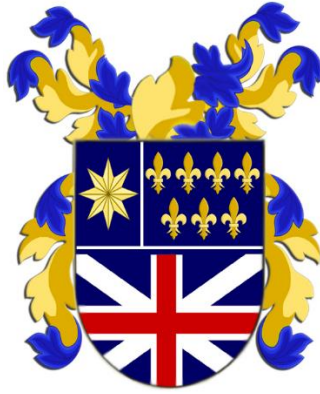


Robert Cavalier University



Academic Catalog

Version 2

July 2024-June 2025

1500 Lafayette St, Suite 109
Gretna, LA 70053
+1(504) 502-8250

www.rcu.education



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Robert Cavalier University
1500 Lafayette St, Suite 109
Gretna, LA 70053

Phone: +1(504) 502-8250
Email: inquiries@rcu.education
URL: www.rcu.education



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 from RCU, we hope you achieve continued career success, 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, Ed.D
Chief Executive Officer
Robert Cavalier University



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History

Robert Cavalier University (RCU) was established in August 2021 in New Orleans, Louisiana, as a fully online degree-granting institution. RCU was created in response to the need for accessible and affordable degrees that meet the highest academic and regulatory standards. With this vision realized, RCU is now committed to educating students while ensuring high levels of student satisfaction, with good student retention and graduation rates. This mission is supported by well-qualified faculty, who are experts in their field of study and are dedicated to helping students achieve success.

Our Vision

RCU's 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

RCU 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

RCU 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 teaching and learning

Promote retention and completion through the acknowledgment of prior learning

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



Create an engaging global community of mutual respect and learning

- Promote and recruit students worldwide
- Develop a suitable and vibrant 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

RCU is currently conditionally licensed by the Board of Regents of the State of Louisiana. Conditional licenses must be renewed by the Board of Regents at regular intervals, dependent upon the school's progress toward accreditation. Licensed institutions have met minimal operational standards set forth by the state, but licensure 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
Dr. Colin Felix Pereira	Executive Chairman, Board of Directors	colin@rcu.education
Dr. Bala Kumar Thambiah	Chief Executive Officer (CEO)	bala@rcu.education
Dr. Md Shuhel Miah	Chief Academic Officer (CAO)	shuhel@rcu.education
Ms. Frances Ann Chapman	Chief Finance Officer (CFO)	frances@rcu.education



Faculty

	NAME	TITLE	PROFESSIONAL QUALIFICATION
1	Prof Nagarajan	Adjunct Faculty	Ph.D in Management Alagappa University, India
2	Dr Tamara Mohammad	Adjunct Faculty	Ph.D in Business Management - Human Resource Management University of Gloucestershire
3	Dr Farah Naz	Adjunct Faculty	Ph.D in Commerce University of Central Punjab, Lahore
4	Dr. Sundarapandiyan Natarajan	Adjunct Faculty	Ph.D in Business Management - Human Resource Management Bharathiar University, India
5	Dr. Moharkonda Srinivasan	Adjunct Faculty	Ph.D in Business Management Bharathiar University Coimbatore, India
6	Dr. Stuart Milligan	Adjunct Faculty	Ph.D in Strategic Supply Chain Management University of Bath
7	Dr. Leena Anum	Adjunct Faculty	Ph.D in Business Administration National College of Business Administration & Economics, Lahore
8	Dr. Awais ur Rehman	Adjunct Faculty	Ph.D in Finance University Malaysia Sarawak
9	Dr Jugindar Singh	Adjunct Faculty	Ph.D in Business Administration Open University of Malaysia
10	Dr. Rohail Hassan	Adjunct Faculty	Ph.D in Management Universiti Teknologi Petronas, Malaysia

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



Hours of Operation

The administrative offices of RCU 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

July 2024 – July 2025

Semester/Intake	Application Deadline	Enrollment Deadline	Course Start Date	Course End Date
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
January 2025	January 13, 2025	January 20, 2025	January 27, 2025	March 28, 2025
March 2025	March 17, 2025	March 24, 2025	March 31, 2025	May 30, 2025
June 2025	May 19, 2025	May 26, 2025	June 2, 2025	August 1, 2025



Legal Control

RCU, Inc. is a C-Corp incorporated in the State of Delaware.

Advisory Board Members

Name	Qualifications/Appointment
Dr. Gauth Jasmon	Higher Education Expert and Industry Leader PhD in Electrical Engineering University of London
Prof. Aras Bozkurt	Distance Education Expert PhD in Distance Education Anadalou University, Türkiye
Prof. Ramesh Sharma	Instructional Design and Distance Education Expert PhD in Education Maharshi Dayanand University Rohtak, India
Mr Stanthon Salathe	Representative Louisiana's Congressional Delegation



University Policies

Admission Requirements

RCU seeks to enroll applicants who demonstrate a strong desire to learn, a commitment to advancing their careers in business administration, and the readiness to succeed in a rigorous, online learning environment. Qualified candidates should exhibit both the motivation to engage in distance education and the dedication required for personal and professional growth through our MBA program.

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

RCU 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 documentation is 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. Degree Certificate
4. An updated resume
5. A close-up copy of an official government photo ID or passport

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). RCU's preferred provider is World Education Services (WES). They may also be evaluated by a trained transcript



evaluator who is fluent in the language of the transcript. Evaluators must possess expertise in the educational practices of the country of origin and include an English translation of the review. All translated materials must bear the official university seal and the signature of an authorized university representative.

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). RCU's preferred provider is World Education Services (WES).

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 RCU. Applications cannot be reviewed without qualifying exam results.

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

Hard-copy Official Transcripts may be submitted to:
Robert Cavalier University
C/O Admissions
1500 Lafayette St, Suite 109
Gretna, LA 70053

Acceptance to the University

Applications submitted to Admissions are reviewed by the Chief Academic Officer (CAO) for final approval. Applicants who meet all minimum requirements will be granted admission to RCU and may begin classes in the current or upcoming academic term, as outlined in the 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 student submits the Enrollment Agreement (EA) to RCU electronically. Once accepted and signed by the CAO, the fully executed EA is provided to the student as a PDF document.

Non-discrimination Policy

RCU 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.

RCU is committed to fostering an inclusive and equitable educational environment. We proudly welcome all students and do not discriminate based on age, ancestry, color, ethnicity, national origin, religion, race, gender, sexual orientation, disability (physical or mental), veteran status, or any other characteristic—whether actual or perceived or through association with others who possess these characteristics.



RCU strives to ensure that all students have equal access to learning opportunities. Students in need of accommodation due to disability or injury are encouraged to connect with Student Support. Accommodation is provided upon submission of medical or professional documentation, and it is the responsibility of each student to self-identify and request support before classes begin. RCU's ultimate aim is to help you succeed.

Transfer of Credits

Transfer to RCU

The acceptance of transfer credits is at the discretion of the receiving institution. Credits earned at other institutions may not always be accepted by RCU, and likewise, credits earned at RCU may not be accepted by other institutions, depending on their individual policies and requirements.

Transfer of 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; Institute of Chartered Accountants-England & Wales, Scotland and Ireland, Chartered Association of Certified Accountants (UK), American Institute of Certified Public Accountants, Chartered Managers Institute (UK), Chartered Institute of Personnel Development (UK), Global Chartered Management Accountants (US)
 - London Examinations Board-Post Graduate Certificate in Business Administration
- Credits earned at foreign institutions must undergo a credential evaluation to determine their equivalency with RCU courses.



- An official transcript of the students' 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 must be relevant to the program of study and equivalent in content and degree level. For the RCU MBA program, only graduate-level courses are eligible for transfer of credit.
- A copy of the catalog or course syllabi from the institution where the coursework was completed must be provided before any application for transfer of credits can be evaluated.
- To be eligible for transfer, each course must have a minimum grade of "C" (2.5). Only graded courses qualify; credits earned through "pass/fail" options are not eligible for transfer.
- Coursework completed over three (3) years ago is ineligible for transfer of credits.
- Transfer credits must be completed before enrollment. Submitting an official transcript promptly for evaluation is the sole responsibility of the student.
- The CAO makes the final decision on transfer credit acceptability. While the above guidelines inform the evaluation process, RCU reserves the right to accept or reject any transfer credits at its discretion.

Students may transfer up to 50% of the MBA program credits, with a maximum of 15 credits (equivalent to five 3-credit courses). To apply, students must submit all required documentation for review as part of the transfer credit evaluation process.

Transfer out of RCU

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

Credit for Life Experience

RCU does not offer credit for life experience.



Articulation Agreements

RCU has an articulation agreement with the London Examinations Board (UK) for the Post Graduate Certificate in Business Administration. This four (4)-module graduate program allows students to complete the remaining six (6) courses to earn the RCU MBA.

Student Privacy Policy

RCU's student privacy and confidentiality policy follows the Family Educational Rights and Privacy Act, 1974 (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.

RCU will not disclose student's 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 RCU 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.

RCU 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 faculty or University administrators is grounds for disciplinary action, including dismissal from the University. Students seeking access or amendments to their educational records should contact student support.

Student Records Maintenance

RCU 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 daily.



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 RCU.

Archived records are maintained for 5 years.

Identity Verification

RCU's Student Identity Verification process begins with document submission during application and continues through graduation, transfer, or withdrawal. All students must confirm that the person registering for a course is the same individual participating and receiving credit. RCU may use various methods to verify student identity, 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, 1974 (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

All users of RCU'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 RCU, 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 RCU such as a social security or government ID number, date of birth, address, and/or email address on file.

Student Integrity and Academic Honesty

"Integrity and honesty are not just words at RCU, they are the bedrock of our university. We believe in fostering a culture of academic excellence where students conduct themselves ethically and uphold the highest standards of honesty."

Student integrity and academic honesty are a cornerstone of any educational institution and are paramount to the integrity and quality of the programs offered. RCU expects its students to conduct themselves in an ethical manner demonstrating integrity and honesty. The University will uphold these expectations and respond with the same behavior.

Students are provided with the University's policies and the consequences should any part of those policies be violated, either intentionally or unintentionally. When the University discovers instances of questionable behavior, misconduct, or blatant disregard/infractions of the rules, actions are taken. To help students understand the expectations the University has for them, RCU publishes clear and specific policies related to student integrity, academic authenticity, and academic honesty.

The following is a list of common violations of the Student Integrity and Academic Honesty Policy:

Safeguarding Academic Integrity at RCU: What Constitutes Misconduct?"

At RCU, academic integrity is paramount. The Student Integrity and Academic Honesty policy ensures a fair and ethical academic environment for everyone. Engaging in academic misconduct violates this policy and may result in disciplinary action, including failing grades, suspension, or expulsion.

What is Academic Integrity?

Academic integrity involves honesty and fairness in all academic pursuits. It means presenting your own work, respecting the work of others, and ensuring equal opportunity for everyone in the academic community. Any action that undermines these principles is considered a violation of academic integrity.



Academic Integrity Violations constitute the following actions;

a. Plagiarism:

- Copying others' work without citation (e.g., papers, discussions, dissertations).
- Using others' views, opinions, or insights without acknowledgement.
- Paraphrasing someone else's unique phrases, metaphors, or other literary devices without credit.

Note: Using or paraphrasing content generated by AI tools like ChatGPT also requires proper citation. While using such tools is not in itself a violation, attributing non-original ideas is crucial. RCU reserves the right to review AI input/output transcripts for your reference list/appendix.

b. Reusing your work:

You may reuse your work without expecting credits from previous submissions. However, any previously published work must be properly cited if included in a new assignment.

c. Cheating:

- Using unauthorized materials (notes, prepared answers) during exams.
- Allowing others to complete your work or using commercial term paper services.
- Submitting the same assignment for multiple courses without prior approval.
- Collaborating on exams or assignments without faculty approval.
- Using or displaying notes, and “cheat sheets” online.
- Submitting work that was not written or created by the student. Examples are papers written by someone other than the enrolled student, such as a ghostwriter or paper/essay mill, or AI applications, such as ChatGPT, Gemini, Bing Chat, and any other Artificial Intelligence software.

d. Collusion

- Assisting, attempting to assist, or receiving assistance from any student, past student, or RCU graduate in engaging in academic misconduct is prohibited. Likewise, conspiring with anyone, inside or outside RCU, to engage in such misconduct is strictly forbidden.



Guidelines for Using Copyrighted Materials

RCU is committed to upholding ethical standards and respecting intellectual property rights. This commitment extends to all members of our community, including employees, instructors, students, and other affiliates.

Understanding Copyright:

- Copyright protects original works of authorship, such as articles, books, music, photographs, software, and more.
- Copyright applies automatically, even if the work isn't registered or marked with a copyright symbol.
- Using copyrighted materials without permission, except in limited cases, is a violation of the law.

Using Copyrighted Materials Responsibly:

- Always obtain express written permission from the copyright holder before reproducing any copyrighted work in any form (print, video, electronic).
- Be aware that copyright laws protect a wide range of works, including printed materials, visual media, and electronic content.
- Familiarize yourself with the concept of "fair use," which allows limited use of copyrighted materials for specific purposes like teaching, scholarship, research, or criticism.
- When in doubt, err on the side of caution and seek permission.

Getting Permission:

- Contact the copyright holder directly or their licensing representative.
- Clearly state the intended use of the copyrighted material.
- Obtain written permission that outlines the scope of use and any applicable fees.
- Resources: Chapter 1 - Circular 92 | U.S. Copyright Office (refer to Section 107)

Academic Integrity

Commitment to the principles of academic honesty and integrity is essential to the mission of RCU. To maintain an academic climate that is conducive to each student's success, RCU 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, or being dismissed from RCU. The consequences will be determined by and at the discretion of the CAO in consultation with the Chief Executive Officer (CEO) and/or faculty members.

In making this determination, RCU may conduct an investigation to review past 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 CAO. Appeals must be made in writing or by email and must include student-supporting documentation. The CAO 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) working 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 outlines the expected standards of behavior at RCU. While not exhaustive, students may face disciplinary action for any behavior deemed unacceptable or disruptive to RCU's goals and mission.

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 RCU on social media or RCU social media accounts.
- Misrepresenting oneself as an official RCU spokesperson online or on social media.



- Engaging in a consensual romantic or sexual relationship with an RCU faculty or staff member while enrolled at RCU.
- Endangering, threatening, or causing harm to any member of the RCU 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

At RCU, we are unwavering in our commitment to fostering an educational environment where all individuals feel safe, respected, and valued. RCU's policy strictly prohibits all forms of sexual harassment, as well as harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, domestic partner status, age, sexual orientation, or any other characteristic protected by federal, state, or local laws. We are dedicated to upholding a community of inclusivity, dignity, and equal opportunity for all.



RCU's anti-harassment policy applies to all students, faculty, staff, and administrators engaged in the operation of the university. It extends protection against harassment based on the perception that an individual possesses or is associated with someone who possesses any of the characteristics outlined in our policy. This ensures a comprehensive commitment to a harassment-free environment for everyone at RCU.

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.

Non-retaliation Policy

At RCU, we are deeply committed to upholding the highest standards of integrity while fostering learning and working environments free from discrimination and harassment. We maintain a zero-tolerance policy for retaliation, which includes any action, statement, or behavior intended to punish or intimidate an individual for filing a discrimination or harassment complaint, participating in an investigation, appeal, or grievance, or reporting non-compliance with RCU policies. Retaliation is a serious violation and is strictly prohibited. RCU stands firm in protecting the rights and dignity of all members of our community.

Students who experience or become aware of retaliation are encouraged to report the incident immediately to the CAO, who will assist in filing a formal complaint. Violations of this policy will be addressed through disciplinary proceedings as outlined in the Code of Conduct and may result in sanctions such as probation, suspension, or termination. Additionally, students who knowingly submit false reports will face disciplinary action, which may include, but is not limited to, probation, suspension, or termination. RCU is dedicated to ensuring a fair, respectful, and accountable community for all.



Probation, Suspensions, and Dismissal

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

Students found in violation of the Code of Conduct will be notified via email, followed by a formal notification letter detailing the violation and the corresponding consequences, once all investigations and hearings are concluded.

During probation, students may continue their studies, but their behavior will be closely monitored for any further violations of the Code of Conduct, as specified in the notification letter. If no additional violations occur during the probation period, the student will be reinstated to good standing. However, students who commit further violations may face suspension or dismissal from RCU.

During a suspension, students are prohibited from continuing their program for one (1) to two (2) sessions, as specified in the notification letter. After the suspension period, students will return to the program on probation, with their behavior closely monitored for any further violations of the Code of Conduct. If no additional violations occur, the student will be restored to good standing. However, students who commit further violations may face dismissal from RCU.

Certain violations, due to their severity, may result in immediate dismissal. While this list is not exhaustive, students found guilty of cheating, harassing others, or engaging in illegal activities may be terminated from RCU without delay. Students expelled for these offences will not be readmitted. All disciplinary actions are subject to an appeal.

Please see the appeals section for policy details.

Appeals and Re-admittance

Appeals

A student has ten (10) days from the date of receiving notice of probation, suspension, or dismissal—whether academic or non-academic—by RCU to submit a written appeal to the CAO. The appeal will be reviewed by the CAO and the student will be notified of the decision within ten (10) days of its submission.

If the appeal is denied, or if the CAO 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 RCU or been dismissed must submit a new application and undergo the admissions evaluation process to re-enroll. The program requirements in effect at the time of re-enrollment will apply.

RCU will carefully consider the student's past academic records, any remedial work completed since withdrawal or dismissal, and other extenuating circumstances when evaluating re-admission. A student previously academically dismissed may, at the discretion of the CAO, be readmitted on probation. The probationary period will last through one evaluation period (one course). If the student demonstrates no academic or non-academic violations during this time, they will return to good standing. However, if a violation occurs during the probation period, the student will be terminated and barred from future enrollment at RCU for at least three (3) years.

Complaint and 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 RCU policies or 2) inappropriate response, lack of response, or decision by any person with administrative control and responsibility.

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

If a student has a complaint, grievance, or dispute with RCU 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.

The notification process can also be initiated by email.



- Step 2 - Appeal: If the requested remedy is denied, or if the RCU faculty, staff, or administrator does not respond within fifteen (15) days of the Step 1 notification, the student may appeal in writing to the CAO within an additional fifteen (15) days. The appeal may be submitted by certified/registered mail or email. The CAO will review the grievance and issue a decision within fifteen (15) days of receiving the appeal. Failure to appeal within the specified time frame will be considered acceptance of the Step 1 decision, and the matter will be closed.
- Step 3 - Final Decision: If the requested remedy is denied, or if the University does not respond within fifteen (15) days after the Step 2 appeal notice is sent, the student may appeal directly to the CEO in writing via certified mail or email within the next fifteen (15) days. The CEO will review the matter with the parties involved and issue a decision within fifteen (15) days of receiving the appeal.

The CEO's decision shall be final. However, failure to initiate an appeal- Step 3 within 15 days indicates that the student accepts the decision from Step 2 as final and that the matter is closed. If a student has exhausted the complaint and grievance procedure at RCU 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://www.laregents.edu/resources-3/>

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 support student success, all students must complete a non-credit orientation session before starting their first course at RCU. This session covers essential topics, including navigating the Learning Management System (LMS), accessing the Digital Library, and using academic tools and resources. It also provides an overview of key policies, academic writing guidelines, and available support services. A recording of the session is available on the LMS for future reference.



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 RCU, a student's address, Phone number, and/or email address changes, the onus is on the student to update his/her contact information immediately in the Student Portal.

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

Graduation Ceremony

RCU 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. RCU 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

RCU considers academic guidance essential to student success and encourages all students to participate in advising sessions via Zoom to enhance their experience.

Faculty are committed to supporting students throughout their studies, with the CAO providing personalized assistance in academic planning and clarifying university policies to ensure students understand their academic pathway towards completing the RCU MBA.



Academic Policies

Technology Requirements

At RCU, 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
- Microsoft Edge

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

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

RCU 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.

RCU 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), tablet and mobile devices, a modern web browser, and a high-speed Internet connection. However, it is recommended to use a Laptop, PC, or tablet to access assignments and additional resources.



Proctoring

All RCU students are required to complete four (4) proctored examinations as part of selected courses throughout the program. These courses are;

- Human Resource Management
- Finance for Managerial Decision Making
- Business Innovation and Creativity
- Capstone Project-Presentation

Students taking a course that has a proctored examination must complete the examination to pass the course. Information regarding 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 RCU are expected to attend online lectures and participate in class activities.

In the online learning environment, attendance is defined as:

- Logging into the online learning environment at least once per week.
- Completing academic engagement activities as defined on the syllabus e.g. quizzes, assignments, multiple choice questions, and discussion forums.
- Checking email regularly for notices.
- Quality and considered contribution towards online discussion forums with faculty members and fellow students.

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

Academic Credit Policy

RCU's semester credit hours align with standard academic measurements, based on course learning outcomes and expected student effort. Each credit hour represents at least 45 hours of work, with 15 hours in academic engagement and 30 in preparation. A three-credit course thus requires a minimum of 135 hours: 45 hours of academic engagement and 90 hours in 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
- Academic Research

Estimated time for all activities within a course is stated 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 ½ of the program length, whichever is shorter, as a 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 in the course syllabus.

A student who anticipates an absence due to a legitimate reason (e.g., military service, medical issues, work travel, or family emergency) and cannot complete coursework on time must notify their faculty or the CAO at least seven (7) working days in advance unless prevented by an



emergency. Documentation should be submitted to the CAO before the absence when possible. The CAO will verify the legitimacy of the absence and, if approved, work with the student to develop a plan for making up missed work.

If a student misses an assignment deadline due to an absence and has not contacted the CAO in advance (unless extenuating circumstances apply), they cannot make up the missed work.

For absences unrelated to approved reasons, students must complete all work before the absence, as make-up work will not be permitted.

Course Extensions

Course extensions of up to seven (7) calendar days may be granted in the case of a personal or family emergency. Students must submit a request for a course extension in writing to the faculty. 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 coursework to the course faculty. The final grade for the course will be issued after the work has been submitted, or after the course extension period if the student fails to complete the work.

Multiple course extensions on the same course are not allowed.

Grading

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

Score	Letter Grade	GPA Points
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 may retake a course to improve an unsatisfactory grade. Once a grade is recorded for the repeated course, the original grade is replaced with an “R” and excluded from the GPA calculation. The new grade points will apply to the cumulative GPA. A maximum of two courses may be repeated for a better grade, though improvement is not guaranteed.

RCU 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

Faculty will report final grades within seven (7) days of the end of a term. Grades will be reported in the LMS. 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 LMS. The appeal must explain why the grade received was incorrect and include relevant supporting evidence.
2. The CAO will review the appeal and discuss the appeal with the course faculty within five (5) days. The faculty will make a recommendation to the CAO on whether or not the grade should be changed.



3. The CAO will review and may approve or suggest an alternative to the faculty's recommendation. If an alternative is suggested, the CAO and faculty will discuss and agree on a final recommendation. This review will be completed within five (5) days.
4. The final recommendation, approved by the course faculty and the CAO, will be communicated to student support. The student will be appropriately notified by email of the final decision and the final grade will be reflected in the LMS.

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

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is evaluated for all students at RCU after the end of each semester to ensure students are successfully completing the courses. Students are notified about the SAP session through email. This assessment provides an opportunity to review and evaluate the academic progress of the students. An action plan is recommended if there is any corrective action required. At each Progress Evaluation point, RCU will make sure the following criteria have been met:

- Grade Point Average (Qualitative): The student has a cumulative GPA (cGPA) of at least 2.5 to be considered in academic good standing.
- Pace of Completion (Quantitative): The student has successfully completed 67% of the 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 and 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.

Academic Warning

Students not in Good Standing will be placed on Warning status and notified by email. This status will last one semester, during which they will follow an academic improvement plan to work toward regaining Good Standing. If progress is shown but Good Standing is not achieved by the end of the Warning period, the student 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 2.5 average and demonstrating 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 show progress but do not regain Good Standing may be granted one additional semester, called Continued Warning, to continue their improvement plan. If Good Standing is not achieved by the end, the student 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 RCU. Students will receive notice of Academic Termination via email and will no longer have access to the LMS.

Appeals

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

Appeals should be directed to the CAO. All appeals should be made in writing or by email 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 CAO will notify students of the decision within ten (10) days of receiving the appeal. The CAO'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 semester) through the next evaluation point. During this time, students will be provided with 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 RCU. 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 RCU. The maximum time frame is reduced for transfer students based on the remaining length of the program upon enrollment.

Incomplete Courses

RCU does not issue incomplete grades.

Remedial Courses

RCU 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 RCU 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 RCU per the transfer of credit policy.

Graduation Requirements

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

- Successfully complete all required courses;
- To complete a minimum of 30 credit hours (including capstone) in the program at RCU;
- Be in academic good standing; and
- Have a cumulative GPA of at least 2.5 or higher

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, quality of online learning materials, teaching and learning, ease of use of technology, and the overall student experience at RCU.

Counseling/Placement

RCU, as a newly established university, currently does not offer dedicated counseling and placement services. However, plans are in place to introduce these services as part of our comprehensive Student Support Services once we achieve DEAC accreditation and reach a significant milestone in student enrollment. At that point, a dedicated team of professional counselors and career advisors will be brought on board to assist students with academic guidance, career planning, and job placement opportunities. This initiative aligns with RCU's mission to empower students with the tools and resources they need to succeed academically and professionally.



Curriculum Offerings

Master of Business Administration (MBA) Program

Total Credits: 30 Semester Credit Hours

Length: 12 months

- Students begin a new course at each start date, completing two courses at a time, except during the first and last four weeks of the program.

Description:

The Master of Business Administration (MBA) program equips students with essential skills in business innovation and creativity, economics, finance, marketing and capstone project blending foundational theories with practical applications. Focused on strategic thinking and adaptability, the curriculum addresses current challenges and models, empowering students to lead and drive change in today's dynamic business landscape. Ideal for those seeking advanced leadership capabilities, the program fosters impactful, practical insights for personal and professional growth.

Program Learning Outcomes

The MBA program is designed to achieve specific learning outcomes that ensure students not only acquire advanced business knowledge but also develop critical thinking, leadership, and practical skills. The key learning outcomes are:

- **Strategic Thinking:** Develop the ability to think strategically and make decisions that align with organizational goals.
- **Leadership and Teamwork:** Cultivate leadership skills and the ability to work effectively in teams.
- **Analytical Skills:** Enhance analytical and problem-solving skills through quantitative and qualitative analysis.
- **Communication:** Improve business communication skills, including writing, presenting, and negotiating.



- **Effective Information Management Abilities:** This competency emphasizes skills in organizing, analyzing, and applying information to make informed decisions with abilities to identify reliable data sources, synthesizing diverse data sets, and leveraging technology to access, analyze store information.
- **Ethical Decision-Making:** Promote ethical decision-making and corporate social responsibility.
- **Global Perspective:** Develop a global perspective on business operations and strategy.

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 nine (9) core courses, 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	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 must complete all ten (10) courses to earn the RCU MBA degree.



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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Scrutinize internal and external strengths and weaknesses of the organization
2. Identify issues and challenges associated with developing an effective corporate strategy.
3. Assess the major strategic management theories and concepts concerning the processes of strategic planning and implementation.
5. Evaluating the extent to which action plans have been successful and making changes when desired results have not been achieved
6. Apply frameworks, concepts, and techniques in diagnosing causes for a range of business problems
7. Recommend analysis-based strategic recommendations in overcoming various business problems

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Identify the role of marketing in business and society.
2. Differentiate between consumer and business buying decision.
3. Investigate marketing channels and communication.
4. Differentiate between market segmentation, targeting, and position.
5. Analyze the process of market research and intelligence.
6. Create a strategic marketing plan.

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Appreciate the growing importance of the cross-culture dimension in managing organizations.
2. Demonstrate a detailed understanding of the issues faced by managers working in a different culture.
3. Apply appropriate principles in managing different cultures correctly.
4. Effectively identify different international cultural practices that affect management practices.
5. Acquire the necessary skills and understanding of different cultural characteristics of countries for better management across different cultures analytically.



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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Survey how different financial markets function.
2. Appraise the value of different financial instruments.
3. Research the capital structure theory and dividend policy of a firm.
5. Apply capital budgeting decisions under both certainty and uncertainty.
6. Calculate and evaluate the value of derivatives and advise management.
7. Analyze how to optimize a company's working capital.
8. Examine the main motives and implications of mergers and acquisition.

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Formulate project plans, taking into consideration the resource constraints.



2. Carry out prefeasibility studies and conduct detailed project appraisals covering technical, commercial, economic, and financial aspects.
3. Prepare project schedules, and project network diagrams and estimate the Critical Path that aids in efficient and effective execution of projects.
4. Identify the risks and uncertainties associated with projects and decide upon and implement the appropriate risk mitigation strategies.
5. Build an effective team of motivated team members who ensure the successful implementation of projects.

Human Resource Management (3 semester credits)

Human Resource Management (HRM) 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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Cultivate and implement strategic human capital plans.
2. Foster respect for diversity and multiculturalism in the workplace.
3. Create proper recruitment and selection plan.
4. Execute strategies that retain and motivate employees.
6. Originate compensation and benefits steps that are agreeable to employees.
7. Motivate employees to use available training and development opportunities.
8. Ensure the safety and health of employees in the workplace.

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Analyze the impact of creativity and innovation on an organization.
2. Examine the impact of creativity and innovation on sustainable organizations.
3. Define and use criteria to create an innovative organization.
4. Develop creative work practices within an organization.
5. Identify and promote business functions that enhance organizational innovation and creativity.

Business Ethics and 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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Describe the fundamentals of ethical philosophy and apply moral reasoning to business decision-making.
2. Articulate the relationship between ethics, governance, the law, and corporate social responsibility.
4. Critically evaluate the key concepts relating to CSR.
5. Examine CSR opportunities, limitations and challenges its implementation places upon businesses and their employees and key stakeholders.
6. Demonstrate an understanding of the development of corporate governance to meet public concerns about the management of companies.

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Demonstrate knowledge of the main research methods, techniques, and processes used in business research.
2. Identify and formulate a research problem and conduct research using different sources and methodologies.
3. Analyze, present, and interpret qualitative and quantitative data.
4. Develop data supported conclusions and make sound judgements following basic theories and concepts of the subject of study.
5. Prepare a business research proposal to be undertaken.

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.

Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Identify, determine and justify a relevant research topic.
2. Self-manage all phases of the research and writing process including managing the supervisory process and reflecting critically on the work undertaken.
3. Identify and synthesize the relevant conceptual and methodological techniques to be used.
4. Select a range of sources and data, apply them to a particular topic, case or organization.



6. Drawing appropriate conclusions and recommendations, and assessing their impacts on management practices.
7. Present the research findings following the prescribed structure and format.

Financial Information

Tuition and Fees

Master of Business Administration (MBA)

Tuition and Other Fees	Amount (USD)
Tuition Fees for All Courses in MBA Program	\$5,400
Tuition Fee (after 70% Discount)	\$1,620
Tuition (per 3 credit hour course)	\$162/course

Tuition and fees are listed in U.S Dollars (USD).

**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 indicated in the Enrollment Agreement Annex 1 Schedule of Fees are due per the specified terms.



Payment Schedule

Payment	Due Date	Amount Due (USD)
1	1st Month	\$ 145
2	2nd Month	\$ 145
3	3rd Month	\$ 145
4	4th Month	\$ 145
5	5th Month	\$ 145
6	6th Month	\$ 145
7	7th Month	\$ 145
8	8th Month	\$ 145
9	9th Month	\$ 145
10	10th Month	\$ 145
11	11th Month	\$ 170

** The tuition fee for the program is **USD 1620**.*

1st to 10th Installments is USD 145/installment, 11th Installment is the remaining balance of USD 170.

*A total of 11 installments equals to the amount of the tuition fee- **USD 1620**.*

Truth in Lending Act (TILA)

RCU 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 RCU at any time. A student's notification of cancellation may be conveyed to the institution by submitting a Withdrawal Request Form.
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.

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

If a student pays the first installment of \$145 and withdraws from all MBA courses during the third week of the term, they are eligible for a 40% refund of the term's tuition. The calculation would be as follows:



RCU Retains	Amount (USD)
Tuition fee per term (2 courses @ \$162 per course)	\$324
Portion of tuition refund for the current course (Withdrawal in Week 3 of 8 Week Term)	\$129.6 (324 x 0.4 =129.6)
Tuition Fee Amount for 1st Installment (Installment 1 of 11)	\$145.00
Total Amount Paid for 1st Installment	\$145.00
Total Student Refund Amount for Two (2) Courses	\$15.4 (145 - 129.6 =15.4)
Total Retained by RCU for Two (2) Courses	\$129.60

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.