Policy 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 for the most current information.

Catalog Disclaimer This publication is not a contract between the student and DSU or any party/parties and should not be regarded as such. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this publication were correct. DSU reserves the right to make changes and addendums to current policy as necessary and will post these changes to the DSU website. Students affected by policy changes will be contacted by staff to discuss their options under the new policy.
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. Last affirmed in December 2022.

Dunlap-Stone University provides industry-relevant educational programs that help our students meet their personal and professional goals.

The vision is reviewed and either affirmed or amended annually by the Board of Directors. Last revised in December 2022.

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.

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
DSU is closed for the following holidays:

- New Year’s Day
- Martin Luther King Jr Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving/Day after
- Christmas Eve/Day

### Senior Leadership

**Donald N. Burton, Chancellor**  
(Doctor of Business Administration, Nova Southeastern University; Master of Business Administration, University of Oregon)

**Caulyne Barron, President/Chief Academic Officer**  
(Doctor of Education, Higher Education Administration, Northeastern University; Master of Education, Adult Education, Jones International University)

### Ownership

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 & Richard Oxford.

### Advisory Board

- **Caulyne Barron**, EdD, Dunlap-Stone University  
- **Tyra Burton**, JD, Dunlap-Stone University  
- **Jenna Allen**, Global VAT and Trade Manager, Moss Adams  
- **Amanda Budde-Sung**, PhD, Associate Professor, United States Air Force Academy  
- **Joseph Hillmon**, Director, Global Trade Compliance & Requirements Management, Pratt & Whitney  
- **Jennifer Lewandowski**, Trade Compliance Specialist, Arconic Building & Construction Systems  
- **Tara Moore**, Senior Licensing Manager/Empowered Official, GE Aviation, DSU Faculty  
- **Jonathan Randle**, Senior Manager of Trade Compliance, Amazon’s Prime Air
Accreditation

Dunlap-Stone University is accredited by the Distance Education Accrediting Commission (DEAC). DSU has maintained accreditation since it was initially granted in 2003. 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). CHEA is a non-profit organization serving as a national advocate for self-regulation of academic quality through accreditation.

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

State Authorization & Licensure

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

Arizona State Board for Private Postsecondary Education
1740 W. Adams Street, Phoenix, AZ 85007
Tel: 602-542-5709  Web: www.ppse.az.gov

For students residing in other states, please contact DSU for up-to-date information about eligibility.

NC-SARA

DSU is currently evaluating membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA), a voluntary, regional approach to state oversite. It is not yet a member.

California Residents

Out-of-state private postsecondary educational institutions must register with the Bureau for Private Postsecondary Education (Ed. Code § 94801.5). DSU is registered as an Out of State Institutions with the Bureau for Private Postsecondary Education in California. Student Tuition Recovery Fund disclosures for California students may be found on page 14-15. 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
Tel: 888-370-7589 or (fax) 916-263-1987  Web: www.bppe.ca.gov

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).
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.

Any questions a 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 1747 N Market Blvd, Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Website: www.bppe.ca.gov. Telephone: (888) 370-7589 or (916) 574-8900 Fax: (916) 263-1897.

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) (currently $0.005 per $1000) 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 prepaid 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.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-
out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Registering a Complaint

DSU is committed to providing high-quality educational and related services to students. DSU encourages students to notify the institution when there is cause for concern in academic and non-academic matters.

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

When the complaint concerns a faculty member or administrator, DSU ensures that the faculty member or administrator has sufficient opportunity to provide a response to the complaint.
**Informal Academic Complaint:** Within 5 business days of the specific incident, the student should provide their advisor with the specific policy, syllabus item, and/or rubric information that has allegedly been violated. The complaint will be reviewed and the student will be provided a response within 5 business days. If the complaint is related to lack of response from a faculty member, the student should contact their advisor.

**Formal Academic Grievance:** To challenge a final course grade, students submit an academic grievance application 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 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 an academic complaint to be considered, the complaint must be based on one or more of the following grounds:

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.

**Non-Academic Complaints and Grievances**
DSU acknowledges that students have a right to seek a remedy for a dispute or disagreement through a comprehensive complaint process. The purpose of the Non-Academic Complaint and Grievance Policy is to provide a pathway to complaint review and resolution. A non-academic complaint stems from the student’s feeling that a published policy, procedure or agreement has been violated. These include, but are not limited to, financial decisions, refunds, honors status, discrimination, etc. Please note that Satisfactory Academic Progress is reviewed under a separate process.
Informal Non-Academic Complaints
Within 5 business days of the specific occurrence, the student should provide their advisor a clearly identified complaint. It should include the specific policy that has been violated and their desired resolution. DSU will provide a written decision to the student within 5 business days.

Formal Non-Academic Grievance
If the resolution remains unsatisfactory upon receipt of the response, within 10 business days, the student may submit a formal letter to the DSU outlining the dates and documentation surrounding their complaint. The items will be investigated and reviewed. The student may be interviewed to provide more information and the institution will provide a response to the student within 10 business days.

Grievance Appeals
If the resolution remains unsatisfactory, the student may request a review of the Non-Academic Appeals committee within 10 business days. The committee will review the materials and may contact the student or other parties for additional information. They will provide a written decision within 15 business days. The decision of the committee is final.

Registering a Complaint with an External Agency
Students are encouraged to proceed through the institution’s complaint process before filing an external complaint. 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 external agencies.

Registering a Complaint with State Licensing Agencies
Arizona State Board for Private Postsecondary Education
1740 W. Adams Street, Phoenix, AZ 85007
Tel: 602-542-5709, Web: www.ppse.az.gov

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.

Registering a Complaint with the Accrediting Agency
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 by using the DEAC Online Complaint Form or submitting a written complaint to the following address:

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

Employees Registering Complaints
Employees and contracted labor such as instructors should refer to their handbooks for additional grievance policies and procedures. Forms are available in ADM.
DSU diligently follows the Family Education Rights and Privacy Act (FERPA) enacted in 1974. The purpose of the privacy act is to protect the rights of the student concerning the records that are maintained by the college.

Under the provisions of this law, students are entitled to the following privileges:

- Inspection and review of the student’s educational records.
- Request of amendments to the student’s records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by DSU to comply with FERPA requirements in the instance that a complaint cannot be resolved within the University.

Requests by students to inspect, review, or amend must be submitted in writing and identify the following:

- Record the student wishes to inspect
- Signature and date

FERPA allows schools to disclose student records, without consent, to the following parties: school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit of evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, appropriate officials in cases of health and safety emergencies, and State and local authorities.

Release of student “directory” information is also permitted by FERPA. DSU identifies “directory” information as name, address, telephone number, email address, date and place of birth, honors and awards, dates of attendance, major field of study, enrollment status, previous institutions attended, or other comparable information.

Personally-identifiable information (or non-releasable information) includes all information not defined as directory information and may not be released without the express written consent of the student. The Consent to Release must Identify and authenticate a particular person as the source of the consent (whether in writing or transmitted electronically); and Indicate that person’s approval of the information contained in the electronic consent. Questions or concerns about FERPA or privacy practices should be directed to the Chief Academic Officer.

Please note that the email address you designate will be used to receive information (including attachments) that may be considered confidential information covered under the Family Educational Rights & Privacy Act (FERPA). Please be sure to consider the security and privacy of the account you designate to receive official communication from DSU.
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.

Title IX

Title IX of the Education Amendments of 1972, as amended, protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. In accordance with Title IX, Dunlap-Stone University (DSU) prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence and stalking. DSU does not discriminate on the basis of sex in the education programs or activities that it operates, including in admission and employment. DSU is committed to providing an environment free from discrimination based on sex or gender and provides a number of supportive measures that assist students, faculty and staff. One may direct inquiries concerning the application of Title IX to either or both the Title IX Coordinator or the U.S. Department of Education, Assistant Secretary, Office of Civil Rights.

The Title IX Coordinator is an official invested with independent authority to address and correct discrimination, harassment, and behaviors that constitute sexual misconduct. Ms. Tyra Burton was appointed as Title IX Coordinator. In this role, Burton is responsible for DSU’s institutional compliance efforts for Title IX, which includes sexual harassment, sexual assault, relationship violence and stalking. Ms. Burton reviews and revises policies and procedures to ensure effective and compliant resolution and response for all faculty, staff and students. She focuses her efforts on ensuring that DSU provides an inclusive and welcoming environment for students, staff and faculty, free from harassment and discrimination based on sex. Individuals across the DSU community interact with Burton as she explains and clarifies university policies and procedures regarding Title IX related discrimination, harassment and retaliation. She collaborates with other DSU offices in addressing complaints and offers a variety of training.
programs and workshops in the prevention of sexual violence and sexual harassment for students, faculty and staff.

**Tyra Burton, Phone: 602-648-5750 Ext 211 E-mail: TBurton@dunlap-stone.edu**

### 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.

### 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.

### 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

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.
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 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.

To request a disability accommodation, students complete and submit the Accommodations Request in the student portal. As a part of the request, they 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.

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.

**Employees as Students**

Employees who take part in DSU courses should consult the employee handbook.
The University utilizes instructors that are proficient in distance education and are effective communicators. Faculty are qualified through academic and professional achievements. 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.

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 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 acknowledges that individuals should strive at all times to be accurate, exercise appropriate restraint, show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

**Conflict of Interest Policy**

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

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

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. 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.

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.

- Caulyn Barron, EdD: Northeastern University
- Leo Barron, MA: Eastern Michigan University
- John Boelke, JD: Barry University
- Marie Brownhill, JD: University of Kentucky
- Don Burton, DBA: Nova Southeastern University
- Derek Farias, JD
- James Fox, MSc Dunlap-Stone University, MBA
- Kimberly Fordham, MBA: AIU
- Robert Geiges, CPA, MBA: Cleveland State
- Stan Klatka, MBA: Dominican University, PhD
- Alexander Klein, MBA: Temple University
- Erica Krauss, MSc: Dunlap-Stone University
- Wendy Thibodeaux, MBA: University of Phoenix
- Robert Mayfield, LCB, MBA
- Andrea Mena, MBA: WIU
- Richard Oxford, MBA: University of Phoenix
- Robert Perkins, DBA: University of Phoenix
- Richard Seamans, MBA: Keller Graduate School
- Lisa Thomas, LCB, MBA: Capella University
- Terri Thorson, MA: Arizona State University
- Vilma Edginton, PhD: Claremont
- Charlton Winston, MBA: Walden University
- Tara Moore, MBA: Baker College
- Joseph Zodl, MBA: WIU
Admission Requirements

DSU establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. DSU admits students to its programs regardless of race, color, national origin, disability, sex, or age.

The first step in the admissions process is to create an account in the admissions portal. The portal will collect the required admissions materials based on your program of study.

Undergraduate admissions include OPEN ENROLLMENT (single course for professional development), CERTIFICATE, and UNDERGRADUATE DEGREE programs.

While each program may have additional requirements, all undergraduate programs at DSU have the following general admission requirements:

Applicants must 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. There is no application fee for non-degree programs.

Applications
Students must demonstrate they meet the general admissions requirements by completing an application.

Student Age
Student identity and age is verified as students are required to submit a copy of a government issued photo-ID as a part of their admissions process. DSU does not accept students under the age of 18.
Previous Education
Applicants who present a copy of their high school transcript or GED are unconditional applications. Applicants who self-certify on their application their graduation from a high school program are accepted on a conditional basis. Conditional acceptance requires the successful completion of at least 12 credit hours with a GPA of 2.0 or higher to continue in the program. Students who have been enrolled at other higher education institutions should submit official transcripts for review. Please see the section on Transfer Credit.

International Students
International students must demonstrate the foreign equivalency of a high school diploma has been completed. Please see the section on English language proficiency and the section on Foreign Transcript Evaluation.

Enrollment Agreements
Students must complete an enrollment agreement for each course in which they enroll. Enrollment takes place by the course and students are charged for each course individually.

Graduate Programs

While each program may have additional requirements, all graduate programs at DSU have the following minimum general admission requirements:

- Application
- Student Age
- Previous Education
- International Students
- Enrollment Agreements

Students must be at least 18 years of age, have bachelor’s degree or equivalent, be proficient in reading and writing of the English language, complete enrollment agreement and application requirements.

Application
Students enrolling in graduate programs must submit the graduate application for their program and the application fee.

Student Age
Student identity and age is verified as students are required to submit a copy of a government issued photo-ID as a part of their admissions process. DSU does not accept students under the age of 18.

Bachelor’s Degree Completion
Applicants must submit official copies of their transcripts documenting completion of a bachelor’s degree from an appropriately accredited institution. Conditional acceptance may be offered with unofficial transcripts if official transcripts are received before the completion of the
first course in the program. Please note that graduate programs have prerequisite knowledge requirements, noted in program overviews.

**International Students**
International students must demonstrate the foreign equivalency of an undergraduate program has been completed. Please see the section on English language proficiency and the section on Foreign Transcript Evaluation.

**Enrollment Agreements**
Students must complete an enrollment agreement for each course in which they enroll. Enrollment takes place by the course and students are charged for each course individually.

### Admissions Overview

<table>
<thead>
<tr>
<th>Open Enrollment</th>
<th>No fee</th>
<th>18+</th>
<th>GED / High School Completion</th>
<th>Complete in Online Portal</th>
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</thead>
<tbody>
<tr>
<td>Certificates</td>
<td>No fee</td>
<td>18+</td>
<td>GED / High School Completion</td>
<td>Complete in Online Portal</td>
</tr>
<tr>
<td>AA: Business</td>
<td>$50</td>
<td>18+</td>
<td>GED / High School Completion</td>
<td>Complete in Online Portal</td>
</tr>
<tr>
<td>BS: Int Mgt</td>
<td>$50</td>
<td>18+</td>
<td>GED / High School Completion</td>
<td>Complete in Online Portal</td>
</tr>
<tr>
<td>MBA</td>
<td>$100</td>
<td>18+</td>
<td>Bachelor’s Degree Completion</td>
<td>Complete in Online Portal</td>
</tr>
<tr>
<td>MS: Compliance</td>
<td>$100</td>
<td>18+</td>
<td>Bachelor’s Degree Completion</td>
<td>Complete in Online Portal</td>
</tr>
</tbody>
</table>
Student Visas
DSU does not offer in-person courses, therefore it does not offer student visas.

English Language Proficiency
DSU courses are offered only in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

Undergraduate Programs: A high school diploma completed at an accredited/recognized high school where instruction took place in English; or a minimum score of 58 on the paper Test of English as a Foreign Language (TOEFL PBT) or a 62 on the internet-based test (TOEFL iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Graduate Programs: A transcript indicating at least 30 semester credit hours with an average 2.0 or higher GPA at an appropriately accredited institution or international equivalent where the language of instruction was English; or a minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Foreign Transcript Evaluation
Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review. A list of appropriate transcript evaluation services is here.

Acceptance of DSU Offer of Admissions
Students who apply to degree programs will receive an offer of admission to the degree program if they meet the entrance requirements. Open enrollment or certificate students are considered accepted if they meet the entrance requirements and complete their first enrollment agreement with the guidance of their advisor. Degree-seeking 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 in their admissions portal.

By completing their first enrollment agreement, the student accepts all policies and procedures dictating their admission into and progression throughout the program.

**Receiving a Rejection Letter**
Unfortunately, DSU does not offer admission to all 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.

### Technology Requirements

Student should have up-to-date computers with a high-speed Internet connection for best performance. Note that student must be able to access the classroom at least five days per week each week of their course. Student without reliable internet access will not meet course requirements. A webcam is required to aid in proctored assessments.

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.

### 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.*

### Registration Deadlines

Students should complete all registration requirements for individual courses at least one week prior to the start date with their enrollment advisor in the admissions portal.
Classroom Access

Classroom access is provided the day before the start date of the course.

Transfer Credit Policies

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.

All transcripts received from appropriately accredited institutions are reviewed as part of the admission process. Transfer credit is not accepted for certificate programs. Degree programs limit the number of hours that can be transferred. There is no fee for this review. 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).

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

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.
Transfer Credit Sources

**Accredited Academic Coursework**

**Coursework from Appropriately Accredited Institutions**

Source: Official Transcripts

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

**College Board of CLEP Exam**

Source: Official Score Reports

DSU accepts College Level Examination Programs (CLEP) and/or Advanced Placement Credit (AP) credit from the College Board. DSU must receive the official grade or credit notification directly from the College Board’s Exam Center. DSU adheres to the recommended score and credit hour guidelines from CLEP.

**Non-Accredited Coursework**

Source: Official Training Documents

DSU accepts non-accredited transfer coursework in limited instances. 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 Training**

Source: Military Transcript or ACE Report

DSU offers credit for military service training evaluated by official source, such as a military transcript or ACE credit recommendation.

**Program Course Requirements Waiver**

Source: Official Transcript/Documentation

A course waiver demonstrates the student took an equivalent course that meets the graduation requirements for their program of study 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 9 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. Graduate courses are considered on a case-by-case basis. 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.
Associate Degrees

TOTAL CREDIT AWARD CANNOT EXCEED 33 CREDIT HOURS

Bachelor’s Degrees

TOTAL CREDIT AWARD CANNOT EXCEED 66 CREDIT HOURS

Graduate Transfer Credit Limits

Graduate transfer credit is determined on a case-by-case basis, but generally cannot exceed 8 credit hours.

*Non-accredited sources of credit are limited to a TOTAL of 30 credits awarded for bachelor’s students and 15 credits for associate 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 associate’s students. *** A course waiver is a determination that the coursework is significantly similar enough to a DSU major requirement to replace the requirement with the transfer credit.
Degree Programs follow a non-standard term schedule. DSU degree-seeking students complete courses consecutively in a sequential order (back to back), rather than concurrently (at the same time). Non-degree programs are scheduled throughout the year.

Most undergraduate 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. Students wishing to take more than one course at a time should confer with their advisor.

**Academic Calendar**

**Full Time Undergraduate**

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term (Jan 1 - May 15)</td>
<td>3 six-week courses</td>
</tr>
<tr>
<td>Summer Term (May 16 - August 15)</td>
<td>2 six-week courses</td>
</tr>
<tr>
<td>Fall Term (August 16 - December 31)</td>
<td>3 six week terms</td>
</tr>
</tbody>
</table>

**Full Time Graduate**

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term (Jan 1 - June 30)</td>
<td>3 eight-week courses</td>
</tr>
<tr>
<td>Fall Term (July 1 - December 31)</td>
<td>3 eight week terms</td>
</tr>
</tbody>
</table>

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

**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).

**Course Format**

*Classes do not take place at a physical campus.* Dunlap-Stone University uses an online distance-learning model. Accessed through any computer with Internet access, the DSU virtual classroom provides course materials (syllabus, lecture, 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. All courses are semester credit hours.

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 learning outcomes.

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.

DSU is committed to providing learners with individual advice and assistance throughout their program. A successful academic advising system is dependent upon a shared commitment to the process, as well as the availability of timely, accurate information. DSU staff adhere to DEAC’s Code of Ethics.

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 advising 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 advising process by providing students and counselors with a clear foundation regarding policies, procedures, resources, and programs. The University is committed to helping advisors develop these skills, to evaluate its system of academic advising and support services, and to make improvements when necessary.

DSU uses semester credit hours. A credit hour typically represents 15 hours of academic engagement and 30 hours of preparation.
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.
Course numbering denotes:

- **0-099**: 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 under-graduate learners to support outcomes typical of associate or bachelor degree programs.
- **500-799**: Graduate programs that reflect outcomes past the bachelor’s degree.

**Program Completion Time**

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.

**General Education**

Undergraduate students must complete general education requirements as a component of their 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’s General Education course learning outcomes encompass at least one of the following core competencies:

- **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.

- **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.

- **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.
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-enrolled into their degree program at a later date, they must reapply to the program.

Identity Verification

Students are required to submit a copy of a photo-ID as a part of their admissions process. The identification must be a government-issued photo ID, such as a driver’s license or passport.

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.

Proctored Exams

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. A webcam is required.

In general, students 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. Proctors will retain a photocopy of the ID and make it available to DSU as needed.

Remote proctoring is available. 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.

## Academic Honors

Degree-seeking students are eligible to graduate with honors based on attaining the following grade point averages:

- **3.50-3.79 GPA**
  - *Cum Laude (with Honors)*

- **3.8-3.99 GPA**
  - *Magna Cum Laude (High Honors)*

- **4.0 GPA**
  - *Summa Cum Laude (Highest Honors)*

## Expected 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. 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 the 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.

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 with 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.

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.

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 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.

Changing Programs

Students may 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 requires a new application process, including annual application for open enrollment students. Students are cautioned that not all completed credits may apply to their new program study.

Graduation

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.

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 Registrar reviews the student’s records and makes a final approval or denial determination whether 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 graduation. Materials include degree diploma and official transcripts. Additional proof of graduation may be requested by
contacting the Office of the Registrar. Please note that international students may incur additional shipping and handling fees.

**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.

**Information Access**

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. 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.**

**Grading Policies**

Grades are awarded for all courses taken at DSU, with the exception of private training agreements contracted outside of the university. Grades are evaluated against the stated outcomes and expectations and defined course requirements, which include both course participation and assignments.

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 correlate with regular attendance and with quality assignments completed on time. Poor grades often correlate with poor attendance and missing, incomplete, or late assignments. Please see the section titled Student Success Tips.

**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 points to qualify for the final letter grade awarded. Students wishing to challenge a grade may contact DSU regarding a course grievance outlined in the Academic Grievance section.
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).

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89-91</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>85-88</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>82-84</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79-81</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>75-78</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>72-74</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69-71</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>65-68</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>62-64</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>&gt;62</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Non-standard Letter Grades

Students receiving a grade of AU, DP, WD, or AD have not successfully completed the course for credit. Students with a grade of I may qualify for credit if/when the grade reverts to a Standard Letter Grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A, B, C, D</th>
<th>F</th>
<th>I</th>
<th>AU</th>
<th>DP</th>
<th>WD</th>
<th>AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflect on Grade Card</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Impact Term GPA</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Impact Cumulative GPA</td>
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<td></td>
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<td></td>
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<tr>
<td>Impact Completion Rate</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible for Grade Replacement if Retaken</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Can be challenged with grade Grievance</td>
<td>X</td>
<td>X</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are noted as attempted credits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earn credit</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Revert to an F if not work not completed</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Can change to a letter grade</td>
<td>X</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Cannot change to a letter grade</td>
<td>-----</td>
<td>-----</td>
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</tbody>
</table>

* Once the new grade has been assigned.

**Final Grades: I (Incomplete)**

Incompletes allow students additional time—up to three weeks after the end of the course—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. Students request an incomplete prior to the end of the course. Students receive credit for the course after completing the requirements of the Incomplete Request. Late penalties on grades may be imposed. All terms of the Incomplete should be included in the Incomplete Agreement.
Final Grades: AU (Audit)
Students may choose to audit any course offered by the college. Students who audit a class have access to all class materials. Tuition and fees and other terms of the enrollment agreement remain the same despite the audit status. An additional fee will apply. 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 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. 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 as an 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: Drop (DP)
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). They are not reflected on official transcripts, do not impact term or cumulative grade point averages (GPA’s), and may not be challenged with a course grievance as the student voluntarily left the course.

Final Grades: Withdrawal (WD)
Students will receive a WD if they apply for the drop after the first 50% of the course. They are reflected on official transcripts but do not negatively impact term or cumulative grade point averages, are eligible for grade replacement policy when repeating the same course at a later date, may not be challenged with a course grievance as the student voluntary left the course, and may void third party aid awards.

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.

Final Grades: Administrative Drop (AD)
Students will receive an AD if they are not active participants in the course by the conclusion of the first 50% of the course. They are reflected on official transcripts, negatively impact SAP, are eligible for grade replacement policy when repeating the same course at a later date, may be
challenged with a course grievance, and may void third party aid awards.

**Pass/Fail Grades**
DSU no longer uses Pass/Fail grades for credit-seeking students. A Pass/Fail grade taken after 2010 does not calculate toward a student’s GPA.

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**Satisfactory Academic Progress**

DSU uses both qualitative (GPA) and quantitative measures (course completion) to determine academic progress. Students who do not successfully complete 67% of the credits they attempt in a year or who have a cumulative GPA of less than 2.0 (3.0 for graduate students) are considered in jeopardy.

**Undergraduate and Open Enrollment Students** While a minimum grade of D is required to pass an undergraduate class, students must maintain a 2.0 grade point average (GPA) throughout the program in which they are enrolled. Students dropping below a 2.0 cumulative GPA will be placed on academic probation and counseled. Required courses within a major may require a C- or better.

**Graduate Students** While a minimum grade of C is required to pass a graduate-level class, students must maintain a 3.0 grade point average (GPA) throughout the program in which they are enrolled. Students dropping below a 3.0 cumulative GPA will be placed on academic probation and counseled.

**Monitoring Process** Students’ academic standing and progress are closely monitored and at regular intervals students are evaluated for SAP. Students are furnished progress records and notified when they do not meet the minimum standards. These students are placed on academic probation and notified of their status by the Office of the Registrar. The date of correspondence from the university notifying the student is used to determine the point when educational benefits should be discontinued and when the student ceased to make satisfactory progress.

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**Academic Probation**

Academic probation is 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) (3.0 for graduate students) throughout the undergraduate program for which they are enrolled. Students dropping below the cumulative GPA benchmark will 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 the required level or better after being placed on probation to avoid being suspended.

**Academic Suspension**

Students who fail to improve their academic performance during the probationary period will be academically suspended for one year for not meeting satisfactory progress. Students re-apply once they become eligible after the period of suspension.

**Disciplinary Actions**

Students found to have violated the student honor or behavior code may face probation, suspension, or expulsion. Actions may range from a warning and probationary period, temporary suspension with detailed action plan to final, to permanent expulsion of the student.

**Warning**
- Warnings are written warnings that the behavior, academic achievement, or other activity needs to change. It is usually followed by a probationary period.

**Suspension**
- Suspension prohibits continued enrollment for a specific period of time. This period may range from 1 enrollment period to 1 year.

**Probation**
- Probation may be a period of monitoring behavior, academic achievement, or other activity. Generally, a probationary period is three to six months, up to one year.

**Expulsion**
- Expulsion effectively removes the right of the student to enroll in any future course or program offerings.

Students may challenge the suspension or expulsion ruling 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.
Program Reentry

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 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 reenter 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.

Leave of Absence

Degree seeking students may take an approved, voluntary, or involuntary leave of absence without negatively impacting their academic standing at the university. Students 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 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.
Dunlap-Stone University is committed to helping students succeed in their academic pursuits and promotes a learning environment conducive to academic excellence. A range of student services are available to Dunlap-Stone students. Many of them are listed below.

**Office of the Registrar**

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, grade cards and other official documentation are sent by Registrar staff.

**Records and 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 (602) 648-5750. A fee of $5.00 is charged for official transcripts. Unofficial transcripts are available electronically at no cost. Students should ask their advisor for the correct form in their student portal.

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

**Appealing a Grade**
For information about appealing a final grade, please see the section titled Academic Complaints.

**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. Course credit is counted only once for purpose of fulfilling degree requirements; however, both courses will be included in SAP completion rates.
The purpose of this policy is to allow students who have repeated a course to remove the weight of the earlier grade from the student's cumulative grade point average. Grade replacement requires the student to apply to the grade replacement to be recorded. Contact an advisor for the correct form. The higher grade will be reflected on the transcript. A student may not repeat more than 18 cumulative or total hours.

**Change of Name of Record/ Change of Contact Information**

Students who would like to change their name of record on student records and transcripts should contact their advisor who will release the appropriate form in the student portal. Students must provide sufficient documentation of a legal change of name.

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. To ensure receipt of important communications, learners should make sure that spam filters are set to receive email from Dunlap-Stone University.

**Career Services**

DSU offers no guarantee of career placement at the conclusion of studies. At this time, DSU does not offer career services, however, DSU maintains an active LinkedIn community that may benefit students.

**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. Requests for invoices may be directed to your advisor. **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.

**Library Services**

DSU offers internet-based library resources for current students. Current students may access the library services through a link in each course. Access to the librarian is also provided in the classroom. You may email librarian@dunlap-stone.edu for more information.
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 who can provide detailed information and assistance to students. Staff 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:

- Difficulties accessing the Moodle classroom.
- Navigating the Moodle classroom and classroom tours.
- Resetting account passwords.

Watch a classroom overview here.

Student Success Tips

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.** Make sure you understand the course expectations and how to navigate the virtual classroom. Post your bio in the appropriate folder. 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 the weekly lecture and assignments document and plan your activities for the week.** Carefully note due dates and expectations. Note any questions for your instructor. Confirm that you have all of the assigned readings and can access any supplemental materials. You may wish to review your personal and professional obligations and schedule when you can complete the week’s coursework. This step should take about one hour per week.

**Weekly: Read 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. Complete other readings.

**Weekly: Online classroom discussion should take about five hours per week.** To meet the discussion question and participation requirements, answer the designated number of discussion questions completely, referencing your reading whenever possible. Be sure to read each of your classmates’ postings, commenting meaningfully, and review your instructor’s posts.

**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. Before submitting your assignment, read the submission and take extra care to check for grammar and spelling errors. Make sure you have listed references and 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:

- **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.

- **Viewing multimedia presentations or Completing 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.
Financial Policies

Estimated Cost of Attendance

The estimated 'cost of attendance' (or budget) includes the current tuition prices 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 distance education institution. The college does not have any responsibility to find or assist students in finding housing. Estimated cost of attendance is calculated in each program's description.

Tuition and Fees

Undergraduate course tuition rates as of January 1, 2023 are:

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

A $50 nonrefundable undergraduate degree application fee and $50 graduation fee are assessed. Exam fees vary by program. Proctoring fees may be separately assessed.

Compliance graduate coursework is $590/credit hour. MBA tuition is $412.50/credit hour. Graduate students have a $100 nonrefundable program application fee and a $50 graduation and audit fee. Exam fees vary by program. Proctoring fees may be separately assessed.

Optional Fees:
Additional transcripts can be ordered for $5.00 each.
Audit requests require a $50.00 fee.
Expedited or international shipping for graduation materials is calculated separately.
Optional fees are non-refundable after the 5 day (7 for California) cancellation period.

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. 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 still advised of the following: 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.

DSU suspended participation in VA programs as of January 1, 2023.

Dunlap-Stone University would like to thank US 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. Those requesting this discount must submit proof of service and an application. Immediate family members may also be eligible. Contact an enrollment advisor for program details.

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

Students may use debit or credit cards, checks, money orders, wire transfers to pay balances to the college.
Tuition refunds and course withdrawals are calculated based on 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 in the student portal. 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 is sent via the student portal. If you do not receive a confirmation, 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/withdraws within five (seven for California students) days of enrolling, but before the start of class, will receive a refund of all money paid to the institution.

Beginning five (seven for California students) 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.

The following tables lists the percentage of tuition that will be refunded to students who complete only part of a course.
### Important Notes:

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

#### Sample Refund Calculation:
A student enrolls in an 8-week graduate course at a cost of $2360 for the course.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Amount Refunded</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 5 days of enrollment, prior to class start</td>
<td>100% $2360</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 days after enrollment, before class starts</td>
<td>100%* ($2360-$200=$2160)</td>
<td>$200</td>
</tr>
<tr>
<td>After Week 1</td>
<td>80%* ($2360- $200 = $2160 x .8 = $1728)</td>
<td>$632</td>
</tr>
<tr>
<td>After Week 2</td>
<td>60%* ($2360- $200 = $2160 x .6 = $1296)</td>
<td>$1064</td>
</tr>
<tr>
<td>After Week 3</td>
<td>40%* ($2360- $200 = $2160 x .4 = $864)</td>
<td>$1496</td>
</tr>
<tr>
<td>After Week 4</td>
<td>20%* ($2360- $200 = $2160 x .2 = $432)</td>
<td>$1928</td>
</tr>
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</table>

*Less Administrative fee, retained only once per program for technology and set-up.
Dunlap-Stone University offers non-degree programs to build technical and vocational skills related to international trade. As an Approved Provider, each course of study also prepares students to sit for Certification Exams offered by Industry Certification. For more information, visit www.industrycertification.org. Exams are not a requirement for DSU program completion.

Admissions Requirements

Certificate and open enrollment students must: be at least 18 years of age, have a high school diploma or equivalent, be proficient in reading and writing of the English language and complete the required enrollment forms by all applicable deadlines.

Stackable Credentials
DSU uses a stackable model that allows you to build on each credential while working toward your personal and professional goals on your timeline through convenient online programs one course at a time.

Novice and Entry Level
• These programs are the base for many other DSU certification exam preparation programs. Each teaches critical terminology, process knowledge, and best practices to those just getting started in international trade.

Supervisor/Specialized Skills Level
• Programs build from entry level programs and represent specialization. Students demonstrate mastery of specific areas within international trade and can apply specializations within the workforce.

Manager/Advanced Skills Level
• Programs build from intermediate levels and represent both depth and breadth of knowledge. Students demonstrate mastery of specific areas within international trade and can apply specializations within the workforce, usually in supervisory or management positions.
Completion Documents
Transcripts of students who successfully complete a course of study with a 2.0 or higher in the program will designate program completion.

Employment Disclaimer
It is important to note that DSU does not offer job placement, nor does it guarantee employment upon the completion of vocational programs. See Appendix A for occupational codes.

Program Outcomes
- Understand and use int'l trade terminology
- Identify trends, explore logistics and distribution
- Complete documentation related to the movement of goods

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified Exporter® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.

Program Outcomes
- Demonstrate compliance with US customs regulations
- Apply Incoterms® and the Harmonized Tariff Schedule
- Manage import processes within organizations

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified U.S. Importing Professional® Exam. However, successful completion of the course of study does not guarantee certification. The Certified US Importing Compliance Officer® exam study requires three additional courses: TRD-143, TRD-356, and TRD-366. *There is no application or proctoring fee for this program. Estimated cost includes books available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with the refund policy.
In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Trade Documentation Specialist® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.
### Studies in Int'l Trade Logistics

<table>
<thead>
<tr>
<th>Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize international trade terminology</td>
</tr>
<tr>
<td>Establish and support supply chain logistics</td>
</tr>
<tr>
<td>Aid in the movement of goods and services to international customers</td>
</tr>
</tbody>
</table>

**Preparation for the Certified Int'l Trade Logistics Specialist Exam**

- Estimated Program Cost: $3670*
- Total Credit Hours: 9
- Estimated Program Length: 18 weeks
- Entry Level Program

*Recommended but not required.

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Trade Logistics Specialist® Exam. However, successful completion of the course of study does not guarantee certification.*There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>TRD-201: Exporting Importing Environment</td>
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<tr>
<td>SCM-202: 21st Century Logistics</td>
<td></td>
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<tr>
<td>SCM-379: Warehousing Principles and Practices</td>
<td></td>
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<tr>
<td>BUS-303: International Business Ethics*</td>
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</tbody>
</table>

### Studies in Int'l Trade Marketing

<table>
<thead>
<tr>
<th>Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize international trade terminology</td>
</tr>
<tr>
<td>Establish and support programs to market and sell goods and services to</td>
</tr>
<tr>
<td>international customers</td>
</tr>
<tr>
<td>Understand and meet customers’ needs in foreign markets</td>
</tr>
</tbody>
</table>

**Preparation for the Certified Int'l Trade Marketing Specialist Exam**

- Estimated Program Cost: $4700*
- Total Credit Hours: 12
- Estimated Program Length: 24 weeks
- Entry Level Program

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Trade Marketing Specialist® Exam. However, successful completion of the course of study does not guarantee certification.*There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>TRD-201: Exporting Importing Environment</td>
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<tr>
<td>BUS-403: International Marketing</td>
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<tr>
<td>BUS-401: Global Culture</td>
<td></td>
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<tr>
<td>BUS-303: International Business Ethics*</td>
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</tbody>
</table>
In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Freight Forwarder® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified U.S. Export Compliance Officer® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.
Program Outcomes

- Maintain compliance with the International Traffic in Arms Regulations (ITAR)
- Demonstrate in-depth knowledge of the USML, exemptions, agreements, and audit processes
- Contextualize the ITAR within the scope of international trade and global business to develop appropriate policies and processes to facilitate compliance.

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified ITAR Professional® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.

Program Outcomes

- Develop an integrated approach to the business of int’l trade
- Apply documentation, finance, logistics, and marketing skills.
- Demonstrate an appreciation for ethical and cultural concerns in int’l trade

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Trade Professional® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.
Studies in Int'l Trade Management

**Program Outcomes**

- Demonstrate an integrated approach to the business of international trade
- Manage trade processes to include applying skills in documentation, finance, logistics, marketing, and demonstrate ethical and cultural awareness.

In addition to earning college credit and gaining vocational skills, this program prepares individuals to sit for the Industry Certification Certified International Trade Manager® Exam. However, successful completion of the course of study does not guarantee certification. *There is no application or proctoring fee for this program. Estimated cost includes textbooks available from the vendor of your choice. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.*

### Estimated Cost by Program

<table>
<thead>
<tr>
<th>Program:</th>
<th>Total Tuition</th>
<th>Total Fees*</th>
<th>Estimated Books*</th>
<th>Total Exam</th>
<th>Estimated Total</th>
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<td>Studies in US Export Compliance</td>
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*Estimated cost includes textbooks available from the vendor of your choice. The total is an estimate as of the date of this catalog. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.*
Undergraduate Degree Programs

Admissions Requirements

Undergraduate 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 and complete the required enrollment forms by all applicable deadlines. Transfer credit is accepted based on the policies described elsewhere in this catalog.

Associate of Arts: Business Administration

- Estimated Program Cost: $24,945*
- Total Credit Hours: 60
- Estimated Program Length: 120 weeks
- Transfer up to 33 credit hours into this program
- Entry Level Program

Program Outcomes

- 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 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.

Estimated Cost of Attendance

- Tuition (Cost per 3 CH course): $1140 x 20 = $22,800
- Books (Estimate): $100 x 20 = $2000
- Application Fee: $50
- Exam Fees (Proctoring): $45
- Graduation Fee: $50
- ESTIMATED TOTAL: $24,945

* This estimate assumes a student has no transfer credit. + DSU will cover the cost of the Student Tuition Recovery Fund fees of those students meeting the criteria outlined in the Notice to California Students. * The cost of books estimates about $100 per class. A current list of required texts can be obtained from an enrollment advisor. The application fee is non-refundable. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.
The Associate of Arts degree allows students to build practical skills within a sound theoretical framework and 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.

**Program Requirements**

- **18 credit hours business core**
- **6 credit hours business electives**
- **36 credit hours general education requirements**
- **Proctored Exams**
- **60 Total Credit Hours**

**Business Core Courses (18 credit hours) and Electives (6 credit hours)**

- 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
- 6 credit hours business electives

**Elective guidance:** Students must complete six 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 (30 credit hours)**

- HAS-103: Critical Thinking and Analysis
- HAS-105: Writing Across the Curriculum
- 6 credit hours mathematics
- 6 credit hours social science
- 12 credit hours arts/humanities
- 3 credit hours science
- 3 credit hours technology

**Proctored Exam**

Students must sit for proctored exams as a part of the requirements for graduation:

- Peregrine Associate of Business Entrance Exam
- Peregrine Associate of Business Summative Exam

**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 45% of all coursework 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. A D- or better must be earned in all general education coursework.
• Maintain satisfactory academic progress.

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 degree. Depending on student goals, outside commitments, 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.
Bachelor of Science: Int'l Trade Management

Estimated Program Cost: $50,743²
Total Credit Hours: 121.5
Estimated Program Length: 120 weeks
Transfer up to 66 credit hours into this program
Supervisor/Manager Level Program

Program Outcomes

Understand the functional components and relationships within international business including the regulatory environment, economics, finance, marketing, strategy, and culture.

Utilize the language and terminology of business to effectively communicate.

Integrate management and organizational behavior theory into practice to achieve organizational outcomes and manage change and a compliant culture.

Develop a comprehensive business plan in alignment with the organization’s local and/or global initiatives or goals.

Demonstrate detailed understanding of the needs of international business through specialization in supply chain management, trade compliance, entrepreneurship, project management, or international management.

Estimated Cost of Attendance

Tuition (cost per 1.5 CH course): $618 x 1 = $618
Tuition (cost per 3 CH course): $1140 x 14 (major) = $15,960
Tuition (cost per 4 CH course): $1520 x 4 = $6080
Books (Estimate): $100 x 40 = $4000
Application Fee: $50
Exam Fees (Proctoring): $45
Graduation Fee: $50

ESTIMATED TOTAL $50,743²

Concentration Areas

There are five concentration areas within the Bachelor of Science in International Trade Management.

- Trade Compliance Law
- Global Supply Chain Management
- International Management
- Project Management
- Global Entrepreneurship

² This estimate assumes a student has no transfer credit. + DSU will cover the cost of the Student Tuition Recovery Fund fees of those students meeting the criteria outlined in the Notice to California Students. * The cost of books estimates about $100 per class. A current list of required texts can be obtained from an enrollment advisor. The application fee is non-refundable. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.
Program Requirements

59.5 credit hours major requirements
62 credit hours general education requirements
Proctored Exams
Capstone Project
121.5 Total Credit Hours

General Education (62 credit hours)

3 credit hours communication
3 credit hours composition
6 credit hours mathematics
6 credit hours social science
6 credit hours arts/humanities
12 credit hours liberal arts
3 credit hours science
3 credit hours technology
20 credit hours electives

Courses Common to All Concentrations

MGT-335 Modern Management Principles
MGT-345 Organizational Behavior
FAE-230 Business Accounting Concepts
FAE-302 Global Finance
BUS-401 Global Culture
BUS-403 Global Marketing
MGT-402 Global Strategic Management
FAE-450 International Economics
BUS-404 Researching the Global Village
BUS-405 Global Business Plan

Trade Compliance Law Concentration

The trade compliance management concentration supports the application and integration of specific international trade skills related to import and export regulations and places compliance, process, and terminology at the center of the concentration.
Global Supply Chain Concentration

The global supply chain management concentration supports the application and integration of specific international trade skills related to logistics and places process and terminology at the center of the concentration.

International Management Concentration

The international management concentration supports the application and integration of general business skills and knowledge while acknowledging that most businesses are engaged in or impacted by the international flow of goods and the interconnectedness of international economies.

Project Management Concentration

The project management concentration supports the application and integration of specific project management skills related international business and places planning, process, and terminology at the center of the concentration.
Global Entrepreneurship
The global entrepreneurship concentration supports the application and integration of entrepreneurial skills related to international business and places innovation, process, and terminology at the center of the concentration.

Capstone Project
As a part of their course work, 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. See the BUS-405 Syllabus for more detailed information.

Proctored Exam Requirements
Students must successfully complete the following proctored exams:
- Area of Concentration Exam (approximately halfway through the program’s major requirements, upon completion of the majority of concentration courses)
- Program Competency Exam (upon completion of major requirements)

Graduation Requirements
To receive a diploma noting completion of the requirements of the Bachelor of Science in International Trade Management students must:
- Satisfactorily complete all published program requirements, including at least 45% of all coursework 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. A D- or better must be earned in all general education coursework.
- Maintain satisfactory academic progress.

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 five-and-one-quarter years to complete their degree. Depending upon student goals, outside commitments, 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.
## Bachelor of International Trade Management Concentration Areas
### And Suggested Path to Program Completion

<table>
<thead>
<tr>
<th>Trade Compliance Law</th>
<th>Global Supply Chain Management</th>
<th>International Management</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT-345: Organizational Behavior</td>
<td>MGT-345: Organizational Behavior</td>
<td>MGT-345: Organizational Behavior</td>
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</tr>
<tr>
<td>TRD-140: Importing Duties and Regulations</td>
<td>TRD-140: Importing Duties and Regulations</td>
<td>STM-160: Business Statistics</td>
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<td>AREA OF CONCENTRATION EXAM</td>
<td>AREA OF CONCENTRATION EXAM</td>
<td>AREA OF CONCENTRATION EXAM</td>
<td></td>
</tr>
<tr>
<td>BUS-401: Global Culture</td>
<td>BUS-401: Global Culture</td>
<td>BUS-401: Global Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS-403: Global Marketing</td>
<td>BUS-403: Global Marketing</td>
<td>BUS-403: Global Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT-402: Global Strategic Management</td>
<td>MGT-402: Global Strategic Management</td>
<td>MGT-402: Global Strategic Management</td>
<td>4.0</td>
</tr>
<tr>
<td>SCM-125: Port Authority</td>
<td>SCM-125: Port Authority</td>
<td>BUS-111: Customer Service</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total Major Credit Hours:** 59.5

**Total General Education:** 62

**TOTAL PROGRAM:** 121.5
### Bachelor of International Trade Management Concentration Areas

#### And Suggested Path to Program Completion

<table>
<thead>
<tr>
<th>Project Management</th>
<th>Global Entrepreneurship</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-102: Introduction to Business</td>
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</tr>
<tr>
<td>MGT-390: Project Management</td>
<td>BUS-118: Business Writing</td>
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<tr>
<td>MGT-345: Organizational Behavior</td>
<td>MGT-345: Organizational Behavior</td>
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</tr>
<tr>
<td>BUS-113: Topics in Contemporary Business</td>
<td>BUS-113: Topics in Contemporary Business</td>
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<tr>
<td>MGT-335: Modern Management Principles</td>
<td>MGT-335: Modern Management Principles</td>
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<td>TRD-201: Exporting Importing Environment</td>
<td>BUS-204: Entrepreneurship and Innovation</td>
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</tr>
<tr>
<td>HAS-103: Critical Thinking</td>
<td>HAS-103: Critical Thinking</td>
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</tr>
<tr>
<td>BUS-422: Global Project Leadership Excellence</td>
<td>BUS-440: Legal Environment of Business</td>
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</tr>
<tr>
<td>BUS-303: International Business Ethics</td>
<td>BUS-303: International Business Ethics</td>
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<td>AREA OF CONCENTRATION EXAM</td>
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</tr>
<tr>
<td>BUS-401: Global Culture</td>
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</tr>
<tr>
<td>BUS-403: Global Marketing</td>
<td>BUS-403: Global Marketing</td>
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<tr>
<td>MGT-402: Global Strategic Management</td>
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<td>FAE-450: International Economics</td>
<td>FAE-450: International Economics</td>
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<tr>
<td>SCM-125: Port Authority</td>
<td>BUS-111: Customer Service</td>
<td>1.5</td>
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<tr>
<td>BUS-404: Researching the Global Village</td>
<td>BUS-404: Researching the Global Village</td>
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<td>Total Major Credit Hours</td>
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<tr>
<td>Total General Education</td>
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</table>
Graduate Degree Programs

Admissions

Each program has additional prerequisites required for admission. Students must be at least 18 years of age, have bachelor’s degree or equivalent, be proficient in reading and writing of the English language, complete enrollment agreement and application requirements.

Master of Business Administration: International Management

Estimated Program Cost: $16,350³
Total Credit Hours: 36
Estimated Program Length: 72 weeks
Manager Level Program

Program Outcomes

Build professional capacities that demonstrate ethical behavior, effective communication, and cultural capacities necessary to succeed in a complex global business environment in c-suite and executive roles.

Analyze and integrate information to make managerial decisions by demonstrating business knowledge across finance, marketing, management, operations, and strategic functions.

Apply appropriate quantitative and qualitative tools, proven marketing and management theories and their practices to analyze, evaluate, and improve organizations and processes.

Apply research and analysis skills to develop a strategic plan in alignment with the organization’s local and global initiatives or goals.

Estimated Cost of Attendance

<table>
<thead>
<tr>
<th>Cost Component</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition (Cost per 4 CH course)</td>
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<tr>
<td>Books (Estimate)</td>
<td>$100 x 9 = $900</td>
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<tr>
<td>Application Fee</td>
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<tr>
<td>Peregrine Exams</td>
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<tr>
<td>Comprehensive Exam Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation Fee</td>
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</tr>
<tr>
<td><strong>ESTIMATED TOTAL</strong></td>
<td><strong>$16,450³</strong></td>
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</tbody>
</table>

³ * This estimate assumes a student has no transfer credit. + DSU will cover the cost of the Student Tuition Recovery Fund fees of those students meeting the criteria outlined in the Notice to California Students. * The cost of books estimates about $100 per class. A current list of required texts can be obtained from an enrollment advisor. The application fee is non-refundable. Tuition includes a $200 registration/ library/ technology fee that may be retained in accordance with DSU’s refund policy.
Program Requirements

- 36 credit hours major courses
- Proctored Exams
- Capstone Project
- 36 Total Credit Hours

Additional MBA-IM Admissions Requirements
Prior to acceptance into the program, students should complete the following courses at the undergraduate level at an appropriately accredited institution:

- 3 credit hours in managerial accounting
- 3 credit hours in economics
- 3 credit hours in statistics
- 3 credit hours in data-driven decision making or critical thinking

Students may take FAE-230, FAE-263 or FAE-450, STM-160 and HAS-103 at Dunlap-Stone University to meet prerequisite requirements. Students may also provide official transcripts from an accredited college or university showing successful completion of comparable coursework.

Program Requirements

- 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

Proctored Exams
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 complete proctored examinations. They take a Peregrine exam at the beginning and end of their program in addition to the comprehensive exam. Each of these exams have a separate fee.

The comprehensive 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. Testing is in accordance with DSU's proctored exam policies.

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

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. Testing follows the proctored exam protocol detailed in the Proctored Examinations section of this catalog.

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 Project
As the capstone experience for the program, students will complete a strategic business plan in MBA-559: Strategy Implementation. Upon completion of the 8 prerequisite courses, students enroll in this course and synthesize the knowledge and skills gained throughout the program and develop a strategic plan in alignment with an organization’s local and/or global initiatives or goals. The rubric used to evaluate students is detailed in the MBA-559 syllabus. Students demonstrate that they meet the following outcomes: synthesize the knowledge gained throughout the program; apply research and analysis skills to develop a strategic plan in alignment with the organization’s local and global initiatives or goals; and apply appropriate quantitative and qualitative tools, proven marketing and management theories and their practices to analyze, evaluate, and improve organizations and processes.

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.
- Satisfactorily complete required proctored exams.
- 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 courses. [Courses in which the student earned less than a C will not count towards graduation requirements and must be retaken.]
- Maintain satisfactory academic progress.
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 start dates 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.
Master of Science: Regulatory Trade Compliance

Estimated Program Cost: $22,7404

Total Credit Hours: 36

Estimated Program Length: 72 weeks

Manager Level Program

Program Outcomes

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.

Demonstrate mastery of the major components, relationships, and terminology associated with the regulatory trade compliance industry.

Possess the regulatory knowledge needed to effectively manage trade compliance activities in a wide variety of settings.

Apply critical thinking and analysis skills across regulatory settings, demonstrating ethical decision making.

Utilize legal precepts, regulations and best practices to demonstrate competency in maintaining regulatory compliance.

Understand the workings of major foreign trade compliance regimens.

Additional MS-RTC Admissions Requirements

This program requires applicants to demonstrate core knowledge of the US Government trade regulations. There are three ways to document prerequisite knowledge.

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. A $35.00 testing fee applies.

Comparable Coursework: Provide official transcripts from an appropriately 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®.

4 * This estimate assumes a student has no transfer credit. + DSU will cover the cost of the Student Tuition Recovery Fund fees of those students meeting the criteria outlined in the Notice to California Students. * The cost of books estimates about $100 per class. A current list of required texts can be obtained from an enrollment advisor. The application fee is non-refundable. Tuition includes a $200 registration/library/technology fee that may be retained in accordance with DSU’s refund policy.
Program Requirements

36 credit hours major courses

Proctored Exams

Capstone Thesis

36 Total Credit Hours

TRD-505 Export Fundamentals
TRD-510 Import Fundamentals
TRD-525 Auditing & Assessing Trade Compliance Processes

TRD-520 Trade Compliance Special Circumstances
TRD-535 Agency Regulation in Trade Compliance
TRD-540 Management of Trade Compliance

TRD-528 Trade Compliance Treaties and Guidelines
TRD-532 Foreign Compliance Regimens
TRD-550 Capstone Thesis

Capstone Thesis
As the capstone experience for the program, 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. 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. See the TRD-550 syllabus for grading rubrics and capstone requirements.

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.
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. Testing follows the proctored exam protocol detailed in the Proctored Examinations section of this catalog.

**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.

**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.
- Satisfactorily complete required proctored exams.
- 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 courses. [Courses in which the student earned less than a C will not count towards graduation requirements and must be retaken.]
- Maintain satisfactory academic progress.

**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 start dates 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.
Courses within the Humanities, Arts and Social Sciences department support Dunlap-Stone’s commitment to presenting a variety of viewpoints and topics through introductory and lower-level coursework. These courses support the general education core competencies as well as program outcomes, but specifically addresses the topics of written communication, critical analysis, information literacy, and cultural perspectives.

**HAS-103: Critical Thinking and Analysis**
- 3 credit hours, 6 weeks, no prerequisites

This course teaches students to think critically and effectively. Students develop strategies to assess information, to effectively use reasoning and logic, and to apply critical thinking strategies to a range of personal and professional situations. [View the syllabus here.](#)

**HAS-105: Writing Across the Curriculum**
- 3 credit hours, 6 weeks, no prerequisites

In this course, students develop and refine written communication and study skills and demonstrate their ability to use writing and reading across personal, professional, and scholarly pursuits. Students learn to focus on purpose, using appropriate conventions of format and structure, and crafting a polished final product. Students develop strategies for generating ideas, revising, editing and proof-reading their work. [View the syllabus here.](#)

**HAS-132: Introduction to Psychology**
- 3 credit hours, 6 weeks, no prerequisites

This survey course explores the science of psychology. 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 a general discussion of psychological disorders. Students learn how psychological research forms the basis for the discipline. [View the syllabus here.](#)

**HAS-151: Introduction to American Government**
- 3 credit hours, 6 weeks, no prerequisites

This course examines the American system of government and 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. [View the syllabus here.](#)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAS-170</td>
<td>Introduction to World Religions</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>HAS-184</td>
<td>Introduction to the Short Story</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>HAS-188</td>
<td>Introduction to the Revolutionary War</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>HAS-191</td>
<td>Introduction to Theatre History</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>HAS-198</td>
<td>Introduction to the Humanities</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>HAS-240</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
</tbody>
</table>

This course explores the world’s religions. It is an academic study of the traditions, challenges, and changes in each with the goal of creating 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. View the syllabus here.

Short stories from internationally acclaimed authors are used to examine the basic elements of prose and gain an appreciation for short prose. This examination includes 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 enrich the reading of each piece. View the syllabus here.

In this 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 students develop an analytical framework to examine conflict throughout modern history and throughout the world. View the syllabus here.

This introductory 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. View the syllabus here.

This course explores the 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 world view. 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. View the syllabus here.

This 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. 
[View the syllabus here.]

### HAS-260: Terrorism in the 21st Century
- 3 credit hours, 6 weeks, no prerequisites

This course reviews the threats of terrorism and the policies of counterterrorism. The course explores the various threats to the international community and what the United States and other have done to defeat these threats. Upon completion of the course, students will understand terrorism’s key elements, will be able to summarize the variety of terrorist threats and our current methods to defeat them.

### HAS-270: Introduction to Anthropology
- 3 credit hours, 6 weeks, no prerequisites

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

### Science, Technology, Math

Courses within the Science, Technology and Math department support Dunlap-Stone’s commitment to presenting a variety of viewpoints and topics through introductory and lower-level coursework. These courses support the general education core competencies as well as program outcomes, but specifically addresses the topics of scientific and quantitative reasoning, critical analysis and reasoning, information literacy and technological competency.

### STM-106: Computing Essentials
- 3 credit hours, 6 weeks, no prerequisites

This 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. [View the syllabus here.]

### STM-108: College Math
- 3 credit hours, 6 weeks, no prerequisites

This develops an 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. [View the syllabus here.]

### STM-160: Business Statistics
- 3 credit hours, 6 weeks, no prerequisites

This 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 business questions. The application of decision theory and time-
series analysis to assist business is explored. Case studies are used by students to apply their understanding of course concepts to real-life situations. View the syllabus here.

**STM-171: Introduction to Physical Science**
- 3 credit hours, 6 weeks, no prerequisites

This survey course explores the world around us. Students learn about the physical properties of the objects and their relationship to the universe. They define and describe major terminology used in physical science and apply scientific reasoning and problem solving. View the syllabus here.

**STM-175: Introduction to Earth Science**
- 3 credit hours, 6 weeks, no prerequisites

This 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.

**STM-385: Information Systems in Global Business**
- 3 credit hours, 6 weeks, no prerequisites

This 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. View the syllabus here.

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**Business**

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**
- 3 credit hours, 6 weeks, no prerequisites

This course explores the nature, form, and function of business. It introduces students to business including the functions of business, entrepreneurship, management, organizational structure, marketing, distribution, and financial management. View the syllabus here.

**BUS-111: Customer Service Basics**
- 1.5 credit hours, 3 weeks, no prerequisites

In this course, students will examine the tenets of excellent customer service (CS), review proven strategies for meeting customers’ expectations and satisfying their needs, identify methods used by CS to enhance customer’s ability to do business with the organization and ways for CS to determine the right time to bend or break the rules. Students also learn techniques to improve communication, including understanding active listening and professional communication skills. View the syllabus here.
This course examines contemporary business, specifically characteristics of successful businesses, the issues facing them, and organizational change processes necessary to improve and sustain modern business enterprises. View the syllabus here.

This course builds from the idea that business writing is a critical skill and one that is essential to succeed in a range of roles and industries. The ability to communicate clearly in writing is developed as students craft common business letters, memos, etc. and assess sources and context. View the syllabus here.

Effective business leaders embrace innovation and help facilitate the creation and advancement of new ideas and initiatives. This course examines innovation and entrepreneurship through case studies, best practices and through the development cycle of a new idea, culminating in the presentation of that idea. View the syllabus here.

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. Scenarios are used to explore ethical dilemmas. Different systems of ethics are contrasted to enable international business people to understand and appreciate the differences and determine the most ethical course of action. View the syllabus here.

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. 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. View the syllabus here.

In this course, students apply marketing principles to solve the practical problems of entering the global marketplace. They review theories and concepts to analyze the forces shaping a firm’s marketing strategy that culminates in the development of an international marketing plan. View the syllabus here.
In this course, students prepare research for their global business plan related to their area of concentration within the broader International Trade Management context. Through forecasting, market analysis, and their research, they demonstrate information literacy and analysis skills to address a real world business problem. View the syllabus here.

**BUS-405: Global Business Plan**

- 4 credit hours, 9 weeks, Prerequisites: BUS-404

This course culminates with the capstone business plan project. The research data compiled in Researching the Global Village (BUS-404) course, along with the other knowledge gained throughout the program, is used by the student to prepare a practical business plan based on their area of concentration within the program. View the syllabus here.

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

- 3 credit hours, 6 weeks, no prerequisites

Global Project Leadership Excellence 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.

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

- 3 credit hours, 6 weeks, no prerequisites

This 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. View the syllabus here.

*Finance, Accounting, Economics*

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: Business Accounting Concepts**

- 3 credit hours, 6 weeks, no prerequisites

This course introduces accounting principles and procedures for non-accounting majors who want or need to be consumers of accounting/financial information. It examines the basic accounting systems, including balance sheets, income statements and statements of cash flow. It explores management’s need and usage of financial information, including common accounting topics such as equity, retained earnings, debt accounts and recording transactions. Students learn how to prepare, analyze and read financial statements. View the syllabus here.
FAE-263: Principles of Microeconomics
• 3 credit hours, 6 weeks, no prerequisites
This 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. View the syllabus here.

FAE-300: Business Finance
• 3 credit hours, 6 weeks, no prerequisites
This 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.

FAE-301: Advanced Business Finance
• 3 credit hours, 6 weeks, Prerequisite: FAE-300
This 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.

FAE-302: Global Finance
• 3 credit hours, 6 weeks, no prerequisites
This course examines the broad area of financial management and the theories governing the discipline. As a foundation course, it provides managers the tools and perspective needed to make financial decisions within a business setting. View the syllabus here.

FAE-450: International Economics
• 4 credit hours, 6 weeks, no prerequisites
This course examines the theory of supply and demand and provides an examination of international trade theory and policy issues. The course concludes with an exploration 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. View the syllabus here.

Management, Organizational Behavior, Leadership

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 course examines the topic of leadership through a 5-part analysis of leadership and the application of these skills in the modern workplace. Students develop assessment tools to become stronger leaders. View the syllabus here.

MGT-335: Modern Management Principles

This course examines the topic of management from the perspective of the practicing manager to assure that students understand the functions of a manager in a modern business environment. The functions appraised and related to real world events in the global economy. View the syllabus here.

MGT-345: Organizational Behavior

This course examines the topic of organizational behavior from the perspective of the practicing manager. It focuses on understanding group and individual behavior and how it impacts the organization as critical factors in developing successful communication, motivation, leadership, culture, and a working organizational structure. This course emphasizes the importance of assessing internal and external human factors impacting the organization. View the syllabus here.

MGT-390: Project Management

This course examines the topic of project management, beginning with the basic concepts and then expands to explore the discipline of project management from pre-planning to project completion. The principles used in this course are generic; they do not focus on any specific project management software or specific tools. The class will explore project management through the following features: individual assignments, lecture, discussion, and reading. This course helps prepare individuals for PMI's certification exams and it meets the requirements for verified project management education required by PMI needed before PMI’s certification examination.

MGT-402: Global Strategic Management

In this course, students apply principles of strategic management to solve strategic problems. Students build an understanding of major theories and tools used to analyze the internal and external environment in order to develop strategies to address problems or opportunities for real world organizations. View the syllabus here.

MGT-445: Competitive Human Resource Management

This 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, the HR legal issues, compensation, training and hiring, employee development and how HRM plays an important role in the global strategy formulation process. View the syllabus here.
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Duration</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>MBA-505: International Management</td>
<td>4 credit hours, 8 weeks, Program Acceptance Required</td>
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<td>This 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.</td>
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<tr>
<td>MBA-510: Operations Management</td>
<td>•4 credit hours, 8 weeks, Program Acceptance Required</td>
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<td>This 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.</td>
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<tr>
<td>MBA-512: Financial Management</td>
<td>4 credit hours, 8 weeks, Program Acceptance Required</td>
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<td>This 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.</td>
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<tr>
<td>MBA-515: Information Systems and Technology</td>
<td>4 credit hours, 8 weeks, Program Acceptance Required</td>
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<td></td>
<td>This 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.</td>
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<tr>
<td>MBA-520: Organizational Behavior</td>
<td>4 credit hours, 8 weeks, Program Acceptance Required</td>
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<td>This 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.</td>
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</table>
This 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.

MBA-540: International Business Law

This 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.

MBA-559: Strategy Implementation

As the capstone course within the MBA program, students examine 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.

MBA-585: Business and Society

This 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.

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-101: Getting Stated in International Trade

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.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>TRD-129</td>
<td>Importing</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<tr>
<td></td>
<td>This course provides a general understanding of the strategic management of importing goods from other countries. It focuses on the 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 it is designed to be applicable to students from all countries. View the syllabus here.</td>
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<tr>
<td>TRD-140</td>
<td>Importing Duties and Regulations</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<td></td>
<td>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. View the syllabus here.</td>
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<tr>
<td>TRD-141</td>
<td>Incoterms</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<tr>
<td></td>
<td>This course introduces students to terms of sale generally used in international trade and specifically the terms of sale under Incoterms, the most commonly used system internationally. This course provides a strong foundation on the usage and elements of the terms. View the syllabus here.</td>
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<tr>
<td>TRD-143</td>
<td>Customs-Trade Partnership Agreement (C-TPAT)</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<tr>
<td></td>
<td>This course aids 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. 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 Customs and Border Protection. Topics covered in this course will assist importers in performing C-TPAT’s Importer Self Assessment requirement. View the syllabus here.</td>
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<tr>
<td>TRD-201</td>
<td>Exporting/Importing Environment</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<td></td>
<td>This course introduces the major factors affecting the global marketplace. It builds exporting and importing skills for the new entrant to international trade and serves as a complete survey of the discipline. It teaches the major concepts and terminology of international trade through hands-on activities and topic papers that form the basis of this course. View the syllabus here.</td>
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<tr>
<td>TRD-214</td>
<td>Trade Compliance Environment I</td>
<td>1.5</td>
<td>3 weeks</td>
<td>no prerequisites</td>
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<td>This course is for new, entry-level personnel who need or want to familiarize themselves with the US trade compliance environment. Upon completion, a student will possess a basic understanding of the</td>
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</table>
duties and responsibilities of those working in regulated trade compliance—import/export—within an organization, the function of government in mandating trade compliance, the most common trade compliance problems, and the career possibilities in choosing this profession. Students seeking an in-depth understanding should enroll in advanced (300-level) courses that deal with these topics. View the syllabus here.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>TRD-215: Trade Compliance Environment II</td>
<td>1.5</td>
<td>3 weeks</td>
<td>no prerequisites</td>
</tr>
<tr>
<td>TRD-216: Trade Compliance Environment III</td>
<td>1.5</td>
<td>3 weeks</td>
<td>no prerequisites</td>
</tr>
<tr>
<td>TRD-225: Documentation for the Global Village</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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<tr>
<td>TRD-257: Empowered Officials Essentials</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
</tr>
<tr>
<td>TRD-260: Encryption Controls</td>
<td>3</td>
<td>6 weeks</td>
<td>no prerequisites</td>
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</tbody>
</table>

This course is intended for new, entry-level personnel who need or want to gain a basic introductory 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). View the syllabus here.

This course is a continuation of the examination of the trade compliance environment. 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.

This course provides an understanding of the current, practical knowledge of documentation needed by those involved in exporting or importing. Documentation moves cargo, satisfies government requirements, and is used for international payments between countries. View the syllabus here.

This orientation course 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. View the syllabus here.

This orientation to encryption controls takes a systems approach to the topic. It was designed to help individuals develop a general practical working understanding of the licensing requirements, classification issues and exceptions allowed. It examines the diverse added duties and responsibilities required to maintain compliance with US Government (USG) rigid cryptology license requirements. View the syllabus here.
This course examines the development and submission of Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs), and Warehousing and Distribution Agreements (WDAs) 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 Electronic 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. View the syllabus here.

This course assists those preparing for the U.S. Customs Brokers Examination gain the practical knowledge and understanding necessary to pass the Customs Broker 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. View the syllabus here.

For successful compliance in day-to-day operations as well as strategic planning, this course assists those who are or aspire to be responsible for corporate export compliance to understand the International Traffic in Arms Regulations. The focus of course is current ITAR regulations, regulations of the Office of Foreign Assets Control (OFAC) and appropriate portions of the United States Code. View the syllabus here.

This course examines the current Export Administration Regulations (EAR), enforced by the Bureau of Industry and Security 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. View the syllabus here.

This 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. This course examines each allowed Exemption in context of its limited usage, requirements and associated concerns as stipulated under the current Code of Federal Regulations (22 CFR 12-130). Upon completion of this course, trade compliance professionals will know how to properly utilize exemptions when submitting license applications for the export of controlled goods and services. View the syllabus here.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Duration</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRD-309: Commerce License Exceptions</strong></td>
<td>3</td>
<td>6 weeks</td>
<td>TRD-307</td>
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<tr>
<td>This 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. <a href="#">View the syllabus here.</a></td>
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<tr>
<td><strong>TRD-311: Documentation for Export Compliance</strong></td>
<td>3</td>
<td>6 weeks</td>
<td>TRD-307 and TRD-306</td>
</tr>
<tr>
<td>This 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 recordkeeping. This course develops a working knowledge of the vast array of regulatory forms and documents and their use as used to comply with USG regulations. <a href="#">View the syllabus here.</a></td>
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<tr>
<td><strong>TRD-313: Dual Use Exports</strong></td>
<td>1.5</td>
<td>3 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>TRD-314: Duty Drawback Fundamentals</strong></td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>This course examines Duty Drawback regulations, practices and procedures as governed by the US Customs and Border Protection’s regulations (CBP), CFR Title 19 Chapter I :PART 191 - DRAWBACK (§§ 191.0 - 191.195) It also explores the use of ACE and other elements as they relate to duty drawbacks. <a href="#">View the syllabus here.</a></td>
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<tr>
<td><strong>TRD-315: Deemed Exports</strong></td>
<td>3</td>
<td>6 weeks</td>
<td>TRD-306 and TRD-307</td>
</tr>
<tr>
<td>This advanced course examines the concept of “Deemed Exports” as transfers made within the United States that are subject to export controls. The Export Administration Regulations and International Traffic in Arms Regulations are both considered. It provides an in-depth understanding of all the appropriate definitions, their legal usage and applicability staying in compliance with the export regulations. Upon completion of this course, trade compliance professionals will understand how to properly manage domestic transfers within and throughout their organization to stay in compliance with both sets of regulations.</td>
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<tr>
<td><strong>TRD-317: Foreign Corrupt Practices Act</strong></td>
<td>3</td>
<td>6 weeks</td>
<td>No prerequisites</td>
</tr>
<tr>
<td>This 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</td>
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</table>
in foreign projects, and others subject to the FCPA. Emphasis will be on FCPA compliance by individuals and organizations. [View the syllabus here.](#)

### TRD-318: Office of Foreign Asset Controls
- 3 credit hours, 6 weeks, no prerequisites

This 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. [View the syllabus here.](#)

### TRD-319: Managing Disclosures
- 3 credit hours, 6 weeks, TRD-306 recommended

This 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. [View the syllabus here.](#)

### TRD-320: Ethics in Trade Compliance
- 3 credit hours, 6 weeks, no prerequisites

This course explores the topic of ethics as it relates to international trade compliance regulations. Upon completion, students will be able to assess the forces that shape business ethics, the trade compliance environment, and the factors impacting ethical performance in the compliance workplace. Students will be able to critically evaluate ethical situations within the export compliance arena and determine ethical actions to maintain full compliance. [View the syllabus here.](#)

### TRD-321: Harmonized Tariff Schedule
- 3 credit hours, 6 weeks, no prerequisites

This course examines the Harmonized Tariff Schedule of the United States and the Schedule B and rules for classification. With a heavy emphasis on the GRIs, it explores duty rates, the use of General Notes, section notes, and chapter notes. Students will be prepared to classify and apply provision for imports and exports. [View the syllabus here.](#)

### TRD-322: North American Free Trade Agreements
- 3 credit hours, 6 weeks, no prerequisites

This introduction to the USMCA was designed to help individuals develop a general practical working understanding of the changes and new requirements for moving goods between the U.S. Mexico and Canada under the agreement that replaces major portions of NAFTA. It examines the USMCA Protocol, the new Rules of Origin, Certification of Origin, Customs Administration and Trade Facilitation and related topics. [View the syllabus here.](#)
**TRD-323: Australia Export Controls**  
- 3 credit hours, 6 weeks, no prerequisites

This course provides students with a detailed understanding of trade controls as regulated by Australia’s Department of Defence Office of Defence 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.

**TRD-324: Canada Export Controls**  
- 3 credit hours, 6 weeks, no prerequisites

This 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.

**TRD-325: UK Export Controls**  
- 3 credit hours, 6 weeks, no prerequisites

This course provides students with a detailed understanding of UK export controls. It is designed for both UK exporters, who must be in full compliance with the UK regulations, and for non-UK residents who may import or export from the UK and need to interface with UK companies.

**TRD-326: UK Bribery Act**  
- 3 credit hours, 6 weeks, no prerequisites

This course focuses on the United Kingdom’s Bribery Act of 2010 Chapter 23 section 1-20 and Schedule 1 and 2 and reviews all sections of the act, provides practical analysis and assessment of reasoning, principles and standards set forth in the Act. It explores how stakeholders should logically approach compliance administration with the Act.

**TRD-327: Japan Export Controls**  
- 3 credit hours, 6 weeks, no prerequisites

This course provides students with a detailed understanding of Japanese export controls. It is designed for both Japanese exporters, who must be in full compliance with the regulations, and for non-Japanese residents who may import or export from Japan and need to interface with Japanese companies.

**TRD-330: Export Compliance Audits**  
- 3 credit hours, 6 weeks, no prerequisites

This 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 develop a mock audit. [View the syllabus here.](#)
### TRD-331: University Export Controls
- 3 credit hours, 6 weeks, no prerequisites

This course explores in detail the USG regulatory environment impacting U.S. postsecondary institutions and other research organizations involved in the creation and application of knowledge and the legal responsibilities of compliance when exporting (disclosure of) technically sensitive data domestically, internationally or electronically. Throughout the course the exemption status of fundamental research serves as a foundation element. This practical course is intended for those responsible for university/institutional compliance management. Specifically, it examines the USG's statutory requirements impacting data, information and other materials controlled under the EAR, ITAR and other USG regulations. Students develop elements of an institution’s Export Compliance Management Plan.

### TRD-340: Importing Munitions
- 3 credit hours, 6 weeks, no prerequisites

This course examines the rules, regulations, and best practices for the importation of arms, ammunition, and implements of war into the U.S. as regulated and administered by the U.S. Department of Justice’s Bureau of Alcohol, Tobacco, Firearms & Explosives and other USG agencies. [View the syllabus here.](#)

### TRD-350: PRC Export Controls
- 3 credit hours, 6 weeks, no prerequisites

This course provides students with a detailed understanding of Chinese export controls. It is designed for both Chinese exporters, who must be in full compliance with the regulations, and for non-Chinese residents who may import or export from China and need to interface with Chinese companies.

### TRD-355: Ethics in Import Compliance
- 3 credit hours, 6 weeks, no prerequisites

This course explores the topic of ethics as it relates to complying with the letter and the spirit of the U.S. Customs (import) regulations specifically and in general international trade compliance regulations. Upon completion, students can assess the forces that shape business ethics, the import compliance environment in which business ethics exists, and the most common factors impacting ethical performance in the compliance workplace. Students will be able to critically evaluate ethical situations and develop tools to maintain compliance. [View the syllabus here.](#)

### TRD-365: Topics in Import Management
- 3 credit hours, 6 weeks, no prerequisites

This 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 from a management perspective. [View the syllabus here.](#)

### TRD-369: EU Dual Use Regulations
- 3 credit hours, 6 weeks, no prerequisites

This course examines the rules, regulations, and best practices for the export of dual-use items into the European Union. The course addresses EU Regulation No. 428/2009, including categories 8, 9, and Community General Export Authorization No. EU001. It explores the EU model for individual or global
export authorization forms, models for brokering services authorization forms, and common elements for publication of national general export authorizations. [View the syllabus here.]

**TRD-505: Export Fundamentals**

4 credit hours, 8 weeks, program acceptance required

This course forms a foundation and understanding of the globalization of markets, particularly from the view of the exporter, focusing on general export practices, documentation requirements and global supply chain realities. It also 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. [View the syllabus here.]

**TRD-510: Import Fundamentals**

4 credit hours, 8 weeks, program acceptance required

This course examines importing from several points of view: legal (including duties and regulations), business needs, and other dynamics within the business enterprise. Developing systems, anticipating and planning for exceptions and shortfalls are discussed to manage importing strategically. [View the syllabus here.]

**TRD-520: Trade Compliance Special Circumstances**

4 credit hours, 8 weeks, program acceptance required

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. The course reviews “Exceptions” to the Export Administration Regulations (EAR) and the “Exemptions” to the International Traffic in Arms Regulations. With the knowledge gained in this course, students will be able to correctly utilize and manage the special regulatory provisions. [View the syllabus here.]

**TRD-525: Auditing and Assessing Trade Compliance**

4 credit hours, 8 weeks, program acceptance required

This course examines 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 trade compliance efforts. 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. Best practices serve as the basis for comparison against real life case studies involving these concepts. [View the syllabus here.]

**TRD-528: Trade Compliance Treaties and Guidelines**

4 credit hours, 8 weeks program acceptance required

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), and international agreements and treaties. [View the syllabus here.]
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. View the syllabus here.

TRD-535: Agency Regulation 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. View the syllabus here.

TRD-540: Management of Trade Compliance

This course explores the role and obligations of those held responsible for regulatory trade compliance, including forming agreements that meet regulatory agency requirements. It examines the role and responsibilities compliance effort with regulatory authorities, known as the Empowered Official (EO), as well as the unique opportunities presented to the EO and his/her company by various agreements--Technical Assistance Agreements (TAAs), Manufacturing License Agreements (MLAs), and Warehousing and Distribution Agreements (WDAs)-- under the International Traffic in Arms Regulations. View the syllabus here.

TRD-550: MSc Thesis

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

Supply Chain Management

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.
This course examines the products and services available through a port authority, whether a land or seaport. Students assess concerns and issues using specialized terminology to identify issues and challenges facing the modern ports and how organizations can best utilize their range of products and services to aid international operations. View the syllabus here.

### SCM-127: Freight Forwarder Practices

- 3 credit hours, 6 weeks, no prerequisites

This course focuses on the role and responsibilities of the freight forwarder in the global supply chain. It is appropriate for those new to the field. Students review strategies to manage a forwarding operation, procedures to manage client’s needs, and the legal, financial, and documentation elements for successful operations. View the syllabus here.

### SCM-202: 21st Century Logistics

- 3 credit hours, 6 weeks, no prerequisites though TRD-201 is recommended

This course examines the major issues and practical concerns confronting global logistics specialists. Building from supply chain fundamentals, it reviews technologies and automation, focusing on management of the supply chain, including logistics regulations, technological processes, best practices and overcoming challenges. View the syllabus here.

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

- 3 credit hours, 6 weeks, Recommended Prerequisite: SCM-202

This course examines organizational purchasing functions 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. Students use case studies to apply their understanding of course concepts to real-life situations. View the syllabus here.

### SCM-379: Warehousing Principles and Practices

- 3 credit hours, 6 weeks, Recommended Prerequisite: SCM-202

This course examines the principles and practices of modern warehousing with particular emphasis on understanding how warehousing can be used as a competitive advantage in the global marketplace. Students investigate and define the activities and functions common to most warehouses. Upon completion, students will be able to analyze and assess warehousing needs and conceptually design warehousing solutions. View the syllabus here.

### SCM-412: Global Supply Chain Strategies

- 3 credit hours, 6 weeks, Recommended Prerequisite: SCM-202

This course examines the concept of the integrated global supply chain—the borderless flow of materials, both raw and processed, information, and resources— to support organizations competing in the global marketplace. Students develop strategies to leverage efficiencies for competitive advantage. View the syllabus here.
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard Occupational Classification</th>
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</thead>
</table>
| 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 |
| 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 |