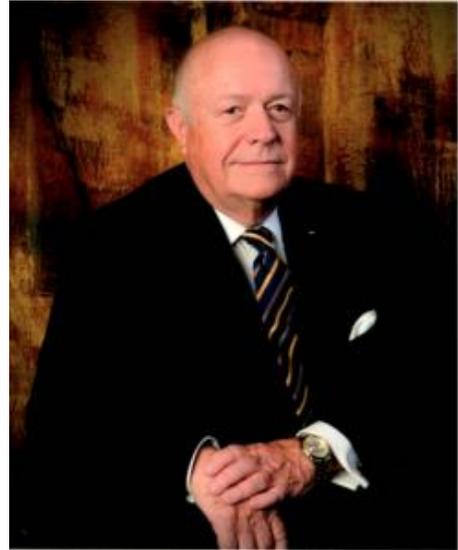


A Message from the President

We welcome students pursuing their degrees at Clarewood University. They are joining the faculty and administration in an important and vital activity. We are organized to fulfill the professional and educational objectives of our students and to support them in developing their skills to fit the needs of the domestic and global society. We are growing an institution that is based on the long experience of faculty and administrators to develop the best educational guidance system for students pursuing professional development and community leadership.



Clarewood is a university offering an academic environment that is both intellectually stimulating and supportive of cultural diversity. The highly qualified faculty and dedicated staff will provide a targeted educational experience that creates global leaders for the 21st century.

Special features of the Clarewood University include its appreciation of the international environment, cross-cultural issues and the support requirements of U.S. and international students seeking an appreciation of the international marketplace. By creating a strong educational setting for the development of skills related to business, we believe we will create a new cadre of private and public-sector leaders. This can only occur in a climate that appreciates and supports a global perspective. The university advances this concept for domestic and international students as they realize their goal of a fine American business education.

Students at Clarewood University will study in an environment that celebrates practical experience and high-quality intellectual exchange in a contemporary management setting. Students will enjoy the opportunity to nurture their creative instincts and curiosity central to the cross-cultural business environment. Students will do this in the stimulating setting of the American National Capital Region adjacent to Washington D.C. This region contains representatives of every international culture and continuous exposure to debates around the political, economic and business activities of the future.

Welcome, it is a pleasure to have you join us!

A handwritten signature in black ink, which appears to read "Kingsley E. Haynes". The signature is written in a cursive style.

Kingsley E. Haynes, PhD

President



Administrative

The purpose of this Academic Catalog is to provide an overview of Clarewood University's academic programs and services, policies, procedures, and regulations, for the school year 2017-2018. The provisions of the Clarewood University Catalog may be altered from time to time and do not constitute an irrevocable contract between the University and its students. Nevertheless, this catalog serves as an official document of the University. It is reviewed semi-annually and appropriate changes are recorded as addenda and are also posted on the University website until the next print cycle. Students are encouraged routinely to check the website for new or supplemental information and also contact the Registrar's office to obtain a printed copy.

The course offerings and requirements of the University are continually under examination and subject to revision. This catalog includes the offerings and requirements in effect at the time of publication. It is the sole responsibility of the student to be aware of the information in this catalog and to stay informed of additions and/or corrections when they are deemed necessary by the University.

The course descriptions provided in this catalog may occasionally differ from the actual content. This is due to advancement in the discipline, interests of individual professors, or decisions to change the scope of the course. Thus, the course descriptions contained herein do not constitute a contractual obligation. Students should consult academic advisors and refer to the class schedule and appropriate syllabi for the offerings in any given academic session.

Clarewood University encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies and procedures contained in this catalog. If you have found any error, mistake, or any clear discrepancy with state and federal laws, please feel free to report it to us directly. Please direct your comments and recommendations directly to Mark Zhong at (571) 526-4777, or e-mail him directly at mzhong@clarewoodva.org.

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Effective October 5, 2017-October 5, 2018



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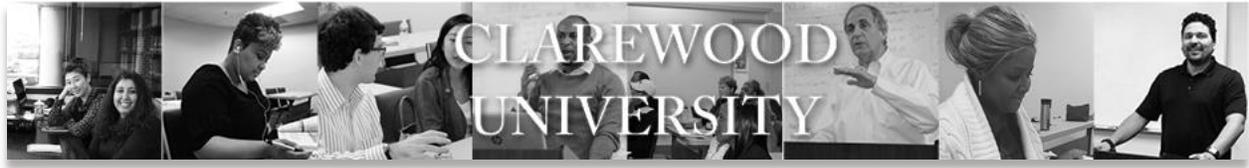
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GENERAL INFORMATION

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Introduction

Clarewood University aims to provide American and international students with an outstanding theoretical and practical education in the area of business administration. We wish to meet students' needs for knowledge, skills, and critical thinking to enhance their competitive abilities in today's ever-changing business environment. To be consistent with this purpose, Clarewood University offers graduate level education in business administration to equip students with advanced and necessary managerial theory and methodology.

Clarewood University is located in the vibrant Dulles Corridor where several dozen Fortune 500 companies such as Microsoft and Oracle are found. The area is part of Fairfax County, one of the most affluent Counties in the US, where 34,000 companies call it home. With a large IT presence, it has been dubbed the Silicon Valley of the East Coast. The University campus is only a 5-minute walk from the Silver Line Metro Station, which offer easy commuter access for Washington DC area working professionals and other students.

Founded in the Spring of 2014 in Reston, Virginia, and supported by the late Reston founder Robert E. Simon, Clarewood University aims at providing a high-quality MBA (Master of Business Administration) program that emulates the ideals of Mr. Simon: sustainability, diversity and togetherness as a community. With his permission, the school was named the Robert E. Simon School of Business.

Clarewood University believes its requirements are generally consistent with federal definitions and are considered to be common practice. It is the responsibility of Clarewood University to maintain and demonstrate compliance with any applicable Commonwealth of Virginia regulations that go beyond federal regulations, especially as related to competency based minimum program lengths and qualitative factors. For example, instructional time does not include any vacation periods, homework, or periods of orientation or counseling.

Mission Statement

The mission of Clarewood University is to develop the professional talents and intellectual skills of students through academic programs and business activities that draw on a cross-cultural educational experience and meet the challenges facing the global community in the 21st century. Different business models are applied in a practicum oriented environment, where students experience cross-cultural engagements applicable to global business and development settings.



Institutional Goals

Clarewood University is committed to:

1. Recruiting top-notch faculty with excellent teaching skills and real-world expertise.
2. Developing students with competency in critical thinking and effective decision-making skills.
3. Creating and maintaining a stimulating learning environment that will attract and retain high-quality students.

Institutional Objectives

1. Designing and developing an up-to-date curriculum to meet the needs of employers in a 21st century global environment.
2. Providing students with high-quality cutting-edge courses that address their personal needs in skill development and professional ambition.
3. Cultivating advanced professional and practical talent to enable students to improve their performance and productivity in future careers.
4. Helping international students develop their English language and cross-cultural communication skills so that they can participate effectively in the global business environment.

The University will offer a Master of Business Administration (MBA) Degree with four concentrations: International Business and Finance, Information Systems and E-Commerce, Management, and Entrepreneurship.

The institution's statement of purpose reflects its program offerings and its mission statement of developing students' professional talents and intellectual skills through providing academic programs that draw on a cross-cultural educational experience and meet the challenges facing the global community in the 21st century.



History

The Clarewood University, Inc. was incorporated on March 11, 2014 (VA State Corporation Commission SCC ID # 0775495-5). On October 11, 2014, Clarewood University moved into its current location at 1840 Michael Faraday Drive, Suite 100, Reston, VA 20190. SCHEV granted name acknowledgement to Clarewood University on November 24, 2014, and the University obtained its certification of operation on May 31, 2016.

Clarewood University aims at constantly improving the quality of its MBA program and will adopt all measures to evaluate its curriculum, teaching quality and student performance. Headed by Dr. Bonnie Robeson, the Academic Assessment Committee (AAC) will routinely exam the quality of teaching and evaluate student feedback. The AAC will also consult with our Academic Advisory Committee to ensure the program's success and its consistency with the mission of the school.

Physical Facilities and Equipment

Clarewood University is located in Reston, Virginia, which is only a few miles away from the Washington Beltway. The university is within a 5-minute walking distance to a Metro Station on Washington's Silver Line. The facilities at Clarewood University include a large reception room, a number of classrooms and offices, a conference room, a learning resource room & library, and a lounge. Teaching, learning, and office equipment at the university include computers, internet connection with Wi-Fi capabilities, projecting apparatus, phone-fax machines, copier and scan machines, an online library, and other standard classroom and office equipment. Main Address: 1840 Michael Faraday Drive, Suite 100, Reston, VA 20190.



Business Hours

Admissions

CUVA@clarewoodva.org

Business Hours: Monday-Friday, 9:00 AM to 5:00PM

Dean's Office

mzhong@clarewoodva.org

Business Hours: Monday-Saturday, 9:00 AM to 5:00PM

Registrar's Office

shao@clarewoodva.org

Business Hours: Monday-Friday, 9:00 AM to 5:00PM

Compliance Office

yarica@clarewoodva.org

Business Hours: Monday-Saturday, 9:00 AM to 5:00PM

Closed during observed holidays.



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Academic Calendar

Quarters	Fall Quarter, 2017	Winter Quarter, 2018	Spring Quarter, 2018	Summer Quarter, 2018
Beginning on	October 5, 2017 (Thursday)	January 6, 2018 (Saturday)	April 7, 2018 (Saturday)	July 7, 2018 (Saturday)
Last Day to Add/Drop	October 12, 2017 (Thursday)	January 13, 2018 (Saturday)	April 14, 2018 (Saturday)	July 14, 2018 (Saturday)
Ending on	December 16, 2017 (Saturday)	March 24, 2018 (Saturday)	June 16, 2018 (Saturday)	September 15, 2018 (Saturday)
Holidays	Thanksgiving: November 23 (Thursday)	MLK Day: January 15 (Monday) Presidents' Day: February 19 (Monday)	Memorial Day: May 28 (Monday)	Labor Day: September 3 (Monday)

Quarter Credit System

Clarewood University operates on a Quarter Credit System. There are four quarters in one academic calendar year: Fall, Winter, Spring and Summer quarters. Each quarter is 10 weeks long. All courses carry 4.5-quarter credits. One quarter credit hour requires, at a minimum, 10 hours of classroom instruction, 20 hours of laboratory/project assignment, or 30 hours of practicum/internship. Thus, each course is 45 hours of classroom instruction, 90 hours of laboratory/project assignment, or 135 hours of practicum/internship. An hour means an instructional time of at least 50 minutes of directed instruction. Many courses of Clarewood University are a mixture of classroom instruction and participative laboratory instruction. Experiential and integrative activities are reflected in projects, practicums or internships.

Grading System and Grade Point Average

Faculty choose criteria to determine a student's grade in their course. This may include the quality of work done on assignments, promptness in doing assigned work, attendance and participation. Faculty will publish their criteria for grading in the syllabus given to students on the first day of the course. The University will provide guidance to faculty regarding grading criteria.



Clarewood University uses the following grading scale:

Letter Grade	Grade Points
A	4.0
B	3.0
C	2.0
F	Fail

Status	Description
I	Incomplete
IM	Military Incomplete
IP	In Progress
R	Repeat
W	Withdrawal
TC	Transfer Credit
AU	Audit
NC	No Credit
S/U	Satisfactory/Unsatisfactory

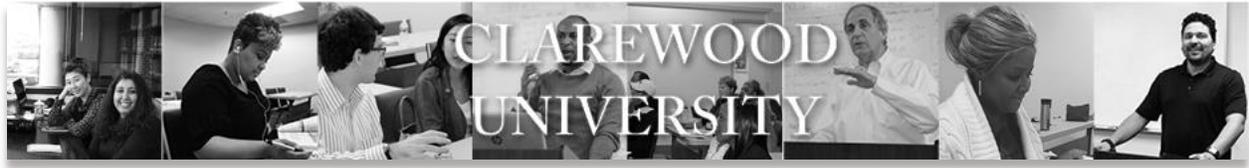
Incomplete Grade (I): Incomplete indicates that the student has not completed all work required for the course. An incomplete must be made up within two weeks from the start of the next quarter. Otherwise, a final grade will be assigned (normally an "F"). An incomplete grade must be removed in the manner specified here and within the time determined by the instructor. The instructor shall specify the specifics in the syllabus. An incomplete may only be given by approval of the Administrative Dean.

Failing Grade: If a student ceases attending courses or submitting assignments (and has not yet earned a passing grade), and if the student has not made arrangements for an incomplete (I), a failing (F) grade must be assigned.

In Progress (IP): Faculty must assign a grade of IP for courses which have been approved to carry over into subsequent terms (e.g. Practicum). The course will remain IP (In Progress) until the final project is completed and a final grade can be posted.

Grade Point Average (GPA): Grade point average is determined by dividing the total grade points by the total number of credits. Grades are reported to the student at the end of each quarter.

Withdrawals (W): A grade of "W", indicating official withdrawal, will be recorded on the student's transcript. The grade of "W" will not be assigned to any student who has taken the final examination in the course. "W" grades are not calculated in the GPA.



Auditing Courses (AU): Auditors can participate in classes; however, they will not take examinations or undertake projects. Audited courses are ineligible for academic credits.

Auditing Courses

Auditors can participate in classes; however, they will not take examinations or undertake projects. Audited courses are ineligible for academic credits.

Repeating Courses

A graduate student may repeat any college-level graduate course in which he/she receives a grade of a "C" or below. Students who receive a failing grade are encouraged to repeat that course; however, students are not required to repeat a course if the course is not required to complete his/her degree program. If a grade is achieved in the repeated course, the new grade may replace the prior grade and be computed in the overall GPA. Students enrolled in graduate degrees may have no more than three repeat grades on their academic record, appearing as "repeat excluded" on the student record. Once a student has reached the maximum number of repeated courses allowed by Clarewood University, all subsequent courses where a "C" or below is received will count towards the student's cumulative grade point average. Students may continue to enroll and pursue their program of study until such time as they fail to meet the academic standards set by Clarewood University.

A course must be repeated at Clarewood University in order for the course to qualify as a repeated course and thus have the "repeat excluded" grading criteria applied to the student record. All attempted courses must be repeated at Clarewood University in order to be eligible for academic credit. Failing grades must be repeated at Clarewood University in order to be eligible for academic credit.

Enrollment Agreement and Registration

Once admission is granted, the student will plan for enrollment in Clarewood University's MBA program, and enter into an agreement, which is a contract between the student and the University. The student must complete the Enrollment Agreement and receive a copy of the executed agreement which specifies all policies, procedures, tuitions and fees.

Enrollment Dates

Students may enroll in the program up to the start of the second meeting of any class. New students to Clarewood University may not enroll in any class after that class has already met twice without permission of the instructor and Registrar. 45 instructor contact hours are required per term.



Course Registration

Registration information is available prior to each registration period. A list of upcoming courses and a registration form will be emailed to current students prior to each quarter. Students are expected to fill out the form and email, fax, or hand it in to the Registrar by the required submission deadline.

Add/Drop

Students may add or drop classes up until the second meeting of the class for each course. After the second class, adding or changing classes must be approved by the class instructor and the Administrative Dean.

Adding a Course

In most cases, a student may not enter a new class after the class has met twice. Any request for entry after that period must be approved by the class instructor.

Change of Registration

Students wishing to change their registration must contact the Student Services Director. Failure to do so could place their CUVA records in jeopardy.

Withdrawal from a Course

A student may withdraw from a course at any time prior to its conclusion without academic penalty, in which case the student shall receive a grade of "W".

Full-time Students

Students who are enrolled in 9.0 or more academic credit hours per quarter are deemed as full-time regular students.

Part-time students

Students who enroll in 4.5 credit hours or less per quarter are deemed as part-time students. Part-time students must meet the same standards as full-time students.



Attendance

It is the responsibility of students to attend all classes for which they are registered. Unexcused absences will affect a student's academic standing. Excused absences may be accepted with the approval of the instructor, who shall notify the Administrative Dean. Every instructor is responsible for recording the absence of students. A student must submit a note with supporting documents to his/her instructor explaining the reason for any absence. Unexcused absences in excess of 30% of the total class hours will lead to the failure in that course. **(Excused absences do not waive the required 45 instructor contact hours.)** Students are required to request an excused absence from the instructor via e-mail and receive their approval before the start of class. The instructor will assign the necessary make-up work. Students should consult with the instructor for make-up work information and arrange to complete it upon returning to class.

Tardiness and Leaving Early

Students are expected to attend classes on time. Instructor is responsible to record the tardiness of students. A student is required to review the syllabus of each course to know how tardiness will affect his or her academic record and/or class performance. Leaving early is not permitted under normal circumstances. Permission from the instructor for leaving early is granted only when there is an emergency.

University and Student Academic Administration

The Clarewood University Student and Academic Administration is a main educational and management workstream whose goal is to establish, develop and deliver a high-quality practice in teaching and learning and work collaboratively with our partners and participants distributed across the University and the wider educational and professional communities. Facilitated by a collaborative, innovative and accountable team, Clarewood University engages in a broad range of activities which support the student life cycle and deliver high-quality academic programs and services to students. In this regard, Clarewood University develops and administers procedures for compliance by all faculty, students and staff in support of SCHEV regulations and federal accreditation standards.

Satisfactory Academic Progress (SAP)

Clarewood University conducts quarterly evaluations of student progress. This takes into account the student's GPA, the units completed successfully (% of courses attempted), and the allowed time frame for degree completion. Students must meet the minimum standards set forth below, or they will not be in compliance with meeting the SAP criteria.



Maximum Time Frame and Successful Course Completion

Required Evaluation Points	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

*Based upon maximum time frame

Minimum Academic Achievement

A student must achieve a cumulative grade point average (GPA) of the following: 2.25 at 25% of the maximum time frame; 2.5 at 50% of the maximum time frame; and a 3.0 at the maximum time frame. Failure to maintain at least a 3.0 for any quarter will result in being placed on probation.

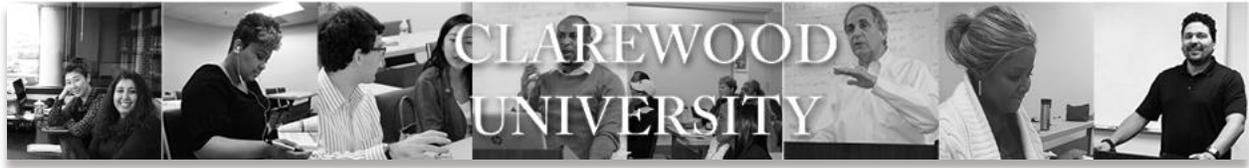
If a student's GPA is below 2.5 at 50% of the maximum time frame, such a student is not eligible for probation and will be suspended for one quarter.

Academic Probation

If a student does not maintain satisfactory progress, he/she will be placed on probation for one quarter. The student on probation will be counseled and given assistance in order to improve his/her GPA. At the end of the one-quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be suspended for a minimum of one quarter.

Probation and Extended Enrollment

If a student has been placed on probation due to the failure to maintain the academic minimums outlined above, he/she may apply to continue his or her studies at Clarewood University in an extended enrollment status. During this time, the student must attempt to improve the deficient areas that led to the probation by taking remedial courses, retaking courses they have failed, or practicing previously learned skills in order to re-establish Satisfactory Academic Progress (SAP).



At the completion of this quarter, students who have established SAP according to the above tables may apply to the Administration to return to regular student status. A meeting will be scheduled between the Administrative Dean, Director of Compliance, the Admissions Officer and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program.

Mitigating Circumstances

The Administrative Dean may waive the Satisfactory Academic Progress (SAP) criteria under circumstances such as personal illness, unusual family responsibilities, military service, unexpected consequences arising in the student's homeland, or other significant occurrences beyond the student's control. To demonstrate that the cited circumstances have had an adverse impact on the student's performance, the student must provide documentation to prove the adversity. No waivers will be provided for graduation requirements.

Leave of Absence (LOA)

The University may grant a leave of absence (LOA) in the case of a student's prolonged illness or accident, death in the family, or other special circumstances that would make attendance impossible or impractical. A student must fill out an LOA form and get approval prior to taking the leave. A leave of absence is approved if the following conditions are met. The absence won't be treated as a withdrawal and no monetary charges will be imposed.

1. The student must follow the institution's policy in requesting the leave of absence and submit a signed and dated request with the reasons for the leave of absence.
2. The University determines that there is a reasonable expectation that the student will return to the school.
3. The school approves the student's request in accordance with the published policy.
4. The leave of absence does not exceed 180 days in any 12-month period.
5. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he began prior to the leave of absence.

Students who take a leave of absence from the University are subject to the current curricular requirements at the time of readmission.

Readmission

A student who has dropped out of the program or who has been terminated due to academic performance or misconduct, must wait two quarters before applying for readmission and must submit a Petition for Readmission to the Administrative Dean. The Petition must include the records of any academic work successfully completed at other institutions as well as presenting compelling reasons for reinstatement, which include the ability to maintain SAP.



The student must also complete a personal interview with the Administrative Dean and shall be on probation for the first quarter until the completion of the special evaluation by the Academic Assessment Committee (AAC); the evaluation period shall not exceed the second quarter.

The Administrative Dean will notify the student in writing concerning their readmission. If readmission is granted, the student may resume coursework at Clarewood University and must pay all fees due at the time of readmission.

Disclosure of Student Records

Student records are maintained in strict compliance with the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380, Section 438 of the General Education Provision Act) once a student is enrolled at Clarewood University.

1. Student admissions records are kept for three years after the student's last date of attendance.
2. Student academic records, which include programs of study, dates of enrollment, courses taken and completed, grades, indication of student status, and transcripts are permanently preserved.
3. Student financial records, which include payments from the student, payments from other sources on the student's behalf, refunds and/or installment information, are maintained for three years after the student's last date of attendance.

"Educational records" mean those records, files, documents, and other material containing information directly related to a student. A student can request to review or obtain a copy of his or her educational and financial records by writing an application letter stating which files or documents he or she wishes to obtain, and submitting it to the registrar along with a copy of his or her Student ID card. The application letter and copy of student ID card will be kept in the student's file. Students have the right to examine their academic records and request an amendment of any inaccuracies found.

Students have the right to agree to or deny the disclosure of personally identifiable information included in their education records. Clarewood University will not disclose student information to third parties without the written consent of the student. An exception is made with the following authorities or organizations:

1. School officials with legitimate educational interest;
2. A school to which a student is transferring to;
3. Specified officials for audit or evaluation purposes;
5. Accrediting organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Appropriate officials in cases of health and safety emergencies; and
8. State and local authorities, within a juvenile justice system, pursuant to specific state law.



Clarewood University students may request in writing to be excluded from any university directory open to the general public. The written consent of the student will also be kept in the student's file. Students are required to follow the policies and procedures mentioned above when asking for release of a formal transcript. However, the registrar may refuse this service if the student has failed to fulfill his or her financial obligations (unpaid tuition and/or fees).

Academic Freedom

Clarewood University intends to create an atmosphere of academic freedom within the campus. Academic freedom is the right of each teacher and student to pursue free and responsible inquiry and discussion within the mission of Clarewood University, as well as within educational, academic, legal, professional, scholarly and industry standards.

Master Degree Conferral Requirements

Students can apply for graduation when meeting the following requirements:

1. Complete 54-quarter credit hours for MBA courses, which includes 31.5-quarter credit hours of compulsory courses (7 courses), 18 quarter credit hours of concentration courses (4 courses) and 4.5 quarter credit hours of their capstone project (1 course).
2. Achieve a minimum Cumulative Grade Point Average (CGPA) of 3.0 for all courses taken at Clarewood University.
3. Fulfill all financial obligations to Clarewood University.

Program Structure:

Graduate degrees are conferred only after evaluation and approval by the Clarewood University Registrar's Office. The following general requirements must be met in order to be evaluated by the Registrar's Office:

- Students must complete a minimum of 54 quarter hours of course work at the graduate level (500 series or higher) with a minimum graduate cumulative grade point average of 3.0.
- Students must complete a minimum of 27 quarter hours of coursework at Clarewood University.
- Meet specified graduation requirements, including the credit hour and course requirements within the degree program. Final responsibility for meeting graduation requirements lies with the student.
- Complete courses in the student's concentration component area with a grade of "B" (3.0) or higher.
- Complete the identified capstone for the program with a grade of "B" (3.0) or higher.
- All coursework must be successfully completed within ten years from initial date of entry.



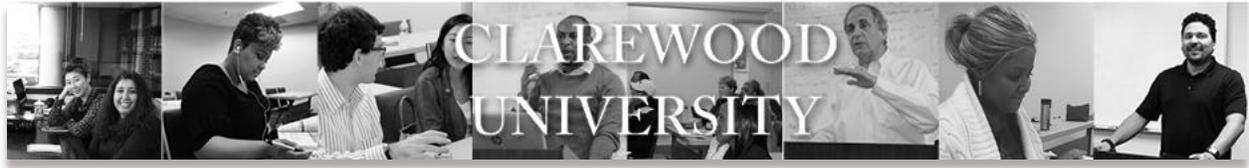
- The Degree Conferral Application should be submitted prior to the last quarter of the student's program completion.
- Conferral fee must be paid following submission of the Degree Conferral Application. This fee is not related to fees for commencement ceremony participation.



ADMISSION REQUIREMENTS

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Clarewood University recruits students who are eager to realize self-growth and career ambitions. Thus, evaluation of the applicant’s admission documents is mainly focused on the applicant’s previous educational background and work experience. Applicants must demonstrate their interest in the program that they intend to enroll in and the ability to complete the program.

Clarewood University admits students based on their academic records, achievements, and qualifications, regardless of race, color, age, sex, gender identity, or national and ethnic origin, and guarantees all students the same rights, privileges, programs, and activities in accordance with local, state, and federal law and regulations.

Domestic Admission Requirements

#	Admission Materials	
1	Completed Application Form	<input type="checkbox"/>
2	Application Fee of \$50 (non-refundable)	<input type="checkbox"/>
3	Two letters of recommendation Both from professors, or One from a professor, and one from a supervisor	<input type="checkbox"/>
4	Copy of Bachelor’s Degree or its equivalent The degree needs to be evaluated if from another country	<input type="checkbox"/>
5	Current Resume	<input type="checkbox"/>
6	Official Transcript The transcript needs to be evaluated if from another country	<input type="checkbox"/>
7	A brief essay describing purpose of study (250 words or less)	<input type="checkbox"/>
8	A copy of an identification document (Driver’s License, ID card, etc.)	<input type="checkbox"/>
9	An acceptable GPA level (min. 3.0) and management work experience	<input type="checkbox"/>



International Admission Requirements

#	Admission Materials	
1	Completed Application Form	<input type="checkbox"/>
2	Application Fee of \$50 (non-refundable)	<input type="checkbox"/>
3	Two letters of recommendation Both from professors, Or one from a professor, and one from a supervisor	<input type="checkbox"/>
4	Copy of Bachelor's Degree or its equivalent	<input type="checkbox"/>
5	Current Resume	<input type="checkbox"/>
6	Official Transcript International Masters students must have an equivalent of a Bachelor's degree in the United States.	<input type="checkbox"/>
7	A brief essay describing purpose of study (250 words or less).	<input type="checkbox"/>
8	A copy of passport (inside cover and signature pages)	<input type="checkbox"/>
8.1	Proof of English Proficiency (check applicable items) Test of English as a Foreign Language (TOEFL) Minimum score: Internet-based (IBT): 75 Computer-based (CBT): 210 Paper-based (PBT): 550 International English Language Testing System (IELTS) Minimum score: Academic: overall band score 5.5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.2	Additional: For transfer students: Copy of Visa, I-94 a Previous I-20 forms are required at the time of application	<input type="checkbox"/> <input type="checkbox"/>
8.3	Statement of Financial Support Form	<input type="checkbox"/>
8.4	Bank Account Statement	<input type="checkbox"/>
9.	An acceptable GPA level (min.3.0) and management work experience	<input type="checkbox"/>



Official Transcripts

Domestic students must submit either original official transcripts, or notarized/ attested copies of transcripts from a BA level accredited education program. For international F-1 students, if original official transcripts are issued in students' native language other than English, a certified English translation must be submitted. All bachelor's degrees, in terms of quality, standards and equivalence, must be equal to the educational requirements of the United States. For international transfer students from other American colleges or universities, official transcripts must be evaluated by Clarewood University.

Bank Account Statement

For international F-1 applicants, an original or certified Bank account statement or letter must be issued from their sponsor's bank within 3 months of the time of application.

Statement of Financial Support Form

All international F-1 applicants must submit a Statement of Financial Support Form within 3 months of the time of application detailing the sources of funding for their program of study.

Admission Procedures

1. Submit all the admission documents to the Office of Admission.
2. Pay non-refundable application fee of \$50 to the Bursar (payable to Clarewood University).
3. The Admission Director will review the admission documents and inform the applicant if any additional admission materials are required.
4. After the Administrative Dean approves the application, the Admission Director will notify the applicant whether their application was approved or not. An acceptance letter is mailed to the student along with an admission package that includes the Enrollment Agreement signed by the Administrative Dean. The student is required to sign his/her name on the Enrollment Agreement and return it to the Admission Director by mail, email, or fax. A rejection letter will be issued by email to students whose admission is not approved, with a brief explanation of the reasons behind the University's decision.

Student Academic Preparation

All student admissions applications and materials will be reviewed to assess the student's academic preparation for the program they apply to in terms of course requirements, academic prerequisites, and/or professional experience performance. Students who are determined by the



Academic Dean to be lacking sufficient preparation are offered the option of taking an appropriate prerequisite course or acquiring a course tutor at an additional student expense of \$250.00 per course. The course tutor cannot be the student's current course instructor.

The prerequisite course tutor must be Clarewood University approved and have a Bachelor's degree or higher from a U.S. Department of Education approved regionally accredited institution. If the student decides not to take the prerequisite course recommended by the Administrative Dean or decides not to acquire a course tutor, the Admissions Director may offer the student a provisional admission based on the acceptable graduate level performance of 9.0 quarter credits during student's first academic term at Clarewood University.



TUITION, FEES AND ADMINISTRATIVE COSTS

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The tuition at Clarewood University is listed below. Tuition does not include textbooks and other materials. Clarewood University retains the right to make periodic changes in the schedule of tuition and fees. University tuition and fees may be changed annually

MBA Program: General Academic Related Fees

Per Quarter Credit hours: \$280
 Per course: \$280 x 4.5= \$1,260
 Total Courses for Graduation: 12
 Total Program Tuition: \$15,120

Two Courses Per Academic Quarter	Annual Cost Per Year	Four Quarters	Per Quarter
Tuition/Year	10,080.00	4	2520
Registration	240	4	60
Books	650	4	162.5
Computer Fee	120	4	30
Housing, Transportation & Food	9000	4	2250
Other: Personal, Entertainment, Insurance & Utilities	4000	4	1000
Total	24,090.00	4	6022.5

Non-refundable Related Fees

Application Fee	\$50
Registration Fee	\$60
Readmission Fee	\$100
Auditing Tuition	50% tuition
Add/Drop fee	\$50
Late Payment Fee	\$50
Transcript Processing Fee	\$10
Return Check Fee	\$40
Student ID Card & Annual Renewal	\$15
Installment Fee	\$25
Computer Lab Fee (per term)	\$30



Textbook Expenses

The cost of textbook and supplies is approximately \$650 per academic year.

Late Payment Fee

It is the responsibility of students to pay tuition and fees before the first day of the term. However, there will be no penalty if tuition and fees are paid within 3 working days after the beginning of the term. Students who fail to pay their fees after 3 working days will be required to pay a late penalty fee of 10% of the unpaid balance.

Add/Drop Fees

Students can add/drop courses in the first week after the beginning of a term. \$50 will be charged for adding or dropping courses after the first week.

Payment Plans

Tuition is charged on a quarter-by-quarter basis. Once a student is admitted, tuition and fees must be paid to cover the cost of the full quarter. Students are encouraged to pay the full cost of their tuition and fees before the first day of the quarter. Cash, cashier's check or major credit cards are accepted as payment methods. Fees must be paid in full before the first day of a quarter. A student who fails to pay full tuition before or on the registration date of next quarter may be refused registration for the new quarter.

Cancellation Period and Refund Policy

A student is entitled to cancel his or her enrollment in a course prior to the first day of the quarter, with a full refund. A student can also withdraw from a course after it has begun, but may not be entitled to a full refund.

Cancellation Period

Clarewood University makes its Refund Policy consistent with the requirements of Virginia State Regulation 8VAC40-31-160(N).

Clarewood University will return all payments and fees, except the application fee of \$50, under one of the following situations:

- The student is not admitted to Clarewood University.
- The student does not enroll in the Clarewood University.



- The student is dismissed prior to the start of the program.
- The student cancels enrollment within three business days (excluding weekends and holidays) of admission, prior to the first day of the quarter.

Withdrawal Period

1. An enrolled student in Clarewood University who would like to withdraw from the university or a program after the cancellation deadline will be required to submit a written notice for withdrawal. The application fee is also non-refundable.

2. After the start of the course, the following refund schedule will be used to determine any financial obligations for which the student may be responsible:

Withdrawal Period	Tuition Refund
Week 1 (Add/Drop Period)	100%
Week 2 to Week 3	50%
Week 4 to Week 6	25%
After Week 6	0%

3. Students wishing to withdraw from a course after the Add/Drop Period time are required to contact the Registrar’s office during business hours via e-mail, and submit a written request for withdrawal. If a student does not make a formal withdrawal from the course by submitting a written request within 14 calendar days from the student’s last day of attendance, the timeframe for the calculation of the refund will begin from the 14th day. If the Registrar receives the student’s written request for withdrawal within 14 calendar days, tuition refunds will be calculated based on the day the Registrar received the written withdrawal request. Clarewood University will refund the requested tuition within 30 days from the day the Registrar receives the written request or from the last date the student attended classes.

Scholarship Criteria

Clarewood University provides students with scholarships based on the following criteria (a student will need to meet several of the following):

- Participation in Clarewood University’s MBA program as a full-time graduate student;
- Graduated from an accredited university with a bachelor’s degree or higher;
- Official transcript which shows a high GPA;
- Ability to excel in our MBA program;
- Need for financial assistance;
- Can work as a volunteer to contribute to our school’s operation;
- GMAT or GRE preferred, but not required.



There are other factors we take into consideration:

- Individual determination to succeed
- Future goals and plans to achieve them
- Ability to communicate the hardships you have overcome or currently face
- Self-motivation in completing challenging coursework
- Interested in an international perspective
- Work experience

CUVA has a committee which consists of 3-5 people to evaluate all prospective students to award scholarships in a fair and objective way.



ACADEMIC PROGRAM AND COURSE DESCRIPTION

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Master of Business Administration Program Introduction

The Clarewood University offers a Master of Business Administration (MBA) Degree program with four concentrations: International Business and Finance, Information Systems and E-Commerce, Management and Entrepreneurship. The program is designed to help students lay a solid foundation in private and related public-sector management, while providing students with a choice of concentrations to fit their individual interests and professional ambitions.

The MBA program is designed as follows:

Components of the MBA Program	No. of Courses	Credits
Compulsory Courses	7	31.5
Concentration Courses	4	18
Capstone/Practicum/internship	1	4.5
Total No. of Courses	12	54

In the MBA program students must complete a total of 12 courses to gain 54-quarter credits for graduation.

Details are as follows:

1. Compulsory Core Courses: (31.5 credits / 7 courses)

All students are required to complete the 7 compulsory courses listed below:

Code number	Course Title	Credits
ACCT501	Financial Accounting	4.5
ECON505	Managerial Economics	4.5
STAT501	Statistics and Big Data	4.5
MAGT515	Human Resource Management	4.5
MAGT520	Advanced Management Principles	4.5
MKTG525	Marketing Management	4.5
MAGT530	Managerial Decision Making	4.5

2. Concentration Courses (18 credits / 4 courses)

Students can select from one of the following 4 concentration components:

- a. International Business and Finance
- b. Information Systems and E-Commerce
- c. Management
- d. Entrepreneurship



a. Concentration in International Business and Finance (18 credits / 4 courses)

Code number	Course title	Credits
FINA501	Financial Markets and Institutions	4.5
MAGT502	Project Management Fundamentals	4.5
STAT510	Advanced Statistics for Business	4.5
MKTG510	International Marketing	4.5
MAGT510	International Business Management	4.5
FINA520	Corporate Finance and Investment	4.5
LEGL500	Business Law & Environment	4.5
MAGT522	Management of Innovation and Technology Change	4.5
BUSS500	Business English	4.5

b. Concentration in Information Systems and E-commerce (18 credits / 4 courses)

Code number	Course title	Credits
INSM510	Information Systems Analysis and Design	4.5
INSM520	Management Information Systems	4.5
INSM530	Data and Digital Communications	4.5
INSM531	E-Retailing	4.5
INSM532	Digital Privacy and Security	4.5
MAGT502	Project Management Fundamentals	4.5
MKTG510	International Marketing	4.5
STAT510	Advanced Statistics for Business	4.5
FINA501	Financial Markets and Institutions	4.5
LEGL500	Business Law & Environment	4.5
MAGT522	Management of Innovation and Technology Change	4.5
BUSS500	Business English	4.5

c. Concentration in Management (18 credits / 4 courses)

Code number	Course title	Credits
PUAD501	Public Administration Management	4.5
FINA501	Financial Markets and Institutions	4.5
MAGT502	Project Management Fundamentals	4.5
MAGT510	International Business Management	4.5
MAGT511	Organizational Behavior and Governance	4.5
MKTG510	International Marketing	4.5
STAT510	Advanced Statistics for Business	4.5



LEGL500	Business Law & Environment	4.5
MAGT522	Management of Innovation and Technology Change	4.5
BUSS500	Business English	4.5

d. Concentration in Entrepreneurship (18 credits / 4 courses)

Code number	Course title	Credits
FINA501	Financial Markets and Institutions	4.5
MAGT502	Project Management Fundamentals	4.5
MAGT510	International Business Management	4.5
MAGT521	Social Entrepreneurship	4.5
MAGT522	Management of Innovation and Technology Change	4.5
MKTG510	International Marketing	4.5
FINA531	New Venture Financing	4.5
LEGL500	Business Law & Environment	4.5
STAT510	Advanced Statistics for Business	4.5
BUSS500	Business English	4.5

3. Experiential/Integration Project (4.5 credits/ 1 course)

Students are required to complete a knowledge-integrating experiential component either as a capstone activity or as a supervised practicum or as an internship in the last term after completion of all compulsory and concentration courses.

Code number	Course Title	Credits
BUSS 590	Capstone Project	4.5
BUSS 591	Supervised Practicum	4.5
BUSS 592	Internship	4.5

Degree Plans

Clarewood University faculty and graduate students learn and work directly with top faculty in state-of-the-art facilities situated in the Washington, DC metropolitan area that offer a wealth of cultural and academic learning opportunities. At Clarewood University, Graduate Studies provide relevant courses and support structured to graduate student interest from admissions to learning outcomes, to career and professional-focused education and graduation. The following specific requirements are intended to encourage an orderly arrangement of courses of an overall design or objective to signify that the student has satisfactorily completed a course of study and all requirements with goals and objectives.



- Student degrees/majors are structured into degree plans containing properly sequenced courses that lead the students to on-time completion.
- Student degree plans are aligned with career goals and workforce outcomes, including requiring leading area employers to review degree plans as they are designed to ensure workforce relevance.
- Student degree plans are established to significantly increase timely credit accumulation, incentivize more full-time enrollment, and whenever possible, ensure on-time completion.
- Student degree plans are capped at no more than 54 quarter credits for Masters degrees – unless licensure, accreditation or prerequisite requirements dictate otherwise.
- Student degree plans are structured around properly sequenced “critical path” courses - the most essential courses for completion of specific programs of study.
- In programs with elective courses, students may choose among those guaranteed to count towards on-time completion of degrees.
- Students are registered into critical path courses each academic term.
-

Student Learning Outcomes

Among the MBA outcomes expected for student learning are the following core competencies:

- Professional competence: The ability of students to apply the knowledge and skills of their disciplines to real-world settings to the benefit of their professions;
- Communication skills: The ability of students to effectively interpret, compose and articulate ideas and information in a variety of formats, challenges and presentation methods;
- Critical thinking: The ability of students to analyze, evaluate and construct discussions based on their merits;
- Analytical reasoning: The ability of students to identify, evaluate and solve problems using quantitative and qualitative data and information;
- Information literacy: The ability of students to locate, critically evaluate, and effectively use data and information for the purposes intended, including decision-making and problem-solving;
- Ethical behavior: The ability of students to evaluate complex issues and situations and make informed ethical choices.
-

Course Codes

Every course has a corresponding course code prefix, which contains both letter part and numeric part. (e.g. ACCT 501-Financial Accounting) The letter part represents the focused area of study and the numeric part indicates the level of study. Please see the following for the letter part of course prefix.



Codes	Area of Study
ACCT	Accounting
BUSS	Business
ECON	Economics
FINA	Finance
INSM	Information Systems
LEGL	Legal
MAGT	Management
MKTG	Marketing
PUAD	Public Administration Management
STAT	Statistics

The numeric part indicates the grade level shown below:

Course Number Range	Grade Level
500- 599	Graduate Level

Course Descriptions

ACCT 501 Financial Accounting (4.5 Credits)

Prerequisite: None

This course reviews financial and accounting statistics from financial statements including the balance sheet, income statements and cash flow statements and the past and current financial position and performance of a company. It will also introduce General Accepted Accounting Principles, such as standard accounting practice, conventions, and rules that accountants follow in recording and summarizing financial statements.

BUSS 500 Business English (4.5 Credits)

Prerequisite: None

Business English course is for the enhancement of commercial and cross-cultural communication skills. It integrates the English skills with targeted business language components and the students will gain a broad perspective on the business world today, while at the same time developing fluency in English.

BUSS 590 Capstone Project (4.5 Credits)

Prerequisite: Completion of all MBA core and research courses, MBA candidacy standing. Advisor's approval required.

BUSS 591 Supervised Practicum (4.5 Credits)

Prerequisite: Completion of all MBA core and research courses, MBA candidacy standing. Advisor's approval required.



BUSS 592 Internship (4.5 Credits)

Prerequisite: Completion of all MBA core and research courses, MBA candidacy standing. Advisor's approval required.

These three courses require students to use the knowledge and skills gained throughout their prior coursework to solve real world business problems. MBA students must complete the Capstone Project, Supervised Practicum or Internship after finishing all 7 compulsory courses and the 4 elective courses of their choice. Students should consult their academic advisor about options that best fit their career goals.

ECON 505 Managerial Economics (4.5 Credits)

Prerequisite: None

This course examines various techniques of economic analysis and teaches students how to apply the techniques to solve complex business problems. We will focus on the application of economics tools in managerial decision-making.

FINA 501 Financial Markets and Institutions (4.5 Credits)

Prerequisite: None

This course applies principles of finance to modern financial markets and institutions. It examines interest rate relationship and securities markets including money, bond, mortgage, stock, foreign exchange and derivative securities markets. It also explores the underlying principles that govern financial markets and the role of the Federal Reserve in supporting the economy. It then addresses how different financial institutions operate in these markets. Finally, it discusses different types of risks incurred by financial institutions and how to manage these risks properly.

FINA 520 Corporate Finance and Investment (4.5 Credits)

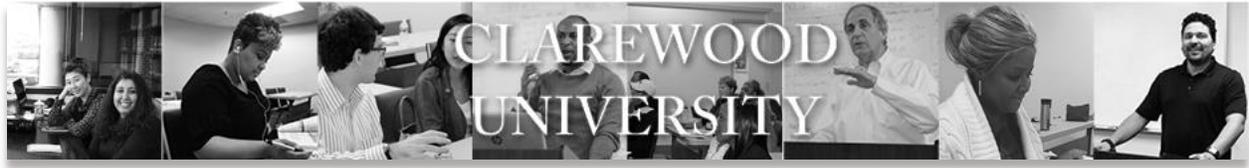
Prerequisite: None

This course is an introductory finance course that is required for all MBA students. Students will learn to address problems commonly faced by corporate decision makers. Major topics include time value of money, valuation, pricing models, risk and return, ratio analysis, cash flow and capital structure.

FINA 531 New Venture Financing (4.5 Credits)

Prerequisite: None

The course focuses on identifying, examining and evaluating various sources of original and growth capital. Emphasis will be on legal, financial and tax issues. This includes financing startups, financial planning and strategy, going public, selling out and bankruptcy. Topics include: methods of financing, techniques for valuing new businesses, financial structure and evaluation methods.



INSM 510- Information Systems Analysis and Design (4.5 Credits)

Prerequisite: None

This course examines the systems development life cycle, analysis and design techniques, information systems planning, project identification and selection, requirements collection and structuring, process modeling, data modeling, design of interface and data management, system implementation and operation, system maintenance, and change management implications.

INSM 520- Management Information Systems (4.5 Credits)

Prerequisite: None

This course introduces various information and communications technologies. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases. Besides, this course also examines ethical and social issues in information systems.

INSM 530- Data and Digital Communications (4.5 Credits)

Prerequisite: None

This course covers concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks. Topics include Networks (LAN, MAN, WAN); TCP/IP, UDP, FTP, and NFS; transmission and switching efficiency; regulatory and technical environment; security and authentication; network operating systems; e-commerce and associated web sites and practices; middleware for wireless systems, multimedia, and conferencing.

INSM 531 E-Retailing (4.5 Credits)

Prerequisite: None

This course examines the strategic management of retail operations using various forms of store-based, online and non-store-based retailing. Covers principles such as strategic planning, structure of retail firms, consumer behavior and market research. Topics in key functional retail operations, merchandising, finance, retail image and marketing functions of pricing will be examined.

INSM 532 Digital Privacy and Security (4.5 Credits)

Prerequisite: None

The course addresses one of the key aspects of information security, threat and vulnerability. The course presents current theories in security. This course addresses policies, guidance, technologies and concerns that security managers must be aware of.

LEGL 500 Business Law & Environment (4.5 Credits)

Prerequisite: None

This course seeks to guide students in understanding business law analysis and discusses applicable legal issues facing businesses and managers today, with an emphasis on ethical conduct. Included are the study of contract law, business enterprises, employment law, international law, environmental law, and the regulation of business competition.



MAGT 502- Project Management Fundamentals (4.5 Credits)

Prerequisite: None

This course is designed to equip MBA students with project management skills and the tools necessary to become successful managers in any field of work. This course will cover all phases of project management including the initiation, planning, implementing, controlling, and closing of projects. Emphasis will be on project organization, scheduling, cost control, value earned analysis, risk management, and quality control.

MAGT 510- International Business Management (4.5 Credits)

Prerequisite: None

This course explores political, economic, cultural and social factors that affect an enterprise' international strategies while entering a new foreign market and becoming globalization. Students will be able to discuss international trade theory and how government and business decisions influence international trade.

MAGT 511 Organizational Behavior and Governance (4.5 Credits)

Prerequisite: None

The course analyzes both formal and informal aspects of the management process. Topics include: personal behavior in an organizational environment, individual behavior pattern, group dynamics, communication, motivation, decision making and the impact of technology and change on the organization. The course integrates the predominate approaches to leadership, management theory, operations management concepts, shape organizational behavior and enhance organizational effectiveness.

MAGT 515 Human Resource Management (4.5 Credits)

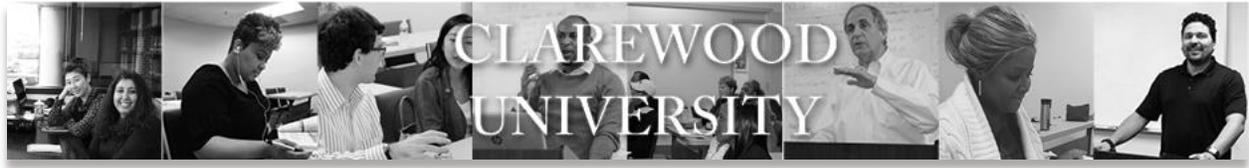
Prerequisite: None

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined.

MAGT 520 Advanced Management Principles (4.5 Credits)

Prerequisite: None

This course focuses on the theory and practice of management, the general tradeoffs that decision makers face when operating as a senior manager in an organization. The course raises a fundamental question in management: How to delegate responsibilities across hierarchies while maintaining sufficient control over the organization? The question will be addressed by drawing from selected areas in management, including human resources management, organization, and leadership. Using teaching simulations and case studies so the students can learn the different roles of an organization.



MAGT 521 Social Entrepreneurship (4.5 Credits)

Prerequisite: None

This course explores principal and application of values generated in social entrepreneurial settings. Students will learn how entrepreneurial ventures go beyond traditional non-profit and for-profit realms to generate different kinds of value with a distinct social enterprise that transcends both frontiers. The course examines concepts from traditional entrepreneurship in the context of social sector environments and emphasizes topics such as revenue, multiple dimensions of value and social impact.

MAGT 522 Management of Innovation and Technology Change (4.5 Credits)

Prerequisite: None

The objective of this course is to explore ways to create environments that are conducive to technological innovation. Students examine practices, models and approaches of established and new organizations. Topics covered: the innovative process, managing technical people, the impact of organizational design on innovation, knowledge management and exploring new technologies.

MAGT 530 Managerial Decision Making (4.5 Credits)

Prerequisite: None

This course will focus on assessing the complexity of managerial decision-making process and evaluating various environmental influences. This course will approach issues from a business management point of view and attempt to solve real world problems.

MKTG 510 International Marketing (4.5 Credits)

Prerequisite: None

This course considers the basic concepts of international marketing, the various activities necessary for international marketing planning, the beginning of international marketing activities to be conducted by a domestic firm, and relevant issues on strategy and marketing management relevant to expanded global operations.

MKTG 525 Marketing Management (4.5 Credits)

Prerequisite: None

This course covers the following topics: understanding consumer and corporate behavior, conducting customer and competitor analysis, developing new products, branding and brand extension, pricing, designing distribution channels, and managing marketing-mix activities. Also, the students will be trained to use the analytic tools of marketing, via specially designed homework assignments.

PUAD 501 Public Administration Management (4.5 Credits)

Prerequisite: None

This course presents theory and techniques relevant to public administration management. Topics include history and reforming of public administration, interpersonal and group skills, leadership



and leader ethics, decision making and implementation, management techniques to enhance productivity and performance.

STAT 501 Statistics and Big Data (4.5 Credits)

Prerequisite: None

This course will give an introduction of statistics, as well as data creation, storage, retrieval and analysis that is remarkable in terms of volume, velocity and variety. The course will focus on developing student's expertise in key data management areas such as data mining, marketing technology, applied statistic and on how to interpret and communicate data analysis.

STAT 510 Advanced Statistics for Business (4.5 Credits)

Prerequisite: None

This is an applied regression analysis course in the theory and application of regression analysis of economic and other social science data. It is designed to build on the basics of introductory statistics so that students can apply advanced regression analysis techniques and demonstrate the ability to do hypothesis testing.

Program Evaluation, Development and Notices

Clarewood University offers academic programs consistent with its mission and its core values, which include: effective student learning, rigorous academic standards, a supportive learning environment that enables students to achieve their professional and personal goals, and educational access to all desiring and qualified students. The University shall review its degree-granting program regularly and use assessment tools designed to improve student learning. Students and alumni shall play an important role in the program review process by participating in surveys, focus groups, and providing individual feedback.

The learning outcomes assessment process at Clarewood University is an integral part of learning. It focuses on what students learn in their course of study. The learning outcomes that students are expected to master while at Clarewood, as well as, their level of performance, are clearly defined in the course materials. Students are assessed through examinations, surveys, nationally-normed assessment expectation instrument factors, and program-specific performance assessments. The University uses assessment data to improve student learning.

New academic program proposals are presented by the faculty and Deans to the Academic Assessment Committee for review. New programs are approved internally by the University President and the Board of Trustees and are reviewed externally by the State Council of Higher Education of the Commonwealth of Virginia and any other appropriately recognized and approving authorities. The University President and Deans ensure consistent implementation of program revisions and new programs University-wide.



STUDENT SERVICES

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Academic Advising

The academic advising program at Clarewood University seeks to empower students by helping them develop skills in planning and decision making, as well as important aspects of lifelong learning. Students are assigned an individual academic advisor to assist them in selecting and registering for courses and creating an educational plan, and to serve as a general resource and guide. Advisors are available to meet with students any time during posted hours.

Academic Advising includes, but is not limited to:

1. Providing educational advising for new, transfer, and continuing students.
2. Assisting with registration.
3. Reviewing transcripts and credit transfers.
4. Creating individualized degree plans so students are aware of what and how many courses they would need to complete their degree program.
5. Advising students on course recommendations to fulfill the completion of their degree.
6. Ensuring students are staying on track towards their degree.
7. Maintaining a positive support system for our students.
8. Informing students about:
 - Policies and procedures
 - University enrichment opportunities
 - University support services

CUVA Career Advising and Placement Services

Mission Statement: Through our one-on-one counseling sessions, we build relationships with our students and teach them how to identify career opportunities that fit with their interests, values, personality, and skills. Our mission is to educate and empower our graduate students and provide resources to help them navigate the professional world, develop professionally, and find fulfilling careers.

Library and Learning Resources

Clarewood University Library's mission is to support and enhance teaching and learning related to the University's curriculum by providing a variety of electronic resources including e-books, e-journals, and databases to its faculty, staff, and students. Through the Internet, authorized library users can access a wide-range of information resources online 24/7. To ensure students are familiar with library resources and capable of effectively using that information to complete their coursework, the Library offers library instruction throughout the academic year to assist students in developing research skills. Faculty may request librarian assistance and research instruction for their courses.



Learning Environment

At Clarewood University, the interaction between the professor and the student is a strong factor in the student's success. In such an atmosphere, where questions are answered and ideas are valued, a student learns not only technical skills, but also respect for ideas and for individuals. Clarewood University stresses that learning is a reward rather than a sacrifice.

Learning at Clarewood University is not restricted to formal instruction within the classroom. Clarewood University students can enjoy a wide variety of activities, ranging from membership in a number of nationally recognized honor societies, student clubs, as well as participation in student chapters of several professional associations. Student Services can provide specific information on clubs and associations that appeal to the student's area of interest. Students are invited to share knowledge and experience gained at professional seminars with their classmates. In these ways and others, Clarewood University students are urged to explore various fields of knowledge and expand their educational horizons.

Faculty-Student Interaction

Clarewood University believes students learn firsthand how experts identify, think about and solve practical problems by interacting with faculty members inside and outside the classroom. This means students are also allowed to work with an instructor on a project or serve with faculty members on a committee. As a result, their professors become role models, mentors, and guides for continuous, lifelong learning.

A major part of the Clarewood University mission expects a strong communications and mentoring relationship between students and faculty members. This is what makes Clarewood University the unique place it is. From an introductory course to a more advanced level independent research and assignment class, faculty members at Clarewood University strive to know their students on both a professional and personal level. Knowing the students' needs and goals allows Clarewood University faculty members to guide them in their academic pursuits and career paths.

Faculty Values

The criteria for faculty selection at Clarewood University is rigorous and takes into account the following factors: academic credentials, professional competence in the areas of instruction offered by the University, proven ability and dedication as a leader and instructor, and commitment to the educational aspirations of a diversified academic and student body.

Clarewood University faculty combine the best of two worlds—years of academic training with years of professional work experience. They are dedicated to the philosophy, goals and



objectives of Clarewood University, knowledgeable in various fields, and interested in the continual development of their professionalism and students.

Added to their professionalism and experience is one key factor: their willingness to assist each other and their students in attaining individual goals. Clarewood faculty teach courses in their major or minor fields of specialization and competence. Quarterly student evaluations of instructors assist Clarewood University in maintaining a high-quality faculty, as does the University's emphasis on continued professional development.

Student Body Diversity

The student body at Clarewood University reflects the international cultural diversity of the Washington, D.C. metropolitan area, where students from all 50 states and worldwide reside. In addition, the strength of the University's information technology and business-oriented curricula attracts a student population of various ages, professions, harmonizing interests and futuristic optimism.

ID Card Policy

Student photo identification cards (ID cards) are required of all registered students, and students must carry their ID card at all times when they are on University property. If a student is unable to present their Clarewood University ID card, the student may be asked to leave University property.

The ID card is required for borrowing privileges of Learning Resources and may be required for entry into the Learning Resources areas. The ID card may also be required for entry into the computer lab or other facilities. ID cards may only be used by the registered student and may not be transferred to anyone else. Misuse of the card may result in disciplinary action. Proof of registration is required to obtain an ID card.

Student Off-Campus Housing

Clarewood University offers to assist and advise students regarding their off-campus housing requirements. With respect to the convenience of housing facilities located within reasonable walking and transportation distances to the University and classes, Student Services, at the request of students, faculty and staff, assists with information regarding off campus living, campus area and local maps, bus and train route schedules, and consumer information to assist in making housing decisions.



Suggestions regarding off-campus housing are provided to assist students, faculty and staff. Clarewood University does not endorse any off-campus housing option and has no official affiliation with local vendors.

Students will especially find out that living on their own comes with new found opportunities and responsibilities. Students are reminded to always be responsible neighbors within their communities and to remember the expectations of a Clarewood University student. Students should remember to provide their local address to the University.

Student Health Insurance Plan

Clarewood University requires each student to consider having a qualifying student health insurance plan and ancillary products like dental and vision coverage. The University realizes one accident or serious illness could jeopardize a student's academic plans, so relevant information and an affordable and flexible student health plan can make a student's entire health care experience simpler and safer. Clarewood University is not aware of any special student exception to any requirement or recommendation to have health insurance. To learn more or receive assistance with obtaining student health insurance, please consult with a Clarewood University Student Services Advisor.

Weather Alerts

Clarewood University encourages its students, faculty, and staff to use their own discretion in determining safe travel conditions in absence of official Clarewood University closings or cancellations as it cannot always accurately assess or predict conditions in all of the localities from which students, faculty, and staff travel.

New Student Orientation

New students are required to attend and receive a scheduled New Student Orientation. This event is intended as a great way for students to learn more about Clarewood University and meet faculty, staff, and fellow students. Students will receive a tour of the facilities, learn more directly about Clarewood University policies and next steps, get their student ID card, and discover more information about their chosen degree program.



INTERNATIONAL STUDENTS AND THE STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)

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International Students and The Student and Exchange Visitor Program (SEVP)

Clarewood University (CUVA) plans to meet and fulfill the necessary requirements for Student and Exchange Visitor Program (SEVP) certification in the future. This section will apply once the University is SEVP certified. The University will then have a designated employee for assisting and overseeing enrolled “F-1” students. The Designated School Official (DSO) will serve as the main point of contact between Clarewood University, SEVP and international students.

All students whose native language is not English must provide evidence that they are able to use the English language with sufficient facility to do college-level work in an English-speaking institution. Prospective international students residing both in and out of the U.S. must provide evidence of their English proficiency by one of several available Clarewood University-approved methods, including but not limited to: TOEFL, GRE, GMAT, or other CUVA placement tests.

General International Student Policies: All international students, regardless of visa type, are individually responsible for ensuring they are in good standing with U.S. immigration authorities.

All F-1 students entering the United States for classes for the first time must register in person and present an original visa, passport, I-94 print out and stamped I-20. Transfer students must register in person for their first quarter and present valid identification. A registration hold will be placed on all student accounts which have fallen out of status, including those of new and transfer students. Such a registration hold can only be released by the Clarewood University Registrar. Students on an H1-B visa must submit an employment verification letter at the start of each quarter. Students who register pending adjudication of an application for Permanent Resident status must log in to the USCIS website each quarter, enter their I-485 Receipt Tracking Number and present a receipt of this transaction at the time of registration.

Maintaining International Student Status

The University is required to comply with the following policies for F-1 international students. Student should report to Clarewood University as listed on the SEVIS Form I-20 no later than the final day of the add/drop period of each quarter.

All F-1 students requesting an authorized break must be in good standing and enrolled full-time for three consecutive quarters (may include summer) at Clarewood University. Full-time enrollment is equivalent to 9.0 graduate credit hours per quarter. F-1 students must report any changes to their address information to Clarewood University within ten days of the change. F-1 students must maintain a valid SEVIS Form I-20, as well as ensure that personal and academic changes, such as requests for program extensions and/or changes of degree are submitted to the University in a timely manner. F-1 students whose cumulative grade point average falls below



3.0 (graduate) for more than two consecutive terms will be required to apply for reinstatement if sufficient academic progress is not maintained in accordance with Clarewood University's Satisfactory Academic Progress (SAP) policy.

All F-1 transfer students must receive their Clarewood University SEVIS Form I-20 no later than 15 days after the beginning of the academic quarter. Students with F-1 status are not permitted to accept employment without proper work authorization. Additional information pertaining to work authorization may be obtained from the Clarewood University International Student DSO. F-1 students that have completed their program and who have not applied for OPT or a different degree program are required by the USCIS to leave the United States within 60 days of their last date of attendance. Students wishing to participate in their commencement ceremony must receive approval from the USCIS to change their status to B-2 (Temporary Visitor) if their classes end more than 60 days prior to graduation.

All F-1 students are individually responsible for maintaining their F-1 status: Clarewood University is required under USCIS regulations and membership in the Student and Exchange Visitor Information System (SEVIS) to report the enrollment activity of F-1 students. Students who fail to adhere to the above guidelines will be terminated and these students are advised to promptly leave the United States. If these students feel they have an adequate reason to apply for reinstatement, they must contact their home campus as soon as possible. The student will be barred from enrollment until full compliance with USCIS regulations is obtained. In addition, Clarewood University encourages all international students to enroll in a group health insurance plan. The University is responsible for reporting compliance with USCIS regulations with respect to a student's application for an F-1 visa, and its subsequent maintenance.

Academic Requirements

International Masters students must have the equivalent of a Bachelor's degree in the United States. They are required to maintain and complete a full course of study each academic quarter while attending Clarewood University. Prior to course registration, international students must have a copy of their transfer form with the SEVIS confirmed release date (transfer students only).

A full course of study consists of 9.0 quarter credits (two courses) per term for graduate students. International students who are in the last semester of their program need only take those classes required to complete the program. International students are requested to contact their DSO before beginning their last academic quarter term.

All international students are responsible for making satisfactory progress toward degree completion. Thus, all international students must work collectively with the DSO and academic advisors or authorized program official staff.



Special Resources & Commonly Asked Questions

International students may use many different online tools and resources to find information about studying in the United States. However, Clarewood University strongly advises international students to rely on information and guidance from Clarewood University and its Designated School Official (DSO), the United States Department of State and the United States Department of Homeland Security. Clarewood University has received the most questions and inquiries regarding the following three areas of concern below. Please read these over and feel free to ask a University staff member if you have any further questions.

Considering a Commission or Fee Based Recruiter

As you begin your journey of preparing to study in the United States, you may be considering the option of consulting service providers to help you in this process. Depending on where you live, such services could include a recruiter, broker or agent who charges fees or receives a commission for such things such as helping you obtain a student visa, housing or other services....

You do not need to use a recruiter to obtain a United States student visa. Free information about applying for an F or M visa is available from the Department of State's website. It is important to know your rights and responsibilities and the problems you could encounter by hiring an agent or recruiter.” For more detailed information: International students are directed to -- <https://studyinthestates.dhs.gov/what-is-a-commission-based-recruiter> for more United States Department of Homeland Security information and guidance.

Transferring to Another School as an F-1 Student

An F-1 student is eligible to transfer to another school or program of study. To start the process of transferring, you must bring the following to your designated school official (DSO):

- Written confirmation of acceptance to another Student and Exchange Visitor Program (SEVP)-certified school.
- Contact information for the new school’s DSO.
- The Student and Exchange Visitor Information System (SEVIS) school code for the transfer-in school.
- For more detailed information International students are directed to: <https://studyinthestates.dhs.gov/instructions-for-transferring-to-another-school-as-an-f-1-student> for more United States Department of Homeland Security information and guidance.



Working in the United States

There are limited work opportunities available in the United States for F-1 students, and the penalty for working illegally is severe. We strongly suggest students be aware of all the rules concerning working in the U.S. on an F-1 visa.

- For this reason, before coming to the United States, F-1 students must prove they have the financial ability (e.g., present bank statements) to pay for tuition and living expenses while studying.
- If you decide that you want to work, the first step is always to talk with your designated school official (DSO).
- If your DSO knows you are working without permission, they must report it through SEVIS, meaning that your SEVIS record will be terminated. That means that you will have to leave the United States immediately, and you may not be allowed to return.
- For more detailed information: International students are directed to -- <https://studyinthestates.dhs.gov/working-in-the-united-states> for more United States Department of Homeland Security information and guidance.

Grades and Actions That May Affect International Student Status

Grades of “I”, “F” or “W” can result in no credit for a course which can cause students to drop below a full course load and thus result in the loss of an F-1 Visa status.

Unauthorized employment, especially for international students, is a violation of status, and results in the termination of your I-20 with Clarewood University.

Transfer Students

The maximum number of transfer credits per quarter is 9.0. The total number of transfer credits for the whole program should not exceed 27 credit hours (50% of a total number of 54 credit hours). Transfer students can apply for transfer credits if the following criteria are met per each transfer course:

1. Transfer course must be equivalent to Clarewood University’s course with regards to content, outcomes and credit hours. Student must submit the course description for evaluation.
2. Transfer course grade must be a B or higher.



3. Transfer course must have been completed within the past 7 years prior to applying to Clarewood University.

Credit Transfer to another Institution

Students may want to transfer credits from Clarewood University to another higher education institution. In this case, credits earned at Clarewood University are transferable at the sole discretion of the accepting institution. It is the student's responsibility to confirm whether academic credits will be accepted by another institution of the student's choice. All Clarewood University officials are required to accurately represent the transferability of any courses, programs, diplomas and certificates offered by Clarewood University.



UNIVERSITY POLICIES

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Complaint and Grievance Procedure

Students may file a written complaint and submit it to the University asking for a written response. The complete grievance procedure is as follows:

1. Students with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.
2. If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Administrative Dean of the University.
3. If the first two steps have not solved the grievance within 48 hours of the incident, the aggrieved party must present all facts of the grievance in writing to the University President.

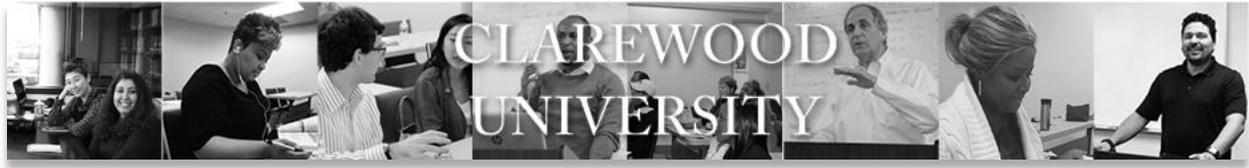
Within 72 hours, upon receipt of the written information, the President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the President, the Executive Director, and two staff or faculty members not involved with the incident in question.

4. All persons or their representatives involved in the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance.
5. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The committee decision will be final.
6. Students will not be subject to adverse actions by any school officials as a result of initiating a complaint.
7. Should a satisfactory solution to the problem not be found, the student may contact SCHEV at:

State Council of Higher Education for Virginia (SCHEV)

James Monroe Building, 9th Floor
101 North 14th Street
Richmond, VA 23219
Phone: (804) 371-2285
Fax: (804) 225-2604

The student may also file a complaint online at: www.schev.edu. The University ensures that the student will not be subject to unfair action as a result of initiating a complaint proceeding. Clarewood faculty follows the same complaint and grievance procedure outlined above. The Dean's office and other administrative departments maintain an open-door policy. Students and faculty are encouraged to express their concerns and complaints. Clarewood University ensures that students and faculty will not be subject to unfair action as a result of initiating a complaint proceeding.



Non-Discrimination Policy

Clarewood University is an equal opportunity educational institution and is committed to a policy of equal opportunity with regards to the provision of educational programs, activities and benefits to students, as well as equal opportunity in all aspects of employment. Specifically, Clarewood University does not discriminate on the basis of age, sex, color, race, religion, disability, sexual orientation, marital status, veteran status, national or ethnic origin, pregnancy or any other legally protected basis prohibited by federal, state or local laws and regulations and does not tolerate such discrimination by its students, staff and faculty.

Equally important, every academically qualified student shares the equal right to admission to Clarewood University and holds equal access to any educational programs and university-sponsored services and activities. All applicable federal, state and local laws related to non-discrimination will be the main guidelines for our school policy.

Student Code of Conduct

Clarewood University expects its students to conduct themselves as business professionals, and to display maturity in their conduct as they progress toward their goals of academic and career success. Students are expected to follow common courtesy, including allowing Clarewood University personnel appropriate time to respond to an initial request and grouping questions into as few inquiries as possible. Students should only contact faculty members and administrative staff on their approved phone numbers.

Types of conduct subject to disciplinary action include, but are not limited to the following: dishonesty, unprofessional conduct, misuse of University property, alcohol and drug violations, criminal activity, violent/dangerous behavior, or other violations of the Student Code of Conduct or Academic Integrity Policy. Clarewood University does not condone any threatening, harassing, or violent behavior by its students, faculty, or staff.

Sanctions for violations of the Student Code of Conduct include oral and/or written admonition, disciplinary probation, restitution, interim suspension, suspension, dismissal, and revocation of degree. The Clarewood University Academic Dean, upon satisfactory proof of violation of this policy, may immediately order an interim suspension or dismissal of a student, and will give the student written notice of his/her violation of the policy as set forth.

Intellectual Misconduct

The University is a place for students to learn and prepare for future professions. Intellectual misconduct is inconsistent with the aim of education and is not permitted. Students should be clear about the standards of academic integrity and strive to maintain them. Examples of



intellectual misconduct include, but are not limited to: cheating; plagiarism; giving or receiving unauthorized information concerning examinations; submitting the work of another person, etc. When misconduct occurs, the instructor will counsel the student, and report the matter in writing to the Dean. Consequently, the student may fail that course.

Misconduct Policy

The following behaviors are considered unacceptable and will be dealt with on a case-by-case basis:

1. Disruption or obstruction of teaching, learning, or administrative activities.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, coercion, or conduct that threatens or endangers the health or safety of any person.
3. Theft or damage of university property.
4. Possession, use, distribution, or attempting to use or distribute alcoholic beverages, illegal drugs, or controlled substances.
5. Possession or use of explosives, fireworks, firearms, dangerous chemicals, or other weapons.
6. Gambling.
7. Other illegal activities or actions that violate federal, state, or local laws.

Warning, Probation and Dismissal

Faculty will issue a written warning to a student who has violated the code of conduct. A second violation will put the student on probation. The Administrative Dean and faculty will determine the length of the probation. A third violation will result in dismissal. The student has the right to appeal this decision if he or she is unsatisfied. All decisions will be recorded and kept in the student's file.

Appeal Procedure

If students disagree with the application of these standards and rules, they must first discuss the problem with the appropriate instructors. If still dissatisfied, students may then appeal to the Administrative Dean.

A student, who is dismissed from the University because of academic dishonesty or misconduct, can submit a written appeal to the Registrar. The Dean will then organize a committee to review the appeal. At least one faculty member and an administrator will constitute this committee. The student can bring witnesses to the appeal. After the meeting, a written decision will be issued to the student in a timely manner. This decision will be final.



Campus Safety

It is the responsibility of every staff, faculty member and student of Clarewood University to maintain campus safety. An Annual Security Report is to be published in January every year and available in the Registrar's Office. The report lists security policies and regulations concerning individual safety issues. However, each one should be responsible for his or her safety as well as that of his or her belongings.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Clarewood University strictly prohibits such misconduct in order to maintain a positive and open environment at the University.

Smoking

Smoking is prohibited inside the school building



CLAREWOOD UNIVERSITY ORGANIZATIONAL STRUCTURE

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Clarewood University Organizational Structure

Clarewood University, Inc. Board of Trustees

Roger Stough, Ph.D. (Chair)
Patrick Baker, MBA (Executive Committee Chair)
Lynn Lilienthal, MA
Jodee Thomas, MA
David Zhigong Ho, Ph.D.

Senior Administrators

Acting President: Kingsley Haynes, Ph.D.
Chief Executive Officer: Patrick Baker, MBA.
Vice President: David Ho, Ph.D.
Administrative Dean: Mark Zhong, Ph.D.
Yan Zhang, BA, Treasurer
Cheng He, BA, Corporate Secretary

Administrators and Staff

Director of Compliance: Yanaisse Arica, B.A., M.B.A. Candidate
Academic Program Director: Brien Benson, Ph.D.
Chair of Assessment Committee: Bonnie Robeson, Ph.D.
Communications Director: Amelia Townsend
Registrar: Karen Baker, MA
Admissions Office Director: Feifei Faye Hu, MA
Library and Learning Resources Director: Julia Leggett, MA
Student Services Director: Peggy Peizhen Zhang, MA
Information Technology Director: Ashley Zhu, MA
Director of Personnel and Human Resources: Peggy Zhang
Admissions Officer & Office Manager: Shan Shan Hao
Principle Designated School Official (PDSO): Patrick Baker, MBA
Designated School Official (DSO): Shan Shan Hao
Accounting and Financial Officer: David Moy



FACULTY

Richard Linowes - D.B.A, Harvard University Business School; M.S., Computer and Communication Sciences, University of Michigan

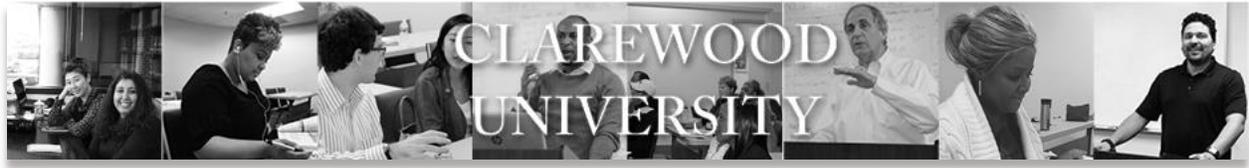
Richard Linowes' professional management experience includes several years with Accenture and Goldman Sachs, where he helped plan the firm's international expansion. Linowes' research focuses on business in emerging markets and the globalization of management. He studies the challenges of managing cross-culturally and how American and Japanese multinationals adjust to countries around the world. With USAID backing, he has produced an ample collection of case studies profiling businesses in emerging markets. Dr. Linowes develops innovative approaches to management education and was a Fulbright Scholar for pedagogical innovation. He has taught in several countries and has traveled extensively around the world.

Roger Stough - Ph.D., Geography and Environmental Engineering, Johns Hopkins University; MA, Economic Geography, University of South Carolina

Roger Stough has an extensive publication record, including several hundred scholarly and professional publications, 36 books and nearly 100 journal articles. He also has a wide range of graduate and undergraduate teaching experience, with over 30 years logged in eight separate institutions. He has extensive experience working with the local, state, regional, national communities and international groups, and has extensive research and consulting experience nationally and internationally.

Bonnie Robeson - Ph.D., West Virginia University; MA, Management, the Johns Hopkins University

Bonnie Robeson joined the Johns Hopkins University in 1989. She is a Senior Lecturer with expertise in the area of entrepreneurship in biotechnology. She received the Excellence in Teaching Award from The Johns Hopkins University, School of Continuing Studies, in 1994. And in 1988 she received The Edward J. Stegman, CPA Memorial Award for Excellence in the Study of Administrative Science at the Graduate Level.



James Riggle - Ph.D., Public Policy, George Mason University; MPA, Northern Illinois University

James Riggle was an Instructor, Research Assistant Professor and Research Associate Professor at the School of Public Policy, George Mason University from 1994-2012. Prior to beginning work on his Ph.D. at GMU, Riggle was a program director for a national non-profit conservation group in Washington, DC, and a management operations analyst at the Illinois Department of Agriculture. He was also a principal investigator for sponsored annual applied research projects on performance measurement and management for more than 10 years, from 1995 through 2008.

Jennifer Catalano - Ph.D., University of Maryland; MBA, International Business, Georgetown University

Dr. Catalano is currently an International Trade Analyst at the United States International Trade Commission and has 20 years of professional experience. She is accountable for analysis on subjects such as supply chain integration, product uses and substitutes, trade valuation estimates, effects of tariff changes, trade and investment policies, economic modeling assistance, and visits to factories to evaluate manufacturing sites. She provides contribution analysis and advice to the U.S. Trade Representative for negotiations at the World Trade Organization. Dr. Catalano works with a team of attorneys, economists, and accountants who analyze information for international disputes and produce informative publications for Congress and the public.

Brien Benson - Ph.D., Public Policy, George Mason University; MBA, Stanford University

Brien Benson was a Program Manager and Research Professor at George Mason University for several years for over 20 years. He was Director of several research and education programs, such as the ITS Implementation Research Center, a consortium of George Mason, UVA, and Virginia Tech, and the FEMA-sponsored Enterprise Risk Management Training Project.

James McCray – D.P.A., Nova Southeastern University; MS, Information Systems, Strayer University

Dr. McCray has directed, managed and supervised professional and non-professional employees and students from over 50 different countries in areas of education, computer information systems, fiscal management, research, health care administration, business administration and government. A multi-disciplinary and cross-cultural professor with supervisory and teaching experience in a variety of program areas, he has engaged and performed in environments employing experiences involving interfacing and communicating with more than 100 traditions from around the world for more than 20 years, to include visiting or residing in China, Hong Kong, Taiwan, England, France, Germany, Spain, Costa Rica, Mexico, Portugal, Greece, Turkey, Japan, Korea, Thailand and Philippine communities.



Nazir G. Dossani - Ph. D., Regional Science, University of Pennsylvania; MBA, Finance, University of Pennsylvania

Nazir Dossani has taught courses in the Finance and Real Estate programs at the Carey Business School at Johns Hopkins University and in the School of Management at George Mason University. He has held upper management positions in Freddie Mac and Fannie Mae, and over the last several years has served as a senior consultant in risk management.

Paul Jaikaran - Ed.D., Organizational Leadership; MS, Communications Technology

Paul Jaikaran is a highly accomplished, multifaceted program manager and research specialist with extensive experience encompassing program management, business development, client relations and contract management. He has a proven track record of dramatically improving business infrastructures, operating stability, efficiency, and probability. He was a full time professor at Strayer University for 10 years.