF SCIENCE: INTERNATIONAL TRADE MANAGEMENT DEGREE GENERAL EDUCATION REQUIREMENTS	50
ASSOCIATES DEGREE TRANSFER CREDIT LIMITS	51
BACHELORS DEGREE TRANSFER CREDIT LIMITS	51

ASSOCIATE OF APPLIED ARTS: BUSINESS ADMINISTRATION 52

AABA ADMISSIONS REQUIREMENTS	52
AABA LEARNING OBJECTIVES	52
PROCTORED EXAM REQUIREMENTS	52
PROGRAM REQUIREMENTS	53
BUSINESS COURSES	53

GENERAL EDUCATION COURSES	53
AABA GRADUATION REQUIREMENTS	54
PROGRAM SCHEDULING AND ESTIMATED TIME TO COMPLETION	54
BACHELOR OF SCIENCE: INTERNATIONAL TRADE MANAGEMENT	56
BS-ITM LEARNING OBJECTIVES	56
CAPSTONE PROJECT	56
PROCTORED EXAM REQUIREMENTS	56
EMPHASIS AREAS	57
BACHELOR OF SCIENCE: INTERNATIONAL TRADE MANAGEMENT DEGREE GENERAL EDUCATION REQUIREMENTS	57
GRADUATE BUSINESS STUDIES	59
GRADUATE DEGREE PROGRAMS	59
GENERAL COMPETENCY PRINCIPLES	59
TRANSFER CREDITS	59
MASTER OF BUSINESS ADMINISTRATION:	60
INTERNATIONAL MANAGEMENT	60
MBA-IM ADMISSIONS REQUIREMENTS	60
MBA-IM LEARNING OBJECTIVES	61
MBA-IM PROCTORED COMPREHENSIVE EXAM	61
COMPREHENSIVE EXAM GRADING	62
PROGRAM REQUIREMENTS	62
REQUIRED COURSES	62
MBA-IM GRADUATION REQUIREMENTS	62
PROGRAM SCHEDULING AND ESTIMATED TIME TO COMPLETION	63
GRADUATE LAW STUDIES	64
GRADUATE DEGREE PROGRAMS	64
GENERAL COMPETENCY PRINCIPLES	64
TRANSFER CREDITS	64
MASTER OF SCIENCE:	65
REGULATORY TRADE COMPLIANCE	65
MSc-RTC ADMISSIONS REQUIREMENTS	65
MSc-RTC LEARNING OBJECTIVES	66
MSc-RTC PROCTORED COMPREHENSIVE EXAM	66
COMPREHENSIVE EXAM GRADING	67
CAPSTONE THESIS	67
PROGRAM REQUIREMENTS	67

REQUIRED COURSES	68
MSC-RTC GRADUATION REQUIREMENTS	68
PROGRAM SCHEDULING AND ESTIMATED TIME TO COMPLETION	68
MASTER OF LAWS DEGREE -	69
<hr/>	
U.S. REGULATORY TRADE LAW	69
<hr/>	
LL.M.-RTL ADMISSIONS REQUIREMENTS	69
LL.M.-RTL LEARNING OBJECTIVES	70
LL.M.-RTL PROCTORED COMPREHENSIVE EXAM	70
COMPREHENSIVE EXAM GRADING	71
CAPSTONE THESIS	71
PROGRAM REQUIREMENTS	72
REQUIRED COURSES	72
LL.M.-RTL GRADUATION REQUIREMENTS	72
PROGRAM SCHEDULING AND ESTIMATED TIME TO COMPLETION	72
PROGRAM COURSE LISTING	73
COURSE CATALOG	74
<hr/>	
HUMANITIES, ARTS AND SOCIAL SCIENCES (HAS)	75
SCIENCE, TECHNOLOGY AND MATHEMATICS (STM)	77
BUSINESS, LAW AND MARKETING (BUS)	78
FINANCE, ACCOUNTING AND ECONOMICS (FAE)	80
MANAGEMENT, ORGANIZATIONAL BEHAVIOR AND LEADERSHIP (MGT)	81
MASTER OF BUSINESS ADMINISTRATION (MBA)	82
INTERNATIONAL TRADE (TRD)	84
SUPPLY CHAIN MANAGEMENT (SCM)	93

About Dunlap-Stone University

Mission

Dunlap-Stone University (DSU) strives to offer the highest quality distance education to adult learners by offering *Professionally Significant Degrees*[®], innovative courses and a student-centered experience in alignment with our commitment to honor, distinction and excellence in higher education.

The mission is reviewed and either affirmed or amended annually by the Board of Directors. It was last affirmed in 2018.

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.

The vision is reviewed and either affirmed or amended annually by the Board of Directors. It was last affirmed in 2018.

Institutional Goals

The following educational goals for the organization:

- DSU offers high-quality distance education programs that meet the needs of our students.
- DSU operates effectively and efficiently as an institution of higher education.
- DSU evolves as an institution through the development of its staff, faculty and technology.

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. We create global citizens by eliminating geographic boundaries while promoting inquiry, creativity, professional practice and social responsibility.

Accreditation

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

Distance Education Accrediting Commission

Attn: Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
Tel: (202) 234-5100
Web: <http://www.DEAC.org>

Licensing

Dunlap-Stone is licensed to operate by the Arizona State Board for Private Postsecondary Education. Please contact DSU for current information on other states.

Arizona State Board for Private

Postsecondary Education
1400 W. Washington Street, Room 260
Phoenix, AZ 85007
Tel: 602-542-5709
Web: www.azppse.gov

Effective July 1, 2017, an out-of-state private postsecondary educational institution must register with the Bureau for Private Postsecondary Education or is not authorized to enroll California students (Ed. Code § 94801.5). DSU has submitted an Application for Registration of Out of State Institutions with the Bureau for Private Postsecondary Education. Student Tuition Recovery Fund disclosures for California students may be found on page 42.

Any questions a California student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
888-370-7589 or (fax) 916-263-1987
www.bppe.ca.gov

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 M. 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, for-profit Arizona 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

President Donald N. Burton

(Doctor of Business Administration, Nova Southeastern University; Master of Business Administration, University of Oregon)

Senior VP, Finance Valeri A. Burton

(Over 25 Years Administrative and Accounting Experience)

Chief Academic Officer Caulyne Barron

(Doctor of Education, Higher Education Administration, Northeastern University; Master of Education, Adult Education, Jones International University)

Advisory Board

Internal Advisory Board Members include:

Donald Burton, DBA
Caulyne Barron, EdD
Joseph Zodl, MA

External Advisory Board Members include:

Roger Marks, JD
Joshua Clepper, MSc
Briana Parsons, EdD
Lauren Stubblefield, MBA

Headquarters

Dunlap-Stone University
19820 North 7th Street, Ste 100
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602-648-5750
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info@dunlap-stone.edu

Pursuant to California Code 94909(a)(12), DSU discloses that the institution does not have a pending bankruptcy petition, it is not

operating as a debtor in possession, has not filed a petition within the proceeding five years, and has not had a bankruptcy petition filed against it in the last five years that has resulted in reorganization under Chapter 11 of the US Bankruptcy Code (11 USC 101).

Qualifications of Faculty

The University utilizes instructors that are proficient in distance education 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.

Academic Freedom

Academic freedom protects the rights of faculty and students 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. 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, students, and staff to engage in scholarly and creative activities and to present issues openly in the classroom. DSU encourages engagement 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 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 individuals 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:

- *Associate of Arts: Business Administration*
- *Bachelor of Science: International Trade Management*
- *Master of Business Administration: International Management*
- *Master of Science: Regulatory Trade Compliance*
- *L.L.M. Regulatory Trade Law*

Additionally, the university offers open enrollment Vocational Courses and Certificate Programs.

Online Course Format

Classes do not take place at a physical campus. 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 instructor review. 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.

Most courses are taught in a six-week period, while eight-week courses are the standard for graduate coursework. 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 (when applicable) 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.

Note: To ensure book(s) arrive prior to course(s) beginning, students in the U.S. are advised to order 2–3 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 or obligations 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 any time during normal business hours. 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 to 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 – 2018

New Year's Day	Closed
President's Day	Closed
Memorial Day	Closed
Independence Day	Closed
Labor Day	Closed
Thanksgiving/Day after	Closed
Christmas Eve/Day	Closed

Individual instructors may be available during virtual office hours posted in individual classes or by appointment.

Academic Counseling

Academic Counseling is an essential component of a Dunlap-Stone University education, and the organization is committed to providing learners with 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.

Advisors are responsible for developing a thorough knowledge of the institution, including academic resources. Advisors 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. Academic advisors 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—advisors are graduates of similar programs or have been enrolled in DSU degree program courses.

Advisors 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 record orders should be directed to the Registrar's Office at (602) 648-5750 or by contacting info@dunlap-stone.edu.

Student Records Retention and Disposal

For policy purposes, a student is defined as an individual who has completed a registration to enroll in any course or program.

All student records are the permanent 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 a degree programs and/or 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 and Placement

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% discount program to offset the cost of returning to school, while balancing service, deployments, or home life. Any computer with an Internet connection becomes a classroom, 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 are able to answer questions, offer enrollment solutions, and actively work with the other departments on the behalf of the student. Your advisor can help you with the following services:

- Pre-Enrollment Advising and Support
- Course Registration and Enrollment Assistance
- Modifying Your Course or Term Schedule
- Directing students to the appropriate department or staff member when needed

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

Student Accounts

Students or companies inquiring on a student financial matter must contact the

accounting 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. **DSU does not participate in federal financial aid programs. It does not offer Federal Guaranteed Student Loans or Pell Grants. Students attending the university are not able to defer payment on student loans while attending DSU.**

Note that FERPA regulations may prevent the disclosure of some information to third parties without student consent.

The Finance 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
- Payroll inquiries

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

DSU offers internet-based library resources for current students. Current students may access the library services through a link in each course.

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. They can assist with:

- Students who experience difficulty accessing the classroom (Moodle)
- Students who need assistance navigating the classroom and would like a guided tour of classroom features.
- Students who need their account settings changed, including login and passwords. (Please note that additional identity verification procedures may be required to reset a password.)

Minimum Technology Requirements

Students should have up-to-date computers with a high-speed Internet connection for best performance. Note that students must be able to access the classroom at least five days per week each week of their course. Students without reliable internet access will not meet course requirements.

The following are the minimum technology requirements for success in DSU's online classroom environment: Internet access, an email address for login notifications, PC or Mac compatibility for downloading, Adobe Acrobat Reader (current version), a word processing program such as Microsoft Word. Use an appropriate virus application to prevent virus transmittal from submitted assignments. Firefox and Chrome are the recommended browsers for accessing the Moodle classroom.

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.

Transferability of Credits and Credentials Earned at DSU

The transferability of credits you earn at Dunlap-Stone University is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the degree/certificate/credits you earn in your educational program is also at the complete discretion the institution to which you may seek to transfer. If the credits/degree/certificate that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dunlap-Stone University to determine if your credits or credential will transfer.

Course Credit and Contact Hours

The number of credit hours assigned depends on the length of the course, course workload, and credential level.

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 DEAC 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 Credit Hours	3 Credit Hours	4 Credit Hours
Total Academic Engagement Hours	22.5 hours	45 hours	60 hours
Total Preparation Hours	45 hours	90 hours	120 hours
TOTAL HOURS	67.5	135	180

Course Numbering

Each course name 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 Topics)
- **SCM:** (Supply Chain Management)
- **FAE:** (Finance, Accounting and Economics)
- **MBA:** (Graduate Business)

- MGT: (Management, Organizational Behavior, Leadership and Human Resources)
- STM: (Science, Technology and Mathematics)
- HAS: (Humanities, Social Sciences and Arts)

Course numbering denotes:

000-099 Developmental courses designed for students who need remediation or preparation for college-level course work, including community education courses. Courses in the range are not for college credit.

100-499 Courses designed for undergraduate learners to support outcomes typical of associate or bachelor degree programs.

500-799 Graduate programs that reflect outcomes past the bachelor degree.

Admissions

DSU offers degree programs and open-enrollment vocational courses and 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

While each program may have additional 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
- complete enrollment agreement and application requirements

Please review your desired program's requirements for additional admissions requirements.

Open Enrollment (Single Course) and Vocational Program Admissions

Students enrolling in open-enrollment vocational training certificate / certification exam preparation training programs or single course enrollments must demonstrate they meet the general admissions requirements by completing an application. The application fee is waived for these students. See the chart on the follow page for more information.

Degree Program Admissions

Students seeking admission to degree programs must complete the prescribed application and admissions process by all applicable deadlines. See the program entrance requirements in the program section of the catalog for more information.

Admissions Process

Step 1: Contact Your Advisor 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. Knowledgeable Student Advisors answer questions, offer enrollment solutions, and 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 Admissions Application

Students interested in enrolling must complete the Admissions Application.

A \$50.00 Application Fee (undergraduate) or \$100.00 Application Fee (graduate) must be submitted with the completed application. Vocational or open enrollment students must complete an application, but fees are waived.

Admissions Requirements Table

	Open Enrollment	Vocational Certificate	Associate of Arts: Business Administration	Bachelor of Science: International Trade Management	Master of Business Administration: International Management	Master of Science: Regulatory Trade Compliance	LLM: Trade Compliance Law
Complete Application	X*	X*	X ¹	X ¹	X ²	X ²	X ²
Application Type+	U	U	U	U	B	T	L
Be at least 18 years old	X	X	X	X	X	X	X
Complete an enrollment agreement for each course	X	X	X	X	X	X	X
English Language Proficiency [^]	X	X	X	X	X	X	X
High school diploma or equivalent	X	X	X	X			
Provide Evidence of Bachelors Degree (Transcript)					X	X	
Provide Evidence of JD or equivalent (Transcript)							X
Provide Evidence of Prerequisite Coursework					X	X	X

*Application fee is waived for non-degree students.

1 \$50 Application Fee (Undergraduate degree programs) 2 \$100 Application Fee (Graduate program)

+ See application types below: U: [Undergraduate Application](#) B: [Master of Business Administration Application](#)

T: [Master of Science: Regulatory Trade Compliance](#) L: [LLM: Regulatory Trade Law](#)

[^] See each program for TOEFL score requirements.

Students must complete the application and submit any additional materials listed on the application to ensure that the application and any resulting course registrations are processed before the start of term.

Step 3: Provide 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 (vocation and undergraduate applicants)
- 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 (a copy of a government issued ID card)

Step 4: Understanding Your Offer of Admission or Denial

Students receive their offer of admission or letter of denial via US Mail or electronically if they have selected that option. The admissions acceptance packet contains pertinent information to consider prior to enrolling in the degree programs, including

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

Step 5: Complete 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 term start dates per year. For more information on applying after a rejection letter, please contact the Registrar or your Advisor directly.

Time to Degree Completion

Each program offered by DSU varies in length. DSU understands that students may have different goals and different timetables for program completion. Students who wish to complete the program of their choice in the most-timely manner possible should develop a schedule that meets their needs with their student advisor or counselor.

Continuous Enrollment

DSU degree-seeking students should maintain continuous enrollment. Continuous enrollment is achieved by attending a minimum of one course per term. If a period of absence is required, students should work directly with their Academic Advisor to determine the best course of action. Students enrolled in degree programs who go more than a year without enrolling in a course and who have not completed a leave of absence form may be removed from degree-seeking status. If the student wishes to be re-entered into their degree program at a later date, they may contact their degree advisor (See Re-entry to Program Policy).

Course Enrollment

Both degree-seeking students and open-enrollment students enroll in individual courses to allow the greatest level of flexibility for our adult learners. Some courses and programs require program acceptance before enrollment and some courses have prerequisites. Your advisor can work with you to develop a schedule to meet your personal and professional goals.

To participate in Dunlap-Stone University programs, all students must display academic readiness by meeting the entrance requirements and successfully completing their first course at DSU with a grade of D- or better.

Academic Calendar

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

Students can succeed in one course at a time by taking DSU's accelerated coursework by taking it consecutively rather than concurrently.

Please refer to each program's description for details about how each schedules courses and terms.

Student who take part in external funding programs such as military funding should use different calendars and terms. In such cases, note the Alternate Funding Calendar below.

DSU Undergraduate Degree Programs have three terms per year:

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

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 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.

DSU Graduate Degree Programs have two terms per year:

- Spring (Contains 3 eight-week classes, lasts 24 weeks)
- Fall (Contains 3 eight-week classes, lasts 24 weeks)

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 give students a complete schedule to their degree, including their estimated date of completion and graduation.

Alternate Funding Calendar

For students using external, time-based funding sources, a simplified calendar can be used to calculate terms:

- **Spring Term.** Courses starting January 1 to June 30. Full time enrollment is four (4) undergraduate courses (six weeks in length each or 12 total credit hours) or three (3) graduate courses (8 weeks in length each or 12 total credit hours).
- **Fall Term.** Courses starting July 1 to December 31. Full time enrollment is four (4) undergraduate courses (six weeks in length each or 12 total credit hours) or three (3) graduate courses (8 weeks in length each or 12 total credit hours).

Note that a course may extend past the term date, but it is the start date that determines the term.

Directed Study Enrollment

Some courses offered by the university can be taken as Directed Study, pairing students one-on-one with an instructor. Students complete all of the assignments as though in a regularly scheduled online class and

meet all participation requirements. However, individuals may have more flexibility as to when the course is scheduled outside of those scheduled by the university. Directed study students complete a course as an individual, and interact solely with their faculty in the classroom environment.

Directed Study courses should be used when students cannot take part in a regularly scheduled course due to scheduling conflicts or when there is insufficient enrollment in a course. Courses have defined start and end dates. Directed study students must participate five days per week unless alternative terms have been arranged.

For non-regularly scheduled courses, an additional \$185.00 Directed Study fee is charged. Please contact an enrollment advisor or degree counselor for more information on current pricing and course availability. **NOTE: Some courses cannot be offered as Directed Study courses.**

Changing Programs, Specializations or Vocational

Students apply to another program at the same credential level without an additional application fee if they have applied and have been accepted at DSU. A program at another credential level may require an application fee. Any change of program will require a new application process.

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

Identity Verification Procedures

Student identity is verified through a number of clerical means and students are 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 are expected to demonstrate 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.

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.

Standards of online "netiquette" and interaction are expected and demanded from students in the classroom.

Student Success Tips

Depending on the number of credit hours assigned for each course and the length, students should expect to spend different amounts of time on a 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 higher education best practices.

As a general rule, for each credit hour assigned, students will spend 15 hours directly engaged with course materials and 30 hours preparing for class. Students may spend more or less time completing a course because of their learning styles and academic experiences.

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.** Access the classroom, download your syllabus and other materials and print them if you choose. Post your bio in the appropriate folder. These 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 are submitted through the assignment screen. 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 undergraduate 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.

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.

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 DSU's classes and programs are conducted via distance learning, it is important to the success of the educational 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, 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 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 original. 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. It is a violation of the Honor Code to solicit or receive assistance from others.

Proctored exams 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 the secure electronic classroom with their unique username and password, students affirm their identity as the person who has enrolled in the course or program.

Proctored Examination Requirements

As an effort to assess student learning and verify student identity, degree seeking students are required to complete proctored examinations as a part of their program to meet accreditation requirements. 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, and 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 make it available to DSU as needed.

Acceptable proctoring locations require impartial third parties to serve as proctors. Corporate HR professionals, local libraries, private testing centers, local colleges or universities have been used successfully by other students.

The proctor assumes responsibility for maintaining the confidentiality of the test in advance of the testing date, assuring that only authorized materials (when applicable) are allowed in the test site, affirms that identity of the test taker, and returns the exam to the university for grading. 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 or are time-released in the electronic classroom. Paper tests will be returned to DSU via postal service or package carrier after the exam when applicable. Most

exams do not allow books or other materials in the testing center. Students should bring writing instruments, 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.

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.

Satisfactory Academic Progress

Per DSU's Satisfactory Academic Progress (SAP) policies, students must maintain a 2.0 grade point average (GPA) throughout the degree program in 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.

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 do so should complete the Leave of Absence form and include their anticipated date of return to class.

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 advisor for more information.

Periods of no course enrollment (without notification of a leave of absence) greater than 12 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 may be granted a Military Leave of Absence from DSU for the period of active duty and up to one year after returning from deployment or 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. Students called to active duty after classes have begun 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 third party aid, they are responsible for contacting the appropriate administrators.

Separation from the University

Separation from the university may be voluntary or involuntary. 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 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 to bring their 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.

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 Academic Review Committee may face scholastic probation or suspension. Actions

may range from a temporary suspension with detailed action plan to final and permanent suspension or expulsion of the student.

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 Academic Review Committee and all other applicable governing bodies.

Students may challenge the suspension ruling of the committee by submitting a written petition of appeal 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.

Student Expulsions: Student expulsions may be based on student academic or scholastic behaviors. Expulsion removes the right of the student to enroll in any future course or program offerings after such a determination has been made by the Academic Review Committee and all other applicable governing bodies.

Students may challenge the expulsion ruling of the committee by submitting a written petition of appeal 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.

Students who were admitted into any program requiring application and admissions evaluations must re-apply once they become eligible after the period of expulsion.

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 a request in writing for re-entry to the Office of the Registrar. Non-starters or students who wish to return to DSU after a time 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.

Transfer Credits and Grading

Transfer Credit

All transcripts received from appropriately accredited 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).

All transfer credit will be evaluated though most programs limit the number of hours that can be transferred.

While an initial review may be completed using unofficial transcripts, only official transcripts will be accepted in the award of transfer credit.

Procedures

- Developmental course work (below 100-level) may not be considered for transfer credit.
- Students must have earned a grade of C- or better.

Undergraduate Maximum Transfer Credit

The maximum number of credit hours the university will accept via transfer for any bachelor's degree student is 66 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.

Concurrent Course Enrollment: Students 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, they should contact their advisor.

Foreign Transfer Credit Evaluations

Individuals who have completed university coursework at an institution outside the United States must obtain a complete evaluation of foreign transcripts 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.

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

Educational Credential Evaluators, Inc.
414-289-3400
www.ece.org

World Education Services
202-331-2925
www.wes.org

Educational Records Evaluation Service
916-921-0793
www.eres.com

Evaluation agencies may 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.

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted as appropriate in accordance with university 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. DSU must receive the official grade or credit notification directly from the College Board's Exam Center.

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. Training reviewed by agencies such as ACE improves the likelihood of acceptance.* Contact your advisor for submission requirements.

Military Experience and Training

DSU accepts up to 20 total semester credit hours for military service and education for bachelor's students and up to 15 for associate's students. 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. 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.

Grading

Grades are awarded for all courses taken at DSU. Grades are evaluated against the professor's expectations and defined course requirements, which include both course participation 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. Instructors grade assignments within one week of the close of each week.

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.

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.

Percentage	Grade	GPA Point
92-100	A	4.0
89-91	A-	3.7
85-88	B+	3.3
82-84	B	3.0
79-81	B-	2.7
75-78	C+	2.3

72-74	C	2.0
69-71	C-	1.7
65-68	D+	1.3
62-64	D	1.0
>62	F	0

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
- 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.

Students with a grade of I may qualify for credit if/when the grade reverts to a Standard Letter Grade.

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

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 until a final grade is posted

- do not impact term or cumulative grade point averages (GPA's) until a final grade is posted
- 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

Students receiving and "I" or Incomplete may still receive credit for the course after completing the requirements of the Incomplete Contract agreed to by their instructor. There may be a penalty for turning work in late. All terms of the Incomplete should be included in the Incomplete Contract agreed to by both the student and the instructor prior to submission to the university. Incompletes allow students additional time—up to three weeks-- to make up assignments at the instructor's discretion for courses that have been paid for in full. Incompletes not completed within three weeks automatically turn into an "F" letter grade or the grade equivalent to the points earned in the class to date. Instructors have one additional week to grade the work and submit the final grade.

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 voluntary 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.

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. Tuition and fees and other terms of the enrollment agreement remain the same despite the audit status.

Students enrolled under the status of “Audit” will be expected to manage their 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. This may impact third party aid awards.

Students may change from “Graded” to “Audit” any time prior to the last week of a course by submitting a written request. 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.

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 third party 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 not 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 third party 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
- 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 voluntarily left the course
- may void third party aid awards

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 third party aid awards

Pass/Fail Grades

Only courses that specifically note that the may be taken as Pass/Fail fall into this category. A maximum of four Pass/Fail classes may be used to meet general education requirements when allowed by the degree program. A Pass/Fail grade does not calculate toward a student's GPA.

Course Withdrawal Limits

To maintain standard academic progress and the academic integrity of the institution, as well as to demonstrate 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. The circumstances surrounding each withdrawal, the overall academic standing of the student and the student's intent are carefully considered.

Appealing a Grade

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

Repeating Courses – Grade Replacement Policy

Students may elect to repeat a course in which they had 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 credit is counted only once for purpose 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 to repeat a course and remove the weight of the earlier grade from the student's cumulative grade point average. Grade replacement requires 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 to encourage them to 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 submits 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.)

Records and Documents Transcripts

Requests for official transcripts that reflect courses taken at DSU can be made to the Registrar's office at info@dunlap-stone.edu or by calling (800) 474-8013 or (602) 648-5750. A fee of \$5.00 is charged.

End of course grades are sent electronically to students within about 10 working days of the end of the course.

Family Education Rights and Privacy Act (FERPA)

DSU diligently follows the Family Education Rights and Privacy Act (FERPA) enacted in 1974. Staff and instructors are trained on FERPA regulations and best practices. The purpose of the privacy act is to protect the rights of the student concerning the records that are maintained by the college.

* DSU will not disclose to any third party individuals: transcripts, social security numbers, grades, grade point average, course schedules, employment information, academic performance and admission information.

* FERPA requires 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.

* DSU must 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.

* DSU maintains student records as confidential. University faculty and staff will only have access to student records on a "need-to-know" basis. The university is 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.

Questions or concerns about FERPA or privacy practices should be directed to the Chief Academic Officer.

Change of Name of Record

Students who would like to change their 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 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 disability. 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. Students are not charged additional fees for disability accommodations. The university reserves the right to utilize external service agencies to provide the necessary accommodations.

In the event that a student chooses not to disclose the nature of their disability but requests a reasonable accommodation, that accommodation will be considered.

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
19820 N 7th 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.

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 Chief Academic Officer at cbarron@dunlap-stone.edu or (602) 648-5750. All grievances must be in writing, as verbal grievances will not be considered formal complaints.

Once the CAO receives a formal complaint, a Grievance process is initiated and the complaint is scheduled to be heard by the proper grievance committee. If the complaint is a Student Grade Grievance, see Academic Grievances. All other grievances are directed to the office of the President who will assign an investigator and oversee the process.

Regardless of the type of grievance, evidence is collected from all parties and the committee makes final determination and notifies all parties of its actions, typically within 30 days of the receipt of the grievance. Appeals must be submitted within 30 days of receipt of the determination.

If a student complaint cannot be resolved after exhausting the institution's grievance procedure, including the appeals process, 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.

Arizona State Board for Private Postsecondary Education
1400 W. Washington St.; Room 260;
Phoenix, AZ 85007
602-542-5709
www.azppse.gov

Students may also contact the Distance Education Accrediting Commission if a complaint cannot be resolved using the school's grievance procedure including the appeals process.

Distance Education Accreditation Council
1101 17th Street NW, Suite 808
Washington, DC 20036
(202) 234-5100
<http://www.DEAC.org/>

California residents are advised that:
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov.

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 within 60 days of the end of a class. 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 exam, or comprehensive exam.

For a complaint to be considered, the complaint must be based on one or more of the following grounds. The complaint therefore alleges that the ground(s) cited influenced the grade assignment to the student's detriment. The possible grounds include:

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 constitutes any of the following: (a) the assignment of a grade to a particular student on some basis other than their performance in the course; (b) the assignment of a grade to a particular student using 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. Complaints about such processes should be referred to the administrator from whom the academic misconduct notice was received for such an appeal.

All grievances must use the college's grade grievance form. The committee typically resolves student academic grievances

within 30 days of receipt of the grievance materials. Any appeals should be submitted within writing within 30 days of receipt of notice.

Conflict of Interest Policy

Recognizing the 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

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. 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.

Graduation: Degree Programs

Students must complete the graduation requirements detailed in their program of study.

Multiple Specializations/ Emphasis Areas

In some programs, undergraduate 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.

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)

Graduation Procedures

Complete the Application for Graduation and Degree Diploma Forms

As a student nears completion of their degree program (typical prior to their final course start date), their advisor will discuss their academic standing and the requirements for graduation. The academic advisor will send the student the Application for Graduation. The student must complete the forms return them to the university with

any required fees. Students complete the Degree Diploma Form.

The responsibility of meeting graduation requirements lies with the student. Though the student's advisor will discuss graduation requirements, provide forms or paperwork to complete, and review 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. Individuals who do not follow policies and procedures outlined by DSU or DSU's student integrity policies agree not to hold DSU accountable for any delay or revocation of a degree diploma awarded.

Approval or Denial of Graduation Application

Upon receipt of the Application for Graduation and supporting materials, the DSU Office of the Registrar reviews the student's records and makes 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 be advised of approval or any reasons for the denial of an application for graduation.

Recommendations are conditional and subject to satisfactory completion of all courses and other program requirements and approval from financial departments that obligations have been met. Diploma and official transcripts are only generated once all obligations have been met.

Graduation Materials

Students receive official Graduation materials via mail approximately two (2) to four (4) weeks after they have successfully completed all requirements for their program of study. Materials include: degree diploma and official transcripts. Additional proof of graduation may be requested by contacting the Office of the Registrar.

Special Notice to California Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Pursuant to CCR 71735 and 71810(b)(9), DSU offers only online courses, and students do not meet at a physical location. The materials used in the online classroom are sufficient to meet the course and program outcomes and objectives, demonstrated by the review of materials by DEAC.

California Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) (currently \$0.00) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other

payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Tuition, Fees and Financial Policies

Estimated Cost of Attendance (2018 Academic Year)

We estimate a standard 'cost of attendance' (or budget) that includes the current tuition prices (which may be subject to nominal changes in the future) and a best estimate for textbooks and other expected costs. This is a reference tool only. *Please note DSU does not include room and board or other cost of living expenses as a 100% distance education institution.* The college does not have any responsibility to find or assist students in finding housing.

Master of Science: Regulatory Trade Compliance

Total Credit Hours: 36

Tuition (Cost per Course, Total)	\$2360 x 9 = \$21,240
Books (Estimate)*	\$100 x 9 = \$900
Application Fee	\$100
Comprehensive Exam Fee	\$450 (to include proctoring fees)
Graduation Fee	\$100
Estimated Total	\$22,790+

+ Students meeting the criteria outlined in the Notice to California Students will also pay the Student Tuition Recovery Fund fees.

*Book estimates include estimates for \$100 per class. Not all classes have textbooks. A current list of required texts can be obtained from an enrollment advisor.

L.L.M: Regulatory Trade Law

Total Credit Hours: 28

Tuition (Cost per Course, Total)	\$2360 x 7 = \$16,520
Books (Estimate)*	\$100 x 7 = \$700
Application Fee	\$100
Comprehensive Exam Fee	\$450 (to include proctoring fees)
Graduation Fee	\$100
Estimated Total	\$17,870+

+ Students meeting the criteria outlined in the Notice to California Students will also pay the Student Tuition Recovery Fund fees.

*Book estimates include estimates for \$100 per class. Not all classes have textbooks. A current list of required texts can be obtained from an enrollment advisor.

Master of Business Administration: International Management

Total Credit Hours: 36

Tuition (Cost per Course, Total)	\$2360 x 9 = \$21,240
Books (Estimate)*	\$100 x 9 = \$900
Application Fee	\$100
Comprehensive Exam Fee	\$450 (to include proctoring fees)
Graduation Fee	\$100
Estimated Total	\$23,240+

+ Students meeting the criteria outlined in the Notice to California Students will also pay the Student Tuition Recovery Fund fees.

*Book estimates include estimates for \$150 per class. A current list of required texts can be obtained from an enrollment advisor.

Bachelor of Science: International Trade Management

Total Credit Hours: 121.5

Tuition (Cost per Course- 1.5 CH)	\$618 x 1 = \$618
Tuition (Cost per Course- 3 CH)	\$1140 x 14 (major) = \$15,960 \$1140 x 21 (gen ed) = \$23,940
Tuition (Cost per Course – 4 CH)	\$1320 x 4 = \$6080
Books (Estimate)*	\$100 x 40 = \$4000
Application Fee	\$50
Exam Fees	\$45 proctoring fees
Graduation Fee	\$50
Estimated Total	\$50,743+

+ Students meeting the criteria outlined in the Notice to California Students will also pay the Student Tuition Recovery Fund fees.

This estimate assumes a student has no transfer credit.

* The cost of books estimates about \$100 per class, though the majority of classes fall below that amount. A current list of required texts can be obtained from an enrollment advisor.

Associate of Arts: Business Administration

Total Credit Hours: 60

Tuition (Cost per Course- 3 CH)	\$1140 x 20 = \$22,800
Books (Estimate)*	\$100 x 20 = \$2000
Application Fee	\$50
Exam Fees	\$45 proctoring fees
Graduation Fee	\$50
Estimated Total	\$24,945+

+ Students meeting the criteria outlined in the Notice to California Students will also pay the Student Tuition Recovery Fund fees.

This estimate assumes a student has no transfer credit.

* The cost of books estimates about \$100 per class. A current list of required texts can be obtained from an enrollment advisor.

Tuition and Fees

Undergraduate course tuition* rates as of January 1, 2018 are:

1.5 credit hours course = \$618.00
3.0 credit hours course = \$1140.00
4.0 credit hours course = \$1520.00

*Undergraduate tuition is based course administrative costs plus the number of credit hours.

A \$50 degree application fee and \$50 graduation fee are assessed to all undergraduate degree seeking students. See program requirements for program specific fees.

Graduate coursework is \$590/credit hour. Graduate students have a \$100 program

application fee and a \$100 graduation and audit fee.

Exam fees vary by program. Proctoring fees may be separately assessed.

Additional transcripts can be ordered for \$5.00 each.

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

International Currency

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. It does not offer Federal Guaranteed Student Loans or Pell Grants. Students attending the university are not able to defer payment on student loans while attending DSU.

While DSU does not participate in federal financial aid programs, students are advised: students who default on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. (CEC 94911(g)(1)(2))

Further, students should understand that if a separate party is financing their education, the student, and the student alone is directly responsible for all payments and monies owed to the school listed on this agreement.

Veteran Education Benefits

DSU is a great match for students who have Veteran Education Benefits from military service, as 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*. **Please note that DSU students do not qualify for housing stipends.**

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.

All VA students will have all submitted transcripts reviewed for eligible transfer credit.

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 DSU programs and which program are eligible.

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.

It is the responsibility of the student, with guidance from their instructor, to make sure that the courses in which they enroll are a

part of their program of study and meet other conditions of VA funding.

Types of Private Aid Programs Available

Military Discounts

Dunlap-Stone University would like to thank military service members for their service, and is pleased to offer US military personnel a discount on courses.

All active duty, reservists, National Guard, retired and honorably discharged personnel, regardless of when a person received their discharge, receive a 25% discount off 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. Third party aid may come from private scholarships, employers, or other programs for which the student has qualified. 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 (28) 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 28-day waiting period. Note that deferrals are only available for students who have completed their first course with DSU or have otherwise received a waiver of the policy from the administration for good cause. This is not a financed payment plan. There are no finance charges or payment plans. All tuition is due prior to the end of the course in one payment without interest.

Institutional Refund Policy

Tuition refunds and course withdrawals are calculated based accreditation 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.

Students should refer to their enrollment agreement for state-specific refund information.

The Refund Process

The date DSU receives your withdrawal request 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.

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.¹ Beginning five days after registration, but before the start of class, a non-refundable 20% administrative fee will be assessed on all cancellations (Not to exceed \$200 per degree program). 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 is 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.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less any refund.

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

Nine Course	Week	Refundable Tuition Due*
	After Week One	80%
	After Week Two	60%
	After Week Three	40%
	After Week Four	20%
	After Week Five	0%
Eight Course	Week	Refundable Tuition Due*
	After Week One	75%
	After Week Two	50%
	After Week Three	30%
	After Week Four	10%
	After Week Five	0%
Six Week Course		Refundable Tuition Due*
	After Week 1	70%
	After Week 2	40%
	After Week 3	20%
	After Week 4	0%
Three Course	Week	Refundable Tuition Due*
	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.

**The registration fee is 20% of the course tuition, or \$200, whichever is less (not to exceed \$200 per degree program).

1: California residents have seven (7) days from their enrollment through the start date of course as the enrollment cancellation period.

Sample Calculation:

A student who enrolls in an 8-week graduate course at a cost of \$2360 for the course.

Time Period	Amount Refunded	Amount Paid
Within 5 days of enrollment, prior to class start	100% \$2360	\$0.00
5 days after enrollment, before class starts	100%* \$2360-\$200= \$2160	\$200
After Week 1	75%* \$2360 -\$200 = 2160 x.75 = \$1620	\$740
After Week 2	50%* \$2360 - \$200 = \$2160 x .5 = \$1080	\$1280
After Week 3	30%* \$2360- \$200 = \$2160 x .3 = \$648	\$1712
After Week 4	10%* \$2360 - \$200 = \$2160 x.1= \$216	\$2144
After Week 5	0%	\$2360
After Week 6	0%	\$2360
After Week 7	0%	\$2360
After Week 8	0%	\$2360

*Less Administrative fee, retained only once per program.

International Trade Studies

Dunlap-Stone University offers a number of non-degree, open enrollment educational programs that offer technical, vocational skills training related to international trade. 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 International Trade Certification Exams offered by IIEI Certification. For more information about industry supported exams, including information about the IIEI Certification program itself, a service offered by International Trade Certification Authority, Inc., visit www.industrycertification.org.

Please note that DEAC does not accredit certification exams, nor are they a requirement for completion of these vocational training programs.

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-ibt 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 Transcripts

The course of study for each collection of courses below does not lead to a certificate, degree or other credential as students do not enroll in a certificate program but only enroll individual classes. Students should request a transcript noting their final class grades for each course completed. The suggested path of study for each includes courses that are requirements or electives in DSU's Bachelor of Science: International Trade Management Program.

Program Costs

Total program costs can be calculated by adding the total tuition for each individual course in the program. Most courses are \$1140 each. Your advisor can provide a total cost estimate for the vocation program you are interested in.

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's Certified Exporter® Exam. However, successful completion of the course of study does not guarantee certification.

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's 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's Certified International Trade Finance Specialist®

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
Program Length: 18 weeks,9 credit hours

Recommended, but not required: BUS-303*

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's 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's 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's 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's 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's 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's 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's 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's 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 Science: International Trade Management
- Associate of Arts: 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 of Arts: Business Administration Degree General Education Requirements

Dunlap-Stone University resolves that AABA 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 of Science: International Trade Management Degree General Education Requirements

Dunlap-Stone University resolves that BS-ITM 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 – 66
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 66			Total

* Non- Accredited sources of credit are limited to a total of 30 credits awarded for bachelor's 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 bachelor's 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. Upon completion of the program, students will be able to:

- Demonstrate 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.

Proctored Exam Requirements

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

- Students must sit for proctored exams as a part of the requirements for graduation: BUS-102, FAE-230, FAE-263.

Program Requirements

The AABA program is comprised of 36 credit hours within the General Education curriculum and 24 credit hours of Business courses. This is a total of 60 credit hours. 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 21st 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 required proctored exams.
- 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
Spring	Class 1	Class 9	Class 17
	Class 2	Class 10	Class 18
	Class 3	Class 11	Class 19
Summer	Class 4	Class 12	Class 20
	Class 5	Class 13	
Fall	Class 6	Class 14	
	Class 7	Class 15	
	Class 8	Class 16	

Summer Term Starting Students

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

Fall Term Starting Students

	Year 1	Year 2	Year 3
Fall	Class 1	Class 9	Class 17
	Class 2	Class 10	Class 18
	Class 3	Class 11	Class 19
Spring	Class 4	Class 12	Class 20
	Class 5	Class 13	
Summer	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. Upon completion of the program, students will be able to:

- Assess business processes.
- Discuss the major components, relationships and terminology associated with business and international trade.
- Incorporate management principles to discuss planning, staffing, organizing, and leading.
- Organize and implement a business plan to obtain strategic objectives.

- 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.

This is a 121.5 total credit program. The major requirements represent 59.5 required credits and the electives represent 62 credit hours.

Proctored Exam Requirements

Students who are accepted into DSU's International Trade Management degree program must also meet the following requirement before graduation:

- Students must successfully complete the following proctored exams:
 - **Trade Compliance: TRD-201, FAE-230, FAE-450**
 - **Supply Chain: TRD-201, FAE-230, FAE-450**
 - **Management: BUS-102, FAE-230, FAE-450**

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 Science: International Trade Management Degree General Education Requirements

Dunlap-Stone University resolves that BS-ITM degree students must complete the following general education requirements,

in addition to major and elective requirements, to achieve a well-rounded academic experience, for a total of 62 credit hours.

- 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

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

	Emphasis: Trade Compliance Management		Emphasis: Management		Emphasis: Global Supply Chain Management	
Course Number	Course Name	Course Number	Course Name	Course Number	Course Name	Credit Hours
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 st Century International Logistics:	BUS 113	Topics in Contemporary Business	SCM 202	21 st 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
	AREA OF CONCENTRATION EXAM		AREA OF CONCENTRATION EXAM		AREA OF CONCENTRATION EXAM	
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
	PROGRAM COMPETENCY EXAM		PROGRAM COMPETENCY EXAM		PROGRAM COMPETENCY EXAM	
	Total Major Credit Hours					59.5
	Total General Education					62
	TOTAL PROGRAM					121.5

Note: Program requirements are subject to change.

Graduate Business Studies

Graduate Degree Programs

Dunlap-Stone University offers the following graduate business programs.

- Master of Business Administration: International Management

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

General Competency Principles

Dunlap-Stone University (DSU) believes that a strong education is one that contains a breadth and depth of knowledge and viewpoints and that graduates should demonstrate 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.

Transfer Credits

All transcripts will be reviewed for consideration for transfer credit, though generally, all required courses in these degree programs must be taken at DSU. Courses meeting the degree prerequisite requirements may be obtained elsewhere.

Master of Business Administration: International Management

The Master of Business Administration: International Management degree is a postsecondary, graduate degree that centers on the practical application of program objectives, building on Dunlap-Stone University's commitment to offer "*Professionally Significant Degrees*®." The program offers a solid foundation international management while developing core competencies across the discipline. The program is open to students who have completed a bachelor degree from an appropriately accredited institution.

The program prepares individuals to work in a range of management positions.

MBA-IM Admissions Requirements

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

- Complete the program admissions packet
- Have completed a bachelor degree from an appropriately accredited institution.
NOTE: International students must demonstrate the foreign equivalency of a bachelor degree has been completed. Non-native English speakers must demonstrate English proficiency with a minimum score of 550 on the paper-based TOEFL exam or a score of 80 or higher on the Internet-based TOEFL.
- Complete prerequisites
- Acknowledge and accept the university tuition policies
- Complete an Application for Admission
- Provide Official Transcripts or official records for all post-secondary education

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

- Provide written Acceptance of DSU's Offer of Admission

Students seeking entrance to the MBA program must complete the prescribed application and admissions process by all applicable deadlines.

Prerequisite Knowledge Requirement:

In addition to the General Admissions Requirements noted above, this program requires applicants to demonstrate core knowledge necessary to be successful in the program.

Prior to acceptance into the program, students should complete the following courses at the undergraduate level at an appropriately accredited institution:

- At least three credit hours in managerial accounting
- At least three credit hours in economics
- At least three credit hours in statistics
- At least three credit hours in critical thinking or data-driven decision making

There are two means of demonstrating prerequisite knowledge. Applicants should select the method commensurate with their experience:

1. **Complete Coursework at DSU:** Students may take HAS-103, STM-160, FAE-230 and FAE-263 or

F AE-450 at Dunlap-Stone University to meet prerequisite requirements.

2. **Comparable Coursework:** Provide official transcripts from an accredited college or university showing successful completion of at least 12 semester credit hours of undergraduate coursework in accounting, economics, statistics and economics.

MBA-IM 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 MBA-IM degree.

Graduates of the MBA-IM degree program will:

1. Assume responsibilities within an organization's management in a complex ethical, economic, and global environment
2. Demonstrate business knowledge and skills by explaining and describing how businesses compete and operate in a global environment through written work including case analysis and exams.
3. Analyze and integrate information from different functional areas of business in managerial decision-making, including financial, marketing, legal, operational and strategic functions.
4. Use quantitative and qualitative tools to define business problems and develop appropriate solutions
5. Effectively apply leadership, teamwork, and communication skills in diverse managerial environments

MBA-IM Proctored Comprehensive Exam

As a part of a comprehensive assessment plan and as an effort to assess student learning and verify student identity, MBA-IM degree seeking students are required to complete a proctored comprehensive

examination as the final step of their program. There is a separate Comprehensive Examination fee. The exam consists of six questions from which the student chooses three, one from each of three categories, to demonstrate his/her comprehensive knowledge of the program learning objectives. Students are allowed 3 hours to complete the written exam.

There are three conceptual categories in the comprehensive examination. For the exam there will be two original questions asked for each category. Each question will be paired with a short scenario. The student addresses one question from each category.

- Management of Human Resources
- Management of Financial Resources
- Management of Capital Resources

Students must schedule and pay for their proctored exams, completing an online registration form, 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.

Student should bring with them to the test site, writing instruments and a number of blank college "Blue Books", or blank yellow tablets upon which to write their response. If a personal computer is used to record their response, it must be closely monitored by the proctor to ensure the student is not accessing course materials on the drive or Internet while taking the test.

Acceptable proctoring locations require impartial third parties to serve as proctors. Corporate HR professionals, local libraries,

private testing centers, local colleges or universities have been used successfully by other students. The proctor assumes responsibility for maintaining the confidentiality of the test in advance of the testing date, assuring that only authorized materials (when applicable) are allowed in the test site, affirms that identity of the test taker, and returns the exam to the university for grading. For assistance locating a proctor, students should contact their 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. Most exams are paper-and pencil exams and most do not allow books or other materials in the testing center. Students should bring writing instruments, 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. For exams with multiple sections, 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. If the exam was completed on a computer, the proctor immediately after the test forwards an electronic copy of the exam response to DSU via email and retains an electronic copy of the test until DSU confirms receipt. Once the proctor has received confirmation of receipt by DSU, the proctor destroys the test file. Please allow up to 30 business days after receipt for grading by a subject matter expert. Students will be notified of their results after grading is complete.

Comprehensive Exam Grading

Grading of the comprehensive exam is PASS, PASS Minus, or FAIL. If a comprehensive exam receives a grade of PASS Minus, the exam is reviewed by a second expert grader; if the second grader grades the exam as either a PASS or PASS Minus, a PASS grade is awarded the exam. If a FAIL grade is given, students must wait three months from the first date before applying to retake the exam. If a student fails the exam a second time, the student must then petition the Academic Review Committee for permission to sit for the exam a third time, citing the reason why an exception should be made. There must be a good reason for an exception to be granted. Should the student fail the third attempt, no further attempts will be allowed.

Program Requirements

The MBA-IM program is comprised of 36 semester credit hours total.

Required Courses

Students enrolled in the program must complete the following course requirements:

Course Code	Course Title
MBA-585	Business and Society
MBA-505	International Management
MBA-520	Organizational Behavior
MBA-512	Financial Management
MBA-515	Information Systems and Technology
MBA-510	Operations Management
MBA-525	International Marketing
MBA-540	International Business Law
MBA-559	Strategy Implementation

MBA-IM Graduation Requirements

To receive a diploma noting completion of the requirements of the Master of Business Administration in International Management students must:

- Satisfactorily complete all published program requirements at Dunlap-Stone University

- Satisfactorily PASS the proctored comprehensive exam
- Maintain a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale.
- Receive grades of “C” or better in all required courses in the program. [Courses in which the student earned less than a C will not count towards graduation requirements and must be retaken.]
- Maintain DSU’s 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 without written authorization and complete the program within the years from the date of admission
- 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 graduate student completes 24 credit hours per year (six 4-credit hour, eight-week courses). Courses are scheduled with multiple program starts throughout the year. A full-time student who has met the entry prerequisite requirements would take approximately 1 year and six months (72 weeks) to complete the 36 credit degree.

Depending upon the goals of the student, commitments outside their studies, prerequisite completion and the student’s level of academic preparedness, it is reasonable to assume that a student could complete the program in the specified time. Students will develop a schedule to completion with their academic counselor. Students must complete their degree within three years of gaining entry into the program or they will have to reapply to the program and meet any new requirements in effect at that time.

Graduate Law Studies

Graduate Degree Programs

Dunlap-Stone University offers the following graduate law programs.

- Master of Science – Regulatory Trade Compliance (MSc-RTC)
- Master of Law s– U.S. Regulatory Trade Law (LL.M.-RTL)

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

General Competency Principles

Dunlap-Stone University (DSU) believes that a strong education is one that contains a breadth and depth of knowledge and viewpoints and that graduates should demonstrate 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.

Transfer Credits

All transcripts will be reviewed for consideration for transfer credit, though generally, all required courses in these degree programs must be taken at DSU. Courses meeting the degree prerequisite requirements may be completed at any appropriately accredited institution.

Master of Science: Regulatory Trade Compliance

The Master of Science: Regulatory Trade Compliance (MSc-RTC) degree is a postsecondary, graduate degree that centers on the practical application of program objectives, building on Dunlap-Stone University's commitment to offer "Professionally Significant Degrees®." The program offers a solid foundation in regulatory trade compliance law practices, processes and concepts, while developing core competencies across the discipline. The program is open to students who have completed a bachelor degree from an accredited institution (or equivalent) and who possess industry certification as a Certified U.S. Export Compliance Officer® (CUSECO) or has completed comparable coursework. The program prepares individuals to work in a range of regulatory compliance settings, managing employees, processes and results in accordance with industry best practices and in compliance with regulatory trade law.

MSc-RTC Admissions Requirements

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

- Complete the program admissions packet
- Have completed a bachelor degree from an accredited institution.
NOTE: International students must demonstrate the foreign equivalency of a bachelor degree has been completed. Non-native English speakers must demonstrate English proficiency with a minimum score of 550 on the paper-based TOEFL exam or a score of 80 or higher on the Internet-based TOEFL.

- Acknowledge and accept the university tuition policies
- Complete an Application for Admission
- Provide Official Transcripts or official records for all post-secondary education institutions previously attended must be sent to DSU's Office of the Registrar directly
- Provide written Acceptance of DSU's Offer of Admission

Students seeking formal entrance to the MSc-RTC program must complete the prescribed application and admissions process by all applicable deadlines.

Prerequisite Knowledge Requirement:

In addition to the General Admissions Requirements noted above, this program requires applicants to demonstrate core knowledge of the US Government trade regulations.

There are three means of demonstrating prerequisite knowledge. Applicants should select the method commensurate with their experience:

- **Admission Exam:** Applicants with a strong background in regulatory trade compliance (a working knowledge of the EAR, ITAR, and documentation) may elect to sit for a short entrance exam.
- **Comparable Coursework:** Provide official transcripts from an accredited college or university showing successful completion of at least 12 semester credit hours of undergraduate regulatory

compliance coursework in subjects including ITAR, EAR, trade documentation, and ethics.

- **Industry Certification:** Provide evidence of current or past industry certification, such as CUSECO®.

MSc-RTC 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 MSc-RTC degree.

Graduates of the MSc-RTC degree program will:

1. Be prepared to work in industry, government, and a wide range of other settings in administrative and management roles, overseeing all aspects of the export and import of regulated goods and services.
2. Demonstrate mastery of the major components, relationships, and terminology associated with the regulatory trade compliance industry.
3. Possess the regulatory knowledge needed to effectively manage trade compliance activities in a wide variety of settings.
4. Apply critical thinking and analysis skills across regulatory settings, demonstrating ethical decision making.
5. Utilize legal precepts, regulations and best practices to demonstrate competency in maintaining regulatory compliance.
6. Understand the workings of major foreign trade compliance regimens.

MSc-RTC Proctored Comprehensive Exam

As a part of a comprehensive assessment plan and as an effort to assess student learning and verify student identity, MSc-RTC degree seeking students are required to complete a proctored comprehensive examination as the final step of their

program. There is a separate Comprehensive Examination fee. The exam consists of six questions from which the student chooses three, one from each of three categories, to demonstrate his/her comprehensive knowledge of the program learning objectives. Students are allowed 3 hours to complete the written exam.

There are three conceptual categories in the comprehensive examination. For the exam there will be two original questions asked for each category. Each question will be paired with a short scenario. The student addresses one question from each category.

- Prevention
- Violation response
- Compliance Processes

Students must schedule and pay for their proctored exams, completing an online registration form, 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.

Student should bring with them to the test site, writing instruments and a number of blank college "Blue Books", or blank yellow tablets upon which to write their response. If a personal computer is used to record their response, it must be closely monitored by the proctor to ensure the student is not accessing course materials on the drive or Internet while taking the test.

Acceptable proctoring locations require impartial third parties to serve as proctors. Corporate HR professionals, local libraries, private testing centers, local colleges or

universities have been used successfully by other students. The proctor assumes responsibility for maintaining the confidentiality of the test in advance of the testing date, assuring that only authorized materials (when applicable) are allowed in the test site, affirms that identity of the test taker, and returns the exam to the university for grading. For assistance locating a proctor, students should contact their 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. Most exams are paper-and pencil exams and most do not allow books or other materials in the testing center. Students should bring writing instruments, 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. For exams with multiple sections, 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. If the exam was completed on a computer, the proctor immediately after the test forwards an electronic copy of the exam response to DSU via email and retains an electronic copy of the test until DSU confirms receipt. Once the proctor has received confirmation of receipt by DSU, the proctor destroys the test file. Please allow up to 30 business days after receipt for grading by a subject matter expert. Students will be notified of their results after grading is complete.

Comprehensive Exam Grading

Grading of the comprehensive exam is PASS, PASS Minus, or FAIL. If a

comprehensive exam receives a grade of PASS Minus, the exam is reviewed by a second expert grader; if the second grader grades the exam as either a PASS or PASS Minus, a PASS grade is awarded the exam. If a FAIL grade is given, students must wait three months from the first date before applying to retake the exam. If a student fails the exam a second time, the student must then petition the Academic Review Committee for permission to sit for the exam a third time, citing the reason why an exception should be made. There must be a good reason for an exception to be granted. Should the student fail the third attempt, no further attempts will be allowed.

Capstone Thesis

As the capstone experience for the Master of Science – Regulatory Trade Compliance, students will complete a thesis, focusing on a problem of practice within Trade Compliance and develop a scholarly-practitioner work exploring the topic.

As a regulatory trade compliance professional, within the US Government (USG), consulting or corporate settings, individuals may be called upon to justify a program or policy or suggest an alternate compliance-derived strategy through research-based approaches. Even if not a formal requirement, trade compliance professionals should be prepared to investigate and evaluate programs/topics impacting an organization's trade compliance effort and make learned recommendations of best practices. The emphasis of the final course of the program is a short-term, practical research effort that is problem-based and application-centered, culminating in a scholarly work that is APA compliant, yet tied to a problem of practice within the regulatory trade compliance arena.

Program Requirements

The MSc-RTC program is comprised of 36 semester credit hours total.

Required Courses

Students enrolled in the MSc-RTC program must complete the following course requirements:

Course Code	Course Title
TRD-505	Export Fundamentals
TRD-510	Import Trade Fundamentals
TRD-525	Auditing & Assessing Trade Compliance Processes
TRD-520	Trade Compliance Special Circumstances
TRD-535	Agency Regulations in Trade Compliance
TRD-540	Management of Trade Compliance
TRD-528	Trade Compliance Treaties & Guidelines
TRD-532	Foreign Compliance Regimens
TRD-550	MSc RTC Capstone Thesis

MSc-RTC Graduation Requirements

To receive a diploma noting completion of the requirements of the Master of Science in Regulatory Trade Compliance students must:

- Satisfactorily complete all published program requirements at Dunlap-Stone University
- Satisfactorily PASS the proctored comprehensive exam
- Maintain a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale.
- Receive grades of “C” or better in all required courses in the program.
[Courses in which the student earned less than a C will not count towards

graduation requirements and must be retaken.]

- Maintain DSU’s 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 without written authorization and complete the program within the years from the date of admission
- 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 graduate student completes 24 credit hours per year (six 4-credit hour, eight-week courses). Courses are scheduled with multiple program starts throughout the year. A full-time student who has met the entry prerequisite requirements would take approximately 1 year and four months (72 weeks) to complete the 36 credit MSc-RTC degree.

Depending upon the goals of the student, commitments outside their studies, prerequisite completion and the student’s level of academic preparedness, it is reasonable to assume that a student could complete the program in the specified time. Students will develop a schedule to completion with their academic counselor. Students must complete their degree within three years of gaining entry into the program or they will have to reapply to the program and meet any new requirements in effect at that time.

Master of Laws Degree - U.S. Regulatory Trade Law

The Master of Laws - U.S. Regulatory Trade Law (LL.M.-RTL) degree is a postsecondary, graduate degree that centers on the practical application of program objectives, building on Dunlap-Stone University's commitment to offer "*Professionally Significant Degrees*®." The program offers a solid foundation in regulatory trade compliance law processes and concepts, while developing core competencies across supportive disciplines. The program is open to students who have completed a juris doctorate degree from an accredited institution (or equivalent) and who possess industry certification as a Certified U.S. Export Compliance Officer® (CUSECO) or who have completed comparable coursework. The program prepares practicing lawyers and law school graduates to work in a range of regulatory compliance and legal settings, managing employees, processes and results in accordance with industry best practices and regulatory trade law.

LL.M.-RTL Admissions Requirements

Students seeking admission into the LL.M.-RTL program have the following admission requirements. Students must:

- Complete the program admissions packet
- Possess a Juris' Doctorate (J.D.) degree from an accredited American institution. NOTE: International students must demonstrate the foreign equivalency of a law school degree has been completed. Non-native English speakers must demonstrate English proficiency with a minimum score of 550 on the paper-based TOEFL exam or a score of 80 or higher on the internet-based TOEFL.

Prerequisite Knowledge Requirement:

In addition to the General Admissions Requirements noted above, this program requires applicants to demonstrate core knowledge of the US Government trade regulations.

There are three means of demonstrating prerequisite knowledge. Applicants should select the method commensurate with their experience:

1. **Admission Exam:** Applicants with a strong background in regulatory trade compliance (a working knowledge of the EAR, ITAR, and documentation) may elect to sit for a short entrance exam.
2. **Comparable Coursework:** Provide official transcripts from an accredited college or university showing successful completion of at least 12 semester credit hours of undergraduate regulatory compliance coursework in subjects including ITAR, EAR, trade documentation, and ethics.
3. **Industry Certification:** Provide evidence of current or past industry certification, such as CUSECO®.

Those applicants who cannot meet the prerequisite requirements should enroll in TRD-500, Regulatory Trade Compliance Basics upon receiving conditional admission into the program, prior to beginning the program.

Students seeking formal entrance to the LL.M.-RTL program must complete the prescribed application and admissions

process by all applicable deadlines. In addition to the General Admissions Requirements noted above, DSU requires the following items or actions by the applicant:

- Complete an Application for Admission
- Provide Official Transcripts or official records for all post-secondary education institutions previously attended must be sent to DSU's Office of the Registrar directly
- Provide written Acceptance of DSU's Offer of Admission

LL.M.-RTL Learning Objectives

Dunlap-Stone University, has established the following learning objectives for the Master of Laws in U.S. Regulatory Trade Law degree.

Graduates of the LL.M.-RTL degree program will:

1. Be prepared to work in industry, government, and a wide range of other settings in administrative and management roles, overseeing the licensing and legal issues involving the export and import of regulated goods and services.
2. Identify, explain, describe and apply the fundamental rules, policies and issues related to US regulatory trade compliance law.
3. Apply critical thinking and analysis skills across regulatory settings, demonstrating ethical decision making.
4. Utilize legal precepts, regulations and best practices to demonstrate competency in maintaining regulatory trade compliance.
5. Identify significant issues within regulatory trade compliance, describe their origins, interpretations and implications within a legal context within scholarly/practitioner works.

LL.M.-RTL Proctored Comprehensive Exam

As a part of a comprehensive assessment plan and as an effort to assess student learning and verify student identity, LL.M.-RTL degree seeking students are required to complete a proctored comprehensive examination as the final step of their program. There is a separate Comprehensive Examination fee. The exam consists of six questions from which the student chooses three, one from each of three categories, to demonstrate his/her comprehensive knowledge of the program learning objectives. Students are allowed 3 hours to complete the written exam.

There are three conceptual categories in the comprehensive examination. For the exam there will be two original questions asked for each category. Each question will be paired with a short scenario. The student addresses one question from each category.

- Prevention
- Violation response
- Compliance Processes

Students must schedule and pay for their proctored exams, completing an online registration form, 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.

Student should bring with them to the test site, writing instruments and a number of blank college "Blue Books", or blank yellow tablets upon which to write their response. If a personal computer is used to record their response, it must be closely monitored by the proctor to ensure the student is not

accessing course materials on the drive or Internet while taking the test.

Acceptable proctoring locations require impartial third parties to serve as proctors. Corporate HR professionals, local libraries, private testing centers, local colleges or universities have been used successfully by other students. The proctor assumes responsibility for maintaining the confidentiality of the test in advance of the testing date, assuring that only authorized materials (when applicable) are allowed in the test site, affirms that identity of the test taker, and returns the exam to the university for grading. For assistance locating a proctor, students should contact their 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. Most exams are paper-and pencil exams and most do not allow books or other materials in the testing center. Students should bring writing instruments, 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. For exams with multiple sections, 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. If the exam was completed on a personal computer, the proctor immediately after the test forwards an electronic copy of the exam response to DSU via email and retains an electronic copy of the test until DSU confirms receipt. Once the proctor has received confirmation of receipt by DSU, the proctor destroys the test file. Please allow up to 30 business days after receipt for

grading by a subject matter expert. Students will be notified of their results after grading is complete.

Comprehensive Exam Grading

Comprehensive exams are graded noting their completeness, quality of legal writing, appropriate citations, and mastery of concepts.

Grading of the comprehensive exam is PASS, PASS Minus, or FAIL. If a comprehensive exam receives a grade of PASS Minus, it is reviewed by a second expert grader; if the second grader grades the exam as either a PASS or PASS Minus, a PASS grade is awarded the exam. If a FAIL grade is given, students must wait three months from the first date before applying to retake the exam. If a student fails the exam a second time, the student must then petition the academic Review Committee for permission to sit for the exam a third time, citing the reason why an exception should be made. Should the student fail the third attempt, no further attempts will be allowed.

Capstone Thesis

As the capstone experience for the LL.M.-RTL program, students will complete a capstone project focusing on a problem of practice within trade compliance and develop a scholarly-practitioner work exploring the topic.

The LL.M. capstone paper is a significant legal research project completed in TRD-555. At the completion of TRD-555, students will complete a capstone project that:

- Identifies a significant legal issue in regulatory trade law.
- Demonstrates significant scholarly and professional research on a topic related to regulatory trade compliance and law.
- Demonstrates original thinking and analysis, resulting in a final paper of

highest quality, understanding and effectively using legal authority and precise language.

- Is between 20 and 25 pages in length, not inclusive of footnotes, references or appendices.

Program Requirements

The LL.M.-RTL program is comprised of 28 graduate semester credit hours total.

Required Courses

Students enrolled in the LL.M.-RTL program must complete the following course requirements:

Course Code	Course Title
TRD-519	Regulatory Disclosures
TRD-527	Monitoring Export Compliance
TRD-520	Trade Compliance Special Circumstances
TRD-535	Agency Regulations in Trade Compliance
TRD-540	Management of Trade Compliance
TRD-528	Trade Compliance Treaties & Guidelines
TRD-555	LL.M.-RTL Capstone Thesis

LL.M.-RTL Graduation Requirements

To receive a diploma noting completion of the requirements of the Masters of Laws degree in Regulatory Trade Law students must:

- Satisfactorily complete all published program requirements
- Satisfactorily PASS the proctored comprehensive exam
- Satisfactorily complete the capstone paper.
- Maintain a grade point average (GPA) of at least 3.0 on a 4.0 scale

- Receive grades of “C” or better (2.0+) in all required courses in the program. [Courses in which the student earned less than a C will not count towards graduation requirements and must be retaken.]
- Maintain DSU’s 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 without written authorization and complete the program within the years from the date of admission
- 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 graduate student completes 24 graduate credit hours per year (six 4-credit-hour eight week courses). A full-time student who has met the entry prerequisite requirements would take slightly longer than one year (56 weeks of classes) to complete the 28 credits of the LL.M.-RTL degree.

Depending upon the goals of the student, commitments outside their studies, transfer credit accepted (of entry prerequisites) and the student’s level of academic preparedness, it is reasonable to assume that a student could complete the program in the specified time. Students will develop a schedule to completion with their academic counselor. Students must complete their degree within three years of gaining entry into the program or they will have to reapply to the program and meet any new requirements in effect at that time.

Program Course Listing

Graduate courses within the International Trade department support Dunlap-Stone's commitment to education offering depth and breadth of regulatory topics in the Master of Science in Regulatory Trade Compliance and Master of Laws degree in U.S. Regulatory Trade Law programs. Below is a combined list of both programs' courses and the sequence the courses are offered. This sequence offers the shortest path to completion of the program.

The programs have four courses in common

MSc- Regulatory Trade Compliance		LLM – U.S. Regulatory Trade Law	
9 Courses		7 Courses	
TRD-505	Export Fundamentals		
TRD-510	Import Trade Fundamentals	TRD-519	Regulatory Disclosures
TRD-525	Auditing & Assessing Trade Compliance Processes	TRD-527	Monitoring Export Compliance
TRD-520	Trade Compliance Special Circumstances	TRD-520	Trade Compliance Special Circumstances
TRD-535	Agency Regulations in Trade Compliance	TRD-535	Agency Regulations in Trade Compliance
TRD-540	Management of Trade Compliance	TRD-540	Management of Trade Compliance
TRD-528	Trade Compliance Treaties and Guidelines	TRD-528	Trade Compliance Treaties and Guidelines
TRD-532	Foreign Compliance Regimens	TRD-555 - LLM - U.s. Regulatory Trade Laws Thesis	
TRD-550	MSc Thesis		
	Comprehensive Exam		Comprehensive Exam
	72 Weeks – 36 credits		56 weeks – 28 credits

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-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: Three times 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: Three times 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

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

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 21st 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

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-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 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 and Innovation

This course explores the historical view of entrepreneurship, as well as the requisite skills that allow innovators to succeed. Students develop an innovation and a plan to market their idea.

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

Master of Business Administration (MBA)

Courses within the Masters of Business Administration department support Dunlap-Stone's commitment to graduate business education foundations. The MBA department supports the learning objectives for the business degrees that DSU confers.

MBA 505: International Management

This eight-week course provides an introduction to the discipline of international management. It explores the impact of globalization on management and how cultural diversity plays a key role in the management process of the firm.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 510: Operations Management

This eight-week graduate-level online course examines the discipline of operations management (OM). Familiarity is gained of the foundations of OM, including the core components of OM, and managing the OM resources and processes that create value. An understanding of OM's role within the supply chain, capacity planning, process performance, resource planning and project management are also explored as facets of the role OM plays in the modern organization.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 512: Financial Management

This eight-week graduate-level course examines the discipline of financial management from the perspective of the corporate finance professional, including financial decision-making, analyzing financial performance, applying financial forecasting to business situations, assessing budgeting considerations, financing methods, and financial risk. The course explores the role and usage of external financing mechanisms for the firm, including debt, leasing, stock and understanding investment banks' possible value contributions and the firm's other financing alternatives, including various public funding possibilities.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 515: Information Systems and Technology

This graduate-level, eight-week online course examines the critical role information technologies (IT) and information technology infrastructures have on all businesses today. It provides tools managers can use to access how businesses should use digital information technologies as part of corporate global strategy and as an integrated critical part of enterprise solutions.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 520: Organizational Behavior

This graduate-level course examines the world of organizational behavior from the needs-perspective of a business professional who must understand the behavior and dynamics within the work environment to achieve business success. Particular emphasis is placed on individual and group dynamics, organization and social processes, including diversity and cultural issues that impact the changing global organizational landscape.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 525: International Marketing

This eight-week graduate-level course examines the discipline of international marketing from the perspective of the corporate marketing professional, including. The course explores the role and usage of marketing for the firm, including assessing markets and developing and implementing global market plans.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 540: International Business Law

This graduate-level course examines international business law as a tapestry of laws, legal issues and concerns that impact the orderly conduct of business globally. It presents legal concepts that are central to trade and specific seminal architectural organizational elements upon which international trade laws are based.

Prerequisites: Program Acceptance
Credits: 4 credit hours
Term/Block: See program schedule
Course Length: 8 weeks

MBA 559: Strategy Implementation

This eight-week graduate-level course examines the discipline of business strategy. Particular emphasis is placed on crafting and executing strategy through the development of a strategic mission, vision, setting objectives, analysis of internal and external

environments, competitive analysis, and building an organization strategy capable of achieving strategic objectives. Social responsibility, ethical performance and green standards are included in this course as important elements to the formulation of a successful strategy.

Prerequisites: Program Acceptance

Credits: 4 credit hours

Term/Block: See program schedule

Course Length: 8 weeks

MBA 585: Business and Society

This eight-week graduate-level course explores the relationship between the modern corporation and its internal and external stakeholders in a global, competitive and dynamic environment. Emphasis is placed on understanding the relationship between societal needs, ethical concerns, human rights issues and how these issues challenge an organization's management into balancing globalization, competitive pressures, social responsibility and a corporation's bottom line. Students develop a framework for ethical decision-making they will use throughout the MBA program.

Prerequisites: Program Acceptance

Credits: 4 credit hours

Term/Block: See program schedule

Course Length: 8 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

Credits: 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® 2010

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® 2010, 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 21st 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 by The International Import-Export Institute (IIEI), to prepare an individual to successfully pass the written examination portion of IIEI Certification'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 prepares an individual to successfully pass the written examination portion of IIEI Certification'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 not required.

Credits: 3.0 credit hours

Term/Block: Twice per year.

Course Length: 6 weeks

TRD-505 Export Fundamentals

This course has been designed to help students form a sound foundation and basic understanding of

factors affecting globalization of markets, particularly from the view of the exporter, focusing on general export practices, documentation requirements and global supply chain realities. All of the major practical general concepts and terminology of international trade are addressed in this course. It examines global supply chain issues and practical concerns confronting the logistics specialist, including logistics regulations, and logistics procedures and supply chain issues common among exporters in all nations. It provides an understanding of the current, practical general considerations affecting exporters as they move general goods between nations.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-510 Import Trade Fundamentals

This advanced course examines the task of importing from several points of view: the legal, including duties and regulations, the business needs, and dynamics within the business enterprise. Developing systems and anticipating and planning for exceptions and shortfalls are emphasized. Those completing the class should be able to manage these aspects of importing on a strategic basis, including advanced planning for the import project.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-519 Regulatory Disclosures

This graduate-level course examines the legal topics of due-diligence, voluntary (self) and directed disclosures as prescribed by the U.S. Government's International Traffic in Arms Regulations or Export Administration Regulations and other regulations. This course seeks to provide counsel a basis to determine its own disciplined and unique methods for assessing violations of regulations, determining voluntary disclosure responses, preparing for investigative audits, and making directed disclosures. As a capstone effort for this course, students design a position paper using the concepts from this course.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-520 Trade Compliance Special Circumstances

This course explores the unique needs filled by the special circumstance provisions allowed by the U.S. Government (USG) in the administration of the export (trade) regulations of controlled goods and services. It examines the legal usage and applicability of these

provisions in meeting USG strict license requirements, limited usage requirements and associated concerns as stipulated under the Code of Federal Regulations. Specifically, it examines in detail the "Exceptions" to the Export Administration Regulations (EAR) as administered by the Bureau of Industry and Security (BIS) of the US Department of Commerce and the "Exemptions" to the International Traffic in Arms Regulations as controlled by the U.S. State Department (or their assigned successor, should proposed regulatory reform occur). With the knowledge gained in this course, students will be able to correctly utilize and manage the special regulatory provisions.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-525 Auditing & Assessing Trade Compliance Processes

This course provides a practical examination of the concepts, tools and methods for auditing and assessing several crucial compliance processes, including "Deemed Exports", voluntary and involuntary (directed) disclosures and methods for auditing of the trade compliance effort. 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 these topics helpful in determining its own disciplined and unique methods to avoid making costly violations of U.S. export laws. Throughout the course Best Practices serve as the basis for comparison against real life case studies involving these concepts.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-527 Monitoring Export Compliance

This advanced course explores issues related to monitoring and controlling export compliance. It builds upon foundation knowledge of export regulations (both EAR and ITAR) as it closely examines the topics of deemed exports, developing compliance audit regimens and controls.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-528 Trade Compliance Treaties & Guidelines

This course examines international trade law principles and practices contained in treaties, doctrines and regimens impacting the movement of goods and services between countries. It examines

the aspects of the World Trade Organization (WTO), Nunn-Wolfowitz Arrangement, Australia Group, NAFTA and other treaties and trade agreements, legal issues impacting foreign trade zones, and the U.S. Sentencing Guidelines.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-532 Foreign Compliance Regimens

This course examines the compliance regulations and practices of the European Union, United Kingdom, Australia, Canada and the People's Republic of China export (and import). It explores each country's legal framework for managing regulated trade, and provides a practical understanding of each nation's regulatory requirements and concerns that impact the movement of controlled goods and services into the global supply chain.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-535 Agency Regulations in Trade Compliance

This course presents two major forces in global business compliance: the principles of the U.S. Foreign Corrupt Practices Act (FCPA) and the regulations of the U.S. Treasury's Office of Foreign Assets Control (OFAC). Students will study the FCPA's components and jurisdiction, as well as the impact of the Act on U.S. exporters, importers, investors in foreign projects, and others subject to the FCPA. The course also thoroughly examines regulations of the Office of Foreign Asset control (OFAC) and their foundation in law. 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 helping provide compliance professionals with a hands-on, working understanding of the practical aspects of the FCPA and OFAC to ensure the successful continuation of business in foreign markets.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours

Term/Block: Four times per year

Course Length: 8 weeks

TRD-540 Management of Trade Compliance

This advanced course explores the role and obligations of those held responsible for regulatory trade compliance, including the special considerations and codified rules for forming agreements that meet regulatory agency requirements.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours**Term/Block:** Four times per year**Course Length:** 8 weeks**TRD-550 MSc Capstone Thesis**

As the capstone experience for the Master of Science – Regulatory Trade Compliance program, students complete a thesis, focusing on a problem of practice within trade compliance and develop a scholarly-practitioner work exploring the topic. The emphasis of the course is to complete a short-term, practical research effort that is problem-based and application-centered, culminating in a scholarly work suitable for publication that is APA compliant, yet tied to a problem of practice within the regulatory trade compliance arena.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours**Term/Block:** Four times per year**Course Length:** 8 weeks**TRD-555 LLM Capstone Thesis**

As the capstone experience for the LL.M.-RTL program, this course focuses on a significant legal issue within U.S. Trade Compliance and develops a scholarly-legal practitioner work exploring the topic.

Prerequisites:

Graduate program acceptance

Credits: 4.0 credit hours**Term/Block:** Four times per year**Course Length:** 8 weeks**TRD-5001 ITAR: Legal and Practical Considerations**

This graduate-level, six week course provides a strong understanding of the current International Traffic in Arms Regulations (Code of Federal Regulations volume 22, parts 120-130 (22 CFR 120-130)) as required for successful compliance in day-to-day operations as well as strategic planning. In addition the main provisions of the Arms Control Act and other federal statutes referred to by the Act (in the United States Code, volumes 8 and 22: (8 USC 1101, 8 USC 1324, 22 USC 2794 and 2779)). Regulations of the Office of Foreign Assets Control (31 CFR 500-599) are also considered. The course material is constantly updated to remain current with the Export Control Reform Initiative. This course is designed to assist legal practitioners and those who are or aspire to be responsible for corporate export compliance to understand the International Traffic in Arms Regulations.

Prerequisites:

Graduate program acceptance

Credits: 3.0 credit hours**Term/Block:** Four times per year**Course Length:** 6 weeks**TRD-5002 EAR: Legal and Practical Considerations**

The current Export Administration Regulations (EAR: 15 CFR §§730-774), enforced by the Bureau of Industry and Security of the U.S. Department of Commerce is the focus of this six-week graduate course. It is taught from the perspective of the practicing professional who needs to know, understand and use this knowledge on a regular basis. Special emphasis is placed on relating the EAR to the broader aspects of U.S. export controls in accordance with all applicable U.S. laws and regulations. It is up-to-date with the changes made under the Export Reform Initiative.

Prerequisites:

Graduate program acceptance

Credits: 3.0 credit hours**Term/Block:** Four times per year**Course Length:** 6 weeks**TRD-5003 Export Documentation for Graduate Learners**

This six-week graduate course examines the documentary requirements and supporting regulations and recommendations for U. S. 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 recordkeeping. This hands-on course approaches documentation from the perspective of the clerical need to understand all aspects of the documentation and reporting processes.

Prerequisites:

Graduate program acceptance

Credits: 3.0 credit hours**Term/Block:** Four times per year**Course Length:** 6 weeks**TRD-5004 Regulatory Trade Compliance Ethics**

This graduate six-week course explores the forces that shape business ethics, specifically as they relate to international trade compliance. It examines business ethics as an integrated system at all levels within an organization, and assesses the most common factors impacting ethical performance in the trade compliance workplace.

Prerequisites:

Graduate program acceptance

Credits: 3.0 credit hours**Term/Block:** Four times 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: 21st Century Global Logistics

An in-depth examination of the major issues and practical concerns confronting the 21st 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

Appendix A: Approved Faculty and Qualifications

While DSU faculty are contracted for individual courses only, this is a representative list of approved faculty. Additional faculty will post their qualifications in the classroom.

Caulyne Barron
EdD: Northeastern University

Leo Barron
MA: Eastern Michigan University

Gary Bedore, Jr.
PhD: Capella University

John Boelke
JD: Barry University

Adrienne Braumiller
JD: St. Mary's College of Law

Marie Brownhill
JD: University of Kentucky

John Buckley
MA: Creative Writing

Don Burton
DBA: Nova Southeastern University

June Deptulski
JD: University of New Haven

Derek Farias
JD

Kimberly Fordham
MBA: American Intercontinental University

Robert Geiges, CPA
MBA: Cleveland State University

Donna Greer
Licensed Customs Broker

Stan Klatka
MBA: Dominican University

Alexander Klein
MBA: Temple University
CITLS®

Wendy Thibodeaux
MBA: University of Phoenix

Sharon May
Licensed Customs Broker

Robert Mayfield
LCB, MBA

Andrea Mena
MBA: Western International University

Richard Oxford
MBA: University of Phoenix

Robert Perkins
DBA: University of Phoenix

Stephanie Ratliff
MBA: Eastern Kentucky University

Richard Seamans
MBA: Keller Graduate School of Management

Robert Sherman
PhD: Arizona State University

Michael Smith
MBA

Lisa Thomas, LCB
MBA: Capella University

Terri Thorson
MA: Arizona State University

Vilma Edginton
PhD: Claremont Graduate University

Charlton Winston
MBA: Walden University

Tara Moore
MBA: Baker College

Joe Valentine
MBA, JD in progress

Joseph Zodi
MBA: Western International University

Appendix B: Standard Occupational Codes

While DSU does not provide placement services, the following represents the Bureau of Labor Statistics' SOC codes for the types of careers DSU graduates pursue.

Program	Standard Occupational Classification
Associate of Arts: Business Administration	43-0000 Office and Administrative Support 13-1199 Business Operations Specialists
Bachelor of Science: International Trade Management	13-1040 Compliance Officer 13-1081 Logisticians 11-3060 Purchasing Managers 11-3070 Transportation, Storage and Distribution Managers 11-9109 Miscellaneous Managers 13-1199 Business Operations Specialists
Master of Science: Regulatory Trade Compliance	13-1040 Compliance Officer
Master of Business Administration: International Management	11-1020 General and Operations Manager 11-9109 Miscellaneous Managers
LLM: Trade	23-1011 Lawyer

Compliance Law	13-1040 Compliance Officer
Studies in Exporting	13-1199 Business Operations Specialists
Studies in Freight Forwarding	43-5010 Cargo and Freight Agents
Studies in International Trade Documentation	43-4071 Documentation Clerk
Studies in International Trade Finance	13-2090 Misc Financial Specialists
Studies in International Trade Logistics	13-1081 Logisticians
Studies in International Trade Marketing	11-2021 Marketing Manager
Studies in US Export Compliance	13-1040 Compliance Officer
Studies in Professional Int'l Trade Administration	11-2011 Administrative Services Managers
Studies in Int'l Trade Management	11-9109 Misc. Managers
Studies in Importing	13-1199 Business Operations Specialists
Studies in ITAR	13-1040 Compliance Officer