

Robert Cavalier University



Academic Catalog

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www.rcu.education



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Welcome Message

It is indeed a pleasure to welcome you to Robert Cavalier University (RCU) and on behalf of RCU, I would like to thank you for choosing us to be your learning partner in your education journey.

RCU was founded as a university with the primary aim of making quality education affordable and accessible to all those on a quest for knowledge. This is consistent with RCU's guiding vision "**Education is the kindling of a flame, not the filling of a vessel.**" RCU is committed to inspiring and instilling a passion for learning in all our students, through an enjoyable and unforgettable journey.

In the course of the educational journey, it is intended that RCU students will develop an inquiring mind, seek innovative answers to troubling problems, and be enriched through international collaborative learning.

Upon graduation, as you leave RCU with your degree, it is hoped that you will enjoy continued success in your career, an enriching life, and lasting friendships with your peers.

Einstein once said, "**Intellectual growth should commence at birth and cease only at death.**" RCU hopes that your time here will inspire you to lead life with this sentiment and never stop learning.

On behalf of the faculty, staff, and myself, welcome to the RCU family and best wishes for your success—both here and beyond.

Bala Kumar Thambiah
Chief Executive Officer
Robert Cavalier University



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History

Robert Cavalier University (RCU) was established in New Orleans, Louisiana in August 2021, as a 100% online degree-granting institution.

RCU identified a need for accessible, affordable degrees that also meet the highest levels of regulatory scrutiny. Thus, the idea for establishing RCU as a US-based distance education institution was born.

With this goal met, RCU now seeks to educate students and obtain high levels of student satisfaction and strong student learning outcome achievement, with the Student Support of well-qualified faculty who are empowered to help students to achieve success.

Our Vision

Robert Cavalier University's (RCU) vision is guided by a quote from Socrates: "**Education is the kindling of a flame, not the filling of a vessel.**" RCU desires to be an institution for enquiring minds, for individuals who ask questions and desire to expand their understanding rather than memorize facts. RCU desires to foster an environment in which students can learn as much from each other as from the faculty through inquisitive engagement.

Our Mission

Robert Cavalier University is a higher education institution dedicated to providing high-quality, readily accessible, and affordable fully online learning education.

At all times, RCU is committed to innovation and to providing industry-relevant scholarship, student-centered service, and effective student support.

Goals and Objectives

Robert Cavalier University measures the achievement of its missions by the following goals and objectives:

Provide current and relevant programs that maximize the distance learning environment

- Utilize industry experts in the development and revision of curriculum
- Collect and use feedback from students and employers to improve courses
- Implement new distance learning technologies that enhance learning

Promote retention and completion through acknowledgment of prior learning



- Provide a streamlined pathway for transfer of credits
- Maintain a programs completion rate that meets regulatory requirements

Create an engaging global community of mutual respect and learning

- Promote and recruit students worldwide
- Develop a comfortable online learning environment that facilitates discussion and idea-sharing

Support students in achieving their educational goals

- Provide student support services throughout the student lifecycle
- Develop and maintain a strong alumni network

Recognition

Robert Cavalier University is currently conditionally licensed by the Board of Regents of the State of Louisiana. The conditional license is for three years and does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Administration

Administrators

Name	Title	Contact
Bala Kumar Thambiah	Chief Executive Officer (CEO) & Chief Financial Officer (CFO)	bala@rcu.education
Professor Chan Chee Seng	Chief Academic Officer (CAO)	chan@rcu.education
Colin Felix Pereira	Executive Chairman, Board of Directors	colin@rcu.education



Faculty

Name	Title	Qualifications	Contact
Professor Chan Chee Seng	Chief Academic Officer	DBA – Horizons University	chan@rcu.education
Professor Roland Eng Seng Ng	Adjunct Faculty	Ph.D., Business Management – Melbourne University	roland@rcu.education
Professor Stephen Vickers	Adjunct Faculty	Ph.D., International Law – University of Warwick	stephen@rcu.education
Associate Professor Suha Alalawi	Adjunct Faculty	Ph.D., Finance and Corporate Governance - University of Bath	suha@rcu.education
Dr. Mohammad Ta'Amnha	Adjunct Faculty	Ph.D., Human Resources Management - University of East Anglia	mohammad@rcu.education

Office hours are scheduled based on availability. Students may request a meeting by contacting their instructor.

Hours of Operation

The administrative offices of Robert Cavalier University are open Monday – Friday between the hours of 9 am and 5 pm US Central Time.

The University observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day



- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Though the administrative office is closed, students can still access their online courses on these days.

Academic Calendar

March 2023 – November 2024

Term	Application Deadline	Enrollment Deadline	Course Start Date	Course End Date
March 2023	February 20, 2023	February 27, 2023	March 6, 2023	May 5, 2023
May 2023	April 24, 2023	May 1, 2023	May 8, 2023	July 7, 2023
July 2023	June 26, 2023	July 3, 2023	July 10, 2023	September 8, 2023
September 2023	August 28, 2023	September 4, 2023	September 11, 2023	November 10, 2023
November 2023	October 30, 2023	November 6, 2023	November 13, 2023	January 12, 2024
January 2024	January 1, 2024	January 8, 2024	January 15, 2024	March 15, 2024
March 2024	March 4, 2024	March 11, 2024	March 18, 2024	May 17, 2024
May 2024	May 6, 2024	May 13, 2024	May 20, 2024	July 19, 2024
July 2024	July 8, 2024	July 15, 2024	July 22, 2024	September 20, 2024
September 2024	September 9, 2024	September 16, 2024	September 23, 2024	November 22, 2024
November 2024	November 11, 2024	November 18, 2024	November 25, 2024	January 24, 2025



Legal Control

Robert Cavalier University, Inc. is an C-Corp incorporated in the State of Delaware.

Advisory Board Members

Name	Area of Representation & Qualifications
Dr. Gauth Jasmon	Higher Education Expert and Industry Leader Ph.D., Electrical Engineering, University of London



University Policies

Admission Requirements

Robert Cavalier University strives to enroll all qualified applicants who have the desire to learn about business administration, to begin or enhance their career potential, and the commitment to engage in distance education.

Master of Business Administration

Applicants for admission must be at least 21 years of age and provide proof of having completed a bachelor's degree from an appropriately accredited institution, as verified through official documentation. Applicants must provide an official government ID to prove their residency and identity. Additionally, international students may be required to provide proof of English language proficiency and/or an evaluation of an official transcript.

Admissions Procedure

Robert Cavalier University accepts applications on an ongoing basis. Applications are reviewed upon receipt of all required documentation. Complete applications received before the deadline are evaluated for the next term start date. Incomplete applications cannot be evaluated for admission. Applicants are advised to ensure that all required elements are included with their applications to avoid a delay in the admissions process.

All applicants must submit:

1. A completed Application Form
2. Official transcripts* verifying the completion of a bachelor's degree from an institution accredited by an agency recognized by the US Department of Education, CHEA, or listed on the World Higher Education Database (WHED) Portal
3. A close-up copy of an official government photo ID or passport
4. Application fee of \$100

Additional requirements for international students:

1. Transcripts not in English: Transcripts that are not in English must be translated into English and evaluated by an approved third party recognized by the National Association of Credential Evaluation Service (NACES). Robert Cavalier University's preferred provider is Validential, which provides discounted pricing for students and applicants. They may also be evaluated by a trained transcript evaluator fluent in the



language on the transcript. Evaluators must possess expertise in the educational practices of the country of origin and must include an English translation of the review. All translated materials must be official.

2. International Transcript Requirements: To be accepted, an official transcript for a degree program completed in a country other than the U.S. must include the following information:
 - a. The type of degree completed (bachelor's, master's, or doctorate);
 - b. The date when the degree was conferred;
 - c. A list of all courses along with the corresponding credits (or units) and the grades earned;
 - d. A legend with the grading scale and the key to reading the transcript;
 - e. Signature by the appropriate university official.

If the official transcript does not include one or more of the characteristics described above, students are required to obtain an official US degree equivalency evaluation from an organization recognized by the National Association of Credential Evaluation Services (NACES). Robert Cavalier University's preferred provider is Validental, which provides discounted pricing for students and applicants.

3. Proof of English Language Proficiency: Passing an English language proficiency exam is required of applicants whose native language is not English. The only exception is for applicants who have earned a degree at an appropriately accredited institution where English is the principal language of instruction.

For admission, non-native English speaking applicants must score at or above the following levels in one of the following English language proficiency tests:

- TOEFL Paper Based Test (PBT): minimum score of 60 required
- TOEFL Internet-Based Test (iBT); minimum score of 71 required
- International English Language Test (IELTS); minimum score of 6.5 required
- Pearson Test of English Academic Score Report; minimum score of 50 required
- Duolingo English Test; minimum score of 100 required
- 4-skill Michigan English Test (MET); minimum score of 55 required
- Michigan Examination for the Certificate of Competency in English (ECCE); minimum score of 650/LP required
- Michigan Examination for the Certificate of Proficiency in English (ECPE); minimum score of 650/LP required



Applicants who have already taken the TOEFL, IELTS, PTE Duolingo or the Michigan exam can upload a copy of their exam results within the application.

Applicants who have not taken either the TOEFL, IELTS, PTE, Duolingo, or the Michigan exam will need to take it before applying to Robert Cavalier University. Applications cannot be reviewed without qualifying exam results.

* Official transcripts are academic records that are produced by the awarding institution, typically in the registrar's office that have not been accessed or opened by the student or graduate. Hard-copy transcripts and other academic records are considered "official" when they arrive at Robert Cavalier University in a sealed, stamped, official envelope with the seal and any other security feature intact. Electronic transcripts are considered "official" when received by Robert Cavalier University from a secure site formally linked to the sending institution or testing service. Academic records received in any other condition, such as transcripts that arrive in an unsealed envelope, or that are emailed or uploaded by the student, or that are printed from the university portal, are not considered "official."

Electronic Official Transcripts may be submitted to: admissions@rcu.education

Hard-copy Official Transcripts may be submitted to:

Robert Cavalier University

Attn: Admissions

1500 Lafayette St, Suite 109

Gretna, LA 70053

Acceptance to the University

Applications are reviewed by admissions staff, who may also utilize the expertise of the Chief Academic Officer or other designated faculty members if there is a question on the applicant's qualifications. If it is determined that the application meets all minimum requirements, the applicant will be accepted into Robert Cavalier University and can start classes the next term (see Academic Calendar).

Successful applicants will be notified via email. Accepted students sign an enrollment agreement and submit a copy of a government-issued photo ID.



The enrollment agreement is submitted to Robert Cavalier University electronically by the student. Robert Cavalier University accepts the enrollment agreement, verified by the signature of the CEO. The fully-executed enrollment agreement is made available to the student as a PDF.

Non-discrimination Policy

Robert Cavalier University does not discriminate against any person on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender or sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Robert Cavalier University is committed to compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

Students requiring learning accommodations resulting from disability or injury should contact Student Support. Robert Cavalier University provides accommodations based on medical or professional documentation submitted by the student. It is the student's responsibility to self-identify with the institution before the start of class.

Transfer of Credit

Transfer into Robert Cavalier University

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by Robert Cavalier University. Likewise, credits earned at Robert Cavalier University may or may not be accepted by another institution depending upon its programs, policies, and regulations.

Transfer credits will be evaluated using the following guidelines:

- Only the following credentials will be considered for transfer credit at RCU:
 - Credits earned at an institution that is accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA); or
 - An accepted foreign equivalent that is listed on the World Higher Education Database (WHED) Portal; or
 - An award recognized as equivalent by a college or university listed on the World Higher Education Database (WHED) Portal, such as:
 - Scottish Credit and Qualification Framework rated qualifications



- or The Office of Qualification and Examinations Regulation (Ofqual) (UK) recognized awarding bodies or equivalent
 - Professional bodies; Chartered Association of Certified Accountants (UK), American Institute of Certified Public Accountants, Chartered Managers Institute (UK), Chartered Institute of Personnel Development
 - London Examinations Board-Post Graduate Certificate in Business Administration
- Any credits earned at a foreign institution must have a credential evaluation completed indicating equivalency with Robert Cavalier University courses.
 - An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.
 - Courses submitted for transfer of credit must be relevant to the program of study and equivalent in both content and degree level. Courses submitted for transfer of credit into the MBA program must be at post-graduate level.
 - A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.
 - A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/fail" option are not eligible for transfer.
 - Coursework completed more than three years ago is not eligible for transfer of credit.
 - Transfer of credit must be completed before enrollment. Submitting an official transcript promptly is the sole responsibility of the student.
 - The Chief Academic Officer or other designated faculty member shall make a final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 50% of the program can be completed via the transfer of credit. Therefore, the maximum number of credits that can be transferred into the Master of Business Administration is fifteen (15) credits or the equivalent of five (5) three-semester credit hour courses.



Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

Transfer out of Robert Cavalier University

Transferability of credits earned at Robert Cavalier University is always up to the discretion of the receiving institution. Robert Cavalier University does not in any way imply or guarantee the transferability of credit into any other college or university.

Credit for Life Experience

Robert Cavalier University does not offer credit for life experience.

Articulation Agreements

Robert Cavalier University has articulation agreement in place with the London Examinations Board (LEB).

Student Privacy Policy

Robert Cavalier University's student privacy and confidentiality policy follows the Family Educational Rights and Privacy Act (FERPA) guidelines.

FERPA was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Robert Cavalier University will not disclose students' education records without obtaining prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate interest. These individuals may include persons whom Robert Cavalier University has employed or contracted with, whose responsibility justifies access to all or part of an educational record for legal, educational or administrative functions.

Students may inspect and review their records about academic standing and other information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.



Robert Cavalier University depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the University. Students seeking access or amendment to their educational records should contact Student Support.

Student Records Maintenance

Robert Cavalier University maintains comprehensive records on all students who enroll in its program. The records are maintained in the Student Information System (SIS), which is hosted on the Amazon Web Services infrastructure and served exclusively over SSL. Records are backed up nightly.

Student records include:

- Personal Information (address, email, etc.)
- Enrollment Agreement
- Student-initiated petitions/forms
- Course Enrollment and Completion
- Grades Received
- Disciplinary Actions (Warning(s), Probation(s), conduct violations, etc.)
- Progress Evaluations
- Degree Conferred/Diploma
- Transcript

Student records are maintained actively during the enrollment period. Records are archived once a student graduates, is terminated, or otherwise exits Robert Cavalier University.

Archived records are maintained for 5 years.

Identity Verification

Robert Cavalier University's Student Identity Verification process begins with the submission of documents during the application process and continues through to a student's graduation, transfer, or withdrawal from the institution.

All students at Robert Cavalier University must verify that the student registering for a course is the same student who participates in the program and receives credit. In verifying the identity of students who participate in coursework, Robert Cavalier University may make use of a variety of methods including but not limited to:



1. Receipt of official transcript and government-issued photo id;
2. A secure login and authentication process;
3. Proctored examinations; and
4. Other technologies and practices that are effective in verifying student identification.

To ensure appropriate and secure access to the online learning environment, students are responsible for providing complete information about themselves in any identity verification process, in accordance with the Code of Conduct. All methods of verifying student identity protect the privacy of student information in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

All users of Robert Cavalier University's online learning environment are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned, and are responsible for changing passwords periodically to maintain security.

Personally, identifiable information may be used, at the discretion of Robert Cavalier University, as the basis for verifying a student's identity. Students who request that their passwords be reset may be asked to provide two or more pieces of information for comparison with data on file with Robert Cavalier University such as a social security or government ID number, date of birth, address, and/or email address on file.

Academic Integrity

Commitment to the principles of academic honesty and integrity is essential to the mission of Robert Cavalier University. To maintain an academic climate that is conducive to each student's success, Robert Cavalier University has established a set of policies and standards.

All work submitted in a course must be the student's own work. The knowing submission of another's work represented as that of the student without properly citing the source of the work will be considered plagiarism. Consequences of plagiarism include: receiving a failing grade on the assignment and being placed on academic probation, receiving a failing grade in the course and being placed on academic probation, or being dismissed from Robert Cavalier University. The consequences will be determined by and at the discretion of the Chief Academic Officer in consultation with the CEO and/or faculty members.

In making this determination, Robert Cavalier University may conduct an investigation to review past homework assignments submitted by the student and reserves the right to change past grades if plagiarism is subsequently found in previous assignments. The submission of the



same work to multiple courses violates academic integrity unless substantially changed or cited as previous work. The submission of work completed by others violates academic integrity.

Students who are accused of academic dishonesty can appeal the determination to the Chief Academic Officer. Appeals must be made in writing and include Student Supporting documentation. The Chief Academic Officer will review the appeal and documentation in consultation with the CEO and/or faculty members, as needed, and make a final decision on the academic dishonesty determination within five (5) days. Students will be notified of the decision on appeals in writing and all documentation will be added to the student's record.

Code of Conduct

The Student Code of Conduct sets forth the standards of conduct expected of students at Robert Cavalier University. This code is not exhaustive, and students may be subject to disciplinary actions for other behavior and/or activities deemed unacceptable or disruptive to the goals and mission of Robert Cavalier University.

Students who violate these standards will be subject to disciplinary actions including, but not limited to, issuance of a warning, probation, termination, or permanent expulsion. Any and all disciplinary action will be recorded in the student's academic record.

Prohibitions

- All forms of academic dishonesty including, but not limited to, cheating, fabrication, facilitating academic dishonesty, and plagiarism.
- Use of any religious, inflammatory, or flagrant language in the online learning environment, including discussion boards.
- Use of any religious, inflammatory, or flagrant language related to Robert Cavalier University on social media or Robert Cavalier University social media accounts.
- Misrepresenting oneself as an official Robert Cavalier University spokesperson online or on social media.
- Engaging in a consensual romantic or sexual relationship with a Robert Cavalier University faculty or staff member while enrolled at Robert Cavalier University.
- Endangering, threatening, or causing harm to any member of the Robert Cavalier University community, causing reasonable apprehension of such harm, or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
- Impersonation of another, using another person's identity or furnishing materially false



information, including manufacturing or possession of false identification.

- Forgery, fabrication, falsification, unauthorized alteration, or misuse of university documents, records, or identification.
- Unauthorized use of university property and/or resources.
- Unauthorized access to, disclosure of, or use of any university document, record, or identification including, but not limited to, electronic software, data, and records.
- Interfering with or disrupting university or university-sponsored activities.
- Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment, or services belonging to the university or belonging to another person or entity.
- Engaging in retaliation, harassment, or repeated contact that a reasonable person would understand to be unwanted, including, but not limited to, stalking and/or sexual harassment.
- Engaging in any discriminatory activities as prohibited by applicable law or university policy.
- Interfering with any university disciplinary process.
- Engaging in any illegal sexual offense, including, but not limited to, sexual assault, public sexual indecency, or indecent exposure.
- Violation of any other university policy.
- Conduct that is illegal under state or local law.

Sexual and Other Harassment

Robert Cavalier University is committed to providing an educational environment free of sexual harassment. Robert Cavalier University policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Robert Cavalier University's anti-harassment policy applies to all students, as well as to all faculty, staff, and administrators involved in the operation of Robert Cavalier University. It also prohibits harassment based on the perception that anyone has any of the above-described characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:



- Verbal or written conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Retaliation for reporting or threatening to report harassment.

Probation, Suspensions, and Dismissal

Students who have been found to be in violation of any part of Robert Cavalier University's Code of Conduct are subject to disciplinary action, including probation, suspension, and dismissal.

Students who violate the code will be notified via email, and will also be mailed a notification letter after any and all investigations and hearings have been conducted. The notice will include details regarding the violation and the associated consequence.

During probation, students are allowed to continue in the program. While under probation, students will be watched closely for additional violations of the Code of Conduct, as outlined in the notification letter. Students who do not violate the code of conduct during the probation period will be placed back into good standing. Students who make further violations will be suspended or dismissed from Robert Cavalier University.

During suspension, students are prohibited from continuing their program for one (1) to two (2) sessions, as indicated in the notification letter. Once the suspension has ended, students will rejoin the program on probation, and be watched closely for further violations of the Code of Conduct. Students who do not violate the code of conduct during the probation period will be placed back into good standing. Students who make further violations will be dismissed from Robert Cavalier University.

Depending on their severity, some violations will lead to immediate dismissal. Though this list is not exhaustive, students found cheating, harassing other students, or participating in illegal activities may be terminated from Robert Cavalier University immediately. Students expelled for these reasons will not be readmitted.

All disciplinary actions are subject to an appeal. Please see the appeals section for policy details.



Appeals & Re-admittance

Appeals

Within ten (10) days of receiving notification of probation, suspension, or dismissal (academic or non-academic) from Robert Cavalier University, the student may file a written appeal to the Chief Academic Officer. The Chief Academic Officer will decide on the appeal and notify the student of the decision within ten (10) days.

If the appeal is denied, or if the Chief Academic Officer does not respond within ten (10) days after receiving the appeal, the student may appeal directly to the CEO. The CEO shall render a final decision within ten (10) days of the receipt of the appeal.

Re-admittance

A student who has withdrawn from Robert Cavalier University or who has been dismissed must reapply to Robert Cavalier University with a new application and go through the admissions evaluation process to enroll. The requirements for the program in effect at the time of the new enrollment will apply.

Robert Cavalier University will consider past academic records, remedial work that was done subsequently, and other extenuating circumstances when evaluating re-admission. Any applicant who was previously academically dismissed may, at the discretion of the Chief Academic Officer, be readmitted on probation status. The probation status will extend through one evaluation period (one course). If there are no academic or non-academic violations during the probation period, the student will be returned to good standing. If there is a subsequent violation during the probation period, the student will be terminated and barred from future enrollment at Robert Cavalier University for a period of not less than three (3) years.

Non-retaliation Policy

Robert Cavalier University is committed to operating with integrity and maintaining learning and working environments that are free from discrimination and harassment. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a complaint of discrimination or harassment, participating in an investigation, appeal or grievance, or reporting a case where members of the Robert Cavalier University community are not complying with our policies. Retaliation is an infraction and is strictly prohibited.



Students who are aware of or have been subjected to retaliation should report the matter immediately to the Chief Academic Officer who will work with the student to file a complaint. Violators of this policy shall be subject to appropriate disciplinary proceedings as outlined in the Code of Conduct, and may be subjected to sanctions including, but not limited to, probation, suspension, and or termination.

Students who knowingly file a false report will be subject to disciplinary action which may include, but not be limited to, probation, suspension, and or termination.

Complaint & Grievance Procedure

A grievance is a serious complaint that demonstrates that the student has been or is being adversely affected by 1) inappropriate interpretation of Robert Cavalier University policies or 2) inappropriate response, lack of response, or decision by any person with administrative control and responsibility.

A grievance is directed toward Robert Cavalier University, not a specific person, and should be in writing per the grievance procedure below.

If a student has a complaint, grievance, or dispute with Robert Cavalier University regarding procedures, decisions, or judgments, that cannot be resolved through informal channels, the student has a right to seek a satisfactory resolution through the formal avenues of appeal and redress as follows:

- **Step 1 - Notification:** The student must notify the relevant faculty member, staff, or administrator in writing, by certified or registered mail postmarked no later than fifteen (15) days after the occurrence, stating the basis for the grievance, the details of the matter, including relevant dates and the remedy requested. Copies of any documents supporting the student's allegations are to be included. The individual so notified shall respond with a decision in writing within fifteen (15) days of receipt of the grievance.
- **Step 2 - Appeal:** If the remedy requested is denied, or if the notified Robert Cavalier University faculty member, staff member, or administrator does not respond within fifteen (15) days after the notification of Step 1 has been mailed, the student may appeal in writing, sent by certified or registered mail, directly to the Chief Academic Officer within an additional fifteen (15) day period. The recipient of the appeal will review the grievance and render a decision within fifteen (15) days of receipt of the student's appeal. However, failure to initiate a Step 2 appeal within the fifteen (15) day time frame indicates that the student accepts the Step 1 decision as final and that the matter is



closed.

- Step 3 - Final Decision: If the remedy requested is denied or the University does not respond within fifteen (15) days after the Step 2 notice has been mailed, the student may appeal in writing, sent by certified or registered mail, directly to the CEO within an additional fifteen (15) day period. The CEO will meet with the individuals involved to investigate the matter and will render a decision within fifteen (15) days of receipt of the student's appeal.

The CEO's decision shall be final. However, failure to initiate a Step 3 appeal within 15 days indicates that the student accepts the Step 2 decision as final and that the matter is closed.

If a student has exhausted the complaint and grievance procedure at Robert Cavalier University and still feels that the issue has not been satisfactorily remedied, the student may file a complaint about this institution with the Louisiana Attorney General's Consumer Protection Section following the Louisiana Board of Regents procedure found here <https://regents.la.gov/student-complaint-process/>

The Consumer Protection Section of the Louisiana Attorney General:

PHONE: 225-326-6465 or 800-351-4889

FAX: 225-326-6499

EMAIL: ConsumerInfo@ag.louisiana.gov

Student Services

New Student Orientation

To build a foundation for a student's success, each student is expected to work through a non-credit orientation before beginning the first course. Robert Cavalier University views the information provided in the orientation to be critical to the student, and therefore, completion of the orientation is required.

The orientation provides the student with details on how to navigate the site, introduces available tools and resources, covers important student policies, reviews writing guidelines, and identifies where students should go for assistance during their studies. If during a course, a student is not showing familiarity with the information provided in the orientation, he or she may be asked to repeat the orientation by a faculty or staff member. The orientation can be found in the Learning Portal.



Change of Contact Information

It is the responsibility of the students to ensure that their contact information is both current and accurate. If, during their enrollment at Robert Cavalier University, a student's address, phone number, and/or email address changes, the student should update his/her contact information immediately in the Student Portal.

If a student's name changes (ex: marriage, etc.), the student must contact Robert Cavalier University to make an update to the student's account. Proof of the name change must be provided by the student.

Graduation Ceremony

Robert Cavalier University honors the achievements of all graduates through a virtual graduation ceremony. The virtual graduation ceremony includes a commencement speech after which the names of the graduates are read. At this time, graduates are invited to share a little about themselves and what their accomplishment means to them moving forward. Robert Cavalier faculty and staff attend the virtual ceremony, along with the graduates themselves and any current students who desire to attend. Students are to ensure that all financial obligations are paid in full before graduation.

Academic Guidance and Advising

Academic Guidance is considered a fundamental tool at Robert Cavalier University. The university encourages all students to participate in advising, which is conducted via Skype, as it can improve the student experience.

The university has Student Supportive faculty members who work with students to help Student Support the student's success. An Academic Advisor is assigned to each student upon enrollment to provide students with an initial point of contact for academic considerations and concerns. Students can speak to their advisors about their academic pathway, which electives are most appropriate, as well as clarification on the university's policies and procedures.



Academic Policies

Technology Requirements

At Robert Cavalier University, electronic communication is the preferred medium for students, faculty, and staff. To take advantage of this technology, it is required that students, faculty, and staff acquire and maintain e-mail access with the capability to send and receive attached files.

To navigate the Internet, it is recommended that the latest version of one of the following browsers be used:

- Mozilla Firefox
- Google Chrome

Robert Cavalier University also provides documents that can be accessed using Adobe Acrobat Reader, which is available without cost to students at www.adobe.com.

Robert Cavalier University strives to prevent the spread of computer viruses by employing the latest virus detection software on all university-owned computer systems; however, Robert Cavalier University makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software.

Robert Cavalier University will not be held liable for any direct, indirect, incidental, special, consequential, or punitive damages of any kind, including but not limited to: loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by university staff members, faculty, students or affiliates.

Robert Cavalier University strongly recommends and urges all faculty and students to seek out and install adequate virus detection software and to routinely check for, and install, the most recent updates to their anti-virus software no less frequently than once each month for their computer and operating system.

Technical Specifications and Instructions

In general, students access course materials using a computer or laptop (PC or Mac), a modern web browser, and a high-speed Internet connection.

Robert Cavalier University does not Student Support the use of tablets, smartphones, or other similar devices for taking any of the courses in the program. While some course material might be accessible on those devices, students are likely to encounter technical issues that may prevent them from completing courses.



Specific courses may have additional technical requirements as specified in individual course syllabi.

Proctoring

All students at Robert Cavalier University must participate in proctored activities throughout the program. Proctored activities include exams and presentations. Live-proctored exams occur in the first, third, fifth, and seventh courses in the program. Additionally, students complete a live presentation in the Capstone course.

Students taking a course that has a proctored exam must complete the proctored exam to pass the course. Information about proctoring, including the technical requirements and how to schedule a live proctored exam, will be provided to students in the courses where it is required.

Attendance Policy

To achieve academic success, students at Robert Cavalier University are expected to attend online lectures and participate in-class activities.

In the online learning environment, attendance is defined as:

- Logging in to the online learning environment at least once per week.
- Completing academic engagement activities as defined on the syllabus e.g. quizzes, discussion, etc.
- Checking email regularly for notices.
- Quality contribution towards online discussions with faculty members and instructors

Specific attendance policies are included on each course syllabus, as applicable.

Academic Credit Policy

Semester credit hours at Robert Cavalier University are equivalent to commonly accepted and traditionally defined units of academic measurement. Each course at Robert Cavalier University is measured by the achievement of established course learning outcomes and the amount of time a typical student should spend to accomplish these outcomes. Specifically, a one (1) semester credit hour requires a minimum of 45 hours of student work with one-third of the time (15 hours) focused on academic engagement and two-thirds of the time (30 hours) focused on student preparation. For a three semester credit hour course, a minimum of 135 hours of student work is required divided between 45 hours of academic engagement and 90 hours of student preparation.



Academic engagement may include, but is not limited to, the following:

- Reviewing a class lecture
- Taking an examination
- An interactive tutorial
- Computer-assisted instruction
- Contributing to an online discussion
- Attending a study group assigned by the institution
- Initiating a course-related contact with a faculty member

Student preparation may include, but is not limited to, the following:

- Homework (including reading and study time)
- Completing an academic assignment
- Completing an academic project

Estimated time for all activities within a course is in the syllabus.

Leave of Absence Policy

Students can request a Leave of Absence (LOA) between courses for personal or professional reasons. Each individual LOA can be requested for up to two (2) consecutive 3-credit courses. A student may not take more than 6 months (24 weeks) or $\frac{1}{2}$ of the program length, whichever is shorter, of LOA in a calendar year.

All LOA requests must be submitted in writing to the student's Academic Advisor, and need to include the start date, return date, and reason for the LOA. Student Support reviews the request and notifies the student of the decision within seven (7) calendar days.

Students who fail to return to RCU, as indicated on the return date, will be terminated from the program.

RCU does not permit students to take a leave of absence during a course session.

Makeup Work

All assignments are due on the date specified on the course syllabus.

A student who will be absent for a legitimate reason (ex: military service, medical issue, required travel, or a family emergency) and who will be unable to complete coursework on time must contact their Academic Advisor at least seven (7) working days in advance of the absence unless an emergency prevents them from doing so. The student must provide documentation



of the absence to the Academic Advisor before its occurrence, whenever possible. The Academic Advisor will review the documentation to ensure that the absence falls into one of the categories defined as legitimate. If it does, the Academic Advisor and student will create a plan for making up missed work.

If a student does not submit an assignment by the deadline indicated on the syllabus because of an absence without contacting their Academic Advisor before the absence, unless extenuating circumstances prevent them from doing so, the student will not be able to make up the missed work.

Additionally, if the student will be absent for a reason not listed above, they will need to make a plan to complete their work before the absence, as make-up work will not be allowed.

Course Extensions

Course extensions of up to seven (7) calendar days may be granted in a case of a personal or family emergency. Students must submit a request for a course extension in writing to their Academic Advisor. The request must include the reason that the course extension is needed and include backup documentation, as applicable.

For approved requests, a student will have the length of the extension to complete and/or submit all remaining course work to the course instructor. The final grade for the course will be issued after the work has been submitted, or at the conclusion of the course extension period, if the student fails to complete the work.

Multiple course extensions on the same course are not allowed.

Grading

At Robert Cavalier University, letter grades are awarded following each student's demonstration of the prescribed learning objectives and outcomes of each course as follows:

<u>Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0



Students may also receive the following designations, as appropriate, which do not receive any GPA points:

- **W (Withdrawal)**: Students who withdraw from a course receive a grade of “W.” This grade is excluded from the calculation of the CGPA, but the course counts toward credit attempted in satisfactory academic progress evaluations.
- **TC (Transfer Credit)**: Semester credit granted for semester credits accepted in transfer from other institutions.
- **R (Repeated Course)**: Students have the option of retaking a course if they want to improve an unsatisfactory grade. Once a letter grade is recorded for the repeated course, the original grade will be replaced by an “R” grade. The grade points earned from the latter grade will be used in computing the cumulative grade point average. A maximum of two courses can be repeated for a better grade during the program. The *original* grade will be replaced with an “R” and excluded from GPA calculation, whether it is better or worse than the new grade. There is no guarantee of a better grade when a student repeats a course.

Robert Cavalier University faculty may choose to use a performance-based grading component within a course. The course syllabi provide more information about this option and all other course-specific grading information including a comprehensive list of graded assignments, assessments, and related weighting.

Grade Reporting

Instructors will report final grades within seven (7) business days of the end of a term. Grades will be reported in the online learning environment. Students can access their grade reports by using their login id and password.

Grade Appeals

Students who believe they have been graded unfairly may appeal their final course grades. The burden of proof in appealing a grade rests with the students. For a change in grade to be recommended, students must show that the grade originally given was unjustly or unfairly awarded.

1. To appeal a grade, students must contact Student Support within five (5) days of final



course grades being reported in the Student Management System. The appeal must explain why the grade received was incorrect and include Student Supporting evidence.

2. Student Support will review the appeal and discuss the appeal with the course instructor within five (5) days. The instructor will make a recommendation to Student Support on whether or not the grade should be changed.
3. Student Support will provide the instructor's recommendation to the Chief Academic Officer for review. The Chief Academic Officer's review will be completed within five (5) days. The Chief Academic Officer may approve the recommendation or provide an alternate recommendation to the Instructor. If the Chief Academic Officer provides an alternate recommendation to the Instructor, they will discuss it and agree to a final recommendation within five (5) days.
4. The final recommendation, approved by the course instructor and the Chief Academic Officer, will be provided to Student Support. The student will be appropriately notified by email of the final decision.

Student Support will change the student's grade, as indicated, and place a record of the appeal and final recommendation in the student's academic file.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) evaluations will occur throughout the program, after every three (3) regularly scheduled sessions in a student's enrollment period. At each Progress Evaluation point, Robert Cavalier University will look to see that the student:

- Grade Point Average (Qualitative): The student has a cumulative GPA (cGPA) of at least 3.0.
- Pace of Completion (Quantitative): The student has successfully completed 67% of credit hours attempted.
- Maximum Time Frame (MTF): The student must complete his or her program within 150% of the scheduled timeframe for completion as published in the Catalog.

Academic Warning & Continued Warning

Students who do not meet either of the above criteria at any evaluation point will be considered to be making unsatisfactory academic progress and will not be in Good Standing.



Warning

Students who are not in Good Standing will be placed on Warning status and will receive a warning notification via email. The Warning status will persist through the next evaluation period (three scheduled course sessions) until the following evaluation point. During this time, students will be provided an academic improvement plan to make progress toward regaining Good Standing.

Students who fail to achieve Good Standing, but who show that they are making progress toward regaining Good Standing at the end of the Warning period will be placed on Continued Warning.

Progress toward regaining good standing is demonstrated through students raising their Cumulative Grade Point Average (CGPA) toward the minimum 3.0 average and showing the ability to complete the program within the maximum time frame of 150%. Both components of progress toward good standing must be met for a student to qualify for a Continued Warning.

A Continued Warning notification will be sent via email.

Continued Warning

Students on Warning status who do not regain Good Standing during the Warning period, but who show progress toward regaining Good Standing, may be granted one additional evaluation period (academic term) to continue their academic improvement plan and achieve Good Standing. This additional evaluation period is called Continued Warning.

Students who fail to achieve Good Standing at the end of the Continued Warning period will be terminated from the program.

Termination

Students failing to return to Good Standing at the end of the Warning period who do not meet the requirements for Continued Warning, or students failing to return to Good Standing at the end of the Continued Warning period will be terminated from Robert Cavalier University. Students will receive notice of Academic Termination via email and will no longer have access to the online learning environment.



Appeals

Students wishing to appeal the Academic Termination determination must do so in writing within ten (10) calendar days of receipt of the email notification.

Appeals should be directed to the Chief Academic Officer. All appeals should be made in writing and include appropriate documentation (e.g. a physician's statement, accident report, evidence of grade miscalculation, etc.) showing that the failure to obtain Good Standing was beyond the student's control. The Chief Academic Officer will notify students of the decision within ten (10) days of receiving the appeal. The Chief Academic Officer's decision is final.

Probation

In cases where an appeal is accepted, that student is placed on Probation status for the next evaluation period (academic term) through the next evaluation point. During this time, students will be provided an academic improvement plan to regain Good Standing by the end of the Probation period. Students not achieving Good Standing at the end of the Probation period will be terminated from Robert Cavalier University. Termination following Probation cannot be appealed.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at Robert Cavalier University. The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll.

Incomplete Courses

Robert Cavalier University does not issue incomplete grades.

Remedial Courses

Robert Cavalier University does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as attempted credit hours toward the Maximum Time Frame. Only the highest grade earned will



be included in the computation of the cumulative grade point average (cGPA). The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

Re-admittance

Students whose enrollment at Robert Cavalier University is terminated due to academic reasons will be eligible for re-enrollment after a waiting period of six (6) months. These students may be eligible to receive credit for courses previously completed at Robert Cavalier University per the transfer of credit policy.

Graduation Requirements

To graduate from Robert Cavalier University and be awarded a Master of Business Administration (MBA), students must:

- Successfully complete all required courses;
- Earn a minimum of 15 credit hours in the program at Robert Cavalier University;
- Be in academic good standing; and
- Have a cumulative GPA of at least 3.0.

Once graduation requirements have been verified, the student will be notified via email and the diploma made available.

Evaluation

At the end of each course, students are encouraged to complete an end-of-course survey. These surveys are anonymous, so students can submit suggestions and feedback freely. Findings from these surveys are used to improve course content, instruction, and the overall student experience at Robert Cavalier University.



Curriculum Offerings

Master of Business Administration (MBA) Program

Total Credits: 30 Semester Credit Hours

Length: 12 months

- Students start a new course at each start date, completing 2 courses at a time with the exception of the first and last four weeks of the program.

Description:

The Master of Business Administration (MBA) program explores the crucial knowledge and skills required for professionals in business, economics, finance, marketing and other fields. The focus is on theoretical understandings and their practical application in the workplace that meets the needs of professionals in a rapidly changing business and management landscape. The program offers an in-depth examination of current thinking, theories, models, issues, and practices that contribute to the transformation of business and management organizations.

Program Learning Outcomes:

The program aims to provide professionals with the credentials to lead organizations in the public and private sectors. The program prepares professionals to think beyond their setting and to adapt to the global economy. Upon completion of the program, participants will be able to:

1. Examine the underlying concepts, principles, and theories related to the functioning of business organizations
2. Apply the knowledge and skills acquired in explaining the management of business organizations
3. Evaluate the challenges in managing business organizations from diverse cultural environments
4. Synthesize research findings and case studies and their application in the identification and solution of problems in a variety of business and management contexts in the region
5. Recognize how cross-cultural differences, policies, and regulations affect and impact the ways of doing business in different parts of the world



6. Effectively lead, spur innovations, analyze and solve problems while taking cognizance of ethics and sustainability
7. Demonstrate managerial and leadership qualities through communicating and working effectively
8. Acquire business research skills to undertake business research to facilitate business problem identification and solution

Program Structure:

The rigorous and dynamic curriculum of the MBA is designed to afford students mastery in the academic disciplines and applied functional areas critical for business success today. The program is made up of ten (10) courses, incorporating eight (8) core courses, one (1) specialized pathway course, and one (1) Capstone Project as shown in the following diagram.

MBA Courses		SEMESTER CREDIT HOURS
1	Strategic Management	3
2	Marketing Management	3
3	Cross-Cultural Management	3
4	Finance for Managerial Decision Making	3
5	Project Management	3
6	Strategic Human Resource Management	3
7	Business Innovation and Creativity	3
8	Business Ethics and Corporate Governance	3
9	Business Research Methodology	3
10	CAPSTONE PROJECT	3
TOTAL CREDIT HOURS		30



Course Descriptions

Students are required to complete **ALL** ten (10) courses:

Strategic Management (3 semester credits)

In today's business environment, it is critical to understand fundamental business-level strategies for deploying resources, and the role of corporate-level strategies in setting the activities and boundaries of the firm and its strategies for competing internationally, as well as the challenges associated with implementing such strategies.

Strategic management is the continuous planning, monitoring, analysis, and assessment of all that is necessary for an organization to meet its goals and objectives. The course examines how managers effectively analyze the internal and external environment in which the organization competes and identifies key resources and capabilities that can be leveraged to create a competitive advantage.

As expectations regarding the role of business in society continue to shift, managers must be aware of salient objectives that extend beyond increasingly dated notions of maximizing shareholder value. This course introduces students to these and other related strategy activities and provides them with the tools necessary to analyze the relevant elements of the business environment and develop effective management strategies.

Marketing Management (3 semester credits)

The Marketing Management course examines marketing from a value proposition perspective; helping learners understand marketing, along with the processes through which organizations analyze, plan, and implement marketing programs. Marketing is critical for the long-term success of any organization because this function ensures that it attracts, retains, and grows customers by creating, delivering, and communicating superior customer value. Students will learn about the marketing process and the range of marketing decisions that an organization must undertake to sell its products and services.

Cross-Cultural Management (3 semester credits)

Cross-cultural management is necessary to give the student exposure to definitions and concepts of culture and cross-culture interactions in an increasingly connected and global environment. It also provides an in-depth view of communication across culture, negotiation



across culture, the dimension of managerial style influenced by culture, the leadership across culture, and motivation across culture, which are key areas in business management.

In this course, the student will be able to understand how to manage all differences and attempt to minimize gaps across cultures in business interactions across cultures.

Finance for Managerial Decision Making (3 semester credits)

Managers must have a basic understanding of finance to be effective. The Finance for Managerial Decision Making course helps students to internalize the concepts and theories of corporate finance that underlie the techniques offered as aids for the understanding, evaluation, and resolution of financial management problems. This course covers the building blocks of financial management that are of primary concern to managers, and all the considerations needed to make financial decisions both inside and outside the organization. The focus is on how to read financial statements, the benefits of financial forecasting, and understand issues related to cash flows of organizations, stock valuations, securities markets, derivatives, hedging, dividend policy, and assessment of risk. Also discussed are ways to optimize an organization's working capital, as well as the motives and implications of mergers and acquisitions.

Project Management (3 semester credits)

The Project Management course introduces students to the concepts and skills of project management. As business managers or leaders, project management knowledge and skills will contribute significantly to the competencies and performance in the context of managing and leading organizations. Students will learn how to critically examine projects to determine the applications, tools, and techniques to use in the planning process to achieve the desired outcomes. The full processes from the concept stage until project closure including documentation will be covered in this course.

Strategic Human Resource Management (3 semester credits)

Human Resource Management is best defined as “the policies, practices, systems, and work culture that influence employee’s behavior, attitudes, and performance.” This course is designed to acquaint students with best practices for leveraging the competitive value of human resources in organizations. Students who intend to pursue a career in management must be concerned with the concepts and techniques needed to carry out the complicated “people”



aspect of their jobs. HRM is an essential component of every organization's success. This course is designed to provide both a conceptual and pragmatic understanding of the Human Resource functions including, Developing and Implementing Human Resource Plans, Diversity and Multiculturalism, Recruitment and Selection, Compensation and Benefits, Talent Retention and Motivation, Learning and Development, Occupational Safety and Health.

Business Innovation and Creativity (3 semester credits)

Innovation and creativity are central to achieving business growth and competitiveness. However, success requires having good ideas, along with the capability to manage the process of innovation and entrepreneurship. The Business Innovation and Creativity course assists students in understanding how creativity and innovation promote sustainable business. Students will explore the application of creative problem-solving and the process of creativity and innovation with an emphasis on the role of team leadership and management and their influence on corporate culture. Additionally, students will become familiar with the tools and processes that businesses use to recognize opportunities, find resources, develop ventures, and create value from their business ideas through the review and analysis of relevant case studies.

Business Ethics & Corporate Governance (3 semester credits)

This course examines ethical issues and responses of enterprises to social demands and expectations about responsible business behavior. It outlines the current discussion, dilemmas, and trends regarding corporate responsibility, regulation, and corporate governance. In particular, it considers changes in regulations and societal expectations about the role of the modern corporation, outlines the need for redefining the purpose of the business, and examines strategies for aligning the enterprise with societal demands.

Business Research Methodology (3 credits)

An understanding of business research methodology is needed for sound, evidence-based managerial decision-making. Increasingly, it is becoming an essential and valuable skill for business managers and leaders. This course equips students with the skills to both prepare for and undertake business research systematically and effectively. The course covers the necessary skills and requirements for research problem identification, literature review, research processes, qualitative and quantitative data interpretation, research ethics compliance, as well as how to complete a research proposal.



Capstone Project (3 credits)

The Capstone Project bridges academic study, professional experience, and personal business and management interests in the culmination of the MBA journey. It is designed to put theory into practice, by researching a personally meaningful and strategic business question and conducting analysis using the skills and knowledge gained from the MBA program. The Capstone Project enables students to synthesize the information learned from their MBA program, serving as an opportunity to demonstrate their understanding of business principles and practices, as well as the program learning outcomes. Students are empowered to choose a personally relevant topic, conduct research, and undertake data collection and analysis. Students will submit a written report and complete a presentation of their project and findings.

Financial Information

Tuition and Fees

Master of Business Administration (MBA)

All costs are listed in US Dollars.

	Amount (USD)
<i>Tuition (per 3 credit hour course) Includes library and proctoring fees</i>	\$825/course
<i>Books and Materials Fees* (Estimated)</i>	\$50-\$100/course
<i>Total Projected Cost of Program (with Books & Materials)</i>	\$8,750 - \$9,250
<i>Total due to RCU</i>	\$8,250 (Maximum)

**Required books and materials may be purchased through the student's preferred third-party bookseller. RCU does not provide books and materials to students or operate a bookstore.*



Payment Schedule:

- Tuition is due upon enrollment. Students may pay in full via credit card or Wise.
- Alternatively, the student may arrange an installment payment plan with RCU.
 - Payment plans are a separate contract executed by RCU and the Student.
 - Charges posted to the student's account are due per the specified terms.

Truth in Lending Act (TILA)

Robert Cavalier University is not a Private Education Lender and complies with all Truth in Lending Act (TILA) Regulation Z disclosures.

No interest rate or fees are charged for entering into the course-by-course tuition payment plan. There are no prepayment penalties for making early payments or for paying off the balance of a payment plan before its due date.

Cancellation and Refund Policy

1. Students may cancel their enrollment at Robert Cavalier University at any time. A student's notification of cancellation may be conveyed to the institution in any manner.
2. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution
3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement, but before beginning a course or program, is entitled to a refund of all monies paid.

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

Tuition will be refunded per the table below. Tuition for courses that have not been started will be refunded in full. There is no tuition refund for courses and/or terms that have been completed.



Length of Term	Tuition Refund Amount	
8 Weeks	1 st Week	80%
	2 nd Week	60%
	3 rd Week	40%
	4 th Week	20%
	5 th Week	0%

Any refund due to a student will be paid in full within 30 days.

Refund Calculation Example

The refund amount for a student who withdraws from the fourth (4th) course of the MBA program during the 3rd week of training would be calculated as follows:

RCU Retains:

Tuition for completed courses: \$2,475 (3 courses x \$825)
Portion of tuition for current course: \$495 ($\$825 \times 60\% = \495)
Total Retained by RCU: \$2,970

Student Refund Amount:

Portion of tuition for current course: \$330 ($\$825 \times 40\% = \330)
Tuition for courses not started: \$4,950 (6 courses x \$825 = \$4,950)
Total Refund Amount: \$5,280

Refunds on books and materials are subject to the terms of the retailer from which they were purchased (ex: Amazon). The student refund amount is applied to any balance on the student's account. Any and all money due to the student is refunded to the student within 30 days after the withdrawal.